



Union County
Magnet High School

Parent Handbook

2012-2013



INTRODUCTION

The Magnet Parent Handbook was created especially for Magnet High School parents to be used as a supplement to the UCVTS Student Handbook. The Magnet Parent Handbook contains additional information which is particular to the Magnet High School and includes some items from the UCVTS Student Handbook that we want to emphasize. This handbook was created with input from parents at various PSA meetings and from the administration.

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Magnet Administrators, Counselors and District Nurses
Contact Information

District Website www.ucvts.tec.nj.us

Main Phone Number for District 908-889-8288

Magnet Main Office – Room 102

Ms. Gwendolyn Ryan	Principal	ext. 200
Ms. Cindy Cittadino	Secretary to the Principal & Main Office	ext. 200
Ms. Jessica Koteen	Counselor grades 10-12, College Counselor	ext. 216
Ms. Judith Linnett	Counselor grade 9	ext. 209

Magnet Second Floor Office– Room 221

Ms. Alice Mansfield-Smith	Teaching Supervisor	ext. 237
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Nurses’ Office – Bistocchi Hall – Room 503 (2 doors down from main office)

Ms. Quadia Arnold	District Nurse	ext. 405
Ms. Johanna Abrams	District Nurse	ext. 405

Anti-Bullying Coordinator/Specialist for Magnet High School

Ms. Kelly Jackson	ext. 208
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MAGNET STAFF CONTACT INFORMATION

Name	Classes Taught in Magnet	Phone ext.	e-mail	
Ms. Arnold	English III, Linguistics	215	marnold@ucvts.tec.nj.us	123
Dr. Buchanan	AP Chemistry, Chemical Eng., Biochemistry	262	bbuchanan@ucvts.tec.nj.us	223
Ms. Cittadino	Secretary	217	ccittadino@ucvts.tec.nj.us	102
Ms. Drevelus	Technology IV, Sr. Internship, Art & Architecture, Eng. Tech	245	tdrevelus@ucvts.tec.nj.us	231
Dr. Fang	AP Physics	230	jfang@ucvts.tec.nj.us	212
Ms. Gerstein	Technology I	220	jgerstein@ucvts.tec.nj.us	218
Ms. Jackson	English I, Intro. to Humanities	208	kjackson@ucvts.tec.nj.us	116
Dr. Jidarian	AP Calculus I and II, Calculus III	235	sjidarian@ucvts.tec.nj.us	219
Ms. Kipp	Technology II	221	mkipp@ucvts.tec.nj.us	202
Ms. Koteen	Counselor 10-12	216	jkoteen@ucvts.tec.nj.us	102B
Ms. Lamey	British Literature, AP English, & Intro. to Humanities	255	blamey@ucvts.tec.nj.us	117
Mr. La Ronca	French I,II,III, IV	222	flaronca@ucvts.tec.nj.us	203
Ms. LeBrun	Fitness/Health II & IV	219	dlebrun@ucvts.tec.nj.us	133
Ms. Linnett	Counselor – grade9	209	jlinnett@ucvts.tec.nj.us	102C
Mr. Liu	Geometry/Trigonometry, AP Calculus I	204	rliu@ucvts.tec.nj.us	112
Mr. Merkl	Biology, Human Body Design	231	wmerkl@ucvts.tec.nj.us	215
Ms. Mansfield-Smith	Math Analysis	237	amansfield@ucvts.tec.nj.us	221
Mr. Mahoney	Technology III, Robotics, Character Animation	234	cmahoney2@ucvts.tec.nj.us	201
Ms. Mejia	Spanish I and II	243	fmejia@ucvts.tec.nj.us	229
Ms. Monroy	Chemistry, AP Chemistry	264	mmonroy@ucvts.tec.nj.us	222
Mr. Moskowitz	FOS/SDA	232	amoskowitz@ucvts.tec.nj.us	216
Mr. Pantaleo	Physics, FOS/SDA	228	apantaleo@ucvts.tec.nj.us	212
Mr. McMenamin /Ms. Pinto	English II, Comm. Media	266	jmcmenamin@ucvts.tec.nj.us epinto@ucvts.tec.nj.us	123
Ms. Pollo	Combined Algebra, Math Analysis	203	cpollo@ucvts.tec.nj.us	111
Mr. Sanservino	History III	211	jsanservino@ucvts.tec.nj.us	119
Ms. Ryan	Principal	200	gryan@ucvts.tec.nj.us	102A
Mr. Smolenski	History I, AP Government	212	wsmolenski@ucvts.tec.nj.us	120
Mr. Stanko	Fitness/Health I & III	218	estanko@ucvts.tec.nj.us	133
Ms. Ragozino-Valley	History II, AP Euro	210	mragozino@ucvts.tec.nj.us	118
Mr. Valverde	Spanish III & IV, AP Spanish	247	jvalverde@ucvts.tec.nj.us	233

Procedures and Protocols

Attendance Procedures

If your child is absent from or tardy to school please do the following:

1. Call the main office prior to the start of the school day at 908-889-8288 x200 and leave a message on the voicemail indicating your name, your child's name, the date s/he will be absent, and the reason for the absence(e.g. sick, college visit, etc.). If you do not call, you will be receiving a phone call from us verifying your child's absence.
2. Regardless of the reason, when your child returns to school, please provide the main office with documentation explaining the reason for the absence. This is an important piece of documentation, and without it, your child is considered to be truant by the state definition.

