

MISSION STATEMENT

The mission of Manchester Regional High School is to produce respectful, responsible and well-rounded graduates who possess the knowledge and skills to become contributing members of society and life-long learners. Highly qualified, collaborative and innovative staff address the needs of a diverse school community in a stimulating and nurturing environment.

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**MEMBERS OF THE BOARD OF EDUCATION
MANCHESTER REGIONAL HIGH SCHOOL**

Mrs. Ellen Fischer, President

Mr. Douglas Boydston, Vice President

Mr. Michael Boyle
Mrs. Cynthia Fusco
Mr. Jeff Fischer

Mr. Paul Gorga
Mr. Valdo Panzera
Mrs. Maria Sole

Mr. John Vander Molen

**Board of Education meetings, which are open to the Public, are held in the school library
at 7:00 p.m. (see activities calendar for dates)**

ADMINISTRATION

Dr. Miguel Hernandez	Superintendent
Mr. John A. Serapiglia	Business Administrator/Board Secretary
Dr. Richard J. Ney	Principal
Ms. Colleen Brogan	Assistant Principal for Curriculum & Student Services
Ms. Colleen Dorn	Assistant Principal/Director of LAL & Media Center
Ms. Lynne Crawford	Director of Special Services
Mr. Rande Roca	Athletic Director/Supervisor of PE/Health
Mr. Emmanuel Rodriguez	Coordinator of Discipline

FACULTY

Mr. Pedro Aguayo	Mathematics
Mr. Burim Ala	Social Studies
Mr. Keith Bamford	English
Mr. Jonathan Banta	School Choice Coordinator/Supervisor of Social Studies/ESL/Art/Music/Technology/Business Education/World Language
Ms. Alyssa Beres	Science
Mr. Richard Broderick	Physical Education
Mrs. Carolyn Canvisser	Special Education
Mrs. Jamie Cerelli	Social Worker
Mr. Alex Chinskey	Science
Ms. Elizabeth Cochran	Science
Mr. Donald Coley	Special Education Aide
Mr. Nick Crouch	Social Studies
Ms. Myrcee Cullen	Physical Education
Mrs. Laura Czeszkiewicz	Special Education
Mr. Ron Damiano	One-On-One Aide
Ms. Adriana DeLuca	Special Education
Ms. Karissa Disney	English/ESL
Mr. Joseph Ercolani	Social Studies
Ms. Christa Falzarano	Mathematics
Mrs. Christine Ferretti	Special Education
Mrs. Cindy Fisher	Guidance Counselor
Mr. Steve Gerritsen	Mathematics
Ms. Welsida Grambone	Special Education
Ms. Alison Greene	English
Mrs. Cathy Hantson	Special Education
Mr. Kerry Hart	English
Mr. Ivan Haywood	Mathematics

Mrs. J. Sage Hedges	English
Mrs. Marjorie Hernandez	Art
Mrs. Mara Hirschfeld	Mathematics
Mr. James Hornby	Special Education
Mrs. Amy Hughes	English
Mr. Joseph Ickles	Social Studies
Mr. Bebers Ishak	Special Education
Mr. Frantz Janvier	French
Mrs. Irene Kaefer	Spanish
Ms. Kimberly Krafft	English
Mr. Nicholas Krassy	Science
Ms. Fion Lee	Art
Mr. Edward Lynch	Business Education/Marketing
Mrs. Julie Mahan	Behavior Specialist
Mr. Gerald Mercadante	Behavioral Disabilities Program
Mr. Rick Merino	Music
Miss Cindy Miller	Physical Education/Athletic Trainer
Mr. Robert Molloy	English
Mrs. Tara Morstatt	Librarian/Media Specialist
Ms. Laura Neuscheler	Guidance Counselor
Mr. Thomas Orsini	Mathematics
Mrs. Bernadette Orsita	World Language
Mrs. Bijal Pandya-Provenza	English
Mr. Omar Perez	Spanish
Ms. Rachel Persenaire	Music
Mrs. Megan Petrillo-Ala	Science
Mr. Lee Resnick	Special Education Aide
Mr. Eric Roberson	Mathematics
Mrs. Lorena Russo	Science
Mrs. Heidi Ryan	English
Miss Tara Sager	Social Studies
Mr. Daniel Sanchez	Physical Education/Health
Mr. Thomas Santoro	Special Education/English
Ms. Taryn Savastano	Art
Mr. David Sposato	Guidance Counselor
Mrs. Sally St. John	Science
Ms. Debra Sweet	Science
Mr. Eric Taylor	Special Education Aide – M.D. Program
Ms. Melanie Tischler	School Psychologist
Mr. Steve Tobar	Mathematics
Ms. Deborah Vander Groef	Mathematics
Ms. Denise Weinberg	Physical Education
Mr. Mark Winkler	Social Studies
Ms. Emily Wolf	English
Mr. Mike Yob	Technology

SECURITY OFFICER

Mr. Don De Virgilio

LUNCH AIDES

Mr. Arthur Carucci

TRUANCY OFFICER

Charles Bellucci

MEDICAL STAFF

Dr. Anthony Barravecchio
Mrs. Elizabeth Carr

School Physician
School Nurse

OFFICE STAFF

Mr. Gregory Barrington-Smith
Mrs. Rosemary Benet
Mrs. Kim De Rosa
Mrs. Lisa Ferrante
Mrs. Nancy Gabriele
Mrs. Brenda Galletta
Mrs. Maria Gencarelli
Mrs. Jennifer Moser
Mrs. Carol Santoro

Payroll Clerk
Accounts Payable Clerk
School Secretary
Administrative Assistant to the Principal
Administrative Assistant to the Business Administrator
School Secretary
Central Office/Library Secretary
Administrative Assistant to the Superintendent
School Secretary

CAFETERIA

Mr. Willie Najem

Cafeteria Director

MAINTENANCE

Mr. Corrado La Rosa
Mr. Mike Gabriel

Head Custodian

TECHNOLOGY

Mr. Yanal Saleh

Technology Coordinator

SCHOOL CALENDAR

School Closed – Labor Day	September 4
First Day for Staff	September 5
Teacher In-Service	September 6
First Day for Students	September 7
Back to School Night	September 27
Delayed Opening – 9:30 a.m.	September 28
Columbus Day (School Closed)	October 9
NJEA Convention (School Closed)	November 9-10
Early Dismissal – 12:19 p.m.	November 22
Thanksgiving Recess	November 23-24
Holiday Recess (School Closed)	December 25-29
Holiday Recess (School Closed)	January 1
MLK Jr. Day (School Closed)/Teacher In-Service	January 15
Early Dismissal - 12:19 p.m./Teacher In-Service	February 1
Winter Recess (School Closed)	February 16 & 19
Early Dismissal – 12:19 p.m./Teacher In-Service	March 21
Spring Recess (School Closed)	March 30-April 6
Memorial Day Observance (School Closed)	May 28
Early Dismissal – 12:19 p.m./Last Day for Students & Teachers – Commencement	June 20

***Note:**

Based on the days remaining as of mid-April, unused emergency school closing days will be returned surrounding Memorial Day weekend beginning with 5/25/2018. If more than four (4) days are required for emergency closings, the make-up time will affect the break in April: 1 day school in session on 4/6/2018; 2 days school in session on 4/5/2018 and 4/6/2018, etc.

