

Haddonfield Memorial High School

Where Excellence Grows

2016-2017 Student Handbook



ALMA MATER

Oh Haddonfield, to thee
We sing,
And to your memory
We'll cling.

Your name our love reveals
That as we lift our
Hearts in praise
Our loyalty remains always
To thee, oh Haddonfield.

ACCREDITATION

Haddonfield Memorial High School is fully accredited by the New Jersey State Department of Education.

AFFIRMATIVE ACTION STATEMENT

Haddonfield does not discriminate on the basis of race, creed, color, sex or handicapping conditions in the administration of its educational policies, admissions policies, or any school-administered program. Any complaints regarding this policy should be directed to your building principal.

MISSION

The mission of the Haddonfield Public Schools, working in partnership with families and community, is to develop the unique potential of each individual by creating a challenging and diverse learning climate that promotes the development of the whole student and prepares its students with the knowledge and skills to meet life's challenges and enrich their community.

BELIEF STATEMENTS

- We believe that we have the responsibility to treat each person with respect.
- We believe that nurturing creativity is a critical element in the learning process.
- We believe that service to others promotes the social, emotional, and intellectual growth of the individual.
- We believe that schools share the responsibility with family and community in promoting positive social skills.
- We believe that every person has the right to a safe and nurturing environment.
- We believe that learning is a life-long process.
- We believe that every person can learn and every person learns differently.
- We believe that all people have the right to achieve their individual potential.
- We believe in concept of neighborhood schools.
- We believe that the quality of education depends upon the quality of the teachers in the classroom.
- We believe that the inclusion of special needs students in regular education classrooms enriches every child's education.
- We believe that we have the responsibility to teach and model ethical behavior.

OUR PHILOSOPHY

We will always...

- Operate in the best interests of children.
- Provide safe facilities
- Keep parents informed of decisions that affect their children.
- Administer appropriate discipline that:
 - Maintains dignity
 - Develops an understanding of the consequences of behavior
 - Teaches acceptable behavior
- Encourage community participation
- Hire and retain teachers based on clearly defined criteria in a thorough and careful process.
- Combat student isolation and alienation.
- Be open and accountable in fiscal matters.

We will never...

- Adopt a program without considering:
 - Demonstrated need
 - Research on best practice
 - Ongoing communication with all affected parties
 - Clearly defined and measurable goals
 - Cost benefit analysis
 - Impact on all district programs
 - Adequate staffing, resources and training
 - Method of evaluation and feedback
- Tolerate
 - Bullying
 - Abuse
 - Dangerous or illegal behavior
 - Harassment or discrimination

Character Education

We identify the following Six Pillars of Good Character and the Life Skills that emanate from them.

Respect	Responsibility	Caring
Respect Self/Others	Citizenship	Friendship
Tolerance	Dependability	Patience
Courtesy	Effort	Sense of Humor

Perseverance
Integrity
Honesty
Trustworthiness
Courage

Service
Cooperation
Flexibility
Problem Solving
Organization

Curiosity
Fairness
Justice
Common Sense

We believe that good character needs to be developed and clearly articulated to the entire Haddonfield School District and Community and that each member has a responsibility to teach and model these core ethical principles. Our purpose is for students to utilize these skills to successfully and honorably deal with ongoing life experiences. The Haddonfield School District will provide our students with an integrated K-12 curriculum and environment that identifies, teaches and reflects these important characteristics.

ACCESS and I.D. CARDS

Students will be issued Access Cards during homeroom on the first day of school. These cards will be in the possession of students for their time enrolled as HMHS students. Lost cards must be reported to the Main office immediately. Replacement cards will cost \$5.00 and take up to 48 hours to activate. Access cards will be collected upon graduation.

Identification cards will be issued to each student near October. Students must present their I.D. cards when requested. Each student who pays the activity fee is provided free admission to home and away athletic contests using their ID cards. This includes all regular season football games, boys and girls basketball games and all wrestling contests with the exception of tournaments and state playoff games.

EMERGENCY SCHOOL CLOSING

In the event of a minor storm school could open an hour or two late. If it is necessary to close school because of a snowstorm or for any other reason, the school district will be broadcast on local news stations, a school closing statement will be made available on our social media accounts and the closing will be listed on our website. Additionally parents will receive a text message alert if they have registered for the service.

SCHOOL CLOSURE CODE 560

The purpose of a delayed opening is to allow students and staff extra time to get to school considering the adverse weather conditions. It is expected that students and staff will use the extra time for leaving home early and arrive to school on time.

Haddonfield Memorial High School Staff Contact and Department Information

Mr. Charles Klaus	Principal
Ms. Kate Mele	Assistant Principal for Student Achievement
Ms. Tracy Matozzo	Dean of Student Life/Supervisor of Counseling
Mr. Lefteris Banos	Athletic Director
Dr. Gino Priolo	Director of Special Services
Mrs. Carol Barbano	Principal's Secretary
Ms. Angela Marcello	Dean of Student's Secretary
Ms. Michele Papa	Counseling Services Secretary
Ms. Carolyn Rusie	Athletic Department Secretary
Ms. Cindy Page	Attendance Officer
Mr. John Miller	Director of Technology
Mrs. Sharon Garnier	Nurse
Mr. Brian Stafford	Library Media Specialist
Ms. Nathana Hirsch	Student Social Worker

Contact information, assignment updates, material lists and other useful information can be located on individual teacher eboards. Please visit: <http://www.haddonfield.k12.nj.us/highschool/staff.html>

Haddonfield Memorial High School website:<http://www.haddonfield.k12.nj.us/highschool/index.html>

Genesis Parent Portal: updates available via the HMHS website; access for updated assignments, grades, attendance, scheduling needs.

Daily Announcements: linked to Twitter, Facebook, and emailed each morning. Information on activities, meetings, and events contained therein.

Social Media: follow us on Twitter @HaddonfieldHS and check out our Facebook page, Haddonfield Memorial High School Announcements.

Eblasts: communication emailed that pertains to events, activities, initiatives, local, state, and national trends or events that impact HMHS, and opportunities for service.

A Statement on Human Dignity
For the Students, Staff & Parents of Haddonfield Memorial
High School

The Haddonfield Board of Education affirms the human dignity of each member of the Haddonfield School Community. Each person has an inherent worth and has something to contribute. Diversity is a source of strength. Treating each other with respect and valuing differences eliminates prejudice, builds cooperation and makes a stronger community.

The Haddonfield School Community fosters an environment in which each individual is valued. Bigotry, insult, defamation and harassment will not be tolerated in this community. The Human Dignity Policy is essential for students to learn, teachers, to teach and staff to work to their fullest human potential.

Therefore: Behavior which violates an individual's human dignity will not be tolerated in the Haddonfield School Community.

Specifically: Acts of bigotry, insult, defamation or harassment directed at an individual's race, religion, national origin, gender, disability, age, sexual orientation, socio-economic status, appearance or individual character will receive aggressive and comprehensive action by the school community.

Students who feel that their human dignity has been violated or students who believe they have witnessed a violation should share this information. They are encouraged to report the incident, either personally or through a parent or guardian, to an appropriate adult in authority, i.e. a teacher, counselor, principal or superintendent. The adult in authority must take steps to address the incident consistent with the rules and regulations promulgated pursuant to this Human Dignity Policy and consistent with the district's affirmative action policies and procedures.

Teachers and Staff who feel that their human dignity has been violated are encouraged to report the incident to the principal, superintendent or district affirmative action officer. Teachers and Staff who believe that they have witnessed a violation are required to report the incident as prescribed by the district policies and procedures.

This statement will be evaluated on an on-going basis for its effectiveness. The Board of Education also encourages each school to implement this policy in individual programs which promote human dignity in each school.

Racial, Sexual, Religious, Ethnic Harassment and Violence

It is the policy of Haddonfield Public Schools that racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion, or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal, assistant principal or by calling:

Dr. Gino Priolo, Principal Haddonfield Middle School
Affirmative Action Officer, Haddonfield Public Schools

A complete copy of the relevant Haddonfield Board of Education Policies may be obtained from the Board Secretary by calling 429-4130.

File: humandignity2



ACADEMICS AND ATTENDANCE

SCHOOL COUNSELING DEPARTMENT

The mission of the Haddonfield Memorial High School Counseling Department is to provide a comprehensive school counseling program that addresses the emotional, social, career developmental, and academic needs of all students in the Haddonfield School District. Having a comprehensive counseling program that is fully integrated with the academic mission of the district and works with all stakeholders in the school and community can help ensure success for Haddonfield students.

Counseling Services are inclusive of, but not limited to: Educational planning and counseling for students and their parents; personal counseling; college and career preparation; test administration, evaluation and interpretation; scholarship and financial aid assistance.

Contact: The School Counseling Office is open from 8:00 a.m. – 4:00 p.m., Monday through Friday. It is located on the second floor of “A” building in Room A216. The department is staffed by five counselors and a secretary, Ms. Michele Papa. 856-429-3960 Fax 856-216-9759

COUNSELOR ASSIGNMENTS

	<u>SENIORS '17</u>	<u>JUNIORS '18</u>
Mr. Holman	A - Fagan	A - D
Mrs. Dorfman	Fal-Kane	Di-Hi
Mr. Bill Seaman	Ken-Pan	Ho-Ot
Mrs. O'Hara	Par - Z	Rep- Z

	<u>SOPHOMORES '19</u>	<u>FRESHMEN '20</u>
Mr. Holman	A – Def	
Mrs. Dorfman	Del-Ku	
Mr. Bill Seaman	Kw -San	
Mrs. O'Hara	Sap -Z	
Mr. Steven Fluharty		Transition Counselor for Freshmen A-Z

REQUIRED SUBJECTS FOR GRADUATION

In order to graduate from Haddonfield Memorial High School, students must earn a minimum of 120 credits. Minimum graduation requirements should not be confused with college/university admission requirements. The general rule for most four-year colleges/universities is that applicants should have completed a minimum of 16 to 18 academic units upon graduation. Normally academic units are considered to be full year courses in college preparatory math, science, English, social studies, and world language.

All students must register for a minimum of 6 classes and 15 credits each semester. All students must meet the following graduation requirements.

Practical Arts (Career Education and Consumer, Family, and Life Skills)	1 year	5 credits
English	4 years	22 credits
Physical Education	4 years	12 credits
Health	4 years	4.5 credits
Mathematics	3 years	15 credits
Science (including one biology)	3 years	17 credits
United States History	2 years	10 credits
Visual or Performing Arts	1 year	5 credits
Global Issues	1 year	5 credits
World Language	1 year	5 credits
Economics/Personal Finance	½ year	2.5 credits

As per the State of New Jersey, students must be able to demonstrate proficiency in both ELA and math by meeting ONE of the criteria in each column below:

English Language Arts

Passing score on a PARCC ELA Grade 9 or
 Passing score on a PARCC ELA Grade 10 or
 Passing score on a PARCC ELA Grade 11 or
 SAT \geq 400 or
 ACT \geq 16 or
 Accuplacer Write Placer \geq 6 or
 PSAT \geq 40 or
 ACT Aspire \geq 422 or
 ASVAB-AFQT \geq 31 or
 Meet the Criteria of the NJDOE Portfolio Appeal

Mathematics

Passing score on PARCC Algebra I or
 Passing score on PARCC Geometry or
 Passing score on PARCC Algebra II or
 SAT \geq 400 or
 ACT \geq 16 or
 Accuplacer Elementary Algebra \geq 76 or
 PSAT \geq 40 or
 ACT Aspire \geq 422 or
 ASVAB-AFQT \geq 31 or
 Meet the Criteria of the NJDOE Portfolio Appeal

EARLY GRADUATION

It is imperative that students who wish to graduate early begin to plan as they enter high school. Students may graduate upon completion of their junior year if they have satisfied the following requirements:

- Four years of English (22 credits)
- One year of Global Issues (5 credits)
- Two years of U.S. History (10 credits)
- Three years of Mathematics (15 credits)
- Three years of Science
 - Including one Biology (17 credits)
- Physical Education, Health for each year in high school (12.25 credits)
- One year of Visual or Performing Arts (5 credits)
- One year of Practical Arts (Career Education and Consumer, Family, and Life Skills) (5 credits)
- One semester of Economics/Personal Finance (2.5 credits)
- A minimum of 120 credits, including the requirements listed previously
- An 85 cumulative average at the end of the fifth semester
- Favorable recommendations from the student's academic teachers and counselor

- Successful completion of NJDOE mandated testing
- Approval of the principal

SCHEDULES

The school master schedule is built upon careful and deliberate on-time course selections made by students. Individualized course conferences will occur between student, parent/guardian, and counselor starting in mid-January-April. Initial course level placement is based on teacher recommendation and/or performance in prerequisite courses.

