

PASSING PERIODS (TIME BETWEEN CLASSES)

During the changing of classes, students will be courteous and orderly in the halls, stairwells, etc. Classroom teachers will supervise the halls between classes, and refer disruptive students to the Vice Principal. It is each student's personal responsibility to arrive at class on time. Students are not allowed to loiter in bathrooms, lobby area or congested areas in the hallways during the change of classes.

Closed Door Practice

Please note that the administration reserves the right to institute a "Closed Door" practice if students do not demonstrate punctuality to class on a daily basis. A "Closed Door" practice affects students who arrive to class after the late bell has rung. The teachers are instructed to shut the doors and send the late arriving students to the administration for disciplinary action. It is the student's responsibility to transition from class to class in a timely manner. It is an expectation that students will be seated and ready for the instructional period BEFORE the late bell rings. Failure to arrive to class on time during the block that a "Closed Door" is conducted will result in the issuance of an administrative detention. Repeat offenders will be filed under our Zero Tolerance Policy for willful disobedience.

Students are reminded that stopping for breakfast food in the cafeteria is not an acceptable reason for being late to homeroom.

PERSONAL PHONE CALLS/DELIVERIES

Messages may only be taken from parents for emergencies. Students will be called down to the Guidance Office between periods and be given the message that a parent should be contacted. No messages will be given during class time since this would disrupt classroom instruction. Parents should realize that it is the student's responsibility both to listen to the announcements and to report to the Guidance Office to get the message to call a parent.

Personal deliveries of presents, flowers and balloons, or food from outside vendors, for students **will not** be accepted by the Visitor's Center. Only educational materials, lunch and athletic equipment can be dropped off at the Visitor's Center. Please remember that locating students and disrupting classrooms present problems for the entire school staff. Announcements will only be made before lunch or at 2:20pm. If students are expecting a report, book etc. to be dropped off, they are responsible to check the Visitor Center for it.

PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices, including cell phones/smart phones, laptop computers, tablets, e-book readers, etc., can provide unique and important access to educational resources during the school day and assist in the effective management of school work.

Students are expected to manage the use of these devices responsibly in accordance with the student code of conduct and the acceptable use policy of MOHS for educational purposes only and at the direction and discretion of the supervising staff members at all times. Additional guidelines for specific types of devices are outlined below. Misuse of such equipment in any manner that is disruptive or distracting to the learning environment may result in immediate confiscation of the device and referral to the administration for disciplinary action that may include suspension of this privilege or other consequences in keeping with the school's code of conduct and District Policy 5516.

Failure to surrender a device upon request of a staff member is considered an act of insubordination and will result in a discipline referral, per District Policy 5516.

Use of any device to intentionally cause emotional harm, to discredit another person, or to harass, intimidate, or bully someone is strictly prohibited. Strict consequences will be imposed for hurtful behavior in accordance with the school's code of conduct and the law on harassment, intimidation, and bullying. Students are also reminded that electronic devices cannot be used to transmit or store inappropriate images (nudity, etc.) of minors and that doing so may constitute possession or distribution of child pornography, an illegal act with harsh penalties and lifelong repercussions. In addition, audio or video recording or taking pictures without the knowledge and permission of all involved is prohibited and potentially illegal.

Personal Responsibility in Protecting Belongings and Guarding against Theft

Students are encouraged to take extra care in securing these valuable items in locked lockers or keeping these items on one's person at all times to proactively avoid an opportunity to have the devices stolen or damaged. While every effort is made to keep the building free from theft, items such as these are often lost or stolen. If students wish to have these items at school, please be aware that they do so at their own risk. Mount Olive High School will not be held responsible for any items that are lost, stolen, or damaged.

Cell Phones/Smart Phones

All cell phones/smart phones should have the ringer silenced during the school day (7:17 AM – 2:20 PM). Students are not permitted to use phones for making calls or texting during the school day without the express permission of an administrator. During class, use of other features accessible through cell phones such as calendars, task lists, internet access, etc., must be limited to educational purposes at the discretion of supervising staff, must comply with appropriate student code of conduct, and must not disrupt or distract from the school learning environment.