BELL SCHEDULE

LUNCH 1		
Period 1	7:45am	8:42am
Period 2	8:46am	9:29am
Period 3	9:33am	10:16am
Period 4	10:20am	11:03am
Lunch 1	11:07am	11:35am
Period 5B/6A	11:39am	12:22pm
Period 6B/7A	12:26pm	1:09pm
Period 8	1:13pm	1:56pm
Period 9	2:00pm	2:43pm

LUNCH 2		
Period 1	7:45am	8:42am
Period 2	8:46am	9:29am
Period 3	9:33am	10:16am
Period 4	10:20am	11:03am
Period 5A/5B	11:07am	11:50am
Lunch 2/6A	11:54am	12:22pm
Period 6B/7A	12:26pm	1:09pm
Period 8	1:13pm	1:56pm
Period 9	2:00pm	2:43pm

LUNCH 3		
Period 1	7:45am	8:42am
Period 2	8:46am	9:29am
Period 3	9:33am	10:16am
Period 4	10:20am	11:03am
Period 5A/5B	11:07am	11:50am
Period 6A/6B	11:54am	12:37pm
Lunch 3/7A	12:41pm	1:09pm
Period 8	1:13pm	1:56pm
Period 9	2:00pm	2:43pm

DELAYED SCHEDULE		
CLASS	FROM	TO
Period 1	9:30	10:11
Period 2	10:15	10:45
Period 3	10:49	11:19
Period 4	11:23	11:53
Lunch 1 or 5A/5B	11:57	12:27
Lunch 2 or 5B/6A	12:31	1:01
Lunch 3 or 6B/7A	1:05	1:35
Period 8	1:39	2:09
Period 9	2:13	2:43

EARLY DISMISSAL SCHEDULE		
CLASS	FROM	TO
Period 1	7:45	8:28
Period 2	8:32	9:01
Period 3	9:05	9:34
Period 4	9:38	10:07
Period 5A/5B OR 5B/6A	10:11	10:40
Period 6A/6B OR 6B/7A	10:44	11:13
Period 8	11:17	11:46
Period 9	11:50	12:19

LUNCH WILL BE SERVED IN THE CAFETERIA FOR ANY STUDENT WHO WISHES TO STAY PAST 12:19 P.M.

EXTENDED PERIOD 1 SCHEDULE		
CLASS	FROM	TO
Period 1	7:45	9:03
Period 2	9:07	9:47
Period 3	9:51	10:31
Period 4	10:35	11:15
Lunch 1/5A	11:19	11:47
Period 5A/5B	11:19	11:59
Period 5B/6A	11:51	12:31
Lunch 2/6A	12:03	12:31
Period 6A/6B	12:03	12:43
Period 6B/7A	12:35	1:15
Lunch 3/7A	12:47	1:15
Period 8	1:19	1:59
Period 9	2:03	2:43

LENGTH OF SCHOOL DAY

1. The school building will not be opened for students until 7:00 a.m. Students must have an approved school ID. Until 7:30 a.m., students must report to the cafeteria.
2. No pupils will be permitted to remain in the building more than ten minutes after the close of the last period class unless they are under the supervision of teachers.

SCHOOL CLOSING - BAD WEATHER

Other than regularly scheduled holidays, school will be closed only in emergencies, usually extremely bad weather. In the event of an unscheduled school closing, the school will call your home phone number with a recorded announcement. You can also check the school website at www.mrhs.net. Also, school closings will be announced over radio stations WOR (710 AM), between 6:00 and 7:30 a.m., as well as on station WGHT (1500 AM). The school will be announced as Passaic County Manchester Regional High School. You can also watch Channel 12 for announcements. Do not call the Police Station to find out if school will be closed due to bad weather.

CRISIS MANAGEMENT PLAN

There is a Crisis Management Plan available in the main office for your review.

DELAYED OPENING

On a day that we have a delayed opening, homeroom will begin at 9:30 a.m. Students who take a school bus should be at their bus stops by 9:00 a.m.

CLASS ORGANIZATION

The four classes in the school are organized and work under the direction of student leaders and faculty advisors from the time they are freshmen. The purpose of such organization is to develop a feeling of unity among the members of each class, to enable the students to have the opportunity of selecting and working with their own student leaders, and to develop a continuing program and goals for each class. It is school policy to require a student running for class or Student Council office to have earned a cumulative scholastic average of no less than "C" and to have a record of acceptable citizenship and behavior. This is required because of meetings and commitments.

GRADUATION REQUIREMENTS, Policy # 5460

In order to qualify for graduation, a student must follow the following chart, provided by the State of New Jersey Department of Education. A student must be able to demonstrate proficiency in both ELA and Math by meeting ONE of the criteria in each column below, in addition to earning a minimum of 30 credits per year, with a minimum total of 120 credits after four years which includes the number listed in the second chart below.

The Classes of 2018, and 2019 – Students can meet graduation assessment requirements through any of these **three pathways**:

- (1) Achieving passing scores on high-level PARCC assessments;
- (2) Achieving certain scores on alternative assessments such as the SAT, ACT, or Accuplacer; or
- (3) The submission by the district of a student portfolio through the Department's portfolio appeals process.

(Special Education students whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies will continue to follow the graduation requirements set forth in their IEPs.)

The Class of 2020 – Students in the Class of 2020 can demonstrate graduation assessment proficiency through the same **three pathways** as those in the Classes of 2018 and 2019, provided that **students in the Class of 2020 take all PARCC assessments** associated with the high-school level courses for which they were eligible and **receive valid scores**.

The Class of 2021 – Starting with the Class of 2021, students will only have **two pathways** to meet the high school graduation assessments requirements:

- (1) Pass the ELA 10 and Algebra 1 assessments; or
- (2) The submission by the district of a student portfolio through the Department's portfolio appeals process, **assuming the student has taken all PARCC assessments** associated with the high-school level courses for which they were eligible and **receives valid scores**.

CONTENT AREA	MINIMUM CREDITS REQUIRED
LANGUAGE ARTS LITERACY	20
MATHEMATICS	15*
FINANCIAL LITERACY	2.5
WORLD HISTORY	5
US HISTORY	10
SCIENCE	15**
PE/HEALTH	20
VISUAL PERFORMING OR PRACTICAL ARTS	5
WORLD LANGUAGE	5***
CAREER EDUCATION, CONSUMER FAMILY & LIFE SKILLS, OR VOCATIONAL/TECHNICAL EDUCATION	5
GENERAL ELECTIVES	20

*1 year must include Algebra I or content equivalent

**1 year must include Biology or content equivalent

***Students can also attain credits by a demonstration of proficiency as defined by the State Department of Education and by the Manchester Regional High School Board of Education.

PROMOTION

All students are placed in a graduation cohort based on the number of credits they have earned; there is no automatic or social promotion.

For 10th grade status – A minimum of 30 credits

For 11th grade status – A minimum of 60 credits

For 12th grade status – A minimum of 90 credits

Special Note: Repeaters are students who fail to earn the necessary credits needed to advance to the next grade level.

Students of limited English-speaking ability who have entered a New Jersey school district before grade 9 must satisfy all graduation requirements. Any such student who fails to pass the state assessment test must demonstrate his or her mastery of basic skills to the review panel in English.

The Principal may deny participation in the graduation ceremony to any student who is academically eligible but who has demonstrated behavior that does not warrant his/her participation in the graduation ceremony, prom, class trips, and/or any other extra or Co-curricular activity.

Senior Responsibilities:

All graduating seniors are expected to adhere to guidelines put in place by their Class Advisors in regards to meeting all financial obligations associated with the celebration of graduation. Each student must pay all student dues. At this time, dues of \$160 are required in order to receive/participate in Graduation activities. This includes, but is not limited, to the following: a yearbook of their senior year, "The Senior Breakfast" on the morning of Commencement, their "Class of..." t-shirt, and their cap and gown. PLEASE note, this does not include the cost of any Prom fees. All dues obligations/fines must be paid in full before the prom balance will be accepted by the Advisor(s). It is highly suggested that students pay off a little of the \$160 each year to avoid being overwhelmed by miscellaneous other expenses that occur during senior year. All obligations must be met before receiving a cap and gown.

MEDICAL SERVICES

The Health Department of Manchester Regional High School offers the following:

1. Vision and hearing tests
2. Physical examinations, scoliosis screening
3. Information about hospitals and clinics
4. Tuberculosis Test
5. First aid when necessary
6. Accident insurance forms
7. Assistance in bedside instruction for students who are ill
8. Assistance in dispensing all medication required to be taken by students on the school premises.

Any student who wishes to go to the health office **MUST HAVE A PASS**, except in an emergency situation.

STUDENT INSURANCE

The Board of Education has adopted an insurance plan for students. It is a compulsory enrollment plan under which **ALL** students will be insured for **SCHOOL TIME** activities at the **expense of the Board of Education**. No premium will be charged for this extended service offered and paid for by the Board of Education. This plan includes student participation in all intramural, interscholastic and other school-sponsored sports and activities.

If parents or students desire to obtain additional coverage - that is, extension for a full twenty-four hour period, life insurance or dental coverage beyond the basic policy, they may do so by purchasing it from the insurer at **their own expense**.