During the course selection process, every effort should be made by students, parents and teachers to ensure that the courses selected are appropriate for students. Alternate course selections for electives should be chosen carefully. In the event that an original elective choice or a particular combination of courses cannot be scheduled, alternatives will be utilized in the scheduling process. Substitutions for alternates cannot be made after the course selection deadline.

Students and their parents will review their Personal Learning Plan which outlines courses for each student. Students should contemplate the risk involved when choosing courses that build upon previous courses and recognize that prior performance impacts the ability to achieve at the same level in subsequent courses.

Final schedules will be available in late July/early August to remain consistent with the district roll over in Genesis; study hall periods will be included. Juniors and Seniors will have the opportunity to participate in Open Campus and will not be assigned Study Halls unless directed to do so administratively or via family request.

Upon release of schedules, due to balancing needs, building changes, and limited availability of space, the only adjustments that will be made will be correcting errors or adding graduation requirements

Please be aware that students need to pass 15.00 credits for the first semester to participate in Spring sports and a total of 30.0 credits for the year to participate in the next Fall sport season to meet NJSIAA eligibility.

COURSE/SCHEDULE ADJUSTMENTS

FULL YEAR/SEMESTER COURSES

A student's schedule must contain a minimum of 30 credits . Exceptions can be made at the discretion of the Assistant Principal for Student Achievement. Peer Leadership does not count as one of these required classes.

Dropping a Course

1. After receiving permission from parent, teacher, counselor and Assistant Principal for Student Achievement, students may drop a course. A student can drop a full-year or 1st semester course no later than November 4th, 2016 for the 16-17 school year. Second semester course deadline for the 16-17 school year is April 7th, 2017. Replacement courses will be dependent upon the number of seats available. Students who drop a class, will be assigned to a Study Hall.
2. Students who drop a full year or semester course after November 4th, 2016 will receive a (60) "F" for the course. Students who drop a second semester course after April 7th, 2017 will receive a (60) "F" for the course.
3. With regard to eligibility only, if the course is dropped during the 2nd marking period the (60) "F" will appear as a second marking period grade and as the semester grade.
4. Regarding eligibility only, if the course is dropped during the third marking period the (60) "F" will appear as a 3rd marking period grade and as the final grade.
5. With the written permission of the Assistant Principal for Student Achievement, a final grade of (60) "F" in a dropped course may be made up by attending summer school (120 hours for full year courses and 60 hours for semester courses).
6. Students who drop a course may not add a course after the first 10 classes, September 19th, 2016/February

14th, 2017 (for a semester course) or after the first 20 classes, October 4th, 2016 (for a year course).

7. Students may choose to audit the dropped course according to the audit procedure.
8. All required work MUST be turned in by the last day class meets. This applies to full year, semester and quarter courses. Work submitted without prior approval is subject to a (60) "F" to be calculated into the final grade.
9. Physical Education (PE) is a quarter-long course, students may only enter PE during the first week of the quarter: September 9th, November 18th, February 10th and April 7th.

COURSE LEVEL CHANGES

TRANSFER TO DIFFERENT LEVELS OF A COURSE

Students may request to change to a different level of a course with the Assistant Principal for Student Achievement's permission based on seat availability, as well as the recommendations of the student's counselor and the teachers involved in the schedule change.

1. A student who transfers to a different level of a course before October 3, 2016 will be allowed to make up work missed in the new course. In such circumstances as indicated above grades from the previous course will not be carried.
2. A student who transfers after October 3, 2016 and before January 27, 2016 will carry all grades earned into the new course and be graded accordingly by the new teacher.

TEACHER EVALUATION OF STUDENTS

The School Counseling Department has the responsibility for maintaining all academic records, as well as coordinating data, processing materials, monitoring teacher evaluations of students, and distributing report cards. Students will receive one of the following eight letter grades and a numerical grade for each marking period, examination and final average.

Letter Grade	Numerical
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	81-84
C	77-80
D	70-76
F	60-69

All students, except seniors who are exempt from examinations, must pass either the final examination or the fourth marking period to receive credit for a course.

A final grade of F (60) will be given to any student who does not take the final examination, which is required in all courses.

1. Final grades will be computed as follows:
 - a. Full year course averages will be computed by doubling the marking period grades, adding the mid-term and final exam grades, and dividing the sum by 10.
 - b. The final average in a one semester course is determined by doubling the numerical grades received in each marking period, adding the final examination and dividing by **five**.
2. A student earns a passing grade in the following ways:
 - a. In a full year course, any student who has a 70 average has earned a passing grade provided he or she has passed both the fourth-quarter, and the final examination.
 - b. In a one semester course any student who has a 70 average has earned a passing grade provided he or

- she** has passed either two marking periods or one marking period and the examination.
- c. Failures cited above in a. and b. result in a grade of 60 (F). **If a student fails the last quarter and final exam but has a passing average overall, we give the student a 69.**
 - d. The final grade in a quarter course is determined each marking period. Currently, physical education, health, and safety are quarter courses.
3. The final average in all courses will be calculated to two (2) decimal points. For the purpose of determining a final letter grade for the calculated numerical average any grade .5 or greater will receive the higher letter grade.
 - 91 (B+), 92 (B+), 95 (A), 95 (A), 92 (B+) = 93=A
 - 90 (B+), 89 (B+), 95 (A), 95 (A), 92 (B+) =92.20=B+
 - 90 (B+), 88 (B), 94 (A), 95 (A), 91 (B+) = 91.60 = B+
 4. All students enrolled in different sections of the same course must be evaluated through the same types of measuring instruments.
 5. Appeals of grades must be made within 30 days of the close of the marking period.

MID-MARKING PERIOD REPORTS

The purpose of the Mid-Marking Period report is to inform parents of **their child's academic status**. School policy requires that Mid-Marking Period Evaluation Reports be issued for each student whose grade, at that point in time, is "D" or "F". Also, these reports are sent to alert parents to any changes in performance.

INCOMPLETE GRADES AND MAKE-UP PRIVILEGES

Incomplete grades are to be made-up within **two weeks** of the end of the marking period unless a longer period of time has been approved by either the Principal or **Assistant Principal for Student Achievement**. **Incomplete grades become an F (60) if the student does not make-up the work in the specified time. An incomplete grade may not be given as a final grade in either a semester or a full year course unless approved by the Principal or Assistant Principal for Student Achievement in advance.**

Students have the privilege of making up class work and tests which they did not submit on time owing to excused absences only. The daily attendance list will indicate students who were absent from school without a valid excuse.

Students will not be required to take more than three (3) major assessments in any one school day. Students have the option of taking the last scheduled exam on the following school day. It is the student's responsibility to report this to his/her teacher and make arrangements to take the test. Teachers are encouraged to be considerate of student workload when scheduling major assessments. This is especially true during the last two weeks of a marking period.

FINAL EXAM EXEMPTIONS

A policy regarding the exemption from final examinations has been established for **seniors and students enrolled in Advanced Placement classes**. It is applicable to **ALL** subject areas without exception.

1. To be eligible for an exemption from a final examination, a senior must in a
 - a. **Full year course** (exam given in June) have an average of at least 89 for the year. Marking period grades must all be greater than 84. The average is computed by doubling the marking period grades, adding the mid-term grade and then dividing the sum by 9.
 - b. **Semester course** (exams given January and June) have marking period grades above 84 and an average of at least 89.
2. Final Grades – For Exempt Students
 - a. Full year course averages will be computed by doubling the marking period grades, adding the mid-term grade, and dividing the sum by 9.
 - b. Semester courses will be determined by averaging the two marking period grades.
3. Any student who would be exempt may choose to take the final examination. Once they have taken the examination, the results will be averaged to determine the final grade.
4. Students enrolled in Advanced Placement (AP) courses will be eligible for the exemption outlined above regardless of their grade level.
5. Student not eligible for the exemption must take this exam during the scheduled time.

OPTIONS FOLLOWING FAILURE

If a student has failed a course for the year, he/she can earn credit for the course by repeating it during a regular school year or by attempting an accredited summer school for make-up courses with the approval of the principal. Students will not be permitted to double up in subject areas (e.g. English 9 and English 10) without permission of the principal or Assistant Principal for Student Achievement.

APPROVED EARLY DEPARTURE FROM SCHOOL FOR EXAMS

Each year students attend institutes or begin family vacations prior to the school year officially ending. This conflicts with the final examination policy.

When the Principal or designee has approved such a request from the family, the teacher has these options for testing.

1. Arrange for the same test or a different test to be given the student via the main office during the summer.
2. Early final exams will be arranged only in extreme or circumstances and when the absence is caused by a conflict in school related activities.

HOMEWORK

Homework has been part of the educational process for many generations. It is still an important extension of classroom instruction. Accordingly, students are expected to complete homework assignments and should ascertain from each teacher the value placed on this course work when grades are determined.

MAKE UP WORK DUE TO ABSENCES

A student who is ill or absent for **one or two** days should determine what work was covered in class and what assignments were given. When the student is unable to prepare the homework, he/she should come to class prepared with the required materials and confer with the teacher about the missed class work.

It is the student's responsibility to check the teacher's eBoard for assignments and email the teacher with any questions. Teachers' email addresses can be found on the HMHS website.

On the day a student returns from a lengthy absence, he/she should confer with each teacher about all class work and assignments missed. The teacher and student should agree mutually upon a schedule to complete all missed work. **In most cases, the student receives one day to complete work for each day absent.**

PEER TUTORING

HMHS offers assistance for any student having academic difficulty. The Peer Tutoring program is comprised of students who tutor their peers. Students may be recommended by teachers, counselors or parents. A counselor should be contacted when it appears a student would benefit from the services of a tutor. Teachers should avoid tutoring their own students for compensation except when bedside instruction is needed.

ADVANCED SUMMER SCHOOL CREDIT

Permission to pursue advanced credit in summer school must be discussed with the counseling office and the principal. All such courses must be approved in advance by the principal.

MATH MOVE-UP

A student who wishes to move up from one level of mathematics to another will be required to attend and pass a Bridge Course in the final month of the school year so that the student has time to learn and practice the material necessary to advance one level. Students who are successful in moving up in mathematics generally have intrinsic motivation that goes beyond success in the classroom.

The following procedure will work for all students moving from:

1. CP Algebra II to Adv Geometry
2. CP Geometry to Adv PST
3. Adv Geo to Acc PST
4. FST to Adv PC
5. Adv PST to Acc PC

A student seeking a move-up should meet the following criteria:

1. Maintain a 90 average in his or her current mathematics course—a 93 or "A" is recommended

2. Have the recommendation of the current mathematics teacher
3. Complete the Bridge Course and pass the assessment

The structure of the Bridge Course work will be the following:

1. The students will attend a period a day for approximately two weeks. Ideally, this would occur 45 minutes before school begins. Attendance is mandatory.
2. The course will entail the same investment of homework and study time per night of an upper level mathematics course. The student should expect homework on a daily basis.
3. At the end of the course, the student must pass a 45 minute assessment, similar to a normal classroom test.

If a student does not complete the Bridge Course or does not complete it successfully and still wishes to move up, the student needs to pass the midterm and final of the corresponding prior course.