More detailed information regarding our district and school attendance policies can be found in section 4.0 of the student handbook. This document can be found by visiting our website at <http://www/ucvts/MHS/>.

Communications Protocol

Often times, issues come up with students in their classes. More of these times than not, issues can be worked out before they escalate to a point that warrants intervention by you (the parents), the guidance counselors, or administrators. It is for this reason we encourage self advocacy for all of our students. It is very important that we give students the freedom and the sometimes seemingly daunting responsibility of trying to work out difficulties on their own. The following steps outline the procedures which parents and students should take in achieving resolution of a classroom issue:

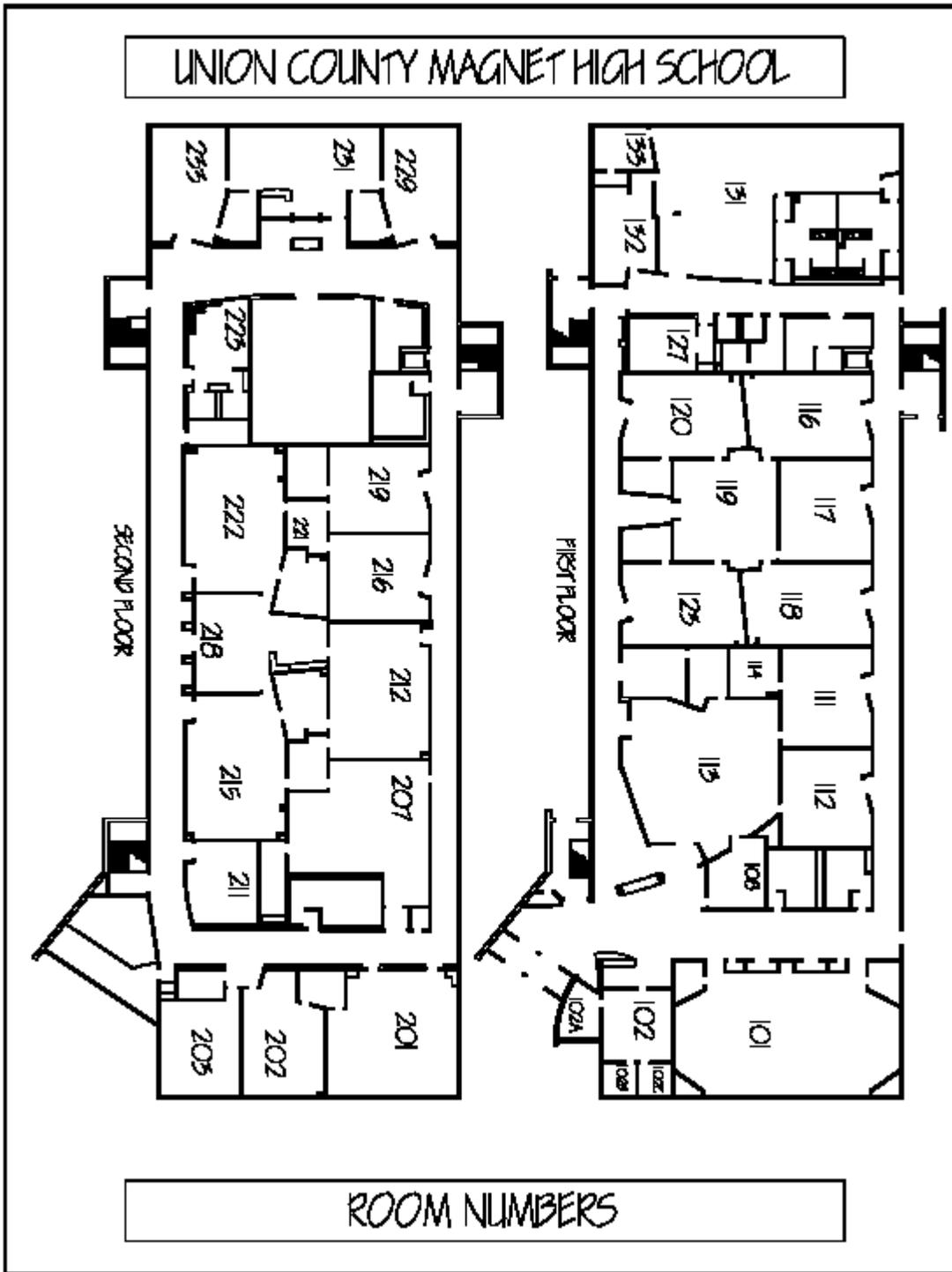
Step 1: Students should always respectfully communicate a problem to teachers as a first line of contact.

Step 2: If after a student talks with his/her teacher and a resolution is not achieved, the student should seek the guidance of their school counselor.

Step 3: If the guidance counselor is not able to assist the student in finding a resolution and if the parent(s) feels it is necessary to intervene, the parent should then also try to first work out the issue with the teacher and then the guidance counselor in an effort to attain resolution.

Step 4: If still no resolution is met, and this rarely happens, parents should then contact the principal via the main office phone number or via e-mail.

