

# The Key

*Student Handbook*



# 2014-2015

Millville Senior High School • Memorial High School

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## **ALMA MATER**

To your call once more we rally,  
Alma Mater, hear our praise;  
Where the union spreads its valley,  
Filled with joy our voices raise.  
From the sky in swelling echoes  
Come the cheers that tell the tale  
Of your victories and your heroes;  
Hail, Millville! We sing all hail.

When in after years we're turning,  
Alma Mater, back to you;  
May our hearts with love be yearning,  
For the days of Orange and Blue.  
Back among your pathways winding,  
Let us seek what lies before  
Fondest hopes and aims e'er finding,  
While we sing of days of yore.

## **CHORUS**

Hail, hail, to Old Millville!  
All hail to the Orange and the Blue;  
Hail, hail, to Old Millville!  
To her all honor is due.  
Ever grateful, ever true,  
Thus we raise our song anew  
Of the days we've spent with you  
All hail, our own Millville.

## **PRINCIPALS' MESSAGE**

We wish to welcome each and every one of you to Millville High School for the 2014-2015 school year. Our school has very much to offer you as you prepare for your future. You have had an opportunity to choose the subjects that are required for graduation and those that will be helpful in preparing you for future study or a career.

We trust that you will put forth your best efforts in meeting the challenges that we will share together. The entire staff at Millville High School will do all that is possible to provide you with the necessary resources that will aid you in your studies and in making decisions necessary for your well being.

We are enthusiastic with the philosophy that, by working together, we can accomplish many great things. Each of us knows what responsibilities we hold. With mutual respect for each other, let us accomplish that which will benefit us, our school and our community greatly.

Best wishes for a successful and enjoyable year.

Kathleen Procopio  
Principal  
Senior High School

Stephanie DeRose  
Principal  
Memorial High School

Mr. Richard Dawkins  
Principal  
Millville Alternative School

## SCHOOL SYSTEM ADMINISTRATION

Dr. David Gentile ..... Superintendent of Schools  
Mr. Bryce Kell ..... Board Secretary/Business Manager  
Dr. Pamela Moore..... Assistant Superintendent of Curriculum & Instruction  
Mr. Stephen P. Burke..... Assistant Superintendent/Personnel Director & Affirmative Action Officer

## BOARD OF EDUCATION

Mr. Bill Herman, President  
Mr. Michael Beatty  
Mr. Robert Donato  
Mrs. Cheryl Golden  
Mrs. Connie Johnson  
Mr. Charles Flickinger, Vice President  
Mr. Robert McQuade  
Mr. Joseph Pepitone  
Ms. Carol Perelli  
Mr. Michael Whilden

## MEMORIAL HIGH SCHOOL ADMINISTRATION

Mrs. Stephanie DeRose ..... Principal  
Mr. Steve Platt ..... Vice Principal  
Mr. Scott Godfrey..... Vice Principal  
Mrs. Casey Laferriere..... Guidance Counselor  
Mrs. Mary Bacon ..... Guidance Counselor  
Staff ..... Guidance Counselor  
Mrs. Wini Ferus ..... School Nurse  
Mrs. Patti Atkinson..... Lit. Coach  
Ms. Jennifer Panas..... Trans. Facilitator

## MEMORIAL HIGH SCHOOL FACULTY

Abdill, J.	Dennis, T.	Kirk, J.	Schwartz, A.
Ammann, M.	Daigle, L.	Kolibaba, D.	Sharp, D.
Ammon, B.	Edwards, M.	Maines, E.	Simione, C.
Anderson, S.	Eldridge, N.	Markley, R.	Sloan, B.
Archetto, V.	Erickson, M.	Masters, K.	Spinelli, L.
Belmonte, N.	Fialho, R.	Materio, L.	Todd, J.
Biaselli, D.	Finney, M.	Mclaughlin, N.	Trimble, S.
Bien, A.	Gant, G.	Moore, D.	Whilden, A.
Bonham, S.	Glynn, L.	Nathan, D.	Williams, K.
Branin, B.	Gnatz, K.	Navas, G.	Wurcel, Z.
Celestin, M.	Graff, J.	Paulson, E.	Zatzariny, S.
Chisolm, K.	Heck, D.	Phelan, K.	Zeiters, E.
Cimino, G.	Hoffman, B.	Pokorny, K.	
Clarke, D.	Jones, L.	Rauch, J.	
Cowell, G.	Kessler, J.	Rowbotham, E.	

## OFFICE STAFF

Mrs. Darlene Meneghetti, Office Supervisor  
Mrs. Janice Oliver, Mrs. Barbara Hicks, Mrs. Terrilyn Taney  
Mr. Charles Garrison, Head Custodian      Mrs. Lea Lore, Cafeteria Manager

## ALTERNATIVE ADMINISTRATION

Mr. Richard Dawkins..... Principal  
Staff ..... Guidance  
Mrs. Susan Carroll Trout..... Secretary  
Staff ..... SAC

## ALTERNATIVE FACULTY

Bowen, S.	Gant, R.	Lind, T.	Seitz, T.
Breakell, F.	Green, A.	Miletta, D.	Sparks, A.
Commander, C.	Harden, T.	Morris, K.	VanArsdale, R.
Flachsbart, C.	Hoffman, B.	Saeed, S.	

## SENIOR HIGH SCHOOL ADMINISTRATION

Mrs. Kathleen Procopio .....	Principal
Mr. Stephen Matusz.....	Vice Principal
Ms. Kristin McManus .....	Vice Principal
Mr. Zachary Wurcel .....	Vice Principal
Mr. David Vorndran.....	Guidance Supervisor
Mr. David LaGamba.....	Athletic Director, K-12 Phys. Ed. Supervisor
Mr. Henry Hartman .....	K-12 Fine and Performing Arts Supervisor
Mrs. Jessica Kauffman .....	Department Chair Special Ed./Social Studies
Mrs. Bridget Borlak .....	Department Chair English/ World Language
Ms. Barbara Blahut.....	Department Chair Business/Tech
Mr. Pete Romanik .....	Department Chair Science/Math
Mrs. Etta Benishek .....	Student Assistance Coordinator
Ms. Beth Davis-Sharp.....	Guidance Counselor
Mrs. Michelle Giercyk .....	Guidance Counselor
Mrs. Nicki Russo.....	Guidance Counselor
Ms. Tamara Jackson.....	Guidance Counselor
Mr. Richard Dawkins.....	Alternative School Guidance Counselor
Mrs. Pat Birnsteil .....	School Nurse
Mrs. Jean Bobroski.....	School Nurse

## SENIOR HIGH SCHOOL FACULTY

Abbott, M.	Craig, L.	Honaker, A.	Parkin, J.
Allen, V.	Craig, R.	Horin, M.	Paulson, E.
Andres, R.	Davish, P.	Hulitt, T.	Penka, L.
Baker, J.	DeCou, T.	Jacobsen, T.	Pfeiffer, A.
Barber Jr., R.	Delp, J.	Jarvis, S.	Pompper, L.
Barber Sr., R.	Desantis, R.	Jenkins, S.	Ponzetti, J.
Birnstiel, P.	DeSanto, C.	Jones, M.	Porch, B.
Bowen, S.	Descalzi, S.	Keefer, M.	Protic, M.
Bracaliello, B.	Dixon, B.	Kennedy, P.	Raudenbush, H.
Breakell, L.	Dobrosky Jr., M.	Kundera, J.	Richter, D.
Bruman, G.	Durharm, J.	Lalli, D.	Schenck, M.
Bryan, T.	Dutra, L.	Lane, A.	Schneider, P.
Buell, W.	Erwin, C.	LaTorre, M.	Schwartz, A.
Burrows, J.	Ferzetti, F.	Lyons, M.	Sharp, D.
Canino, M.	Fransko, K.	Machotka, E.	Siniavsky, D.
Capertina, H.	Forbes, V.	Maldonado, L.	Smith, B.
Carney, C.	Galarza, K.	Masters, K.	Stay, S.
Carroll, D.	Gant, G.	McCarthy, C.	Stokes, Y.
Chester, B.	Gaunt, A.	McCarthy, J.	Talio, M.
Cirocco, R.	Glynn, L.	McCarthy, M.	Thompson, K.
Clayton, A.	Hallenbeck, L.	Merighi, M.	VanArsdale, R.
Clementi, J.	Headley, J.	Meyrick, K.	Varga, C.
Colon, E.	Henson, C.	Montecino, S.	Wescott, R.
Cooper, J.	Hickman, L.	Nappen, V.	Wickward, T.
Cotton, T.	Hitchner, D.	O'Donnell, H.	

The Millville Senior High School cordially welcomes those staff members who joined us too late in the summer to be included in the listing. We are glad to have you on board.

## OFFICE STAFF

Mrs. Nancy Kittle, Office Supervisor  
 Mrs. Kelly Crawford, Mrs. Patti Heer, Mrs. Colleen Hand  
 Mrs. Janet Jeffcoat, Mrs. Darlene Morris,  
 Mrs. Joyce Tomlin, Mrs. Wendy Risley, Mrs. Arlene Sartorio,  
 Mr. William Sutton, Head Custodian                      Mrs. Dorothy Guy, Cafeteria Manager

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## SENIOR CLASS PRESIDENT

School is full of challenges, memories, and fate all blended like a chemistry project that will set our futures for greatness. This year is another chapter in your four part series known as high school. My grandfather once told me, “You will never fail when you give it your all.” Regardless of what grade you are in, do not simply cruise by because you are passing your classes. These are your years of freedom and open-mindedness; a place to take chances and see what happens. If you have an idea, share it with someone because there are many great ideas left unspoken. As class leader, I want to hear everyone’s ideas, try new experiences, learn more, and make lasting friendships. I strongly encourage you to leave Millville High School with something amazing and full of lasting memories to pass on to future generations. ***Give this year your all and see where it leads!***

Sean P. McCarron  
Senior Class President – 2014-2015

# Millville Public Schools Calendar 2014-2015

## N O T E S

		SEPTEMBER 19 DAYS							DECEMBER 17 DAYS							
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	
September, Tues. 2	Staff Development															
September, Wed. 3	Staff Development															
September, Thurs. 4	First Day for Students	1	2	3	4	5	6		1	2	3	4	5	6		
October, Fri, 10	Staff In-Service	7	8	9	10	11	12	13	7	8	9	10	11	12	13	
October, Mon. 13	Columbus Day	14	15	16	17	18	19	20	14	15	16	17	18	19	20	
November Thurs.-Fri., 6-7	NIEA Conference	21	22	23	24	25	26	27	21	22	23	24	25	26	27	
November, Wed., 26	Early Dismissal Thanksgiving	28	29	30					28	29	30	31				
		OCTOBER 21 DAYS							JANUARY 2015 19 DAYS							
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	
November Thurs.-Fri., 27-28	Thanksgiving															
December, Wed., 24- Wed., 31	Winter Break													1	2	3
January, Wed., 1	Winter Break Classes resume Jan. 2	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
January, Mon., 19	MLK Birthday	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
January, Thurs. 29	Staff Development (date may change if the end of the marking period is altered due to inclement weather)	19	20	21	22	23	24	25	18	19	20	21	22	23	24	
		26	27	28	29	30	31		25	26	27	28	29	30	31	

Testing Dates – HSPA (Seniors Only) Oct. 7, 8, 9

Final Exams – Semester I – 1/2 day schedule for Memorial and 0

Progress Reports – 10/6/14, 12/15/14, 3/4/15, 5/13/15

Reports Cards – 11/19/14, 2/4/15, 4/22/15, 6/20/15  
(Elementary – last day of school, Secondary – mailed home)

		NOVEMBER 16 DAYS						
		S	M	T	W	T	F	S
								1
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30								

# Millville Public Schools Calendar 2014-2015

## N O T E S

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

<b>February, Mon., 16</b>	President's Day
<b>April, Fri.-Fri. 3-10</b>	Spring Break Classes resume April 13
<b>May, Mon., 25</b>	Memorial Day
<b>June, Tues., 16</b>	Last day for students and teachers early dismissal

**Testing Dates – HSPA (Seniors Only) March 3, 4, 5**

MARCH 22 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Final Exams – Semester II – 1/2 day schedule for Memorial and MSHS**

**Progress Reports – 10/6/14, 12/15/14, 3/4/15, 5/13/15**

**Reports Cards – 11/19/14, 2/4/15, 4/22/15, 6/2015  
(Elementary – last day of school, Secondary – mailed home)**

This calendar allows for five snow days. If not used, they will be deducted from the June closing dates. If exactly six snow days are used, one day will be added to the end of the school year in June. If seven or more days are used, all extra days (including the sixth) will be subtracted from the end of spring recess

APRIL 16 DAYS						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 20 DAYS						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 12 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*7/28/14  
Subject to Change*

### Bell Schedule

7:40-7:49 Homeroom      7:53-9:18 Period 1      9:22-10:47 Period 2

<b>'A' Lunch</b>	<b>'B' Lunch</b>	<b>'C' Lunch</b>	<b>'D' Lunch</b>
10:51-11:13 Lunch 'A'	10:51-11:17 Period 3	10:51-11:50 Period 3	10:51-12:20 Period 3
11:17-12:46 Period 3	11:21-11:43 Lunch 'B'	11:54-12:16 Lunch 'C'	12:24-12:46 Lunch 'D'
	11:47-12:46 Period 3	12:20-12:46 Period 3	

12:50-2:15 Period 4

### Half Day Bell Schedule

7:40-7:49 Homeroom      7:53-8:56 Period 1      9:00-10:03 Period 2

10:07-11:09 Period 3

11:13-12:15 Period 4

### Bell Schedule - Delayed Opening

9:10-9:19 Homeroom      9:23-10:23 Period 1      10:27-11:27 Period 2

<b>'A' Lunch</b>	<b>'B' Lunch</b>	<b>'C' Lunch</b>	<b>'D' Lunch</b>
11:31-11:53 Lunch 'A'	11:31-11:53 Period 3	11:31-12:19 Period 3	11:31-12:45 Period 3
11:57-1:11 Period 3	11:57-12:19 Lunch 'B'	12:23-12:45 Lunch 'C'	12:49-1:11 Lunch 'D'
	12:23-1:11 Period 3	12:49-1:11 Period 3	

1:15-2:15 Period 4

### Bell Schedule - Extended Homeroom

9:10-9:19 Homeroom      9:23-10:23 Period 1      10:27-11:27 Period 2

<b>'A' Lunch</b>	<b>'B' Lunch</b>	<b>'C' Lunch</b>	<b>'D' Lunch</b>
11:01-11:23 Lunch 'A'	11:01-11:27 Period 3	11:01-11:57 Period 3	11:01-12:27 Period 3
11:27-12:53 Period 3	11:31-11:53 Lunch 'B'	12:01-12:23 Lunch 'C'	12:31-12:53 Lunch 'D'
	11:57-12:53 Period 3	12:27-12:53 Period 3	

12:57-2:15 Period 4

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## **SCHOOL CLOSING INFORMATION**

In the event there is a school closing all students will be notified via our automatic dialing system, and the following television and radio stations will be notified:

WSNJ - Bridgeton		1240 AM
WVLT-Vineland	92.1 FM	
WMIZ-Vineland		1270 AM
WKTU-Ocean City	98.3 FM	

Channel6      [www.WPVI.com](http://www.WPVI.com)

Channel 10      [www.NBC10.com](http://www.NBC10.com)

Channel40      [www.nbc40.net](http://www.nbc40.net)

Local cable channel 2, Quinn Broadcasting, Millville Senior High Millville Public Schools website at [www.millvilleni.gov](http://www.millvilleni.gov) (click on "Parents" section)

## 2014-2015 Program of School Activities

September 1, Monday .....	Labor Day - School Closed
September 4, Thursday .....	All Students Report
September 4, Thursday .....	First Day of Regular Season - Fall Sports
September 4, Thursday .....	Football Scrimmage vs. Clearview (Wheaton Field)
September 8, Monday .....	PTSA Meeting
September 9, Tuesday .....	Senior Class Meeting
September 9-10, Tuesday-Wednesday .....	Senior Portraits
September 10, Wednesday .....	Senior Class Parents Meeting
September 11, Thursday .....	Junior Class Meeting
September 11, Thursday .....	Sophomore Class Meeting
September 12, Friday .....	Football vs. Mainland (Mainland)
September 15, Monday .....	AVID Site Meeting (Memorial)
September 17, Wednesday .....	Summer Trek Meeting (Senior)
September 18-19, Thursday-Friday .....	Underclass Photo
September 19, Friday .....	Football vs. St. Augustine (St. Augustine)
September 20, Saturday .....	Bridgeton Festival of Bands
September 24, Wednesday .....	Rosh Hashanah
September 25, Thursday .....	Back-to-School Night
September 26, Friday .....	Football vs. St. Joseph (Home)
September 27, Saturday .....	Miss Holly City Pageant
September 29, Monday .....	First Senior Trip Payment Due
October 1, Wednesday .....	Senior Homecoming Nominations
October 3, Friday .....	Yom Kippur
October 4, Saturday .....	Festival of Bands
October 6, Monday .....	Q-1 Mid-Marking Period Ends
October 6-10, Monday-Friday .....	Respect Week
October 6, Monday .....	PTSA Meeting
October 7-9, Tuesday-Thursday .....	HSPA 11 Testing (Seniors Only)
October 8, Wednesday .....	College Admissions Seminar
October 10, Friday .....	Staff Development -NO SCHOOL for Students
October 10, Friday .....	Football vs. Absegami (Home)
October 13, Monday .....	Columbus Day - School Closed
October 14, Tuesday .....	Mr. Millville Nominations
October 14-16, Tuesday-Wednesday .....	HSPA Make-ups
October 14, Tuesday .....	Cumberland County College Night
October 15, Wednesday .....	Bloodmobile
October 16-17, Thursday-Friday .....	Peer Mediation Retraining
October 17, Friday .....	Football vs. Ocean City (Home)
October 18, Saturday .....	PSAT Testing
October 18, Saturday .....	Egg Harbor Township Festival of Bands
October 20-24, Monday-Friday .....	Wellness Week

October 24, Friday	Senior Homecoming Elections
October 24, Friday	Football vs. Bridgeton (Bridgeton)
October 25, Saturday	ACT
October 25, Saturday	Delsea Festival of Bands
October 28, Tuesday	Mix It Up At Lunch Day
October 29, Wednesday	Underclass Make-up Photos
October 30, Thursday	ASVAB Testing
October 30, Thursday	Senior Portrait Make-ups
October 31, Friday	Football vs. Atlantic City (Home)
November 4, Tuesday	Election Day
November 6-7, Thursday-Friday	NJEA Convention - School Closed
November 7, Friday	Football vs. Egg Harbor Township (Egg Harbor Township)
November 9, Sunday	Cavalcade Championships
November 10, Monday	PTSA Meeting
November 11, Tuesday	End of First Marking Period
November 13, 14 or 15, Thursday, Friday or Saturday	State Football Game (TBD)
November 17-21, Monday-Friday	National Education Week
November 19, Wednesday	Report Card Distribution
November 19, Wednesday	Police vs. Staff Charity Basketball Game
November 20-22, Thursday-Friday	Dessert Theater
November 20, 21, or 22, Thursday, Friday, or Saturday	State Football Game (TBD)
November 22, Saturday	Academic Bowl
November 24, Monday	Powder Puff Game
November 24-26, Monday-Wednesday	School Spirit Week
November 25, Tuesday	Powder Puff Rain Date
November 26, Wednesday	Graduate Return Program
November 26, Wednesday	Fireworks/Spirit Parade
November 27, Thursday	Turkey Day Football Classic (Vineland)
November 27-28, Thursday-Friday	Thanksgiving Recess
November 28, Friday	Millville Christmas Parade
December 1-12, Monday-Friday	Holly Ball Registration
December 1, Monday	Winter Practice Begins
December 1, Monday	Honor Society Induction Rehearsal
December 2, Tuesday	National Honor Society Inductions
December 2, Tuesday	Second Senior Trip Payment Due
December 2, Tuesday	Sportsmanship Meeting Wrestling/Basketball/Cheer
December 3, Wednesday	Sportsmanship Meeting Frosh Basketball & Winter Track
December 4, Thursday	Parent's Meeting Winter Sports
December 5, Friday	Model Congress -Party Day
December 6, Saturday	SAT Testing
December 8, Monday	PTSA Meeting

December 11, Thursday .....	Third Annual Mind Mash
December 12, Friday .....	“Messiah” Concert
December 15, Monday .....	Q-2 Mid-Marking Period Ends
December 16, Tuesday .....	Challenge Day
December 19, Friday .....	First Day of Regular Season -Winter Sports
December 24-January 2, Wednesday-Friday .....	Winter Recess -School Closed
January 5, Monday .....	School Reopens
January 5-16, Monday-Friday .....	Holly Ball Ticket Sales
January 6, Tuesday .....	Financial Aid Night for Parents
January 12, Monday .....	PTSA Meeting
January 15, Wednesday .....	Scheduling Fair
January 17, Saturday .....	Mr. Millville Contest
January 18, Sunday .....	Mr. Millville Contest (Snow Date)
January 19, Monday .....	Martin Luther King Day
January 22, Thursday .....	Winter Concert
January 28, Wednesday .....	End of 2nd Marking Period
January 28, Wednesday .....	PBSIS Booster Event (Tentative)
January 29, Thursday .....	Staff Development (Tentative)
January 30, Friday .....	Holly Ball
February 4, Wednesday .....	Report Card Distribution
February 6, Friday .....	Holly Ball Snow Date
February 9, Monday .....	PTSA Meeting
February 14, Saturday .....	Wrestling -Novice Tournament
February 16, Monday .....	President’s Day - School Closed
February 19, Thursday .....	Dancing with the Staff
February 26, Thursday .....	Unplugged Show
February 27, Friday .....	Model Congress - Leadership Day
March 2, Monday .....	Parent Meeting for Florida Trip
March 3-5, Tuesday-Thursday .....	HSPA Testing (Seniors Only)
March 4, Wednesday .....	Mid-Marking Period Ends
March 4-31, Wednesday-Tuesday .....	Prom Registration/Contract Distribution
March 4, Wednesday .....	Evening of Jazz
March 6, Friday .....	Spring Sports Practice Begins
March 6, Friday .....	Luggage Check-In Senior Class Trip
March 7-10, Saturday-Tuesday .....	Senior Class Trip to Florida
March 8, Sunday .....	Daylight Savings Time Begins
March 9, Monday .....	PTSA Meeting
March 10-12, Tuesday-Thursday .....	HSPA (Seniors Only) Make-up Testing
March 11, Wednesday .....	Sportsmanship Meeting (Not Track)
March 12, Thursday .....	Spring Sports Parents Meeting