Students seeking to replace a required course in the curriculum with a course taken with an accredited institution outside HMHS must present the course syllabus to the Assistant Principal for Student Achievement and the Math Department Facilitator for approval.

Special Note: A Student must have completed Accelerated Pre-Calculus in order to take AP Calculus.

AUDITING POLICY

Auditing a class is an opportunity the school extends to the student for the study of a school subject without receiving credit for the course. The privilege is extended to those who are serious about their education and wish to expand their knowledge. Previous enrollment in a course for credit will not bar a student from auditing that course at a later date. The selection of an audit course must be additional to the minimum student course load of 30 credits.

The student may wish to audit a course for the following reasons:

1. Demonstrates strong interest in subject area.
2. Has the need for a refresher course.
3. Desires to utilize study time to learn new skill and concepts.
4. Students are encouraged on an individual basis to audit a class without credit as a need is identified and if the desired class has room for an auditing student.
5. No grade will be entered on the permanent record for an audited course. All students who audit a course will be given a copy of this statement.

Any student who audits a course must sign a contract that includes the following:

1. Attendance in the course requires the same regulations as any other course (p.53-54).
2. Students are required to complete all homework assignments and assessments.
3. Appropriate behavior is expected in all classes.

OPTION II

HMHS students may apply to receive high school credits for alternative learning experiences that enable students to fulfill or exceed the expectations set forth in the Core Curriculum Content Standards.

Applications for Option II are available on the Counseling Department's website in the FORMS tab.

Option II (N.J.A.C. 6A:8-5.1 (a) ii) of the high school graduation requirements allows local school districts to design and/or approve educational experiences that serve as an alternative to traditional instruction and provide meaningful learning experiences that support student achievement of the Core Curriculum Content Standards. Option Two allows schools to provide enhanced educational opportunities for all students through the use of multiple and diverse paths.

Grades earned through Options II are recorded on the student's transcript, but not included in GPA calculation.

PHYSICAL EDUCATION OPTION

Students, who participate in school-sponsored athletic programs as well as Marching Band and Band Front, will have the option to waive P.E. for a marking period for each full season they participate. Students will earn ungraded credit for their participation. Students must complete the entire season to be eligible.

- Students must still fulfill their Health requirements.
- The **PE Option** is only available for HMHS activities. Other activities will fall under

Option II .

- The **PE Option** counts as a student's sixth class.
- Seniors and juniors using this option are eligible for Open Campus, for late arrival and/or early dismissal if their schedule permits.
- Students cannot be guaranteed a study hall during the season of participation.
- Completion of the season of extracurricular participation is required. Leaving or being removed from an activity will result in losing the **PE Option**. If this occurs after the first week of a quarter, the student cannot enter PE until the next quarter.

CLASS RANK

As a result of extensive study, the following guidelines regarding class rank have been developed:

- Class rank is an internal high school indicator and will not be routinely furnished to colleges nor posted on student permanent record cards.
- Class rank will continue to be maintained for the purpose of our own local awards including valedictorian, salutatorian and Neumueller scholars. In addition, class rank will be provided as required for the Edward Bloustein Distinguished Scholar Program, for military academy admission, and for NJ STARS.
- Students and parents will not be denied access to class rank at any time. Class rank will be calculated after the second, fourth, sixth and eighth semesters. Valedictorian and salutatorian will continue to be based on all eight semesters of high school work.
- Class rank will not be released to a college or university unless a direct request comes from the parents and students agree that the rank should be released.
- We will emphasize to colleges our concern that to rank our students comparing one against another diminishes their achievement in a competitive college preparatory program in a very demanding high school.
- In lieu of class rank, HMHS will report each student's cumulative grade point average after the second, fourth, sixth, seventh, and eighth semesters.
- Grade point average, along with a school-wide grade distribution by subject, will be sent to all colleges and universities to which our students apply.

GPA Calculations

The following process will be used to calculate weighted GPA:

- Determine the **Weighted Grade** for a course by
 - Adding 8 additional points to the final grades in accelerated courses
 - Adding 12 additional points to the final grades in Advanced Placement and Drexel courses
 - N.B. – All other courses use the final grades as the **Weighted Grade**
- Determine the **Quality Points** for each course by multiplying by the **Weighted Grade** by the number of credits for a course
- Use the sum of the **Quality Points** for all eligible courses to determine the **Total Quality Points**
- Divided the **Total Quality Points** by the number of credits attempted
- Unweighted grades are reported on transcripts and report cards.

CHARACTER EDUCATION PHILOSOPHY

The Haddonfield School District believes **Character Education** to be the knowing about, caring about, and acting on core ethical principles. The Haddonfield Public Schools will support and acknowledge Character Education as the foundation for the development of each student's unique potential.

As a school district, it is our belief that all members of the school community are teachers of character. Therefore, it is our commitment to provide an intentional, proactive environment that holistically fosters and promotes positive character traits among all members of the school community.

We recognize and acknowledge our responsibility to develop character in our students. We are committed to a partnership with parents, who we believe to be the first and primary developers of their child's character. We believe this partnership to be a critical factor in the development of good character within our students.

ACADEMIC INTEGRITY

In view of the intensity of academic competition and pressure, the school must do everything possible to encourage academic integrity. It is expected that each teacher will be observant and will skillfully manage the classroom in order to minimize the opportunity for cheating.

The school policy is as follows:

1. All cases of student cheating must be reported to the Assistant Principal for Student Achievement or Principal
2. Teacher, student, and Assistant Principal for Student Achievement meet to discuss the issue.
3. No credit is given for the class work, assignment, or test.
4. The administrator ensures parent contact.
5. Any further disciplinary action will be determined as a result of the conference.

A description of several breaches of academic integrity is provided to assist the student in understanding his or her responsibilities:

Cheating – Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student’s paper; receiving unauthorized assistance during a quiz, test or examination; sharing information about an exam with classmates in advance of the test; using books, notes or other devices such as calculators when these are not authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; copying /lending homework, reports, laboratory work, computer programs, using translation internet services, sharing files from other students when not working on a collaborative assignment, storing data on programmable calculators and retrieving the data to assist during an exam.

Use or Accessibility of Personal Electronic Device –While information technology and applications that have a relevant and pertinent use might be required for some assessments, unless otherwise directed, personal electronic devices should be silenced and put away for the duration of any quiz, test, exam, or other assessment. Students who are using devices during an assessment may compromise the integrity of their assessments. Students who use an electronic personal device during an assessment will be reported to the Assistant Principal for Student Achievement. Teachers may collect electronic devices before assessments are distributed.

Fabrication/falsification – The unauthorized alteration or invention of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or lab procedures or utilizing translation software to complete tasks in foreign language. Examples of falsification include the false citation of a source of information; altering grade reports or other academic records; or altering a returned examination paper and seeking a better grade.

Tampering – Interfering with, altering or attempting to alter school records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade; erasing records or information of a student; unauthorized access to a high school record by computer or unauthorized entry into an office or file; or obtaining information from the high school without proper authorization.

Plagiarism – Presenting the work of another as one’s own without proper acknowledgement. Examples of plagiarism include submitting as your own work the work of another student; the use of a ghost writer, commercial writing service or extensive help from a tutor or parent; downloading and submitting a paper from a web site; directly quoting from a source without acknowledgement; paraphrasing or summarizing another’s work without acknowledging the source; or using facts, figures, graphs, charts, or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse of another’s work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

Unfair Advantage – Attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: obstructing or interfering with another student’s efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one’s own use.

Other Academic Misconduct – Examples of academic misconduct include allowing another student to copy from one’s paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration will not be reported; or taking an examination or test for another student or signing a false name on an academic exercise.

VIOLATION AND RECOMMENDED MINIMUM SANCTIONS

- Copying answers from or looking at another student’s exam.
- Allowing another student to cheat or copy from his or her exam.
- Possessing or using any material not expressly permitted during an exam such as crib sheets, notes, books, or personal electronic devices.
- Continuing to write after a timed exam has ended.
- Taking the exam from the room and later claiming the instructor lost it.
- Changing answers after an exam has been returned.
- Plagiarism of any kind.
- Submission of purchased term paper or projects done by others.
- Submission of the same term paper or other work to more than one instructor, where no prior approval has been given.
- Improper use of technology to aid student by storing data and retrieving it during an exam.

All of the above violations will result in a grade of zero for the exercise and possible suspension.

- Fraudulent possession of an exam prior to test date.
 - Grade of zero for the exercise, and suspension.
- Breaking into a file or office to obtain exam or other document(s).
 - Grade of zero for the exercise, and recommendation for suspension, expulsion, or prosecution.

All violations of academic integrity by student members of the National Honor Society will be referred to the advisor. The violation may result in sanctions that vary from reprimand through removal from the organization.

ATTENDANCE

GENERAL PROCEDURES

Regular attendance in class is a prerequisite for receiving a thorough and efficient education. If a student must be absent, the student and their parent/guardian must comply with the provisions of the school's attendance policy.

Students arriving after 8:00 a.m. must report directly to the Attendance Office. Students who are late to school and arrive after 9:30 a.m. may not participate in school related activities that day. Students who leave school early and are not in attendance for 4 hours or more also may not participate in school activities unless permission is received from the Principal or Dean of Students.

A student who enters school after his/her class has taken a test, is responsible for taking the test that same day.

On the initial day of absence, parents are expected to contact the attendance office by 9:00 a.m. Our Attendance Officers will email families to confirm unreported absences. Upon return, the student must bring a written note from a parent or an email must be sent to the Attendance Officer. Notes will be monitored; any forged note will be handled under the disciplinary code by the Dean of Students.

It is the intention of this policy that the total number of allowable absences per course will provide more than adequate consideration for normal illnesses. Students who use their quota for reasons other than illness (family vacations, family obligations, etc.) will not be able to claim relief on the basis that they did not expect to become ill after having used their allowable absences for other purposes. Students should provide medical notes as necessary, immediately following a medically related absence. Medical notes must be turned into the Attendance Office. All medical excuses will be evaluated on a case by case basis. A doctor's note in and of itself does not necessarily excuse an absence.

This policy distinguishes between *allowable absences* and *excused absences* in the following way:

- **Allowable absences** are absences for such reasons as usual illnesses, college visits, family vacations, and family obligations, etc. up to the limits established for each course.
- **Excused absences** are absences which are not applicable to the provisions of the attendance policy. Absences due to a chronic illness, surgery, accidents, illnesses with long recuperation periods, religious holidays, family emergency, *college visits, death in the family and school sponsored field trips are examples of excused absences. Medical notes must be sent to the Attendance Office or Nurse upon the return of the student from the absence; medical notes may be faxed as well. All medical notes must include a signature.

ATTENDANCE AND LOSS OF CREDIT

This policy provides that students may be either withdrawn from classes or denied credits when they have exceeded the number of allowable absences. Warning letters will be mailed directly to families indicating the number of unexcused absences that accrue for each course. Warning letters are sent through the Dean of Students. A final loss of credit letter will be through the Principal's Office.

Students who wish to appeal their loss of credit will do so through the Appeals Board. The Attendance Appeal Board will convene at the end of each quarter to review documentation associated with an appeal and make its recommendation to the principal. Students who must appeal their loss of credit status are encouraged to schedule a meeting, before school, with the members of the Appeal Board.

Parents who feel that they have received a warning letter, in error, should contact the Attendance Office or the Dean of Students to discuss.

Warning letters will be sent home throughout the duration of the academic year. Parents will be notified by mail when a student's absences reach the following totals:

1. Full Year Course: 10, 15, 21
2. Semester Course: 5, 8, 11
3. Quarterly Course: 2, 4, 6

Students who have accumulated 15 absences in a full year class, 8 absences in a semester class or 4 absences in a quarter class will be brought before the Dean of Students. This review conference is to intervene with the student prior to the policy being violated.

