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Maple Shade High School

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180 Frederick Ave, Maple Shade, NJ 08052

2017-2018

Student / Parent Handbook

Available online at www.mapleshade.org

Home of the Wildcats

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NOTE: The contents of this Handbook are subject to change as per school administration. An up to date Handbook is available at www.mapleshade.org.

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COLLINS WRITING INFORMATION

Type One – Capturing Ideas...Type One writing gets ideas on paper – brainstorming. Type One is timed and requires a minimum number of items or lines. Questions and/or guesses are permitted. Evaluated with a check mark or minus mark.

Type Two – Respond Correctly...Type Two writing shows that the writer knows something about a topic or has thought about a topic. It is a correct answer to a specific question, graded as a quiz. *One draft.*

Type Three – Edit for FCAs...Type Three has substantive content and meets up to three specific standards called focus correction areas. It is read out loud and reviewed to see if the draft meets the following criteria: completes the assignment, is easy to read, and meets standards set by the focus correction areas. Revision and editing are done on the original. *One draft.*

Type Four – Peer Edit for FCAs...Type Four writing is Type Three writing that is read out loud and critiqued by another. *Two drafts.*

Type Five – Publish...Type Five writing is of publishable quality. *Multiple drafts.*

For All Types – For all types, skip lines. For Types One and Two, label the type on the top left-hand side of the paper. For Types Three and Four, list focus correction areas on top left-hand side. Type Three and Four papers should be saved and used to practice editing skills.

ATHLETICS AND ACTIVITIES

Please refer to the Maple Shade Parent/Student Athletic and Activities Handbook. This can be found online at www.mapleshade.org.

ATTENDANCE:

Terms

“Excused Absence” – Medical disability or illness; Medical or dental appointments which cannot be scheduled outside of school hours; Religious holidays recognized by law; Court appearance; Death in the family; Educational opportunities with written documentation from the visitation; Other good cause approved by the Principal.

“Unexcused Absence” – An absence from school for any reason that is not an “excused absence” will be considered an unexcused absence.

“Partial Unexcused Absence” – Any lateness or early dismissal from school for any reason that is not an “excused absence.”

“Failure Due to Attendance” (“FDA”) – Students are on Failure Due to Attendance status when they do not meet the attendance guidelines for the previous marking period ~~or accumulate 8 unexcused absences in one marking period~~. Students who are on FDA status may not miss class for any school activity such as a field trip, blood drive, assembly, college visit, etc...

“Present” - students are marked present as long as they are in school for a minimum of four hours.

Positive Motivation for Zero Unexcused Absences

Students with zero absences each semester will be rewarded. This will take place twice annually, in February and June. School District will budget \$7 per student for 10% of the student body each semester (\$603 per semester, \$1,206 annually) to cover the cost. This could be but is not limited to a movie at Lowe's, gift cards, or trip to the Custard Stand, etc...

Maintaining Academic Credit as it Pertains to Attendance

Students are permitted 4 or less unexcused absences per marking periods 1, 2, & 3.

Each unexcused partial absence (unexcused late and/or unexcused early dismissal) will be considered .25 unexcused full day absence. 4 unexcused partial absences are equal to 1 full day unexcused absence.

Students who accumulate greater than 4 unexcused absences per marking period will receive a grade of 59 in that marking period and will be placed on Failure Due to Attendance (FDA) status for the following marking period. If the student's grade in a class during that marking period was below a 59, the student will earn that grade according to the grading procedures in the Student Handbook.

Students may restore their grades by meeting the attendance guidelines during the following marking period. For example, if a student is on FDA for marking period 1 and receives a grade of 59 in each class but meets the attendance guidelines in marking period 2, the marking period 1 grades will be restored given the student earned grades above a 59.

Example:

Marking Period 1 3 Unexcused Absences + 6 Partial Unexcused Absences =
4.5 Unexcused Absences (FDA Status)

Grade Earned of 85

REPORT CARD:

Marking Period 1 Report Card Grade is 59

Marking Period 2 1 Unexcused Absence + 2 Partial Unexcused Absence =
1.5 Unexcused Absences

Grade Earned 87

REPORT CARD:

Marking Period 1 85 (Student restored Marking Period 1 grade earned)

Marking Period 2 87

Students who are on FDA Marking Periods 1, 2, & 3 will lose credit for the year.

Fourth Marking Period

Students are permitted 6 or less unexcused absences for Marking Period 4. If a student is absent over 6 times in the 4th marking period, the student will be placed on FDA and earn a 59% for the 4th marking period. There is no opportunity to earn back your original grade in the 4th marking period.

Maintaining Academic Credit as it Pertains to Attendance for Period 1

A student who is unexcused late and/or unexcused absent from period 1 on 8 or more occasions during a marking period will be placed on FDA status and earn a 59 for that marking period.

Notification

Parents will receive notification from the school when their son/daughter accumulates 2 unexcused absences and 4 unexcused absences in a marking period. After receiving notification from the school

due to a 4th unexcused absence, parents may contact their son's/daughter's school counselor to develop an action plan to improve attendance.

Appeal Process

An Attendance Committee will hear all appeals regarding a student's attendance. Further appeals will be heard by the grade level and/or building principal. Final appeals will be heard by the Superintendent of schools.

Make-up Work Responsibilities and Timelines

The student who has been absent is primarily responsible for getting missed work via the teacher's E Board. For short absences, he/she has one day to make up the work for each day absent. For example, a student absent two (2) days will have two (2) days in which to complete his work. For longer absences, the teacher will determine the length of time, which would normally be no longer than two weeks during the marking period. Physical Education teachers will review specific procedures for Physical Education make-up.

Excused Absence/Late

All absences/lates shall be *unexcused*, unless determined to have occurred for one of the following reasons:

- Medical disability or illness;
- Medical or dental appointments which cannot be scheduled outside of school hours;
- Religious holidays recognized by law;
- Court appearance;
- Death in the family;
- Educational opportunities with written documentation from the visitation;
- Other good cause approved by the Principal.

Documentation must be provided within three (3) days of the student's return to school by a doctor's note, and/or other appropriate documentation. Failure to provide such documentation within the three (3) day period shall result in the absence/late being considered unexcused. He/she is required to make up all work missed.

Days absent due to vacations or other family trips shall be counted as *unexcused* absences.

Teaching staff members are not required to provide outlines, homework assignments, or related study materials in advance or in anticipation of such trips. In the event a student plans to be absent for an extended time, he/she must notify the Counseling Office one week prior to leaving and present a note indicating the length of absence and reason.

Late to School

Students are considered late if they are not seated in their first period class at 7:28am when the bell rings to begin class.

Early Dismissal from School

If a student needs to be excused from school before the end of the school day, a written request, which includes the student's first and last name, the reason for the early dismissal, a telephone number where the parent/guardian may be reached for verification, and the signature of the parent/guardian, must be received by the Main Office on the day of the requested early dismissal.

Students who are excused early must sign out in the Main Office before leaving the building and a parent/guardian must come to the Main Office, show proper identification, and sign the student out for

the dismissal. The same rules regarding excused/unexcused applies to early dismissal. Students may not sign out early without parent permission for any reason.

Transfer Students

Students who transfer into Maple Shade High School mid-year will have their previous attendance (if available) counted toward the Maple Shade High School policy.

Student participation

Students at Maple Shade High School must be in school prior to 7:45AM and must remain in school until dismissal to participate in co-curricular activities that day. Student-athletes who do not meet this criteria are not permitted to participate in interscholastic competitions, athletic practices or team meetings on that day. Excused absences/lates will be addressed on a case by case basis.

BELL SCHEDULE

1	7:28-8:21
2	8:24-9:10
3	9:13-9:59
4a	10:02-10:25
4b	10:28-10:51
5a	10:54-11:17
5b	11:20-11:43
6a	11:46-12:09
6b	12:12-12:35
7	12:38-1:26
8	1:29-2:15

Beginning of School Day

The cafeteria doors will open at 7:05am. The main entrance and E/B wing vestibule doors will open at 7:21am. Students are not permitted to be in the hallways, classrooms, or at their lockers until 7:21am. If a student would like to get extra help before school with a teacher, that student must have a pass from that teacher. A warning bell at 7:26am will alert students two minutes before the beginning of first period. First period begins at 7:28am. Students are considered late if they are not seated in their first period class at 7:28am when the bell rings to begin class. Students must report to the Main Office to sign in and get a pass to their first period class.