March 13, Friday.....	Pi Day
March 16, Monday.....	Spring Festival Concert Rehearsal
March 17, Tuesday.....	Spring Festival Concert
March 18, Wednesday.....	Bloodmobile
March 19-20, Thursday-Friday.....	Model Congress
March 20, Friday.....	Youth Art Month Reception
March 27, Friday.....	PTSA Volleyball Tournament
March 28, Saturday.....	Jazz Championships
April 1, Wednesday.....	First Day of Regular Season - Spring Sports
April 3-12, Friday-Sunday.....	Spring Recess
April 4, Saturday.....	Girls Softball Tournament
April 5, Sunday.....	Easter
April 6, Monday.....	Girls Softball Tournament (Rain Date)
April 13, Monday.....	School Reopens
April 13, Monday.....	End of 3rd Marking Period
April 13, Monday.....	PTSA Meeting
April 13-24, Monday-Friday.....	Sophomore & Junior Class Officer Petitions
April 15-22, Wednesday-Friday.....	Purchasing of Junior Prom Tickets
April 16, Thursday.....	Miss Holly City Nominations
April 17, Friday.....	Washington D.C. Trip
April 17, Friday.....	Multi-Cultural Month Reception
April 18, Saturday.....	ACT
April 22, Wednesday.....	Distribution of Report Cards
April 23-25, Thursday-Saturday.....	Spring Musical
April 25, 26, Saturday, Sunday.....	Millville Baseball Annual Coaches vs. Cancer Tournament
April 27-30, Monday-Thursday.....	Sophomore Class - Speeches
April 30, Thursday.....	Performance Plus
April 30, Thursday.....	World Language Honor Society Induction Ceremony
May 1-15, Friday-Friday.....	Purchasing of Senior Prom Tickets
May 1, Friday.....	Sophomore Class Elections
May 1, Friday.....	Performance Plus
May 1, Friday.....	Junior Class Meeting & Pre-Prom Safety Awareness
May 1, Friday.....	Junior Prom
May 4-15, Monday-Friday.....	AP Exams
May 5, Tuesday.....	Junior Class Elections
May 5, Tuesday.....	Teacher Appreciation Day
May 6, Wednesday.....	Jazz Concert
May 6, Wednesday.....	Herff Jones - Class Rings
May 6, Wednesday.....	Sophomore Class Ring Parent Night
May 7, Thursday.....	Academic Awards Night
May 11, Monday.....	PTSA Meeting

May 13, Wednesday.....	Senior High Band Concert
May 13, Wednesday.....	Q-4 Mid-Marking Period Ends
May 14, Thursday.....	People's Choice Awards
May 16, Saturday.....	Car Show
May 17, Sunday.....	NJSIAA Scholar Athlete Luncheon
May 20, Wednesday.....	Senior High Choir Concert
May 22, Friday.....	Olympic Day
May 25, Monday.....	Memorial Day - Schools Closed
May 25, Monday.....	Memorial Day Parade
May 26, Tuesday.....	Olympic Day Rain Date
May 26, 27, Tuesday, Wednesday.....	End of Course Biology Test
May 29, Friday.....	Senior Prom
May 28, 29, Tuesday, Wednesday.....	End of Course Biology Test Make-ups
June 1, Monday.....	Senior Athletic Awards Banquet
June 6, Saturday.....	SAT
June 8, Monday.....	PTSA Meeting - Tentative
June 16, Tuesday.....	End of 4th Marking Period (Tentative)

**STUDENT OFFICERS 2014-2015**

**SENIOR CLASS OFFICERS**

PRESIDENT - Sean McCarron

VICE PRESIDENT - Alyssa Lopez

SECRETARY/TREASURER - Devyn Adams

**JUNIOR CLASS OFFICERS**

PRESIDENT - Chelsea Smith

VICE PRESIDENT - Ariyanna Santiago

SECRETARY/TREASURER - Casey Rehmann

**SOPHOMORE CLASS OFFICERS**

PRESIDENT - Curtis Matias

VICE PRESIDENT - Alexandra Dionisi

SECRETARY - Natalie McCarthy

**NATIONAL HONOR SOCIETY OFFICERS**

PRESIDENT - Caroline Wood

VICE PRESIDENT - Erica Coslop

SECRETARY - Sara Penka

**STUDENT COUNCIL OFFICERS**

PRESIDENT - Nicholas Makos

VICE PRESIDENT - Katrina File

TREASURER - Hannah Daigle

**KEY CLUB OFFICERS**

PRESIDENT - Lauren Whitesel

VICE PRESIDENT - Xiu Xiu Zheng

SECRETARY - Rebecca Thompson

TREASURER - Kirsten Hoffman

EDITOR - Makayla Oliver / Courtney McCarthy

## **MILLVILLE SENIOR HIGH SCHOOL MISSION STATEMENT**

Millville Senior High School provides a safe, student-centered environment, promotes life-long learning, and prepares students to meet the challenges of the 21st century.

## **MILLVILLE SENIOR HIGH SCHOOL VISION STATEMENT**

To develop students to become self-sufficient in order to positively contribute to today's society.

## **MEMORIAL HIGH SCHOOL MISSION STATEMENT**

Memorial High School empowers young men and women of diverse backgrounds to meet the demands and challenges of a rapidly changing world. Innovative student-centered learning and co-curricular activities support our rigorous high school curricula. We share our cultural backgrounds to nurture growth, responsibility, and success. Memorial High School encourages students to celebrate their diversity in a positive school-wide atmosphere that promotes school spirit, sportsmanship, and pride in educational accomplishments.

## **MEMORIAL HIGH SCHOOL VISION STATEMENT**

To develop students to become self-sufficient in order to positively contribute to today's society.

## **DISTRICT VISION STATEMENT**

To create a world class district involving all stakeholders where every child can learn.

## **DISTRICT MISSION STATEMENT**

The mission of the Millville School District, in partnership with the community, is to assure that each student develops the skills, knowledge, and attitudes necessary to succeed in life. As partners in this mission, we will provide an engaging and challenging curriculum, as reflected in the NJCCCS, as well as a safe and secure teaching and learning environment with an active commitment to ensure trust, mutual respect, communication, effective collaboration, and good citizenship.

## **MILLVILLE SENIOR HIGH SCHOOL BELIEF STATEMENTS**

### **We believe students learn best when...**

- staff, parents, and community work together while students are actively engaged in a well-maintained, safe and secure environment.
- staff, parents, and community are accountable for education.
- they are actively engaged in thinking, planning, hands-on learning, and problem solving.
- they are held accountable for their own achievement with the assistance of staff, parents, and the community.
- actively engaged in a challenging curriculum which maintains high expectations throughout the educational process.
- they are actively engaged in the educational process

### **We believe...**

- our school shall maintain conditions appropriate for the teaching and guidance of each individual student to develop intellectually, physically, emotionally, morally, ethically, and socially as a 21st century learner.
- accountability for education is the shared responsibility of students, families, staff, government, and the community.
- a core of common values, ethical conduct, and mutual respect is fundamental to sustaining our community.
- each student is a unique individual with inherent worth; although students come to us with different learning styles, rates of learning, prior experience, and levels of skills and confidence, excellence is achievable and always worth the investment.
- in order to strive for a better school, a better community, a better nation, and a better world, an educated citizenry is essential for society to flourish, life-long learning is essential for success in a changing society, and risk-taking and a willingness to change are necessary for continuous improvement.

## MEMORIAL HIGH SCHOOL BELIEF STATEMENTS

We believe...

- all students can learn and achieve success.
- interaction with individuals of diverse backgrounds and character teaches tolerance and appreciation for others.
- education is the shared responsibility of the school, the Millville Board of Education, student, family, government, and community.
- students have an active role in their ongoing education.
- life-long learning is essential for success in a continually changing society.
- students learn best when they have teachers who provide a challenging curriculum while maintaining high expectations

## DISTRICT PHILOSOPHY STATEMENT

We believe...

1. All students can learn and achieve.
  2. Students come to us with different levels of skills, learning styles, rates of learning, prior experience and levels of confidence.
  3. Students learn best when they are actively engaged in thinking, planning, hands on learning experiences and problem solving.
  4. Students learn best when they have teachers who provide a challenging curriculum while maintaining high but unanxious expectations.
  5. In addition to academics, child-centered education addresses the physical, social and emotional needs of our children.
  6. All adults in the school need to model an ongoing commitment to their own professional development and lifelong learning.
  7. The educational community needs to be mindful and respectful of diversity and the need for all students and families to feel welcome, significant and accepted.
  8. Students learn best when the staff, parents and community work together on behalf of education.
  9. School communities need to create an effective open communications process that values all voices and creates trusting, positive relationships.
  10. Students learn best when the learning environment is safe, secure, well maintained and inviting.
  11. Students succeed when educators learn and utilize the best available educational and instructional practices.
  12. Quality education is best achieved when students and teachers are provided with the necessary resources and support.
  13. Everyone in the educational community is accountable and responsible for student learning and performance.
  14. Student assessments conducted continuously and in multiple ways form the basis for sound educational decisions.
- ... no alibis, no excuses, no exceptions!**

## HISTORY OF MILLVILLE HIGH SCHOOL

Organized classes began in 1877 and were held in a building occupying the site of the present Culver School (Third and Sassafras Streets).

The first building to be referred to generally as "Millville High School:" was erected in 1895 on Second Street (north of Sassafras Street). The cornerstone for this building was laid on November 30, 1895. The building was then known as the "Sensor School."

By 1920, the school's enrollment exceeded the capacity of the building on Second Street so the Board of Education secured two World War 1 pre-fabricated buildings and erected them in the area between Second and Third Streets (north of Sassafras Street). They also leased space in the Baptist Church (Second and Sassafras Streets).

In 1925, a new building, "Memorial High School," was completed at Fifth and Broad Streets and was opened for classes in September of that year. In the early days, courses were designed for one of two fields: (1) preparation for college and (2) preparation for office work. More than 50% of the students took college preparatory courses.

The opening of the new school in September 1925, made it possible to expand and enlarge the program of instruction. For the first time, the school had such things under its roof as an auditorium,

gymnasium, cafeteria, library (room-size), mechanical drawing room, and combined metal-wood shop. The office of the city's superintendent of schools occupied the present principal's office and the principal's office occupied the space now devoted to the medical room.

In 1934, increased enrollment made it necessary to again resort to the temporary building which was moved from the rear of the Senior School to the rear of the new building (Fifth and Broad Streets).

Until 1937, there were two separate terms of school. One ended in February, the other completed in June.

In 1941, a new addition to Memorial High School was built and completed. It included rooms numbering 113, 115, 117, 119, 215, 219, and a new cafeteria. The space of the old cafeteria was converted into what is now the metal and wood shop.

In 1958, the music building was added. In 1959, the old gymnasium was converted into a cafeteria and the last of the World War I temporary buildings was moved to Bacon School. A new gymnasium was constructed and a new extension, containing 16 classrooms was added to the west corridor (parallel to Fifth Street).

In September 1964, the building on Fifth and Broad Streets was occupied by Memorial Junior High School, and the Senior High School was established in the present structure (corner of Wade Boulevard and Pine Street).

Today, Memorial High School houses all of Millville's 9th graders and a portion of the 10th grade, an enrollment figure of approximately 850 students. A new science wing (four classrooms) was added for the 1995-96 school year at Memorial High School. The Senior High School contains some 10th and all 11th and 12th grade students from Millville and our sending districts, enrolling approximately 1,400 students. The high school enrollment (9th through 12th grade) approaches 2,200 students.

## **VISITORS**

- 1) Parents are welcome and are urged to visit the school at any time. Parents should call the Guidance Office and make prior arrangements to meet with whomever they wish to speak.
- 2) Students from other schools are not to visit the school except on official school business and with prior clearance from the Administration.
- 3) Younger brothers and sisters are not to visit the school.
- 4) All visitors must register in the Main Office/Front Desk and receive a visitors pass.
- 5) Visitors may visit the teachers only during their conference periods.

## **GRADING PROCEDURES**

Millville High School uses the following grade system and interpretation:

A - Does markedly superior work.

B - Exceeds grade level requirements.

C - Meets grade level requirements.

D - Is below grade level.

F - Failure to achieve the minimum requirements with the capabilities of the individual.

S - Satisfactory

U - Unsatisfactory.

Departmental Grading Policies include assigned homework, class participation, test grades, projects and other relevant course work. A student is not only graded on the achievement he/she is making; he/she is also given marks to indicate his/her performance, citizenship, and attitude in each class.

The performance symbols are intended to indicate the extent to which the student is working to his/her full capacity. The rating on Citizenship or Attitude describes the extent to which the student demonstrates acceptable traits of self-control and consideration in working with others. To indicate these marks, report cards contain a list of items under the heading of Performance Codes.

## GRADE SCALE

	<u>GPA Points</u>		
	Non wtd.	1/2 wtd.	Full wtd.
A+ = 98-100	(4.25)	(4.75)	(5.25)
A = 95-97	(4.00)	(4.50)	(5.00)
A- = 92-94	(3.75)	(4.25)	(4.75)
B+ = 89-91	(3.25)	(3.75)	(4.25)
B = 86-88	(3.00)	(3.50)	(4.00)
B- = 83-85	(2.75)	(3.25)	(3.75)
C+ = 80-82	(2.25)	(2.75)	(3.25)
C = 77-79	(2.00)	(2.50)	(3.00)
C- = 74-76	(1.75)	(2.25)	(2.75)
D+ = 71-73	(1.25)	(1.75)	(2.25)
D = 68-70	(1.00)	(1.50)	(2.00)
D- = 65-67	(0.75)	(1.25)	(1.75)
F = 0-64	(0.00)	(0.00)	(0.00)

Teachers will use percentage grades (numerical averages) for each marking period. The final grade for the school year will be determined by the numerical average grade for each marking period plus a final examination grade. Each quarter grade is equivalent to 40% of the final grade and the exam grade is 20% of the total grade for semester courses. The final numerical average will be converted to a letter grade.

### INCOMPLETE GRADES

A student must satisfactorily complete the requirements of individual course proficiencies by the end of the course. If the student does not complete the proficiencies, no credit will be given for the course and a failure will result. The student must either make up the course the following year or in summer school, providing that the deficiency is a required course and the course is offered during summer school. **Students with incomplete grades will not be able to participate in commencement exercises.**

### COMPUTATION OF GRADE POINT AVERAGE/CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point average (GPA) and class ranking for secondary school graduates, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.

Official class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will include failing grades. Weighted credit will be calculated for grades earned in advanced level courses. The class ranking of a student who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank and will not appear on the transcript. Credit will not be awarded twice for the same course. Transfer courses will not receive additional weighting beyond that of the highest level courses available at Millville High School.

Class rank will be based on the GPA that is calculated by multiplying the numerical value of each grade earned by the credit value of the course to determine the quality points for each course. Subsequently, the GPA is determined by dividing the total number of quality points by the total number of credits attempted.

Two or more students with identical computed GPA's will be given the same rank. The rank of the student who immediately follows a tied position will be determined by the total number of all preceding students and not by the rank of the immediately preceding student.

GPA and class ranking for purposes of selecting the senior class valedictorian and salutatorian will be computed at the completion of the third marking period, senior year as will computation for honor graduate status. To be considered for valedictorian or salutatorian of his/her class a student shall have been in attendance for a minimum of six completed semesters at Millville High School

and meet the established high school graduation requirements in order to be eligible for such honors.

Students attending high school for more than eight semesters and students who are out of district placement for their high school career will be unranked. Their grades and credits will appear on their transcript.

A student's grade point average and rank in class will be entered on the student's transcript and will be subject to Board Policy on the release of the student records.

## HONOR ROLLS

Honor rolls are published each marking period and at the end of the year in the local papers. A student is eligible for the honor roll if he/she receives all "A's", a majority of "A's" or nothing below a "B."

Highest Honors, with all "A's."

Honors, nothing below "A's" & "B's."

## GUIDANCE OFFICE

High school counselors work with students, teachers, parents, administrators, agencies, and the community to help students to be successful in grades 9-12 and beyond. Counselors utilize classroom, group activities, and individual counseling to meet student needs in the areas of personal/ social, academic, and goal setting. Study skills, decision-making, problem solving, educational college, and career planning are emphasized to prepare students for the transition to their post-secondary plans. The counselors will continue to aid with post-graduation plans, such as college or technical school admissions, entering the military, or beginning an apprenticeship. Counselors also provide services such as: parent/ teacher conferences, orientation programs, state testing, standardized testing, scheduling, and referral to outside agencies when needed.

## CHANGE OF COURSE POLICY

The Guidance Department will allow changes in course selections which are registered for until the 15th of July. The only exceptions to this will be where a student has registered for a sequence course and fails the prerequisite course. Where applicable, students will be contacted by telephone/ mail to see if they wish to repeat the failed subject or would rather select another one.

Millville High School has developed the following school procedure on student schedule changes. Students are given an opportunity during the spring to choose courses under the supervision and counseling of our Guidance Department. After a tentative schedule is developed by the student and his/her counselor, the student signs the course selection sheet and is instructed to take it home to be reviewed and approved by his/her parents or guardian. The parents/guardian are asked to sign the course selection sheet and return it to the school within one week. If they have any questions, parents/guardians are invited to call the student's Guidance Counselor to review the schedule.

**1) In Advanced Placement courses and Advanced Level courses, due to limited enrollment and highly selective standards, once a student makes a decision to enroll, that student will not be permitted to drop the course.**

2) If a student requesting fourth block early release or a study hall has a conflict in his/her schedule, the Guidance Department reserves the right to change this request to alleviate the conflict.

If a student does withdraw from a class the following consequences will appear on the Official Transcript:

First 15 days of the class: Course does not appear on the transcript

After the first 15 days: \*WP (Withdraw Passing)

\*WF (Withdraw Failing)

The Board of Education urges all parents to become familiar with these courses and to participate in their development as provided by the administrative code.

Parents are able to receive information regarding the Health and Physical Education course of study, curriculum guides, proficiency requirements, textbooks and course materials at the Millville Senior High School office of the K-12 Supervisor of Health and Physical Education. Parents who want this information may call the school at (856) 327-6061 to arrange an appointment.

It should also be noted that a 1987 state law makes mandatory the teaching of Drug Education for every student in New Jersey schools.

## GRADUATION REQUIREMENTS & GRADE STATUS MILLVILLE HIGH SCHOOL

Minimum required credits for grade level status Sophomore - 25 credits

Junior - 45 credits Senior - 75 credits

125 credits for Graduation

Participation in grade level activities (for ex. Proms/dances, class offices, class trips, etc.) will be determined by credits earned above.

Below is a table displaying the course/credit requirements for Millville High School students. It is organized by the school year that a student begins 9th grade and reflects the changes implemented by the NJ Department of Education.

<b>COURSE AND CREDIT REQUIREMENTS FOR ALL STUDENTS ENTERING GRADE 9 IN:</b>						
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
<b>ENGLISH</b>	20 credits (English 1, 2, 3, 4)					
<b>MATHEMATICS</b>	15 credits including Algebra I or the content equivalent		15 credits including Algebra I and Geometry or the content equivalent		15 credits including Algebra I and Geometry or the content equivalent and a third year of math that builds on the concepts and skills of algebra and geometry	
<b>SCIENCE</b>	15 credits including at least five credits in Biology		15 credits including at least five credits in Biology and one additional science course which shall include Chemistry, Environmental Science, or Physics		15 credits including at least five credits in Biology; an additional laboratory/inquiry-based science course including Chemistry, Environmental Science, or Physics; and a third laboratory/inquiry-based science course	
<b>SOCIAL STUDIES</b>	15 total credits including 5 credits each in World History, US History 1, US History 2					
<b>FINANCIAL, ECONOMICS, BUSINESS AND ENTREPRENEURIAL LITERACY</b>	No statement requirement		Financial Literacy/Business Principles			
<b>PHYSICAL EDUCATION/HEALTH</b>	5 Physical Education/Health during each year of enrollment					
<b>PRACTICAL ART (CTE)</b>	5 credits					
<b>VISUAL AND PERFORMING ARTS</b>	5 credits					
<b>WORLD LANGUAGES</b>	5 credits					
<b>TOTAL CREDITS</b>	<b>125</b>					

## COLLEGE CREDIT IN HIGH SCHOOL

Are you aware that with some advanced planning and a lot of motivation that students can actually complete many of their first year college requirements while in high school? From a student's point of view, it is a "plus" because it may allow one to graduate from college in less than four years. From a parent's point of view, it is a savings of a considerable amount of money - up to \$20,000 or more - depending on where the student is attending college. This goal can be accomplished by taking Advanced Placement or Dual Credit courses during high school.

Advanced Placement courses are typical first year college courses. Students take the courses as part of their high school curriculum. If they want college credit, they take the Advanced Placement tests which are given in May of each year. The three hour tests, which are administered in the high school, consist of multiple choice and free response questions. The tests are graded by a committee and students earn scores of "1" to "5" based on their performance compared with set standards. Most colleges will accept grades of "3", "4" or "5" for credit. The institution determines the number of credits awarded, but the standard is three credits each semester for non-lab courses and four credits each semester for courses with laboratory work. Millville offers the following Advanced Placement courses: AP English, AP US History, AP World History, AP Calculus 1, AP Calculus 2, AP Biology, AP Chemistry, AP Physics, AP Macro-economics, AP Psychology, AP Studio Art, AP Music Theory and AP Computer Science. The cost of taking an Advanced Placement exam is approximately \$87 per test. This is a bargain compared to the credit hour costs in college.

Dual Credit courses are completed in conjunction with Cumberland County College. A student who chooses this option will take the class during their normal high school schedule, pay a reduced tuition fee to CCC, and then the grade they earn appears on a Cumberland County College transcript. It is up to the student to send the CCC transcript to the college they are applying to and it is up to that college as to whether they will accept the credits. A complete list of Dual Credit opportunities is in the Course Selection Booklet.