Final Loss of Credit letters will be sent home through the Principal. It is the responsibility of the student to make an appointment to appeal loss of credit. Students who receive a Loss of Credit letter will have 5 days in which to make an appointment with the Dean of Students to meet with the Appeals Board. Students will be denied credit when they have reached the following number of absences.

- A. Full Year Courses: 21 total absences
- B. Semester Course: 11 total absences
- C. Quarterly courses: Health, Safety, Physical Education: 6 total absences

Any student who receives a Loss of Credit letter and who does not appeal through the Dean of Students Appeals Board will lose credit if an appointment has not been made with the Dean of Students within 5 days of receipt of the loss of credit letter.

A loss of credit may impact timeliness of graduation, athletic eligibility, extracurricular/co-eligibility, access to field trips, Open Campus, and other privileges afforded to students who attend school regularly.

Students who lose credit as a result of class cutting may not appeal their loss of credit.

Attendance Appeals Board

It is recognized that unforeseen circumstances may create hardships relating to the operation of this policy. Therefore an appeals procedure has been developed which will allow consideration of individual requests for relief from the provisions of the attendance policy.

Request for Loss of Credit Review

A written request for a hearing must be presented to the Dean of Students by either the parent/guardian, or the student, not later than five (5) school days after receipt of notification that the student has been placed on no-credit status. The student will be permitted to continue in the class until the appeals process is completed.

However, if the student disrupts the class or is absent again, he/she will be removed from the class and placed in a study hall pending the outcome of the appeal.

Appeals Board

The Appeals Committee will consist of:

Dean of Students
Classroom Teachers
School Counselor

Further Appeals

- a. Appeals to the principal relating to the decisions of the Appeals committee must be made in writing to the principal within five (5) school days of the appeals committee's decision.
- b. Appeals to the superintendent of schools and Board of Education relating to the decision of the principal must be made in writing within five (5) school days of receipt of the principal's decision.
- c. A parent/student may appeal the Board of Education's decision to the Commissioner of Education.

Make-up Procedure for PE:

Due to the unique circumstances in physical education classes, students will be permitted to make up a maximum of five allowable absences. Make-ups must be done within five school days or as determined by the physical education department upon the student's return to school.

A student may attend a physical education class during a free period, or a student may attend an after-school make-up session directed by a member of the physical education staff. After school make-up sessions will consist of movement activity and written work.

Make-ups must be done in uniform and under the direction of a member of the physical education department.

Alternative assignments may be given to fulfill the make-up requirements with approval of the administration.

Absences from one or more classes after being in attendance in school:

Any student wishing to be dismissed from part of the school day after reporting to first period in the morning must present a signed request, or email, from the parent/guardian to the attendance secretary. Dismissal for part of the school day will be granted for the following reasons:

1. Medical appointments which cannot be arranged at other times.
2. Family emergencies.
3. Participation in religious observances.
4. Other reasons with the permission of the Principal.

Students will not be dismissed from school for unspecified personal reasons. All such absences will be counted in all classes missed. Any student leaving during the school day must have the express permission of the Attendance Office, Dean of Students, or Principal. Medical notes must be sent to the Attendance Office or Nurse upon the return of the student from a medically-related absence; medical notes may be faxed as well. All medical notes must include a signature. Timeliness of medical documentation impacts a student's potential for earning credit, participating in PE or athletics, and for assuring accuracy of student records.

Students who miss class time without meeting the conditions above will be assigned an unexcused absence(s) for each class missed. Appropriate penalties will be assigned under the discipline code for truancy or class cutting. No credit will be given for tests, assignments, or regular class work missed. Students may be required to make-up all work without credit.

Three cuts from a full year class and two cuts from a semester class for any reason may result in denial of credit and/or removal from the class.

CONSECUTIVE ABSENCES

In keeping with the prevailing laws of the state: "Any child between the ages of six and sixteen years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against any such." (18A:38-27).

Administration will act in accordance with prevailing laws to support a student's education. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of the Board of Education.

Dropped From the School Rolls:

When a pupil, age sixteen or over is absent for 10 consecutive full days or 20 full school days, for unknown reasons, the parent/guardian will be notified that their child will be dropped from the school rolls. Prior to dropping the student from the rolls, the parent/guardian will be requested to meet with the principal to determine the reason(s) for the absences. If the parents do not present appropriate reasons(s) for the absences, they will be notified that their son/daughter has been dropped from the school rolls.

TRUANCY FROM SCHOOL

A student is considered truant if he or she has not reported to school for all or part of the school day and cannot meet any of the allowable or excused absence criteria listed under the Attendance Policy.

Consequences for truancy:

1ST OFFENSE – 2 Saturday detentions

2ND OFFENSE – 3 Saturday detentions plus contact with respective family services

3RD OFFENSE – Referral to Family Court/Child Protective Services

TARDY TO SCHOOL

- A. A student is tardy to school when they arrive after the 7:57 bell to begin first period.
- B. If a student arrives to school late due to illness, minor injury, family emergency, preapproved family need, driver's test, or medical appointment, the student should bring a letter of verification with them upon arrival to school, or a parent or guardian may send the Attendance Officer an email. Parent/Guardian notes do not excuse tardiness, they verify it.
- C. Students who are tardy to school are to report directly to the Attendance Office where they will receive an Admit Slip.
- D. Recordkeeping for tardiness will be done on a monthly basis. Parents and guardians will receive notification detailing excessive tardiness. Punctuality is crucial to instruction and engagement. Due to their excessive or routine tardiness, students disrupt class and miss valuable instructional time. Students who are late will be assigned penalties as follows:

Lateness to Period 1: Students are considered tardy from 7:58-8:08

5th Lateness – *2 detentions

6th Lateness – *3 Detentions

7th Lateness or more – Saturday detention and parent conference

*Every effort is made to accommodate students' availability when scheduling detentions.

Students who fail to serve their required detentions will be assigned a Saturday detention.

Students who have no written excuse to account for their tardiness will be assigned a detention. Students who arrive 10 minutes late, without a signed pass, will be considered cutting that period. In order to be excused from detention (a note, or email, from a parent or guardian specifying the reason for tardiness, the date and the expected time of arrival must accompany the student.) Students may be excused for the following reasons: personal/family illness, professional appointments, religious observances or family/personal emergency.

TARDY TO CLASS

Students have the responsibility to be in class and prepared to work when the bell rings. A student is tardy to class when they arrive after the bell. Tardiness results in the loss of instructional time and causes a disruption to the learning process. It is expected that students be on time to class. Teachers are encouraged to handle minor tardy infractions as part of the normal classroom procedures.

Excessive tardiness is a disciplinary issue and will be dealt with as such. Excessive tardiness is defined as 5 or more unexcused lateness to class. Excessive tardiness may result in detentions, as well as a parent-teacher conference with the Dean of Students and school counselor.

Tardy points do accumulate into total absence points which impact class credit.

A student who arrives more than 10 minutes late to a class, without a valid pass from a teacher, the Main Office, or the Attendance Office, will be admitted to class with the time recorded. Chronic tardiness will be referred by the teacher to the Dean of Students for appropriate disciplinary consequences.

Open Campus Privilege

Haddonfield Memorial High School is committed to providing students with opportunities to grow academically, socially, and emotionally. High school students need and deserve education in accepting increasing responsibility for their own public behavior while in a supportive school environment. This privilege will be afforded to seniors and juniors. This privilege carries with it the responsibility of being prompt to all classes, meeting all academic obligations, and avoiding noise or activities that will disturb classes. Because of the potential for classroom disturbances, musical instruments may not be played on campus; Frisbee and other games are not permitted in the Courtyard. Open Campus is a privilege given by the school to students who have demonstrated a consistently good record of scholarship, reliability, and self-responsibility.

What is Open Campus?

The ability to budget and use one's time in a meaningful way is a skill we all must learn. Students may leave school grounds without adult supervision when not assigned to an academic/elective period or during lunch period. Students may, with permission, go to the library or attend a designated study hall to complete school work. *Please review library procedures regarding students who have Open Campus.

Open Campus Requirements

- Open Campus privilege is intended only for upperclassmen (Seniors and Juniors) in good academic standing; students who are academically eligible to participate in extra-curricular/co-curricular/athletics. Students who are not academically eligible will not be able to participate and will be assigned a mandatory Study Hall. **Students who are in loss of credit status will not have Open Campus privileges.**
- A Senior or Junior seeking Open Campus must submit the Open Campus application, complete with signature of Parent/Guardian.
- The student must have demonstrated a record of consistent attendance and punctuality.

The following infractions will result in the loss of Open Campus. Suspension of privileges will be issued for a minimum of two weeks, with additional time added depending upon the nature, duration, and frequency of the infraction:

- Open Campus will be withdrawn from students whose actions threaten the good order of the school or the comfort or convenience of others.
- Students are prohibited from congregating in the parking lots, in the Courtyard, or in open areas to which they are not assigned or which interrupt the regularly scheduled educational program of others.
- While classes are in session, students are not to congregate in the hallways or areas of the building where classrooms are located.
- Under no circumstances are students to engage in behavior that is disturbing to the learning process going on in classrooms or risk the suspension of Open Campus.
- Students who are in danger of losing credit in their classes may have their Open Campus privilege suspended.
- Students who miss or are tardy to an assigned class or scheduled program because of a failure to return from Open Campus; or students who are no longer eligible for extra-curricular, co-curricular, or athletic participation.
- Students who transport underclassmen, freshmen or sophomores, from the school grounds will have their Open Campus privileges suspended indefinitely.
- Students who are validly reported by police or citizens as being a public nuisance, speeding, driving carelessly, or engaged in any illegal activity, while on open campus, will have their Open Campus privilege revoked indefinitely.
- Students who have a chronic disciplinary record, who have cut class or whose actions are not congruent with the policies outlined in the 15-16 Student Handbook.

- Students whose Open Campus privilege is suspended will meet with the Dean of Students to determine a plan and timeline for possible reinstatement. Any student who is found to have left campus while on Open Campus Suspension is subject to further disciplinary action.

Study Hall/Opt Out

Parents may Opt Out of Open Campus, in which case their child will be enrolled in a Study Hall. Any parent who wishes to have their child assigned to a supervised Study Hall during a period their son or daughter is not assigned to a class should notify the Dean of Students immediately. Assignment to Study Hall will be treated with the same attendance and behavior expectations as an academic class.

How Is The Program Monitored?

The program may be suspended at any time if in the judgment of the Principal, it proves inconsistent with the school's primary role of developing scholars and citizens, or if individual student behaviors reflect poorly on the school's reputation.

PERMISSION FOR EIGHTEEN YEAR OLD STUDENTS TO WRITE NOTES

Students, who have reached the age of 18 may sign themselves out of school upon completion of the Emancipation Form, available in the Attendance Office. Our Attendance officer will validate completion with parents via email or phone. **The Attendance Policy is applicable – students must read carefully to determine if their absence per emancipation is allowable or excusable. Students who sign themselves out of school to attend a medical appointment should return with a medical note.**

OTHER ALLOWABLE ABSENCES

Students who are ill may not go directly home without reporting to the nurse. **Students who** have permission to go home for lunch and become ill while at home, must have their parent/guardian notify the school before class time is missed.

Students who become ill in school are to report to the school nurse with a pass from his/her teacher. In the event the nurse is not in her office, the student must report to the Main Office. The nurse will provide the proper care and make arrangements with the parent/guardian for the student to go home when it is necessary. A student will be credited with an absence in all classes missed while at the nurse's office.

A. Physical Education Excuses

State law requires that every pupil shall participate in physical education. For those pupils who are physically unable, and need to be excused from physical education, a statement from their personal physician is necessary. This statement must specify the reason for the request and the length of time the pupil is to be excused. Such excuses are to be presented to the school nurse before school and before a physical education class is missed.

Every pupil who is not excused *must* participate in physical education classes. A temporary excuse for valid reasons for one day may be obtained from the nurse before 8:00 a.m.