Map of Magnet High School – Mancuso Hall



“Bell” Schedule for Daily Classes

Block 1-2: 8:00- 9:23
Block 3-4: 9:27 -10:50
Period 5: 10:53 - 11:23 (Lunch for grades 10 /12 & Co-Curricular for grades 9/11)
Period 6: 11:27-11:57 (Lunch for grades 9/11 & Co-Curricular for grades 10/12)
Block 7-8: 12:00- 1:23
Block 9-10: 1:27-2:50

A or B Day?

All classes (except for some Fitness and Technology classes) run on a strict A/B schedule. This means that a class will meet for a block every other day. Each day is considered an “A” or a “B” day. If school is closed for a day unexpectedly, the day that students return will be the next day. For example – if Wednesday is an “A” day and we are closed unexpectedly on Thursday (which would have been a “B” day) then the next day we return is a “B” day. It alternates between “A” and “B.” There will not be two “A” days or “B” days in a row. All the full-time high schools on campus follow the same A/B schedule and the same bell schedule. The only exception to having different bell schedules is when there are special school building events which involve revised schedules.

Marking Periods, Midterm Exams, and Final Exams

Marking Period 1: September 5, 2012 -November 7, 2012

Marking Period 2: November 12, 2012 - January 23, 2012

Midterm Exams: January 24,25,28,29

Marking Period 3: January 30, 2013 –April 10, 2013

Marking Period 4: April 11, 2013 -June 11, 2013

Final Exams: June 12,13,14,17

Graduation & Last day of School: June 18, 2013

Important Events & Dates

Back-to-School Night: September 20, 2012, 6-8 PM

All parents/guardians are invited to follow a shortened version of their child’s schedule to meet their teachers in the classroom setting in the evening. Each class meets approximately 10 minutes. Teachers outline grading policies and provide contact information. This is not a time for individual conferences with teachers. If you would like to schedule a conference, please contact the teacher through e-mail or phone.

Standardized Testing Dates

It is extremely important that your child be in attendance (and prompt) on the following testing dates.

PSAT: Wednesday, October 17, 2012

The Preliminary SAT is administered to all our students in grades 9, 10, and 11 in the morning. Juniors are eligible for the National Merit Scholarship Program. Seniors will have a delayed arrival schedule on this date. The class schedule will be revised on this day.

HSPA: March 5, 6, and 7, 2013 Make-up dates: March 12, 13, and 14, 2013

The juniors will be taking the High School Proficiency Assessment in mathematics (1 day) and language arts (2 days). All students must show proficiency in all three areas in order to graduate from the state of NJ. Freshmen and sophomores will take a sample HSPA test for practice and for early diagnosis of areas in need of improvement. Seniors will have a delayed arrival schedule for these days. A revised schedule will follow.

ADDA: Spring 2013 – Date TBD

The American Design Drafting Association has an exam which all of our students take their sophomore year. Students who take and pass the exam become certified drafters.

AP Exams: May 6 – 17, 2013

Students enrolled in our Advanced Placement classes have the opportunity to take an Advanced Placement exam created by the College Board and given in our high school. Students will need to register and pay for each exam that they wish to take. Please see your AP teacher and/or Ms. Koteen, our counselor in charge of APs, if you have any questions. The 2012-2013 AP testing schedule is already posted on the College Board website.

NJBCT Biology: May 21 and 22, 2013 Make-up date: May 23 and 24

This is a state-created end-of-course exam in the subject area of Biology. All students enrolled in Biology I will take this test during the morning. There are two mornings of testing; one test is primarily multiple choice and the other test is open-ended (practical).

SAT and ACT dates: There are various dates throughout the year that your child can register for and take these tests which are college admission requirements. These tests are not offered in our district. It is the students' and parents' responsibility to register and pay for these tests. Please see Ms. Koteen, our college counselor, if you have any questions or need assistance.

Extracurricular (Fun Activities) Dates

The following dates have already been scheduled for the 2012-2013 school year. Additional activity dates are approved through each building on an as-needed basis.

- September 22** Harvest Festival – a fall fair held on campus on a Saturday. It is a fundraiser for participating clubs. Families are invited.
- September 28** Welcome Back Dance from 7:00-10:00 held in Bistocchi Hall gymnasium. Tickets are sold in advance and at the door. All UCVTS students may participate. Guest forms must be approved prior to the dance
- October 19** Halloween Dance from 7:00-10:00 held in Bistocchi Hall gymnasium. Tickets are sold in advance and at the door. All UCVTS students may participate. Guest forms must be approved prior to the dance.
- November 1 & 2** Coffee House – short acting and musical skits performed by drama club members. Families are invited and admission is charged.
- December 7** Semi-formal dance held in Bistocchi Hall with buffet provided. Tickets are sold in advance and at the door. All UCVTS students may participate. Guest forms must be approved prior to the dance.
- February 1** Project Hope – a variety of student created activities organized by FBLA with all proceeds going to charity. This is a family event with admission charged.
- February 22** Winter Dance from 7:00-10:00 held in Bistocchi Hall gymnasium. Tickets are sold in advance and at the door. All UCVTS students may participate. Guest forms must be approved prior to the dance.
- March 22 & 23** Relay-for-Life (overnight). Students raise money for cancer. District-wide event.
- April 11 & 12** Spring drama club production – usually a play. Families are invited and admission is charged.
- April 26** Talent Show – students perform their talent for an audience. Families are invited and admission is charged.
- May 3** Spring dance from 7:00-10:00 held in Bistocchi Hall gymnasium. Tickets are sold in advance and at the door. All UCVTS students may participate. Guest forms must be approved prior to the dance
- May 11** Multicultural Fair- Multicultural activities (demonstrations, dances, food booths, games, etc.) are held on our campus on a Saturday. This is a family event.
- May 17** Magnet Jr-Sr Prom - location TBD