Students taking these courses must have the ability to do college level work and the motivation to do so. Advanced planning is necessary since each college sets its own standards as to what they will or will not accept. Students should research the possible colleges they wish to attend to determine if they will accept AP test scores or Dual Credit classes. Even if the student doesn't receive college credit for these courses, they still benefit from taking them. The student is introduced to college level work, making the transition from high school to college much easier. Also when sending transcripts for college acceptance, colleges look carefully at the difficulty of the student's schedule. Colleges know what A.P. courses entail and this reflects favorably on the student. If you would like more information, talk to your guidance counselor.

## **SCHOOL COUNTS!**

The program is simple; it expects students to keep their grades up, come to school every day, be on time, and to take academic courses that challenge them. School Counts encourages students to make the most of their important high school years and acquire the learning habits they will need to succeed.

School Counts Criteria:

- Obtain a grade of 'C' or better in every course
- Achieve a 95% attendance and punctuality record (No more than 9 combined lates and absences)
- Take more than the minimum graduation requirements
- Complete high school in eight consecutive semesters
- Complete Algebra 1 with a "C" or better.

Surveys show that employers care more about attendance and punctuality than they do about many other skills. Research indicates that performance in school is one factor that can predict how well an individual will do in a job. Students who work hard and meet program criteria will receive a School Counts certificate of achievement which can be presented to potential employers during a job interview. • Students who receive 4 School Counts certificates are eligible for a tuition scholarship at CCC.

### **A MESSAGE from the BUSINESS COMMUNITY to PARENTS**

Employers are facing unprecedented levels of competition on a global scale which may eventually impact the ability of your children to obtain good jobs and maintain the quality of life that you would wish for them. As a result, the business community is uniting to support the implementation of higher school standards and increased student accountability.

Hundreds of corporations have committed to assist in the development and implementation of higher performance expectations for students through a program called School Counts!

As an adult, you are well aware of the demands of the workplace, and will appreciate the ability of this program to communicate these realities to your children.

School Counts is a program of The Business Coalition for Educational Excellence at the New Jersey Chamber of Commerce. For more information, call your school administrators or visit the School Counts website at <http://www.schoolcounts.org>.

### **THE MILLVILLE HIGH SCHOOL PTSA ACADEMIC EXCELLENCE VARSITY LETTER**

Academic excellence is promoted every year through a special recognition program. Each year, approximately 300 students fulfill the requirements to receive an "Academic" Varsity Letter. These requirements include being on the honor roll or having a 3.4 GPA for each of the first three marking periods of the school year. Academic Varsity Letters will be presented to award winners at a program held in May.

### **TRANSFER STUDENTS**

Transfer students must meet or exceed all requirements of the State of New Jersey and the Millville Board of Education in order to be eligible for the state endorsed diploma awarded upon graduation to all Millville High School students who have met all requirements. Transfer students entering or leaving Millville High School must have their parent/guardian, in person, to sign students in or out.

### **4-Year COLLEGE ADMISSION REQUIREMENTS**

The current requirements for admission to a 4-year college as determined by the New Jersey Department of Higher Education requires that high school students entering New Jersey State Colleges as freshmen must have completed a minimum of 16 units of college preparatory subjects including the following:

- 1) 4 years of English.
- 2) 2 years of United States History
- 3) 3 years of Mathematics.
- 4) 2 years of Laboratory Science.

5) 2 years of World Language.

6) 3 years of Electives in either English, Social Studies, Science, Mathematics or World Language.

All college bound students are encouraged to check with their Guidance Counselors concerning the status of their academic units.

## **ALTERNATIVE SCHOOL**

An Alternative School program is provided for those students who have been determined by the school as unable to adjust to the normal school program or those who have been found to be disruptive to the daily educational process.

Seniors may, under special circumstances, make up some required high school credits by attending the night school in addition to the day school program. All assignments to the Alternative School are made by the school principal. Application for this school must be made through a Vice Principal. This program runs from 2:00 P.M. until 7:17 P.M.

### **Alternative School Bell Schedule**

2:00 - 2:22	=	Lunch	4:31 - 5:11	=	4th Period
2:25 - 3:05	=	1st Period	5:13 - 5:53	=	5th Period
3:07 - 3:47	=	2nd Period	5:55 - 6:35	=	6th Period
3:49 - 4:29	=	3rd Period	6:37 - 7:17	=	7th Period

**Any questions or suggestions contact Mr. Tillotson**

## **SUMMER SCHOOL RULES AND REGULATIONS**

### **ATTENDANCE**

1) Summer School extends for 6 weeks and students are required to attend all sessions. A student must put in a minimum of 60 hours of in-class study during the Summer School session in order to receive a grade or credits for a make-up course.

2) Daily Times: First Period - 8:00 - 10:30 A.M.; Second Period - 10:30 - 1:00 P.M.

3) Under no circumstances may a student be excused from attending his/her assigned summer class. All students must report daily and be on time.

4) The student will not receive a grade or credit for Summer School when the following occurs: Three days absent from school, cutting a class, lateness to class, being unprepared, not working, or disciplinary problems.

5) Parent Notification: Students are responsible for their attendance and keeping their parents notified of daily attendance. The Summer School will not notify the parent or send the school principal notice of attendance violations because of lack of clerical staff. Information about a student's attendance will be given to any parent who calls the office and requests the information. Summer school is not a guaranteed program and is subject to yearly budget constraints.

### **CREDITS**

1) Any student with less than the minimal 60 in-class instructional hours per class during the summer will not receive a grade or credit by Summer School.

2) In-class hours missed cannot be substituted by extra work or home assignments. Extra work and homework can only serve to raise the student's daily or weekly grade.

### **COURSE OFFERINGS**

The following courses will be offered, providing a sufficient number of students enroll:

English, Health and Physical Education. Math {Algebra 1, Algebra 2, Geometry}.

### **SUMMER SCHOOL DISCIPLINE**

1) Smoking, being under the influence of alcohol, or use of illegal drugs in the building, classroom or on school grounds are prohibited. Any student in violation of the above prohibition will be dropped from the rolls and expelled from Summer School.

2) Fighting or rough-house play in any form is prohibited. Both parties or persons involved, regardless of initiation, will be immediately dropped from the rolls and expelled from Summer School.

3) Dress must be appropriate. One is expected to dress the same for Summer School as he/she would for regular school. The same dress code exists for Summer School.

## ONLINE CREDIT RECOVERY PROGRAM

The Board of Education has approved an online program for our students to take previously failed courses through Educere. Information about this program is available in the Guidance Office. This program is completely optional -you may choose which classes, if any, for your child to take. Payment for Educere, along with having the required computer system, and online accessibility is entirely the responsibility of the family. Payment is required in advance. Payment does not guarantee passing the class and/or obtaining the necessary credits. ***The online course agreement must be signed and returned to the Guidance Office PRIOR to registering for the course.*** Once all signatures have been obtained, the student may register for the course.

## MILLVILLE INTERNET ACCEPTABLE USE POLICY

The Millville Public Schools offer Internet access for student use. This document contains the Acceptable Use Policy for your use of the Millville Public Schools web site.

### A. Educational Purpose

1. The Millville Public Schools web site has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high quality self-discovery activities.

2. The Millville Public Schools web site has not been established as a public access service or a public forum. Millville school district has the right to place reasonable restrictions on the material you access or post through the system.

You are also expected to follow the same rules, good manners and common sense guidelines that you use with your other daily school activities as well as the law in your use of the Millville Public Schools site.

3. You may not use the Millville Public Schools web site for commercial purposes. This means you may not offer, provide, or purchase products or services through the Millville Public Schools web site.

4. You may not use the Millville Public Schools web site for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### B. Student Internet Access

1. All students will have online access through their classroom, library, or school computer lab.

2. Secondary students will have e-mail access only under their teacher's direct supervision using a classroom account. Secondary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.

3. If approved by your building principal, you may create a personal Web page on the Millville Public Schools web site. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

## STUDENT ANTI-THEFT GUIDELINES

1) The best advice to students is: **DO NOT BRING VALUABLES TO SCHOOL WITH YOU.** This would include expensive jewelry, large amounts of cash, or electronic devices.

2) Be sure your hall locker is locked, both top and bottom. Do not share a locker with anyone else unless assigned to do so and never give your locker combination to anyone else. You are responsible for all items placed in your locker.

3) When in Physical Education classes, take a gym bag small enough to be locked in a tall locker. Do not leave gym bags, books, electronics or anything else lying around the locker room or gym areas. Lock up everything using the school approved gym locks and check the lock to be sure it is securely locked.

4) Whether you are in the locker room or any other place in the building, do not leave anything of value unattended. You are responsible for all items placed in your locker.

5) **YOU ARE RESPONSIBLE FOR YOUR PERSONAL BELONGINGS.** Although we provide teacher supervision, with over 1,100 students, each person must take special care with his/her valuables.

6) Any person involved in a theft to any degree risks assignment to Alternative School. If the theft is a felony, the student will have charges filed against him/her with the local police department.

## **LOCKS AND LOCKERS**

All of the lockers in the school building are built in. Students are encouraged to buy locks for gym lockers. These may be purchased from any number of local merchants. A gym locker will be used each year. Locks purchased by students should only be official school locks.

All students should have gym locks by the end of the first week of school. If a student experiences difficulty paying for a lock, he/she will be given a limited extended period of time. Extreme cases should be reported to the office. The price of a combination lock is approximately \$6.00.

All students will be expected to keep their lockers locked. No student is to share a locker with another student unless he/she has been so assigned.

## **SEARCH OF SCHOOL LOCKERS**

- 1) Each student in grades 9 through 12 will be assigned a school locker if the student and the student's parents choose to have one assigned.
- 2) Those lockers, even after assignment, are, nevertheless, the property of the Millville Board of Education.
- 3) The Board of Education has determined that searches of lockers and other forms of storage facilities provided for use by the students may be made by the school principal, assistant principals or other members of the school administration in circumstances where those persons have a reasonable suspicion that a school rule, city ordinance or state law is being violated. State Law (N.J.S.A. 1SA: 36-19.2) provides that these areas may be searched starting at the beginning of the school year on a periodic basis. This may include K-9's from the local/state/federal police authorities. Police may open all lockers during a bomb scare.
- 4) Any student who, because of the above provisions or for any other reason, declines to have a locker assigned to him/her, may notify the school prior to the beginning of the school year.

## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials or another school district in which a student seeks or intends to enroll.

[Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Local educational agencies who receive financial assistance under the Elementary and Secondary Act (ESEA) are required to provide military recruiters the same access to secondary students and student information as they provide to post-secondary institutions or to prospective employers. The United States Department of Education "Policy Guidance-Access to High School Students and Information of Students by Military Recruiters" Guidance document indicates that, if a school has a policy of allowing colleges and universities and/or prospective employers to come on school property and to provide information to students about educational and employment opportunities, it must provide the same access to military recruiters. According to the United States Department of Education, military recruiters are also entitled to receive the name, address, and telephone listing of juniors and seniors in high school.

Unless a parent has opted out of providing the information, school districts are required to provide this information. Under FERPA and ESEA, school districts are obligated to provide parents with notice concerning the use of student directory information. FERPA requires schools to notify parents as to the type of student directory information that it releases to the public. This generally includes names, addresses, and telephone numbers to military recruiters upon request, subject to the parents request not to disclose the information without written consent. A written request to be excluded from the release of directory information must be submitted to the principal by the parent/guardian or eligible student.

## **AFFIRMATIVE ACTION/EEOC SCHOOL AND CLASSROOM PRACTICE**

All students should have equal access to all educational programs and activities.

There shall be no differential requirements for completion of course offerings or courses solely based of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

There shall be no discrimination against students because of pregnancy, childbirth or pregnancy related disabilities, actual or potential parenthood, family or marital status. A student shall not be excluded from a class or classes because of pregnancy or related conditions unless she so requests or her physician certifies that such exclusion is necessary for her physical, mental or emotional well-being, in which case she will be provided an adequate and timely opportunity for instruction to continue or make up her school work without prejudice or penalty.

Students shall not be segregated on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

The Millville Public School District guarantees each student equal education opportunities in all technology programs without regard to race, color, sex, national origin, handicap or disability.

School personnel shall indicate to all students all possible career, professional or technological opportunities available and shall in no way restrict the options offered to students on the of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

Any questions or requests for additional information may be directed to Stephen P. Burke, Title IX Coordinator, or Mrs. Nora Zielinski, Section 504 Coordinator. Requests may be made to the Board of Education Office, P.O. Box 1278, Millville, NJ 08332 or by calling (856) 825-8300.

## IMPLEMENTATION

Stephen P. Burke, Assistant Superintendent of Personnel for Millville Public Schools, has been designated as the Affirmative Action Officer whose responsibility it shall be to coordinate, implement and report to the local Board of Education on the district's efforts to comply with these regulations. Mr. Burke can be reached at the Board of Education Office between 8:30 A.M. and 4:30 P.M. on any working day by telephone at (856)327-6003 or in person if you have a problem or concern you would like to discuss. Please see your principal in order to lodge a verbal complaint preliminary to filing a formal grievance.

## HARASSMENT, INTIMIDATION and BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil. A safe and civil environment in school is necessary for pupils to learn and achieve. High academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupil's learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of electronic communication device directed at a student that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. Targets a student and which may affect his/her education program;
- B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of the other students;
- C. Creates a hostile education environment for a student(s) by infringing and/or interfering with a student(s)' education;
- D. Severely or pervasively causes physical or emotional harm to a student(s);
- E. Is motivated by any actual perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- F. By any other distinguishing characteristics; and,
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property; or placing a pupil in reasonable fear of harm to his person or damage to his property; or'
- H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purpose of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager."

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

To review the complete policy on Harassment, Intimidation and Bullying please refer to the Policies and Procedures link on our website ([mps.millvillenj.gov](https://mps.millvillenj.gov)).

## SEXUAL HARASSMENT POLICY

A) It is the policy of Millville Public Schools to maintain a learning and working environment that is free from sexual harassment.

B) It shall be a violation of this policy for any member of the Millville Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined below.

## **DEFINITION**

A) Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any student to a staff member, when made by any member of the school staff to another staff member, or when made by any student to another student when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:

2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:

3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

B) Sexual harassment as set forth above, may include, but is not limited to the following:

1) Verbal harassment or abuse.

2) Pressure for sexual activity.

3) Repeated remarks to a person with sexual or demeaning implications.

4) Unwelcomed touching.

5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

6) Electronic images (sexting) and their distribution.

## **PROCEDURES**

A) Any person who alleges sexual harassment by any staff member or student in the school district may use the grievance procedure or may complain directly to his/ her immediate supervisor or building principal. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

B) The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

## **SANCTIONS**

A) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, including discharge.

B) A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student discipline code.

## **NOTIFICATIONS**

Notice of this policy will be circulated to all students and departments of the Millville Public Schools on an annual basis and incorporated into the teacher and student handbooks.

## **STUDENT CODE OF CONDUCT**

The specific purpose behind the following is to set down a student code of conduct. All students should be fully familiar with all rules and regulations and specifically of offenses occurring in or around the school grounds which could warrant disciplinary action.

Our public schools are operated and paid for by the citizens of Millville in order to provide a quality education for all students. It is our purpose to provide a meaningful educational program for every person of school age in Millville.

Providing a quality educational program for every student implies a mutual responsibility. The school system provides the program and facilities; the student must assume responsibility for participation in the educational program through reasonable conformity with acceptable standards of behavior.

In order to avail himself/herself of the advantages of the educational system, a student is required to do the following:

1) Attend school regularly.

2) Be punctual in attendance.

3) Obey school rules as promulgated

- 4) Be respectful of and earn the respect of his/her peers and superiors.
- 5) Prepare mentally and physically for the process of learning.
- 6) Demonstrate respect for people and property.
- 7) Take responsibility for his/her own behavior and learning.
- 8) Use time and other resources responsibly.
- 9) Share responsibilities when working as members of a group.
- 10) Meet the unique requirements of each class.
- 11) Monitor his/her own progress toward objectives.
- 12) Communicate with parents and school personnel about school-related matters.

## **VIOLATIONS OF STUDENT CONDUCT**

There are behaviors that must be avoided because they violate the code of conduct, and are not in the best interest of the student and the school system. Examples of these acts are as follows:

- 1) Non-compliance with school rules and regulations.
- 2) Cutting of any class or any school day activity.
- 3) The use of obscenity or profanity, including that written on clothing.
- 4) Habitual unexcused tardiness to school or class.
- 5) Repeated failure to bring materials and/or textbooks to class.
- 6) Smoking or conspicuous possession of tobacco on school property or in buses.
- 7) Forgery.
- 8) Insubordination. (Student is unwilling to submit to the school's authority, procedures and/or policies.)
- 9) Continued and willful disobedience.
- 10) Open defiance of the authority of any teacher or person having authority over them.
- 11) Conduct of such character as to constitute a danger to the physical well-being of other pupils, or staff.
- 12) Physical assault upon another pupil, or staff.
- 13) Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear.
- 14) Willingly causing, or attempting to cause, damage to school property.
- 15) Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any other school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of the school building or facility.
- 16) Incitement which is intended to and results in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
- 17) Incitement which is intended to and results in truancy by other pupils.
- 18) Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled substances on school premises or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
- 19) Assaults on members of Boards of Education or their employees.
- 20) Physical aggression directed toward any school employee.
- 21) Theft and/or vandalism (damaging or destroying school property).
- 22) Physically and/or verbally inciting a riot or participation in a riot.
- 23) Use of alcoholic beverages, intoxicants or illegal drugs of any type on school property or while engaged in any school activity.
- 24) Carrying weapons of any type including pocket knives or other tools with blades.
- 25) Wearing or displaying items which depict the use of alcohol, controlled substances, profanity, sexual references, racial references or derogatory remarks concerning other individuals or groups.
- 26) Academic dishonesty.
- 27) Solicitation of items from outside activities/programs is not permitted.
- 28) All student publications (ie: posters, flyers, pamphlets) must be approved by administration prior to distribution or display.
- 29) The Inappropriate Public Display of Affection and Unnecessary physical contact in a public school is not permitted.

## **DISCIPLINE PROCEDURES**

For any violations of student conduct the school administration may, if deemed necessary, impart one or more of the following disciplinary actions:

- 1) Detention
- 2) Saturday detention
- 3) Alternative Classroom Instruction
- 4) Out of school suspension
- 5) Signing of a complaint
- 6) Sign Individual Pupil Plan
- 7) Alternative School placement
- 8) Placement on home instruction
- 9) Disciplinary Hearing
- 10) Expulsion Hearing

The discipline to be administered to the student will depend upon the severity of the case and/or the number of prior discipline situations incurred by the offending student. In all cases, except for detention, the parents/guardians will be notified. Students suspended from school are not permitted to be on school grounds or attend any school sponsored activities. Students in alternative classroom instruction are not permitted to participate in any school-related activities.

In no case will the discipline of the student result in the loss of the educational program, except in the case of expulsion. In all other disciplinary situations, the student will be allowed to maintain his/her educational program. In the case of a suspension, in or out of school, homework will be provided by the student's teacher(s) within a reasonable time, which will not interfere with the student's ability to continue with the school work. (The student's work will be made available no later than 4:00 P.M. the day immediately following the suspension.) Homework will be provided in order for the student to maintain his/her educational status, if the disciplinary action should prevent him/her from attending school or class. Should his/her educational process be threatened, he/she will be placed in the Alternative School or on home instruction until the case is resolved and he/she is allowed to re-enter school or be expelled or otherwise placed in an individual educational program.

## **ALTERNATIVE CLASSROOM INSTRUCTION**

Students assigned to the A.C.I. room are required to complete all work assigned. Failure to do so will result in a zero for those assignments. The A.C.I. room is located in A101. All students must serve a full day of their assigned ACI, in order to comply with their disciplinary consequences. Failure to report to an assigned ACI can result in an out-of-school suspension and one will be required to attend the assigned ACI upon completing the suspension.

## **DISCIPLINE OFFENSES**

### **ATTENDANCE**

- 1) 102 - Tardiness (see Attendance Policy)
- 2) 105 - Unexcused absence from school
- 3) 110 - Leaving school grounds or building
- 4) 115 - Habitual unexcused absences
- 5) 119 - Habitual leaving school grounds
- 6) 120 - Truancy
- 7) 148 - Chronic late to class
- 8) 149 - Misuse of pass

### **SCHOOL MISCONDUCT**

- 1) 101 - Failure to comply with school regulations
- 2) 103 - Disruptive conduct
- 3) 104 - Rudeness to staff member
- 4) 106 - Violation of dress code
- 5) 107 - Failure to report for teacher's detention
- 6) 108 - Use of obscene or profane language
- 7) 109 - Unauthorized parking of automobile
- 8) 113 - Extreme rudeness to a staff member

- 9) 116 - Disorderly Conduct
- 10) 122 - Violation of In-School Suspension Policy
- 11) 123 - Failure to identify self properly
- 12) 124 - Open defiance of authority
- 13) 136 - Continued willful disobedience
- 14) 138 - Unprepared for class. Academic
- 15) 141 - Public display of affection
- 16) 142 - Insubordination
- 17) 143 - Profanity/Obscene gesture to a staff member
- 18) 144 - Obscene gestures
- 19) 156 - Hallway misconduct
- 20) 157 - Misbehavior with a substitute
- 21) 158 - Sleeping in class
- 22) 162 - In an unauthorized area
- 23) 166 - Left assigned area without permission
- 24) 167 - Failure to report to A.C.I.
- 25) 169 - Failure to report to Office Detention
- 26) 170 - Unprepared for Vocational Class
- 27) 171 - Violation of ID Procedure
- 28) 172 - Violation of Driving Contract
- 29) 173 - Driving Misconduct
- 30) 174 - Bullying
- 31) 177 - Academic dishonesty
- 32) 179 - Violation of Internet Acceptable use policy

### **VANDALISM**

- 1) 114 - Defacing school property
- 2) 210 - Arson
- 3) 230 - Destruction to property

### **VIOLENCE**

- |  |  |
|--|--|
| 1) 132 - Assault on a Teacher              | 10) 240 - Fireworks offense              |
| 2) 133 - Assault on student causing injury | 11) 300 - Violence/other violent offense |
| 3) 137 - Incitement                        | 12) 310 - Simple assault                 |
| 4) 139 - Harassment                        | 13) 320 - Aggravated assault             |
| 5) 140 - Verbal Altercation                | 14) 330 - Fight                          |
| 6) 145 - Assault                           | 15) 340 - Gang fight                     |
| 7) 154 - Threats to student                | 16) 360 - Extortion                      |
| 8) 155 - Threats to staff                  | 17) 430 - Assault with firearm           |
| 9) 164 - Unnecessary physical contact      | 18) 440 - Assault with other weapon      |

### **WEAPONS**

- 1) 128 - Possession of an instrument in a harmful way
- 2) 152 - Use of Weapon
- 3) 400 - Weapons
- 4) 410 - Bomb offense
- 5) 420 - Possession of Firearm
- 6) 450 - Possession of other Weapon
- 7) 460 - Sell/Or transfer of Weapon

### **DRUGS / ALCOHOL / TOBACCO**

- 1) 111 - Use Of Tobacco Products
- 2) 510 - Use of Alcohol
- 3) 511 - Use of Marijuana
- 4) 512 - Use of other Drug
- 5) 520 - Possession of Alcohol
- 6) 521 - Possession of Marijuana
- 7) 522 - Possession of other Drug
- 8) 531 - Distribution of Marijuana

9) 532 - Distribution of other Drug

### **SEX OFFENSES CHARGE**

- 1) 150 - Sexual Harassment
- 2) 159 - Possession of Pornographic Material
- 3) 175 - Inappropriate Sexual Contact
- 4) 180 - Lewdness
- 5) 370 - Sex Offense
- 6) 190 - Indecent Exposure

### **MISCELLANEOUS OFFENSES**

- 1) 118 - Forgery
- 2) 121 - School bus misconduct
- 3) 125 - Stealing
- 4) 126 - False fire alarm or bomb scare
- 5) 130 - Possession of laser devices
- 6) 134a - Use of cell phone disrupts the educational process
- 7) 134b - Utilizing a recording device without permission
- 8) 146 - Cafeteria misconduct
- 9) 149 - Misuse of Pass
- 10) 153 - Abuse of a lunch ticket
- 11) 161 - Misconduct at the bus stop
- 12) 220 - Burglary
- 13) 250 - Theft
- 14) 260 - Trespassing
- 15) 270 - False reporting of a fire/bombs, weapons, etc.