B. Students who are medically excused from physical education class through a note from their parent or physician may not participate in athletics on the day they are excused.

Absence for obtaining a driver's license:

1. A driver's permit can be obtained after school hours; therefore, students will not be excused for this reason.
2. The written test can be taken until 3:30 p.m.; therefore, students will not be excused to take the written test.
3. Appointments for the driving tests should be made to avoid missing class. A written excuse from a parent and verification from the motor vehicle agency that the appointment was kept are required in order to be accounted for.

2016-2017 Library Policies

General Policies and Behavior

- Be courteous to others. All behavior should be congruent with the academic nature and purpose of the library.
- To facilitate the various needs of library users, the library is divided into two courtesy areas. The right side of the library is a Silent Area at all times. The soft seating area in the middle of the library and the left side of the library are Collaborative Areas. Conversation in these areas must be quiet and behavior should be appropriate for a library.

Library Access

- A pass is not required before/after school, in between periods, when with a scheduled class, or if coming from lunch within five minutes of the beginning of the lunch period.
- A pass is required when coming from a class, a study hall, or from lunch (see above lunch exception). Only five students are permitted from each study hall and ten passes from lunch.
- Junior and seniors with Open Campus privileges do not need passes if they arrive within the first five minutes of the period.

All students with the Open Campus privilege will receive an identification sticker for their student I.D in the first weeks of school. Please present the I.D upon entering the library.

After five minutes, students must obtain a pass on the basis that the need to use the library for an academic purpose. Once a student enters the library, the expectation is for students to remain in the library.

- Students with late arrival or early dismissal privileges do not need passes.
- Students signed out of school, must leave the school grounds; they may not enter the library.

Leaving the Library

- All students coming to the library are expected to stay the entire period.
- Students do not need permission use the lavatory, but they must sign out on the lavatory sign out sheet and sign back in upon return.
- For any other reason, students must obtain permission to leave the library from someone on the library staff and sign out on the appropriate sheet. Computers, iPads, and the Internet
- Academic use of computers has priority over all other use.
- Students must leave a school ID or driver's license to sign out an iPad or laptop.
- To use an iPad or laptop outside of the library, students must seek permission from someone on the library staff.
- Students may print a single copy of web documents and computer files. Students should avoid printing lengthy documents. If a student needs multiple copies, they may make them on the photocopy machine in the library and pay ten cents per page.
- Students should abide by the school district's Acceptable Use Policy at all times.
- Photography, video recording, and audio recording are not permitted in the library unless authorized by all participants and someone on the library staff.

Conference Room Use

- Academic use of conference rooms has priority over all other use.
- Conversation in the conference rooms should be subdued and behavior should be appropriate to a library.
- There is a conference room sign-up book at the circulation desk. Each use of the conference room should be recorded on the schedule. Students can reserve a conference room only on the day of intended use.
- Student use of the conference rooms is limited to six students for conference room A and four students for conference rooms B and C. Seek permission from someone on the library staff if a larger group must work together.

Circulation of Material

- Most books circulate for two weeks. Reference books, back issues of magazines and newspapers, Vertical File items, and audio-visual items circulate for one night. Inter-Library Loan (ILL) materials circulate for three weeks.

- Items can be renewed up to two times unless a hold is requested by another patron. Books more than ten days overdue may not be renewed. ILL books can be renewed only with the permission of the lending library and cannot be renewed once they become overdue.
- If a student has an overdue item, permission from someone on the library staff must be obtained to sign out any additional material.
- Current issues of magazines and newspapers can only be used in the library.
- There are no overdue fines, but grade reporting is withheld for students who have overdue material.
- Students must pay for lost or damaged material. The price of a lost item will be the cost of replacing the item with the same item or a work determined by the librarian to be comparable. The price of a damaged book is the lesser of the cost of replacing the book or the cost of repairing it. The price of a lost or damaged magazine will be \$3.00.
- Students must have a signed note from a parent/guardian to sign out an R-rated video.

Food and Drink

- Food is not allowed in the library at any time.
- Drinks are permitted in the library. Please report any spills immediately

STUDENT DISCIPLINE

Pupil Discipline/Code of Conduct: BOE Policy #5600

It should be noted that any offense so serious in nature that it could create a dangerous, harmful or unsafe situation may warrant immediate suspension and possible expulsion. Examples of this include (but are not limited to) such transgressions as assault, violent behavior, acts of wanton destruction, and blatant insubordination.

A student's behavior may cause him to be placed on ineligible status in which event he would not be allowed to participate in any extracurricular or co-curricular activities throughout the duration of his/her ineligibility. The period of ineligibility will commence on the same school day that the school administration determines the student's actions have warranted this response.

The period of ineligibility will terminate as per the student discipline code. The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the administration's authority.

DISCIPLINARY PROCEDURES

Parents will be contacted when their aid is necessary in dealing with recurring behavior problems, and in such cases conferences will be scheduled.

Disciplinary measures may include; (1) the exclusion of a student from class/classes or activity until the problem causing the action is resolved; (2) after school detention; (3) Saturday detention; (4) out of school suspension; (5) in-school suspension and (6) expulsion.

Detention after school may be assigned when necessary to resolve minor problems. Such assignments may be made by the teacher or Dean of Students and will take precedence over other after school commitments by students. Students are required to attend detention in the afternoon on the day issued or the following morning. Afternoon detention is 2:50 PM to 3:15 PM and morning detention is 7:25 AM to 7:45 AM. Failure to attend an assigned detention will be resolved as stated in the discipline code.

Saturday detention may be assigned by the Dean of Students or Principal. Saturday detention is a three hour quiet study session during which the student will be required to complete assigned school work. Parents will be advised when their children are assigned Saturday detention.

In-School Suspension may be assigned as per the discipline code. During the period of suspension a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. Parents will be advised whenever in-school suspension has been imposed. All assignments, papers, class work, etc. are due on the date designated by the teacher. It is the student's responsibility to ensure that the teacher receives the work.

Out of School Suspension, defined by BOE Policy #5610, of student from school may be necessary when, as provided by state law, a student is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health or welfare of others. While under suspension a student is required to be under the supervision of a parent during school hours. During the period of suspension a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. A parent conference is considered mandatory prior to readmission of the suspended student.

Expulsion from school may be imposed by the Board of Education in cases involving assault on a teacher, administrator, board member or board employee or in other cases of serious or repeated misconduct.

Harassment, Intimidation, Bullying

The Board of Education, defined in policy #5512 and #5512.01, prohibits acts of harassment, intimidation, or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high

academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus.

The Haddonfield BOE establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b) by any other distinguishing characteristic; and that
- c) takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) has the effect of insulting or demeaning any student or group of students; or
- f) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager or via social media forums.

The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Harassment/Intimidation or Bullying

Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. The aggressor will require meeting with Dean of Students, school counselor, school social worker, and/or affirmative action officer.

Reported acts of HIB May involve notification of police and county prosecutor's office if offense includes sexual or bias harassment or hate crime.

Police/Prosecutor's Office

If a student is charged by police for a 1st, 2nd, or 3rd degree crime, the police may inform the building principal. In the event of a 4th degree crime or lesser offense, the building principal may request information about the offense from the police department.

If involved in sexting, students may be referred to the police department, the Sexting Diversion Program of the Camden County Prosecutors Office, Camden County Family Court, The Center for Family Services, and/or the Division of Child Protection and Permanency (formerly DYFS).

Whenever the school administration becomes aware of any incidents involving any level of school threats, including drugs, firearms, weapons, sexual contact, the principal or principal's designee must/shall inform law enforcement/Haddonfield Police Department.

DUE PROCESS PROCEDURES

Pupils facing suspension or expulsion are entitled to due process under the Fourteenth Amendment of the Constitution of the United States, which requires notice to the student and some kind of hearing. The timing and content of the notice and the nature of the hearing depends on the circumstances.

A pupil may appeal a suspension or expulsion decision of the Board to the Commissioner of Education. The Principal shall provide information on the procedures necessary to file an appeal.

In addition to the formal procedures that are required by law, court decisions and administrative code, the school district shall observe standard practices of confidentiality, notification of parents, timely review and decision, documented records, alternative education programs, and referral to guidance counselors, the child study team and/or medical inspector.

Suspension

A. Short-term Suspension – Ten Days or Less - #5610

Prior to any In-School or Out of School Suspension, except in extraordinary circumstances, the pupil is entitled to a preliminary hearing wherein the principal will; (1) advise the pupil of the charges against him; (2) explain the evidence against the pupil; and (3) allow the pupil to explain and/or deny the charges. Where a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the pupil may be immediately removed from school property but the notice and hearing must follow as soon as practicable. The board will consider an appeal only in extraordinary situations and only after recommendation by the superintendent to consider the appeal. Otherwise, an appeal must be made to the Commissioner of Education.

B. Long-term suspension and Expulsion

Whenever serious disciplinary action is to be considered by the Board, such as long term suspensions of more than ten days or expulsion, the pupil is entitled to a full hearing before the Board, which shall take place within twenty-one days of the discovery of the misconduct. Written notice will be provided to the pupil and parents of the date of the hearing. Prior to the hearing, the pupil will be advised of the charges against him and a list of adverse witnesses who will appear. The pupil has the right to examine any statements or affidavits of witnesses. The pupil may be represented by counsel at the hearing. The pupil also has the right to confront and cross examine any witnesses or to call witnesses on his own behalf. Any appeal of the Board's determination must be made to the Commissioner of Education.

Before expulsion is considered by the Board, the pupil shall be evaluated by the Child Study Team per N.J.A.C. 6:28-1.5. All due process procedures provided in laws and regulation for special education will be followed.

New Jersey Statutes (N.J.S.A., 18A: 40A-12, 18A:40A-9) require that the procedure described below be followed when a student appears to be under the influence of a controlled dangerous substance:

After notification by the school, the student must be taken for an immediate examination. The law further provides that if a parent/guardian is not immediately available to take the student for a medical evaluation, the student is to be taken to the emergency room of the nearest hospital by the Principal or designee.*

This examination must take place within two hours of parent notification and a written report of said examination must be furnished within 24 hours to the Principal and Superintendent. The student will remain on suspension until the written report is submitted. If the laboratory Drug Screen Test is positive, the student must follow procedures outlined in **Board Policy #5530**.

DRESS CODE STATEMENT

Students must take responsibility and exercise both good judgment and good taste when dressing for school. We ask both parents and students to recognize that we are seeking a higher standard with regard to appropriate dress for school. It is assumed that student dress will be clean and neat. Attire that poses health hazards or interferes with the educational processes of the school must be avoided.

The following guidelines regarding appropriate dress have been adopted:

1. Students are permitted to wear shorts throughout the year. Shorts must be approximately fingertip length. "Short-shorts" are not appropriate for school. For shorter length shorts, the use of "sliders" worn under the shorts is acceptable.
2. Tank tops, tube tops, crop tops, spaghetti straps, see through shirts, bare midriff, bare back, sports bras or undergarments of any kind, low cut or large armhole shirts are not permitted. All tops must have straps with a width of "2 fingers".
3. A student's midriff and back must be covered at all times during the school day. If this exposure occurs due to actions associated with routine physical tasks such as sitting, raising a hand, reaching, etc., the student will be asked to change.
4. All shirts for boys must have sleeves.
5. Footwear must be worn at all times.
6. Hats or clothing imprinted with obscene language, inappropriate images, double meaning expressions or that advertises or endorses the use of alcohol, tobacco or drugs are not permitted.

Clothing Infractions

1st Offense - Parents notified - must change into appropriate clothing.

2nd Offense – Parents notified - subject to consequences aligned with Inappropriate Behavior segment of the Disciplinary Procedures-student must change into appropriate clothing.

Students who violate the dress code are sent to the Dean of Students. Students will be asked to change clothing or to wear clothing provided by the school in the event that appropriate school attire is not available. If necessary, parents may be called to bring in a change of clothing. The dress code has been developed with input from students, faculty, parents and administration. Any changes that become necessary in this code will be addressed by a similar joint committee. Administration will make the final decision regarding the appropriateness of any clothing.