BUS REGULATIONS

Authority: *The bus driver is in full charge of the school bus at all times and shall be responsible for order; he/she will never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the principal (or his designee), and the parent or guardian will have to provide transportation to and from school during the period of exclusion. (NJSA 18A:25-2)*

Student Conduct on Bus:

1. Pupils must adhere to the bus schedule. Pupils who miss the bus must find other means of transportation on that day. Arrive at the bus stop approximately ten minutes before schedule time.
2. Wait safely off the roadway until the bus comes to a full stop.
3. Board and leave the bus without pushing or crowding.
4. Only board your assigned bus. Always sit in your assigned seat.

5. Pupils are required to conduct themselves in an orderly well-behaved fashion. Violations of rules may result in suspension of bus privileges.
6. Cooperate with the bus driver at all times.
7. Respect property at all times, this includes the property around you while waiting for the bus, the bus seats, seat belts, etc. while on the bus and other student's belongings. The offender and his/her parent or guardian will be responsible for any damages.
8. Buckle your seat belt! It's the law. Your bottom should never leave the seat while the bus is in motion.
9. Be courteous, speak softly, and always use appropriate language.
10. Food and/or drinks are not permitted on the bus.
11. Use of tobacco in the bus is forbidden.
12. Skateboards, live animals, or any project too large to fit on your lap is not permitted on the bus. Keep book bags, lunch, and hands on your lap.
13. In case of emergency, remain in your seat, and wait for direction.
14. Report any student problems or bus damage to the driver.
15. Always take all your belongings and your trash with you when you leave the bus. Do not throw anything out the windows of the bus.
16. If you are not going to be riding the bus in the morning (or anymore), tell the driver the day before or have your parent or guardian contact the Transportation Office at 856-779-1750, ext.5201.
17. Students riding a bus home after school must report to the bus within 5 minutes of dismissal. Buses cannot return to pick up students who missed the bus because these buses are doing transportation of Steinhauer, Wilkins, and Yocum Schools students following our school's routes. The 2:20pm departure time gives students 5 minutes to leave their last period class and get on the bus. This is one additional minute that students get in passing time between classes.

CAFETERIA

CHILD NUTRITION PROGRAM:

Complete the *Child Nutrition Program Household Application* only if your family is applying for the free/reduced lunch/breakfast program and return to school with the family's oldest student. You only need to complete one form per family. If your family is not applying for the free/reduced lunch/breakfast program, this form does not need to be returned. The form must be completed entirely. Be sure names of everyone in the household are listed (Part 1 & Part 4) as well as information (grades K-12). Provide income received by everyone in the household and be sure that the parent/guardian signs the form. All information must be printed legibly. If you need a form in Spanish, please contact your child's school office. Please direct all inquiries to Mrs. Debbie Saenz #856-779-1750. *If your financial situation changes during the school year, you can reapply for free/reduced lunch.

Breakfast

Breakfast program will be available every day school is in session in the cafeteria beginning at 7:10 a.m. and ending at 7:27 a.m. The cost is \$1.85. Those students who participate in the reduced lunch program will pay \$0.30 and those students who participate in the free lunch program will receive a breakfast at no cost. Examples of breakfast items available are cereal, bagels & spread, fruit, juice, milk, yogurt, muffins, and one hot item. The breakfast program must be completed by the start of the school day at 7:28 a.m. If you have any questions, please contact the Food Service Director at 856-779-2880 ext. 1224.

Lunch

Students may bring lunch from home or purchase a meal in the cafeteria. However, all students must report to and eat their lunch in the cafeteria. Being in the cafeteria during the lunch period is as much a requirement of your daily schedule as being in any scheduled class. No one may leave the school grounds during the lunch period. To meet the requirements of good home training and of good school citizenship, students will use courteous behavior, self-control, and good table manners. Students may not cut in line. Each student has the responsibility of returning all implements to the tray washing room, depositing refuse in the proper receptacles, and leaving the table, chair, and floor clean. Food and beverages are not to be taken outside of the cafeteria.

Our cafeteria is operated by the Board of Education, and this service is supplied without profit. We operate under the National School Lunch Program and will endeavor to keep food costs low. Students' care of equipment and thoughtful use of cafeteria facilities will help keep prices at a minimum.

Lunch Schedule – Regular School Day

4A	10:02-10:25	Grades 7 & 8	4B	10:28-10:51	Grades 7 & 8
5A	10:54-11:17	Grades 9 – 12	5B	11:20-11:43	Grades 9 – 12
6A	11:46-12:09	Grades 9 – 12	6B	12:12-12:35	Grades 9 – 12

Price of Cafeteria Lunch

- High School Student Platter or Salad Bar – approximately \$3.10
- Reduced Lunch - \$.40 (determined by Free/Reduced Lunch Program)
- Milk (1% and skim, fat free chocolate, and fat free strawberry) - \$.60
- Second Entrée w/ purchase of lunch for student – approximately \$2.00
- Ala Carte items available, all prices are listed in cafeteria
- Snack bar has variety of chips, crackers, soft pretzels, ice cream, juice—prices vary (approximately \$0.35 - \$1.50)

Lunch Menu

The daily lunch menu is posted on the school website www.mapleshade.org and in the student's homeroom.

CLASS CHANGES AND WITHDRAW FROM CLASS

In the summer, completed schedules will be mailed home. Schedule change requests may be made in the summer by scheduling an appointment with a counselor.

After the second Friday of the school year, schedule changes will only be considered for the following reasons:

1. The correction of a clerical error in the schedule. Examples might include a missing course, a conflict between two or more courses, failure of a prerequisite course or a serious imbalance in the course load assigned for each semester.
2. A recommendation from the Child Study Team.
3. A recommendation from a building administrator for disciplinary, attendance or instructional reasons.
4. A senior student wishing to take an additional course(s), which does not require dropping any other course(s)
5. A teacher recommends a change based on the fact that the student is misplaced in a particular course or that a change in level would be beneficial to the student.
6. A student's educational/post-secondary goals have changed requiring a change in elective(s).

Schedule changes will not be considered for any of the following reasons:

1. Course content or standards differ from student expectations
2. Dropping a course because it is not needed for graduation
3. Inability of a student to relate well to a given teacher
4. Preference for a different teacher
5. Dropping a course in order to lighten one's course load

CLASS RANK

With the exception of the SAT Prep, Band Lab, Choir Lab, and Skills Classes grades for each course in the ninth, tenth, eleventh and twelfth grades (9th, 10th, 11th, 12th) are converted to quality points (see scales below). The quality points are multiplied by the number of corresponding earned credits. The quality points and the attempted credits are separately totaled, and the sum of the quality point is divided by the sum of the attempted credits.

An incomplete grade (I), after ten (10) days is converted to an achieved grade, and this grade is included in the calculation of class rank. The administration of the rank in class is the responsibility of the Director of School Counseling, who will calculate the rank in class at the completion of each student's eleventh (11th) and twelfth (12th) grades.

Students must attend Maple Shade High School during their 11th and 12th grade years to be eligible to earn the honor to be considered Class Valedictorian or Class Salutatorian.

Conversion Tables

Quality Point Scale - Regular Course (Non-weighted)

A+ = 4.2	B+ = 3.2	C+ = 2.2	D+ = 1.2	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.8	B- = 2.8	C- = 1.8	D- = .8	

Quality Point Scale - Honor Course (Weighted)

A+ = 5.2	B+ = 4.2	C+ = 3.2	D+=2.2	F=0
A = 5.0	B = 4.0	C = 3.0	D = 2.0	
A- = 4.8	B- = 3.8	C- = 2.8	D-=1.8	

Quality Point Scale – Advanced Placement Course (Weighted)

A+ = 5.7	B+ = 4.7	C+ = 3.7	D+=2.7	F=0
A = 5.5	B = 4.5	C = 3.5	D = 2.5	
A- = 5.3	B- = 4.3	C- = 3.3	D-=2.3	

CODE OF STUDENT CONDUCT

The Maple Shade Board of Education establishes a code of student conduct that promotes the positive development of students who:

- Have a healthy view of self
- Attend school regularly
- Speak in a courteous, polite and empathetic manner
- Have respect for self, others, and school property
- Follow the school's dress code
- Work well with others
- Strive to meet high academic standards and skills
- Make responsible decisions

- Develop and use effective interpersonal skills
- Utilize conflict resolution techniques
- Demonstrate good citizenship
- Display tolerance and accept diversity of others
- Consider rights and interests of others
- Support a productive learning environment
- Accept responsibility for one's actions

These positive behaviors are expected on school grounds, including on a school bus or at school-sponsored functions, and, as appropriate, for conduct away from school grounds.

