

This Handbook belongs to:

Name: _____

Address: _____

City: _____

Phone: _____

Grade & ID#: _____

**MAINLAND REGIONAL HIGH SCHOOL
STUDENT HANDBOOK 2018-2019**

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MAINLAND REGIONAL HIGH SCHOOL STUDENT HANDBOOK 2018-2019

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PRINCIPAL'S MESSAGE

This handbook provides information that will help you to be successful here at Mainland Regional High School. Please read this handbook carefully and review it with your parents. If you have any questions about its contents, do not hesitate to seek the answers from your teachers, your counselor, or an administrator. Mainland provides not only an extensive curriculum suited to the needs of all its students but also a wide variety of co-curricular activities. In order to maximize your opportunities for success, both now and in the future, I strongly encourage you to take full advantage of our curriculum offerings and participate in activities that interest you. By taking advantage of the many offerings of our school, you can make your high school years the best years of your life.

ALMA MATER

*Our Alma Mater Mainland High School
We Now Sing Your Praise
In These Hallowed Halls of Learning
We Spend Glorious Days.*

*And Through Our Lives These Fondest
Memories
In Our Hearts Will Stay -
We'll Remember Mainland High
Forever and a Day.*

VISION STATEMENT

The Mainland Regional High School District will be recognized as the region's premier secondary educational institution defined by an instructional program that provides all students with relevant and meaningful educational experiences and opportunities that meet the challenges of a rapidly evolving and globally connected world.

MISSION STATEMENT

The Mainland Regional High School District is committed to safeguarding an exceptional scholastic environment of distinction that exceeds the New Jersey Student Learning Standards. Our mission is to ensure that all students are prepared for a nationally competitive and globally connected society through a collaborative partnership between home, school, and community.

DISTRICT STATEMENTS

The Mainland Regional High School district reaffirms the federal and state laws to ensure equal educational opportunity for all students and to prohibit discrimination. Equal educational opportunity extends to areas such as, but not limited to, course offerings, athletic programs, guidance and counseling services, tests, and employment.

The MRHS District Board of Education views sexual harassment not only as an employee-related concern, but also as a student-related concern in the implementation of school/classroom practices. It is the Board of Education's intent to take all steps necessary to prevent harassment from occurring.

Affirmative Action Policy

Mainland Regional High School does not discriminate by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, in employment or in educational opportunities. (MRHS Policy #2224)

Any person who has a question concerning the Board's Affirmative Action and/or Sexual Harassment policies, or feels that he/she has been a victim of discrimination, should contact the district's Affirmative Action Officer, Ms. Joanne Goldberg, at 927-0825.

Questions concerning disabilities and the district's effort to comply with this legislation should be directed to MRHS's 504 Officer, Ms. Joanne Goldberg, at 927-0825.

STUDENT/PARENT APPEAL PROCESS

When a student and/or parent encounter a problem, discrimination, or has a complaint or grievance in matters of disciplinary action, academic areas, or school operational practices, the following procedure should be followed in order to ensure an equitable resolution (see MRHS Policy #5145.6 for more detailed information).

1. Discuss the complaint with the staff member who is closest to the source of the problem.
2. Appeal to the appropriate supervisor
3. Appeal to the Principal
4. Appeal to the Superintendent
5. If the Superintendent's decision is unacceptable, appeal in writing to the Mainland Regional Board of Education. A written decision is rendered following a Board hearing.

In areas where State law permits, a student and/or parent may appeal Board decisions to the Commissioner of Education and to the New Jersey State Board of Education. At each step in the appeal process, the student(s) and or parent(s) have the right to a hearing and to be represented by a third party.

DIRECTORY

Athletic Office 927-9589	Child Study Team 927-0825	Main Office 927-4151
Attendance Office 926-0508	Guidance Office 927-4139	Transportation 927-8058
Business Office 927-8058	Health Office 927-1302	Vice Principal 927-7487

VISITORS

All Visitors to the building must first report to the main office to sign in. Visitors are not permitted to visit classes or teachers during the school day unless permission is obtained from the Principal. Upon conclusion of business, all visitors must sign out at the main office.

STUDENT ACTIVITIES

A student may participate in a variety of athletic and co-curricular activities which provide opportunities for leadership roles, competition, recreation, socializing, teamwork, problem-solving, writing and concentrated study, as well as school and community service. Often college applications request information about a student's co-curricular activities.

ATTENDANCE, ABSENCES, AND EXCUSES (MRHS Policy #5113)

The Mainland Regional High School District Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The District shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The Superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

1. Encourage good attendance;
2. Discourage unexcused absences;
3. Identify patterns of absence, tardiness and early departures from school; and
4. Intervene to prevent and correct problems with attendance.

The educational process requires regular, continuous uninterrupted attendance in school, which shall include classroom participation, instruction and study by all students, regular contact of students with one another and their participation in well-planned, instructional activities, under the tutelage of competent teachers. These are all vital to a thorough educational program. Consequently, there is a responsibility upon parents/guardians and students to attend school regularly because the Board of Education cannot condone unnecessary absences and reasons governing excused absences have been changed by law. Students who miss class excessively do not comply with the conditions prescribed for receiving course credit; therefore, the Mainland Regional High School Board of Education has determined that it will not issue credit for courses unless students meet the minimum student attendance requirements of the policy.

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

Attendance

A day in session for the purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session. A school day shall consist of not less than four hours of actual instruction.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session. A student shall be recorded as absent in the school register when not in attendance at a session of school regardless of the reason, except students excused due to religious observance/holiday who shall be recorded as excused. An absence for any reason other than due to religious observances/holidays shall not be counted as a day of attendance in the school register as ascribed by law.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

**Excused Absences, Verified-Unexcused Absences,
and Unverified-Unexcused Absences**

- A. An absence shall be considered an "Excused Absence" for the purposes of daily attendance, determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, for following reasons only:
1. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
 2. Bring Your Child To Work Day (if deemed excused by the NJDOE)

NOTE: All other absences, which are not Excused Absences according to the above, shall be considered "Unexcused Absences" regardless of the reason or documentation.

- B. An Unexcused Absence shall be considered a "Verified-Unexcused Absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance, for the following reasons:
1. Provided proper supporting documentation or note has been submitted within ten (10) school days (see "Parental Reporting and Verification of Student Absences" below):
 - a. Student illness;
 - b. A death or critical illness in the student's immediate family, or of others with permission of Principal;
 - c. Quarantine;
 - d. The student's required attendance in court;
 - e. Interviews with an admissions officer of an educational institution or college visits (on a limited basis);
 - f. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 2. Requirements of a student's individual health care plan;
 3. The student's suspension from school;
- NOTE: *Any in-school suspension time shall be considered as days present*
4. Requirements of the student's individualized education program (IEP);
 5. Alternate short or long term accommodations for students with disabilities;
 6. Such good cause as may be acceptable to Administration

NOTE: The District reserves the right, under certain circumstances, to consider an absence Unverified-Unexcused even though documentation has been provided with ten (10) school days.

- C. An "Unverified-Unexcused Absence" is a student's absence for all or part of a school day for any reason other than those listed as Excused Absences (see "A" above) and/or Verified-Unexcused Absences (see "B" above). An Unverified-Unexcused absence shall count toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school Code of Conduct for attendance. An absence is expressly not excused or verified-unexcused for any of the following reasons but not limited to:
1. Student illness- Parent/Guardian provided no documentation, note, etc., to the school or such documentation was not submitted within ten (10) school days;
 2. Unknown student absence- Parent/Guardian provided no communication in any form to the school regarding the absence;
 3. Family travel;
 4. Performance of household or babysitting duties;
 5. Other daytime activities unrelated to the school program;
 6. Leaving school without permission when school is still in session;
 7. Leaving class because of illness and not reporting to the school nurse as directed and/or not following appropriate late arrival/early dismissal procedures (see "Late Arrival and Early Dismissal" below);
 8. Being present in school but absent from class without approval. Such absence from class is a "class cut";
 9. Other absences deemed Unverified-Unexcused Absences by Administration

Parental Reporting and Verification of Student Absences

Parents/guardians are responsible for notifying the school **prior to 9 A.M.** when a child will be absent and for informing the school of the reason for the absence. Every absence (excused or unexcused) must be documented in the Attendance Office **no later than ten (10) school days** following the student's return to school. Any Excused Absence or Verified-Unexcused Absence that is not documented within the ten (10) school days will be considered an Unverified-Unexcused Absence.

Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian. The absence of any documented parent/guardian notes, doctor's notes, and other records that verify that an absence was Excused or Verified-Unexcused according to Board policy, shall be considered an Unverified-Unexcused Absence. Notes from parents/guardians shall be considered but the District may require additional documentation such as doctor's notes or other official records to verify the note.

Attendance and Instruction

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

1. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
2. A student shall be considered absent from school and ineligible for participation in activities/sports/etc., if the student is present for less than 4 instructional hours during the school day.

A pupil must be in attendance for **162** or more school days in order to be considered to have successfully completed the instructional program requirements to which he/she is assigned. The state of New Jersey considers any student who is absent for 10% or more of the total number of school days for any reason, excluding absences excused due to religious observances/holidays, as being "Chronically Absent" (e.g. 18 absences over 180 school days equals Chronically Absent)

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board. The Board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member to the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Procedures for Unexcused Absences

When a student fails to report to class or school accumulating **up to four (4) unexcused absences** (verified and/or unverified), the District shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
3. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
4. Follow all procedures according to law and Board policy 5142 Safety 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected;
5. Cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the District may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the District shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Procedures for Persistent Absences

If the pattern of unexcused absences continues and **five (5) to nine (9) unexcused absences** are accumulated (verified and/or unverified) the District shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
3. Evaluate the appropriateness of action taken as identified in consultation with the student's parents;
4. Develop an **Action Plan** to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - A. Refer or consult with the building's intervention and referral services (I&RS) team;
 - B. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
 - C. Consider an alternate educational placement;
 - D. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - E. Refer to the court or a court program as follows:
 - When the unexcused absences are determined to be violations of the compulsory education law and Board policy;
 - When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
 - F. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
 - G. Engage the student's family.

Discipline and Attendance

All discipline regarding the attendance of students shall be consistent with the Board policy #5131 and the Code of Student Conduct. Consequences for absences may include:

1. Students may be denied participation in co-curricular activities, including by not limited prom, graduation, senior privilege, etc., if their attendance fails to meet the standards set forth herein;
2. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
3. Loss of partial or total course credit;
4. Detention or suspension

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in Board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of **ten (10)** or more (verified and/or unverified), the student between the ages of six (6) and sixteen (16) is truant, pursuant to law. The District shall:

1. Make a determination regarding the need for a court referral for the truancy;
2. Make a reasonable attempt to notify the student's parents of the mandatory court referral;
3. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
4. Cooperate with law enforcement and other authorities and agencies, as appropriate;
5. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:
 - A. An attendance officer who finds a truant child, shall take the child and deliver him/her to the parent/guardian or other person having charge and control of the child, or to the Administrator of the school which such child is lawfully required to attend;
 - B. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
 - C. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
 - D. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
 - E. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
 - F. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$ 25.00 for a first offense and not more than \$ 100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

Daily Attendance

Consecutive Absences (includes Verified-Unexcused and/or Unverified-Unexcused Absences)

Any pupil who misses **ten (10)** full school days consecutively and does not appear on homebound instruction, and/or is not medically verified incapacitated shall be considered truant and will be issued a written notification to report back to school **within five (5) school days**. Failure to do so will result in the following:

1. Parents/guardians of pupils under the compulsory school age (below 16 years of age) may be presented with a formal written notice to cause the child to attend school (N.J.S.A. 18A:38-29). Failure to comply with the provision of the law may cause the parent to be deemed a disorderly person and the parent be subject to a fine (N.J.S.A. 18A:38-29);
2. Pupils above the compulsory age who do not comply with the notice and who do not return to school after **five (5) days**, and who do not present a satisfactory explanation to the Principal within **five (5) days**, shall be dropped from the rolls of the school.