GENERAL MISCONDUCT

Violation of Electronic Communication Devices Or Personal Portable Device Policy

When electronic communication or personal portable devices become a distraction in the classroom or learning environment, in which instruction and academic engagement has been compromised, students will be asked to turn off or remove their devices for the educational setting. Excessive inappropriate use of an electronic portable device that impedes or detracts from the learning process may be confiscated by a teacher or administrator.

1st OFFENSE – warning

2nd OFFENSE – device confiscated and sent to the office; students may receive their device at the end of the school day. Administrative detention.

3rd OFFENSE – device confiscated and sent to the office; parent or guardian must retrieve the device at the end of the school day or at the earliest convenience of the parent/guardian; two administrative detentions.

4th OFFENSE - loss of privilege to have electronic communication device in school for a time period deemed appropriate by Dean of Students, student, and parent/guardian

Inappropriate Material and Language- Students may not use their **Electronic Communication Devices Or Personal Portable Devices** to write, use, send, download, access, or display materials that pertain to the harassment, intimidation or bullying of any individual, nor may the device be used to reference crime, violence, intolerance, obscenity, profanity, rude and disrespectful language; or that pertain to pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery unless expressly authorized by a teacher for a specific school assignment. **Should students or staff encounter such material by accident, they should report it to their teacher and Principal or Dean of Students immediately.** Depending on the nature and severity of the language, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS.

1st OFFENSE – 1 Saturday Detention, phone call to parent/guardian and meeting with Dean of Students

2nd OFFENSE – 2 Saturday Detentions, phone call to parent/guardian, meeting with Dean of Students, meeting with school counselor, or school social worker

3rd OFFENSE – Mandatory meeting with parent/guardian, Dean of Students, Principal to discuss consequences

Class Cutting

Regular class attendance is expected. Students who decide to utilize the library or computer lab during an assigned class, without the express written permission of a teacher, is considered to be cutting class. Students who cut class risk losing credit for their actions. Likewise, a student who cuts a class and misses an assessment/project/presentation, may not have the ability to complete the work, further compromising his or her status in class.

1ST OFFENSE – Saturday detention

2ND OFFENSE – 2 Saturday detentions

3RD OFFENSE – In-School Suspension. Students who cut three classes risk losing credit.

Cutting P.M. Detention

1ST OFFENSE – If a student cuts P.M. detention they will be reassigned detention for the following day. Students who cut a reassigned detention will be assigned Saturday detention.

2ND OFFENSE – 2 Saturday detentions

3RD OFFENSE – in-school suspension; loss of Open Campus if applicable

4TH OFFENSE – external suspension

Cutting Saturday Detention

1ST OFFENSE – 2 Saturday detentions; loss of Open Campus, if applicable

2ND OFFENSE – 1-day in school suspension

3RD OFFENSE – 1-day out of school suspension

Cutting Teacher Detention

1ST OFFENSE – 2 detentions

2ND OFFENSE – 1 Saturday detention

3RD OFFENSE – 2 Saturday detentions

Truancy

1ST OFFENSE – 2 Saturday detentions

2ND OFFENSE – 3 Saturday detentions plus contact with respective family services

3RD OFFENSE – Referral to Family Court/Child Protective Services

Tardy to School

*see attendance policy

Leaving School Grounds

Students may NOT leave school grounds for any reason without a note or permission from the Principal or Dean of Students, with the following exceptions: Open Campus permission, Emancipation, or special permission from an administrator.

1ST OFFENSE – 1 Saturday Detention; parent notification

2ND OFFENSE – 2 Saturday detention; loss of some privilege

3RD OFFENSE – In-School Suspension or possible external suspension

Vandalism/Damage to Property – #5513

Full restitution of damages plus application of inappropriate behavior regulations. The parents of any minor committing damage or injury shall be liable for the cost of said damages, as per N.J.S. 18A:37-3.

Inappropriate Behavior

Depending upon the severity of the infraction, the results may be: detention, ineligibility, in-school suspension or external suspension. Continuous infractions of the discipline code may lead to a loss of privileges. Privileges can include attendance at the dances, proms, field trips, senior class trip, any or all school functions and co-curricular and athletic activities.

Fighting

As per N.J.S. 18A:37-2.1, any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of a board of education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.

1ST OFFENSE – possible 1 to 3 day suspension

2ND OFFENSE – 3 day external suspension

3RD OFFENSE – possible expulsion

Harassment

Haddonfield Board of Education [policy #2224](#) requires that an instructional and working environment free from harassment must be maintained at all times. Students must refrain from any harassment of a sexual, racial, religious, or ethnic nature. Disciplinary penalties will be applied based upon the severity of the incident. Students involved in harassment incidents will be brought before the district affirmative action officer and civil action may result from such incidents.

Searches

Per BOE policy #5525, lockers are subject to administrative searches in the interests of school safety, sanitation, discipline and enforcement of school regulations. A school official may search a pupil and his or her possessions when there is reasonable suspicion that the pupil has violated or is violating the law or the rules of the school.

Gambling

Any form of gambling is strictly prohibited; this includes cards, any type of pari-mutuel gambling (pools) and dice. Students are subject to suspension.

Parking in Staff Lot

Students are prohibited from parking in the staff lot during school hours.

1st OFFENSE – warning/student will be asked to move car

2nd OFFENSE – Saturday school

3rd OFFENSE – Saturday school and vehicle towed at the expense of the student

Cafeteria Behavior

Depending upon the severity of the infraction, the results may be: detention, ineligibility, in-school suspension or external suspension. Continuous infractions of the discipline code may lead to a loss of

privileges. Privileges can include attendance at the dances, proms, field trips, senior class trip, any or all school functions and co-curricular and athletic activities. Behavior, music, furniture and other arrangements in the Senior Lounge are expected to be extensions of the spirit and excitement connected with the senior class. Any infringement upon others, or inappropriate behavior, will be addressed with the Senior Class Officers, along with any student who violates any other rule of acceptable etiquette.

Any combination of suspensions for these offenses could result in recommendation for expulsion and a Board of Education hearing.

ADDITIONAL DISCIPLINARY PROCEDURES

The following examples of misconduct will result in the disciplinary action listed:

- A. Use, provision, possession or under the influence of alcohol, pursuant to 18A: 40A-9 and 18A: 40A-12;** students shall not consume, deliver, or have in their possession alcoholic beverages while in school or on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol.
- 1ST OFFENSE – 5-day external suspension. Ineligibility to participate in extra-curricular or co-curricular activities for 30 school days. Parents notified. An immediate medical evaluation and report is required. Referral to substance abuse counselor, and Early Intervention Program. After a period of 15 school days, a student may apply for the reinstatement of eligibility. A committee composed of the Assistant Principal, School Nurse, and Substance Abuse Counselor shall review the student's request. The Principal will chair the committee. At the Principal and/or designees discretion, factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service for at least 30 hours during the 30 day period will be considered.

*If a student tests positive, parents will be given information about how to access drug and alcohol screenings outside the school. They will be encouraged to conduct a private screening within six months. Results do not have to be shared with the school.

2ND OFFENSE – 10-day external suspension, 45 school days of ineligibility. Parents notified. Referral to Substance Abuse Counselor and to the police.

3RD OFFENSE - 10-day external suspension, 90 school days of ineligibility. Parents notified. Mandatory counseling and referral to the police.

- B. Use, provision, possession or under the influence of drugs.** Under recent amendments to the New Jersey State Criminal Code, any person convicted of distributing or dispensing a controlled dangerous substance or controlled dangerous analog while on school property or a school bus, or within 1,000 feet of school property or a school bus, shall be subject to a mandatory prison term as prescribed by law and may be fined up to \$100,000. The Board of Education and school administrators will cooperate fully with law enforcement agencies in the enforcement of this criminal statute.

Due to the severity of the offense, any violation can result in a more serious penalty than stated.

1. **Possession of drug paraphernalia not containing any controlled dangerous substance.**

1ST OFFENSE – 5-day suspension. 30 school days ineligibility. parents notified.

2ND OFFENSE – Long-term suspension. 45 school days ineligibility. Parents notified.

2. **Possession of any controlled dangerous substance, or Possession of drug paraphernalia containing trace elements of a controlled dangerous substance, or Under the influence of a controlled dangerous substance.**

1ST OFFENSE – 10-day suspension. 45 school days ineligibility. Parents notified.

Medical evaluation and doctor's note required to re-enter school. Referral to substance abuse counselor.

After a period of 30 school days, a student may apply for the reinstatement of eligibility. A committee composed of the Dean of Students, School Nurse, Substance Abuse Coordinator, and Substance

Abuse Counselor shall review the student's request. The Principal will chair the Committee. At the Principal and/or designees discretion factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.

2ND OFFENSE – In addition to the above, long-term suspension/expulsion hearing before the Board. Ineligibility for 90 school days.

3. **Distributing, transferring or selling controlled dangerous substance or possession of controlled dangerous substance, intent to distribute, transfer or sell, or proof of intent to distribute, transfer or sell.**

1ST OFFENSE – 10-day suspension. Parents notified. Minimum of 90 school days ineligibility. Long-term suspension/expulsion hearing before the Board. Referral to police for appropriate legal action.

4. **Conviction for violation of the drug abuse law.** The school will take whatever action it believes necessary to protect the rights and well-being of the entire student body.

C. **Use, Provision or Possession of Anabolic Steroids.**

1. Students shall not use, deliver or have in their possession anabolic steroids while in school, on school property or while attending a school activity. Consequences in addition to NJSIAA sanctions are as follows:

1ST OFFENSE – 3-day external suspension. A medical evaluation must be conducted and a report submitted to the Principal. Ineligibility to participate in extra-curricular or co-curricular activities for 45 school days. Parents notified. Referral to substance abuse counselor and to the police. After a period of 15 school days, a student may apply for the reinstatement of eligibility. A Committee composed of the Dean of Students, Athletic Director, School Nurse, Substance Abuse Coordinator, and Substance Abuse Counselor shall review the student's request. The Principal will chair the Committee.

At the Principal's and/or designee's discretion, factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.

2ND OFFENSE – 5-day external suspension. Two-season ineligibility. Parents notified. Referral to substance abuse counselor and to the police.

3RD OFFENSE – 10-day external suspension. One school year ineligibility. Parents notified. Mandatory counseling and referral to the police.

2. **Distributing, transferring or selling anabolic steroids or possession of an amount large enough to indicate possible intent to distribute, transfer or sell, or proof of intent to distribute, transfer or sell.**

1ST OFFENSE – 10-day suspension. Parents notified. Minimum of 90 school days ineligibility. Long-term suspension/expulsion hearing before the Board. Referral to police for appropriate legal action.

The Principal or designee is required to report to law enforcement authorities all suspected or known cases of possession, and possession with intent to sell or distribute prescribed substances. The Principal is required to refer to the Camden County Division of Alcohol and Substance Abuse, and the Camden County Health Department all suspected or known cases of possession, and possession with intent to sell or distribute controlled dangerous substances. Also referrals may be made to a community agency recommended by the State Department of Health. The Vice Principal is required to report immediately to the Principal all cases of use, possession, and possession with intent to sell or distribute.

Questioning of said student by appropriate law enforcement authorities shall not take place on the school premises except in the presence of the student's parent(s)/guardian(s) or their designated representative.

C. **Use of Tobacco in Any Form or Amount**

1ST OFFENSE – 1-day in-school suspension; or attendance at a program to stop smoking. Ineligible to participate in extra-curricular activities for 30 days. Students who enter a program can apply

for reinstatement of eligibility upon successful completion of a program to stop smoking.
Students who choose attendance at a smoking cessation program can contact the school nurse to make the arrangements.

2ND OFFENSE – 3-day in-school suspension; ineligible for two seasons.

