

### **WITHDRAWING FROM SCHOOL**

All students withdrawing from school must complete the high school withdrawal form available in the Guidance Office. **NO** records will be transferred to an employer or other institution unless this form is completed and all outstanding debts are paid. Students are highly encouraged to notify their School Counselor prior to withdrawing from school.

### **TESTS AND MAKE-UP POLICY**

If students are absent from school, it is their responsibility to make up the work missed. It is the teacher's responsibility to make students aware that the teacher is available and willing to assist them in making up missed work.

It is the student's responsibility to inquire about work that has been missed and to take advantage of the availability and assistance of the teacher of the subject. A reasonable amount of time, as determined by the instructor and in proportion to the amount of time the student was absent, will be afforded for the student to make up work. All grades of Incomplete must be satisfied within 10 days of the close of a marking period.

### **ALTERNATE SCHEDULING OPTIONS**

The New Jersey Department of Education allows local school districts to design and improve educational experiences that supplement traditional seat time instruction and provide meaningful learning experiences that support student achievement of the Core Curriculum Content Standards. Option II (N.J.A.C. 6A:8-51(a)1ii), The Mount Olive Board of Education has responded to this legislation through the creation of a variety of options, which seniors may want to consider for the upcoming academic year.

### **Senior Learning Experience (SLE)**

The Senior Learning Experience (SLE) offers the senior a chance to experience the workplace and learn about career options related to his or her future goals. THE SLE can carry up to ten credits based on the time spent in the placement and the curricular requirements completed by the senior.

To participate, a senior must:

- Be "on-track" for the completion of all graduation requirements, including obtaining a proficient score on both sections of the Partnership for Assessment of Readiness for College and Careers (PARCC).
- Historical attendance record may not show loss of credit for any coursework and the senior must have a positive disciplinary record.

- With the assistance of the Senior Learning Experience Coordinator, seniors are encouraged to network and find their own placements.
- Once a placement is identified, seniors, workplace mentors, parents and the school enter into a Senior Experience Agreement that outlines the requirements for the experience and the credits to be earned. Seniors also complete an independent study component and a portfolio of their experience.

### **Cooperative Education**

This 15-credit work-experience program enables students to gain skills and obtain instruction in a setting related to their vocational goals. Students develop workplace readiness skills and gain the required knowledge to become a safe and productive employee.

- Student entry into this program is dependent upon successful completion of coursework required through the junior year, however, students may enroll in Cooperative Education if they have not yet demonstrated proficiency on both sections of the PARCC.
- The applications of seniors with a history of loss of credit or disciplinary infractions will be considered on a case-by-case basis; it is the intent of this program to prepare students for the transition directly to the world of work and therefore every student is offered support toward a successful transition.
- With the assistance of the Senior Learning Experience Coordinator, seniors are encouraged to network and find their own placements. Once a placement is identified, seniors, employers, parents and the school enter into a Cooperative Education Agreement that outlines the requirements for the program and the activities to be completed.
- Seniors complete an independent study component, and maintain records of their income as well as an activity log.
- Seniors who elect this course must maintain the set of criteria outlined in the Agreement, and are expected to seek assistance from the SLE Coordinator in order to do so.
- Seniors are expected to remain employed in the same setting for the entire academic year. **Failure to abide by the agreement, or termination of employment, may result in a loss of credit for this course**, therefore, seniors are encouraged to select their workplace setting carefully and in accord with their ultimate career goals.

### **Independent Study – POLICY UNDER REVIEW**

Seniors who have exhausted the course offerings in a given area of study may wish to enter into individual Independent Study agreements with certain instructors. Typically offered in the Fine or Practical Arts, Independent Study allows the senior to participate in an advanced level class with an individualized curriculum allowing for the expansion and development of advanced skills. Eligibility for Independent Study is established on a case-by-case basis through consultation with the student, instructor, counselor and administrative approval. Seniors approved for Independent Study must complete an Independent Study Agreement. This Agreement outlines the senior's Individual Advanced Proficiency Goals and their method of assessment by the instructor responsible for the Independent Study.

Students are not allowed to have a study hall and Independent Study without administrative approval. Please contact your school counselor for more information.