Clubs offered to Magnet Students 2012-2013

Below are the clubs that Magnet students may join. Most of the clubs are District clubs, which means that students from all the schools on campus may join, and others are for Magnet students only. There is a short description given for each club. **For more information, please contact the club advisor. Each club advisor has webpage space given to them on the District website under Student Life - Student Clubs and Organizations.**

Art Club – Draw, paint, sculpt, and make jewelry. Discuss professional artists and their works. Visit museums and/or art shows. Complete mural projects around the district. Design and build sets for drama club performances.

Membership: District

Advisor: Ms. Schreiber (UCTech)

Chess Club - Interested students meet weekly after school to practice, in which they play each other. The club has a junior varsity and a varsity team. At anytime a junior varsity player can play a varsity player and take their title if they can beat them, which is an ongoing challenge. The students are encouraged to play a better player than themselves and also to play against the computer. Advice is also given on how to play strategically. All members of the club are registered with the United States Chess Federation. The students will get a rating from the USCF after playing in just one tournament.

Membership: District

Advisor: Ms. Khan (AIT/UCTech)

Dance Club – Dance Club is for experienced and inexperienced dancers. It is a place to work with others who share a passion for movement, trained and un-trained dancers alike. The goal of Dance Club is to provide a variety of Technique Classes, both teacher and student run as well as work towards creating student choreographed Dance Pieces to be showcased among peers and for live audiences.

Membership: District

Advisor: Ms. Flynn and Ms. Perosi (APA)

Drama Club - The Drama Club seeks to encourage students to express themselves creatively and to guide students through all aspects of dramatic productions, both on the stage and behind the scenes. It seeks to provide multiple opportunities for students to perform, create, and participate both in performance and in the supporting activities of performance. Typically, the club sponsors Coffee-House Night in November and spring production in March or April.

Membership: District

Advisors: Ms. Arnold(Magnet) and Ms. Martinez(AIT/UCTech)

French Club – The French club is an organization that fosters interest and respect for cultural diversity by providing French cultural activities and service activities.

Membership: District

Advisor: Mr. La Ronca (Magnet)

French Honor Society – This is a local chapter of a national organization that was developed to raise awareness of the importance of second language study by recognizing outstanding achievement in French. A student must have studied French for 3 years at the high school level, maintained a 92 average in French, and have an overall B average to be a candidate. Acceptance is based on the successful completion of an essay written in French.

Membership: Magnet

Advisor: Mr. LaRonca (Magnet)

Freshman Class Council - The advisor works closely with a freshman class council which includes four officers and a select group of representatives, elected by their peers. Members of the council work together in developing goals for the freshmen class for the school year and striving to accomplish them. Fundraising events are planned for the freshmen class to raise money for senior year activities. One major event sponsored by the District freshmen classes is the Spring Dance.

Membership: Magnet

Advisor: Ms. Jackson (Magnet)

Future Business Leaders of America - The FBLA organization is a district club which is open to all students on the UCVTS campus who have interests in the eleven content areas of business education – accounting, business law, career development, communication, computation, economics & personal finance, entrepreneurship, information technology, international business, management, and marketing. The FBLA is a national student organization whose mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Members participate in community service projects, development conferences, fundraising, competitive events, and networking opportunities. Members demonstrate a willingness to contribute to meaningful school-community relations, and possess qualities for employment. FBLA is where leadership begins. This club also sponsors “Project Hope” in February.

Membership: District

Advisors: Ms. Kniesel (AIT)

Gay/Straight Alliance (GSA) - The Gay-Straight Alliance is a student-based organization that recognizes the lesbian, gay, bisexual, questioning, and transgender (LGBTQ) community with the intention of educating the UCVTS community as well as providing a safe and supportive environment for the LGBTQ community as well as straight allies. The GSA's goal is to help to make the school community welcoming to all students, regardless of sexual orientation or gender identity. Activities held by the GSA will include peer-education workshops, movie nights, and open dialogue days where students can get together and discuss LGBTQ issues. The GSA also plans to participate in national-led events such as the Day of Silence and Ally Week.

Membership: District

Advisor: Ms. Arnold (Magnet)

Intramurals – The UCVTS intramural program provides an environment where full-time students can learn, participate, and succeed in extracurricular activities that will enhance their education and social progression. The program not only provides students with athletic competition but also instructs students on how to improve upon their skills in the chosen activity. The program consists of two seasons of sports activities, one in the fall and one in the winter. Please visit the intramural website under Student Clubs and Organizations for more detailed schedules.