Students with disabilities are to be held to the same code of conduct procedures as general education students in accordance with their Individual Educational Plan (IEP). It must be determined that the student's behavior is not primarily caused by his/her educational disability, and that the program that is being provided meets the student's educational needs.

The term *suspension* is defined as the temporary denial of a student's right to attend the regular school program. There are two (2) basic forms of suspensions, short-term, one lasting ten (10) consecutive school days or fewer in duration; and, long-term, one which lasts more than ten (10) consecutive school days in duration. A student who is suspended from school cannot participate in or attend any school-related activity, including, but not limited to athletic events, trips, dances, performances, and graduation.

Staff members who interact with students shall model the behavioral expectations for the students. Staff members will intervene when students do not meet the expectations of the student code of conduct. Possible interventions may include: warning, conference with student, change of student's seat, teacher detention, parent notification, I&RS, involvement of the case manager or school counselor, and/or referral to an administrator. Below is a list of some of the behaviors that do not meet the student code of conduct and may result in a consequence:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over the student
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil
- Taking of personal property from another pupil, or from his presence, by means of force or fear
- Cutting, defacing, or otherwise injuring school property
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building/s owned by any 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 such building or facility
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises or at any school-sponsored event, or being under the influence of intoxicating liquor or controlled dangerous substances while on school property
- Smoking on school grounds
- Harassment, intimidation, and bullying
- Committing assault upon an employee of the Maple Shade Board of Education
- Possession of a weapon

Any senior who is suspended three or more times during the year will be denied the privileges of participating in commencement exercises and all other senior activities, including the senior trip, senior prom, and Project Graduation. Any underclassman suspended three or more times during the school year will be denied the privilege of participating in school sponsored functions such as dances and extra-curricular activities.

Attending school events is a privilege. Students that have excessive or severe code of conduct violations will lose the privilege to participate and attend any/or all after school athletics and activities. Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.

Appeals

Students who have demonstrated significant and consistent improvement in their behavior and level of responsibility over a 60-day period may appeal to participate in school events. This appeal will be done by application process through the student's administrator and involve a panel including at least two of the student's teachers. Student appeals will occur on an event-by-event basis and decisions may not be the same for all events.

Level 1 Infractions of Code of Student Conduct

Interventions may include but not be limited to: warning, conference with student, change of student's seat, teacher detention, parent notification, I&RS, involvement of the case manager or school counselor, and/or referral to an administrator who may assign a consequence.

Interventions should be:

1st infraction - warning by staff member and/or other interventions listed above

2nd infraction - detention given by staff member and/or other interventions listed above

3rd infraction - parent notification/detention by staff member and/or other interventions listed above

4th infraction – referral to I&RS Team, School Counselor, Child Study Team Case Manager, or administrator

Some examples of Level I Code of Student Conduct Infractions:

- Excessive lateness to class, cutting class, dress code violations
- Misconduct in hall, cafeteria or bus
- Class disruption
- Rudeness and or disrespect to fellow students
- Loud, rude, boisterous, or vulgar language in the school or surrounding area.
- The use of communication devices during class-time/tests/exams will be considered a form of cheating. Corrective measures may be a failure for the specific activity/assignment/test/exam.

Note: It is not possible to list all offenses. The above offenses are the most common. Any other infraction that may be considered serious by school authorities will be dealt with accordingly. Under these procedures, suspensions may be imposed for repeated minor or non-violent transgressions. Repetition illustrates a student's refusal to comply with school rules.

Level 2 Infractions of Code of Student Conduct

Level II infractions are much more serious and usually require immediate attention by an administrator. Such infractions may include, but are not limited to the following: fights; threats to safety of individuals; overt open defiance; vandalism; possession, use or distribution of illegal substances; weapons; violent behavior; etc.

Office Assigned Detention:

- Office Assigned Detention will meet for one hour after school two times per week (Monday and Wednesday) from 2:30 p.m. to 3:30 p.m. under the supervision of an administrator or his/her designee.
- Students will receive twenty-four (24) hours notice for an Office Assigned Detention.
- A social atmosphere is not permitted. Students will be expected to bring materials and assignments from their regularly scheduled classes.
- Students who do not report for Office Assigned Detention will receive an additional consequence.
- Students who do not abide by the rules and regulations will receive an additional consequence.
- Students are not permitted to go to their lockers during the Office Assigned Detention.

Saturday/Wednesday School:

- Saturday/Wednesday School is one of the progressive discipline options that a school administrator may use to improve or modify student behavior.
- Saturday/Wednesday School will be held in the high school Library from 8:00am to 12:00pm. Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student.
- You need to arrive and be in the high school library no later than 7:55 a.m. Enter the school building through the Clinton Avenue entrance next to the cafeteria. Anyone arriving after 8:05 a.m. will not be permitted to enter Saturday School and will be given additional disciplinary consequences.
- You are not permitted to go to your locker for any reason. Bring all your books and materials with you.
- You must engage in educational activities, such as written assignments, homework, studying, or reading. You will not be permitted to use your phone or electronic device. These will be collected and securely housed while Saturday school is in session. Sleeping will not be allowed and you must remain quiet at all times.
- Water is allowed only in clear bottles. No other drink or food will be permitted.
- All school regulations outlined in the Maple Shade Student Handbook are in effect during Saturday School.
- There will be a fifteen (15) minute break from 10:00 – 10:15 a.m. You may not leave the building during this time.
- Failure to report to Saturday/Wednesday School, without prior administrative approval or appropriate *medical, dental, bereavement, or legal documentation*, will result in an Out-of-School Suspension. Documentation must be provided no later than 8:00am on the Monday following the assigned Saturday School. If absent the Friday before the assigned Saturday/Wednesday School, you must contact a school administrator that Friday prior to the end of the school day to discuss if you feel you will miss Saturday School for medical/other reasons (*see above*).
- Misbehavior during Saturday/Wednesday School will result in an Out-of-School Suspension. You and your guardian may be required to attend an administrative re-entry conference and student privileges may be suspended (no extra-curricular activities, dances, athletics, clubs) until parent conference is held with a school administrator.
- Any emergency situation, which arises, is to be reported by your parent/guardian in writing to any of the following school administrators: Scott Arnauer at sarnauer@msemail.org, Michelle Haynes at mhaynes@msemail.org, Jessica Tosti at jtosti@msemail.org or Valerie Jones at vjones@msemail.org.

- You have a choice! There are no excuses for not serving a Saturday/Wednesday School, such as “I have to work” or, “I have plans.” Think of the results of your actions and the consequences before you violate the rules.

Process after Suspension

- Parent conference may follow any suspension.
- Upon the third suspension, a parental conference may be held with the high school principal.
- Upon the fourth suspension, a parent conference may be held with the superintendent

Smart Phone/Cell Phone/iPod/Tablet/Electronic Devices/etc...

Students are permitted to utilize electronic devices (this includes iPods, tablets, MP3's, ear buds, cell phones, gaming units, etc.) on school premises in accordance to the following guidelines:

- Device may only be used during instructional and study prep periods according to teacher discretion.
- Device may be used during lunch period.
- Device may be used during transition in the hallways.
- Students ARE NOT permitted to use any headphones other than the small ear-buds that go into the ear canal and will only be permitted to wear ONE earbud only for safety reasons.
- Students ARE NOT permitted to accept phone calls at any time during school hours.
 - If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which are made available to students with appropriate permission.

In order to preserve the privacy of students and staff, taking photographs and/or videotaping is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects.

Students bringing cellular telephones or electronic devices to school do so at their own risk.

Maple Shade School District will not assume any liability for any lost, stolen or damaged cellular telephone and/or any other electronic devices either in school or in their possession.

Any unauthorized use of electronic devices or noncompliance with these guidelines will result in disciplinary consequences. Teachers will handle student violations which cause or involve a distraction or disruption of the instructional environment and may issue teacher detention(s) and/or interaction with parent(s). Failure to comply with a teacher/staff directive will be considered defiance and will incur a conduct referral.

Possible administrative consequences may include, but are not limited to:

- Device will be taken and may be returned to the student at the end of the day.
- Device will be taken and may be returned to the parent(s) at the end of the school day.
- Device will be taken and student may be assigned office detention(s).
- Device will be taken and student may be suspended.
- Device will be taken and administrator may choose the best course of action to solve the behavior problem.

Fighting

- In grades 7 through 12, students involved in a fight will be suspended.
- Students involved in a second fight, regardless of the academic year, must have a hearing with the principal before he/she may return to school.