Please note carefully that at the beginning of school, each student will be provided with a kit containing the basic policy and application forms for the various additional plans offered by the insurer. It is self-explanatory and should be read thoroughly by each student and his/her parents. If this procedure is followed, almost any question, which may occur, will be answered.

HOME INSTRUCTION (Bedside)

As per Code 6A:16-10.1, Home Instruction is arranged for any student who will be absent for at least ten consecutive days as a result of extended illness, chronic illness, or recuperation following surgery or an accident.

1. General and Special Education student are eligible for home instruction due to a temporary or chronic health condition. To request home instruction due to a temporary or chronic illness the parents must submit written documentation from their physician, which stipulates the need for home instruction for minimally 10 consecutive or 15 or more cumulative days. (6A: 16-10.1)
2. Special Education students who have a home instruction IEP must document that all other less restive program options have been considered and have been determined inappropriate. A home instruction IEP must be approved by the county office. (6A:14-4.8)
3. General Education students may be eligible for home instruction when:
 - a. The state law mandates an alternative education program due to NJAC

- 6A:16-5.5 and 5.6 but placement is not immediately available.
- b. Due to short or long-term suspension, instruction begins on the 5th day of removal from program (applies to special education students also.)
- c. Court order for home instruction (6A:16-10.2)

EMERGENCY ILLNESS

Any student who becomes ill while in school must report to the school nurse. If a student is physically unable to arrive at the nurse's office, he/she should request assistance in contacting the nurse's office from a staff member or another student. **Under no circumstances should a student leave the school grounds or remain in a restroom.** Transportation home of a student who becomes ill at school is the responsibility of the parents.

CHILD STUDY TEAM

The Child Study Team consists of the Director of Special Services, school psychologist, school social worker, learning disability specialist, regular education teacher, and the principal or designee.

The course of study offered in the Special Education program is tailored to the individual student. The Child Study Team develops learning plans in cooperation with each student's family after a thorough assessment of needs. Learning prescriptions are carefully monitored and adjustments are made when indicated.

TUTORS

Students who are in need of a tutor for special subjects may request this service through their guidance counselor. Members of the National Honor Society have agreed to volunteer their services, and are available every Tuesday and Thursday immediately after school. Many teachers provide help each morning before school, and after school.

WORKING PAPERS

Working papers will be issued in the office of Manchester Regional High School to students for part-time or summer employment. Each application for working papers requires the following sections completed on the form: promise of employment, physician's certificate and birth certificate.

Students who undertake to work part-time during the school year should realize that their first obligation is to carry their school educational program successfully.

TRANSPORTATION

The Regional District provides transportation to all students residing in the district who live beyond 2.5 miles from the school. Buses are scheduled to arrive at school at 7:25 a.m. They will depart from school at 2:50 p.m.

Transportation is handled through the Board of Education Office. Each student desiring bus tickets must submit an application signed by his/her parent or legal guardian. Applications are available from the Board Secretary's office.

LOST AND FOUND

Items that are found will be taken to the Main Office, where they may be claimed after they have been properly identified. Items of specific value are to be turned into the office and should be claimed there.

LIBRARY

Purpose of the Library: The library offers a wide range of research and reading materials including books, electronic reference sources, magazines and newspapers.

Students can expect:

- A quiet place to read, study, or do research.
- The opportunity to learn independently.
- Current, authoritative and interesting materials that support the curriculum.
- Professional help in locating and using information.
- A safe, clean, environment, free from distractions.
- Consistency with MRHS rules and procedures.

Library Hours: The library is open each day from 7:30 a.m. until 3:30 p.m. when school is in session. All students and staff are welcome to use the facilities of the library. The library provides a place for study and reading; and, therefore, a quiet atmosphere should be maintained. Any student causing a disruption will be requested to leave the premises. All fines for damaged or lost materials must be settled before the end of the school year. Failure to do so will result in the withholding of report cards and/or diplomas.

STUDY HALLS

Study Halls are provided during the school day. The purpose of Study Hall is to provide students with the opportunity to complete class assignments, homework, research or study for tests. As this is the purpose of the Study Halls, the following rules will be in effect:

1. All Study Halls will be **quiet studies**. All students are to report to Study Halls on time with work or a book to read. Students who do not will be subject to disciplinary action.
2. Each student is to be **assigned a seat in Study Hall**. The student is to remain in the seat for the entire period unless given permission to leave.
3. Students may be permitted to study with another student or with a group of students during the Study Hall period at the discretion of the teacher.
4. There will be no playing of games during the Study Hall period. This includes cards, chess, etc.
5. Food, drink, and/or snacks are not permitted in Study Halls.
6. Disruptions, tardies or cuts will result in disciplinary action.

CAFETERIA

Due to the large number of students who must be served in the cafeteria, cooperation and discipline are necessary. The following rules must be observed:

- **No fast/retail food orders will be accepted into the building/cafeteria.**
- Students entering the cafeteria after the late bell will be marked tardy and disciplined accordingly.
- Students may only attend the lunch to which they have been assigned.
- Students must present their ID card upon entering the cafeteria.
- All students must use a tray for his/her lunch.
- All refuse and recyclable materials must be deposited by the students in the receptacles provided.
- Students are responsible for the condition of their table and the area around the table, both inside and outside.
- Excessive noise, throwing of food and articles, running and boisterous conduct will not be tolerated.
- Hair grooming is to be confined to the bathrooms.

ATTENDANCE, Policy # 5200

1. Every child is required by state law to attend school regularly "during all the days and hours that the public schools are in session in the district." (Title 18A 38-26)
2. A well-planned course of study in any subject demands regular attendance on the student's part if he/she is to master the course content.
3. The Manchester Regional High School District firmly believes that a student's major academic interests can be served in his/her regular classroom and that every effort should be made to retain the student there, unless he/she is disruptive to the learning climate of that class. The Board also believes that poor mastery of school content is directly related to habitual absence from school and that students should not receive credit for class time missed when required class work is not made up.
4. In keeping with the intent of the Board policy and state mandates, students are encouraged to hold in high priority their attendance to class and are required to make up all work missed when absent. Limitations are set to ensure that the educational process is not significantly reduced in quality.
5. Students who enroll in the high school after the school year has begun will follow the attendance/absence regulations as stipulated, except that the number of absences in the regulation will be prorated according to the number of days that the students are on the roll.
6. Any student who is absent from class on any day must make up the work he/she has missed. This requirement is in effect regardless of the reason for absence. All absences are the same in their effect: the student is not present in the class during an instructional period, and thus misses the opportunity to interact with the teacher and the other students. In order to achieve credit for a course, the student must acquire and demonstrate mastery of specific skills and content. That requirement remains until the student is officially discharged from the class.
7. Attending class is necessary for earning course credit, because there is no adequate substitute for the interaction of teachers and students engaged on a productive task, but by itself attendance is no guarantee of success. The final determination about awarding credit depends on the quality of work performed, and the student's mastery of the course work.
8. Students returning from an absence have two school days from the date of return to make appointments with their teachers to make up the missed work. **The actual dates of making up the work will be at the discretion of the teacher. The Guidance Office needs a minimum of 2 days absence to honor homework requests.**

ATTENDANCE REQUIREMENTS

1. All students will have a maximum number of days to be absent from class. If the maximum number of days is exceeded (see limits on following pages), he/she may receive **NO CREDIT**. Students must then repeat the course or take it via credit recovery (night school, or via an approved online course provider, such as Educere).
2. Waivers **will only** be considered under exceptional and extenuating circumstances (e.g. long-term illness).
3. Absences which will not count toward loss of credit are:
 - a. Religious holidays as approved by the State Department of Education;
 - b. Death in the immediate family (parents, grandparents, brother, sister, aunt, uncle – 5 calendar days maximum – in or out of country);
 - c. Professional appointments (e.g. college visitations, subpoenaed court appearances, etc.) which cannot be scheduled outside of school hours;
 - d. Attendance at school sponsored functions such as: school trips, class meetings, choir/band performances, etc.;

- e. Serious/contagious illness or injury (long term - i.e. 5 or more consecutive days of absence) with written verification from a physician and submitted to the school nurse within 2 days (48 hours) of the student's return to school.
 - f. Suspensions.
4. Absences which will not be considered authorized include:
- a. Cutting (this means all forms of selective absences from class, including leaving before the end of the school day and reporting to school after the end of a class period without a valid excuse). **Cuts in any course will be counted as unauthorized absences and will be punished as disciplinary infractions.**
 - b. Family trips during the school year.
5. All absences from school require the following:
- a. Parent must call school by 8:00 a.m. to inform attendance office of the student's absence.
 - b. All excuse notes must be received by the attendance office within 48 hours of the student's return to school. Students will be charged with truancy if they return to school without a note. These absences will count toward loss of credit in the course.