Membership: District

Advisor: Ms. Prince (AIT/UCTech)

Junior Class Council - The advisor works closely with a junior class council which includes four officers and a select group of representatives, elected by their peers. Members of the council work together in developing goals for the junior class for the school year and striving to accomplish them. Fundraising events are planned for the junior class to raise money for senior year activities. Major events sponsored by the District junior classes are the Halloween Dance and the Jr-Sr Prom.

Membership: Magnet

Advisor: Mr. Liu (Magnet)

Math League - The purpose of the Math League is to promote appreciation for mathematics, foster spirit in competition and develop problem solving skills. This is done through participation in on-campus and off-campus contests held throughout the school year. We presently participate in the following contests/leagues: New Jersey Math League (NJML), Central Jersey Math League (CJML), AMTNJ Contest, AMC 10 and 12 contests, AIME contest, ARML contest, and Mandelbrot contests.

Membership: Magnet

Advisor: Dr. Jidarian (Magnet)

Multicultural Club -The Multicultural Club celebrates diversity in our school community through various activities and events throughout the school year such as culture of the month activities, film festivals, an American heritage assembly and activities day, and multicultural fair.

Membership: District

Advisor: Ms. Khan (AIT)

Newspaper Club - The major goal of the Newspaper Club is to create a student written and produced newsletter/newspaper which reflects the coverage of major events from each school building on a regular basis. Members of the club will learn the mechanisms required to produce a newsletter/newspaper for mass distribution. Students will fulfill all the major job responsibilities including editor, assistant editors, reporters, photographers, graphic designers, a production crew and a distribution crew.

Membership: District

Advisor: Ms. Burkhour (AIT/APA) and Mr. Clair (UCTech)

National Honor Society - Students are selected for membership based on scholarship, leadership, service, and character. Students must uphold these values as members of the club and serve as role models for their peers. Various service activities are performed, such as peer tutoring and the blood drive. Students become eligible in the fall of their junior year.

Membership: Magnet

Advisor: Ms. Valley (Magnet)

Peer Mediation - Peer mediation is a process for conflict resolution between two students provided by student mediators, with the guidance and support of teacher-moderators. Any interested student may fill out an application to be considered a peer mediator. There will be an interview process and evaluation to make the final decision.

Membership: District

Advisor: Ms. Calvelli (UCTech)

Relay for Life– “Relay for Life is a life-changing event that helps communities across the globe celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease “ –quoted from the official Relay for Life website The UCVTS district sponsors its own overnight event on campus in March. All students on campus can participate, raising money for cancer. The event is divided into two subgroups with different advisors but is run at the same time – AIT/UCTech and AAHS/APA/Magnet.

Membership: AAHS/APA/Magnet

Advisors: Mr. Moskowitz (MHS), Ms. Perosi (APA), and Mr. McCurley (AAHS)

Robotics Club- The Robotics Club competes in yearly competition sponsored by FIRST(For inspiration and recognition of Science and Technology), competing for awards in engineering ,inspiration and creativity, team spirit, visualization/animation awards, and the chairman’s award. The club does public service work such as mentoring other robotics clubs or working with elementary school children on the Lego League competition.

Membership: District

Advisor: Ms. Gerstein (Magnet)

Science Olympiad - Currently, the Science Olympiad Club focuses on the Science Olympiad competition. This consists of a regional, state, and national competition. Club members must prepare for the different events in the competition. Events are generally classified as building events, study events, or lab events. The club is currently looking to expand and include other types of math, science, and engineering competitions.

Membership: District

Advisor: Ms. Khan (AIT/UCTech)

Senior Class Council – The senior class elected officers and members of the senior class culminate their four years of class fundraising with activities focusing on preparing for the prom, senior trip, and class trip. Students focus on teamwork, cooperation and group responsibilities. A major fundraising activity is sponsoring the District Welcome Back dance in September.

Membership: Magnet Seniors

Advisor: Ms. Pollo (Magnet)

Sophomore Class Council - The advisor works closely with the sophomore class council which includes four officers and a select group of representatives, elected by their peers. Members of the council work together in developing goals for the sophomore class for the school year and striving to accomplish them. Fundraising events are class to raise money for senior year activities. One major event sponsored by the District sophomore classes is the Winter Dance held in February.

Membership: Magnet

Advisor: Ms. Jackson (Magnet)

Spanish Club – Promotes Hispanic culture among its members and celebrates important Hispanic holidays. Its major goal is to promote Hispanic culture appreciation throughout the UCVTS community.

Membership: District

Advisor: Ms. Johnson (AAHS)

Spanish Honor Society – This is a chapter of the Sociedad Hispanica that recognizes high achievement in Spanish to promote continuity of interest in Hispanic studies. A student must have maintained an average of 92 in the study of Spanish for a minimum of three years and be enrolled in a Spanish course at the time of application. Students must complete the application process in order to be considered for membership.

Membership: Magnet

Advisor: Ms. Johnson (AAHS)

Student Government/Council– The student government represents the lifeblood of the school. The governing body of the student council is elected by their peers. All students are encouraged to come to monthly meetings and participate on various committees. The council is responsible for making connections to students in our school and in others to develop a sense of community amongst students. Major fundraising events are the Harvest Festival in the fall, the Semi-formal Dance in December and the Talent Show in the spring.