3RD OFFENSE – 5-day external suspension; ineligible for one year.

As per N.J.S. 26:3D-20, effective 12/14/89, students who are found smoking in school will have a complaint filed against them with local health authorities and the students will be subject to a fine imposed by civil authorities.

E. Staff and Other Adults

The Board of Education is concerned with the present broad-based problem of drugs, inclusive of anabolic steroids, and alcohol within our society and recognizes its responsibility to our community and our students. The Board also believes that the responsibility for implementing this policy rests with all members of the Haddonfield School District staff and expects all staff members to implement the policy under the direction of the administration.

The use or possession of drugs, the sale of same or functioning under the influence of drugs is strictly prohibited on school property or at any school-sponsored event.

Any staff member or other adult found in violation of this policy shall be liable for disciplinary sanction by the Board of Education up through and including termination where appropriate.

The Board of Education will also refer for prosecution any employee or other adult found to be in violation of any drug statute.

Any staff member who is found in violation and not terminated will be responsible to re-enter through the Substance Awareness Coordinator, who will provide proper referral and information to the employee regarding the substance abuse and corrective measures.

Any staff member who voluntarily would like any information about drugs, alcohol, rehabilitation and referral for counseling may get such information through the Substance Awareness Coordinator.

The Superintendent of Schools shall be responsible for developing specific procedures to implement Board policy.

Revised 5/14/92

Approved by BOE 5/14/92

GUIDELINES ON SEXUAL HARASSMENT

The Haddonfield Memorial High School is committed to making sure that all students can learn in an environment that is free from all forms of sexual harassment. Sexual harassment is against the law; and has no place in our school. Therefore, Haddonfield Memorial High School rules prohibit all forms of sexual harassment. Please refer to Board of Education policy #5751. The following Questions and Answers help explain the school's policy concerning harassment of students.

Q: What is Sexual Harassment?

A: Sexual harassment is unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve or participate in school activities. It includes a wide range of behavior, such as:

1. Insults and name calling
2. Off-color jokes or displaying sexually suggestive objects or pictures
3. Intimidation by words or actions
4. Unwanted touching, such as pinching, patting, grabbing poking, or rubbing against a student's body
5. Pressure for sexual activity
6. Sexual assault and rape
7. Making a student's participation in sexual conduct a condition of taking part in school activities or getting an education

This list only illustrates some of the misconduct that could be sexual harassment; other similar behaviors also may be prohibited under the school's policy and by the law, including criminal laws.

The school's policy ALSO prohibits retaliating against a student who complains about harassment or against students or others who cooperate in a school investigation of sexual harassment.

Q: Are these rules just for students?

A: No. The school policy applies to everyone: teachers, administrators, coaches, volunteers, cafeteria staff, students – all are prohibited from sexually harassing students. The school policy protects male and female students equally from harassment – even when boys sexually harass boys or when girls sexually harass girls.

Q: Where do the school's rules apply? Just in classes? What happens if I'm harassed off school grounds?

A: If sexual harassment occurs either on or off school premises, the school will take action to stop it. That means the school policy applies to the many locations sexual harassment can occur: classrooms, hallways, athletic fields, school offices, school buses, and school-sponsored trips and activities, for example.

Q: What should I do if I've been sexually harassed?

A: There are several options. You can complain – either in writing or orally – to any teacher or administrator, as well as the Affirmative Action Officer. Forms are available throughout the school – in the principal's office, the guidance counselor's office, and the library. If you don't want to file a formal complaint, there are other ways to deal with harassment:

1. Tell your parents, who can work with you and school officials to stop the harassment.

2. Get outside assistance, such as an attorney or an advocate to complain to the Department of Education's Office for Civil Rights. You can do this at any time – while the school is investigating your complaint or instead of complaining to the school, for instance.

Q: What if I'm too embarrassed to tell anyone? Do I have to reveal my name?

A: No. You can complain anonymously. School officials may be able to conduct a limited investigation or provide some assistance to you even if you complain anonymously. In order to fully investigate your complaint, however, or take disciplinary action against the harasser, you will probably need to give school officials permission to disclose your name, at least to the harasser. If you **choose** to disclose your name, the school will protect your confidentiality to the fullest extent possible.

Q: I'm afraid to complain. What if everyone finds out what happened to me?

A: The school handles complaints confidentially – as much as possible. That means only the school officials with a need to know about your complaint and the information in it can get that material. But, the school can't guarantee complete confidentiality – it may be necessary to tell the person accused of harassment that a complaint has been filed against him or her.

Q: What happens in the complaint process?

A: The school investigates complaints, which includes meeting with the complaining student, the accused harasser and any witnesses to the incident. Depending on the seriousness of the charges, there may be a hearing, during which the persons involved can tell their side of the story, including presenting witnesses. Within thirty (30) days after the sexual harassment has happened, impartial investigators who were selected by the principal to handle complaints, will make a finding about whether, based on the results of the investigation, the school's policy was violated, and if so, what type of disciplinary action the person harassing will receive. If the student complaining or the accused harasser is dissatisfied with the outcome of the school's investigation, they can appeal to the principal within ten (10) days after being informed of the investigator's conclusions.

Q: What kind of discipline will be given to students and staff who sexually harass other students?

A: Possible disciplinary actions the principal can take against persons found to have sexually harassed students will depend on the seriousness of the harassment. For example, if a student uses sexually harassing language once, the principal may warn the student that his/her behavior violates the school's rules. If the student continues to harass others, he/she may receive even stiffer punishment, such as detention or suspension. For very serious harassment, such as sexual touching or sexual assault, the principal may recommend to the superintendent an expulsion hearing, or fire a school employee found to have sexually harassed students.

Q: How can I prevent sexual harassment?

A: Take a stand against harassment and for improving the school environment for everyone. Don't stand by if you see someone sexually harassing another student – speak up! Work with teachers and other students to develop strategies to stop harassment. Write articles for the school paper about it to increase student awareness. These are just some ideas – share other ideas with students, teachers, and administrators. Stopping sexual harassment means a better school for everyone.

STUDENT GRIEVANCE PROCEDURES

Board policy # 5710 establishes grievance procedures for students. The primary purpose of these procedures is to clarify channels of communication available to students who have grievances about action, policies or procedures in the Haddonfield Memorial High School. The secondary purpose is to provide ways for students to present suggestions and to become involved in the decision-making process involving high school policy and procedure.

Prior to engaging in the formal grievance procedure, the student should discuss his/her grievance informally with the person involved. Most grievances will be settled in this manner.

Student grievances generally fall in to one of three categories: academic matters, disciplinary action, and student social, physical and operation conditions.

1. a. When a student is unable to resolve a grievance regarding **academic matters**, a conference should be scheduled through the guidance office with the faculty member, student and parent.

If the decision is still unsatisfactory, then the parent and student may appeal within five days.

If the principal's decision is still unsatisfactory to the parent, the parent and student may appeal step by step to the following:

Superintendent
Board of Education
Commissioner of Education
State Board of Education

Such appeals must be made in writing **within five school days** of notification of the decision.

2. a. When a student feels that **disciplinary action** has been applied unfairly, the student may file a written request with the principal for a review of the action.
 - b. If such a decision by the principal is unsatisfactory then a parent conference may be arranged with the principal to resolve the matter.
 - c. If the decision is still unsatisfactory to the parent then the parent should follow the process listed above (see 1.C.).
3. a. When a student wishes to see a **social, physical or operational** condition in the school modified, provided or removed, the student should contact the student council or advisory council.
 - b. Suggestions or complaints must be in writing and the student may request or be requested to attend a student council meeting. The student council will take appropriate action including referral to the principal.
 - c. If student council is dissatisfied with the principal's decision, they may refer the issue, in writing to the Superintendent. The Superintendent will reply in writing.
 - d. If the council remains dissatisfied, a further appeal may be made within 5 school days, in writing to the Board of Education. The Board's decision will be final except in matters where state law permits appeal to a higher authority.
 - e. If a student feels that the council has failed to take appropriate action he/she may appeal through step 1c.
 - f. A time limit of 5 days is established for each step in the procedure with the exception of 3b which has a 10 day limit.

STUDENT LIFE

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

- I. Students have the right to a safe, comfortable and pleasant school environment.
- II. Students have the right to receive a thorough and efficient education which prepares them to be productive members of our society.
- III. Students have the right to participate in all aspects of school regardless of race, color, national origin, sex or a handicapping condition.
- IV. Students have the right to freedom of expression.
- V. Students have the right to present information that has a bearing on disciplinary action.

RESPONSIBILITIES

- I. Students have the following responsibilities in regard to their environment:
 - To respect the rights and properties of others
 - To respect and care for school property
 - To adhere to all school safety and health regulations and procedures
- II. Student have the following responsibilities in regard to their education:
 - To attend school and all classes regularly and on time
 - To adhere to all school rules and policies
 - To respect the rights of others to reach their education goals
 - To participate to the fullest in the educational process.
- III. Students have the responsibility to demonstrate mutual respect and tolerance for personal differences.
- IV. Students have the responsibility to contribute cooperatively to the improvement of their school and to express themselves in a manner which does not disrupt the orderly operation of the school or interfere with the rights of others.
- V. Students are accountable for their actions and must accept the consequences of same.

STUDENT ACTIVITIES

The co-curricular program is regarded as an integral part of school life. Students are urged to give consideration to those extra-curricular activities which the school sponsors and to become involved in at least one activity.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The New Jersey Board of Education has required that all school districts adopt eligibility requirements for all students who wish to participate in athletic and extracurricular activities.

The Haddonfield Board of Education has adopted the following policy:

A. NJSIAA Credit Requirements:

1. ALL Spring Athletes must have acquired 15 credits by the end of the first semester to be eligible. Those students who desire to participate in fall and winter athletics must have acquired 30 credits at the conclusion of their academic year to be eligible to participate.

B. HMHS Scholastic Achievement Requirements:

2. In order to retain eligibility, a student must maintain a scholastic average of 77 (C) during each of the four marking periods.
3. A student will be declared ineligible if he or she receives two or more grades below 70 during any marking period regardless of his/her total scholastic average.
4. A student may have eligibility reinstated by raising his/her scholastic average during the next reporting period to 77 while passing all but one course.

C. Student Behavior Requirements:

5. The principal may deny eligibility to any student who has exhibited either chronic or serious misbehavior.

A student who has earned fewer than 30 by June will be ineligible until the end of the **first semester** unless he/she attends summer school and earns enough credits to reach the necessary credit requirements prior to September.

OVERNIGHT SCHOOL TRIPS

For all overnight trips including Band, Athletics, Model UN, Peer Leadership Ski Trip, or Senior Trip, faculty members are required to inspect the luggage and backpacks of all students participating.

The individual arranging for checking these bags and backpacks will be determined by supervisor/teacher with the administration.

Students and parents must be aware that all luggage and backpacks are inspected prior to an overnight trip.

HONOR SOCIETIES

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a nationwide organization sponsored by the National Association of Secondary School Principals (NASSP) which honors those students who possess and exhibit the ideals of scholarship, character, service and leadership. Since its inception in 1921, the NHS has been regarded as an organization that promotes high academic standards and betterment of the individual and the school. Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, service and leadership.

Senior and Junior students who have a cumulative weighted grade point average of a 95.0 or higher meet the scholarship requirement for membership in the NHS.

Scholastically eligible students are invited to complete the NHS application. The application will ask the eligible student to provide detailed information and evidence of the student's participation in leadership, service and school activities. Completing the NHS application does not guarantee selection.

The Faculty Council will review the completed applications. Students receiving a simple majority of the Faculty Council votes will be offered admittance to the Haddonfield Chapter of NHS. Those students selected to be members of the NHS will be notified, in writing, by the advisor upon completion of the selection process. A formal induction ceremony will be held in the fall.

Upon selection, members are expected to continue to uphold the ideals of scholarship, character, service and leadership. Each member is required to actively participate in service projects, ten hours, per marking period, to maintain membership and good standing in the NHS.