LATENESS TO CLASS PROCEDURES

1. Every student is to report to class as quickly as possible.
2. Students who are in the hallway after the late bell without a pass may be issued a detention. Students who are tardy to school must report directly to the attendance office to sign in.
3. Every three tardies to class is converted to an absence, which is counted toward the absence limits. Arriving to class on time is necessary for students' academic success in each class.

COLLEGE VISITS

College visits are restricted to juniors and seniors. Students who seek release time from school to visit a college must complete the following one-week before the visitation:

1. Call the college for an appointment
2. Receive approval from guidance counselor
3. On the day of the visit, students must sign out and return to school with a signed letter from the admissions office with the designated time the tour commenced and ended.

	FULL YEAR COURSE	
NOTIFICATION LETTERS	1-18 ABSENCES	19 OR MORE ABSENCES
Warning letters: 8 days 12 days 18 days Loss of Credit: 19 days	Student must make up all work in order to be eligible to earn credit for course, if work is passing.	Student may be denied credit for course, even if work had been passing

	PHYSICAL EDUCATION COURSE	
NOTIFICATION LETTERS	1-14 ABSENCES	15 OR MORE ABSENCES
Warning letters: 10 days 14 days Loss of Credit: 15 days	Student must make up all work; may earn credit for course if work is passing	Student may be denied credit for course, even if work had been passing
	HALF YEAR COURSE	
NOTIFICATION LETTERS	1-9 ABSENCES	10 OR MORE ABSENCES
Warning letters: 5 days 9 days Loss of Credit: 10 days	Student must make up all work; may earn credit for course if work is passing	Student maybe denied credit for course, even if work had been passing
	QUARTER YEAR COURSE	
NOTIFICATION LETTERS	1-5 ABSENCES	6 OR MORE ABSENCES
Warning letters: 2 days 5 days Loss of Credit: 6 days	Student must make up all work; may earn credit for course if work is passing	Student may be denied credit for course, even if work had been passing

Teachers will notify the Attendance Office when a student reaches each of the above absence thresholds. This is to serve as backup to the computerized records and automatic warning letters and Loss of Credit letter.

ELECTRONICS

Manchester Regional High School will embrace a "Bring your own Device" policy. Electronic devices will be allowed for student use in the cafeteria during breakfast and lunch. Students may not have both ear buds in their ear as they will need to be able to hear announcements and alarms. Electronic devices will be prohibited from use in the hallways.

Teachers may allow students to use electronic devices if their lesson is augmented through the use of technology. Teachers will put up a sign outside of the door stating that electronic devices are being used to enhance the lesson being taught. Students will not be allowed to use electronic devices in the classroom unless they have the express permission of the teacher. Disciplinary action will be taken for students using electronic devices in the hallways or in class without permission of the teacher.

Possession and/or use of a laser may be considered a weapons offense and is subject to appropriate disciplinary action.

OUT OF SCHOOL SUSPENSION

Students who have been placed on out of school suspension are not allowed on school grounds during the suspension period. Violation of this rule will result in trespassing charges being filed with the Haledon Police Department. Students should call the guidance department to receive permission to return to school to secure class work. If class work is available, the pick-up time is

between 3:00 p.m. and 3:30 p.m. Prior to the student being reinstated, there will be a mandatory student/parent conference on the morning the student is scheduled to return to school.

Student Code of Conduct

It is the belief of the Manchester Regional High School District, that it is the responsibility of parents to teach their children "right" and "wrong" and give them a set of values that will allow them to function in a socially acceptable manner both in and out of school. It is the responsibility of the school to nurture this process started in the home. Although this school district is committed to supporting the home, as well as recognizing the Constitutional and legal rights of its students, the school also recognizes that while school is in session the school stands in "Loco Parenti". This responsibility and obligation extends to every student.

In order to ensure that every student receives a thorough and efficient education, it is imperative that a safe and orderly environment exists. In order to achieve this, the Manchester Regional School District adheres to the concept that all students **act responsibly**.

A responsible student:

- Makes constructive choices regarding his/her behavior to maximize personal and academic success;
- Cares about self, others, the environment and the community;
- Shows self-discipline by behaving in ways that are mutually beneficial to self and others without supervision;
- Conduct him/herself in a manner which does not interfere or disrupt the rights of other students;
- Understands the cause and effect relationship between his/her misbehavior and the consequences imposed;
- Demonstrates personal accountability for academic performance by
 - Following the prescribed course of study
 - Attending school regularly and punctually
 - Coming to class prepared
 - Using class time purposefully
 - Completing and turning in assignments on time
 - Accepting the positive and negative consequences of his/her actions, and
 - Working cooperatively with other students

To these ends, the Manchester Regional School District will guarantee all student rights under Federal and State Law. It establishes the following rules.

Manchester Regional High School reserves the right to use dogs from the Passaic County Sheriff's Office to conduct drug sweeps throughout the school. This will be done at the discretion of the administration.

APPROPRIATE BEHAVIOR

1. Being prepared for class by bringing all needed supplies required by the teacher.
2. Completing all class work and homework to the best of your ability and in conjunction with the time-lines established by the teacher.
3. Using class time properly.
4. Taking home and returning forms according to the specific time-line of the school or class.
5. Following rules and regulations regarding field trips.
6. Taking care of and returning all textbooks, library books or other school-owned materials in a timely manner and in good condition.
7. Acting responsibly on campus and at all school sponsored events, regardless of location, to

- include bus transportation.
8. Following all rules related to parking/driving on campus.

UNACCEPTABLE BEHAVIOR

1. Disturbing the class or school by being disrespectful or rude, cheating, refusing to obey any staff member, failing to follow classroom rules, running in the halls, throwing objects, possessing or igniting fireworks or smoke/stink bombs, fighting, gambling, or bringing distracting items to school such as toys, weapons, imitation firearms, games, radios, walkman radios, paging devices, recorders and telephones.
2. Bullying any student including, but not limited to, verbal abuse, actual or threatened physical harm, extortion, or destruction of personal or school property.
3. Committing any criminal acts.
4. Misbehaving on the bus by distracting the driver, eating or drinking, disobeying safety rules or being disruptive.
5. Damaging or defacing school property.
6. Using tobacco/alcohol products.
7. Using insulting, profane, offensive or hateful language, or making obscene remarks or gestures.
8. Using gang related gestures, signs, and/or "wearing of colors".
9. Taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
10. Endangering the lives of students and staff by setting off unfounded fire alarms or bomb scares.
11. Fraternizing, Proselytizing.

CONDUCT AT ACTIVITIES

Under normal circumstances, all spectators will have to purchase tickets and enter the facility where the activity is to take place.

1. No one is permitted to loiter outside the gym during sporting events and dances or outside the auditorium during stage presentations or practices.
2. No one will be permitted in the building, on school grounds, or in the bleachers or athletic field areas while activities are going on in either the gym or auditorium. Loitering in parked cars is not permitted. Individuals causing disturbances will be removed.
3. Individuals drinking alcohol beverages, using illegal drugs or under the influence of alcoholic beverages or drugs will be removed from the activity and appropriate law enforcement officials will be summoned.
4. When no extra-curricular activities are scheduled, no one is permitted to be on school grounds except those individuals who have permission from the Board of Education.
5. Individuals in violation of these guidelines will be subject to a complaint being filed for loitering; trespassing; or whatever appropriate charge is applicable by the school. Complaints require appearance at the County Court House in Paterson or at the Municipal Court in Haledon.

IDENTIFICATION CARD POLICY

All students attending Manchester Regional High School must be in possession of a school issued student identification card during the school day and for admission to after school events. The identification card must be appropriately displayed and worn with an approved school lanyard. Failure to wear the I.D. will result in disciplinary action at the discretion of school administration.