Note: Such students must then present a written petition to the high school Principal requesting that they be readmitted to school. Each case will be reviewed on the merits of their petition.

Attendance Improvement Plan

1. The attendance officer shall make a reasonable attempt to contact the parent/guardian for each incident of an unexcused absence;

2. Pupils above the compulsory school age who miss **ten (10)** full days of school in any semester or **twenty (20)** full days in any year in non-consecutive fashion, will be notified in writing, as well as the parent/guardian, that a conference will be required with the High School Principal or his/her designee within **five (5) days** of notification to determine the reasons for the absences and develop an Attendance Improvement Plan;
3. Students who do not cooperate with the Attendance Improvement Plan, who do not attend the conference with their parent/guardian, or who attend but do not provide an adequate explanation for the student's absences may be denied privileges including but not limited to participation in activities/sports, senior privilege, prom, graduation ceremony, or any other school related function, activity, or school related privilege. or may be potentially dropped from the rolls of school;
4. Students and parents/guardians may request a hearing with the Superintendent of Schools, and through the Superintendent, a hearing before the Board of Education.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

1. Individualized education program (IEP);
2. The Individuals with Disabilities Act (IDEA);
3. Procedural protections set forth in N.J.A.C. 6A:14;
4. Alternate short or long term accommodations for students with disabilities as required by law;
5. Requirements of a student's individualized health care plan and individualized emergency healthcare plan.

Credit Loss Due To Period Absences

Course credit may be withheld if the student does not satisfy the attendance rules and regulations or fails to fulfill the specified course proficiencies. Students that are absent (unverified-unexcused) in excess of **fourteen (14)** class periods in an individual yearlong course or **seven (7)** class periods in an individual semester course shall not receive credit for completing the course.

NOTE: For Period/Course attendance, three (3) unverified tardies is the equivalent of one (1) unverified absence. For example, a student with thirteen (13) unverified absences and six (6) unverified tardies in a particular year-long course has accrued fifteen (15) combined absences and is, therefore, over the course absence limits. The credit for this course will be suspended and this student would need to enter the credit appeals process.

Parents/guardians and students may appeal the loss of credit according to Board procedures as detailed below. It shall be determined as a result of the appeal process if the student shall be allowed to complete the missed work (or complete a comparable assignment) and/or earn credit for the course.

Attendance Appeals

In keeping with the dictates of the procedural due process, a school committee will be established to hear appeals brought by petition of the parent/guardian of the affected student.

A written petition must be presented to the Principal by the parent/guardian **no later than ten (10) days** after receipt of notification of the student's loss of credit pursuant to this policy.

- A. Attendance appeals committee may consist of any two of the following:
 1. Principal or his /her designee.
 2. School Counselor.
 3. Classroom teacher or other staff member or specialist as deemed appropriate by the school Principal.
 4. School nurse.
- B. After appeals building level
 1. Within five (5) days after the Attendance Appeals Committee's decision is rendered, the second level of appeals' request shall be made.

2. A second level of appeals shall be granted for anyone who makes that request. The Appeals Committee shall consist of the Superintendent of Schools, School Solicitor and a School Board member, selected on a rotating basis.
- C. Board of Education
1. Appeals of building level decisions related to unresolved issues may be made to the Board of Education
 2. Upon an appeal being filed to the Board, copies of all documents and information considered by the Attendance Appeals Committee shall be forwarded to the Board and to the student taking the appeal and his/her parent/guardian. A hearing on the appeal shall be scheduled by the Board at which time the Board will consider the documents and any information previously considered by the Attendance Appeals Committee and any additional information which the School Administration or the student and/or his/her parent/guardian wishes to be present.

Regular Release of Pupils before the End of the Normal School Day

There are varying situations, which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Late Arrival and Early Dismissal

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an Unverified-Unexcused school day absence and/or period absence.

A student shall be considered absent from class for tardiness in excess of one half of the total class period. When the student returns, he/she shall sign in at the attendance office before going to class. Depending on the circumstances or documentation, this absence may be deemed either Verified-Unexcused or Unverified-Unexcused.

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal.

Students who miss class because they are late getting to school or because they must leave before the school day ends may be considered Verified-Unexcused Absent under the following circumstances provided supporting documentation has been submitted to the school and all appropriate sign-in/sign-out procedures have been followed:

1. Doctor, dentist, or other medical appointments which cannot be scheduled outside of school hours, verified by a note from the doctor's office
2. Court appearance, verified by a note from the court.
3. Need to take a driver's test (to be verified)
4. Requirements of a student's individual health care plan;
5. Requirements of the student's Individualized Education Program (IEP);
6. Alternate short or long term accommodations for students with disabilities;
7. Medical disability;
8. Interview for college entrance or approved employment visit/college visit
9. Family or other emergency at the discretion of the building Principal;
10. With permission of the school nurse because, in his/her opinion, the student is ill;
11. Such good cause as may be acceptable to Administration

Procedure for Picking Up/Releasing Your Child

Requests for early release for students **must be made in writing** by the student's parent/guardian and submitted to the attendance office at that start of school. This note must indicate:

1. The date, time and reason for early dismissal;
2. A valid phone number where the parent/guardian may be reached;
The reason for the early dismissal will be verified before a student is permitted to sign out
3. The means by which the student will be transported from school. Students shall sign out at the attendance office before leaving the building

With a parent note, **the attendance office will issue a pass for the student to be excused from class at the designated time.** The note must specify if someone other than a parent/guardian or designated "emergency contact" will be transporting the student. Students who fail to provide verification of appointments shall be considered Unverified-Unexcused Absent and may be subject to disciplinary action according to the Code of Student Conduct and/or loss of credit. In the event that the student fails to comply with these procedures, the student will be considered truant and any classes missed shall be considered Unverified-Unexcused and any classes missed as a result of late arrival/early dismissal shall be counted as a period absence. Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

SENIOR PRIVILEGE

Seniors in **good academic and behavioral standing** may be provided a senior privilege, which may enable them to leave the school building during Unit Lunch or their Senior Privilege period provided all appropriate conditions are met and procedures are followed. **Seniors who have had their senior privilege revoked by administration for not meeting expectations may be disciplined should they still chose to sign out of school.** Excluding seniors with this privilege, **no other student will be permitted to leave the school before the end of the school day without written consent from the student's parent/guardian or in the presence of an agent of the parent/guardian who has been given written authorization.** In the case of an illness or other unforeseen medical situation that develops after the student arrives at school, for the safety and welfare of the student, the nurse may require that a parent/guardian (or someone designated by the parent/guardian) come to school to sign-out and transport the student.

MAKE-UP WORK

A student has an opportunity to complete assignments missed because of an, excused absence, a verified-unexcused absence and, in most circumstances, an unverified-unexcused absence. The time allowed to make-up work missed is equal to the amount of time absent. The responsibility for making up work rests with the student. **A student who cuts class(es) or is truant may not make-up the work missed as a result of these infractions.** Classroom teachers shall be responsible for assigning make-up work and monitoring the completion of the work as well as the assignment of credit directed toward the student's grade.

LEGAL CUSTODY

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custodian. The Principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

TRANSFER OF STUDENTS

Any student who transfers into this school District during the school year who had been denied credit for courses taken at the student's prior school as a result of the violation of that schools' attendance policy, shall not be granted credit for those courses in this District.

Students who have transferred into this District during a semester shall be required to meet the attendance requirements of this policy, the number of days of that semester a student will attend school in this District.

DISTRICT SENDING AND RECEIVING RELATIONSHIPS

The receiving school shall report attendance problems to the sending District responsible for the student. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending District's Board attendance policy and procedure.

POTENTIALLY MISSING CHILDREN

1. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them;
2. If no telephone contact can be made, the attendance officer shall investigate;
3. If the attendance officer cannot locate the child, he/she shall inform the Principal, who shall inform the appropriate local authorities;
4. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

DISCIPLINE CODE *(See MRHS Policy #5131)*

The Mainland Regional High School District is committed to providing a safe and challenging learning environment for every student. In order for learning to take place, students must be in attendance, their behavior must not be disruptive of the atmosphere for learning, and their actions must not jeopardize the rights, property, or wellbeing of others. The self-discipline necessary for learning and living is accelerated when students know and practice the behavioral expectations as detailed in these rules.

Each student must conduct himself/herself in a mature manner, act respectfully, and have regard for the rights and welfare of other students and for the supervisory authority, vested by the Board of Education and State Statutes, of all members of the school staff. The best discipline is self-imposed. Students must assume responsibility for their behavior and accept the consequences of misbehavior. Each staff member shall encourage and emphasize positive self-discipline in all situations

Student involvement and participation, personal responsibility, and respect for others are the cornerstones of our Mustang Code of Conduct. Rules are necessary to ensure that the rights of each individual are protected and that the collective group is able to function and prosper. To promote an environment that is safe and conducive to learning for students and faculty alike, a shared understanding of the expectation for behavior is necessary.

Any student found to be under the influence or in the possession of drugs, alcohol or drug paraphernalia in school or at school sponsored or related activities will be disciplined according to the Board's policies. In addition, the student shall be prohibited for a minimum of one month from participating in any school related and sponsored activities including graduation. The administration may extend the ban on the participation in district-sponsored programs based on the severity of the event.

If a student commits an offense or violates any school rule(s), he/she can expect corrective disciplinary action to be taken by the school staff or administration. In some instances, this may include notification of civil authorities for legal action.

This discipline code is not all-inclusive and may be altered, modified or applied in response to student conduct or events at any time deemed necessary by the administration. The discipline code can be applied progressively or at the discretion of the administration.

Parents/guardians are expected to guide and direct their child toward standards of good conduct in school and to cooperate with school officials in the administration of preventive and corrective disciplinary measures. School officials afford parents/guardians adequate opportunities to work with the school staff in helping to support and to correct students. Teachers have the primary responsibility for classroom management and discipline within their assigned classes and related supervisory assignments. All teachers and other professional staff share responsibility for supervising the behavior of students and are held accountable for enforcement and implementation of the school discipline code. The authority of any teacher or other professional staff member extends over each student, in every part of the school property, at any time, and at all school

functions, regardless of location, whether or not school is in session, and whether or not the function is on school property.

Students assigned **In-School Suspension (ISS)** or **Out-of-School Suspension (OSS)** lose the **privilege** of participating in school-sponsored clubs, activities, and/or athletics on the dates of the assigned ISS or OSS. Students that fail to comply with this disciplinary protocol will be subject to further disciplinary action and further loss of the **privilege** to participate in school-sponsored clubs, activities, and/or athletics. Students that present themselves as a persistent and/or continual disruption to the learning environment (chronic offenders) or demonstrate such behavior to warrant severe disciplinary action will **lose class privileges** for a period of time determined by the high school's administration.

CONDUCT AWAY FROM SCHOOL GROUNDS

The building principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with policy and regulation 5131, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, 6A:16-7.4, or 6A:16-7.5.

PSYCHIATRIC EVALUATIONS FOR BEHAVIORAL CONCERNS

Should a student exhibit threatening, violent, disturbing or other similarly concerning behavior that is deemed inappropriate for school or that potentially interferes with the physical or emotional safety, security, and/or well-being of another student(s)/staff member(s)/school grounds or that potentially interferes with the safe and orderly operation of the school, the district/administration may require that a student obtain a psychiatric evaluation which states, among any other pertinent information, that the student is not a danger to himself or others prior to allowing the student to return to school. The district/administration may require that the student be seen by a psychiatrist &/or psychologist of the district's choosing to obtain this evaluation.