### **ACADEMIC DISHONESTY**

Academic dishonesty is the attempt to gain an unfair advantage over another student that is relevant to the student's participation in any academic course, exercise, or function.

This may include:

- 1) Disseminating or receiving answers verbally, physically, and electronically before, during, or after an assignment is given.
- 2) Copying work during any academic assignment including tests, quizzes, homework, labs, and classwork.
- 3) Using any unauthorized technology to receive, view, or potentially use answers on any academic assignment.
- 4) Plagiarism may include: copying of work, words, ideas, etc. in whole or in part from an other source as presenting them as if they are your own; Failure to reference completely or improperly reference material in a research project or other course presentation; Presenting "original" work that was completed by another individual.
- 5) Purchasing, selling, or trading work that could be used in any future academic course.
- 6) Altering or tampering with any instructor-prepared materials, grades, or equipment in any manner.

This list is not inclusive to every possible manner of academic dishonesty and its interpretation is based on faculty recommendation and discretion of the school's administration. Consequences for any actions that fall under this category may include one or more of the following:

- 1) Zero given on the pertaining assignment
- 2) Faculty council review and possible removal from NHS or other extracurricular activities.
- 3) Office referral and discipline

The administration has the right to adjust these guidelines as necessary and each situation will be determined on a case by case basis.

### **APPEALS PROCEDURE**

If a student feels the disciplinary action has been unmerited or excessive, an appeal can be made. In cases of minor discipline problems that would result in Alternative Classroom Instruction or detention, the punishment will be held in abeyance until after the appeal process has been completed. In cases of severe infractions that would require out of school suspension, the student may

be suspended out of school concurrently with the appeal process. Pupils suspended for a period of time longer than a short-term suspension, (3-9 days), shall be afforded a formal hearing before the Board of Education committee for a disciplinary hearing which shall take place not later than twenty-one (21) days after the suspension.

### **LEVEL 1 - ASSISTANT PRINCIPAL**

A request must be made of the Assistant Principal by the parent/guardian to review the matter in an attempt to resolve in an amicable way.

### **LEVEL 2 - PRINCIPAL**

If not satisfied, an appeal may be made to the Principal. The Principal will investigate and respond within five working days.

### **LEVEL 3 - ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION**

If not satisfied, the appeal may be taken to the Assistant Superintendent of Curriculum and Instruction within five working days after the decision is rendered by the Principal. The Assistant Superintendent of Curriculum and Instruction or his/her designee will respond within seven (7) working days.

### **LEVEL 4 - SUPERINTENDENT FOR SUSPENSIONS LESS THAN TEN (10) DAYS**

If not satisfied, the appeal may be taken to the Superintendent within five working days after the decision is rendered by the Assistant Superintendent. The Superintendent or his/her designee will respond within seven (7) working days.

### **LEVEL 5 - BOARD OF EDUCATION RESERVED FOR SUSPENSIONS GREATER THAN TEN (10) DAYS**

If not satisfied, an appeal may be made to the Board of Education within seven working days after the decision is rendered by the Superintendent or his/her designee. The Board of Education will hear the matter at the next regularly scheduled board meeting. The Board of Education shall respond within thirty (30) calendar days.

## **GRIEVANCE PROCEDURE**

In keeping with federal and state anti-discrimination legislation, the Millville Board of Education has adopted and hereby published the Grievance procedure providing for the resolution of student, employee and parental complaints.

### **PURPOSE**

To provide students, employees and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, disability or social and/or economic status.

### **DEFINITIONS**

- 1) Grievance - A formal written complaint.
- 2) Grievant - Any student, employee or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.
- 3) Grievance Officer - The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints. In cases of student conduct, this is the building principal or his/her designee.

### **PROCEDURE**

- 1) The Grievant must present in writing the complaint to the responsible person designated as the Grievance Officer.
- 2) The Grievance Officer has five working days in which to investigate and respond to the Grievant.
- 3) If not satisfied, the Grievant may appeal within ten working days to the Superintendent or his/her designee (not Grievance Officer).
- 4) Response by the Superintendent or his/her designee must be given within five working days.
- 5) If the Grievant is not satisfied at this level, an appeal may be made within ten working days to the Millville Board of Education which will hear the complaint at the next regularly scheduled meeting

or within 30 calendar days. The local Board of Education hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board of Education shall be by a majority of the members at a meeting which shall be public.

6) The Millville Board of Education shall respond to the Grievant within 30 calendar days.

7) If the Grievant is not satisfied with the Board of Education's decision, the Grievant may file the complaint to the Commissioner of Education and the Director of the Office of Equal Educational Opportunity and the United States Office of Civil Rights, 2 Federal Plaza, New York City, New York.

Grievance forms are available in the administrative offices of the district and from the Affirmative Action Office - Grievance Officer.

## STUDENT ATTENDANCE POLICY

The academic program at Millville High School places stringent, reasonable demands upon all students, regardless of their course of study. Schools are legally and morally responsible to prepare students to meet the New Jersey high school graduation requirements (NJS/ 18A-38:25-3 1). In order for schools to be able to teach and students to learn, regular classroom attendance is imperative. Therefore, the Board of Education cannot condone nor permit absences from school for what ever reason and will not issue credit if maximum pupil attendance is not accomplished. Consequently, there is an impelling responsibility upon the parents and the pupil for the pupil to attend school as scheduled. Also, failure to comply with the provisions of the law may cause the parent to be deemed a disorderly person and the parent may be subject to a court imposed fine (NJSA 18A:38).

### SECTION I - ABSENCES

#### Absences

- 1) **5 unexcused absences per semester.** The absence will not be excused until appropriate written documentation is provided by a licensed physician or legal agency **within 5 school days** after returning to school.
- 2) Religious holidays are excused absences if a note is provided prior to the holiday and it is under the State of New Jersey recognized holidays.
- 3) Students who exceed the limit of **5 unexcused absences per semester** will be placed on a "non-credit" status and restricted from all Co-Curricular Activities.
- 4) Students must attend Credit Completion make-up sessions for each unexcused day which exceeds the limit of **5 unexcused absences for the semester** to be removed from the Restricted List.
- 5) Students who fail to attend the make-up sessions will remain on "non-credit" status and will receive no credit for the semester, regardless of the grades earned. This could affect graduation and sports eligibility and students may also be referred to Municipal Court or dropped from roll.
- 6) SENIORS PLACED ON "NON-CREDIT" STATUS WILL **NOT** BE PERMITTED TO PARTICIPATE IN GRADUATION CEREMONIES UNTIL HE/SHE FULFILLS THE CREDIT COMPLETION OBLIGATION.
- 7) Students will only receive perfect attendance if they are not tardy, absent, or have any early dismissals, both excused and unexcused.
- 8) Seniors with Early Release that reach 8 unexcused absences will lose their Early Release status for the remainder of the semester.
- 9) **Freshmen** are allowed 10 unexcused absences for the year and are not based on semester. Once the 11th day is reached, all of the above restrictions will be in effect.

#### REPORTING ABSENCES

Parents/Guardians are required to report a student's absence daily by leaving a message on our answering service 856-293-2271 for the Senior High School and 856-327-6075 for the Memorial High School. Reporting the absence is for reporting purposes only, it does not excuse the absence. Please include the following information with your message: Student's name, date, and reason for absence. This phone line is for reporting absences only and therefore removes the necessity to speak with a secretary. Documentation must be handed in within 5 days of the absence for it to be excused.

## SECTION 2 - EARLY DISMISSALS FROM SCHOOL TARDY TO SCHOOL

### EARLY DISMISSALS

- 1) Early dismissal requests should be made in writing at the start of the day or any days prior to the release and can only be made by a Parent or Guardian. **Emergency contacts are not authorized to request an early dismissal.**
- 2) Student will only be permitted 5 unexcused early dismissals in a semester. Any early dismissal requests after 5 will not be granted without administrative review for approval.
- 3) The school recognizes these emergencies which create a legitimate need for release from school:
  - 1) Medical or dental appointments which cannot be scheduled outside of school hours.
  - 2) Medical disability.
  - 3) Motor vehicle driver's test.
  - 4) Interview for college entrance or employment
  - 5) Family emergency.
  - 6) Court appearance.
  - 7) Such good cause as may be acceptable to the administration

Note: in the first two cases, the school nurse will review and verify the conditions, after which the pupil may be released from school pursuant to prescribed procedure.

- 4) Releases for vacation, work, auto repairs, driver's permits, hairdresser appointments, tuxedo rental, dress pickup or alterations, babysitting, etc. are not acceptable excuses and will be counted as unexcused.

**Please do not call the Attendance Office for early dismissals from school. We ask that all parents requesting an early dismissal do so in WRITING with the following information included: Student's name, date, and time of dismissal needed, reason for the early dismissal, and a contact number to reach the parent/guardian.**

**ONLY A PARENT OR GUARDIAN CAN REQUEST FOR A STUDENT TO BE RELEASED EARLY FROM SCHOOL. RELATIVES ON THE CONTACT LIST ARE NOT PERMITTED TO PICK UP THE STUDENT WITHOUT CONSENT FROM THE PARENT/GUARDIAN FOR EACH RELEASE.**

### TARDY TO SCHOOL

- 1) Pupils who arrive after 9:09 a.m. or leave before 12:47 p.m. (even if dismissed from the nurse's office) will be counted as absent for the day, in compliance with the 4 hour instructional day requirement. **This time only applies for students who have not missed any other instructional time due to lateness or cutting class.**
- 2) If a student arrives **tardy during a 1/2 day schedule**, it will be considered an absence in accordance with the 4 hour instructional day requirement.
- 3) Early Release students are expected to be on time. If a student with early release arrives to school after homeroom, it will be counted as an absence because they did not meet the 4 hour requirement of instruction.
- 4) Students who acquire 30 or more tardy incidents within a school year will be placed on Restriction for the entire year preventing them from participating in any Co-Curricular Activities including but not limited to Senior Trip and Prom and possibly a placement in Alternative School.
- 5) Students who come late where they are considered absent **cannot** participate in after school sports or programs.
- 6) Tardy freshmen will receive a 1-hour detention after 5, ACI with guidance referral after 10, I&RS referral and parent conference after 15, and a guidance and parent conference after 20.

**•Any student assigned a Saturday Detention due to lateness will be placed on the Restricted List until it is served.**

## ATTENDANCE PROCEDURES

<b>ABSENCES</b>	<b>5 Unexcused Absences per Semester</b>
<b>TARDY TO SCHOOL</b>	<b>Discipline every 5 incidents (30 Tardy infractions=Restriction for the year) Possible Alternative School placement</b>
<b>EARLY DISMISSALS</b>	<b>5 Unexcused Early Dismissals per Semester</b>
<b>SCHOOL COUNTS</b>	<b>9 Total infractions both excused and unexcused Tardy and Absences for the year</b>
<b>PERFECT ATTENDANCE</b>	<b>No absences, Tardy, or Early Dismissals both excused or unexcused for the year</b>

### DISCIPLINE ACTION FOR LATENESS TO SCHOOL

# OF UNEXCUSED LATES	DISCIPLINARY ACTION	ADDITIONAL MEASURES TAKEN
5	1 HOUR OFFICE DETENTION	
10	1 SATURDAY DETENTION	PARENT PHONE CONFERENCE CO-CURRICULAR RESTRICTED LIST UNTIL COMPLETE
15	1 SATURDAY DETENTION	GUIDANCE REFERRAL CO-CURRICULAR RESTRICTED LIST UNTIL COMPLETE
20	1 DAY ACI (IN SCHOOL SUSP.)	I & RS REFERRAL FOR SUPPORT SERVICES
25	1 DAY ACI	PARENT CONFERENCE BEHAVIORIAL CONTRACT
30	2 DAYS ACI	PARENT CONFERENCE CO-CURRICULAR RESTRICTED LIST FOR REMAINDER OF SCHOOL YEAR POSSIBLE ALTERNATIVE SCHOOL PLACEMENT

### SECTION III - HOME INSTRUCTION

Home Instruction shall be assigned to pupils meeting current regulations pertaining to assignment.

### SECTION IV - MAKE-UP WORK

1) The time allowed to make up missed work is equal to the amount of time absent. Arrangements to make up work are the sole responsibility of the student. Extended time to make up work may be granted by the respective teachers.

2) Pupils choosing to cut classes, or otherwise found to be truant, may be given a **zero** during that infraction. The work may not be made up for this infraction.

3) Pupils are required to make arrangements to pick-up work during actions initiated by the authorities of the school (i.e. suspensions, exclusions, school assigned excused absences). The work must be completed and returned on the designated return date. If work is not returned, the student will be given a **zero** for the assignment(s). However, if work was not given by a teacher during the suspension, the student will have a maximum of the time missed to complete the work. Extenuating circumstances will be reviewed and guidelines determined on a case by case basis.

4) If the time line is not met by the student, his/her grade during the marking period for that particular course will be negatively affected.

## SECTION V - COURSE CREDIT

The school maintains a consistent obligation requiring pupils to be present in school in order that they may be taught. The non-credit status is a temporary condition totally predicated upon the attendance and performance of the pupil. The pupil may overcome non-credit status by making up the school hours to the extent possible in a supplemental Credit Completion Program offered by the school. All credit completion options must be made up after the regular school day has ended. The credit completion obligation must be made up by the end of the semester in order for the student to regain credit status for the semester. Loss of course credit may result in a student repeating the semester and/or jeopardizing their graduation status and athletic eligibility.

## SECTION VI - ATTENDANCE APPEALS

The Board of Education is cognizant of possible unforeseen factors which may create hardships relating to the operation of the Attendance Policy.

### Petition For A Hearing

A written petition for a hearing must be presented to the principal of the pupil's high school by the parent/guardian no later than ten school days after the receipt of notification that the student is in non-compliance with attendance procedures.

### Appeals Procedure

1) Appeals to the Superintendent of Schools relating to decisions of the Attendance Appeals Committee must be made in writing to the Superintendent of Schools within seven school days of receipt of the Attendance Appeal Committee's decision.

2) Appeals to the Board of Education relating to the decision of the Superintendent of Schools must be made in writing within ten school days of receipt of the Superintendent's decision.

3) Board of Education decisions may be appealed to the Commissioner of Education.

## SECTION VII - RECORDKEEPING

### Reporting Pupil Absences

Reporting pupil absences is a primary responsibility of the school and shall be accomplished in the following manner.

1) A letter of notification will be mailed to parents/guardians alerting them of the danger of non-compliance with the attendance requirements, at 3, 6, 12 and 19 days.

2) Students who transfer to Millville High School will be expected to meet the same criteria under the attendance and academic policies.

3) Any student who acquires more than 19 unexcused absences will lose credit for the school year or may be dropped from Millville H.S. rolls.

## CO CURRICULAR RESTRICTED LIST

Students assigned a Saturday Detention will be placed on the Co-curricular Restricted List until the Saturday Detention is served. Any student placed on the Restricted List will not be eligible to participate or attend athletic practice or games, performing arts productions or practice, school dances or proms, commencement activities, class trips or any other co-curricular activity. **Students who have acquired 30 or more unexcused lates will be placed on the Restricted List for the remainder of the year, eliminating them from participation in Co-curricular activities for the entire school year.**

## SECTION VIII - CLASS LATENESS

Students are to report and be in their scheduled areas/classes, not in the hallways, when the late bell rings. This applies to A!J. periods of the day (periods 1-4). Teachers will discipline students on a case by case basis. A student will be considered a "chronic late" offender when he/she is late three or more times.

### Science Procedures and Protocol

According to P.L. 2005, Chapter 266 (C:18A:35-4:24&C.18A:35-4.25) "public school students from Kindergarten through grade 12 may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction." The law requires schools to provide alternative education projects for those students who choose to "opt out" of these

activities. Millville High School students will be provided an independent study program for those students who choose to opt out of these activities. Parents or guardians must contact the school to have their child exempt for participation in such activities and arrange for their child to have an alternative education project.

## **DRUG, TOBACCO, ANABOLIC STEROIDS AND CONTROLLED DANGEROUS SUBSTANCES**

### **POLICY STATEMENT**

The Board of Education recognizes that drug/alcohol abuse represents a growing problem in society and is aware of the vital role performed by the schools and the efforts of the community to control and manage this problem. The Board of Education believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board of Education's concern is also to protect students who do not use and/or abuse drugs/alcohol as well as to provide help for those that do. The Board of Education pledges not only to meet, but to exceed State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline and continuity of care for student alcohol, tobacco and other drug use and abuse in the public elementary and secondary schools of the district according to the requirements of N.J.S.A. 18A:40A9, 10 and 11 and N.J.S.A.26:30-15-21 and N.J.A.C.6:29-6.3.

The Millville Public School District will ensure the confidentiality of alcohol/drug abuse patient records pursuant to 42 CER Part 2 and the confidentiality of information provided by an elementary or secondary student while participating in a school based alcohol/drug counseling program which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2.

For purposes of this policy "drug" shall be defined as:

- 1) Any controlled dangerous substance, as identified in N.J.S.A. 24:21-2;
- 2) All alcoholic beverages;
- 3) Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A: 170-25.9.
- 4) Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
- 5) Misuse of any (and all) prescription or over-the-counter medications. All prescription medications must be administered by the school nurse unless permitted to self-medicate according to Millville Board of Education Medication policy.

For purposes of this policy "school or school-related function" shall be defined as:

- 1) while attending school
- 2) while in the school building
- 3) on school grounds
- 4) while on any Board provided transportation vehicles (bus, van, car)
- 5) during School Board approved field trips
- 6) any school-related function on or off campus

Students are prohibited from possessing, inhaling any chemical, or chemical compound which releases vapor or fumes, or consuming any illegal drugs, over-the-counter and prescription medication improperly used, alcohol, or anabolic steroids in any form while at school or any school related functions according to N.J.S.A. 18A:40A-12(6). Students are further prohibited from possessing, smoking or using tobacco products in any form in compliance with N.J.S.A.26:30-17.

**The use, possession of drugs/alcohol or paraphernalia or distribution at school or on any school premises, at any Board of Education sponsored event, or on any Board transportation vehicle is prohibited. Any student who so uses, possess or distributes alcohol/drugs shall be subject to discipline, including suspension or expulsion, and may be reported to law enforcement authorities.**

In accordance with N.J.S.A. 18A:17-46 and N.J.A.C. 6A: 1, 16-4.1, students may be subject to medical examinations, suspension and other disciplinary sanctions established by this policy.

Students and their parent(s)/guardian(s) are advised that New Jersey Laws may require additional penalties beyond school sanctions for drug-related offenses on or off school grounds, including consequences for not following through on recommendations of an assessment/evaluation for alcohol or other drug abuse.

In accordance with N.J.S.A. 18A:40A-1, an appropriate Grade K-12 drug/alcohol/tobacco/anabolic steroids and controlled dangerous substances curriculum shall be developed and implemented following the State Department of Education guidelines.

In accordance with N.J.S.A.40A-3 and 15, the Millville Board of Education shall insure that all educational staff members receive in-service training in alcohol, tobacco and Other drug abuse prevention and intervention. The in-service training shall be updated annually in order to ensure educational staff members have the most current information available on the subject of substance abuse and the districts comprehensive alcohol, tobacco and other drug abuse program, policies and procedures.

The Millville Board of Education, in conjunction with local health agencies, shall provide educational programs on alcohol, tobacco and other drug abuse for parents and guardians according to the requirements of N.J.S.A. 18A:40A-16 and 17(a).

The Millville Board of Education shall provide for assistance to parents/guardians who believe their child may be involved with alcohol or other drug use, in accordance with the requirements of N.J.S.A 18A:40A17(b).

Each year the Millville Board of Education shall review the effectiveness of its policies and procedures on student substance abuse according to N.J.A.C. 6A: 16-4.2. All school staff, students and parents will be updated annually on the districts adopted policies and procedures.

## **USE OF TOBACCO PRODUCTS**

The Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect students and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board of Education prohibits smoking on all district properties, and at all Board of Education school related activities (see Page 2 of this policy).

The Principal of each school building is authorized to report violations in accordance with the law. Students who violate the provisions of this policy shall be subject to appropriate disciplinary action pursuant to the school discipline code.

For purposes of this policy, "use of tobacco products" means all uses of tobacco, including cigars, pipes, chewing tobacco, cigarettes, or electronic cigarettes and their likeness.

If the violation occurred at school or school related functions, the student is subject to a citation and subsequent fine not to exceed \$100.00 (New Jersey Public Law 1981,c.320 (N.J.S.A. 26:3D15,et seq).