Any student not in possession of an official I.D. on 3 different days must purchase a new identification card. The cost of the new identification card will be \$5.00.

Lost or damaged cards will be replaced. A \$5.00 fee will be assessed for any replacement cards. Since the identification cards are the property of Manchester Regional High School, willful defacing of the card will result in the following penalties:

DRESS CODE INFRACTION

Student's wearing apparel that do not meet the dress code may not attend classes. Students may change in to acceptable apparel or have clothes brought from home if necessary prior to returning to classes. Absences from class are not waived under the attendance policy.

INFRACTION AND RESULTING DISCIPLINE CHART

While the administration of the Manchester Regional High School recognizes that no list of offenses will ever be complete, the following conduct may be punishable by central detention, detention after school hours (DASH), in-school suspension, or out-of-school suspension (OSS) depending on the severity of the offense. This chart will be used by the administration as a guide to deter acts that negatively impact our school community. Administrative discretion is always available at any level of this chart. A conference with a parent/guardian is required for readmission into school after any OSS.

Chart of Discipline

Below is a listing of pupil behaviors that may be subject to discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-1. The behaviors and resulting discipline include, but are not limited to:

Violation	First Offense	Second Offense	Third Offense
Arson	10 day OSS, Charges filed, Psychiatric Evaluation		
Assault	Same		
Assault With Weapon	Same		
Cheating	See Plagiarism Policy		
Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission	1 Day DASH	1 Day DASH	2 Days ISS
Cutting DASH (Detention After School Hours)	2 Days DASH	1 Day ISS	2 Days OSS + DASH
Dating Violence	See Dating Violence Policy		
Defiance of Authority	1 Day DASH	2 Days DASH	3 Days DASH
Destruction of School, Staff or Student Property	3 Days OSS Plus Restitution	5 Days OSS Plus Restitution	10 Days OSS Plus Restitution
Disobedience	3 Days DASH	1 Day ISS	2 Days ISS
Disruption	1 Day DASH	2 Days DASH	1 Day ISS
Extortion	3 Days OSS	5 Days OSS	10 Days OSS
Falsifying a Fire or Security Alarm	10 Days OSS, Charges Filed, Psychiatric Evaluation		

Fighting	4 Days OSS	10 Days OSS	10 Days OSS Psychiatric Evaluation
Forgery	2 Days ISS	5 Days OSS	10 Days OSS
Gambling	1 Day OSS	3 Days OSS Charges Filed	5 Days OSS Charges Filed
Harassment, Intimidation, or Bullying	See HIB Policy		
Inappropriate Language	1 Day DASH	2 Days DASH	ISS
Inappropriate Dress	1 Day DASH	2 Days DASH	ISS
Littering	1 Day DASH	1 Days DASH	2 Days DASH
Misuse of Computer Networks/Computers	Administrative Discretion		
Sexual Harassment	3 Days OSS	1 Day ISS	2 Days ISS
Smoking (As Defined by Board Policy) on School Grounds	3 Days DASH	1 Day ISS	2 Days ISS
Substance Abuse	10 Days OSS, Psychiatric Evaluation		
Terroristic Threat	Board Level Hearing, Charges Filed, Psychiatric Evaluation		
Theft/Damage	4-10 Days OSS Plus Restitution	4-10 Days OSS Plus Restitution	Administrative Discretion
Truancy	3 Days DASH	2 Days ISS	3 Days ISS
Use or Possession of an Exploding Device	10 Days OSS, Charges Filed, Psychiatric Evaluation		
Vandalism	10 Days OSS, Plus Restitution		
Weapon Possession	See Policies 5611 & 8467		
Wrongful Entry	3 Days ISS	3 Days OSS	5 Days OSS
Other	Administrative discretion as determined by the principal or principal's designee		

Other acts not covered above:

Administrative discretion as determined by the building principal or principal's designee.

Students in Good Standing

Students who wish to participate in field trips or other co and extra-curricular activities must meet the following criteria.

1. These students must not be failing more than one class.

2. These students must have not spent more than five days in ISS/OSS.
3. These students must be in good standing with law enforcement agencies.

Note: Advisors will submit a list of students wishing to participate in a trip at least one week prior to the event to the attendance secretary. This will allow students in good standing to be granted permission to attend the field trip or event.

SUSPENSION AND EXPULSION, Policy # 5610

While the Board believes that positive approaches to unacceptable behaviors are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior.

Suspension and expulsion are extreme measures to be employed only when all available school resources are unable to cope constructively with pupil misconduct. In no event will grades be used as a means of discipline, nor there be any changes in grades resulting directly from a pupil's absence due to discipline.

Suspension is a sanction, which may be imposed against a student when other means of correction have failed or when keeping the student in school would be detrimental to the welfare of the school and its students. A suspension is usually of short duration and should provide an opportunity for school personnel, parents/guardians, and students to work toward a resolution of the problems that led to the need for suspension.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils, shall cause a pupil to be immediately suspended upon the first offence. All students who are returning to school from suspension must pick up a re-admit slip from the Disciplinarian's office and have it signed by all of their teachers. The last period teacher will return re-admit Slips to the Disciplinarian's office.

Expulsion is a severe penalty involving termination of a student's right to attend school permanently. Only the Board of Education may expel a student.

The Board will consider expulsion only if:

- a. The Superintendent and/or the Principal has exhausted all means of bringing about a correction of repeated misconduct; or
- b. The nature of a single act is so egregious that immediate definitive action is indicted. Students facing disciplinary action involving sanctions such as suspension and/or expulsion are to be accorded such protection as required by law. Specifics of implementation will follow in accordance with established administrative procedures.

Any student who loses credit in a class due to excessive cuts (5) or absences (19) or is suspended for 10 days for any infraction may be denied all extracurricular and/or co curricular privileges including but not limited to:

- Participation in athletics
- Admission to athletic events
- Field trips
- Class trips
- Class office consideration or removal, if elected

- School productions
- Choir membership
- Band membership
- Dances
- Assemblies
- Club membership
- Graduation exercise
- Project Graduation
- Removal from work study program
- Pep Rallies
- Loss of Renaissance privileges

5512 DRESS AND GROOMING – MANDATORY SCHOOL UNIFORMS

School dress can influence students' behavior and enhance the learning environment; therefore, to facilitate, maintain, and enhance an effective learning environment, the Board adopts a Mandatory School Uniform Policy. This Mandatory School Uniform Policy will be implemented in accordance with N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8.

Students will be required to wear the uniform and failure to wear the proper uniform will result in disciplinary action.

The school uniform policy was created by a group of teachers, administrators and student government students. Parent(s)/legal guardian(s) will purchase the school uniform directly from the vendors who have been determined to provide the approved uniform clothing. It is the belief of the Board that the cost of school uniforms will be less than the expenses incurred by students who do not wear school uniforms.

This Mandatory School Uniform Policy does not prohibit students who participate in national recognized youth organizations that are approved and/or recognized by the Board from wearing organization uniforms to school on days the organization has a scheduled meeting or for a scheduled and specific purpose for wearing such organization uniforms approved in advance by the Principal.

Uniform/Dress Code

Pants:

Khaki pants, shorts, skorts and capris are the only acceptable pants. **Black bottoms of any kind NOT permitted.** Cargo style pants and cargo style shorts are **NOT** permitted. No pant will have a noticeable rip. **Sweatpants, yoga, and overly tight pants are NOT permitted. Joggers, jeggings, and denims are NOT permitted.** Pants may not contain logos, stripes, or wording. Administration reserves the right to request that students change pants should pants be determined to be too tight or too short. Uniform pants may be purchased from one of the approved vendors, or may be purchased from any other clothes stores, but must resemble the approved khaki uniform pant.

Shirts:

RED, WHITE, or BLACK collared polo shirts are the only approved uniform shirt. Students may opt to wear a Manchester cardigan OVER the collared polo shirt; however the cardigan will not replace the polo shirt. New this year, red or black Manchester microfleece is available and may be worn over the uniform polo shirt. If a student determines it is too hot to

wear a cardigan or microfleece, he/she must have the Manchester collared polo shirt on underneath. Collared polo shirts may be purchased from an approved vendor. Long Sleeved undershirts may be worn underneath polo shirts. The long sleeved shirts must be solid (RED, WHITE or BLACK) and contain no logos or wording on the sleeves.