Membership: Magnet

Advisor: Mr. Smolenski (Magnet)

Yearbook – The yearbook is a club that invites students from all four grade groups to participate in the design and production of a school yearbook, highlighting the students of the school and chronicling the event and activities that have occurred at the school within the last year. The book will include senior photos and individual blurbs written by each senior, underclass photos, faculty photos, photos from and article about the events during the school year, club and activity photos and articles, senior advertisement, and business ads.

Membership: Magnet

Advisors: Ms. Drevelus and Ms. Mejia (Magnet)

What you need to know about...

This section is dedicated to a variety of topics listed in bold in alphabetical order.

Academic Program Guide – This guide contains the Magnet grading policies and shows how your child’s QPA is determined. It also contains all the courses presently offered with descriptions. It is updated every winter for the following school year. It is on the school website under guidance.

ACE (Academic Career Exploration) – Magnet students participate in our teacher advisory program called ACE in which students are divided into small groups with a teacher advisor. Activities focus on students learning about themselves and setting personal, academic, and career goals. Students create individual portfolio binders which they keep throughout their four years of high school. The advisory groups meet once a month during co-curricular. Teachers lead each group with activities created by our school counselors.

After-School Activities - The fitness center in Bistocchi Hall is open to all District students from 3:00-4:30 Monday – Thursday. The MMC (multi-media center) in Bistocchi Hall is open to all District students from 3:00-5:00 Monday-Thursday. Students may stay after school for club meetings and activities, appointments made with teachers, or SAT classes/Driver education classes, etc. **Students MUST be chaperoned by a faculty member in order to stay after school.** Students not picked up at the designated time may be barred from participation in further after-school activities.

Acceptable Use Policy – All UCVTS students must read and sign the Acceptable Use Policy(AUP) annually before gaining access to any network resources. See section 1.6 in UCVTS Student Handbook for more details.

Advanced Placement Contract – All Magnet students taking AP courses for the school year are given an AP contract in which students and their guardians must read and sign to confirm their commitment to taking AP courses. A copy of the AP contract is in the Appendix of this booklet.

Attendance – Excellent attendance has shown to have a positive effect on student performance. By BOE policy, a student must be in attendance for 162 or more school days (out of 180) in order to be considered to have completed the instructional program requirements for the course. If minimum student attendance isn’t achieved, the student may not receive course credit. Please see section 4.0 of the UCVTS Student Handbook for more details.

Board of Education Meetings - UCVTS Board of Education meetings are typically held the fourth Monday of each month at 6:00. Please refer to the District website for the schedule.

Busses – If you are having a problem with your child’s bus or have a question regarding bussing to our school, you must contact your sending school district’s BOE office. All busses are contracted by the school district in which you reside.

Central Detention – Students may be assigned to Central Detention by the building principal or supervisor for major discipline issues or after three tardies to school. (Three tardies = 1 central detention.) Central detention is located in the MMC of Bistocchi Hall and lasts from 3:00-5:00 pm.

Co-Curricular Period - Periods 5 & 6 in the middle of the day are 30-minute segments which include a period for lunch and a period for co-curricular. During co-curricular, students have some choices in where they go. Period 5 is the Magnet co-curricular period for freshmen and juniors. Period 6 is the Magnet co-curricular period for sophomores and seniors. Students have permission to switch their co-curricular period with their 30 minute lunch period for science labs, club meetings, or planned meetings with teachers and counselors. During co-curricular period the following options are available: Writing help, math help, MMC in Magnet, computer labs – rooms 201, 218, and 231, and the fitness center in Magnet. The schedule of co-curricular availability is posted in different locations in the school and in classrooms. Science labs are mandatory and are previously scheduled by teachers during the co-curricular time. Club meetings, Town Hall meetings, ACE, and short assemblies are scheduled during this time, also. Students are to remain in one co-curricular activity for the entire period.

Communication Devices Policy – From UCVTS Student handbook:

“No pupils are permitted to power on, display or access a remotely activated paging device/cell phone, cd player, Ipod, mp3 player, etc. on school district property, without the permission of the Building Principal or Supervisor. Combination Devices (phone/camera or phone/mp3 etc. are considered phones.) Violation of this policy will result in the item being confiscated by the Building Principal or Supervisor and the pupil will be subject to appropriate disciplinary action. The confiscated item will be released to the parent(s) or legal guardian(s) of the student. The use of CD, IPod, MP3 players may be permitted in the following locations on campus provided that the volume is set at a reasonable level:

- a. While working out in the Fitness Centers with permission from the supervising physical education teacher.
- b. During lunch in the cafeteria or co-curricular (no hallways)
- c. Headphones may not be worn at all other times.”

Dress Code – All students are expected to dress appropriately for school. See Dress Code in section 8.0 of UCVTS Student Handbook for more details.

Driver Education Classes – The classroom portion of Driver Education is offered to Magnet sophomores after school, starting in January. The program is funded and organized by the Magnet PSA. Please see their website for more details.

Early Dismissal – All students in the UCVTS schools will have early dismissal (12 pm) on November 21st and June 18th.

Field Trips – Field trips are *optional(not required)* extensions of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom. If a field trip is requested and planned by a teacher/counselor, it must be approved by the Principal, Superintendent, and BOE. Please read the UCVTS field trip policy in section 11.0 of the UCVTS Student Handbook.