### **County College of Morris Challenger Program**

This program affords high school students the opportunity to take college courses at County College of Morris each semester. Students must submit a completed Challenger Application and application fee to the CCM Admissions Office. In addition, all students must take the college's basic skills test (Accuplacer) or submit SAT scores of 540 in Critical Reading and 530 in Math in order to enroll. Tuition for the college courses is the responsibility of the student. Two options listed below are available for our students.

- Seniors may be enrolled in the high school for morning classes while taking college level classes in the afternoon or evening. Qualified seniors must have passed both sections of the HSPA and be on track for graduation. Two college courses (six college credits) must be taken each semester at County College of Morris. Permission to participate from the MOHS Guidance Office and CCM must be secured before the start of the school year.
- Students of any grade level who are enrolled in a full schedule of courses at Mount Olive High School may enroll in CCM courses. The courses may be taken during after school hours or during the summer provided they meet the County College of Morris's Challenger Program admission requirements.

### **Distance Learning – POLICY UNDER REVIEW**

At times, students may wish to attempt coursework or obtain advanced standing in a given discipline through the completion of high school or college-level coursework offered at accredited institutions via virtual technology. In order to be approved for Distance Learning the following steps must be completed:

- Students must complete an Approval for Distance Learning Application. In addition students must submit a course syllabus, and provide institutional contact information to the school counselor. Forms and further information can be obtained in the Guidance Office.
- If the student plans to complete this coursework during the summer months, it is essential to obtain this form early in the course selection process. **The application must be approved prior to the start of the coursework.**
- It is strongly recommended that the student not commit to enrolling in the distance-learning course until he or she receives official notification that the course has been approved as requested.
- Students must request that an official transcript be sent to MOHS from the distance learning institution. MOHS cannot assume responsibility for ensuring the receipt of these documents. No credit will be awarded until an official transcript is received from the approved institution.

#### **HONOR ROLL**

To be eligible for the honor roll, a student must carry a minimum of six equivalent full year courses per marking period.

**High Honor Roll – one B(+/-) allowed, with all other grades “A-“ or higher**

**Honor Roll – All grades “B-” or higher**

#### **REPORT CARDS**

Report cards are issued quarterly during the school year. Grades are reported as letters as follows:

<b>Grade</b>	<b>Description</b>	<b>Numerical</b>
A+	Excellent	98-100
A		93-97
A-	Good	90-92
B+		87-89
B		83-86
B-		80-82
C+	Average	77-79
C		73-76
C-		70-72
F		Below 70

I – Incomplete; P – Pass; AU – Audit; NC – No Credit/Excessive Absenteeism; ME – Medically Excused, WP-Withdrawal Passing, WF-Withdrawal Failing

To determine final grade, the numeric values of each quarter grade (midterm and the final exam grades, if they are given) are added to arrive at total numeric points. This total is then divided by the number of grades issued to arrive at the final grade for the year.

#### **FAILING GRADES**

In order to encourage students to maintain a consistent, strong effort throughout the academic year, Mount Olive has adopted a differentiated policy with regard to failing grades. This policy is designed to uphold the integrity of our final examination process, keep students working hard for the entire duration of the school year, and still provide safety nets, specifically for the first half of the course. This approach supports the philosophy of challenging students to perform their best at all times.

Full year courses:

- The minimum value of an “F” grade will be a 55 for the first and second marking periods in a full-year course
- For the third, fourth, midterm and final exam periods, student will receive the grades that they earn (for example, a 52 average will be recorded as a 52 for the marking period or exam)

Semester courses:

- The minimum value of an “F” grade will be a 55 for the first marking period in a semester course
- For the second marking period and the final exam, students will receive the grades that they earn

**The 2018-2019 school year will begin on September 4, 2018 for students and end tentatively on June 21, 2019. For a detailed marking period calendar, please visit the high school website at [www.mtoliveboe.org/mohs/](http://www.mtoliveboe.org/mohs/)**

#### **FOURTH QUARTERLY/FINAL EXAM EXEMPTION POLICY**

- Seniors are the only students eligible for fourth quarterly/final exam exemption.
- The student must have a minimum of an (A-) average.
- The student may not have any grade lower than (B-), including the midterm, as a marking period grade.
- AP students who have a final average of 88 or above may be exempt.

#### **QUARTERLY/FINAL EXAMINATION ABSENTEEISM POLICY**

- Any students absent from an exam for a reason other than state approved absence shall not be given a make-up automatically. The student will receive a zero grade for the exam.