Long Sleeved dress shirts are acceptable as long as they are WHITE.

Please note, the uniform shirts and tops described above are the only tops that will be permitted to be worn Monday through Thursday.

Falcon Fridays:

On Fridays students are encouraged to demonstrate school spirit by wearing any shirt or jacket that promotes a Manchester club or team. **Please note, no sweatpants or athletic pants will be permitted on Falcon Fridays. Khaki uniform pants, shorts, or skorts must be worn every day.**

Half-Days, Days before Breaks, and Final Exam Week:

Half-Days, days before breaks and final exam week days will be considered Falcon Friday.

Express Yourself/Theme Days:

If the student body can meet specified uniform compliance quotas for a given time period then select days will be "express-yourself" or "theme-days."

Hoodies:

Hoodies do not allow our security cameras to clearly identify students while they are in the building. This is a safety risk. Therefore, hoodies are not permitted to be worn during any class/lunch/hallway time. Manchester hoodies may only be worn on Falcon Fridays with the hood in the down position.

Footwear:

Shoes must be safe and secure, which means the toes are completely covered and the shoe holds the heel of the foot in place. Dress shoes, boots or sneakers are allowed as are "high" heels of 2" or less. As always, flip flops, slippers, Adidas-type slip-ons and sandals are not permitted to be worn in school.

Headwear:

All headwear is prohibited unless the headwear is used for a religious purpose or is worn for medical reasons. Du rags are NOT permitted.

Medical Uniform Excused Passes:

If, due to a medical reason, it is unreasonable for a student to comply with the uniform policy we ask that note from a doctor be submitted to the school health office so that a uniform policy exception pass can be issued as per the doctor's request.

**EXCERPT FROM
"SMOKING ON SCHOOL PREMISES" - BOARD POLICY R-7434
Prohibition of Smoking by Students**

1. Students who are found smoking, or in possession of cigarettes or smoking paraphernalia, shall be disciplined according to the discipline code.

DRUGS/ALCOHOL, Policy # 5530

The Board of Education recognizes that substance abuse by any pupil seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of drug/alcohol users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to substance abuse.

The Board prohibits the use, possession, and/or distribution of any drug on school premises or at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board or any event where a transportation vehicle is sanctioned and arranged for or used by any person for the pupils of this school district. Pupils suspected of being under the influence of drugs will be identified, evaluated, and reported to the administrative staff of the school district by the person in charge of the particular event or vehicle in accordance with the law. A pupil who uses, possesses, or distributes drugs/alcohol on or off school premises, will be subjected to discipline, which will be graded to the severity of the offense and may include suspension or expulsion.

The pupil shall be reported to appropriate law enforcement personnel. Incidents of drug involvement will be reported to the Commissioner on the state-approved (i.e. Violence, Vandalism and Substance Abuse) Incident Report. Pupils suspected of involvement with substance abuse remote from school premises will be offered appropriate treatment and remediation. The Board will enforce the laws of New Jersey requiring a program of drug education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades 9 through 12.

Regulation 5530.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:
 - a. Ten days out-of-school suspension;
 - b. Referral services;
 - c. Parent conference; and
 - d. Police notification.
2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:
 - a. First offense: Ten days out-of-school suspension; Referral Services; Parent Conference; and Police Notification
 - b. Second offense: Ten days out-of-school suspension; Referral Services; Parent Conference; Police Notification and, Administrative Discretion – Potential Board of Education Hearing

- c. Third offense: Ten days out-of-school suspension; Referral Services; Parent Conference; Police Notification and; Board of Education Hearing

FIRE DRILLS/SECURITY DRILLS

State law requires one fire drill and one security drill per month. Good habits formed in relation to fire/security drills will be invaluable should we ever face a real emergency. Perfect order is the first necessity for a successful fire drill. To achieve this order, it is necessary that we have very definite rules, which everyone must follow. They are:

1. At the sound of the fire alarm, it is necessary that all students come to order so that the teacher in charge of the group can give directions.
2. At a signal from the teacher, stand and form a single line to pass from the room.
3. Pass rapidly through the corridors following the specific traffic plan indicated for the room you are vacating.
4. The first two students reaching the corridor doors or outside doors will hold them open until all using the exit have passed.
5. The last person leaving a room will close the windows, turn off the lights, and close the classroom door.
6. **There is absolutely no talking during a fire/security drill.**
7. All students must stay in line during a drill.
8. Once outside, all lines are to keep moving away from the building until the end of the line is well free of the building, then stop, and wait for the signal to return to the building. Order and quiet must be maintained until all pupils are back inside their individual classrooms.

FRATERNITIES AND SORORITIES

New Jersey state law defines a fraternity, sorority or secret society as an organization made up primarily of students in the school and whose membership is determined by decision of the existing members rather than by the free choice of qualified members of the student body who might wish to join the organization. The law of New Jersey forbids such organizations and further imposes upon the local Boards of Education the obligation of enforcing rules and regulations to make sure the law is upheld. It becomes, therefore, the obligation of students of Manchester Regional High School to comply with this regulation as law-abiding citizens and the obligation of parents to assist their sons and daughters in complying. No student who is a member of such an organization can hold any office, any position of honor, receive any award, or participate in any school activity. The regulation against activities ("activities includes the wearing of sweaters, shirts, jewelry, etc. with insignia of a given fraternity or sorority") and membership covers the entire year, including evening and summer vacations.

Violation of the Board's policy brings about an automatic suspension from all school activities, for one month to the entire school year, depending upon the nature of the offenses and any repetition thereof. These school activities include athletics, cheerleading, dramatics, and every other phase of Manchester Regional High School's extra-curricular activities as well as regular school activities, including commencement. Penalties involved for failure to comply include suspension and expulsion, if necessary.

LEAVING SCHOOL GROUNDS DURING THE DAY

No pupil is permitted to leave the school grounds from the time he/she arrives in the morning until he/she is dismissed at the end of the school day. The only exceptions to this regulation will occur if a pupil is granted permission to leave by building administration at the verified request of a parent or if a student is dismissed by the nurse for illness. If the pupil is needed at home in

an emergency, an adult member of the family should come to the Attendance Office to have the pupil released.

PARKING REGULATIONS

1. A student must have a permit from the office and a decal on his/her car to park the car on the school grounds.
2. A 15-mile speed limit must be observed on school grounds.
3. Cars may be parked only in parking spaces.
4. Students must lock their cars.
5. Cars cannot be removed from a parking area before dismissal time, unless operated by work experience students.
6. No student may go to the parking area of his/her car without permission from the Principal or Coordinator of Discipline.
7. Drivers are responsible for the behavior of any passenger in their cars.
8. Licenses should be carried at all times.
9. Drivers must exhibit good citizenship and courtesy at all times.
10. Anyone who is afforded the privilege of driving to school must arrive on time.
11. Students who become involved in disciplinary problems with the school will have their parking privileges suspended immediately.
12. Parking permits are not transferable.
13. There is to be no student parking in the faculty area.
14. Any violations of the above regulations will cause an immediate suspension of this privilege.
15. No parking on any grass areas.

HOVERBOARDS

The following is the approved hoverboard ban which has been added to Manchester Regional High School Policy #5514 Student Use of Vehicles. **The Board prohibits the use or possession of self-balancing scooters or levitating boards that are propelled by an on-board motor or other similar propulsion system (commonly and hereinafter referred to as a "hoverboard") on school grounds at any time by any persons. A hoverboard brought to the school building or grounds shall be confiscated by the Principal, who shall return the hoverboard to the student's parent(s) or legal guardian(s). Also, please note that no student is permitted to use a skateboard on school property.**

PHONE CALLS TO THE SCHOOL FOR STUDENTS

Parents should avoid calling the school with messages for students except in cases of real emergency. Under no circumstances will students be called to the phone. Parents should realize that delivering messages is, at best, difficult, and at times, impossible.

Students, who need to use the phone in an emergency situation, should see the Dean of Students.