Laptop Computers, Tablet PC's & e-Book Readers

Students may bring portable computing devices and e-book readers to school for educational purposes. The use of a computing device in class is at the complete discretion of the instructor. Students are expected to use the device for instructional purposes during class time and to act in accordance with the directions of the supervising staff member at all times. The use of computing devices and e-readers during lunch periods and study hall are at the discretion of the supervising staff member.

iPods/MP3 Players, Portable Game Devices

Electronic entertainment devices for music/games are restricted to use before school, during lunch, during study hall (with teacher permission) and after school only. All sounds are to be muted or played through headphones only. Usage during class time is at the sole discretion of the teacher. The privilege of using these entertainment devices may be revoked at any time if the student demonstrates an inability to do so responsibly and without disrupting others.

ADMINISTRATION RESERVES THE RIGHT TO CHANGE, CANCEL, LIMIT OR SUSPEND THIS POLICY AT ANY TIME.

Cell Phones are only permitted to be used during lunch and Senior Study, as per District Policy 5516, which states, among other information:

"An ECRD [electronic communication and recording device] used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action. A confiscated ECRD will be withheld from the student as follows:

1st Offense: 5 days
2nd Offense: 30 days
3rd Offense: 90 days"

Anytime a student forfeits any technology instrument (iPod, phone etc.) due to policy violation, (s)he also forfeits any expectation (s)he might have to privacy regarding those belongings.

PHYSICAL EDUCATION NON-PARTICIPATION

State law requires all students to participate regularly in physical education classes. The Physical Education Department will review with all the students the procedures required in order to be excused from active participation in physical education classes, whether the excuse is to be temporary or for a long duration of time. Student unpreparedness and/or lack of participation will impact a student's grade in Physical Education. It is important to understand that the grade of a student is not earned by "dressing out," but rather by participation in the activity. "Dressing out" only prepares the student to participate successfully, but it does not guarantee a passing grade.

A student needs to bring a lock to class in order to secure their personal belongings. This lock is then to be removed following the class so as to permit other students to utilize that locker throughout the day. Locks not removed will be cut without warning. Students are responsible for the contents of the locker. **At no time should a student leave unsecured items in the locker room**, nor should it be assumed that the door being locked is enough security. Students leaving throughout the day often need to get into the locker areas to change. In addition, teams leave early and some classes come back into the locker rooms at varying times, thus unsecured valuables are an easy target for theft.

PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to disciplinary action.

STUDY HALL

All study halls are expected to be silent studies. There is **NO** card playing, displaying of dice, eating, drinking or personal stereo use permitted in study halls at any time. (There is no card playing or displaying of dice permitted in the building at any time.)

A Study Hall is an assigned class and students are expected to be present and on time. Students must report to their assigned Study Hall teacher, not another Study Hall teacher without permission. Failure to report to assigned Study Hall will result in disciplinary action. A pass is needed to leave Study Hall.

UNIT LUNCH PROCEDURES

Location of serving areas:

Cafeteria
Gymnasium
Vending Machines: Cafeteria

Location of eating areas:

Cafeteria (Tables will be provided)
Gymnasium (Tables will be provided)
Outside Picnic Area (Tables will be provided – **Seniors only**)

Students may eat in classrooms **ONLY** if a teacher is present. Some staff members may keep their rooms open for extra help or for club and activity meetings.

There is to be no food or drinks in the Commons Area at any time.

Eating is NOT PERMITTED while working at any computer and in the following areas:

Writing Center	Commons Area
Math Center	Old Lobby
Any Hallway	Weight Room
Computer Labs	Any Carpeted Area
Auditorium	Stairways
Music Area	Locker Rooms
Auxiliary Gym	Library
TV Studio	

Location of Areas for students either before or after they eat:

Library	
Writing Center	Any room SUPERVISED
Math Center	by a teacher
Guidance Center	
Outside the building in an area designated by the administration	Gymnasium CST Department S.A.C. Office

UNIT LUNCH CLEAN-UP

Students will be responsible to clean up after themselves. There will be garbage containers available in all areas. Students are required to place all refuse into the containers. Students are encouraged to police the area they eat in to make sure all of the debris is placed into the proper container. In addition, there will be recycling containers available in all areas. Students' efforts in recycling will help foster a cleaner school and environment. The following are basic rules that should be followed for quick and efficient clean-up:

1. Pick-up and place all of your garbage in a container.
2. Place cans and plastic in proper container.
3. If you see something on the floor or on the tables, or if any staff member requests your cooperation, you are responsible to pick it up and place it in the proper container.
4. If you are eating in a classroom, place all of your lunch garbage in the containers in the HALL. **Do not** place garbage in the classroom trash containers.