Grading System – Students are given number grades for each course at the Magnet High School. 65% is the minimum passing grade for each Magnet course; course grades are not weighted. An “A” is from 90-100, a “B” is from 80-89, a “C” is from 70-79, a “D” is from 65-69, and an “F” is anything below a 65, which is considered failing. Please note that we don’t rank students due to the competitive nature of our school. See the Academic Program Guide on our school website under guidance for more details.

Graduation – MHS graduation will be held on Tuesday, June 18th in Bistocchi Hall gymnasium. More information and details will be provided during the school year.

Honor Code – The Magnet High School Honor Code was created by a faculty committee with input from students, teachers, and administrators. It will be posted on the Magnet website in the beginning of the school year and needs to be read and signed by both students and their guardians. It must be returned to school to keep on file. A copy is attached in the appendix.

Honor Roll - “Honor Roll” is awarded each marking period to students earning an 80 or above in all subjects. “High Honor Roll” is awarded each marking period to students earning a 90 or above in all subjects.

Instant Alert System (Honeywell) – This is our District communication system that alerts you through various mediums about school events, closings, emergencies, etc. Please register through the school website under “Instant Alert.”

Interim Progress Reports - Interim progress reports will no longer be mailed home. It is the parents’ responsibility to check their child’s progress through the Parent Portal. During the midway point of each marking period (10/12/12, 12/21/12, 3/8/13, 5/17/13) teachers will add comments. The principal will send e-mail reminders to parents at interim times.

LOP (Loss Of Privilege) Room – This is a type of detention room open during co-curricular(periods 5 and 6) in which students are assigned to attend by administrators and teachers for a variety of minor disciplinary reasons such as not wearing/having IDs, misbehaving in class, etc. It is located in room 620 of Bistocchi Hall.

Lunch Period/Cafeteria – Students are assigned to eat lunch **in the District cafeteria located in West Hall** based on their grade level. Sophomores and seniors are to eat period 5. Freshmen and juniors are to eat period 6. Food may not be brought back into the building from the cafeteria. When permitted (when weather is good – decided by administration), students may bring their food outside in the quad area and eat it there.

New Jersey Institute of Technology Articulation Agreement- Through an articulation agreement with NJIT (New Jersey Institute of Technology), students who meet the conditions of the agreement and choose to attend NJIT, have the opportunity to earn college credit and continue their education at NJIT after graduation. Students apply for this program at the beginning of their sophomore year at the Magnet High School. More information regarding this program will be communicated by the Principal.

Parent Communication – Parent communication with teachers via e-mail is an excellent means to speak with teachers. Please see the “Communication Protocol” outlined on page 3 as a guideline. It is standard procedure for a teacher to copy the student’s counselor, Ms. Mansfield-Smith (Supervisor), and Ms. Seneschal (Principal). We are a team!

Parent Portal – Parents and guardians of students in the Union County Vocational Technical School District are able to view student progress through PowerSchool, the District's student information system. PowerSchool is used to schedule, take attendance, store grades, produce transcripts, report cards, and more. PowerSchool, and the parent portal, may be accessed from any place with Internet access. Parent/student access to PowerSchool will be by unique login ID (username) and password. For families with more than one child in the District, a separate parent username and password will be provided for access to each child's information. Letters were sent home with the usernames and passwords. If you need this information again, please contact the main office. Login information is not given to students.

Parent School Association (PSA) - The Magnet High School PSA works with parents, teachers, students, and administrators to provide support at school events, and to assist student clubs, faculty, and staff. The PSA conducts fundraising activities and events throughout the year to benefit school activities and purchases. Membership in the PSA includes the monthly electronic newsletter and the PSA school directory. The newsletter is an important source of information for parents of Magnet High students. The PSA monthly meetings are open to the Magnet community. Meeting dates, descriptions of fundraisers, and event information is published on the website: www.magnetpsa.com

Project Graduation Project Graduation is an all-night drug and alcohol free celebration held on the night of graduation for our graduating seniors. The students travel by bus from the school to a location (typically a health club) where they can participate in a variety of recreational activities, entertainment, music and dancing, and eat an abundance of food. As their last activity together as a class, they gather with their friends, sign yearbooks and make life-long memories. Hosting this party in a safe and controlled environment, with plenty of fun activities for everyone, is the best way to show our students that we care about their future. Project Graduation is funded and planned by the PSA Project Graduation committee. Complete information and sponsorship forms can be found on the PSA website: www.magnetpsa.com

SAT Classes – When funds and staffing are available, SAT review classes are offered to juniors in mathematics, writing, and critical reading after school during an 8-week period, typically starting in January. The courses are taught by UCVTS school teachers and students are given ½ credit for successful completion.

School IDs – The BOE requires that all students are to wear school district issued identification cards around their neck at all times. Failure to comply with the ID requirement will result in an assignment to the LOP room. Please see UCVTS Student Handbook, section 1.4, for more details.

Senior Lounge – There is a lounge area above the main entrance to the building which is exclusively for use by the members of the Magnet senior class. Seniors may use the lounge during both periods 5 and 6 and prior to 8:00 am. They may eat in the lounge if they bring their own food.