SCHOOL LOCKERS

Lockers are provided for storage and protection of your school and personal property. It should be clearly understood that lockers are not "student lockers" but they are, in fact, "school lockers." They must be used wisely and only by the student assigned to the locker. Lockers should be locked at all times unless you are using them. The combination to your locker is yours alone and should not be discussed with other students. You are responsible for the cleanliness of your locker and any damage done to it. All problems you may encounter with your locker should be reported to the Main Office staff. The administration has a legal right to

inspect and to search your locker, if the situation warrants it. Regular random inspections for cleanliness, etc. will be conducted throughout the school year.

SCHOOL PROPERTY

Pride in your school and the property belonging to it will produce a better school in which to work and live. Help keep your school neat and clean. The physical condition of a building reflects the character of the people in it. Do not throw debris around the building or allow it to accumulate in your locker. **ANY SCHOOL PROPERTY LOST OR DAMAGED BY A PUPIL MUST BE PAID FOR BY HIM/HER.** Malicious destruction of school property will be dealt with most severely. Once textbooks are issued to a student, they become the responsibility of that student. He/she will become responsible for loss or damage to any textbook issued to him/her by the school.

PLAGIARISM POLICY

Academic Integrity Statement

The faculty of MRHS is committed to upholding high standards of academic integrity, and each faculty member has a duty to report cases of academic dishonesty to the Plagiarism Committee. Part of the mission of the school is to instill in its students a sense of responsibility, honesty and fairness.

Assignments are given in a variety of formats as part of the learning process and to enhance instruction. It is expected that students will present work that is the product of their own effort, intellect, and creativity; and that they will acknowledge the sources of ideas, information, or wording used.

All students must sign a statement confirming that they are familiar with MRHS policies and expectations with regard to academic dishonesty.

Definition of Plagiarism

Plagiarism is defined as the act of taking the words, ideas, data, illustrative or musical material, or statements of someone else, without proper acknowledgement, and presenting them as one's own. **Further, in alignment with MRHS academic integrity, the infraction of plagiarism also applies to any student who knowingly allows another student to copy his/her work.**

Determination of Plagiarism

It is the responsibility of the teacher to prove that a student has committed plagiarism. Once a teacher has determined with absolute certainty and proof that a student has committed plagiarism, the teacher must then adhere to the penalties outlined in the policy, which will include presenting their findings to the Plagiarism Committee

Plagiarism Committee

The MRHS Plagiarism Committee will be composed of one administrator and one teacher representative from each department. It is the responsibility of the members of the committee to: (a) select one member of the committee, each school year, to keep and maintain records of all reported offenses (prior and current), and notify the school principal in writing of each reported offense; and (b) upon student request¹, convene for disciplinary matters.

Levels of offenses

Level 1: A minor or slight portion of the assignment is plagiarized.

Level 2: All or a significant² portion of the assignment is Plagiarized.

¹Students who have been penalized will be afforded due process as outlined in Passaic County Manchester Regional High School District Policy #5600F (“Discipline Procedures”).

²Significant, meaning important or prominent. As such, what is determined to be significant in a short work might not be significant in a longer work.

Penalties for Offenses

Level 1:

- **1st Offense:** Offense is recorded and reported to the Plagiarism Committee. Teacher to afford the student to make-up the assignment. Grade is then lowered by one whole letter grade.
- **2nd offense:** Offense is recorded and reported to the Plagiarism Committee. The student is not afforded an opportunity to make-up the assignment. Maximum grade will be a 50. Student’s parents are to be notified. Discipline may be administered.
- **3rd Offense:** Offense is recorded and reported to the Plagiarism Committee and school Disciplinarian. The student is not afforded an opportunity to make-up the assignment. Student receives a grade of zero (0) and two (2) days D.A.S.H. Student’s parents are to be notified.

GRADING POLICY

The following grading scale will be enforced during the school year.

NUMERICAL GRADE	LETTER EQUIVALENT	GRADE EQUIVALENT
98-100	A+	4.0
94-97	A	3.7
90-93	A-	3.4
88-89	B+	3.0
84-87	B	2.7
80-83	B-	2.4
78-79	C+	2.0
74-77	C	1.7
70-73	C-	1.4
65-69	D	1.0
0-64	F	0

A. Incomplete Grade

A report card grade of **Incomplete** may be given when a student has not completed assigned work (writing assignments, projects, tests, quizzes, etc.) before the end of the marking period due to absenteeism or other extenuating circumstances. Incompletes are not given to students who simply do not complete assignments.

Missing assignments are due within two weeks of the close of the previous marking period. Should the student fail to make up the incomplete work satisfactorily and in its entirety by **two weeks** after the close of marking period 1, 2 or 3, the grades for missing work will convert to “0”

and be averaged in with the student's other grades. **No Incomplete grades will be given in the fourth marking period.**

Criteria for giving a grade of Incomplete:

1. Student is making progress towards completing all missed work. Work must be turned in by dates set by the teacher.
2. Student makes a consistent effort to come for extra help to complete difficult assignments.
3. Students who miss work due to absences or suspensions must make a genuine effort to find out what work is missing and complete it in two weeks.
4. All incompletes must be made up within 10 school days of the end of the marking period.

B. Final average

20% = each marking period
20% = final exam

C. No Credit (NC)

A student who exceeds the number of absences (as identified in the Attendance Policy) for a given course may receive a grade of No Credit (NC). This grade will be calculated with zero quality points when calculating the final average. Teachers are to discuss all "NC" grades with their immediate supervisor

- D.** Any senior with an average of 95 or better in any particular subject may be exempt from the final exam.

COURSE WEIGHT

Every course offered at Manchester Regional High School has been assigned a "weight" based upon its level of difficulty and expected curricular outcomes. These are explained below:

Course Level	Weight	Description
Advanced Placement	1.25	College level courses – Students may take the Advanced Placement exam upon the completion of the course. The exam will be at the expense of the Board of Education if the student is earning an A average in class. Otherwise the student may take the exam at her/his own cost.
Honors (Pre Calculus, Languages)	1.15	These courses require considerable extra class prep and curricular activities with intensive focus on the skills of analysis, synthesis, evaluation and research, as appropriate.
Academic (General)	1.00	Preparation courses for post-secondary education, business, and careers. Students will be required to demonstrate their understanding of core curriculum content standards and the application of skills gained.

CLASS RANK

The primary purpose of class rank is to supply information requested by post – secondary institutions. Class rank is based upon the academic performance of the student.

ALL students will be ranked at the end of the school year. Seniors are also ranked at mid-year and after the third quarter. However: The position of valedictorian and salutatorian may only be held by a student who has been enrolled at Manchester Regional High School for 2 or more years. Students enrolled for less than 2 years are not eligible for the honor of valedictorian or salutatorian.

All subjects studied for credit toward graduation are included in determining a student's grade point average. Grade point average is the sum of the quality points earned divided by the total credits attempted. To determine the quality points earned in a given subject, multiply the Grade Equivalent (GE) times the Weight of Course times the Credit = Quality Points).

COURSE	GRADE	GE		WEIGHT		CREDITS		QP
A.P. Biology	90-93	3.4	x	1.25	x	8.00	=	34.00
Honors U.S.	84-87	2.7	x	1.15	x	5.00	=	15.525
History II	88-89	3.0	x	1.00	x	3.75	=	11.25
P.E. 3	65-69	1.0	x	1.00	x	1.25	=	1.25
Health 3	94-97	3.7	x	1.15	x	5.00	=	21.275
Honors Spanish	74-77	1.7	x	1.00	x	5.00	=	8.50
4	78-79	2.0	x	1.00	x	5.00	=	10.00
Algebra 2	98-100	4.0	x	1.00	x	5.00	=	20.00
English 3								
Art 1								
TOTALS						38.00		121.80

The student with the highest cumulative GPA in a particular grade level becomes ranked number one in the class. The student with the second highest GPA becomes ranked number two, etc. There could well be more than one student who is "7th in the graduating class."

Fifth year seniors are ranked with their cohort group, (the group of peers that entered 9th grade with them).

INTERIM REPORTS

Interim reports are available via the Parent and Student Portals midway through each marking period.

While parent-teacher conferences are always welcome, Interim Reports are designed to explain the progress of a student. If a student receives a poor grade in any subject area, an appointment may be made with the Guidance Counselor to discuss remediation.