The student will be adjudicated by the appropriate Vice Principal and Director of Guidance.

## WEIGHTED GRADE POINT AVERAGE AND STUDENT STANDING

The Board of Education acknowledges the usefulness of grade point averages and student standing information for secondary school graduates. The purpose of this information is to inform students of their relative academic placement among their peers and to provide students and institutions of higher learning with a predictive device in order that each student is more likely to be placed in an environment conducive to success.

Essentially, there are two components to the reporting of student standing: the *computation* of student standing based on student coursework, and the *reporting* of student standing to students and to institutions of higher learning.

### Elements included in Student Standing:

- Student standing will be computed for all students and is based upon coursework completed only at MOHS.
- Every existing course, and any new course adopted by the Board of Education in the future, will be weighted according to four categories: Advanced Placement, Honors, College Preparatory, or Core.
- Student standing will be computed at the end of each academic year for grades 9 – 11 and at the end of the third quarter for grade 12, for the purpose of identifying the class valedictorian and salutatorian.
- To be included in the calculation of student standing, a transfer student must have completed at least five semesters at MOHS.
- Student standing will be determined based upon the four marking period grades and the final exam if given.
- Every course a student takes will count in the calculation of student standing except for SAT Prep and Volunteer Service.
- The letter grades earned will carry assigned GPA weights according to the table below:

Alpha Grade	Numeric Grade	AP	Honors	CP	General
A+	100-98	5.33	4.83	4.33	3.83
A	97-93	5.00	4.50	4.00	3.50
A-	92-90	4.67	4.17	3.67	3.17
B+	89-87	4.33	3.83	3.33	2.83
B	86-83	4.00	3.50	3.00	2.50
B-	82-80	3.67	3.17	2.67	2.17
C+	79-77	3.33	2.83	2.33	1.83

C	76-73	3.00	2.50	2.00	1.50
C-	72-70	2.67	2.17	1.67	1.17
F	Below 70	0.00	0.00	0.00	0.00
WP		2.67	2.17	1.67	1.17
WF		0.00	0.00	0.00	0.00
P		3.0	2.50	2.00	1.50
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**Calculation of Student Standing:**

- The weighted GPA value for each mark included in the calculation of student standing will be totaled and divided by the number of grades included to yield the student's weighted GPA. Weighted GPA will be arranged in descending order to determine a student's standing relative to the class.
- A student who withdraws (either passing or failing) from a class will have all marks issued calculated at the weight of the class.
- Formula:

$$\frac{\text{Weighted GPA value for each mark}}{\text{Number of marks issued}} = \text{Student weighted GPA}$$

**Reporting of Student Standing**

- The student's weighted GPA will be posted on the transcript annually.
- Student standing based on the calculation of weighted GPA will be reported in decile groupings. For each grade level, 9 – 11, a chart will be prepared describing the range of scores included in each decile.
- For grade 12, individual standing will be reported for the class valedictorian and salutatorian.
- For the purposes of scholarships or awards, individual standing can be reported directly to the institution upon request.

**Traditional (unweighted) Grade Point Average**

A traditional GPA will also be calculated for all students each year. Final grades in all courses taken, except SAT Prep and courses where the final grade is reported as Pass/Fail, Medical Excuse or Audit, will be utilized in this calculation and transposed as follows:

The GPA weight for each course will be totaled and divided by the number of courses attempted to yield the traditional GPA.

Final Grade	GPA Weight
A	4.0
B	3.0
C	2.0
F	0.0
WP	1.0
WF	0.0

### **HONOR CODE**

Mt. Olive High School, as a learning institution, must strive to uphold and teach the highest standards. Honesty and integrity must be the guidelines for all academic achievement. Our school recognizes that dishonesty, including cheating and plagiarism, is unacceptable. Any act of dishonesty reflects upon the individual and affects the entire school community. All work, whether homework, lab reports, research papers, translations, or oral presentations, must be the student's own work, and the student should develop the habits of academic integrity that involve acknowledging one's sources and assistance received.

### **DEFINITION**

Dishonesty shall include cheating in any form. It shall not be restricted to, but shall include the following:

- A. Giving and receiving of answers in major or minor testing situations.
- B. Copying or taking the work of others and claiming it as your own.
- C. Plagiarizing or submitting non-original work, reports, projects, oral presentations, term papers, etc.