DISCIPLINE

In accordance with board policy 5131 Conduct and Discipline, the administration and staff of Mainland Regional High School District will apply the following guidelines in the consistent administration of discipline.

Decisions regarding disciplinary matters will depend on the following:

1. A thorough investigation and presentment of evidence;
2. Consideration of the severity of the offense;
3. Consideration of the repetitive behavior of the offender;
4. Fairness in light of mitigating circumstances.

The discipline consequences as listed below are intended as a guideline for interpreting the possible disciplinary action to be taken by the faculty and/or administration for various disciplinary offenses. The guide indicates the recommended penalties that may be imposed. It is up to the discretion of the administration to determine the final disciplinary action. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

TEACHER DETENTION

Teacher detention is the assignment of a student to remain after school under the teacher's supervision for a period of time not to exceed forty minutes for violating a policy of the teacher. The individual teacher makes assignment to a teacher's detention. Students will be given 24-hour notice so they may notify their parents, coach or employer. Transportation for those who normally

receive transportation services is the responsibility of the student. Students cutting teacher detention will be assigned additional administrative detentions or be considered for a suspension

LUNCH DETENTION (11:12-11:42)

Unit Lunch is a privilege which may be revoked/suspended by administration for any reason such as, but not limited to, issues with behavior, attendance (class and daily), and academics. Detention is the assignment of a student to a supervised room for a period of **thirty (30) minutes** during the unit lunch period for violating school policy. Lunch detention begins at 11:12 AM and ends at 11:42 AM. The student will arrive on time and have meaningful work to accomplish. The student is required to adhere to detention rules and regulations. The following rules and regulations apply to students who have been assigned administrative detention(s).

1. Students must arrive to detention with their lunch and **BE SEATED** by 11:12 AM.
2. Students must bring **SCHOOL RELATED WORK** and maintain attention to said work until dismissed. This includes facing forward and not leaving seats unless directed by the detention supervisor.
3. Students may not communicate with any other student in any way, shape, or form. This includes, but is not limited to talking, sign language, and passing of notes.
4. Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
5. Detention officially ends at 11:42 AM. Early dismissal will be made only at the discretion of the detention supervisor.
6. Cutting of detention will result in further disciplinary action.
7. Removal from detention by an administrator or detention supervisor will result in the same penalty as cutting.
8. If a student is **ABSENT** on the day of detention, he/she must report to detention **on the day he/she returns to school**. If the student does not, it will be considered a cut.

ADMINISTRATIVE DETENTION

Administrative Detention is the assignment of a student to a supervised room during the school day for a period of time determined by administration for violating school policy. Students are given 24-hour notice so they may notify their parents, coach or employer. The student will arrive on time and have meaningful work to accomplish. The student is required to adhere to detention rules and regulations:

1. Students must arrive to detention and **BE SEATED** at the assigned time
2. Students must bring **SCHOOL RELATED WORK** and maintain attention to said work until dismissed. This includes facing forward and not leaving seats unless directed by the detention supervisor
3. Students may not communicate with any other student in any way, shape, or form. This includes, but is not limited to talking, sign language, and passing of notes.
4. Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
5. Detention officially ends when the student is dismissed by the detention supervisor. Early dismissal will be made only at the discretion of the detention supervisor. The administration and supervisor have the right to detain a student passed their original assignment should circumstances warrant such action.
6. Cutting of detention will result in further disciplinary action.
7. Removal from detention by an administrator or detention supervisor will result in the same penalty as cutting.
8. If a student is **ABSENT** on the day of detention, he/she must report to detention on the day he/she returns to school. If the student does not, it will be considered a cut
9. Attempts to reschedule an assigned administrative detention must be made before the scheduled detention is held. The final decision to reschedule is left to the discretion of the Assistant-Principal.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to the in-school suspension will be excluded from all classes and will serve their specific period of time in school in a room assigned by the assistant principal. This includes the prohibiting of the student from participating in, or attending any school activities during the period assigned in-school suspension unless arrangements have been made through the administration (example: dances, athletic teams, sports events, club activities, etc.). Each ISS requires a parental conference with the principal or designee before the student can be reinstated. The length of this assignment will vary with the seriousness of the violation and the number of previous offenses. (See Discipline Code) The following rules and regulations apply to students who have been assigned In-School Suspension (ISS):

1. In-School Suspension is scheduled from 8:00 - 2:39 pm on a full-day of school or 8:00-12:30 pm on half-day
2. Cell phones/electronic devices will be collected upon entering the ISS room. No personal technology of any sort may be used during the period of In-School Suspension
3. Students are expected to act appropriately while in ISS (Mustang Code of Conduct is in effect)
4. Students should remain quiet, cooperative, and productive while in ISS
5. Students will keep hands/feet/objects to themselves
6. There should be no form of communication with other students
7. Students will refrain from sleeping or putting their heads down while in ISS
8. All students must come prepared for the entire day with all notebooks, textbooks, etc.
9. Students are expected to complete all work that is given to them by the ISS teacher.
10. Students are expected to complete all work that is assigned by their classroom teacher to be completed in ISS
11. NOTE: Any in-school suspension time shall be considered as days present

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. This includes the prohibiting of the student from participating in or attending any school activities during the period of suspension (example: dances, athletic teams, sports events, club activities, performances, concerts, etc.). Each suspension requires a parental conference with the principal or designee before the student can be reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions (See Discipline Code). If a student is suspended out of school (OSS) he/she may not be in the school building or on school grounds at any time for the duration of the suspension. **A student found in violation may be charged with criminal trespass.** A student is permitted to make up the assignments missed during a suspension. It is the student's responsibility to obtain make-up work from teachers upon returning to school. Time allotted for make-up work will be equal to the length of the suspension

LONG-TERM SUSPENSION AND EXPULSION

Long term suspension and expulsion are identified as the exclusion of a student from school for a period of time, exceeding 10 days due to a major violation of school policy. This includes the prohibiting of the student from participating in or attending any school activities (example: dances, athletic teams, sports events, club activities, performances, concerts, etc.). Long-term suspension and expulsion shall only be by order of the board of education. It shall be the responsibility of the board ensure alternative education or home instruction is provided.

When circumstances warrant the expulsion of a student, the following procedure will be followed:

1. The superintendent will notify the board of education of charges prior to the next regular meeting;
2. A formal hearing will be scheduled within 21 days of such notice;
3. Written notice of charges against the student shall be supplied to the student and his/her parent(s);
4. The board of education shall ascertain the facts and if the facts indicate the student's guilt, the Board shall review the designated punishment to determine its fairness;

5. The parents shall be present at the hearing unless the student has reached the age of majority and requests otherwise. Legal counsel may represent students. Witnesses may be cross-examined;
6. A written record of the hearing shall be kept;
7. The findings and recommendations of the board of education shall be reduced to writing and sent to the student and his/her parents;
8. The student and his/her parents shall be made aware of their right to appeal the decision of the board of education;
9. All agencies of the district shall be consulted for their input regarding the student including the Child Study Team.

MUSTANG CODE OF CONDUCT

In recognition of a schedule that increases students' educational opportunities through an increased emphasis on student accountability, respect, and responsibility, the faculty and administration at mainland regional high school have the following behavioral expectations from our students in an effort to create an effective learning environment:

1. STUDENTS WILL COMPLY WITH ALL SCHOOL RULES, REGULATIONS, AND PROCEDURES: *Students demonstrate this code of conduct by:*

Tier 1 Student Behavioral Expectations:

- a. Signing in and out the attendance office, nurse, guidance, library, CST, assistant principals' office, AD's office, etc.
- b. Refraining from entering unauthorized areas or being in hallways, library, etc., without a legitimate pass
- c. Going through proper channels prior to distributing printed materials on school grounds
- d. Adhering to the school dress code (if attire is not corrected student will be placed in in-school suspension)
- e. Refraining from any type of gambling and/or the possession of such gambling materials (i.e. dice)

Tier 2 Student Behavioral Expectations:

- a. Remaining on school grounds for the entire school day (unless given permission by administration to do otherwise)
- b. Returning to class(es) after unit lunch
- c. Avoiding Truancy (2 or more unexcused absences from class on a given day, truancy charges may be filed)
- d. Eating and drinking in authorized areas only (including cleaning up your trash when you are done)
- e. Parking appropriately while on school grounds and only in an authorized parking space
- f. Moving to a safe location to avoid congregating at scene of fight/physical altercation

Tier 3 Student Behavioral Expectations:

- a. Maintaining honesty and integrity when a pass is needed (i.e. refraining from forging attendance notes, hall passes, etc.)
- b. Driving with care and caution while on school grounds
- c. Acting appropriately while on the school bus (police charges may be filed and bus privilege may be revoked)
- d. Allowing staff members the opportunity to disperse any fight/physical altercation and promote the safety of all students involved and/or in the vicinity
- e. Complying with the rules and expectations of In-School Suspension
- f. Adhering to the district's gang policy
- g. Maintaining appropriate behavior throughout all school sponsored activities and events (police charges may be filed)
- h. Refraining from the use of tobacco products on school property, including busses and/or while in attendance at school sponsored activities/events (Linwood City Ordinance). This includes possession of any form of smokeless or electronic tobacco product

2. STUDENTS WILL ACT APPROPRIATELY SO THAT TEACHERS CAN TEACH AND STUDENTS CAN LEARN: *Students demonstrate this code of conduct by:*

Tier 1 Student Behavioral Expectations:

- a. Arriving to school on-time
- b. Arriving to class on time
- c. Using technology appropriately and only with the permission of the classroom teacher within the instructional setting

Tier 2 Student Behavioral Expectations:

- a. Monitoring language used in and around school and/or school functions (i.e. obscene and/or vulgar language)
- b. Remaining in class until dismissed by the supervising adult
- c. Maintaining appropriate behavior throughout the school day (ex. congregating in halls, appropriate behavior during unit lunch privilege, excessive displays of affection, appropriate behavior in hallways/library/cafeteria, etc.)

Tier 3 Student Behavioral Expectations:

- a. Attending all classes and/or study hall periods (failure to do so will result in a 0-F for missed work and can also result in loss of course credit)
- b. Keeping hands, feet, and objects away from others at all times (i.e. horseplay and other unnecessary behaviors potentially dangerous to oneself and/or others)
- c. Maintaining appropriate behavior while in class (i.e. class disruption)
- d. Avoiding unnecessary behavior such as "panting" or self-exposure

3. STUDENTS WILL RESPECT OTHERS, THEIR POSSESSIONS, SCHOOL PROPERTY AND MAINTAIN THE HONOR AND REPUTATION OF MAINLAND REGIONAL HIGH SCHOOL: *Students demonstrate this code of conduct by:*

Tier 1 Student Behavioral Expectations:

- a. Serving any and all Teacher Detentions as assigned

Tier 2 Student Behavioral Expectations:

- a. Resolving conflict with others through polite dialogue which demonstrates maturity (keeping hands, feet, and objects away from others when frustrated, aggravated, upset).
- b. Serving any and all detentions as assigned by the Discipline Office
- c. Refraining from the use of any obscene and/or vulgar language, gestures, and/or threats directed toward or about another student (i.e. student to student disrespect, police charges may be filed)
- d. Treating and responding to all supervising adults with respect

Tier 3 Student Behavioral Expectations:

- a. Adhering to any and all directives issued by supervising adults during an emergency or emergency drill
- b. Refraining from any type of behavior they could be construed as sexual harassment (police charges may be filed)
- c. Adhering to Mainland Regional High School's Harassment, Intimidation, and Bullying policy (police charges may be filed)
- d. Refraining from any type of hazing activity (police charges may be filed)
- e. Respecting race, gender, ethnicity, religion, etc., and avoiding slurs, inflammatory statements and/or comments
- f. Refraining from the use of any obscene and/or vulgar language, gestures, and/or threats directed toward or about any school employee (i.e. student to teacher disrespect, police charges may be filed)
- g. Refraining from stealing property of others or borrowing property without the permission of the owner
- h. Respecting school property and/or the property of others (i.e. destructing and/or defacing property of school or others, police charges may be filed)

4. Unfortunately, violations can occur in the high school setting beyond what is described above. When these violations occur they need to be dealt with more severely because of the implications they can have on others and on the safe, orderly operation of our school.