UNIT LUNCH GENERAL GUIDELINES

The following guidelines need to be followed for the smoothest transition possible.

- Students do not need passes for the bathroom.
- Students may move from area to area without passes.
- Students may select the serving area of their choice.
- Students may not cut in lines
- Only students who present a yellow form for lunch detention may go to the front of any lunch line to purchase lunch. This

accommodation is made so that students will report on time to lunch detention.

- Students may select the work/relaxation area of their choice.
- Students are **not permitted** to leave school grounds.
- Students are not permitted in the parking lot, in their cars, or any location other than the picnic tables (Seniors only) or the outside area designated by the administration.
- Students are not permitted to skateboard.
- Students are not permitted to sit on tables.
- All students are responsible for their own clean up.
- Students are not permitted to demand other students clean up for them.
- Students are not permitted to receive food from outside vendors or friends during the school day, including unit lunch.
- The “grubbing” of money will not be tolerated at any time and can be considered under the Anti-bullying and Harassment Policy.

FOOD FIGHT

Any students engaging in a food fight during lunch time will be subject to out-of-school suspension, removal to lunch detention and zero tolerance referral. Furthermore, possible criminal charges may be filed. After administrative decision, students, with the input of parents, may be given the option to make retribution for cleanup either through financial consequence, school community service, or a combination of both (if the cost of the cleanup would exclude the use of community service.)

SIGNING OUT FOR LUNCH

Students are not permitted to sign out for lunch. For emergency reasons only, the parent must call in and speak to a Vice-Principal directly.

CONSEQUENCES FOR VIOLATION OF LUNCH RULES

Students who cannot follow these basic rules may lose their open lunch privileges. A Lunch Detention room will be set up and staffed for students who violate these rules. They will be required to spend the entire lunch period in the room with no privileges. Assignments to the room will be made by the Vice-Principal. Time in the room will increase according to the type and frequency of the infraction. Students in this room will be required to eat in and maintain silence throughout the entire lunch block.

VISITORS

All visitors must report to the Visitor's Center and show valid photo I.D. before a school visitor badge will be issued. There are **NO** student visitors allowed in the school during school hours. The Vice-Principal should be contacted in the case of any exception to this policy prior to

the proposed visit. Any graduate wishing to visit with past instructors or counselors should call ahead to arrange to meet them after school hours before staff departure.

SECTION IV: ACADEMIC AND CURRICULUM INFORMATION

STUDENT PERSONNEL SERVICES

The student personnel team consisting of school counselors, the student assistance counselor, the school nurse, and the child study team is an integral part of the total education effort. The ultimate goal of the student personnel team is to help each student gain the utmost from their high school experience. The information which follows is designed to assist the student in realizing this goal.

COUNSELOR ASSIGNMENTS

Each student is assigned to a counselor, whose primary responsibility is the continuous counseling of the individual. Students are assigned a freshman counselor when they enter high school. In the spring of their freshman year students will transition to a second counselor for the remainder of their high school career.

STUDENT ASSISTANCE PROGRAM

The district's Student Assistance Coordinator (S.A.C.), Jacqueline Skutka, operates under a Student Assistance Program (S.A.P.) model. The model's primary focus is on the "total wellness" of the child. The S.A.P. works closely with both existing in-school services and local community services. The program provides prevention, intervention, referral, and continuing care services to students and families who may be experiencing personal, school, family, alcohol or other drug problems. Services available to students include, but are not limited to, individual and group counseling. Administrators, guidance counselors, teachers, staff, peers and parents can make referrals to the S.A.P., and students may refer themselves or their peers. The only mandatory referrals are made when a student violates the district's Drug, Alcohol and Tobacco policy or the Harassment, Intimidation and Bullying policy. Parents with questions are encouraged to contact the S.A.C. in the Guidance Center at the high school at (973) 927 – 2208 x 7304 during the regular school day. For additional information and/or resource information please visit the SAP website: <http://www.mtoliveboe.org> select High School, Guidance then click on Student Assistance Program.