- Students involved in any fight after the second, regardless of the academic year, will have a mandatory hearing with the Superintendent of Schools with the possibility of an expulsion hearing with the Board of Education.
- With the category of fighting, a student's record is accumulative; it carries from grade 7 through 12.
- With each incident the administration reserves the right to file a formal complaint with the police against the involved students.

Smoking

For the purposes of this policy, "smoking" means the burning of a lighted cigarette, cigar, pipe or any other matter or substance that contains tobacco and the use of any form of smokeless tobacco. In most situations, a smoking violation is obvious. However, an administrator may make a decision of a violation of policy based on reasonable belief from the evidence and circumstance associated with the incident. The school district reserves the right to contact police for violations of this policy.

Students may not be in possession of tobacco products.

Possessing or using electronic cigarettes at school is in violation of the smoking policy. Students in possession of or using electronic cigarettes in school or on school grounds are subject to immediate confiscation of the electronic cigarette and will face appropriate disciplinary consequences.

1. Smoking/using tobacco products
 - a. First Offense - Student will be suspended.
 - b. Second Offense - Students will be suspended, and a parental conference may be required
 - c. Other Subsequent Offenses - Students will be suspended, a parental conference will take place, and possible action with the Maple Shade Police Department

Gambling

Gambling in any form is prohibited in any part of the high school or its campus.

Walking To and From School

Students walking to and from school are under school jurisdiction. Walkers are expected to:

1. Obey traffic regulations at street crossings and intersections. Allow traffic to flow by not walking in groups in the street.
2. Respect the personal property of neighbors by walking on pavements where possible and the requests by residents not to cross lawns or other property.
3. Refrain from littering, vandalism, and other anti-social activity.
4. Refrain from any physical confrontation with other students.

Plagiarism

Academic honesty is expected of all students at Maple Shade High School. Every student is responsible for maintaining a high standard of academic ethics, personal honesty, and moral integrity. Therefore, plagiarism will not be tolerated.

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, students must give credit whenever they use the following:

- Another person's idea, opinion, or theory
- Paraphrase of another person's spoken or written words
- Quotations of another person's actual spoken or written words

- o Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge

Submitting a borrowed or purchased paper or submitting someone else's work as one's own or allowing someone else to submit one's work as though it was his or hers also constitutes plagiarism. If plagiarism is detected, the student or students involved will receive a failing grade on the assignment and may receive additional consequences. Any Honor Society Student who plagiarizes will be removed from the Honor Society.

Technology Acceptable Usage

The use of the Maple Shade School District's network and Internet access is a privilege and not a right, and inappropriate use will have consequences. The intended use and goal of the network and Internet access is for students to conduct educational research and to communicate with others for educational purposes. Access to network services is a privilege and is given to students who agree to act in a considerate and responsible manner. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's information network.

In order to access the Internet, the following rules apply:

1. The student and their Parent(s) or Guardian(s) must have signed the Maple Shade School District Education Network Acceptable Use Policy. No students will be allowed to access the Internet without this form being properly signed and returned to school.
2. The technology office will provide a confidential screen name (sign-on) and password to all students once the Acceptable Use Policy form has been properly signed and returned.

The following Code of Student Conduct applies to any student who violates the district's procedures:

- Using someone else's login account or allowing someone else to use your account,
- Accessing the Internet without a signed acceptable use policy form,
- Using the network for inappropriate purposes or wastefully using finite resources,
- Vandalism, violation of copyright laws, gaining access to unauthorized areas of the network, disrupting of network traffic, using the district's resources for commercial gain, forging electronic mail, posting anonymous messages, possession of materials in violation of these rules, not abiding by general rules of etiquette, divulging of personal information, or using the network for illegal purposes,
- Adding, modifying hardware, or modifying system configurations or settings.

Consequences:

- First Offense: Student will be assigned Office Assigned Detentions and will lose Internet endorsement
- Second Offense: Student will be given Office Assigned Detentions and will lose Internet endorsement for a longer period of time
- Third Offense: Student will be suspended and will lose Internet endorsement for the remainder of the school year
- *Additionally: Any technological violations that include cyber-bullying will have additional consequences for harassment, intimidation, and bullying

Any violation of these rules will result in the immediate confiscation of your Media Center card. This card will be held by the administrator until the outcomes of the violation have been resolved. Any concerns or questions can be directed to the District Technology Administrator at 856-779-2880 ext. 1223.

Flag Salute and Pledge of Allegiance

New Jersey law requires that each day all students salute the United States flag and recite the following Pledge Of Allegiance to the flag: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart. Pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by sitting quietly, and removing hats/headaddress.

Demonstrations, Grievances, Disruptions & Disorders

It is the desire and intent of the Board of Education that students and parents shall have the means by which they may make known their individual or group concerns or grievances with respect to the operation and conduct of the schools in a legal, peaceful, and orderly manner and have them considered and disposed of fairly.

In establishing such means, the Board makes it known that it cannot and will not condone or tolerate violence, disruption or interference with the normal operation of schools, vandalism, or seizure of school buildings as a method to express protests or enforce demands for the redress of grievances.

Resorting to such methods shall constitute good cause for the suspension or expulsion of students and/or prosecution under State Law.

Likewise, persons entering the school buildings or on school grounds to disrupt or cause disruption shall be prosecuted under State Law. The Superintendent of Schools, with his staff, is hereby directed to establish such rules and regulations as may be necessary to provide orderly procedures for the expression of concerns and the redress of grievances, and for coping with student disorders.

Student Demonstrations

1. Student demonstrations that disrupt or interfere with the normal operations of the school will not be permitted or tolerated.
2. Walk-outs will be treated the same as any unexcused absence from class. Appropriate action will be taken in each case. If a student is suspended, the parent must arrange a conference with the school before he/she will be readmitted to school.
3. Sit-ins will not be tolerated. Pupils will be warned by the administration to return to class immediately. If any student refuses to leave, he/she will be suspended.
4. A suspended student must leave school grounds promptly. Anyone remaining in the building or on school property will be subject to action by the Police Department as a disorderly person.
5. The administration will attempt to resolve any reasonable grievance through established channels. If there is any indication that violence may take place, the school authorities will turn the matter over to the Police Department to resolve. They will take whatever action they deem necessary to stop the disturbance, protect students, staff, and school property.
6. No printed or written materials will be permitted to be distributed on school property without permission of an administrator.
7. No unusual or extreme attire disruptive in nature will be permitted in the school. The school administration will make this determination.
8. In any demonstration, outsiders will not be permitted in the school or on school property.

NJ CORE CONTENT STANDARDS & NATIONAL COMMON CORE STANDARDS

All state required core content standards can be reviewed on our district website at www.mapleshade.org. Mastery of these standards is required by our students in order to graduate from a New Jersey high school.

CRISIS MANAGEMENT

The Maple Shade School District has a crisis management plan in place that addresses a variety of crises from a medical problem to an armed intruder and is constantly reviewed and revised to ensure our readiness to respond in any type of emergency or crisis.

In any emergency, the school district would work closely with, and be directed by, local police, fire, and other emergency management officials. Parents and guardians also play an essential role in keeping students safe during an emergency. Please follow these guidelines so that you can help our staff respond effectively during an emergency:

- Be prepared for emergency dismissals. Some situations might warrant a building evacuation and early dismissal. Information would be provided through Cable Channels, the district website (www.mapleshade.org), PTA phone chains (elementary schools), and local television and radio stations. We will try to use these resources listed to provide the most up-to-date information, including how students will be reunited with their parent/guardian. *Please have a plan in place with your child, in the event that an evacuation is necessary, whom they should contact and where they should meet their parent or guardian. School office telephones will not be available, as staff will be using them for contact with emergency personnel, transportation, etc. When the emergency management officials clear the building and or determine that it is safe for students to be released, they will only be released to their parent or legal guardian.

Any questions regarding the district crisis management, secured environment, or building evacuations can be directed to the Principal's Office. Any statements regarding a specific situation will be announced through the Superintendent's Office once all students and personnel are secured or reunited with their family.

Fire Drills, Lockdown Drills, and Evacuation Drills will be practiced throughout the school year. Annual preventative K-9 sweeps may be done. In these situations, dogs and students will not come in contact with each other.

DANCE RULES AND REGULATIONS

1. Grade 7-12 students: Any student...
 1. on no-credit status or
 2. suspended three or more times during the school year or
 3. received 8 or more code of conduct referrals
 4. having outstanding fines/obligations...will be denied the privileges of participating in the Homecoming Dance, Prom, and any other school sponsored dances.
- School dances are for the students of Maple Shade High School. However, students who do not reside in Maple Shade may attend dances provided they come as a guest of a Maple Shade student and are registered as directed.
- Maple Shade High School students are limited to one guest. The Maple Shade student is responsible for the conduct of the guest - tickets are non-transferrable.
- Students are not permitted to enter the dance after 1 hour passes from the time it begins. Students are not permitted to leave the dance until 30 minutes before the scheduled end time.