Tier 4 Major Offenses include, but are not limited to, the following:

- a. Fighting/Physical Altercations or any behavior that can be construed as such
- b. Severe Acts of violence and/or chronic offenders conspiring to commit acts of violence
- c. Possession or use of fireworks/chemical devices
- d. Bomb threat / Generation of false alarm / Terroristic threat
- e. Stealing school property or borrowing school property without permission
- f. Trespassing on school property and/or at school functions (trespassing charges will be filed)
- g. Violating the Gun Free School Zone act (any student who is determined to have brought a weapon to school)
- h. Possession of a "look alike weapon" and/or water guns
- i. Use of an implement as a weapon
- j. Being under the influence of intoxicants and/or narcotics or controlled foreign substance on school property or during a school activity (Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at school)
- k. Possession of intoxicants and/or narcotics or controlled foreign substance and/or possession of paraphernalia indicating possession of or use of controlled foreign substance(s) on school property or during a school activity (Substance abuse incidents are considered cumulative in nature and carry over each year while in attendance at school)
- l. Sale, intent to distribute and/or distribution of intoxicants or narcotics or controlled foreign substance
- m. Abusive conduct and/or any act of physical aggression toward any school employee, or any explosive behavior in the school building or at a school function/event that puts staff and/or students at risk
- n. Assault
- o. Violation of BOE Policy- Conduct Away From School Grounds
- p. EVVRS (Violence)-Threat

BEHAVIOR INTERVENTIONS

The following guideline is a list of interventions that may be used for students who fall short of the above behavioral expectations (This list may be modified by administration as necessary to produce the desired changes in behavior):

TIER 1 INTERVENTION OPTIONS TO ADDRESS STUDENT BEHAVIOR:

- Teacher Assigned Lunch Detention / After School Detention (24hrs notice needed)
- Discipline Office Lunch Detention (number determined by discipline office)
- Administrative Detention(s)
- Other remedial measures and supportive interventions may also be used to intervene on the student's behalf to produce the desired changes in behavior (i.e. Referral to I&RS or CST, restorative measures, schedule changes, student/parent conferences, etc.)
- Administrative discretion may be used to tailor interventions in an effort to address the individual needs of the student
- Students who display a pattern of behavior that is not reflective of our Tier 1 expectations may be provided an alternative setting to help best meet their educational needs. In addition, students may be prohibited from participating in and/or attending extracurricular activities and/or receiving privileges (senior privilege/leaving for lunch, parking, unit lunch, etc.) at the discretion of administration based on student behavior.

TIER 2 INTERVENTION OPTIONS TO ADDRESS STUDENT BEHAVIOR:

- Administrative Detention (1 day), Loss of unit lunch privilege for 2 lunch periods/days, Parent Notification
- Administrative Detention (2 or more days), Loss of unit lunch privilege for 4 or more lunch periods/days, Parent Notification
- In-School Suspension (1 day), Loss of unit lunch privilege for 5 lunch periods/days, Parent Notification (possible parent conference required)
- Other remedial measures and supportive interventions may also be used to intervene on the student's behalf to produce the desired changes in behavior (i.e. Referral to I&RS or CST, restorative measures, schedule changes, student/parent conferences, peer mediation, conflict resolution, counseling, etc.)
- Administrative discretion may be used to tailor interventions in an effort to address the individual needs of the student
- Students who display a pattern of behavior that is not reflective of our Tier 2 expectations may be provided an alternative setting to help best meet their educational needs. In addition, students may be prohibited from participating in and/or attending extracurricular activities and/or receiving privileges (senior privilege/leaving for lunch, parking, unit lunch, etc.) at the discretion of administration based on student behavior.

TIER 3 INTERVENTION OPTIONS TO ADDRESS STUDENT BEHAVIOR:

- Administrative Detention (2 or more days), Loss of unit lunch privilege for 4 or more lunch periods/days, Parent Notification (possible parent conference required)
- In-School Suspension (1 day), Loss of unit lunch privilege for 5 lunch periods/days, Parent Notification, Parent conference required prior to student resuming regular class schedule
- In-School Suspension (2 or more days), Loss of unit lunch privilege for 10 or more lunch periods/days, Parent Notification, parent conference required prior to student resuming regular class schedule
- Out of school suspension (1 or more days), loss of unit lunch privilege (number determined by administration), Parent conference required prior to student resuming regular class schedule, possible police charges
- Other remedial measures and supportive interventions may also be used to intervene on the student's behalf to produce the desired changes in behavior (i.e. Referral to I&RS or CST, restorative measures, schedule changes/placement in alternative setting, student/parent conferences, student-teacher-administrator conferences, counseling, etc.)
- Administrative discretion may be used to tailor interventions in an effort to address the individual needs of the student
- Students who display a pattern of behavior that is not reflective of our Tier 3 expectations may be provided an alternative setting to help best meet their educational needs. In addition, students may be prohibited from participating in and/or attending extracurricular activities and/or receiving privileges (senior privilege/leaving for lunch, parking, unit lunch, etc.) at the discretion of administration based on student behavior.

TIER 4 INTERVENTION OPTIONS TO ADDRESS MAJOR OFFENSES:

- Out-of-School Suspension (4 days), In-School Suspension (1 day), loss of unit lunch privilege (number determined by administration), Parent conference required prior to student resuming regular class schedule, police charges may be filed, Possible recommendation to alternative high school
- Out-of-School Suspension (10 days), Loss of Privileges, Parent conference required prior to student resuming regular class schedule, police charges may be filed with Linwood Police Department, Possible recommendation to alternative high school
- Other remedial measures and supportive interventions may also be used to intervene on the student's behalf to produce the desired changes in behavior (i.e. Referral to I&RS or CST, peer mediation, conflict resolution, restorative measures, schedule changes/placement in alternative education setting, psychological evaluation/behavioral assessment, behavioral intervention plans, etc.)

- Administrative discretion may be used to tailor interventions in an effort to address the individual needs of the student
- Students who commit Tier 4 Offenses may be provided an alternative setting to help best meet their educational needs. In addition, students may be prohibited from participating in and/or attending extracurricular activities and/or receiving privileges (senior privilege/leaving for lunch, parking, unit lunch, etc.) at the discretion of administration based on student behavior.

3 – 6 – 12 RULE

(THREE (3) SUSPENSION / SIX (6) ISS / TWELVE (12) REFERRAL RULE)

If a student is suspended (OSS) three (3) times or assigned in-school suspension (ISS) six (6) times and/or has twelve (12) discipline referrals, or charged with a criminal offense by the school district, he/she will be required to meet with the building principal, vice principal and parent(s)/guardian(s). A student who is charged with a criminal offense by the school district may lose privileges according to the discipline code and subject to the nature of the offense and the recommendations of the court official. At that time, the student will be excluded from participation in all extracurricular activities, including but not limited to:

1. Athletic team, and/or extracurricular performance production;
2. Proms and dances;
3. Honor societies;
4. Overnight and/or non-academic trips;
5. Service as an office, library or nurses' aide;
6. On campus parking privileges;
7. Graduation ceremony;
8. Other senior class activities.

Students are entitled to an appeal with the building principal after the imposition of this exclusion from extracurricular activities. It will be the student and/or parent's responsibility to initiate this process. At that time, the student, parent, and principal will review the current discipline record, grades, and attendance. A decision to either continue the suspension, to rescind the suspension, or to establish the conditions for future participation may be made at that time. Due process rights are guaranteed to all students upon the imposition of a suspension or expulsion. **Any senior excluded from commencement exercises for violating this rule may appeal this decision directly to the principal. It will be the student and/or parents' responsibility to initiate this process.**

SUSPENSION AND EXPULSION (MRHS POLICY #5114)

While the Mainland Regional High School District Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person having authority over a student;
3. Actions that constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student, a teacher, or any school employee with or without a firearm or other weapon;
5. Taking, or attempting to take, personal property or money from another student whether by force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
8. Inciting others to take part in an unauthorized occupancy;
9. Inciting other students to truancy;
10. Truancy and class cutting; leaving school property without permission;
11. Poor attendance and lateness;

12. Use or possession of unsafe or illegal articles;
13. Use of any tobacco product on school property;
14. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;
15. Use of profanity or abusive language;
16. Turning in a false alarm;
17. Tampering with or damaging property of other students or staff members;
18. Selling or buying lottery tickets or any other gambling paraphernalia on school property;
19. Harassment, intimidation and bullying.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

SUSPECTED SUBSTANCE ABUSE (MRHS Policy #5131.6)

Whenever a teacher or staff member suspects that a student is under the influence and/or in possession of any controlled substance, the following procedures shall be implemented:

- A. The staff member shall report his/her suspicion to an administrator;
- B. The student shall be sent to the nurses office for a medical review/examination:
 1. Student shall be escorted by a designated staff member to the school nurse;
 2. The school nurse or school medical staff shall examine the student:
 - a. If so determined by the nurse, an ambulance will be called, and the parents/guardians notified;
 - b. If an ambulance is not needed the parents/guardians shall be notified.
- C. In the case that medical attention is required an ambulance shall be called to transport the student to the hospital, a designated member of the school staff shall accompany the student in or follow behind the ambulance if the parents/guardians are not present;
- D. In the case where medical attention is not required but the student is suspected to be under the influence the student shall be escorted by a designated staff person to the office of the vice principal to await the parents/guardians. The student shall be supervised at all times until arrival of the parent/guardian;
- E. If the parents/guardians refuse to come to school, DCP&P (formerly DYFS) shall be notified;
- F. The parent/guardian and student shall be directed to a school authorized medical facility for drug screening;
- G. The student and/or the student's locker and possessions shall be searched for their safety;
- H. Police may be contacted;
- I. If a student is suspected of being under the influence of a controlled substance; in possession of a controlled substance; or in possession of drug paraphernalia the following shall be required:
 1. A drug screening test. If the school's authorized medical facility does not complete the drug screen, the physician's evaluation must match Mainland's required standards. Copies of all results must be submitted to the assistant principal;
 - i. The District recognizes that second-hand inhalation of marijuana (THC) can be identified in a chemical screening. To this end the District has established a minimum threshold of 20 nanograms (ng) of THC per chemical screening for suspected use based on observable behaviors, possession, and random testing. Students that test positive, but below the 20 ng threshold will not be subject to the disciplinary consequences outlined in policy 5131 Code of Student Conduct. Conversely, students that test positive at 20 ng or more for THC per chemical screening will be subject to the disciplinary consequences outlined in policy 5131 Code of Student Conduct.
 2. After being tested, a note from a physician shall be required before the student shall return to school. It shall state that the student is physically, and mentally able to return to school is required for re-admittance;

3. If the results from the examination and chemical screening are not available within 24 hours, the student may return to school;
 4. Students in possession of drugs or drug paraphernalia shall be suspended immediately.
- J. The superintendent shall be notified of all incidents of possession of drugs and drug paraphernalia; and the parents/guardians and the police shall also be notified;
- K. A student who fails to respond, complete or cooperate during the medical examination and/or chemical screening will be deemed to have a positive screening and shall be subject to discipline up to and including suspension.

SMOKING

1. A student who is found in possession of a tobacco product and/or smoking item(s) in the school zone* shall receive an Administrative Detention. Students in possession of lighters or matches or other sources of ignition for lighting or creating a spark will have those item(s) confiscated.
2. Persons smoking on school grounds which include all parking lots and athletic fields at any time shall be subject to not only penalties outlined in the high school's discipline code, but also the penalties as enumerated in the following Linwood Municipal Ordinance.