## **STUDENTS VOLUNTARILY SEEKING HELP FOR DRUG, ALCOHOL OR ANABOLIC STEROID RELATED PROBLEMS**

Students are encouraged to seek help for problems with or related to drug and or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use, or use by someone in a close relationship with them.

Prior to the initial meeting with a student, a counselor will provide full disclosure, orally and in writing, of the Federal Confidentiality laws and guidelines (42 CFR Part 2) and have the student sign that he/she has received a copy of the regulations. The counselor will be permitted to maintain confidentiality of conversations with students except when:

- 1) the student's life is in imminent danger;
- 2) the information makes the counselor an accessory to an illegal action which has taken place on school premises or against school district personnel
- 3) the information indicates that the life of another individual is in imminent danger.

The students age, quantity, frequency of drug/alcohol use, and the length of time a student continues to use substances should be given consideration when a decision to initiate a referral

to a school-based program, inpatient treatment, a community agency, or parent/guardian contact is being determined. The Student Assistance Counselor(SAC) shall meet regularly with the Intervention and Referral Services Team (I&RS) making them aware of the status of all active cases . Any individual team member may continue to work with a student seeking help voluntarily for an extended period of time. However, when the I&RS team agrees that no progress is apparent and professional enabling becomes a factor, the I&RS Team will review the case to determine the next most appropriate course of action.

## **VIOLATION OF DRUG, ALCOHOL, ANABOLIC STEROID, AND OTHER CONTROLLED DANGEROUS SUBSTANCES POLICIES**

The Board of Education prohibits the use, possession or distribution of any drug/alcohol by students, staff or any person on school property or in transportation vehicles or at any school or school-related event attended by students of this district.

When the material in question is determined by the appropriate authority to be alcohol or other drugs, anabolic steroids, inhalants or possession of paraphernalia, the following disciplinary actions shall be taken for the violations indicated:

### **Grades 6-12**

Knowing possession or knowing consumption , distribution of alcoholic beverages, drugs, controlled dangerous substances, inhalants, anabolic steroids, or refusing to submit to a medical examination, when under suspension, while on school properties or at school or a school-related activity, the following disciplinary actions shall be taken for the violations indicated:

#### First Offense

Suspension for a minimum of five (5) days, notification of the police, a mandatory parent conference, notification of the Substance Assistance Coordinator for referral to an appropriate agency, referral to the I&RS Team, student contract signed.

#### Second Offense

Suspension for a minimum of five(5) days, signing of a formal legal complaint, a mandatory parent conference, notification of the Substance Assistance Coordinator, referral to an appropriate agency and a formal I&RS Team intervention.

#### Additional Offenses

All subsequent offenses will be handled in a progressive manner. Discipline will include any or all of the above mentioned procedures including suspension, appropriate placement and/or expulsion for remainder of the current school year.

## **INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES**

If a student has violated the law or school discipline code regarding alcohol/drugs or controlled dangerous substances, the Principal or his/her designee will notify the parent or guardian and the Chief School Administrator. Also, if a student is found to be selling drugs, law enforcement officials will be notified and a formal complaint filed. For students who are involved in the intervention and evaluation process voluntarily or who have been referred for treatment services, there shall be no involvement of law enforcement authorities unless the student has been selling or distributing alcohol/drugs , over the counter drugs, and/or controlled dangerous substances, while on school premises and/or participating in school or school-related functions.

## **STUDENT RULES AND REGULATIONS**

### **PUPIL ABSENCE - ACTIVITIES**

**A student who does not attend school the day of an activity or the day before, if the activity falls on a non-school day, shall not be able to participate in the activity for reasons of health and safety.** It is required that students attend school the following day, after participating in an activity. If a student arrives late to school on the day of an activity, he/she must present a valid excuse before he/she can participate in the activity. Students who wish to participate in non-school activities which cause their absence from school must request permission, which can be denied, or they will be considered truant.

## AFTER SCHOOL ACTIVITIES

Students may stay after school for a variety of reasons. Student supervision and safety is extremely important for everyone, therefore all students must follow the following procedure.

- 1) You must remain with your teacher, coach, activity advisor or adult in charge of you after school at all times.
- 2) When your activity has concluded you must take the activity bus home or have a parent/guardian here to take you home.
- 3) Students may not loiter around the school grounds after school.
- 4) If your activity has ended and the bus or your ride is not here then you must report to security at the gymnasium entrance and remain there with the monitor until your transportation arrives. There will be no exceptions to this. Students who violate this rule will be disciplined.

## TEXTBOOKS AND MATERIALS

Failure to return textbooks and/or other materials or returning damaged textbooks will result in students being placed on the obligation list. Students must not owe a financial obligation in order to participate in select school functions, such as Prom and Graduation.

## FLAG SALUTE

The Pledge of Allegiance is to be performed aloud in unison during homeroom. No student will be required to recite the pledge, to stand or otherwise profess respect for the flag or be sanctioned for declining to do so. All students, of course, whether they choose to participate in the opening exercises or not, must refrain from disruptive conduct during the Pledge.

## P.A. SYSTEM ANNOUNCEMENTS

During all announcements over the P.A. system, students must be silent during the duration of the announcements. No talking will be permitted during homeroom, in order to respect everyone's right to hear each announcement.

## CAFETERIA

Lunches that are either carried in by students or purchased in the cafeteria are to be eaten in the cafeteria. Any lunches delivered by a parent should be limited to individual student consumption. No large group deliveries permitted. **No food or drink is to leave the cafeteria during any time of the day.** Permission to eat in other areas of the building may be granted on occasion by an Administrator.

Cooperation in the following areas will be necessary to facilitate the serving of lunch in an orderly fashion:

- 1) Be patient while waiting in line. Cutting in line is prohibited.
- 2) All food and drink items must remain in the cafeteria.
- 3) Be polite to servers and cashiers.
- 4) Return trays, dishes, milk cartons, etc. to the proper location when finished.
- 5) Remain in assigned areas during lunch. Security guard/cafeteria aide will provide student with a pass if permission is granted to leave the cafeteria to use bathroom or phone.
- 6) Remain seated until dismissed by the supervising staff.
- 7) Students are expected to report directly to their assigned lunch period/cafeteria on time. Lunch is a scheduled assignment. If a student doesn't have a late pass for lunch, it is an unexcused late, like any other class.

## HAZING POLICY

Hazing is a form of harassment and will not be tolerated in conjunction with the Millville athletic program. Hazing is defined as "a willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored team, that endangered the mental or physical health or safety of a player or prospective team member for the purpose of initiation into, or continued membership on any such team." Consequences for hazing violations may range from individual suspension from participation in the athletic program for a period of time, to cancellation of an athletic schedule, depending upon the magnitude of the incident and the number of athletes involved. Consequences for hazing violations brought to the attention of the administration after the season

may be applied to and/or include subsequent athletic participation, athletic letters awards, or athletic probation. The athletic director and principal will determine consequences.

### **LOST AND FOUND ARTICLES**

All articles found in the building should be taken to the main office. When an article has been lost, the person losing it should go to the office and report such loss.

### **BOOK BAGS**

Students who carry book bags and large gym bags to class must make sure they are of a size that will fit under the seat of his/her desk.

### **DETENTION HALL**

Detention will be held each day in the A.C.I. Room A-101 from 7:00 to 7:30 A.M. or from 2:15 to 3:15 P.M. in the A.C.I. Room. Students assigned detention by the office are expected to report without fail. Failure to report to assigned detention will result in an additional penalty.

In addition to the office detention, each teacher will hold his/her own detention each evening as necessary.

### **DRIVING and PARKING**

- Parking will be on a first come first served basis for all students. Students must park in designated areas within yellow lines in the parking lot. Students are not to park in: No parking zones, Reserved areas, Faculty parking areas (white lines), and areas designated as not for student parking.
- Privileges may be revoked if observed driving in a careless/dangerous manner and if deemed by Administration.
- The newly developed parking area on 14th street will be on a first come first served basis for any potential student who chooses to drive to school. A parking permit is required.

### **RULES AND REGULATIONS FOR STUDENT PARKING**

1. There will be a 15 mile an hour speed limit enforced at all times in the parking lot and driveways to and from the lots.
2. If a student is dismissed from school and has a vehicle, the student and the vehicle must leave the school grounds immediately.
3. All vehicles must be locked properly as to guard their safety against theft while on school grounds.
4. Those students who park on or off school grounds are personally responsible for their property against any theft that might occur.
5. All students using the school's parking lots must have their vehicle properly inspected, registered and insured.
6. As soon as you have parked your vehicle, you are to secure it immediately and leave it by coming in to school.
7. Students are not to be near or in any vehicles at any time during the school day.
8. Students must park in their assigned area which is designated for them by the yellow lined areas.
9. Students driving in a reckless and/or unsafe manner subject themselves to discipline action that could result in a loss of driving privileges and other disciplinary action.
10. Student vehicles may be searched while parked on school grounds or at a school-sponsored activity if there is reasonable suspicion by administration.

### **WORKING PAPERS**

Students over 14 years of age are permitted to work at a job outside school hours, if the necessary working papers have been filed with the New Jersey Department of Labor.

Students desiring this must go to the office receptionist to secure forms, which are to be processed by their potential employer and by the school nurse, the school doctor, or a doctor of their choosing, at your own expense. When the forms are properly completed, they must be returned to the office receptionist along with a copy of the student's birth certificate. Working papers will then be processed to be taken to the employer.

Working papers are issued by the Main Office's receptionist from 8:00 A.M. to 3:30 P.M. (Monday through Friday). If a student is unable to report after school he/she is to leave his/her name with the receptionist and he/she will determine a convenient time.

## CLASS MEETINGS

Class meetings will be scheduled as needed. Parliamentary procedure should be followed at all times.

## SECURITY AIDES

Security Aides have been employed by the Board of Education to help in supervising the following areas: cafeterias, restrooms, corridors, and school grounds. All students must respond to the Security Aides as they do for any teacher. Security Aides will have the same authority over all students as do the teachers.

## PERSONAL APPEARANCE/STUDENT DRESS

The present dress code reflects a respect for all individuals as well as providing comfort, safety and a reasonable sense of decency. Students are reminded that this is a school and, therefore, proper dress must be maintained. No student should dress in a way that would distract from the educational process of the school district.

1. ACCEPTABLE FOOTWEAR: Sneakers, sandals, shoes/loafers. It is suggested that footwear be adequately attached for safety reasons.
2. UNACCEPTABLE FOOTWEAR: Slippers, shoes with cleats, shoes that scratch floors, bare feet, or socks only, for safety reasons.
3. ACCEPTABLE CLOTHING: Pants, slacks, jeans, skirts, blouses, pullovers, sweatshirts, dress shirts (short or long sleeved). Length of shorts, dresses, skirts, etc., is required to be at least finger tip length in both front and back. Length of skirts and dresses must be appropriate whether the student is standing or sitting. Tank tops must have 2" straps and be no more than 1" from the armpit.
4. UNACCEPTABLE CLOTHING: Students are not to wear clothing that reveals the body in an inappropriate manner or poses a safety concern:
  - a. Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing worn alone, muscle shirts, tube tops, halter tops, etc.
  - b. The following are also unacceptable: pajamas, bare chests, graphics on clothes which imply offensive, obscene or drug/sex/alcohol related gestures, slogan, or signs, pins, badges, beltbuckles or patches which are offensive.
  - c. Undergarments should be worn in an appropriate manner and should not be visible.
  - d. Students should not wear heavy metal chains, metal spiked apparel or accessories, etc.
  - e. Outerwear of any kind is not to be worn in school during class time. Sunglasses and gloves are not to be worn at any time during school hours. All outerwear must be placed in the student's locker prior to homeroom and remain there until dismissal time.
  - f. "Gang" related slogans, names, apparel, etc., are not permitted in school or at any school-related activities.
  - g. Students are expected to wear non-hazardous clothing in their school activities/classes such as shop, lab, physical education, or art. Clothing that causes excessive maintenance problems are prohibited.

**Any question regarding appropriateness will be decided upon by the school's administration.**

Whether any student's appearance is detrimental and disruptive to the educational programs will have to be the judgment of the administration. Students should be respectful when approached and it is strongly suggested that spare clothing be available by the student or the student may need to wear what is provided by the administration.

## HEADGEAR AND HATS IN THE BUILDING

As a sign of respect, all students are to remove **all hats and headgear (scarves, wave caps, bandannas, etc.)** upon entering the school building and during school hours.

## CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices shall be turned off and out of sight during instructional time and at any other time directed by a district employee. Students cannot take pictures, video, or audio with their cell phones at any time during the school day or while on school property unless directed by a teacher for educational purposes. Cell phones may not be charged in the classroom or other areas within the school. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day or activity. The school will not be held responsible for lost or stolen personal property (i.e. cell phones, jewelry, etc.). If a student is found with a cell phone in their possession during a test or quiz it will be treated as academic dishonesty and further discipline will be administered.

## SCHOOL BUS REGULATIONS

The right of any student to ride the school bus is conditioned by his/her good behavior and the observation of rules for conduct in the bus and in loading and unloading. High school students should be aware of the fact that the best driver in the safest vehicle may become the victim of an accident. It is only if a student rider cooperates with the bus driver that accidents can be kept at a minimum. Your bus driver has to pass physical, mental and driving examinations in order to qualify for this important task.

Students are on the school bus for a very short time each day and it is absolutely necessary that during these short periods students follow certain definite rules of conduct in order that the students trip to school and from home may be made safer. The bus driver has the same authority over each student assigned to him/her as does the teacher to who the student may be assigned for a class.

The following safety rules will help to make a students transportation safer:

1. Students will be at the designated stop five minutes before the designated pick-up time. Students may only ride their assigned bus and must board and depart at their designated stop.
2. Students shall wait in an orderly fashion at the approved bus stop.
3. Students must stay off the roadway at all times while waiting for the bus.
4. Students may board the bus when it has come to a full stop.
5. Students will load and exit in a prompt, orderly manner.
6. Students must go immediately to their seats and remain seated until the bus comes to a complete stop at the school or at the assigned drop off or exit for the student. There shall be no standing at any time.
7. Students will keep all body parts inside the bus at all times.
8. Students will maintain a low level of conversation with person(s) in same seat.
9. Students will not carry items on the bus which are not allowed at school such as matches, tobacco products, lighters, knives, guns, explosives, CD players, radios or tape recorders, cell phones, beepers, animals, glass containers, large bulky items, etc.
10. Students will not smoke or eat on the school bus.
11. Students will not push, shove, intimidate, harass, fight, use profanity, offensive, or disrespectful language or gestures or make other students or staff uncomfortable.
12. Students shall not spit or throw trash in, around, or out of the bus.
13. Students shall not tamper with or deface the bus or any of its equipment.
14. Students will respectfully follow the directions of the bus driver at all times. The bus driver has the authority to assign seats.
15. Students shall be courteous to the driver, fellow students, and passersby.
16. Students will provide written permission from a parent to the principal when planning to exit their bus at another stop. The principal or vice principal may approve the request based on a space available basis.
17. Students shall not tamper with, deface, or damage the bus or any of its equipment (Parents will be held financially responsible.)
18. Buses may return to school due to student misbehavior or suspicion of drugs/alcohol.
19. Students shall be required to wear seat belts when transported in school buses so equipped.

Parents and students should be aware that the bus driver's job is to protect students' lives by having all eyes on the road at all times. Failure by any student to follow the above rules will lead to disciplinary action. Remember that free transportation to school is provided at the public's expense and is a privilege worth retaining. A pupil may be excluded from the bus for disciplinary reasons by the principal and/or designee. The student's, parent(s)/guardian(s) shall provide for his/her transportation to and from school during the period of such exclusion (18A:25-2). The Millville Board of Education has purchased video cameras for use in its school buses in order to ensure that students can be transported in as safe an environment as possible. Administration may use the videos to determine appropriate discipline for inappropriate actions.

## LATE BUS PASSES

Passes for the late bus (Maurice River Township, Commercial Township and Woodbine) will be issued by the Principal or Vice Principal upon receipt of a signed note by the teacher detaining the student. Parents must call the attendance office to report late buses.

Students will be issued passes only for valid reasons. Loitering about school or in town will lead to revocation of this privilege as will misconduct on the bus.

## **CCTEC STUDENTS**

Students attending the CCTEC school MAY NOT DRIVE to the CCTEC school or the building site. **YOU ARE REQUIRED TO USE SCHOOL PROVIDED TRANSPORTATION.**

### **TELEPHONE**

Students are not permitted to use cell phones during the school day to make phone calls. Students may be granted permission to use the phone during their regularly scheduled lunch time. Emergency phone calls are to be made in one of the following offices: Main Office, Guidance Office, or Attendance Office. Students who disregard this directive may be subject to disciplinary action.

### **DANCE/PROM REGULATIONS**

- 1) All individuals wishing to attend a school dance must complete a dance registration form prior to the deadline.
- 2) Only formal dances may run until 11:30 P.M. Other dances shall close between 10:00 and 10:30 P.M., depending on the type of dance. The time shall be decided when the dance is approved.
- 3) Attendance at all dances is restricted to the current students who are in good standing in attendance, academics, and discipline and meet the criteria of the dance agreement. A student's past discipline record may be reviewed and attendance to an event may be denied based on the administration's discretion.
- 4) Members of the high school student body must present their student identification card before being admitted to any dance. Guests will only be permitted to prom(s) who have the approval of the school's administration.
- 5) All guests must present a picture ID in order to be permitted to attend any dance.
- 6) All individuals attending a dance must register at the time of admittance and be stamped.
- 7) Individuals leaving the building or the dance before it is over will be checked out and not readmitted.
- 8) Dress for all dances will be regular school clothing unless formal wear is specified.
- 9) Students who are absent or suspended on the day of the dance are not permitted to attend. Students who are on suspension, the Restricted List, or on "non-credit" status will not be eligible to attend any school sponsored dances.
- 10) No individual is permitted to leave the dance location.
- 11) All regulations having to do with proper conduct in and about school shall apply at dances as they do during regular school hours.
- 12) Any individual asked to leave the dance for any cause relating to conduct or attitude may be denied the privilege of attending future dances and money will not be refunded.
- 13) The chaperones are responsible for the enforcement of these regulations.
- 14) Police will be provided at all dances by the Board of Education and charged to the sponsoring organization.
- 15) All students attending a school-sponsored dance must arrive **within one hour** of the start of the dance. No one will be admitted after the hour limit.
- 16) Student dance styles must be appropriate for a school sponsored event.
- 17) Guests may not be older than 21 years of age.

### **ASSEMBLIES**

Students will be seated in an assembly according to the class they attend the period of the assembly. Teachers are to sit with their classes.

There are specific rules set for an assembly that both teachers and students should follow.

They are:

- 1) Keep intact. Classes should move in single file quickly and quietly for maximum efficiency.
- 2) Roll will be taken after the class has been seated.
- 3) All students must attend the assembly unless given special permission by the office.
- 4) Generally, classes will be called to the auditorium via the P.A. system.
- 5) Students are not to wander in the halls. A pass is required to leave the auditorium for any reason.
- 6) Reading and writing are to be discouraged during an assembly. Students are to leave all books and other materials in the classroom.
- 7) Teachers will be stationed at all doors before and after the assembly. Any disruptive behavior

will warrant immediate disciplinary action with the individuals concerned.

Note: Because of large classes, the whole school cannot attend an assembly as a body. Therefore, it is necessary to schedule one or two classes for an assembly. Any class missing an assembly will be first for the next assembly.

## **MEDIA CENTER RULES AND HOURS**

### **Hours**

1) The Media Center is open every school day from 7:15 to 7:40 A.M. to all students and staff. Students do not need a pass to use the Center at this time.

2) The Center is open to classes and students with a proper pass during periods one through four almost every school day unless closed for some purpose such as testing or inventory.

3) The Center is open every school day from 2:15 to 2:35 P.M. to all students and staff. Students do not need a pass to use the Center at this time. However, students must arrive in the Center by 2:20 P.M. and must read or work quietly. A permission slip to get a pass for a late bus, if a late bus is scheduled to run, will be issued when the Center closes at 2:35 P.M.

4) The library is open until 3:30 p.m. on select days. Students should listen to morning announcements for available hours each day.

### **General Rules**

All patrons are required to observe certain rules particular to the Media Center. They include:

1) An orderly, studious atmosphere must be maintained in the Center. Students may, however, go to the book shelves, computers, charging desk, etc. without first having to request permission.

2) Patrons are requested to handle books and other materials carefully, to help keep them in order and to leave chairs in place at the tables.

3) No patrons are to stand or sit at the circulation computer or enter any of the private rooms of the library without the permission of the Media Center staff.

4) Teachers wishing to bring a class to the Center should schedule in advance in the Media Center Schedule Book.

5) Regulations concerning passes to the Center must be obeyed. If these regulations are not obeyed, permission to use the Center may be withdrawn.

6) Students in the Center on passes are directly under the supervision of the Media Center Staff.

7) Exceptions to the rules may be made by the librarian or the administration for good cause.

### **Circulation Policies**

1) Students may borrow circulating books for a period of four weeks. These books may be renewed once. They may be renewed more than once if no one else is waiting to use them.

2) Faculty members may borrow materials for a four week period but may renew borrowed item for as long as they are needed for instructional purposes.

3) Any patron who loses or destroys a borrowed item will be assessed its replacement cost. No other items may be borrowed until said item is paid for.

### **Passes**

1) A student may use the Center in place of staying in study hall but they must obtain a pass from the librarian to do so. A student with a study hall pass must show it to the study hall teacher before reporting to the Media Center.

2) A student may use the center in place of eating lunch but they must obtain a pass from the librarian to do so.

3) Classroom teachers may excuse a student to come to the Center from their class but not from a study hall.

## **SCHOOL HEALTH SERVICE**

All students are required to complete and return to the School Nurse a completed Health History Update form at the start of the school year. This form is used to document information regarding medical issues and emergency contact information. No students will be medically cleared to participate in any field trips or other out of school activities until this information is provided to the School Nurse.

Screening procedures completed during a student's high school years may include physical examinations, scoliosis screening, visual testing, blood pressure monitoring, hearing screenings, height and weight measurements, and immunization updating.