Students will not be permitted to leave the dance and then re-enter. Once a student leaves, he/she leaves the dance for the remainder of the evening. Students who wish to leave a dance before permitted must be picked up by a parent/guardian.

- The head chaperone (or the administrator in charge) reserves the right to reject or dismiss any individual due to attitude, dress, discipline, appearance, age, lateness or any other reason that he/she deems appropriate/necessary.
- The same rules and regulations that apply to a regular school day apply to all dances. Students are subject to the same Code of Student Conduct.
- Students are not permitted to loiter in cars or on the school property before, during or after the dances.
- Students in grades 7-12 must have a signed breathalyzer form on file in order to attend.
- Tickets are non-transferrable and will not be sold at the door.
- All guests attending dances must be below the age of 21, provide ID proof of age, submit a signed breathalyzer form, submit form demonstrating proof of enrollment signed by his/her school administrator, and have his/her conduct record faxed from his/her school to Maple Shade High School ATTN: Mr. Diamond at 856.779.1750 within stated timelines.

DRESS CODE

It is the responsibility of the Board of Education, administration, and staff to create and maintain an appropriate learning environment, which is void of unnecessary distractions and protects the health and safety of the students. Students should take pride in their appearance. All students are expected to dress and groom themselves neatly in clothes that are suitable and safe for school activities. Clothing should be worn in a manner that promotes proper decorum in school. The following regulations will provide students with specific and reasonable direction for acceptable dress:

1. Clothing torn in inappropriate areas is prohibited.
2. Clothing that is low cut or revealing, pants or shirts above or below the waist, as to be distracting, provocative, or immodest are prohibited. Shirts that are low cut should not show cleavage area.
3. No undergarments should be visible at anytime--sitting, reaching or standing. Sagging pants and sheer/ see-through tops are not permitted.
4. Shorts/Skorts/Skirts: Shorts, skorts, skirts, rompers, and/or dresses may be worn. However, they are to be worn in good taste and reflect an appearance of modesty. Backside is fully covered and should not be exposed when sitting, bending, or walking. Side slits should not expose the upper thigh.
5. Pants: Flannel pants, loungewear, or sleepwear may not be worn in school. Jeans or pants should not drag on the floor. Rips in jeans must be below the pocket area of the pants and cover all personal areas.
6. Shirts: All shirts must have a sleeve. Bare midriffs and bare shoulders are not acceptable. Crop tops, tank tops, spaghetti or string-type straps, halter and tube tops are not permitted. All shirts must cover the stomach and lower back when sitting down and when hands are raised over his/her head. Shirts that are low cut should not show cleavage area.
7. Graphics: Graphics or language that is suggestively obscene or displays or refers in any way to drugs, tobacco, alcohol, violence or weapons are prohibited on any garment, badge, patch, or pin.
8. Footwear: Footwear must be safe and worn at all times. Footwear deemed unsafe by an administrator cannot be worn. No roller shoes (Heelys), slippers, or shoes that do not protect the bottom of the foot may be worn.

9. Headwear: (Headaddress, hats, bandanas, head covering, or sweatbands) are not permitted during the school day, except in the case of documented religious or medical need. These items must be stored in a locker.
10. Coats: Heavy winter coats may not be worn during the school day. Coats must be stored in a locker.
11. Chains/Pins: Pocket/wallet (thick/heavy) chains, leash type/collar chains around the neck are not permitted. No spike jewelry or safety pins on clothing or self is permitted.
12. Face painting and costumes are not permitted unless the principal allows these for school spirit purposes.
13. Due to the constantly changing variety of apparel styles, administration has the authority to determine if clothing items or accessories not specifically covered in this dress code are appropriate for school attire and has the authority to make a determination on any questionable attire. All students and parents will be involved in the process.

Students who do not abide by the dress code may not attend class and may be asked to call home for appropriate attire. Students will receive one warning before corrective measures are taken. Communication to the parents of repeated violators will be made. Repeat violators will be subject to corrective measures.

EMERGENCY CLOSING & CONTACT PROCEDURE

In the event of inclement weather, students should tune to Maple Shade High School Cable Channel 19 for information on the closing of school or a delayed opening. Students may also listen to KYW News Radio (AM 1060) for Maple Shade school closing number #660 on the Burlington County list. The delayed opening time for all students in grades 7 through 12 would be 9:10 a.m. All bus services inside and outside the district would be delayed ninety minutes in the morning. Lunches will be served. The delayed opening bell schedule is in this Handbook. In the event of an emergency closing of school, students will be dismissed to their homes and information will be provided on Maple Shade High School's Cable Channel and on the website.

In the case of an emergency, our procedure is to contact the parent/guardian either at work or at home. However, it is the parents/guardians responsibility to make arrangements for the proper care of the child. Parents/guardians must provide the school with two other emergency contacts, in addition to the home and work numbers. One of those persons would be contacted in the event that the child becomes injured or sick and the child's parents/guardians cannot be contacted. If any information regarding these contacts changes, it is the parents/guardians responsibility to contact the school's main office or guidance office immediately to make necessary changes. If there are any legal issues regarding custody or restraining orders, please contact the student's school counselor as soon as possible. For a secondary mailing address for a non-custodial parent for school mailings and/or report cards or progress reports, notify the student's school counselor.

FAMILY LIFE EDUCATION (Parents Right to Conscience)

Any child whose parent or guardian presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his conscience or sincerely held moral or religious beliefs shall be excluded from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result.

FIELD TRIPS

Field trips may be taken by individual teachers during the school year to enrich students' educational experiences. It is a privilege for students to attend field trips. A field trip eligibility list will be

generated each marking period, maintained by the Principal, and shared with all teachers. Parents will be asked to complete a Field Trip Permission Form for each Field Trip.

Students must meet the following criteria to be eligible to attend field trips:

- Meet Attendance Guidelines
- Less than 8 Student Code of Conduct violations
- Any student who fails two classes in a marking period will be ineligible until the grades post for the following marking period.
- Student has no fines or obligations

The school reserves the right to approve or cancel the participation of any student based not only on the above criteria but any other circumstances which it deems serious and detrimental. Such a decision will be made by the principal after consultation with his/her administrative team and appropriate staff members.

FINES/OBLIGATIONS

Policy and Regulation 5513 stipulates that students are responsible to return all materials given to them from teachers, coaches, and/or advisors. Students will be charged a fine for unreturned or damaged materials. These obligations must be paid. Unpaid obligations will keep a student from attending field trips, participating in extracurricular sports & activities, attending school dances, and earning a diploma.

GRADING PROCEDURES

The method of evaluating a student's progress varies with the content and nature of the course. The breakdown of each teacher's grading system will be provided to the students on the course syllabus. All courses will use a numerical grading scale to calculate final averages for a course. During the 1st, 2nd, and 3rd Marking Periods, the teacher will not average a marking period grade any lower than 50% into the formulas below. Fourth Marking Period and all quarterly assessment grades may be averaged as lower than 50% if that is the grade the student earns.

All courses will be graded using this chart.

Letter Grade Numerical Grade

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 & Below

Incomplete

- An incomplete grade may only be given in special circumstances; and only with administrative approval.

Quarterly Assessments

- Quarterly assessments will be administered in all courses except Physical Education and Health.

Assignments

- All assignments, including homework, reports, projects, etc., must be completed and submitted on the due date. Teachers are permitted to use their discretion and, if concerns arise, may consult with administration.

Grade Computation

Each marking period is worth 20% of the final grade. Each quarterly assessment is worth 5% each. Teachers will take the weighted average of the four marking periods and four quarterly assessments to derive the final grade.