*School Zone is defined as any place where any school sanctioned activity takes place. This includes but is not limited to: any athletic events, school sponsored trips, school transportation, dances, prom, etc.

CITY OF LINWOOD, NJ, ORDINANCE
Chapter 228. Smoking Article II. School Grounds

§ 228-8. Definitions.
As used in this article, the following terms shall have the meanings indicated:

SMOKING: The act of inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe, weed, plant or other combustible substance in any manner or in any form, including but not limited to tobacco or other similar products.

§ 228-9. Regulations.
Any School Board having a public school building or public school property located within the City of Linwood shall make and enforce regulations to prohibit the use of tobacco products anywhere in its buildings and on its grounds except as part of classroom instruction. The regulations shall also provide for additional and specific limitations regarding smoking on the school grounds as designated by the Board of Education.

§ 228-10. Complaints.
The Superintendent of the School District or his designee or any other person having control of school property or any agent thereof or a police officer or other public servant engaged in the execution or enforcement of this article, or any other citizen, may sign a complaint against any individual for violation of the provisions of this article.

§ 228-11. Posting of signs.
Every public entrance to each school within the City of Linwood shall be posted by a person who has control of the building with a sign indicating that the use of tobacco products is prohibited within the building and shall further indicate that violators are subject to fine and/or punishment, including but not limited to community service. This sign shall be clearly visible to the public and shall contain letters or a symbol which contrast in color with the background of the sign. Similar signs shall be posted at visually accessible sites on the boundaries of the school property.

§ 228-12. Violations and penalties.

A. Any person who violates this article shall appear before the City of Linwood Municipal Court and shall be subject to punishment as follows:

- (1) First offense: up to 15 hours of community service at a place designated by the Linwood Municipal Court;
- (2) Second offense: up to 30 hours of community service at a place designated by the Linwood Municipal Court and/or a fine up to \$100;
- (3) Third offense and subsequent offenses: up to 50 hours of community service at a place designated by the Linwood Municipal Court and/or a fine up to \$250.

B. Community service may include participation in a nonsmoking educational or support program approved by the Municipal Court.

- C. Upon the signing of a complaint as provided herein against a person under the age of 18 years, the Municipal Court shall subpoena the parents and/or guardians of the person charged to appear at the Municipal Court hearing.

Adopted 8-11-2004 by Ord. No. 15-2004

STUDENT DRESS CODE

1. Clothing selected to be worn to school is the parents/guardians' and students' responsibility. This responsibility is one that young people can and should assume as they mature.
2. The school may remove from the classroom, or any school activity, anyone whose appearance distracts from classroom activities or interferes with others' rights.
3. Students will be required to wear special (or protective) clothing for physical education, industrial arts, science labs and other activities where necessary.
4. Appropriate footwear must be worn at all times.
5. Sunglasses may not be worn indoors unless prescribed by an appropriate Medical Practitioner.
6. Bathing suits, halter tops, spaghetti strap tops, see-through or mesh clothing or any other clothing that will reveal the body or will reveal underwear may not be worn in school. Bare midriffs are not acceptable.
7. **NO HATS**, scarves, headbands, sweatshirt hoods, head rags (i.e. stocking caps, satin-type or "do rags" or other headgear) are permitted to be worn **OR** carried inside the school building (i.e. in hand, hooked on belt, etc.).
8. Clothing that bears logos, insignia, letters or colors signifying a gang, crew, violent actions, weapons, illegal drugs, offensive language or promotes alcohol, tobacco, drugs or sex will not be tolerated.
9. Shorts and skirts shorter than mid-thigh are prohibited.
10. The tops of shorts, pants, or skirts are NOT permitted to be worn lower than the waistline, i.e. **must be secured at the waist**.
11. Chains or sharp objects are prohibited
12. Coats and jackets should not be worn in the building. Students are not permitted to wear long trench coats or bulky, oversized coats within the school building.
13. Exceptions to this policy may be made on a case-by-case basis by the administration.

The above statement is intended to be used as guide for students to display pride and good taste in their personal appearance at school. The administration shall have final decision in all matters concerning this code (*MRHS Policy #5132*).

LOCKER USAGE AND SEARCHES (*MRHS Policy #5145.12*)

School lockers remain the property of the Mainland Regional High School District even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Each student is assigned an individual hall locker for storage of books and outerwear. Students are not to share their lockers or their combination with any other student. Students may not place their own lock on any locker without the consent of the administration. Students should not keep any valuables in their locker at any time, and recognize that the Mainland Regional High School is not responsible for any missing or stolen items. Students using lockers in the gym area locker rooms are encouraged to lock their belongings with their own lock while participating in sports activities. These are not assigned lockers and the lock must be removed after each usage. Students are advised that the lockers are the property of the Mainland Regional Board of Education and may be opened for inspection at any time. Food/Materials containing food are not to be kept in the locker and the lockers are to be kept clean at all times. Two or more times each year, students will be called upon to clean out their lockers under staff supervision. Failure to comply with this section could constitute health and safety issues and the student will be disciplined accordingly.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under no circumstances shall a

search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student.

SCHOOL BUSES

Riding the school bus is a privilege and failure to maintain proper behavior will result in loss of bus privilege. School buses may only transport students from the assigned bus stop to school and school to the assigned bus stop. No visitors will be permitted on any school buses. No unscheduled stops will be permitted. Students who wish to ride a different bus must apply for and receive prior permission from the Transportation Coordinator and exhibit a pass to the driver. Any student found to be in violation of school bus safety rules will be removed from the bus for a period of time and appropriate consequences will be administered. During periods of bus suspension, students must arrange for their own transportation to and from school.

SENIOR PARKING LOT

Student parking is restricted to members of the senior class and to students who work as part of the school's Cooperative Education Program. Limited student parking for these students is available in the lot directly across the street from the high school. The following rules shall apply to all students authorized to park at school (*MRHS Policy #5131.3*):

- A. The board of education accepts no responsibility for the cars parked in these lots;
- B. Vehicles are not to be visited, moved or occupied during the school day except when students are leaving at the conclusion of their schedule, are on their Senior Privilege, or have permission from administration;
- C. All eligible student vehicles must be registered and display an appropriate parking decal;
- D. Eligible students must register all vehicles in the Assistant Principal's office prior to driving a vehicle to school;
- E. **Students are subject to having their vehicles towed at their own expense, for the following violations:**
 - 1. Parking in areas other than those officially designated as student parking spaces;
 - 2. Parking in a manner that blocks other vehicles from entering or leaving the student parking lot;
 - 3. Parking a vehicle without the required permit sticker;
 - 4. Parking in the space reserved for handicapped parking (unless the vehicle has a handicapped placard or plate);
 - 5. Parking in a space assigned to staff or on the grass in the vicinity of the tennis courts.

STUDENTS MAY LOSE PARKING PRIVILEGES FOR THE FOLLOWING:

- 1. Having been disciplined for possession of or being under the influence of drugs or alcohol.
- 2. Excessive unexplained lateness and/or absence from school.
- 3. Violation of school rules causing a third suspension, sixth In-School Suspension and/or twelfth discipline referral.
- 4. Leaving school grounds without permission.
- 5. Other disciplinary offenses deemed appropriate by the administration.

DISCRIMINATION/HARASSMENT/ABUSE

The Mainland Regional High School Board of Education shall provide an equal opportunity for all enrolled students to achieve their maximum potential through the environment and programs at MRHS regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, place of residence within the district, social or economic condition or disability. Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. No pupil or staff member may harass or abuse any pupil or staff member of this district sexually or in any area

covered by the aforementioned statement. A slur against a member of any of these groups constitutes abuse.

Individuals or groups are in violation of this policy if they:

1. Make demeaning remarks directly or indirectly, racial slurs or "jokes," or physically threaten or harm an individual on the basis of race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping conditions.
2. Display visual or written material or deface school property or materials to demean these individuals or groups.
3. Damage, deface, or destroy private property of any person because of that person's race, color, religion, national origin, gender, sexual orientation, place of residence, socioeconomic status, or handicapping condition.

HARASSMENT, INTIMIDATION AND BULLYING

Pursuant to N.J.S.A. 18A:37-17(5)(c), information regarding the District's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program. Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. Consequences and remedial measures shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

For information regarding the district's Harassment, Intimidation, and Bullying Policy #5131.1 please see the district website or contact the district's Anti-Bullying Coordinator (Jo-Anne Goldberg 609-927-4151 x1006).

SEXUAL HARASSMENT

The Board of Education mandates that all students have a right to learn and grow in an environment free of discrimination, which encompasses freedom from sexual harassment in any form. Further, the school district must avoid offensive or inappropriate sexual acts and/or sexual harassing behavior at school and will be responsible for insuring that the learning environment is free from sexual harassment. Harassing behaviors include but are not limited to: commenting about an individual, offensive comments, off-color language or jokes, innuendoes, harmful graffiti, pushing and touching in hallways. Other behaviors include:

1. Unwelcome sexual advances.
2. Requests for sexual favors, whether or not accompanied by promises or threats.

3. Other verbal or physical conduct of a sexual nature made to any student that may threaten or insinuate either explicitly or implicitly that student's submission to or rejection of sexual advances will in any way influence or deter their academic advancement or participation in a co-curricular activity.
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with the student's ability to peacefully co-exist in the school environment.
5. Any verbal or physical conduct that has the purpose of creating an intimidating, hostile or offensive learning environment.
6. Verbal contact, such as sexually suggestive or obscene comments, including remarks about a person's body or rumors about a person's sex life; queries, including those about a person's sexual fantasies, preferences or history; threats, slurs, epithets, jokes about gender-specific traits, or sexual propositions.
7. Nonverbal contact, such as giving unwanted personal gifts or stalking.
8. Physical contact, such as intentional touching, pinching, brushing against another's body, touching oneself in a sexual manner in front of another person, impeding or blocking movement, assault, or coercing sexual intercourse; AND
9. Visual contact, such as leering or staring at another's body, gesturing, or displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

All sexual harassment complaints that involve physical touching will be reported to the local police authorities for further investigation. Any student who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member will be required to attend a meeting with his/her parents or guardians and a school administrator. Staff members will be informed of incidents as they occur so that they may incorporate reinforcement of this policy in their daily instruction.

Findings of discrimination or harassment will result in appropriate discipline and/or legal action. When investigations confirm the allegations, appropriate corrective action will be taken. Any student found to be in violation of this policy or law will be subject to disciplinary action as outlined in the discipline code. However, if after investigating, any complaint is not bona fide or that the student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information. Staff or students may file a formal grievance related to discrimination, harassment or abuse. The Affirmative Action Officer, will receive all complaints and carry out a thorough investigation. The AAO will endeavor to investigate all complaints as expeditiously and as professionally as possible. The rights of both the person making the complaint and the alleged harasser/abuser will be protected. The AAO will make every attempt to maintain the information provided to the individual in the complaint and investigation process as confidential as possible.

EXPECTED BEHAVIOR

The Board of Education expects pupils to conduct themselves with a proper regard for the rights and welfare of other pupils.

Consequences and Appropriate Remedial Actions

Students who commit acts of harassment, intimidation or bullying shall be subject to punishment, which shall range from positive behavioral interventions up to and including suspension or expulsion. The following factors will be considered in determining the appropriate response to pupils who commit acts of harassment, intimidation or bullying: (1) the developmental and maturity levels of the parties involved; (2) the levels of harm; (3) the surrounding circumstances; (4) the nature of the behavior(s); (5) past incidences or continuing patterns of behavior; (6) the relationship between the parties involved; and (7) the context in which the alleged incidents occurred. The primary goal of any remedial action is to cause any student involved in such actions to correct their behavior.