STUDENT ASSISTANCE - CONFIDENTIAL TIP LINE

The Student Assistance Program at Mt. Olive High School now offers a confidential Tip Line at (973) 927 – 2208 ext. 7007. This tip line will be monitored daily during school hours. Parents and/or students may

access this line and confidentially share issues or concerns regarding the health and welfare of your child or another student.

CONFIDENTIALITY: ALL CONVERSATIONS IN THE GUIDANCE COUNSELING CENTER WILL BE KEPT IN STRICT CONFIDENCE BY THE STAFF MEMBER INVOLVED WITH THE EXCEPTION OF THE REPORTING REQUIREMENTS OUTLINED IN STATE LAW.

RECORDS

Almost every reference form asks questions about a student's pattern of attendance and academic records. From the first day the student enters school, he/she should begin building the best possible record. The records presented upon graduation will largely determine the post-secondary alternatives available to the student. A school counselor will review the record with the student in order that he/she fully understands it. No school record is released to anyone outside of the school without the written authorization of the student or parent.

GRADE PLACEMENT

For course advancement all students in grades 9-11 must successfully complete the required elements for that course.

Students must earn the following number of credits to progress to the next grade level:

Grade 10: 30 credits

Grade 11: 60 credits

Grade 12: 95 credits

CHANGE OF ADDRESS, LEGAL NAME, OR TELEPHONE NUMBER

It is extremely vital that the personal identifying data of the student record be accurate so the school can contact a parent/guardian in case of emergency. Any change of address, legal name, or telephone number should be reported to the Guidance Center immediately.

PARENT/TEACHER/COUNSELOR CONFERENCES

Communication between the parent, student and faculty is critical. The high school encourages families to contact faculty via email or phone to discuss any concerns they may have regarding the student's success. In addition, the school counselor is always available to assist with the academic, social, and emotional well-being of any student at Mt. Olive High School. Juniors and their parent/guardians are invited to schedule meetings in the spring to review high school graduation requirements and to discuss college & potential careers after graduation. **Participation in this important conference is strongly encouraged.** For more information on parent/teacher conferences, please call the

Guidance Counseling Center at 973-927-2208 x 7300 to speak to the school counselor.

COURSE SELECTION

In order to insure consideration by a college admissions committee, students should begin planning for college in the eighth grade by giving serious consideration to course selections in high school. College candidates are evaluated for admission not only in terms of grades achieved, but also with respect to the strength of the academic program undertaken.

A rigorous secondary school preparation remains the best means by which you can be assured of maximizing the benefits to be derived from a challenging college education. **PLEASE NOTE THAT PERFORMANCE ON THE HIGH SCHOOL TRANSCRIPT RATHER THAN POTENTIAL IS STILL THE MOST IMPORTANT INDICATOR USED BY COLLEGES IN THE SELECTION PROCESS!**

Each college has its own admission requirements and sets its own priorities. When students apply to college, the admissions office collects information to consider as it makes a decision about applicants. The main areas considered:

- Strength of Academic Record and Cumulative GPA
- SAT or ACT Test Scores
- Class Standing
- Teacher and Counselor Recommendations
- Admission Essay
- Athletics, Extra-curricular Activities and Unique Talents of the applicant

LEVEL PLACEMENT INTO COURSES

All students are encouraged to strive to maintain academic excellence. Students are encouraged to speak to the department teachers and school counselors about course content if they have questions about a particular subject area or level of placement.

- **Level placement will be decided upon by the student's current performance in academic classes. Students who desire to enter into an honors or AP level class must meet the pre-requisite criteria in order to enroll in the program.**
- **In order to enroll in an honors/AP course a student MUST have a grade of an A or a B (85% or better) with a teacher recommendation in the current level course.**
- **Students may not jump from (CP to AP) if the discipline has an honors level offering without a teacher recommendation AND administrative approval.**

- **Students who do not meet the performance criteria at the time of scheduling may petition to be re-evaluated at the end of the school year should their grades improve by the end of the course. Students who want to appeal their placement level should see to their school counselor for the proper administrative appeal form.**
- **Students who academically enter into an Honors/AP program during scheduling and do not maintain their grades may be removed and placed in a lower level class at the end of the school year if the teacher recommendation does not stand.**
- **Student's intention to enroll in an AP/Honors level class for the following academic year must be stated no later than June 1st.**

THE AP PROGRAM OF THE COLLEGE BOARD

The Advanced Placement (AP) Program of the College Board enables students to complete college level studies while in high school. The primary goals of the AP Program are to enrich the secondary school experience of students ready to apply themselves to college level courses and to provide the means by which colleges may grant credit, or placement, or both, to students with satisfactory AP test scores.