Example:

MP1	$70 \times 20\% = 14$
MP 1 Assessment	$75 \times 5\% = 3.75$
MP2	$80 \times 20\% = 16$
MP 2 Assessment	$70 \times 5\% = 3.5$
MP3	$75 \times 20\% = 15$
MP3 Assessment	$90 \times 5\% = 4.5$
MP4	$90 \times 20\% = 18$
<u>MP4 Assessment</u>	<u>$65 \times 5\% = 3.25$</u>
FINAL GRADE	78%

GRADUATION REQUIREMENTS

In order to receive a State of New Jersey endorsed high school diploma from Maple Shade High School, students must fulfill the state's requirements which mandate participation in a local program of study not fewer than 120 credits in courses designed to meet all of the Common Core/Core Curriculum Content Standards, including, but not limited to, the following credits:

SUBJECT	CREDITS
English	20 credits
Algebra 1, Geometry, Algebra 2	15 credits
US History I, US History II, World History	15 credits
Biology and two additional years of Science	15 credits
World Language	5 credits or demonstrated proficiency
Health & Physical Ed.	4 or 5 credits each year in a NJ school
Technology Literacy	Infusion
Fine or Performing Arts	5 credits
Technology, Vocational, and Careers	5 credits
Financial Literacy/Economics *	2.5 credits
Required Subjects	87.5 credits
Elective Subjects	32.5 credits
TOTAL CREDITS	120 credits

- Courses which satisfy this requirement include Careers & Financial Literacy, Current Issues & Economics, Marketing I, and Consumer Math*

All students must meet testing requirements as set forth by the NJ Department of Education. Students in the graduating classes of 2018 & 2019 will be able to meet graduation requirements in Language Arts and Math in the following ways:

English Language Arts	Mathematics
PARCC ELA Grade 9 = 750 or	PARCC Algebra I = 750 or
PARCC ELA Grade 10 = 750 or	PARCC Geometry = 725 or
PARCC ELA Grade 11 = 725 or	PARCC Algebra II = 725 or
SAT - Prior to March 2016, = 400 Critical Reading or	SAT - Prior to March 2016, = 400 Math or
SAT - As of March 2016, Evidence-Based Reading & Writing Section = 450 OR Reading Test = 22 or	SAT - As of March 2016, Math Section = 440 OR Math Test = 22 or
ACT Reading or ACT PLAN Reading = 16 or	ACT or ACT PLAN Math= 16 or
Accuplacer Write Placer = 6 or	Accuplacer Elementary Algebra = 16 or
Accuplacer Write Placer ESL = 4 or	PSAT - Prior to October 2015 = 40 or
PSAT - Prior to October 2015 = 40 or	PSAT - As of October 2015 = 22 or
PSAT - As of October 2015 = 22 or	ASVAB = 31 or
ASVAB = 31 or	Meet the Criteria of the NJDOE Portfolio Appeal
Meet the Criteria of the NJDOE Portfolio Appeal	

The NJDOE has not yet determined graduation requirements for the Class of 2020.

HONOR ROLL

A student may be placed on the Honor Roll for scholastic achievement on each of the marking periods.

The criteria for Honor Roll & Principal's Honor Roll:

Principal's Honor Roll: All grades are 90 and above

Honor Roll: All grades are 80 and above

IDENTIFICATION CARDS (ID CARDS)

All students will receive a school ID card each Fall. In an effort to identify our Jr. High students, all students in Grades 7 and 8 are required to carry their school ID card. It must be visible and readily presented upon request by school personnel during the school day. A school ID card and MSHS lanyard will be issued to each student. A fee of \$5.00 will be charged to re-issue lost cards. School ID cards may be used for admittance to school sponsored events such as dances. The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc. Failure to wear the school ID or refusal to present it to school personnel may result in disciplinary consequences.

LOCKERS

- A hall locker will be assigned to you by your homeroom teacher. Gymnasium lockers will be assigned by the Physical Education Department.

- The locker assigned to you is the property of the Board of Education. As such, you are responsible for its contents, cleanliness and damage. The administration reserves the right to enter your locker at any time with or without your consent. The implementation of this will be applied with discretion.
- At the discretion of the administration, locker privileges may be modified, restricted or eliminated.

LOST AND FOUND

All lost and found articles are held in a box in the Cafeteria for a reasonable length of time. Students who find articles, with the exception of handbags, jewelry, and money, are to take them to the lost and found area in the Cafeteria. Handbags, jewelry, and money should be given to a secretary in the Main Office. Students who have lost articles should go to the Cafeteria before or after school.

Lost physical education clothing will be located in the Physical Education Office or the lost and found area in the cafeteria.

MARKING PERIODS, PROGRESS REPORT AND REPORT CARD DATES: See Updated Handbook on Website.

MEDIA CENTER

Our Media Center contains numerous volumes plus magazines covering a variety of interesting and informative subjects. In addition, much information can be accessed over the network at the various computer workstations.

When a student is sent to the Media Center, a pass must be completed by the teacher and then taken to the Media Center. These passes are then given to the designated staff member in the Media Center. Substitute teachers may not write passes to the Media Center. Only ten students are permitted passes during lunch periods.

Computers are available for student use. Internet access is available once a signed Technology Acceptable Use form is on file in the Main Office. There is one black and white printer available for student use. This is to be used for class assignments ONLY. Students may receive a consequence if they misuse the printer.

General fiction and nonfiction books can be checked out for two weeks and renewed if not on hold. Reference books and books placed on reserve by a teacher may not be checked-out. Back issues of magazines may be checked out overnight. There is no fine for overdue books; however, students must pay full price for lost books. Any overdue materials are also considered a school obligation.

The following regulations are enforced in the Media Center:

1. All students must place book bags in cubicles provided in the Media Center.
2. Students must pay full price for loss of a book.
3. Books may be charged out for use for two weeks. Reserve books may be taken out for overnight use.
4. Magazines are to be read in the library, but may be checked out for school assignments. They should be returned to their proper places in the rack.
5. Please leave library books on the table when you are through using them. The Media Specialist and/or assistant will return books to the proper places on the shelves.

6. Reference books (encyclopedias, manuals, etc.) are to be used in the Media Center only and are not available for general circulation.

MEDICAL CARE

The school health program is under the direction of the school nurse. The Nurse's Office is located in the "B" wing, near the gym, between classrooms B10 and B11.

A school nurse will be on hand in case of illness or accident. The teacher will complete a pass when sending a student to the nurse. Upon leaving the nurse's office, this pass will be signed by the nurse and returned to the teacher. If the school nurse is not in her office or in the building, students should report to the Main Office.

Administration of Medication in School

1. Written permission form from parent or guardian is required.
2. In addition to the parent/guardian form, a physician's note is required for all medication. This note will be good for one calendar year.

The physician note must include the following:

- A. Purpose of the medication
- B. Dosage
- C. Time or special circumstances under which the medication should be administered
- D. The length of time for which the medication is prescribed
- E. Possible side effects of medication
- F. The medication must be in original labeled container.
- G. All medication must be brought to school by a parent/guardian or adult student and must be picked up at the end of the school year or end of the period of medication. Medicine not picked up at the end of school will be discarded.
- H. Students in grades 4 through 12 may self-administer medication for asthma or other life-threatening illness. They must have the necessary forms completed by the student's physician and the parent/guardian.

If the above conditions are not met, the medication will not be given in school. It is the student's responsibility to come to the nurse's office at the appropriate time to take the medication. If the dosage schedule permits, the school advocates that the medication be taken at home. Please check your dosage schedules carefully and attempt to administer the medicine outside of school hours. As per Policy 5130, the school nurse may conduct annual screenings for the following: blood pressure, height, weight, vision, hearing, and scoliosis. Thank you in advance for your cooperation in this matter. If you have any questions regarding the administration of medication, please call the high school nurse, Mrs. Veronica Manlove, RN at 779-2880 ext. 1229.

Accidents and Illness

Any student who is injured or feels ill must ask his teacher for a pass, and then report to the Nurse's Office. Injured students should not go to the nurse without an escort.

MOTOR VEHICLE USAGE

Maple Shade High School does not encourage the use of motor vehicles by students for transportation to and from school. If it is necessary for students to use any form of motorized transportation; they must abide with the following regulations:

1. The student must be a licensed driver in the State of New Jersey.

2. Vehicles may not be used (nor are students to be in them) during the school day (7:28 a.m. to 2:15 p.m.) except in case of an emergency, without the permission of an administrator.
3. Students are to keep cars locked at all times when they are not in use.
4. Students must park on the school parking lot in the area designated.
5. Student parking will be assigned by an administrator. The parking permit issued must be displayed as directed by administration.
6. Students must follow established traffic routes on the school premises. Maximum speed is 5 miles per hour.
7. Students are not to loiter in or about cars before, during or after school.
8. The administration reserves the right to rescind the parking privilege of any student and to tow away any vehicle that is illegally parked at the owner's/driver's expense.

NATIONAL HONOR SOCIETY (NHS) (Grades 10, 11, 12)

JUNIOR NATIONAL HONOR SOCIETY (JNHS) (Grades 8, 9)

Induction Criteria

To be eligible for membership to the National Honor Society (NHS) the candidate must be a member of the sophomore, junior or senior classes. To be eligible for membership to the Junior National Honor Society (JNHS), the candidate must be a member of the eighth or ninth grade class.