Reprisal or Retaliation Prohibited

Mainland Regional High School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her

designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and the District's policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as means of retaliation or as a means of harassment, intimidation or bullying range from positive behavior intervention up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining how the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. This Policy shall appear in all publications of Mainland Regional High School's comprehensive rules, procedures and standards of conduct, including the student handbook.

DATING VIOLENCE

Dating Violence is a pattern of behavior where one person threatens to use, or actually uses, physical, sexual, or verbal abuse to control a partner. A partner is any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term (see MRHS Policy #6142.4 and Statute P.L.2011, Ch.64).

Dating Violence is a serious offense and will not be tolerated at school. At school means in a classroom, on a school bus or other school related vehicle, at an official school bus stop, or at any school-sponsored activity or event whether or not it is on school grounds.

Suspected cases must be reported and will be investigated. Discipline, if necessary will be consistent with the Dating Violence Policy and the Mustang Code of Conduct. For information regarding the district's Dating Violence Policy #6142.4, please contact the district's Dating Violence Coordinator (Javhan O'Neal 609-927-4151 x1004).

HONOR CODE

Mainland Regional High School has an Honor Code to which students will be held accountable. Infractions relating to the Honor Code will be cumulative throughout the student's enrollment at MRHS. The main components of the Honor Code are included in this handout but the entire document is available to parents and students upon request. (See MRHS Policy #5131)

Honor Code Statement

I pledge to uphold all Ethical Standards of the Mainland Regional High School Honor Code.

Honor Code Pledge

As a member of the Mainland community, I maintain a high level of respect and integrity. I uphold the Honor Code in letter and spirit. I do not lie, cheat, steal, vandalize, or commit forgery. I encourage fellow students who commit honors' offenses to acknowledge such offenses. I inform the Honor Council of my own and others' infractions. I make this pledge in the spirit of honor and trust.

Honor Code Definitions

The Honor Code of Mainland Regional High School addresses cheating, plagiarizing, lying, stealing, vandalism, and forgery.

Cheating encompasses, but is not limited to, the following:

Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in schoolwork over other students.

Attempted Cheating

Some examples are the unauthorized use of calculators, cell phones or any electronic device such as watches, palm pilots, phones etc. The use of talking, signs, or gestures during a quiz or tests, copying from another student or allowing the copying of an individual assignment; passing a test or quiz information during a class period or from one class period to members of another class period

with the same teacher; submission of pre written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students.

Plagiarizing encompasses, but is not limited to, the following:

Presenting as one's own, the works or the opinions of someone else without proper acknowledgment, including the Internet or any other form of technological equipment. Handing in as one's own a previously submitted document or project.

Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgment.

Some examples are: Having a parent or another person write an essay or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

Lying encompasses, but is not limited to, the following:

Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.

Some examples are: lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments and listing fictitious reference sites.

Stealing encompasses, but is not limited to, the following:

Taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the schoolwork or materials of another student or the instructional materials of a teacher.

Some examples are stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.

Vandalism encompasses, but is not limited to, the following:

Destruction of personal or school property.

Some examples are: defacing school furniture, lockers, school equipment including computers, TVs, VCRs, DVD players, stereo equipment, musical instruments, athletic equipment, aquatic facility and all other school equipment.

Forgery encompasses, but is not limited to, the following:

Forging the signature of an Administrator, Faculty or Staff member, a Physician or any Professional, or a Parent/Guardian on a letter or on any other document, and using this document in or out of the school as if it were a valid signature.

Some examples of forgery are: passes, parent letters, permission slips, false leases, false birth certificates, false residence, and false medical documents.

HEALTH OFFICE / NURSE

Illness

1. In the event of illness during the school day, students must report to the nurse.
2. A pass from the classroom teacher is required for admission to the Nurse's Office.
3. No student is permitted to leave the school campus unless such dismissal is approved by the nurse, cleared through the health office, and permission of a parent or guardian or responsible person listed on the Emergency Medical Card has been obtained.

Immunization*

The State of New Jersey requires every pupil to have:

1. Four doses of Tdap (tetanus, diphtheria, and pertussis) - one (1) after 4th birthday;
2. Three doses of Polio vaccine - one (1) after 4th birthday;
3. Measles, Mumps, Rubella vaccine - one after 1st birthday;
4. Hepatitis B - three (3) shot series;
5. Varicella (chickenpox)
6. Meningococcal (meningitis)
7. A Mantoux Intradermal Tuberculin test is required of selected students.

*Failure to comply with these laws may result in exclusion from school.

Medications

Students are NOT permitted to carry any medication in school. All medications must be kept in the health office. Those students who suffer from a life threatening illness and require self-administration of emergency medication must complete the appropriate forms. These forms can be obtained in the health office. All forms are required to be completed each school year.

Physical Examinations

It is strongly recommended that a physical be completed at least one time during adolescence. According to State law, each student's medical examination shall be conducted at the medical home of the student and a full report sent to the school.

Athletic Participation

Students who wish to try out for an athletic squad or team must return a complete district Physical Examination Report. Those who fail to do so will not be permitted to attend the first practice of the sport. All physicals have to be on forms provided by the school.

1. Physicals are good for **one calendar year**.
2. A new Health History, completed by the parent, must be completely filled out and turned in for **each** sport in which the student-athlete participates.
3. If a student does not have a medical home, the district shall provide the examination by the school physician.

Transfer Students

All newly enrolled students who are not from the Mainland Regional High School sending districts are required to have a physical upon entry into the district, which was done no more than 365 days prior to entry and states what, if any, modifications are required for full participation in the school program. The form for this physical is available in the guidance office.

Health Office Screenings (not considered physicals)

- 9th grade: height, weight, blood pressure and scoliosis.
- 10th grade: height, weight, blood pressure and vision.
- 11th grade: height, weight, blood pressure, and scoliosis.
- 12th grade: height, weight, blood pressure.

Parents can submit a written request to have their child excluded from school health screening. A copy of the screening, completed by the physician, shall be sent to the school nurse for the student's medical file.

Family Health Emergency Phone Numbers

Second Floor Youth Helpline: 24/7/365 days 888-222-2228
TTY number (hearing impaired) 732-264-1703
National Suicide Prevention Lifeline: 800-273-TALK (8255)
NJ Child Abuse Hotline: 877-NJ-ABUSE (877-652-2873)
Substance Abuse Help: 609-645-5862, ext. 4334
LGBT National Hotline: 888-843-4564
Runaways/Homelessness: 609-645-5899 ext. 4322
National Human Trafficking Hotline: 888-373-7888
Domestic Violence Hotline: 800-572-SAFE (7233)
Rape, Abuse and Incest National Network: 800-656-4673

For additional family resources, pick up your copy of the "The Source" in the guidance office.

Sports Physicals

Information for Coaches and Parents:

1. Students should have their physicals done by their family doctor. If the student does not have a family doctor, please contact the Health Office (927-1302). Forms may be obtained from your Coach, the Athletic Director's office or the Health Office.
2. The physical exam form- completed by the physician - is good for 365 days from the date of the actual exam with updates (health history) completed by the parents for subsequent sports no longer than 60 days prior to the sport.
3. All the students that have not had a previous sports physical in the past 365 days will need both a physical exam form and a health history form. Physicals will not be accepted on any other form.
4. All completed forms must be given to the Health Office. Missing forms will have to be replaced by the parent.
5. Prior to the start of any practice, the school nurses will review all forms for completeness.
6. The school physician will then review all the forms and give clearance for the students to participate in the sport.
7. Physical forms will be accepted throughout the year, including summer, to ensure that all physicals are current prior to the start of any practice.
8. Please make an appointment to have the physicals done early - some doctor's offices may take over a month to schedule an appointment.
9. Students may not practice or participate in any way without a valid physical on file.
10. You cannot assume that your child's physical will be current for the entire year just because it is current for fall sports - remember that a physical is good for 365 days - many times they will expire during the school year.

STUDENT ELIGIBILITY

A student participating in extra-curricular activities and/or athletic programs/non-credit (extra-curricular) is expected to maintain passing grades and adhere to all applicable local/state rules and regulations.

Notwithstanding the provisions set by the NJSIAA, continuing in good academic standing requires that students receive not more than one (1) grade of an "F" during either the period of participation or the most recent marking period prior to participation of the current school year. Any student who receives more than one (1) "F" in a marking period will be ineligible for participation until the completion of a marking period with not more than one (1) grade of "F."

Eligibility requirements for the first marking period are the same as the above except they are based on the **final** grades from the previous year. Additionally, the student must have earned a minimum of 30 credits during the preceding school year.

A withdrawal-failing from a course during a marking period is considered an "F" for **that marking period** for determining eligibility. In the case of "N" (no credit) grades, the academic equivalent is used for purposes of determining eligibility.

These rules are the minimum eligibility requirements. Coaches or advisors may require a stricter eligibility code for his or her team or activity members.

SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic, club, or intramural programs sponsored by the Board exhibit sportsmanship. Sportsmanship is defined as abiding by the rules of the contest and supervising officials. In exhibiting sportsmanship all participants shall:

1. Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to, the following conduct:

1. Any person who strikes or physically abuses an official, coach, player or spectator.
2. Any person who intentionally incites participants or spectators to abusive action;
3. Any person who uses obscene gestures or unduly provocative language or action;
4. Any person who is publicly critical of a game official or opposing coaches or players;
5. Any person who engages in conduct which exhibits bias based on race, ethnicity, gender, or sexual preference;
6. Other conduct judged by the administration to be unsportsmanlike in character.

Persons deemed in violation of this Policy, shall be removed from the game if a team member, or, if a member of the public, shall be removed from the stands/sidelines. The Superintendent, upon recommendation of the Athletic Director or Principal and based upon the severity of the incident and/or the extent of any prior similar incident, will ban an individual's presence at any subsequent school sport event or team. An individual may petition the Board for permission to resume attendance.

ETHICAL USE OF TECHNOLOGY (MRHS Policy #6142.10)

1. Students and staff are encouraged to use Mainland Regional's school computers and network systems which contain instructional programs, application programs, databases, student work, and provide access to the Internet.
2. The "system administrators" referred to herein are employees of Mainland Regional High School District Board of Education and as the administrators of the computer system reserve the right to monitor all activity on district network facilities. This includes outside/personal devices that attach to the Mainland Regional High School network.
3. The system administrators reserve the right to set quotas for disk storage on the system in order to insure efficient operation of the network. A user who exceeds his/her quota will be advised to delete files in order to return to compliance. A user who remains in non-compliance of disk space quotas after seven days notification may have their files removed by the system administrators.
4. Electronic mail (e-mail) is an electronic message that is sent by or to a user through correspondence with another person having intranet or Internet mail access. The system administrators may inspect e-mail messages for content and users should not consider them as private. This inspection by the system administrators may be done without the consent of the sender or identified recipient in order to comply with the law and/or policies of the district or to investigate complaints regarding mail which is alleged to contain inappropriate or illegal material. The system administrators will cooperate fully with local, state, or federal officials in any investigation concerning any e-mail transmitted on the district network.
5. Copyrighted material must not be placed on any system connected to the network without the author's permission. Users may review copyrighted materials for their own use. All software copyright and licensing laws will be followed. This includes files stored locally or in the cloud or and streamed via the internet.
6. Misuse or damaging of any computer, computer system, computer network, or similar school property is prohibited.
7. Users and/or their parents or guardians may be held financially responsible for losses, costs or damages to any school computer or system.
8. Security on any computer system is a high priority. If a user feels that he/she can identify a security problem, the user must notify the system administrator. The user should not demonstrate the problem to anyone except a system administrator or a district administrator.
9. No user may install, upload, or download software without the consent of the system administrators. No user may add to, delete or alter any devices or network equipment in any way without the consent of the system administrators. Any software having the purpose of damaging other member accounts or the network is prohibited. The system administrators reserve the right to terminate the account of any user who misuses or alters any network system.
10. Any attempt to log in using another user's account or as a system administrator is prohibited.