Seton Hall credits – Some of our courses are eligible for Seton Hall University credits through a program called “Project Acceleration,” for a nominal fee. No additional work is required by the student. The courses *currently* eligible for college credit for the 2012-2013 school year are AP Calculus II/BC, French IV, Spanish IV, and Film & Genre Studies. Please contact the course teacher or Ms. Mansfield-Smith, program coordinator, if you have any questions.

Student of the Month - Students are nominated by the Magnet faculty each month and selected on the basis of academics, service, special accomplishments, etc.

Swipe– Swipe is our new computerized/web-based system that keeps track of our student’s daily attendance throughout the UCVTS district. Students use their ID cards for attendance by “swiping” their ID cards each morning at the front entrance of their school building. Students who leave school early, also “swipe” out. We are also using Swipe for co-curricular attendance. We will keep parents updated to its usage and potential parent access in the future.

Tardy to school – Please read UCVTS student handbook for all details.

Town Hall Meeting – This is a meeting in which students can ask questions of the principal in regards to issues that they feel need to be addressed. There is a Town Hall question box on the counter in the main office where students may submit questions ahead of time. These meetings are held during the students’ co-curricular period about once a month.

Advanced Placement Course Expectations

1. The demands of an AP course exceed those of a college preparatory or honors level course. Successful completion of *each* AP course requires at least six hours of individual study time per week outside of class. Course work may be assigned over weekend, winter and spring breaks.
2. AP courses require students to demonstrate increased independence, to take on a higher degree of responsibility, and to meet higher standards than college preparatory and honors courses to earn the same grade. The rigorous coursework requires students to work as much as two years beyond the level of their peers.
3. AP students commit to completing **all** homework assignments.
4. AP teachers need to move quickly through a tremendous amount of material to prepare students appropriately. Therefore, AP students must attend class, on time, every day. If a student must be absent, it is the student's responsibility to find out what was missed and to complete any assignments by their deadline.
5. Since the culminating assessment for an AP course is the AP Examination, students are expected to take the AP exams for all AP courses in which they are enrolled during the 2012-2013 school year. The exams are given over a two-week period in May. AP exams are beneficial because they serve as a valuable feedback tool to the student on a national scale. In addition, they help prepare students for future comprehensive exams at the college level. Funding support for AP Exams may be available for students with demonstrated financial need. All requirements of the course are expected to be met even if a student elects not to take the exam.
6. Students may need to purchase supplemental materials for some of the AP courses. This requirement will be made known through the course descriptions for the various courses.



MAGNET HIGH SCHOOL HONOR CODE

“To thine own self be true and it must follow ...you cannot be false to any man.”
William Shakespeare, Hamlet

It is with a sense of pride that students attend the Magnet High School which seeks to develop intelligent responsible men and women of character. The Magnet High School Honor Code is intended to cultivate an environment of **trust** in which all students can achieve their educational goals with **responsibility, honesty and integrity**. These values are based on respect for self and others.

Trust exists when you know your fellow students and faculty are guided by the same principles of an honor code.

Responsibility is the ability to take ownership and accountability for your learning.

Honesty means being truthful in representing your own efforts and work.

Integrity is the firm adherence to these principles regardless of consequences.

The benefit of attending a school that upholds a code of honor is that you are part of a community of learners committed to these principles which are fundamental to your learning process. Academic honesty allows for fair evaluation of your performance so you may progress and take pride in your own accomplishments.

Therefore, the following policies are in place to deter activities that impede student progress and compromise the trust that is fundamental to our community of learners. You are expected to review these policies and understand that they guide our community in intellectual endeavors and promote mutual respect and growth in character. Accepting and adhering to this Honor Code will establish a foundation that is consistent with academic success and responsible citizenship and will serve you throughout your lifetime. It is no small matter.

Academic Honesty Policy

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts.

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of cheat sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, electronically or by signals, obtaining copies of the examination illegally, and other similar activities.
2. Facilitating academic dishonesty by offering one's work/homework to be copied or verbally sharing examination contents and/or answers with someone who has not yet taken it.
3. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. from another source, or in any way presenting work that is not one's own; this includes copying another pupil's homework.
4. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

B. A teacher who believes that a pupil has been academically dishonest in his/her class will resolve the matter in the following manner:

1. Discuss the violation with the pupil and contact the parent/guardian. The teacher is authorized to reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
2. Report the incident to an administrator through the school defined documentation procedures, describing in detail the academic dishonesty that has alleged to have taken place, and request that the matter be reviewed by an administrator. **All** violations of the Honor Code will be documented.

C. The Principal will determine if further discipline of the pupil is appropriate and will determine the nature of the discipline on a case-by-case basis. The Principal will report all violations of the Honor Code to the National Honor Society advisor.

D. A pupil who has violated the honor code may be subjected to a range of penalties including, but not limited to, loss of credit for the work, suspension from co-curricular activities, leadership roles, ineligibility for or dismissal from Honor Society organizations, ineligibility for graduation awards and school sponsored scholarships.

Your signature indicates that you have fully read, understand and accept this Honor Code as the standard of Magnet High School. It is the pupil's responsibility to address any questions regarding the criteria of an assessment promptly in an effort to avoid violations of the Honor Code.

Pupil Name: (please print) _____

Grade: _____

Pupil Signature: _____

Date: _____

Parent/Guardian Signature: _____