The school health program has the following objectives:

- 1) To provide first aid for injuries occurring while school is in session. Parents/Guardians will be contacted if the injury seems to require further medical care. Only in extreme emergencies will a student be taken to the hospital by emergency medical services.
- 2) To care for illness which occurs during school hours. Parents will be contacted by the school nurse if a student is too ill to remain in school. **Only the phone numbers on the Health History Update card or in the district wide Infinite Campus data base will be called for obvious safety reasons. No student will be permitted to leave school without permission of his/her parent/guardian.**
- 3) Students with acute chronic health conditions may need accommodation in their school day. Please contact the School Nurse to discuss any concerns. The School Nurse will explain the order needed from healthcare provider in order to implement these accommodations.
- 4) Students with significant health conditions may need a Special Needs Pass or Individualized Health Care Plan. Please discuss any significant health conditions with the School Nurse.
- 5) The school nurse will be glad to talk with students during school hours concerning health problems.

### **Medication Administration**

Students should make every effort to take medications at home. However, if circumstances dictate that your child must take medication during the school day (either prescription or over the counter), please adhere to the following guidelines:

**Forms for this purpose are available in the School Nurse's Office.**

- 1) Provide the School Nurse with a written order from your physician/healthcare provider stating: child's name, name of medication, time medication is to be administered, dosage, diagnosis, and side effects.
- 2) **The medication must be brought to the school nurse in its original container.**
- 3) A written permission from the parent/guardian giving permission to the nurse to administer the medication during the school day.
- 4) In the event that the student has a life-threatening condition (asthma, anaphylactic allergy, diabetes) forms are available to be completed by the parent and healthcare provider. When completed, the student will be permitted to self administer these medications during school and all school sponsored events. It is the student's responsibility to carry these medications at all times. **Failure to complete these forms may result in the student being excluded from participation in field trips and/or other extracurricular activities.**
- 5) **All other medications must be stored in the school nurse's office and administered by the school nurse.**
- 6) When a student receives an immunization, he/she should bring to the school nurse a doctor's note indicating what immunization was administered and the date of administration. This information will be added to the student's immunization record.
- 7) Overnight school trips, where it will be necessary for the student to take medication, (prescription or over the counter), will necessitate a written physician's order and written parental permission. Please see the school nurse to obtain these overnight trip medication permission forms.
- 8) **Orders to administer medications in school are effective for one school year only and must be renewed by your healthcare provider annually.**

### **Student Injuries**

- 1) Students injured during the school day should immediately report the injury to their teacher or other staff member supervising the activity. The School Nurse will assess the student and provide appropriate first aid as indicated. An accident report will be completed to document the injury.
- 2) Injuries occurring outside of the normal school day, during extra curricular activities, sporting events, field trips, should immediately be reported to staff member/coach in charge of the activity who will obtain first aid for the student and initiate an accident report.
  - a. Upon return to school or the next day, the student should report the injury to the School Nurse and submit any documentation related to the injury including doctor's notes or documentation of care provided in an emergency department.

- b. The School Nurse will implement any accommodations needed as a result of the injury.
  - c. Students may not use crutches in school without a written doctor's order.
  - d. Students may not use stairs on crutches without a written doctor's note.
- 3) The district maintains Student Accident Insurance for all enrolled students. In order for a student to file a claim:
- a. The injury must have been reported as above.
  - b. An accident report must be completed in order to document all details of the injury.
- 4) Student Accident Insurance is a secondary insurance. The student's own insurance is used first and any costs not covered would then be covered under the school insurance.

### **To Be Excused From Physical Education**

Students may be excused from participating in physical education as prescribed by their health-care provider. In addition, participating in physical education may be modified by the healthcare provider. A form for this purpose is available in the School Nurse's office.

### **Students Returning to School from Medical Home Instruction**

Students placed on home instruction due to a medical concern must have written medical clearance to return to school. This should be coordinated through the Office of Special Services at the Millville Board of Education Office.

Please contact the School Nurse at least one week prior to your child's return to school. The School Nurse can assist you in determining accommodations that may be helpful as your child transitions back to school.

### **Medical Clearance to Participate in Graduation Activities**

Students on Medical Home Instruction or pregnant at the time of graduation must have a written doctor's note indicating medical clearance to participate in all graduation activities. This note should be provided to the school principal. **Failure to provide written documentation of medical clearance may result in exclusion from graduation activities.**

## **SCHOOL CONSTRUCTION REGULATIONS**

An act concerning the use or storage of certain hazardous materials in public school states that:

1. Any person who allows the use or storage of any hazardous substance in any building or grounds shall ensure that the use or storage of that hazardous substance is in compliance with the existing exposure regulations adopted by the Department of Health.
2. A notice of any construction or other activity to take place at the school that will involve the use of a hazardous substance shall be posted on a bulletin board located in the school. The notice shall state the activity to be conducted and the hazardous substances to be used. The notice shall be posted at least 2 days prior to construction except where an emergency condition develops.
3. The Board of Education shall, at least once per year, send a notice to a parent or guardian of each child attending the school stating that:
  - a) Notice of construction or other activities involving the use of any hazardous materials will be posted on a bulletin board in the school.
  - b) Hazardous substances may be stored at the school at various times throughout the year and that HSFS for any hazardous substances being used or stored are available at the school.

## **STUDENT ACCIDENT INSURANCE**

The Millville Board of Education has purchased School Time Accident Coverage to protect all students against accidental injury or death occurring while the policy is in force. The insurance covers for the hours and days when school is in session, and while attending school sponsored activities. This includes all interscholastic sports and football. Coverage is provided by Life Insurance Company of North America and is administered by Maksin Management Corp.

Insurance coverage may be extended to provide 24 hour Wrap-Around Coverage for a fee. Details of the Insurance Coverage and claim forms are available in the school office.

## **FIRE/EMERGENCY DRILLS PROCEDURES**

Fire drills are essential to the safety of students and teachers. Everyone should become familiar

with the fire drill regulations and should know specifically the directions for leaving the building from each room used. A fire drill exit sign is posted above the door in each room.

The signal for fire drills will be a long continuous ring of the fire alarm bell. There are several rules and regulations which must be followed by everyone:

- 1) When the signal comes for a fire drill, all students should rise in the rooms and prepare to exit the building quietly.
- 2) All windows are to be closed. Also, all doors should be closed after the students have left the room.
- 3) There is to be no talking during the fire drill, either inside or outside the building.
- 4) We are not concerned with a rapid emptying of the building; we are concerned that there never be any panic.
- 5) All students and teachers are to leave the building.
- 6) Space should be provided for the last group to clear the building to a distance of at least 30 feet.
- 7) When the fire alarm stops ringing, all groups are to return to the building in the same orderly fashion that was followed when leaving the building. Four separate lines should be maintained on all stairways and in corridors.
- 8) All classes should remain off the lawn during fire drills. All classes should remain on the sidewalks, parking lots, athletic field and other designated areas until they return to the building.
- 9) There is to be absolutely NO SMOKING at any time or location during a fire drill.
- 10) All students should refrain from walking along the roadway.
- 11) If a fire drill occurs during a lunch period, it is absolutely necessary that all students leave the cafeteria and proceed to their designated area . (A minimum distance of 30 feet from the building.)
- 12) Fire/Emergency drills are essential and will be held twice each month.
- 13) All students are required to remain with their designated groups during all situations which require a building evacuation, and students are prohibited from leaving school property.
- 14) Attendance will be taken when the building has been evacuated.

## **BUILDING EVACUATION PROCEDURES**

In the event of a building evacuation, due to any threat which is considered a potential danger to students and staff, the following procedures must be followed to ensure the health and safety of all staff and students and to ensure accountability for all staff and students.

The students will:

1. Follow all guidelines as directed by designated staff members.
2. Remain in their assigned areas until directed otherwise in accordance with emergency management procedures and plans.
3. Understand that no one is permitted to leave the building unless parental/guardian permission is given and a parent/guardian picks the student up and signs the proper release form. No student will be released until the conclusion of the evacuation process. A school administrator will be stationed at the main entrance to assist parents with the procedures and release form.
4. Remain calm and quiet to enable directions and information to be disseminated and heard as soon as possible.
5. Not leave their assigned area or their teacher/assigned supervisor without permission.
6. Not leave school grounds without parental escort and not before signing out with the designated school administrator.
7. Not leave school grounds due to early release/work release until approved by the principal.

The parents will:

1. Remain calm and patient during the evacuation procedures.
2. Remain in designated areas, off school grounds, during the evacuation until permitted to meet with the school administrator in charge of processing student release.
3. Sign the appropriate release form before escorting their child from school grounds.
4. Understand that their son/daughter may not leave school grounds with anyone other than their parent/guardian.

5. Understand that their son/daughter may not leave school grounds regardless of their age.

6. Understand that school operations will resume as soon as possible following appropriate approval to return to the building.

The school district administration and school administration will respond to all emergency situations in accordance with approved Crisis Management Guidelines. All school rules and regulations regarding student code of conduct and acceptable behavior are in effect. Emergency situations may be stressful, and the school administration recognizes this tendency. However, to ensure the health and safety of all parties, students and parents must comply with all procedures and guidelines. Students may be subject to disciplinary action if they do not follow school rules and regulations and comply with emergency management procedures.

## **ATHLETICS**

On behalf of the Athletic Department, we support interscholastic athletics. We hope we will live up to the student's expectations and he/she to ours. Everyone is willing to assist athletes in any way possible, so do not hesitate to ask.

The purpose of this section is to set policies and guidelines so that students and parents are informed on what we, the Athletic Department, are doing. The student and his/her parents must feel that he/she is capable of participating in interscholastic athletics and he/she must be aware of the physical hazards which may be encountered including fractures, brain injuries, paralysis and even death.

Our philosophy is to strive for success, growth and participation.

Interscholastic sports consist of three levels of play: freshman, junior varsity and varsity.

The following interscholastic sports are offered to boys: football, soccer, cross country, basketball, wrestling, swimming, baseball, track, tennis and golf.

The following interscholastic sports are offered to girls: field hockey, lacrosse, soccer, tennis, cross-country, basketball, swimming, softball, track and golf.

The Athletic Department desires that the youth of Millville High School take advantage of the many opportunities available for participation. We feel that the students participation in interscholastic and intramural sports will serve as a catalyst to promote a great school year for all Millville High School students. The spirit of competition, cooperation, and good clean fun can permeate the entire school, thereby promoting academic and social growth.

## **ATHLETIC ELIGIBILITY GUIDELINES**

All students are responsible for knowing the N.J.S.1.A.A. Eligibility Requirements pertaining to interscholastic sports. If a student intends to participate in any team sport at Millville Memorial High School or Millville Senior High School, he/she must obtain a copy of the New Jersey Interscholastic Athletic Association's Eligibility Requirements from the athletic director, school nurse, or coach of the sport in which he/she intends to participate. New Jersey Code now requires all candidates for an athletic team to have a physical examination prior to the first practice session. This includes anyone involved in weight training and conditioning, as well as any athlete participating in voluntary workouts or practices during the summer, under the supervision of a coach. The physical examination must be performed by the student's primary healthcare provider (M.D., D.O., Advanced Practice Nurse or Physician's Assistant). The results of the examination must be recorded on the Millville High School Pre-Participation Physical Examination Form. These forms are available in the school nurse's office, the main office, or the athletic director's office.

The form must be completed and signed by the parent/guardian and must also be completed and signed by the primary healthcare provider (the healthcare provider's signature must be legible). Once the form is completed, it must be returned to the school nurse, in order to be approved by the school physician.

Please schedule an appointment as soon as possible to ensure that your child is able to participate in the first scheduled practice.

The school nurse at the Senior High School is available to answer questions at 856-327-6046. The athletic director is also available to answer questions at 856-327-6059, option 4.

## **N.J.S.I.A.A. ELIGIBILITY REQUIREMENTS:**

1) A student-athlete is eligible for only eight consecutive semesters from the date of his/her first entrance into ninth grade.

2) A student-athlete must not have reached the age of 19 prior to September 1st of the current school year to participate on the varsity or junior varsity teams. Freshman student-athletes must not have reached the age of 16 prior to September 1st of the current school year to participate on a freshman team.

3) To be eligible during the fall and winter seasons, a student-athlete must pass 25% of the State requirements for graduation (please see below).

4) To be eligible for the spring season, a student-athlete must pass 12.5% of the State requirements for graduation (please see below).

5) Any summer work (for make-up purposes) completed and approved by the school district before the sixth school day in the semester starting September, may be used for eligibility purposes.

The New Jersey State Board of Education has adopted revised regulations addressing high school graduation.

The following provides you with an annual breakdown of how this revision will affect scholastic eligibility (Article V, Section 4.E-N.J.S.I.A.A. Bylaws) for interscholastic athletics.

### **First Semester Eligibility (Fall & Winter Seasons):**

10th – 12th Grade – Earned 30 Credits – Previous Year

9th Grade – Exempt from the Credit Rule

### **Second Semester Eligibility (Spring Season):**

9th – 12th Grades – Earned 15 Credits – Previous Semester

## **LOCAL ELIGIBILITY STANDARDS (MILLVILLE SCHOOL DISTRICT):**

We, at Millville Senior High School & Memorial High School, feel strongly that students should maintain a proper academic perspective throughout their high school years. Therefore, the following Local (Millville High School) Eligibility Standards are in place and explain the needs of athletes experiencing academic problems while participating in a sport:

### **1) One course failure or one incomplete grade during a marking period:**

Athletic eligibility is to be determined by the head coach of the sport and the student athlete will be placed on probation (indefinite period at the coach's discretion).

### **2) Two course failures or two incomplete grades (or any combination) during a marking period:**

The student athlete is automatically ineligible for one marking period until his/her grades becomes available or incomplete grades are made up satisfactorily.

Transfer students shall be subject to the above guidelines based on the transcript which is used to determine N.J.S.I.A.A. eligibility.

Student-athletes shall be in attendance at school by 9:09 AM in order to participate in practice or game scheduled for that respective day (Seniors with an Early Release must arrive by 7:40 AM).

## **STUDENT ORGANIZATIONS - OFFICER QUALIFICATIONS**

The duties of each officer is determined by the advisor of that organization and their Executive Committee Officers are expected to maintain a good academic and conduct record while serving their students. The Executive Committee shall review an officer's qualifications. An officer candidate shall have the following:

1) A 2.5 grade point average or better.

2) Written approval from the Vice Principals in Charge of Discipline and Attendance.

3) Written approval from the Supervisor of Guidance.

The Executive Committee shall review an officer's qualifications for membership if the following occurs:

1) If the officer receives one course failure or incomplete grade, the officer will be placed on probation.

2) If the officer receives two course failures or incomplete grades, the officer will have a hearing. The hearing date will be set as expeditiously as possible.

3) If the officer receives three course failures or incomplete grades, the officer will be automat-

ically dismissed. There will be no hearing or appeal.

4) If the officer receives 50% of total course failure or incomplete grades, the officer will automatically dismissed. There will be no hearing or appeal.

The recall provision will be under the supervision of the Executive Committee.

### **Officers Recall**

Officers Recall: The Executive Committee consists of the Student Council President, Honor Society President, Class Presidents (sophomore, junior and senior), the Principal and all Advisors. If, in the eyes of the Executive Committee, a member fails to fulfill the requirements of his/her office as outlined in the constitution, he/she shall be removed from membership with final approval of the Executive Committee.

The officer to be recalled shall have the right to address the Executive Committee.

After review of the officer is question, the Executive Committee will render a decision based on two-thirds majority vote.

This recall provision takes precedent over each organizations recall procedure.

## **STUDENT COUNCIL**

The Student Council is composed of students who make petition to the Council for membership. Representatives are elected at large each year from the entire student body. There are five executive officers elected by the Council. The president must come from the senior class, but the vice president, treasurer and recording secretary may come from any class. The corresponding secretary, however must come from either the junior or senior class.

The Student Council is in charge of registering all clubs and setting requirements and dates for class elections.

Furthermore, existing policy prohibits students from holding executive positions in more than one major student organization (i.e., Student Council, Honor Society, Class Officer).

## **NATIONAL HONOR SOCIETY**

Each year a certain number of students from the junior and senior classes are elected to the Millville Chapter of the National Honor Society. The purpose of the Honor Society is to create an enthusiasm for scholarship, stimulate a desire to tender service, promote worthy leadership, and encourage the development of character of pupils at Millville High School.

It is our purpose to inform students of some of the rules concerning the nomination and responsibilities of being a member of the Honor Society. Students are elected on the basis of four areas: Scholarship, Leadership, Service and Character. The standards to be followed are:

- 1) Scholarship: No less than a 3.5 cumulative average.
- 2) Leadership: A demonstration of how one demonstrated conspicuous leadership skills.
- 3) Service: Active members must attend 50% of the monthly meetings.
- 4) Character: The maintenance of the level under which elected.

Therefore, we ask that each student in the junior and senior classes complete a form and list all activities that they have participated in, in the way of service and leadership, both in and out of school since entering ninth grade. THE NOMINEES SHOULD NOT BE MODEST. The Selection Committee sees no names, and thus judges students on what they have submitted in writing on their application. Interested students should apply through the Guidance Office when applications are requested. Only those who have formally applied and filled out a detailed application form will be considered for membership by the Faculty Selection Committee.

## **MILLVILLE SCHOOL BASED YOUTH SERVICES PROGRAM**

### **“Linking Students & Services for Success”**

The School Based Youth Services Program is a New Jersey Department of Human Services initiative. It is collaboration between the New Jersey Department of Children and Families, Millville Board of Education and Inspira Health Network. It is a comprehensive student centered health and wellness program that provides direct services, which are available to all students on-site. The Millville High School program is called LINK. The goal of LINK is to help facilitate healthy adolescent development. The student center is available to all students before, during and after school and throughout the summer. The program is staffed and operated by Inspira Health Network personnel.

Our services include: learning support, individual, group, and family counseling, preventative and episodic healthcare, pregnancy prevention and support, drug and alcohol education, employment services, and recreation/enrichment activities.

Students can access the **LINK** center and services by referral (school personnel, parents/guardians, friends) or simply by dropping in themselves. Any student who wishes to participate in programs offered through **LINK** must first return a parental consent form signed by his or her legal guardian if the student is under 18 years of age. **LINK** student center is located in the old weight room adjacent to the girl's gym. If you have any additional questions contact **LINK** at (856)-327-6040, ext 2905.

Staff Members:

Mary Anna Ledden, Director  
Tim Callahan, Mental Health Counselor  
Tia Escalera, Youth Development Specialist

Teri Fiordimondo, Program Assistant  
Jamie Slaven, Nurse Practitioner

## CLUB PROGRAMS

**Academic Team:** Students compete in questions and answers on topics such as history, math, literature, science, current events, geography, and a wide variety of trivia. Students will compete in numerous competitions throughout the region.

**Anime Club:** Open to any student who is interested in Anime and Manga and who wishes to be part of a group that views Anime, discusses and celebrates the Japanese culture, and celebrates diversity.

**AVID Club:** Open to all current AVID students, this club's purpose is to strengthen the "family" atmosphere of all students in the AVID program. Students will voluntarily meet weekly to assist one another with their studies as well as for social activities to foster AVID collegiality.

**Books and Pens Club:** This club welcomes all students who enjoy reading various contemporary pieces of literature or those who are interested in sharing their creative writing (poetry, short stories, and novels). The club meets monthly to have the book club discussion or to share and write creative pieces.

**Bowling Club:** For enthusiastic students. The club teaches good sportsmanship and the value of both individual and team effort.

**Clay Club:** Anyone who wants to learn beginning elements, expand creativity, or sharpen skills in the art of ceramics is welcome. Students have the opportunity to experiment with ceramics outside of the classroom as either a beginner or advanced artist as well as share their work with classmates and the community.

**DECA:** The co-curricular component of marketing education. Membership in DECA is open to all who are enrolled in a state approved Career-Technical Marketing Education Program including Business and Management Pathway students. DECA provides opportunities for students to develop skills in the areas of vocational understanding, leadership development, civic consciousness and social intelligence.

**Echoes of Encouragement Christian Youth Club:** Open to all students who want to participate in a group that focuses on the spiritual aspect of human nature and encourages all people to use their gifts and abilities in an altruistic manner.

**Gaming Club:** This club provides an opportunity for students who are interested in games of all kinds, appropriate for school, to share like interests and learn something new.

**Glamour Gals:** Open to all students, the Millville High School chapter is committed to providing beauty makeovers to elderly women at a local nursing home. Students will learn positive communication and leadership skills as well as learning to serve others in their community.

**Go Green Club:** The goal of the Go Green Club is to provide awareness of our planet's resources. The Go Green Club is for all students who want to have a positive impact on the environment.

**GSLA:** For students who are interested in creating an openhearted and nurturing environment to discuss current issues in regard to our diverse society.

**Health and Physical Education Leader's Club:** A group of students who have been selected on the merit of their outstanding performance in health and physical education as well as maintaining a minimum 2.5 grade point average and a yearly attendance and lateness record not to exceed 12 per year. Additionally, members should display characteristics of leadership and service. Selection is determined with input from the health and physical education staff, the entire faculty and the administration. Members are selected yearly. They perform multiple tasks in health and physical education including, but not limited to, officiating, assisting in instruction, preparing fields, demonstration, leading exercises, and leading class discussions.

**Health Professions Club:** Open to all students wishing to explore career options within the health field, participate in discussions with speakers from health care professions, discover avenues to continuing education upon high school graduation, and have a dialogue in regard to current ethical matters within the medical field.

**International Club:** The aim of the International Club is to bring together students of all backgrounds. The organization is comprised of Spanish as well as Latin, French and German students. We provide an opportunity for students to meet and interact with others and learn their culture. Currently, there are over 120 students who are members of the Club. Each fall the International Club sponsors a Fall Fundraiser and themed cultural activities are held monthly in the Orange Cafeteria. During Christmas the Club contributes to "Toys for Tots" as a community service activity. Finally, a \$200.00 scholarship is awarded each year to an outstanding senior member.

**Jazz Band:** For students interested in performing as part of a jazz group. For instrumentalists who wish to perform for school functions, assist in maintaining good school spirit and spotlighting school activities.

**Key Club:** School and community service organization sponsored in cooperation with Kiwanis International.

**Madrigals:** Students are selected by audition and must be available for extracurricular rehearsals and programs. Students perform for school, community, and civic organizations.