**PLAGIARISM** is defined as the act of intentionally appropriating and giving out as one's own the literary or artistic work of another. Whether the individual gives or receives information, he/she is guilty of a dishonest act and has put in jeopardy both his/her reputation and academic standing.

### **RESPONSIBILITY REGARDING ALL FORMS OF CHEATING**

#### **The Administration**

- Shall communicate this regulation to all teachers, parents, and students.
- Shall provide an atmosphere of support for all concerned so that the provisions of this policy will be fairly and consistently enforced.
- Assign disciplinary action as appropriate.

#### **The Teacher**

- Shall review with each class the school standards at the beginning of each school year/or semester.
- Shall inform students who are apprehended in the act of cheating that they will be given a permanent grade of zero (0) for the test, quiz, homework, lab report, research paper, translation, oral presentation, or other material for which the cheating occurred.
- Shall maintain a copy of the paper, quiz, etc. for the remainder of the school year, after which it will be expunged from the student's file.
- Shall immediately report the incident to the individual student's guidance counselor and administrator.

#### **The Guidance Counselor**

- Shall discuss the matter with the student and, if appropriate, offer a support system.
- Shall immediately inform his/her parents of the implications of this offense.
- Shall immediately notify the faculty advisors of any National Honor Society if the student is either a member or eligible for membership.

## **SECTION V – RENAISSANCE PROGRAM**

### **A NATIONAL COMMITMENT TO EXCELLENCE IN EDUCATION**

The mission of Renaissance is to promote and achieve academic excellence – in effect, to create a “renaissance” in education. Renaissance is a partnership between business and education, bringing ideas and people together to find ways for students to experience the true joy of learning and to recognize educators as dedicated and valued professionals. The purpose of the Renaissance program is to recognize and reward those students who are achieving excellence.

Some of the Renaissance Program incentives are:

#### **Perfect Attendance – no excused/unexcused absences or lates**

- Name added to the Perfect Attendance roster posted in the Academic Hall of Fame
- Eligible for recognition at Senior Awards Assembly

#### **Honor Roll**

- added to the Honor Roll roster posted in the Academic Hall of Fame

- Renaissance Breakfast

### **Student of the Month**

Each month students are selected by the faculty in the following categories: Academic, Fine Arts, Practical Arts, Extra Curricular, MOSt MOtivated and Great Strides. The faculty chooses students based on attitude, attendance, and academics. Rewards are:

- MO Student of the Month T-shirt
- Presentation over morning announcements
- Showcased in the main lobby for one month
- Name engraved on a permanent plaque.
- Renaissance Platinum Card

### **Renaissance Award Program**

Each year, students who have demonstrated consistent academic achievement throughout the year are recognized at the Annual Renaissance Award Program. To be eligible for recognition, a student's unweighted GPA is calculated based on the grades issued for each course for each marking period. The student who attains an unweighted GPA of a 3.5 or higher, with no individual grade lower than a B- and no grades of Incomplete, is eligible.

### **Student of the Quarter**

Each quarter ten students are recognized for demonstrating a particular positive attribute such as responsibility, kindness, respect, creativity, etc. These students' pictures are showcased in the main lobby.

### **I MAKE A DIFFERENCE**

Each quarter one student who has made a positive impact on his/her community or school through voluntary service is recognized.

### **I HAVE M.O. PRIDE**

Each quarter one student is recognized who has clearly demonstrated a positive attitude by:

- Displaying a positive attitude about MOHS
- Participating in co-curricular activities
- Helping to make a difference at MOHS
- Being involved in an activity that clearly demonstrates or produces pride in MOHS
- Speaking positively about MOHS
- Taking pride in all s(he) does at and for MOHS

### **Special Achievement**

Any student who has garnered special recognition for an exceptional achievement is eligible for this award. The above recipients will be showcased in the main lobby for one quarter.

#### **Student of the Year**

Any senior who has been a Renaissance student during his/her four years at MOHS is eligible to be selected for this award.

- Name added to the Student of the Year permanent plaque hanging in the Hall of Fame.
- An engraved award.
- Honored and recognized at the Senior Awards ceremony or Student Achievement Night.