CHANGE OF SCHEDULE PROCEDURES

The process of selecting an academic program is one in which many people are involved and which requires several months of preparation and consultation. Student course selections should be made after serious deliberation among the student, parents, teachers, and counselor. **All students must select a minimum of 35 credits and may not have more than one block of study hall per semester.** Changes from the program students request are not encouraged and may not be possible; therefore, it is essential that the original selections be given careful and thoughtful consideration.

The need for a program change is recognized only under special circumstances and is considered a priority for the following reasons:

- Administrative Action
- Block or course conflicts
- Course not being offered
- Computer entry error (ex. Student has wrong course on schedule)
- Failing Honors/AP Course and Teacher recommends level change.
- Previous failure or documented difficulty with a teacher
- Change of placement based on test results or teacher recommendation
- Summer school involvement

- o Student going into or out of a shared-time program (ex. Vo-tech)
- o Student enrolled in college part time

Departmental level changes may take place after consultation with the student, parent, teacher, counselor and administration. Level changes requested after June 1st for the following academic year will be accommodated on a space available basis.

All Other Schedule Changes are highly discouraged. All requests for a change in schedule of any type must be requested in writing and signed by a parent/guardian. The policy of Mount Olive High School **IS NOT** to make preference-based or lateral course changes.

ADDING/DROPPING A COURSE

Dropping a course is highly discouraged however; there are times when a change may need to occur. Students requesting to add or drop a course from their schedule must consult with their school counselor and submit the appropriate paperwork to have their request reviewed.

- o Once the school year begins, unless there is an **error or conflict on the schedule**, elective changes will not be made. Requests to drop an academic course will be considered during the **third and fourth weeks only** or with administrative permission for a study hall.
- o A student may drop an elective course provided he or she is still scheduled for **35 credits**, has the permission of the parent/guardian and has consulted with his or her assigned counselor.
- o After the published add/drop period each year, courses may be dropped provided the student would still be scheduled for **35 credits**, has the permission of the parent/guardian, and with approval from the counselor/administration. The transcript will indicate a **“WP”** (withdrawn passing) or **“WF”** (withdrawn failing), depending on the student’s grade at the time of withdrawal, if the course is dropped after the completion of the first marking period.
- o In case of a level change, the grade follows the student to the new class.
- o **All level changes MUST have administrative approval, may require a parent/teacher conference and completed by the end of the first marking period.**

GRADUATION REQUIREMENTS

All students must earn 135 credits to graduate. Students are NOT permitted to participate in the graduation ceremony unless all graduation requirements are met prior to the ceremony.

GRADUATION REQUIREMENTS

- All students must earn 135 credits to graduate
 - Full-year courses 5 credits
 - Semester courses 2.5 credits
- Grade Placement
 - Grade 10: 30 credits
 - Grade 11: 60 credits
 - Grade 12: 95 credits
- Required courses for all students:
 - Language Arts Literacy 20 credits
 - PE/Health 20 credits
 - Mathematics 15 credits
 - Science 15 credits
 - United States History 10 credits
 - World History 5 credits
 - World Languages 5 credits
 - Visual and Performing Arts 5 credits
 - Practical Arts 5 credits
 - Personal Finance 2.5 credits
 - Technological Literacy Integrated throughout the curriculum

Additional graduation requirements:

- All seniors must enroll in a combination of a full year of Math or Science.
- Passing score on the Partnership for Assessment of Readiness for College and Careers (PARCC) in Language Arts Literacy and Mathematics.
- Passing Score on the End of Course Biology Exam (Pending NJDOE approval.)
- All students must be enrolled in 35 credits each of their four years.