REPORT CARDS

Report Cards are available four times during the school year. In addition to receiving a numerical grade in each subject, factors affecting the teacher's evaluation of the student's work might also be checked. Parents should review their child's report card in detail each marking period.

HONOR ROLL

The Honor Roll consists of the names of students by grades that have attained a minimum grade point average of 3.0. All subjects studied for credit toward graduation are included in arriving at a student's grade point average. Grade point average is the sum of the quality points

earned divided by the total credits attempted. To be considered for the honor roll, a student must have no grades below 72 and no more than one grade of 72-79.

NATIONAL HONOR SOCIETY

Election to the National Honor Society shall be decided by a Faculty Honors Committee. Election to membership in the Honor Society shall be regarded as the highest award that may be conferred by Manchester Regional High School upon any member of its student body.

To be eligible for membership, a student must have shown himself/herself to be an outstanding citizen of the school during his/her years of attendance. Outstanding citizenship shall be judged by the Faculty Honors Committee on the basis of good character, evident qualities in leadership, high scholastic performance, and well-defined service rendered to the school and/or community. A checklist shall be submitted to all members of the faculty of Manchester Regional High School to determine character of the candidates for the National Honor Society. The checklist shall contain the following standards, and shall be marked on the basis of satisfactory or unsatisfactory, the quality of leadership, service to the school, and achievement: INDUSTRY, COOPERATION, INTEGRITY, RESPONSIBILITY, LOYALTY, and BEHAVIOR. A student may be elected to membership in the fall of his/her junior and senior year. Those elected will be installed later in the fall.

To be eligible for membership, a student must have attended Manchester Regional High School for one full semester. A student must also qualify in terms of character and leadership as judged by the Faculty Honors Committee, and have achieved an accumulated average mark of 3.50. The Honors Committee considers the quality and scope of activities as well as community service.

2017-2018 NATIONAL HONOR SOCIETY OFFICERS

President:	Donna Garandouka	Secretary:	Shannon Baer
Vice President:	Tremaia Clark	Treasurer:	Taylor Mulvihill
Public Relations:	David Caraccio		
Advisors: Mrs. Cathy Hantson/Ms. Mara Hirschfeld			

STUDENT COUNCIL

The Student Council should have the support of every student in the school. It is your opportunity to assist in formulating many of the policies that will affect your life in school; it is your opportunity to express your views through representation and to seek a solution to your problems. Your Student Council can only be as effective as you, the student body, make it.

SCHOOL DANCES - REGULATIONS

1. Only Manchester students may attend regular school dances.
2. MRHS IDs **MUST** be presented upon entering.
3. No smoking is permitted at any time.
4. There shall be no loitering outside the school building once the dance is in progress.
5. Students are to observe proper dance manners and show respect.
6. No student on school suspension is permitted to attend the dance.
7. The use of alcohol, drugs, etc. is considered unacceptable. Violators will be referred to parents, police and school officials.
7. Fighting at a school dance will result in that individual's suspension from school and future dances.

2017-2018 STUDENT COUNCIL OFFICERS

President:	David Caraccio	Secretary:	Dali Khalaf
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Vice Presidents: Kinza Iqbal

Board Liaison: Amonte Simmons
Advisor: Ms. Christa Falzarano

SPORTS/CLUB ACTIVITIES LIST FOR 2017-2018

BASEBALL	-	MR. SAVASTANO
BASKETBALL (GIRL'S)	-	MR. SPOSATO
BASKETBALL (BOY'S)	-	MR. PALEK
BOWLING	-	T.B.A.
CHEERLEADING	-	MS. DE LUCA
FOOTBALL	-	MR. ROCA
SOCCER (GIRL'S)	-	MRS. PETRILLO-ALA
SOCCER (BOY'S)	-	MR. SANCHEZ
SOFTBALL	-	MR. CHINSKEY
TRACK – WINTER & SPRING	-	MR. BANTA
VOLLEYBALL	-	MS. CULLEN
WEIGHT-TRAINING	-	MR. ROCA
WRESTLING	-	MR. DAMIANO
<u>CLUBS/ACTIVITIES</u>	☺	<u>ADVISOR(S)</u>
AMNESTY CLUB	-	MS. PANDYA
BAND DIRECTOR	-	MR. MERINO
COMIC BOOK CLUB	-	MR.HORNBY/MR. SANTORO/MR. YOB
DRAMATICS ADVISOR	-	MR. BAMFORD
JAZZ CLUB	-	MR. MERINO
INTERACT CLUB	-	MS. COCHRAN
LITERARY MAGIZINE	-	MR. HART/MRS. HERNANDEZ
NEWSPAPER ADVISOR	-	MR. MOLLOY
MAD ADVISOR	-	MRS. ORSITA/MR. PEREZ
MOCK TRIAL	-	MR. WINKLER
MODEL CONGRESS	-	MR. ERCOLANI
MUSIC DIRECTOR	-	MS. PERSENAIRE
NATIONAL HONOR SOCIETY	-	MRS. HANTSON/MRS. HIRSCHFELD
PUBLIC RELATIONS LIAISON	-	MRS. MORSTATT
RENAISSANCE ADVISOR	-	MR. YOB
SCENERY	-	MR. ZIMMERMANN
SPANISH HONOR SOCIETY	-	MRS. KAEFER
THE 20% CLUB	-	MRS. HUGHES
CHORAL ENSEMBLE DIRECTOR	-	MS. PERSENAIRE
STUDENT COUNCIL	-	MS. FALZARANO
YEARBOOK	-	MRS. HEDGES/MRS. HANTSON
YPAR CLUB	-	MS. WOLF
<u>CLASS ADVISORS</u>		
FRESHMAN CLASS (2021)	-	MRS. HEDGES
SOPHOMORE CLASS (2020)	-	MS. SAGER
JUNIOR CLASS (2019)	-	MRS. ORSITA
SENIOR CLASS (2018)	-	MS. COCHRAN/MRS. HANTSON

RENAISSANCE BENEFITS

GOLD	SILVER	SCARLET	FALCON
Exempt from 2 Finals (90+ Avg.)	Exempt from 1 Final (90+ Avg.)		
FREE Admission to Home Athletic Events	50% off Admission to Home Athletic Events	Buy 1, Get 1 Free Home Athletic Events (both people must be present)	25% off Admission to Home Athletic Events
50% off "other" school events (prom excluded)	25% off "other" school events (prom excluded)	\$1 off "other" school events (prom excluded)	
2 Tardy to School	1 Tardy to School		
3 Tardy to Class	2 Tardy to Class	1 Tardy to Class	
1 Late Homework per Class	1 Late Homework per class	3 Late Homeworks (1 per class)	1 Late Homework

ATHLETICS - INTERSCHOLASTIC

Among students and adults in the community, no other phase of the student activity program attracts more attention than athletics.

We recognize that a constructive athletic program should be provided which includes two closely integrated activities: (1) physical education for all pupils in school, directed by competent teachers and emphasizing practical games and activities; (2) interscholastic athletics with a wide range of sports and teams, under the direction of capable leaders.

Manchester Regional High School is a member of the North Jersey Interscholastic Conference (NJIC) – Colonial Division. Within the league, regular competitions in major sports have been scheduled with Eastern Christian, Elmwood Park, Glen Rock, Hawthorne, Lodi, Midland Park, Pompton Lakes, Paterson Catholic, Saddle Brook, Waldwick, Immaculate Conception and Garfield. Other teams scheduled will be considered as independent games.

SPORTS SCHEDULES

Please refer to the school calendar for sports schedules and directions to member schools. Additionally information including schedules can be found online at www.mrhs.net.

ATHLETICS ELIGIBILITY RULES

1. To be eligible for the fall and winter seasons a student must have accumulated the following credits during the previous school year:

GRADE 9	-	Eligible immediately
GRADES 10/11/12	-	30 credits

2. To be eligible for the Spring Season, a student must be earning:

GRADES 9/10/11/12	-	15 credits
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(Based on 1st and 2nd Marking Period)

If a student is eligible at the start of a Sports Season, he/she remains eligible for that entire Sports Season regardless of his/her grades at the end of the marking period.

RANDOM DRUG TESTING

The school reserves the right to randomly drug test any athlete before, during or after any athletic season. Athletes, who test positive will be immediately removed from the team, forfeit any varsity letter and may face criminal prosecution.