**Math Club:** Gives students the opportunity to study mathematical theories and concepts.

**Mock Trial:** Provides a stimulating, deeper understanding, and appreciation of the American legal system. It brings law to life for students through active preparation for and participation in competitions. It increases comprehension of the historical, ethical, and philosophical basis of the American system of justice and demystifies the operation of the law, court procedures, and the legal system. Students will participate in an actual court trial with students taking on the role of lawyers, witnesses, and jurors.

**Model Congress:** Gives students a chance to engage in a role-playing simulation of the United States Congress. It is our mission to educate students in the workings of our government and to encourage their active involvement in the democratic process. Students will have the opportunity to gather at the State House Annex in Trenton and at Rider University as state "delegates" to discuss the pressing issues we face today at Party Platform Day in December, Leadership Day in February and a 2-day, overnight simulation at Rider University in March.

**National Honor Society:** An international high school organization. Qualifications for membership are scholarship, leadership, service and character.

**Natural Helpers:** Peer leadership program offered to students at the secondary level. Students are trained to help fellow students.

**NJ Envirothon:** In preparing for the New Jersey Envirothon competition, high school students pursue in-depth knowledge about New Jersey's natural resources and gain skills needed to navigate the complex environmental issues of today and tomorrow. Guided by a local teacher or parent, the participants use online study guides and attend in-person training workshops provided by natural resource professionals from the various sponsoring organizations. Early in May, teams of five students convene for a day-long problem-solving competition, with honors, prizes, and scholarships at stake. Areas of competition include Aquatics, Forestry, Soils, Wildlife, Team Presentation, and a Current Environmental Issue.

**Peer Mediators:** Students are trained to assist fellow students to resolve conflicts. Students are selected by their peers.

**School Play:** For grades 10, 11 and 12. Presents two plays, dramatic or comical, in the fall and spring. Openings for: acting and production, makeup, costumes, set construction, properties, etc. Experience helpful but not necessary.

**Sign Language Club:** This club is open to all who wish to have fun while trying a hand or two learning a new language.

**Stage Crew Club:** Gives service to all auditorium activities. Responsibilities are lighting, staging, sound and backstage programming.

**Step Team:** This group choreographs and performs innovative routines in events such as concerts, parades and certain school functions.

**String Club:** A club where you can learn a stringed orchestral instrument. Every experience level is acceptable including beginner.

**Student Council:** Fosters school spirit and provides participation in school government.

**Tattler Club:** The school newspaper at Millville Senior High School and Memorial High School is for volunteer journalism enthusiasts. Project is both during school and extra curricular.

**Tech Club:** For all students and staff, this club welcomes all levels of digital experience. Come and take part in activities such as games, web design, hardware and software, keep up to date on modern technology, use web 2.0 tools and many more "tech savvy" activities.

**Torch:** The school yearbook is prepared for publication by Journalism 11 students as a class activity, but it may require work during study halls or after school hours.

**Weight Training Club:** For students interested in physical conditioning.

## **AWARDS and SCHOLARSHIPS**

Gary Ivan Adams Scholarship  
Alpha Delta Kappa, Alpha Lambda Chapter, Carmella Berry Scholarship  
American Legion, Nabb-Leslie Post #82, Chorus Award  
American Legion, Nabb-Leslie Post #82, Citizenship Award  
American Legion, Nabb-Leslie Post #82, Scholarship  
American Legion, Nabb-Leslie Post #82 Auxiliary - Cora Nabb Memorial Scholarship  
Antique Arts & Cultural Society of South Jersey Award  
Athletic Excellence Award (Varsity Letter - 3 sports, 1 year)  
Athletic Excellence Award (4 year Varsity Letter, 1 sport)  
Athletic Coaches Award  
Attendance Awards  
AVID Scholarship  
AVID Service Scholarship  
The Ellen and Jim Nickerson AVID Scholarship  
Jasmin Butterfly Thomas Memorial AVID Scholarship  
The CJ and Rose Wade AVID Scholarship  
Doug Bailey Foundation Scholarship  
Scott R. W. Bailey Engineering/ Architect Memorial Scholarship  
Scott R. W. Bailey Environmental Science Memorial Scholarship  
Scott R. W. Bailey Cumberland County College Memorial Scholarship  
John "Bucko" Barbose Memorial Award  
Dr. James A. Beebe Football Award  
Bowling Club Award  
Dawn S. Brown Memorial Scholarship  
CCASA/ Allen Associates Insurance in Memory of Stanley H. Allen Scholarship  
The Michael Calareso Scholarship Award  
Cheerleader Booster Scholarship for Football Season  
Cheerleader Booster Scholarship for Basketball Season  
Commercial Township PTA Scholarship  
Contribution to Physical Education and Athletics Award  
Copenhaver Bilingual Award  
Dougie Cossaboon Memorial Scholarship Award  
Joe Cossaboon Memorial Award  
Charles "Chub" Cox American Legion Memorial Award  
Charles "Chub" Cox Memorial Band Award  
Cumberland County Municipal Clerk's Association Award  
Cumberland County Retired Educator's Association Award  
Cumberland County School Nurse Association Award  
Cumberland Players Award  
The Daily Journal Journalism Award  
Florence & J. Peter Davidow Memorial Scholarship  
S. Lorne Davidson Memorial Scholarship  
Jareth L. DeVecchio Memorial Scholarship Award  
The Daniel K. DeTullio Sr. Wrestling Scholarship  
Distinguished Achievement Medal  
Doug and Shawn Memorial Scholarship  
Downtown Milville Merchants Association and James F. Penland Memorial Scholarship  
Ron Durham Football Award  
The Espoma Company Scholarship  
Brett Fauver M.S.H.S. Class of 1990 Memorial Award  
Robert D. Fazzaro, M.D. Memorial Scholarship  
Fine Art Achievement Award  
Fine Art Scholastic Award  
Fine & Performing Arts Department Band Award  
Fine & Performing Arts Department Dessert Theater Award

Fine & Performing Arts Department Script & Quill Award  
 Fine & Performing Arts Department Select Choir Award  
 Fine & Performing Arts Department Spring Musical Award  
 Go Green Club Scholarship  
 Dolores W. and Joseph G. Haas Memorial Vocal Scholarship  
 Paul F. & Beryl A. Heckendorn Memorial Award  
 Leon Henderson Memorial Scholarship  
 Community Foundation of New Jersey - Lillian Henry Memorial Award  
 Pennington Hess Memorial Scholarship  
 Robbie Hoffman Memorial Scholarship  
 Sheppard W. Hogan Masonic Award  
 Holly Heights Parents in Partnership Scholarship  
 Amanda Marie Homan Memorial Scholarship  
 Gerald and Mary Hoskins Memorial Scholarship  
 Japanese American Citizens League Award  
 Axel J. Johnson, Jr. Memorial Scholarship Award  
 Gary R. Kessler Memorial Scholarship for Technology  
 C. Everett Key Memorial Award in French  
 Helen Key Memorial Award in Spanish  
 The Kiwanis Club of Millville - Kiwanis Key Club Award  
 The Kiwanis Club of Millville - Kiwanis Participation Award  
 The Kiwanis Club of Millville - McDonnell/ Nichols Award  
 Lifetouch Photography Most Photogenic Awards  
 Loyal Order of Moose Vineland Lodge #434 Award  
 M.S.H.S. Senior Class, Panas-Hess Scholarship  
 M.S.H.S. Chapter of the National Honor Society, Marion Ayars Memorial Scholarship  
 M.S.H.S. Chapter of National Honor Society CTE Department Award  
 M.S.H.S. Chapter of National Honor Society Scholarships  
 M.S.H.S. Chapter of the National Honor Society Fine & Performing Arts Award  
 M.S.H.S. Class of 1982 Scholarship  
 M.S.H.S. Class of 1965 Scholarship  
 M.S.H.S. International Club Outstanding Member Award  
 M.S.H.S. Leadership Scholarship - Senior Class President  
 M.S.H.S. Leadership Scholarship - Honor Society President  
 M.S.H.S. Leadership Scholarship - Student Council President  
 M.S.H.S. Valedictorian Award  
 M.S.H.S. Salutatorian Award  
 M.S.H.S. Math Club, John (Jack) Zellers Memorial Award  
 M.S.H.S. PTSA Scholarship  
 M.S.H.S. Senior Class Service Awards  
 Marketing Leadership Award  
 Maurice River Township Teacher Association Scholarship  
 Memorial Football Scholar/ Athlete Award  
 Memorial Football Award  
 Richard H. Menz Memorial Award  
 G. Larry Miller Scholarship  
 Millville Public Schools Gifted & Talented Scholarship  
 Millville Administrators Association Award  
 Millville Babe Ruth League, Dougie Cossaboon Memorial Scholarship  
 Millville Babe Ruth League, Stephen Lauser Memorial Scholarship  
 Millville Education Association Award  
 The Millville Music Booster Award  
 Millville Senior High School Alumni Association Award, Bill Reese Memorial Scholarship  
 Millville Senior High School Football Alumni Association Award, Bill Reese Memorial Scholarship  
 Millville Junior Wrestling Program - Wil Goodwin Award  
 Millville Police P.B.A. Local #213, Jack Evans Outstanding Police Officer Scholarship

Millville Police P.B.A. Local #213, Joseph Bybel Memorial Award  
 Millville Recreation Department  
 Millville Savings & Loan Association CTE Awards  
 Karen M. Fithian Memorial Award presented by Millville High School Soccer Alumni Association  
 Coach Wayne Ingling Soccer Award presented by Millville High School Soccer Alumni Association  
 Millville Woman's Club Literature Department Award  
 Phyllis Mitchell Memorial Music Scholarship  
 Frank Morrissey Memorial Scholarship  
 The Dr. Maximilian J. Muenzer Award for Excellence in German Studies  
 Dr. Maximilian and Ruth Muenzer Award for Excellence in Latin Studies  
 NJSIAA Scholar Athlete Award  
 Edwin C. Noon Memorial Business Award  
 Edward Oliva Memorial Scholarship  
 Outstanding Biology Student Award  
 Outstanding Chemistry Student Award  
 Outstanding Physics Student Award  
 Outstanding Male Senior Athlete Award  
 Outstanding Female Senior Athlete Award  
 Outstanding Senior Athlete Award  
 Outstanding Female Senior Scholar Athlete Award  
 Outstanding Male Senior Scholar Athlete Award  
 C. V. Paladino & Sons Scholarship  
 Peer Mediation / Conflict Resolution Award  
 Mildred Charlesworth Pepper Scholarship  
 Physical Education Department Awards  
 Physical Education Leaders Club Awards  
 President's Education Awards Program  
 Principal Leadership Award  
 Principal Outstanding Contribution Award  
 The Radcliffe Family Memorial Scholarship  
 Phillip Richter Tennis Memorial Scholarship  
 Deborah Rieger Memorial Award  
 Willam and Paula Ring Scholarship Award  
 Rocap-Shannon Award  
 Salmon Family Scholarship  
 John & Sarah Scanlan Memorial Scholarship  
 Peter Schneider Memorial Award  
 Peggy Schwegel Community Service Memorial Award  
 Science Department Scholarship  
 Robert D. and Elsie D. Shaw Memorial Award  
 Dr. Norman Sherman Memorial Award  
 Silver Run Elementary School PTO Alumni Award  
 Marshall R. Smith Cancer Foundation  
 Student Council Scholarship, Clete Cannone Memorial  
 Student Council Scholarship  
 Tony Surace Sportsmanship Award  
 The Gene Tubertini Music Scholarship  
 United States Marine Corps' Distinguished Athlete Award  
 United States Marine Corps' Patriot Award  
 United States Marine Corps' Scholastic Excellence Award  
 United States Marine Corps' "Semper Fidelis" Award  
 United States Army Reserve National Scholar/Athlete Award  
 Richard Gerard & Kathleen Mary Sliwak VanDyke Scholarship  
 Staff Sergeant Thomas A. Walkup, Jr. Scholarship  
 Albert Waltman Memorial Scholarship  
 Genevieve Blake Waltman Healthcare Career Scholarship

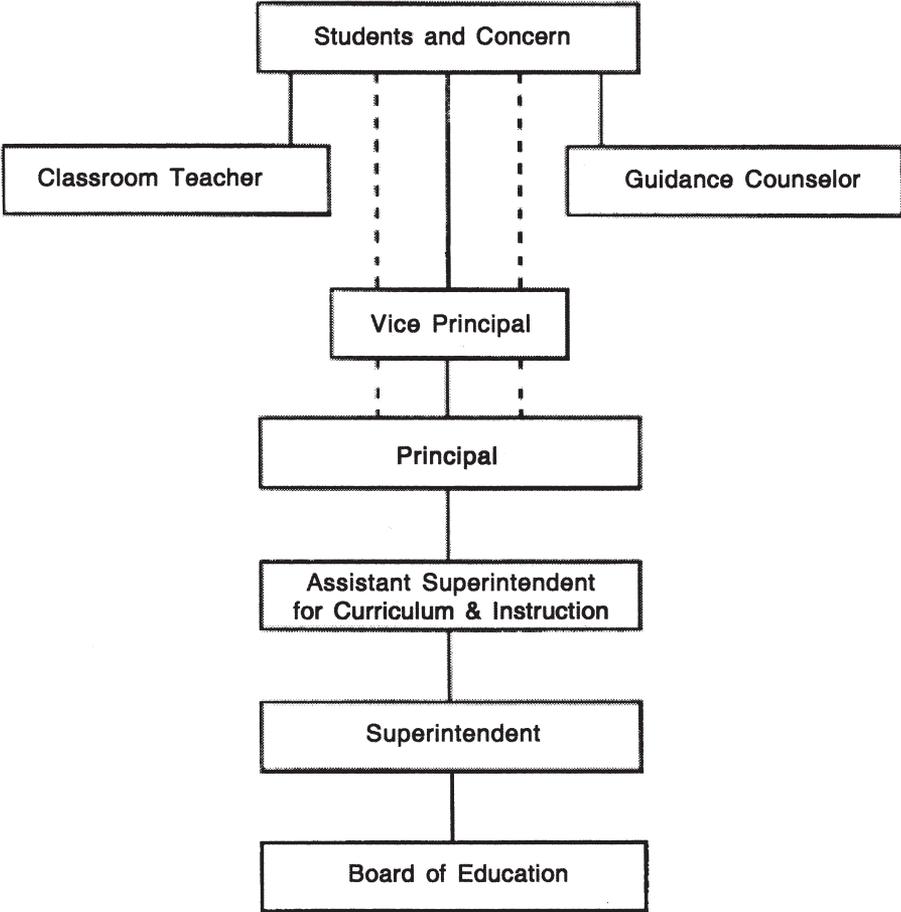
Frank C. Webb Memorial Scholarship  
The Lee Whildin Memorial Scholarship  
The Pat Witt Fine Arts Award  
Marvin M. Wadlinger Scholarship  
Community Foundation of New Jersey - Alice K. Wolf Scholarship  
Jean Woodcock Memorial Award given by the Christ Episcopal Church  
Henry Wyble Memorial Scholarship

**ADDITIONAL OUTSIDE AWARDS**

2014 Horatio Alger New Jersey Scholar  
Fenton Anderson Memorial Scholarship  
Constance Jost Memorial Art Scholarship  
Jewish War Veteran's Scholar Athlete Award  
Italian American Scholarship  
Millville Elks #580  
Members First of New Jersey  
Millville Municipal Alliance  
Edward Pinson Scholarship Award  
Sorooptimist Violet Richardson Award  
Cape Shore Chorus Scholarship

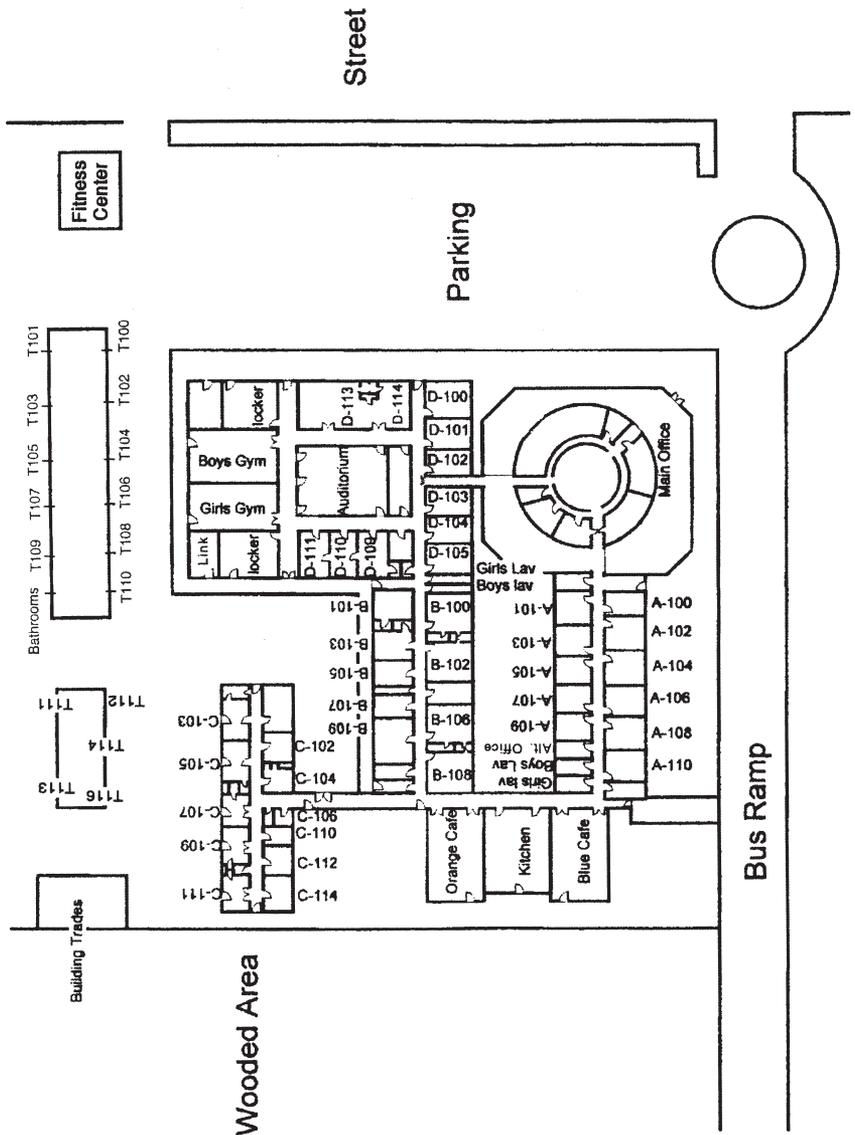
# MILLVILLE HIGH SCHOOL STUDENT CONCERN PROCEDURE

Students having concerns about school system policies, rules or regulations should attempt to resolve the issue at the lowest level closest to the issue.



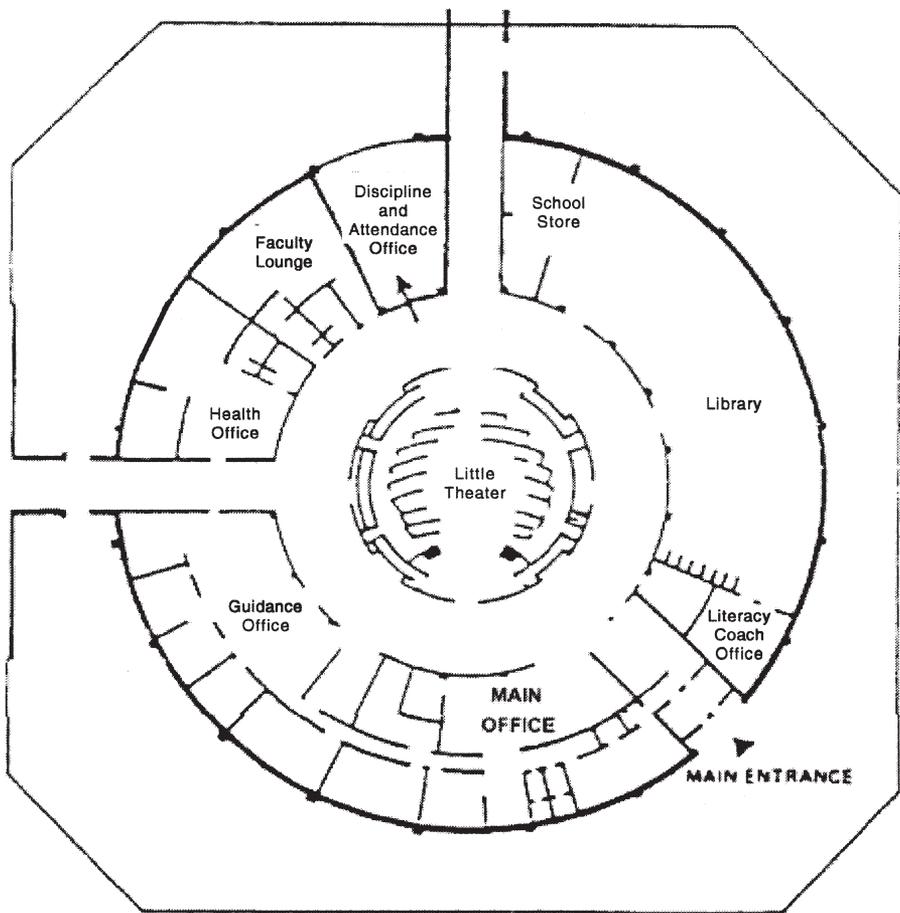
NOTE: All students are always encouraged to come directly to the administration (principal, vice principal, etc.) with any problems.