Candidates must have been in attendance at Maple Shade High School the equivalent of one semester. If a student's family is forced to move frequently due to employment or military service, the principal of the previous school may be contacted for a recommendation.

NHS candidates demonstrate scholarship by a cumulative scholastic average of at least 3.8. Students achieving this average will be asked to supply information to help the faculty committee proceed to evaluate candidates on the basis of service, leadership, and character. Academic grades provide a cutoff for eligibility but do not guarantee selection. JNHS candidates demonstrate scholarship by a cumulative scholastic average of at least 3.8. Students achieving this average will be asked to supply information to help the faculty committee proceed to evaluate candidates on the basis of service, leadership, citizenship, and character. Academic grades provide a cutoff for eligibility but do not guarantee selection. For both NHS and JNHS grade point average from the previous semester is used for scholastic average.

The selection of each member shall be determined by a majority vote of the Faculty Council, selected by the principal. The honor society advisor will convene the council and provide information supplied by the students as well as other school staff. The selection procedure shall be determined by the Faculty Council and shall be consistent with the national rules and regulations of the National Honor Society and National Junior Honor Society. Appeals regarding non-selection are to be made first to the faculty chapter advisor. The principal has appointed the Faculty Council and must assume the members have evaluated the student candidates in good faith. If the student or parent is not satisfied after meeting with the advisor, the principal may be contacted, but may only intercede if a technical or procedural error may have been made. The National Council does not review selection of students to membership in local chapters.

PARENT PORTAL

Parents may access their child's grades, attendance, and conduct online through Genesis Parent Portal. A link is provided at www.mapleshade.org. Parents may request a parent portal login by emailing our help desk at helpdesk@msemail.org. In the email, parents must include the following: parent name, student name, student grade level, and student ID number.

PHYSICAL EDUCATION/HEALTH DEPARTMENT

Physical Education Procedures and Grading System

I. Physical Education Attire

1. Uniform

1. Athletic shoes that tie or have Velcro closures and sweat socks are required.
2. Blue, grey, white, gold/yellow or black plain T-shirts.
3. Blue, grey, white, gold/yellow or black plain athletic shorts or sweatpants.
4. No cut-off shirts or tank-tops.
 - A. No jewelry may be worn during class. Lock all valuables in locker at all times (jewelry, money, handbags, book bags, etc.).
 - B. Clothing apparel worn to school may not be worn for physical education class.
 - C. Wearing the physical education uniform in other parts of the building is prohibited.
 - D. To maintain favorable individual and group health standards, the uniform should be frequently cleaned and all students should use appropriate body deodorants.
 - E. Students will be given the opportunity to make-up no more than six unprepared marks in a marking period.

II. Excused From Physical Education Class

A. Medical

1. A doctor's note will excuse a student from dressing and participating in physical education class in accordance with the written request.
2. If a student is medically excused he/she will be assigned to the Media Center. The doctor's written request must be presented to the teacher and nurse on the first day of the occurrence.
3. Students will receive work to do while medically excused. The work will be done in the Media Center. Work will be due in a timely basis in accordance with the physical education teacher.
4. A student medically excused from physical education cannot participate in any other physical activity during or after school, until cleared by the physician.

B. Parental Request

By producing a parental note, a student who is present and dressed for physical education may be excused from participating in physical education due to illness or injury. The written parental request is limited to one (1) day. The student will be given an assignment to do during class.

C. Teacher Discretion

Teacher discretion will be implemented to excuse students from gym class for specially approved activities and immediate wellness. Student will be asked to complete make- up work or make-up physical education class.

D. School Nurse

A student dressed for physical education must first request permission from the physical education teacher to consult with the school nurse about possibly being excused from physical education. The school nurse, based upon her professional judgment, may excuse the student from participation in physical education.

HEALTH

Grades 9-12:

- Health is taken during one marking period each year. Students must pass Health each year. If a student does not pass Health, s/he must take the course in summer school. Failure to complete Health during summer school may result in a student not graduating on time.

- Students must pass one year of Physical Education and Health for every year they are enrolled in NJ Public Schools.
- Students have Physical Education 3 marking periods each year. Each marking period of their final Physical Education grade is calculated 33.3%.

POLICY INFORMATION

This Student/Parent Handbook does not have all relevant and up to date Maple Shade School District Policies in it. Please visit our website at www.mapleshade.org for up to date policies that pertain to our schools.

PROMOTION AND RETENTION - Grades 7-8

Students in grades 7 and 8 who fail Language Arts or Math will need to take and pass the course(s) in summer school in order to advance to the next grade level. Students in grades 7 and 8 who fail 2 of the following courses will be retained: Physical Education, Science, Social Studies, World Language and Exploratory Cycle Course. To pass the Exploratory Cycle Course, a student must pass 4 of the 6 cycles.

SCHOOL COUNSELING SERVICES

Counseling services provided by counselors with specialized training are an essential part of the educational program at Maple Shade High School. These services represent a continuing effort by the school to help each student determine his/her goals in the light of his/her aptitudes and capabilities and assist him/her in achieving these goals.

The counselor is available for help in the following essential areas:

1. Program planning for course selection.
2. Identification of educational strengths and weaknesses.
3. Assistance in the interpretation of test scores.
4. Occupational guidance and career information.
5. Counsel in the vital area of day-to-day personal problems.
6. Planning for education beyond high school.
7. Interpretation of college entrance requirements.
8. Consultation with parents to provide progress reports on students.
9. Assistance with college application process
10. Providing information on scholarships and financial assistance in college.

Meetings are scheduled each year by counselors with all students. These are concerned primarily with the selection of proper subjects and their relations to the educational and vocational objectives of the individual. Various college catalogs are maintained in the Counseling Office. Representatives visit the school each year to discuss requirements for job placement and admission procedures with interested students. Each student will be assigned to a counselor. This counselor will be the person in the Counseling Office you will contact when you are requesting counseling services. There are certain procedures we ask you to follow so that the Counseling Program can be operated to your best advantage. There will be times when it will not be possible to follow these guidelines, but we request your complete cooperation so that the total Counseling Program can effectively serve the total school community.

When You Are Requesting An Appointment:

1. Make the appointment through the secretary in the Counseling Office.
2. You will need a pass issued by the Counseling Office and approved by your teacher.

3. It may not be possible to be released from your class because of a test or another academic responsibility. You should then contact the Counseling Office when you are free to make another appointment.
4. Do not leave your class to make an appointment. Appointments can be made before or after school or during a study period by obtaining a pass from the teacher in charge.

When Your Counselor Is Requesting An Appointment:

1. You will be notified in your first period class.
2. Follow the same procedure with the pass.
3. If you cannot make the appointment at the designated time, you should contact your counselor as soon as possible so that other arrangements can be made.

Student's Class Load

- o All students, grades 9-11, must have a scheduling load of at least seven academic classes per semester or are taking a minimum of 35 credits. Twelfth grade students may schedule only one student aide period.
- o There are no exceptions to the above policy, including those students who will have earned more than the minimum required number of credits for graduation.
- o All students, grades 7-8, must take the required program of seven periods of academic and cycle courses.

SENIOR PRIVILEGES: Prom, Senior Trip, Graduation Ceremony, Project Graduation

The Board of Education recognizes the solemnity and uniqueness of commencement exercises symbolizing the formal termination of a student's high school career. Ceremonies occasioned for the granting of a high school diploma are provided through voluntary action of the Board of Education and are not mandated by statute. Therefore, the Maple Shade Board of Education feels constrained to limit participation in such ceremonies to those students who have met all graduation requirements prior to commencement exercises as prescribed by policy, along with noted requirements of attendance, citizenship and conduct as have been promulgated by board and/or administrative policies, rules and regulations.

Any student who is on no-credit status or suspended three or more times during his/her senior year will be denied the privileges of participating in commencement exercises and all other senior activities, including the senior trip and senior prom. Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privilege of participation in commencement exercises and all other senior class activities.

Appeals

Students who have demonstrated significant and consistent improvement in their behavior and level of responsibility over a 60-day period may appeal to participate in school events. This appeal will be done by application process through the student's administrator and involve a panel including at least two of the student's teachers. Student appeals will occur on an event-by-event basis and decisions may not be the same for all events.

Senior Class Payments

Seniors will not be allowed to pay with a check for any obligation or payment to the school with a personal check after May 1st. All payments after May 1st must be by Certified Check, Money Order or Cash.