11. Users must not let others know their password. Users should notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account.
12. Any Internet posting to a web site operated from the district will be for educational, noncommercial use and all postings must have prior and final written approval from system administrators, faculty and/or district administration.
13. Game playing is permitted on the district system only when terminals are not needed for educational purposes and the game conforms to curricular goals and/or district guidelines.
14. The district provides all users access to other computer systems around the world through the use of the Internet. All users and parents and/or guardians, understand that the district and system administrators have no control over content. The district utilizes a web filtering device to prevent access to inappropriate materials, but potential dangers and abuses do remain. Users and parents are advised that some systems may contain inappropriate and/or illegal material. The usage of such material in the school environment is not permitted, whether on a district or personal device.
15. Any violation of the conditions of this policy may cause loss of privilege for use of the computers, the networks and its resources and/or the Internet. In addition, further penalties and/or legal action may be necessary based upon the severity of the offense.
16. Personal devices may be brought in and attached to the network. Any outside devices must be approved by district personnel before their use, including the completion of a Guest Access form. Any violation of the ethical use policy may result in the revocation of this privilege. Once attached to the district's network, the device is subject to the terms and conditions listed in this policy.
17. Cell phones are permitted at Mainland Regional High School. It is the responsibility of the student to ensure the security of their cell phone and to use it appropriately and ethically. Use of cell phones in the classroom or during instructional times is at the teacher's discretion.
18. It is not permissible to use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of administration.

BRING YOUR OWN DEVICE (MRHS Policy #3514.1)

The school district is committed to creating a 21st Century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. Providing students and staff with a 21st Century digital learning environment is essential to the district's mission to promote student achievement in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards.

Many teachers and students utilize online resources such as Google Applications (*including Gmail*) for personal productivity and academic purposes. Students and staff members may also require specialty software products not licensed by the district or require file storage space exceeding district parameters. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and achievement.

The district will allow students to bring their own technology devices (currently includes laptops, netbooks, eReaders, tablets, and smartphones) for personal use during the school day.

Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom and at the discretion of the teacher. Unless the classroom teacher specifically authorizes utilization of personal devices, such devices must remain off and put away. Personal electronic devices may not be used at any time in locker rooms, restrooms, or the nurse's office.

Students and staff will be able to access the district's wireless network when using the approved devices during the school day through a district provided login. Users may not disable, override or

circumvent district technology filters and protection measures. Users may not access the LAN (Local Area Network) through a wired connection at any time.

Availability of Access

Access to the school district's filtered wireless network utilizing personal wireless devices shall be made available to students, employees and members of the board primarily for instructional and administrative purposes, in accordance with the Ethical Use Policy for Technology (Board Policy 6142.10) and this Agreement.

Conditions of use for the district's network shall be permitted as long as the user's actions:

1. Comply with the responsibilities specified in the District's Acceptable Use Policy (AUP) for Technology (6142.10);
2. Impose no tangible costs to the district;
3. Do not unduly burden the district's computers, or network resources;
4. Have no adverse effect on an employee's job performance or on a student's academic performance;
5. Do not cause a substantial disruption to the educational environment;
6. Students and parents have completed and returned a signed BYOD Agreement.

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges and other disciplinary action consistent with district code of student conduct (Board Policy 5131 Conduct and Discipline). Violations may result in disciplinary action up to and including suspension and criminal prosecution as appropriate to the severity of the offense.

Bringing personally owned devices to school is strictly optional and completion of the BYOD Agreement is required.

Wireless Information

When a student brings his/her own technology device onto school grounds, he/she shall sign in using their assigned username and password only. By authenticating and logging into the district network, the student is agreeing to comply with the terms of the Once on the district network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices. It is imperative that a user's credentials, user name and password, be kept strictly confidential and not be shared with other users.

Acceptable Devices

Computers

Laptops and netbooks with either Windows or Apple operating systems are permitted on our network. It is expected that these devices will have 1) an updated web browser from which students are able to access necessary tools, 2) current antivirus software; and 3) be fully charged and maintained to work properly during the school day. Linux devices are not permitted on the school's network and will be considered a violation of the district's Acceptable Use Policy (AUP).

Mobile Devices

Tablet technology and eReaders are clearly useful for productivity purposes and will enhance instruction, so they are permitted for use on our network. This category includes but is not limited to iOS and Android tablets, eReaders and smartphones.

CHILD STUDY TEAM

Ms. Joanne Goldberg, Supervisor
Ms. Mary Duffy, School Psychologist Mr. A. Randall Smith, LTD/C
Ms. Karen Leonard, Social Worker Ms. Judith Wollack-Letson, Social Worker
Dr. Kim Spagone, School Psychologist
Appointments: 927-0825

Child Find

Child Find is an ongoing process to identify children between birth through age 21 who may have disabilities and would be eligible for early intervention services or special education and related services. Parents may request an evaluation to determine their child's eligibility for services. A free, appropriate public education (FAPE) may include services such as supplementary aids and services or specialized instruction within the general education class or through a resource program or special class in or out-of-district. An individualized education program (IEP) is developed for students with disabilities by the parents, child study team member and teacher. The IEP includes goals and objectives and describes the nature of the program and services to be provided. For further information or to make a referral please contact Ms. Jo-Anne Goldberg, CST Supervisor at 927-0825.

Homebound Instruction

Homebound Instruction is provided when a student cannot attend school for an extended period of time because of illness or injury. Requests for homebound instruction must include justification and time line for return by a physician and can be made by contacting Ms. Jo-Anne Goldberg.

GUIDANCE / SCHOOL COUNSELING OFFICE

Nathan J. Lichtenwalner, Supervisor

Each student is assigned a school counselor who provides many services and information to help the student while at Mainland. The student and his/her parents are welcome to become acquainted with the counselor. Some of the services provided include:

1. Academic planning at Mainland
2. Financial aid and scholarship information
3. Career counseling and job placement
4. Maintenance of cumulative records
5. College admission preparation
6. Personal counseling and referral
7. Testing for armed services, college, school, State of New Jersey

Please visit our website for more information www.mainlandregional.net

Appointments

In order to be most effective, counselors see each student on an appointment basis. Students arrange appointments through the secretary in the guidance office. Parents arrange appointments by calling the Guidance office at 927-4139.

Graduation Requirements

The minimum credit requirement for graduation is 120 credits

The minimum requirements for graduation shall include successful completion of the following:

- 20 credits in English Language Arts
- 15 credits in Mathematics (including Algebra I, Geometry and a third year of mathematics)
- 15 credits in Social Studies (including 10 credits in the study of United States History, 5 credits in the area of World History and/or World Cultures/Geography).
- 15 credits in the Laboratory Sciences (Courses should include Chemistry, Biology and Physics or Physical Science).
- 20 credits in Health, and Physical Education (5 credits each year).
- 5 credits in Visual/Performing Arts.
- 5 credits in the study of World Languages.
- 2.5 credits in Financial, Economic, Business and Entrepreneurial Literacy
- 5 credits in 21st Century Life and Careers or Career-Technical Education.

The minimum credit requirement to graduate is 120 credits (Local and NJ State requirement)

Participation in the graduation ceremony shall depend on the student's success in completing all graduation requirements by the graduation date and passing, with credit, a minimum of **27.5 credits**.

All seniors must register for a minimum of **27.5 credits**

Any student exiting grade 12 without a diploma will be provided the opportunity for continued high school enrollment until age 20, or until the requirements for a state endorsed diploma have been met, whichever comes first.

Any student who is missing 10 or less credits to graduate may, within one year of the graduation date, qualify for a state endorsed diploma.

A student who has fewer than 90 credits at the start of the school year but is enrolled in sufficient courses to graduate upon successful completion of those courses will be conditionally placed in the senior grade level.

Course Load

A student is strongly encouraged to take a minimum of eight classes (40 credits) each year. No student will be permitted to attend Mainland Regional High School and take a program of fewer than thirty credits unless approval has been granted by the Principal. Student course selections are signed by student, parent, counselor, and where appropriate by administration personnel.

Once course selections have been made, changes will not be considered except as necessitated by scheduling conflicts, failures in prerequisite courses, and/or summer school course work.

Schedule Changes

Students will not be permitted to make changes to their class schedule once the school year begins in September. In order to build an effective master schedule with appropriate class sizes only requests to correct scheduling errors regarding course assignments, increase academic rigor or change the academic level of a class will be honored once the school year begins.

Level changes may only be made after consultation with the teacher, department supervisor and counselor has occurred. Additionally, the student is responsible for missed work. Please note that grades follow the students when he/she makes a level change, with due consideration given to the weight of that grade. We are unable to accommodate requests for schedule changes related to assigned teacher or period.

Withdrawal Policies

A student will be permitted to voluntarily withdraw from a course when:

1. There is written request from the student's parent/guardian.
2. There is written teacher approval obtained prior to any withdrawal.
3. The change is approved by the school administration.

Full Year Courses – No Withdrawals will be approved after the start of the 2nd Marking Period.

Semester 1 Courses – No Withdrawals will be approved after the start of the 2nd Marking Period.

Semester 2 Courses – No withdrawals will be approved after the start of the 3rd Marking Period.

Students will be scheduled for a study hall to replace the course for which they were approved for a withdrawal.

An approved withdrawal will appear on a student's transcript as WP – Withdrawal Passing or WF – Withdrawal Failing. Students with a passing grade at the time of the withdrawal will receive a WP, however, students who are failing will receive a WF.

Withdrawal from School

Whenever a student withdraws from Mainland Regional High School, either to transfer to another school or to drop out of school, that student is to report to his or her guidance counselor to request a withdrawal form. This is to be done three days prior to the planned withdrawal date. All obligations must be met and signatures obtained before the withdrawal process can be completed.

Grades

Marking Report System and Computation of Final Grades

1. Report cards will be issued via the Infinite Campus student/parent portal quarterly to all students/parents and will indicate the following for each course:
 - Grade
 - Days absent
 - An informative comment
2. Report cards may be sent home (by student or mail) if requested by parent/guardian following the end of each Marking period.

Final Average

Full Year Courses:

Final Averages will be computed in the following manner:

Quarter Grades for a full year course are 22.5% of final average (4 quarters = 90%)

Final Exam is 10% of final average

Semester Courses:

Semester Averages will be computed in the following manner:

Quarter Grades for a semester course are 45% of final average (2 quarters = 90%)

Final Exam is 10% of final average

Honor Roll

A student who receives all A's is recognized on the Honor Roll. A student who receives all A's and B's is recognized on the Merit Roll. **Recognition for awards is on school's web site. Requires signed permission form available in the Library or Main Office.

Grading Scale

92-100:	A
84-91:	B
76-83:	C
68-75:	D
Below 68:	F

Grade Point Average

Grade Point Average is a numerical achievement rating based on a scale. The 4.0 scale is required for certain scholarship information, and certain colleges. In order to compute Grade Point Average a conversion is necessary. For each course, the numerical average is converted to a grade point equivalent.