# Map of Millville Senior High School



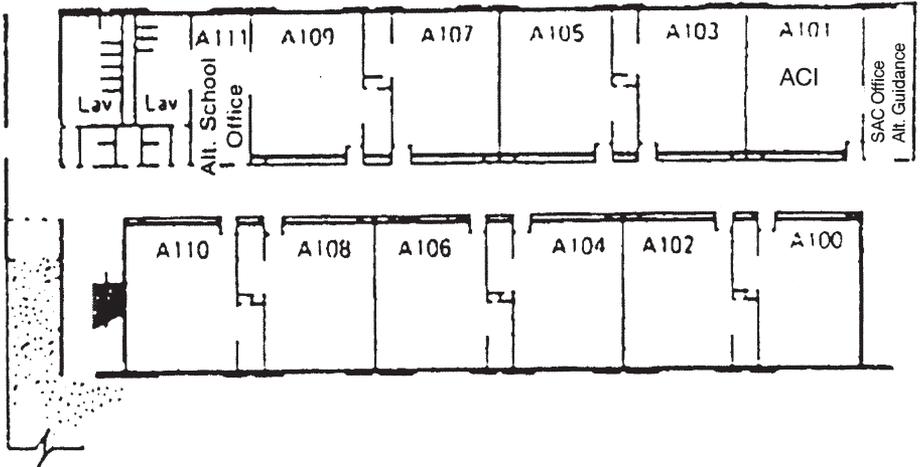
“A” and “B” Halls  
have second floor classrooms

# ADMINISTRATION WING



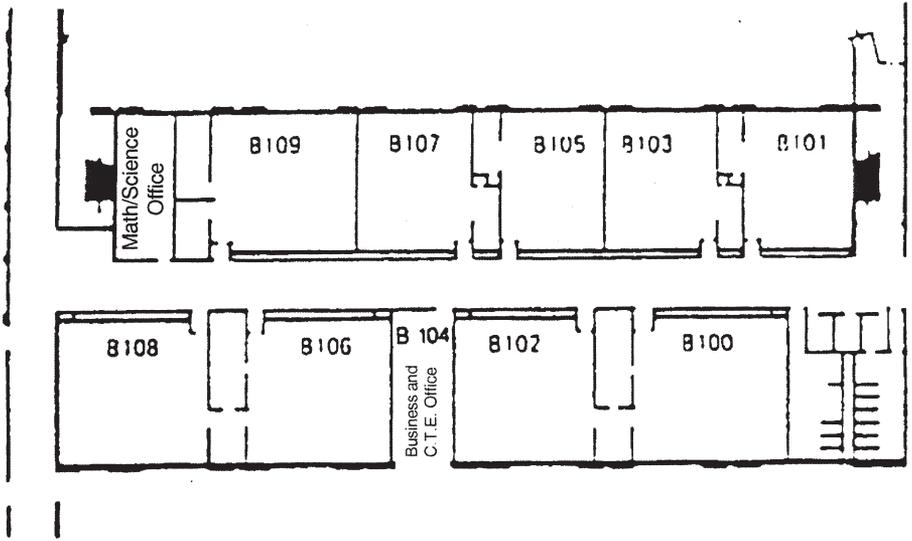
# 'A' and 'B' WING - FIRST FLOOR

## "A" WING



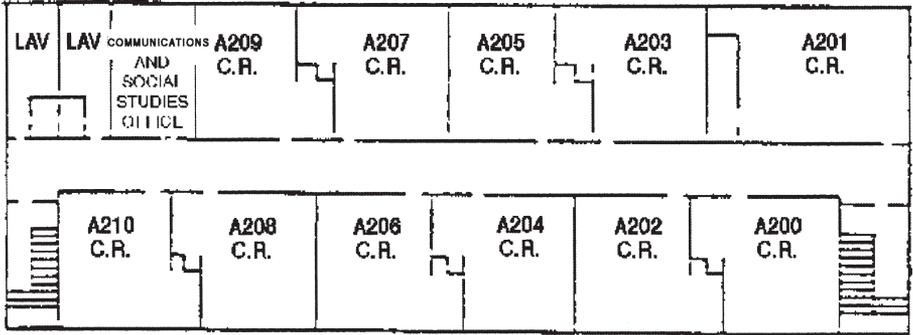
Bus Ramp

## "B" WING

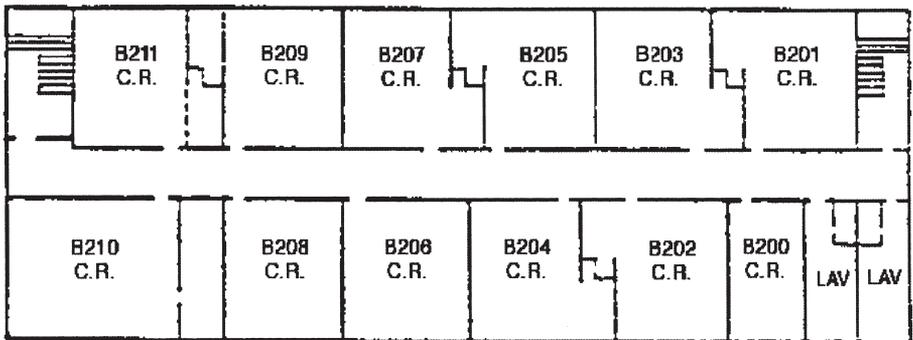


# 'A' and 'B' WING - SECOND FLOOR

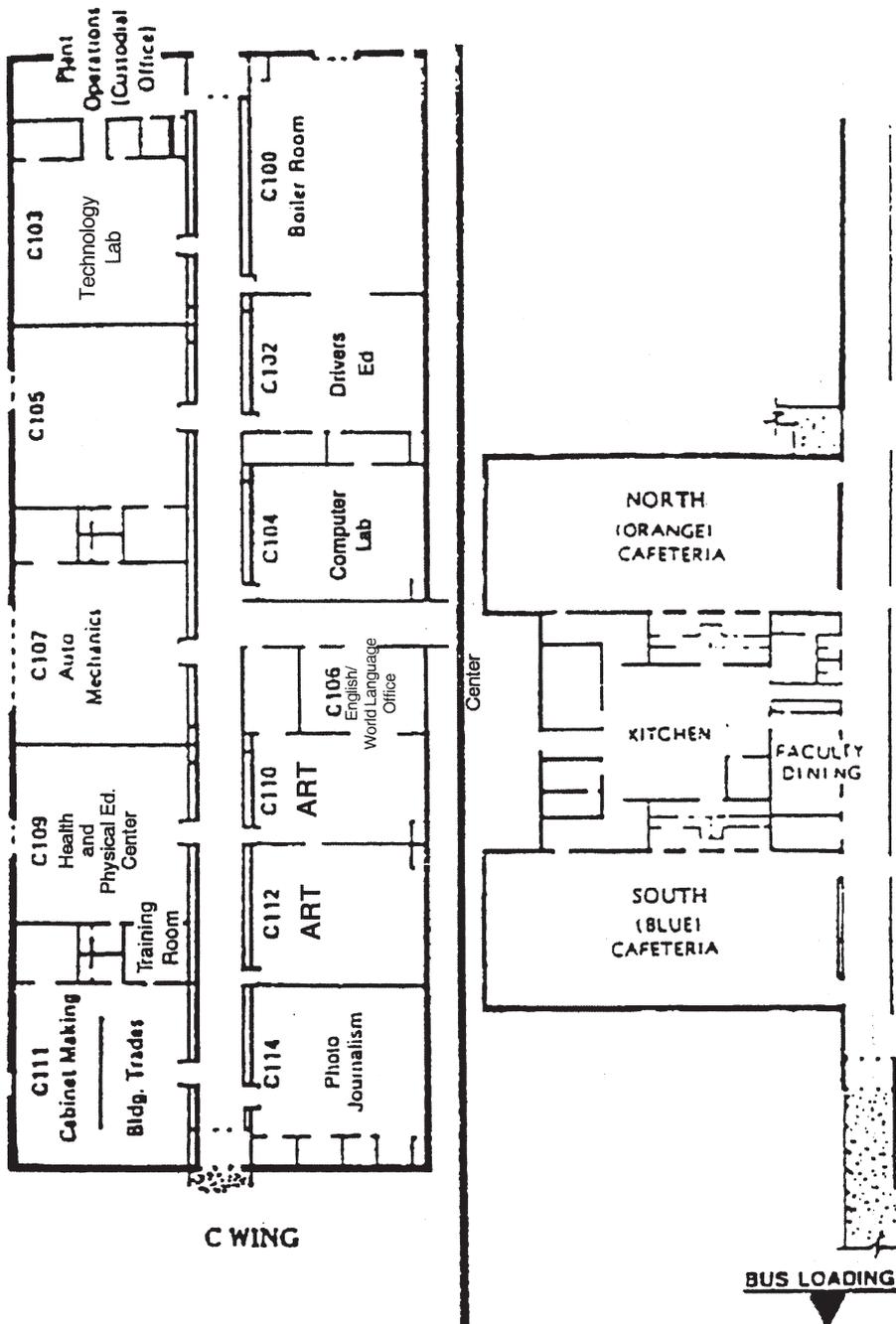
## 'A' WING



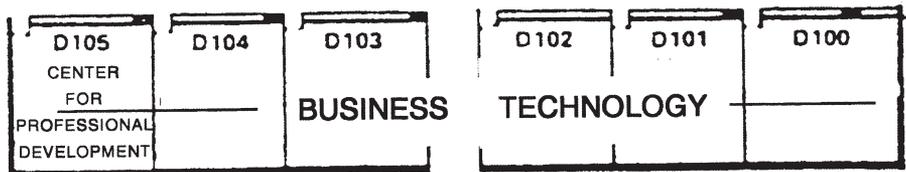
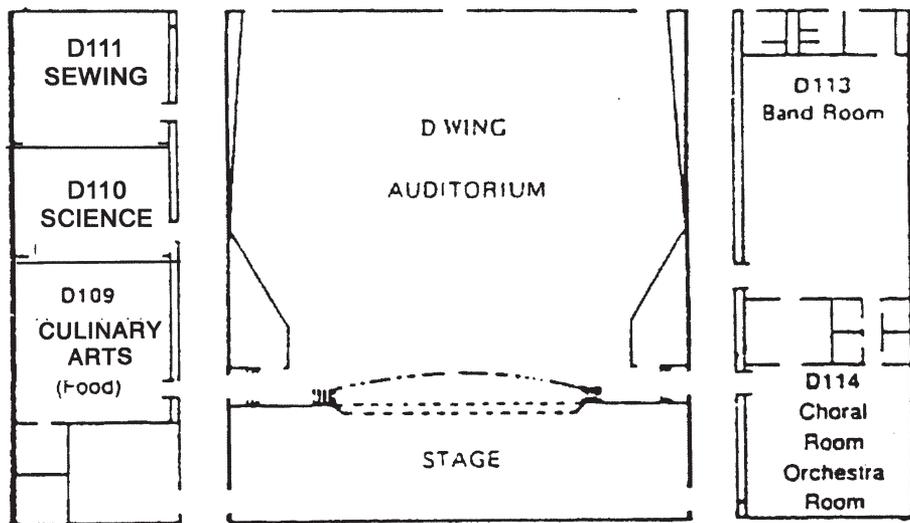
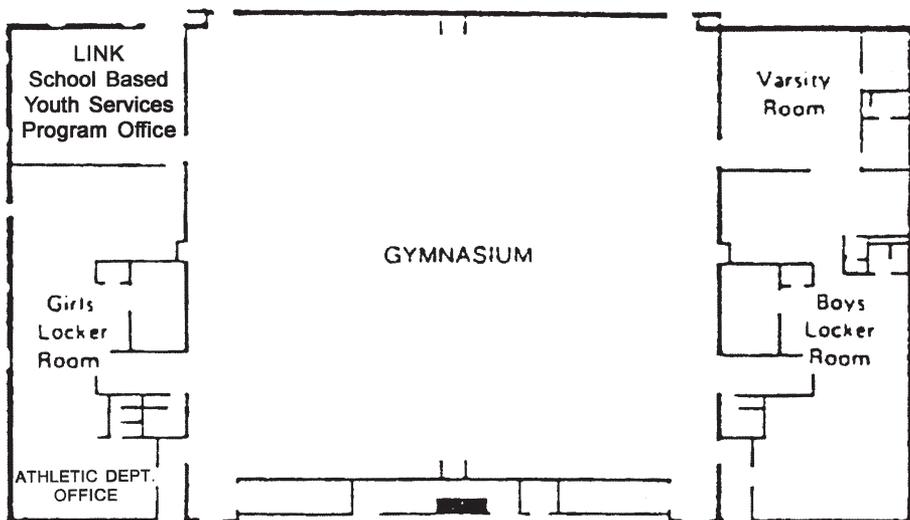
## 'B' WING



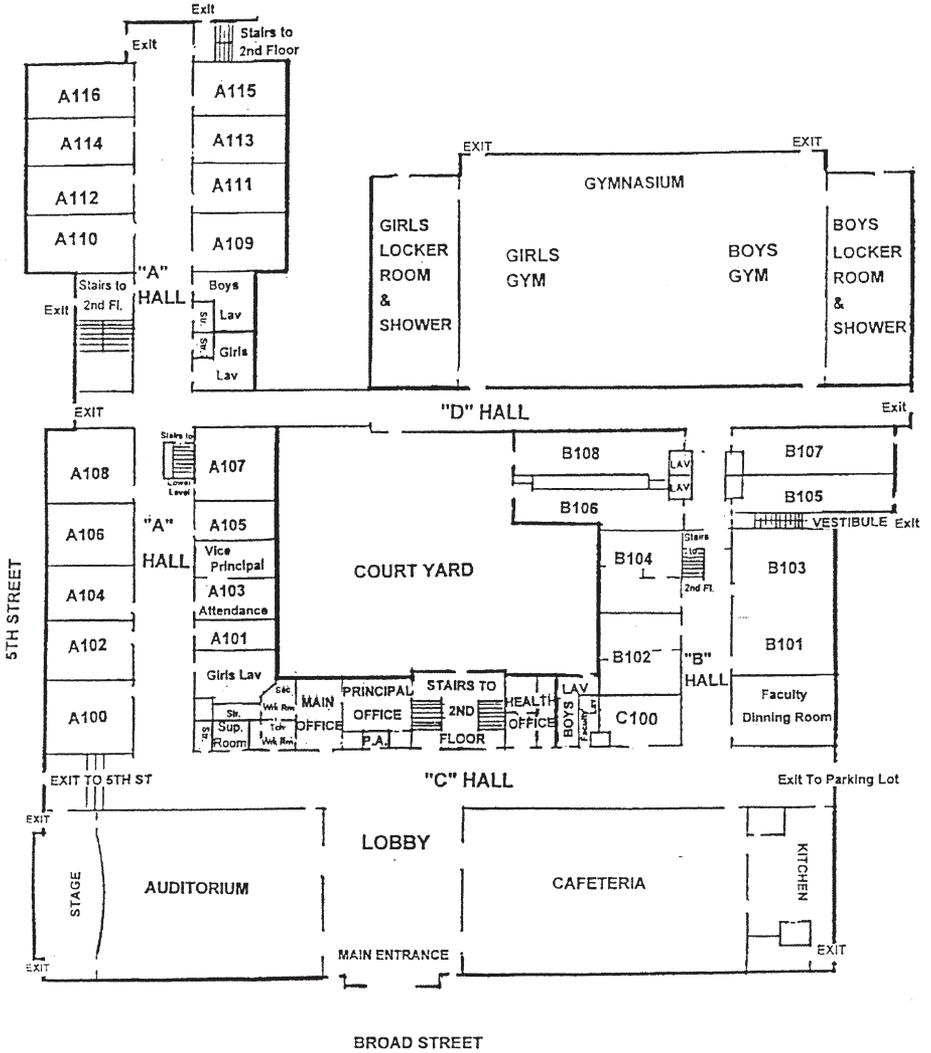
# CAFETERIA AND KITCHEN



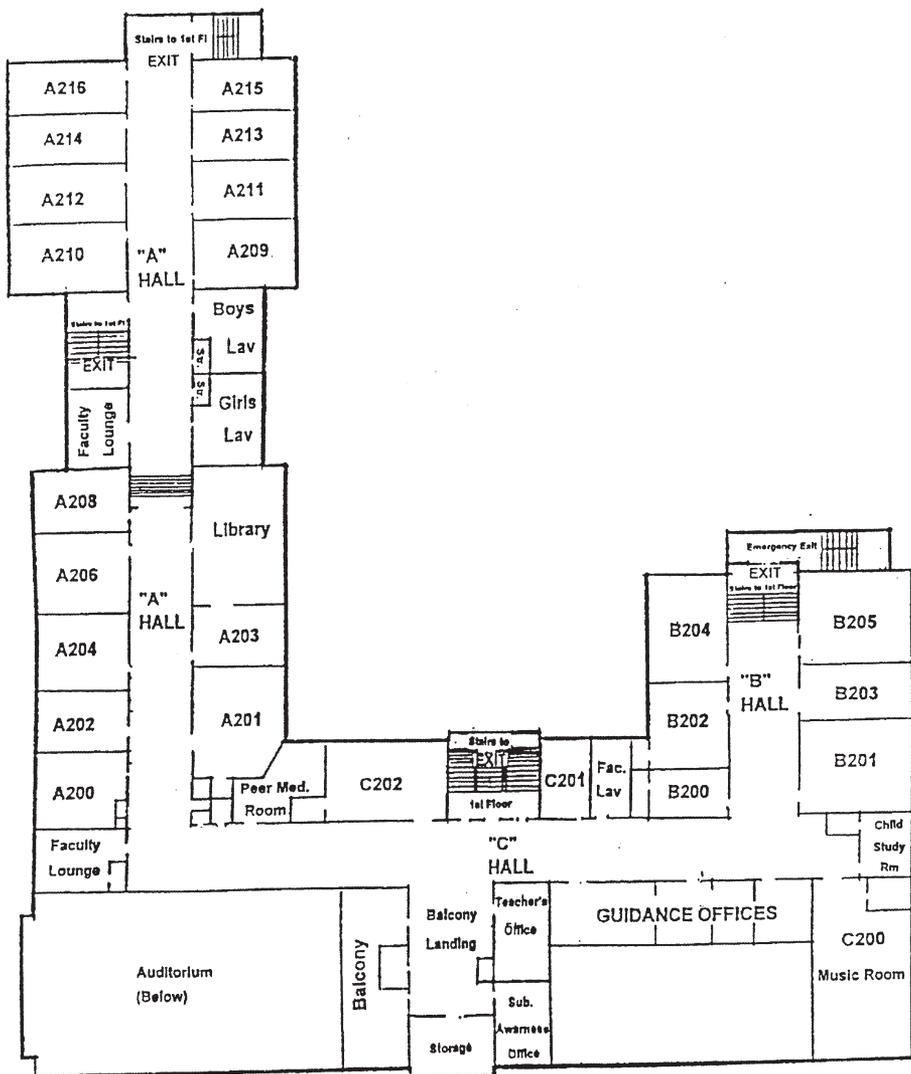
# AUDITORIUM AND GYMNASIUM



# MILLVILLE MEMORIAL HIGH SCHOOL FIRST FLOOR LEVEL



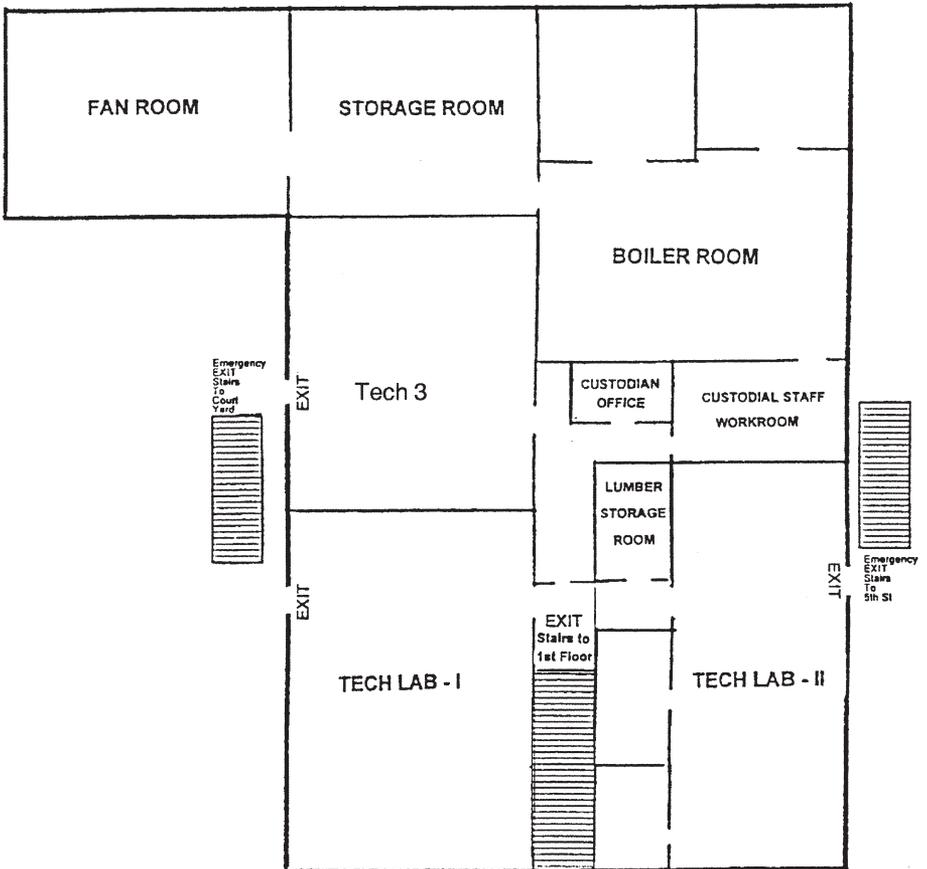
# MILLVILLE MEMORIAL HIGH SCHOOL SECOND FLOOR LEVEL



BROAD STREET

# MILLVILLE MEMORIAL HIGH SCHOOL LOWER LEVEL

BROAD STREET





## MILLVILLE SENIOR HIGH SCHOOL'S HELPFUL GUIDE

The information contained on this form should be filled in by each student and retained. You will find many references to it during the school year.

Name \_\_\_\_\_  
Last
First
Middle

Grade \_\_\_\_\_ Course \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Month
Day
Year

Name of Parent/Guardian (Last, First, Middle)

Mother \_\_\_\_\_

Father \_\_\_\_\_

Address of Parent/Guardian \_\_\_\_\_

Telephone Number \_\_\_\_\_

Bus Number \_\_\_\_\_

Bus Driver's Name \_\_\_\_\_

### SEMESTER 1

PERIOD	SUBJECT/SEMESTER	TEACHER	ROOM
<b>Block 1</b>			
<b>Block 2</b>			
<b>Block 3</b>			
<b>Block 4</b>			
I Have Lunch Period _____ Lock Number _____ Course Selection _____			

### SEMESTER 2

PERIOD	SUBJECT/SEMESTER	TEACHER	ROOM
<b>Block 1</b>			
<b>Block 2</b>			
<b>Block 3</b>			
<b>Block 4</b>			
I Have Lunch Period _____ Lock Number _____ Course Selection _____			

## **DISCLAIMER**

Although every attempt is made to carefully proofread this booklet and check all data contained herein, it is possible that typographical errors may exist. School personnel will determine all policies and procedures.