Senior Class Trip Participation – Policy

The Senior Class Trip at Maple Shade High School is a most important and integral part of the total educational program and the purposes of the trip are social, cultural, pleasurable as well as educational, and, as such, it is endorsed and encouraged by the staff and administration. However, since the trip is not a mandated requirement, but a voluntary segment of the educational program, student participation is to be considered a privilege and not a right.

Furthermore, due to the unusual circumstances of the trip (time, distance, expense, safety, etc.), the school authorities assume an inordinate amount of responsibility, and any extraneous concerns or additional burdens must be avoided or eliminated. Therefore, it is not only the responsibility but also the obligation of the school authorities to determine eligible student participation so that the school can administer the trip within the designed purpose/intent and with a high anticipation for success.

Senior Class Trip Participation-Rules and Regulations

Terms and conditions for the participation/ implementation of the Senior Class Trip:

Eligibility

- o Seniors must be academically eligible for graduation at the time of the sign-up for the Senior Class Trip.
- o A student can only participate on one (1) Senior Class Trip.

Code of Student Conduct

- The senior trip is a privilege for those students who have exhibited themselves as cooperative citizens of the school.
- Any student who is suspended three or more times during senior year will be denied the privileges of participating in prom, senior trip, graduation ceremony and Project Graduation.
- Any drug/alcohol/theft violation while on the senior trip or during the senior prom (even if it does not constitute the third suspension) will also result in the loss of the privileges.

Attendance

- Seniors on No Credit Status will be ineligible for participation on the senior class trip.

Approval/Cancellation

- The school reserves the right to approve or cancel the participation of any student based not only on the above criteria but any other circumstances which it deems serious and detrimental. Such a decision will be made by the principal after consultation with his/her administrative team and the class advisor.

Cancellation Penalties

- The amount of money returned from any cancellation, whether it is initiated by the student or the school authorities, is determined by the contractual agreement with the travel agent.
- Cancellation penalties will be adhered to, and the school will not be held responsible for any monies that fall within the cancellation penalties clause of the agreement, regardless if the cancellation was initiated by the student or school authorities.
- All student luggage, checked and carry-on, will be searched by an administrator or class advisor and or outside agency.

Overnight Trip Medication Procedures – Implemented as needed

The nurse will inspect all medication at the time of luggage check-in. He/she will maintain a log of all medication on the Senior Trip.

All medication, over the counter and prescription, will be held by nurse and must be in the original container labeled by the pharmacy or doctor. There must be a written doctor prescription or approval for all medication and have parent signature if the student is under 18 years of age. Only the specific

number of pills needed for the trip will be taken. Said students must meet with the nurse to have this medication dispensed.

Students on birth control medication will notify nurse and be given permission to maintain possession of the pills. The medication must be in the original container. A student will be able to maintain possession and self-administer medication for asthma and EPI Pen after successfully completing the permission form. A student with diabetes shall report to a centralized location to have their blood sugar taken and possibly have their insulin administered. Students with diabetes may carry glucose tabs on his person. Nurse will be responsible for possession and disposal of insulin, needles, and lancets.

STUDENT/PARENT COMPLAINTS/GRIEVANCES

Disagreements will be addressed with civility and respect. Both parties will keep the student's best interest in mind. Student and/or parent complaints/grievances will be done through a logical chain of command. Typically, the student and/or parent will contact the staff member responsible for the disagreement. The staff member will respond to the student/parent within 48 hours by telephone call, email, or in person. If there is no resolution, the student/parent should contact the staff member's direct supervisor. This person will respond within 48 hours. If there is no resolution, the student/parent should contact the principal. He/she will respond within 48 hours. If there is no resolution, the student/parent should contact the superintendent. He/she will respond within 48 hours.

STUDENT GOVERNMENT

The Student Government is organized to uphold the standards of Maple Shade High School, encourage the separate abilities of individual students, maintain a high standard of self-discipline among the students of our school, and sustain an enthusiastic school spirit. The President, Vice-President, Treasurer and Secretary of the Student Government will be voted for in May of the preceding year. These students should maintain a good average in academic work and display good citizenship and leadership qualities. Students are reminded that these elections are not popularity contests. Meetings are held monthly or when necessary under the leadership of a teacher advisor.

STUDENT RECORDS

In accordance with the Board Policy, the following determinations have been established for the right to inspect and view student records:

1. Parents or legal guardian of a pupil
2. An adult pupil (at least 18 years of age) or a senior student
3. A non-adult pupil who has written permission of the parent or guardian. Although the right to access may be asserted only through the parent, this shall not prohibit certified school personnel, in their discretion, from disclosing pupil records to the non-adult pupil.
4. The teacher of the pupil, with administrative approval.

STUDENT SUPPORT

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

STUDY HABITS

The difference between success and failure in school is related directly to the ability of the student to develop good study habits. Learn how to study and you will be successful in school.

The following suggestions will help you to study more efficiently:

1. Set up a home study schedule with a definite time allotted to each subject.
2. Make certain that you understand the assignment; if you do not, clear it up before you leave the class.
3. Keep a notebook in which you enter your homework assignments regularly.
4. Be sure that heating and lighting in your home is conducive to efficient study.
5. Start your assignments briskly; do without the radio or television.
6. Review quickly the important points in the lesson completed in class.
7. Prepare your work every day; don't let it pile up.
8. Scan the advance assignment; then slowly assimilate the entire lesson.

TRANSFERRING TO MSHS FROM BCIT OR A BLOCK SCHEDULE SCHOOL

Attendance:

Per the MSHS Student/Parent Handbook, "Students who transfer into Maple Shade High School mid-year will have their previous attendance (if available) counted toward the Maple Shade High School policy. In addition, transfer students should not accumulate more than 4 unexcused absences per marking period after they transfer in. Students who accumulate 16 unexcused absences or who exceed 4 unexcused absences in a marking period may be placed on no credit status."

Transferring from Block Scheduling:

Transferring from a school that uses block scheduling, where a student typically only takes 4 classes at a time, to Maple Shade High School, which follows a traditional schedule of 7-8 classes can be challenging. Parents and students need to understand that many times students face the difficulty of "jumping in" in the middle of a course in which they have not seen the material or the building blocks to the current material. Below is a list of how we will handle classes a student has not had in his/her schedule in the previous school. While we will do our best to accommodate our students, it is important to realize that transferring from a block to a traditional schedule may result in loss of some credits for the year. Your counselor can assist you in understanding how any loss of credits may affect graduation or number of years in high school, if at all.

Transferring in September:

Students will immediately be placed into a typical schedule, which usually includes English, Math, Science, PE/Health, History, World Language, and an elective. If the student did not have any of these classes in the previous block schedule, he/she is expected to work with the teacher to make up important work so that the student keeps pace with other students.

Transferring in October through January:

Use the chart below to determine how classes that were not part of first block will be handled.

Subject	Plan for student to receive full credits for course
English	Student placed in English. MUST attend summer school/credit recovery.
Math	Student placed in Math. MUST attend summer school/credit recovery or audit the class for no credit and take the class the following school year.
History	Schedule an elective. Take a History class the following school year.
Science	Schedule an elective. Take a Science class the following school year.
World Language	Schedule an elective. Take a World Language class the following school year.
Phys. Ed./Health	Double up on PE/Health in schedule.
Elective(s)	Credits will be adjusted to reflect partial credit for the year.

Transferring February through the end of the year:

MSSH will award all credits for completed courses. A second semester schedule will be created following the chart above. Therefore, a student may be scheduled with more electives than usual.

VISITORS

Visitors to school will be permitted if the visitor has school business. Requests for a visitor must be made two days in advance of visit. All visitors must report to the Main Office. All visitors will have a special visitor's pass, which must be worn at all times. Students are not permitted to bring small children to school. School authorities have the responsibility to limit or refuse to grant a visitor's pass. Furthermore, all visitors must abide by the same rules and regulations of the students.

WORKING PAPERS

There is one form to be filled out for working papers. A new set of working papers is needed for every job change. This form is issued by the Counseling Office before and after school hours.

Parts of this form include:

1. Promise of Employment (to be filled out by employer)
2. Physician's Form (to be filled out by the school doctor or family physician)
3. Before returning the paper to the Counseling Office, it must be signed by parent/guardian

After this form is correctly filled out, it is returned to the Guidance Office with your BIRTH CERTIFICATE or BAPTISMAL PAPER and the working papers will be issued. You must sign your working paper and then it is taken to your employer. Working papers may be secured for out-of-school employment in limited occupations and for limited hours at age fourteen. Papers for full-time employment may be secured for each job although the procedure is not the same after the first set of working papers has been issued.

All Maple Shade School District Policies are located at www.mapleshade.org