The Grade point Average is calculated by multiplying the grade point equivalent for each course attempted times the number of credits assigned to that course. Total this product for all courses attempted and divide the total by the total number of credits attempted. This is the student's Grade Point Average (GPA).

$$\text{Formula: GPA} = \frac{\text{Grade Point Equivalent} \times \text{Credits}}{\text{Credits Attempted}}$$

The Grade Point Equivalent:

92-100:	4.0	76-79:	2.0
88-91:	3.5	72-75:	1.5
84-87:	3.0	68-71:	1.0
80-83:	2.5	Below 68:	0

Weighted Grade Point Average

The weighted Grade Point Average will also be shown on the student's report card and transcripts. This weighted Grade Point Average gives additional weight to students taking honors and advanced placement courses. In addition, a grade of 96 to 100 for any course is given a weight of 4.5. In order to compute the weighted Grade Point Average, a conversion is necessary. For each course, the numerical average is converted to a weighted grade point equivalent measured from 4.5. The student's report card and transcript will contain the Weighted Grade Point Average

The weighted Grade Point Average is calculated by multiplying the grade point equivalent for each course attempted plus 1.0 for Honors/GT and 1.5 for Advanced Placement times the number of credits assigned to that course. Total this product for all courses attempted and divide the total by the total number of credits attempted. The result is the weighted Grade Point Average. Weighted and unweighted Cumulative Grade Point Averages will be updated at the conclusion of each school year during the transcript posting process.

Formula: Weighted Grade Point Average =

$$\frac{(\text{GPA Conversion} + 1.0 \text{ Honors/GT or } 1.25 \text{ Honors A or } 1.5 \text{ AP}) \times \text{credits}}{\text{Total Credits Attempted}}$$

Weighted Grade Point Equivalents:

96-100:	4.5	76-79:	2.0
92-95:	4.0	72-75:	1.5
88-91:	3.5	68-71:	1.0
84-87:	3.0	Below 68:	0.0
80-83:	2.5		

Class Rank

The academic environment at Mainland Regional High School is very challenging and the majority of our students meet that challenge by earning exemplary grades. Due to this high level of academic success, class rank does not reflect the achievements and potential of all our students. Therefore, Mainland Regional High School does not report class rank. However, Mainland Regional High School does recognize the academic achievement of students using cumulative weighted GPA as follows:

Summa Cum Laude: 5.0 + Magna Cum Laude: 4.75 – 4.99 Cum Laude: 4.5 – 4.749

This recognition will appear on transcripts beginning at the end of junior year for any student with a weighted GPA that falls in one of these honor ranges.

GRADUATION

Participation in Graduation is a privilege, not a right. While the School Administration would like to have all graduating seniors participate in this culminating activity, serious and/or numerous discipline infractions or excessive unexcused absences will prevent a student from being allowed to participate.

Additionally, beginning 2006-2007 school year, seniors must pass with credit a minimum of 27.5 credits their senior year in order to participate in graduation. Excessive absences/cuts leading to loss of credit or failure of (a) course(s) could prevent a student from participating at Graduation. This policy has been implemented to ensure continued attendance and academic effort throughout the student's senior year.

TESTING

State and District mandated standardized tests are administered throughout the year according to prescribed guidelines. These tests include The Partnership for Assessment of Readiness for College and Careers (PARCC) assessment and The New Jersey Biology Competency Test (NJBC). Testing dates can be found in the school calendar.

This year all 11th graders will take the PSAT on Wednesday, October 10, and 10th graders will take the PSAT on Friday, March 15, during the school day.

Mainland Regional High School is also a testing site for the SAT and ACT. Below are the SAT and ACT testing dates at Mainland for the 2018-2019 school year:

Anticipated SAT DATES – 10/6/18, 11/3/18, 12/1/18, 3/9/19, 5/4/19, 6/1/19

Anticipated ACT DATES – 10/27/18, 4/13/19

Please check www.collegeboard.org and www.actstudent.org for information on additional testing dates and registration information.

INSURANCE COVERAGE

The Board of Education has purchased accident insurance coverage to protect all participants involved in all Senior High School sports and co-curricular activities.

This policy is **excess** over any other insurance the parents may have. Thus, the **parents must use their own insurance first**. This policy may pick up those bills not covered by the parents' plan, up to the limits in the school policy. If the parents do not have insurance for medical expenses, this policy will go into effect immediately. Although this coverage is broad, there are restrictions, limitation, and exclusions in this policy. Please note that there is a \$1,000 deductible associated with this insurance. **Therefore in many situations, medical bills may not be covered in full.**

ADDITIONAL INSURANCE COVERAGE

At the beginning of the school year, parents have the opportunity to purchase additional insurance for their child through the District. The insurance would pertain to the following:

1. Attending school during the hours and on the days when school is in regular session.
2. Traveling directly and uninterrupted to or from the insured's residence and the school for regular school sessions, for such travel time as is required. Such shall not exceed one hour before sponsored activity or more than one hour after sponsored activity. If additional travel time on the school bus is required, coverage shall extend for such additional travel time that might be necessary.

This policy is **excess** over any other insurance the parents may have. Thus, the **parents must use their own insurance first**. This policy may pick-up those bills not covered by the parents' plan, up to the limits in the school policy. If the parents do not have insurance for medical expenses, this policy will go into effect immediately.

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. **In many situations, medical bills may not be covered in full.**

PARENT'S INFORMATION FOR FILING A CLAIM UNDER ELECTIVE INSURANCE

Immediately, the student should file an accident report with the school nurse.

Immediately submit a claim for all medical expenses to the company that administers your group insurance. (including Major Medical coverage.)

If parents have HMO or similar coverage, they must utilize this first, and must adhere to the regulations of HMO, as to the use of participating physicians.

Please check:

1. **Both** the School Official and Doctor have completed their sections of the claim form.
2. **You**, the parent, have completed and signed the Parent's Statement and Authorizations/

After your own insurance has paid the medical expenses up to the policy limits, send any unpaid itemized bills AND copies of payments made by your insurance company (explanation of benefits paid) to the district's insurance carrier. The proper form is available in the Health Service Office.

Please make sure the bills and your insurance company statements are accompanied by your child's full name, the school he/she attends and the date of the accident. This is especially essential when you forward additional bills which are incurred subsequent to those sent with the original claim.

ACCIDENTS/INJURIES

Any injury should be reported immediately to the school nurse. Claim forms will be provided by the nurse, but it is the parent's responsibility to collect all medical bills and submit them to the insurance company.

VIDEO SURVEILLANCE

School premises may be monitored by surveillance equipment, as needed to ensure the safety and security of students' and to protect the school facilities from vandalism.

IDENTIFICATION CARDS

Each student will be given an identification card in the fall. **Students are required to have ID cards in their possession at all times.** After cards have been issued, each student may be asked to present them at school activities and athletic contests. I.D.'s are needed for admittance to SAT/ACT testing.

STUDENT MEDIA COVERAGE

Mainland students may be photographed or named by various media coverage. If the event is open to the public, your child may be seen in the showing or reporting of the event. Other events may be aired, photos taken, stories written based upon editorial and/or programming decisions. This also occurs with members of the press, school newspaper, yearbook, school web site, or other media opportunities. If there are any reservations or concerns regarding your child's appearance or name being used in this manner, be sure to contact the Principal's Office 927-4151.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Mainland Regional High School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mainland Regional High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Mainland Regional High School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If you do not want Mainland Regional High School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2015. Mainland Regional High School has designated the following information as directory information:

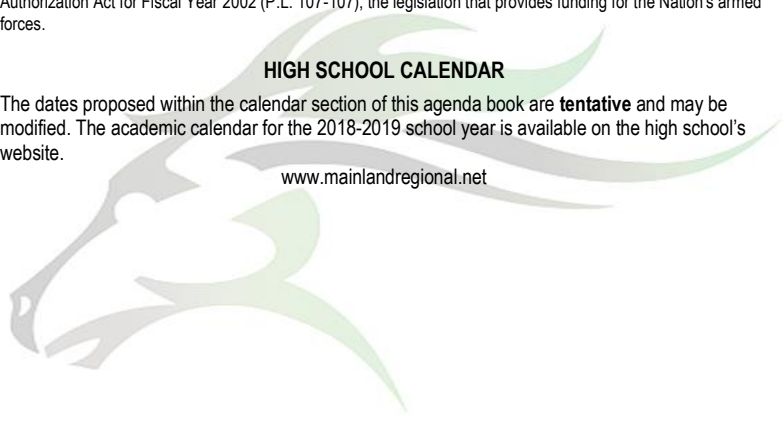
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received;
- Dates of attendance;
- The most recent educational agency or institution attended;
- Student's name;
- Telephone listing;
- Photograph;
- Major field of study;
- Address;
- Electronic mail address;
- Date and place of birth;
- Grade level

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

HIGH SCHOOL CALENDAR

The dates proposed within the calendar section of this agenda book are **tentative** and may be modified. The academic calendar for the 2018-2019 school year is available on the high school's website.

www.mainlandregional.net



BELL SCHEDULES

The daily bell schedule works on a 4-day rotation. At the end of the 4 Day Cycle, the rotation repeats itself. Students are scheduled for rotating 4 rotating periods in the morning and rotating 4 rotating periods in the afternoon. Each day students have 6 classes (3 in the AM and 3 in the PM) with 1 class from both the morning and afternoon being dropped. Students will go to each of their classes 3 times within a 4-Day Cycle.

During the 50-minute unit lunch (Period 5) the entire student body will eat lunch. Food will be served in the cafeteria, at the concession stand and at mobile kiosks located throughout the building. Specific areas in the building will be designated as locations where students will be able to eat and spend their time during the unit lunch period. Students are expected to pick up after themselves, place trash and recyclables in the appropriate containers, and behave in an appropriate manner. Those students who demonstrate improper lunchtime behavior will be placed in lunch detention at the discretion of the school administration. Members of the faculty, administration and school resource personnel will be present to supervise lunch. All underclassmen must remain in the building during the unit lunch period. **Only seniors will be able to leave campus during the unit lunch period.**

Daily Bell Schedule and Rotation

TIME	Duration	DAY A	DAY B	DAY C	DAY D
8:00 – 8:59 am	59 min.	1 / HR	4 / HR	3 / HR	2 / HR
9:04 – 9:58 am	54 min.	2	1	4	3
10:03 – 10:57 am	54 min.	3	2	1	4
10:57 – 11:42 am	45 min.	Lunch (5)	Lunch (5)	Lunch (5)	Lunch (5)
11:47 – 12:41 pm	54 min.	6	9	8	7
12:46 – 1:40 pm	54 min.	7	6	9	8
1:45 – 2:39 pm	54 min.	8	7	6	9

HR = Homeroom

Late Arrival Bell Schedule (New 2017-18)

Time	Duration	Day A	Day B	Day C	Day D
10:00 – 10:40 am	40 min.	1/HR	4/HR	3/HR	2/HR
10:45 – 11:24 am	39 min.	2	1	4	3
11:29 am – 12:08 pm	39 min.	3	2	1	4
12:08 – 12:27 pm	19 min.	Lunch	Lunch	Lunch	Lunch
12:32 – 1:11 pm	39 min.	6	9	8	7
1:16 – 1:55 pm	39 min.	7	6	9	8
2:00 – 2:39 pm	39 min.	8	7	6	9

Early Dismissal Bell Schedule

Time	Duration	Day A	Day B	Day C	Day D
8:00 – 8:40 am	40 min.	1/HR	4/HR	3/HR	2/HR
8:45 – 9:24 am	39 min.	2	1	4	3
9:29 – 10:08 am	39 min.	3	2	1	4
10:08 – 10:18 am	10 min.	Break	Break	Break	Break
10:23 – 11:02 am	39 min.	6	9	8	7
11:07 – 11:46 am	39 min.	7	6	9	8
11:51 am – 12:30 pm	39 min.	8	7	6	9

If school is closed due to inclement weather or an emergency, the 4-day cycle will continue without skipping a day. For example, if school is closed on Day B, school will re-open on Day B.

M.R.H.S. Bell Schedule

	A	B	C	D
8:00 - 8:59	1	4	3	2
9:04 - 9:58	2	1	4	3
10:03 - 10:57	3	2	1	4
10:57 - 11:42	5 LUNCH			
11:47 - 12:41	6	9	8	7
12:46 - 1:40	7	6	9	8
1:45 - 2:39	8	7	6	9

School Map