Parents and students should understand that no student has the right to be selected for membership in the Haddonfield Chapter of the NHS. Rather, it is a privilege which is extended to those students who possess high levels of scholarship, character, service and leadership as determined by the Faculty Council's review of information provided by the student via the application process.

If a student is not selected for NHS membership, they have 72 hours to appeal the decision. Appeals should only be used to clarify or discuss material. No additional information will be submitted with an appeal. The Appeals Committee will consist of the principal, a counselor and a teacher. The NHS Advisor will serve as a non-voting member of the committee. Appeals are limited to the HMHS Appeals Committee. No appeals will be heard by the Superintendent or Board of Education.

National Honor Society Criteria:

I. Scholarship

Student must meet the specific academic criteria by achieving and maintaining a cumulative weighted grade point average of 95.

II. Character

Students must demonstrate character as evidenced by school attendance and disciplinary record that indicates no suspensions or any other major infractions in the school year prior to admittance to the NHS. Students will be expected to describe a specific characteristic.

III. Service

Students must submit evidence of service to the community. Students will be expected to describe a specific service activity.

IV. Leadership

Students must demonstrate leadership in the school and community including:

- exercising influence on peers in upholding school ideals
- contributing ideas that improve the civic life of school or community
exemplifying positive attitudes
- inspiring positive behavior in others
- being a leader in the classroom, at school, at work and in the community

Students will be expected to describe their own concept of leadership and explain how they have met the criteria of being a leader.

RETENTION OF MEMBERS

Each year it will be the responsibility of the chapter advisor to monitor the extent to which members of the NHS continue to uphold the ideals of scholarship, service, character and leadership. To this end, every semester the advisor will review the records relating to each member to determine if:

1. The member continues to hold a cumulative grade point average of 95.0 or higher.
2. The member has actively participated in the NHS service activities.
3. The member has continued to perform verifiable, ongoing volunteer service work.
4. The member continues to maintain an exemplary attendance and discipline record.
5. The member maintains character and behavior reflective of the ideals of the NHS.

Any member meeting all of the standards shall be considered a member in good standing of the Haddonfield chapter of the NHS.

Any member not meeting all of the above standards on the date of the review will receive written notification of any and all deficiencies from the chapter advisor. The student will then have one marking period to take actions to remedy the described shortcomings. At the end of this probationary period, the student's records will again be reviewed by the chapter advisor. If the student now meets the criteria above, they will be considered a member in good standing of the NHS. Should, however, the student prove deficient in one or more of the areas above, their case will be presented to the Faculty Council for consideration for possible dismissal.

DISMISSAL OR DISCIPLINE OF MEMBERS

Only in very serious circumstances, or in situations where a member has failed to demonstrate the ideals of service, character, leadership and scholarship, will a student be recommended for dismissal from the Haddonfield Chapter of the National Honor Society. **Any infraction of school policy or rules will be reviewed by the principal or designee. Infractions are subject to the school discipline policy. Final decisions of eligibility will be at the discretion of the principal.** Possible reasons for the bringing of dismissal proceedings include, but are not limited to:

1. Failure to, after receiving warning and sufficient time to act accordingly, meet all of the requirements for retention of members.
2. Any violation of academic integrity (cheating, plagiarism, violation of the AUP, etc.)
3. Serious disruption of a school activity
4. Theft
5. Willful destruction of property, including vandalism and graffiti
6. Sale, use, possession or abuse of alcohol, drugs or other controlled substances
7. Flagrant disrespect or open defiance of authority
8. Harassment or violence directed towards another individual
9. Any act which endangers the welfare of another individual
10. Gambling
11. Possession, use, sale of a weapon

This list should by no means be considered all-inclusive. It merely indicates common reasons for dismissal from the NHS. There are certainly other possible circumstances that could lead to the dismissal of a member. *Also, it should be noted that the items listed as possible grounds for dismissal apply to behavior of students both at school and outside of school.*

In most cases a member will have received written notification of concerns affecting their standing in the NHS. A probationary period will ensue in which the member may act to improve their standing. Please note: in certain circumstances a student may be considered for dismissal without the granting of a written warning or a probationary period. Generally these special situations arise when a flagrant violation of school rules or state law exists.

NATIONAL ART HONOR SOCIETY

Membership in National Art Honor Society is based on scholarship, service, and character. Candidates who are eligible for membership are junior and senior students who have maintained an "A" in their art classes. This level of achievement should remain fixed. To be eligible for selection to membership in this chapter, candidates must complete two semesters of art in this school. HMHS art teachers select students at the end of each semester for the following year.

In addition, students must:

1. Display avid interest in art beyond classroom experiences. This could include, but is not limited to, taking private art lessons, volunteering at the Markeim Arts Center, or visiting art museums or galleries regularly.
2. Complete 3 hours community service in an art-related event/field which is required prior to due dates for written intent.
3. Exhibit measurable effort as outlined by your classroom art teacher.
4. Work toward creating a positive classroom atmosphere by assisting others in their success.

Membership is granted in the Fall following the completion of 7 service hours in the arts. Members may remain active during such time when the individual student's schedule does not afford an opportunity to take an HMHS art class. However membership in the NAHS is contingent upon academic eligibility and disciplinary record. There is an induction ceremony for members at the end of March/beginning of April.

WORLD LANGUAGE HONOR SOCIETIES

There are four World Language Honor Societies: French, German, Latin and Spanish. Membership selection is based on academic excellence as well as overall interest in the world language. An induction ceremony is held in the spring.

To be eligible for selection, students must meet the following requirements:

- French students must have completed French 3 and be enrolled in French 4
- German students must have completed German 3 and be enrolled in German 4
- Spanish students must have completed Spanish 3 and be enrolled in Spanish 4
- Latin students must have completed Latin 2 and be enrolled in Advanced Latin

The overall GPA is not considered for selection into the World Language Honor Societies. French, Spanish, and Latin students must have achieved an overall average of at least 90 with no marking period grade lower than 85. German students must have achieved an overall average of at least 95 in all target language courses with no marking period grade lower than 85.

THE TRI-M MUSIC HONOR SOCIETY

Membership in the Tri-M Music Honor Society is open to students who have earned at least 10 credits in instrumental and / or choral music and have achieved an overall average of at least 93 in high school music classes. In addition, Tri-M candidates must participate in at least one extracurricular instrumental or choral activity. Students who seek membership in the Tri-M Music Honor Society must submit to the HMHS Band Director a letter of interest and a resume of music activities and achievements. The deadline for submitting the letter of interest and resume generally occurs in May; students selected for Tri-M membership are recognized at the Music Department's end-of-the-year awards ceremony.

PEER LEADERSHIP PROGRAM

The Peer Leadership Program provides selected students with an opportunity to influence school life by promoting personal growth and development of their classmates. Peer Leaders are trained to assist others in adjusting to high school and in dealing with issues, concerns and demands confronting the high school student. *Fall* Peer Leadership meets once a week with designated freshmen to lead discussion and interactive activities that improve understanding, acceptance and open communication. *Spring* Peer leadership meets 2 to 3 days per week with their peer leader advisor.

Upperclassmen are selected by their peers and must be recommended by their teachers. A student's academic, collaborative and leadership qualities form the basis for successful selection into this program.

Selection for the program will include an application, an interview and faculty recommendation. When the number of eligible candidates exceeds the number of places for new peer leaders, a lottery will be used to determine final selection. Those selected must then attend two mandatory training sessions, a two-day overnight session in May and a one-day follow-up session in August.

Leadership Pledge: *"As a Peer Leader, I pledge to accept the responsibility of being a positive role model. As a role model, I will be aware of my influence on others around me, and I will behave accordingly. I recognize that being a positive role model involves making good decisions in my life, both in and out of school. Specifically, in light of my position as a Peer Leader, I will uphold all school rules, and will respect the Law, both in and out of school. Additionally, I will participate in all training workshops and all Peer Leadership activities expected of me."*

STUDENT COUNCIL

This student government organization functions so that all students may have a medium to express their opinions and participate in some areas of school management. The council tries to promote leadership, initiative, and school spirit among its members and constituents. Through its officers, **grade level delegates**, advisory committee and other special committees, the Student Council sponsors numerous service and social events throughout the year. Often it represents the student body on community councils and at county events. Its most important function, however, is to act as a liaison for the student body and school administration and to discuss and carry out concerns and projects for the benefit of the whole school community.

THE CONSTITUTION OF THE STUDENT COUNCIL

Haddonfield Memorial High School

Adopted: June, 1984

Preamble

We, the students of Haddonfield Memorial High School, believe that the student body, faculty and administration share the responsibility for directing their school, promoting school activities, developing good citizenship and fostering pride in our school, and do hereby formulate this constitution.

Article I – Name

Section 1. This organization shall be called the Student Council of Haddonfield Memorial High School.

Article II – Purpose

Section 1. The purpose of this organization shall be to promote student interests and activities and to provide representation for the entire student body in all matters relating to their welfare.

Article III – Membership

Section 1. The members of this organization shall be composed of the students of Haddonfield Memorial High School.

Article IV – Grade Level Delegates

Section 1. Every grade shall elect a representative and an alternate to represent them at Student Council meetings.

Section 2. Qualifications

- a. The delegates shall be members in good standing, of the class they represent based on attendance, behavior and grades.

Section 3. Election Procedures

- a. Petitions will be available prior to the first Student Council meeting. Petitions with signatures from twenty percent (20%) of the students in each class will be necessary to become a candidate.
- b. The students who receive the most votes will become delegates for each class.
- c. Delegates will serve for one school year.

Section 4. Duties

- a. Delegates shall attend all meetings of the Student Council, shall present a report **one week following each meeting**.
- b. Alternates shall assume the responsibilities of the delegates in the event of their absence.

Section 5. All current class officers and all foreign exchange students attending Haddonfield Memorial High School shall be invited guests at all Student Council meetings.

Article V – Student Council Advisory Committee

Section 1. The Student Council Advisory Committee shall consist of all officers of the Student Council, two elected representatives from each class and the Student Council advisor.

Section 2. Election Procedures

- a. Petitions will be available following the election of Student Council and class officers. Petitions with signatures from twenty percent (20%) of the students in each class will be necessary to become a candidate.
- b. The two students who receive the most votes will become representatives to the Advisory Committee.

Section 3. Responsibilities

- a. Policy changes must be presented for discussion at Advisory Committee Meetings. However, any and all decisions must be brought before the Council for further discussion and vote.
- b. Interschool relations will be the responsibility of the Advisory Committee. Student exchange programs will be planned jointly by the Advisory Committee and Council members.

Article VI – Officers

Section 1. The officers of the Student Council shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and a Treasurer. The term of each office shall be for one school year.

Section 2. Qualifications

- a. The President, Recording Secretary, Corresponding Secretary and Treasurer must be members of the Junior Class at the time of election.
- b. The Vice-President must be a member of the Sophomore Class at the time of the election.

Section 3. Elections and Installation

- a. The election shall be organized and directed by the Election Committee appointed in March by the President.
- b. Petitions shall be available two weeks prior to the elections which will be held during the spring for grades 10-12. Freshman elections will take place in the fall. Petitions, with signatures from ten percent (10%) of the students in the school, who have signed no other petitions, shall be presented to the Election Committee for approval.
- c. The rules for campaigning shall be provided to all candidates by the Election Committee at the time the petitions are available.
- d. There will be a special assembly held prior to the elections in order that the candidates for office may present their qualifications and platforms to the student body.

Section 4. Election Procedures

- a. Freshmen, Sophomores and Juniors may vote for officers.
- b. The election shall be conducted by secret ballot under the supervision of the Election Committee.
- c. The second place Secretary Candidate shall become the Corresponding Secretary. This position may be appointed under unusual circumstances.
- d. If only one petition has been filed, the Election Committee shall instruct the Secretary of the petitioning slate, at a meeting run by the Election Committee, to cast one vote thereby creating a unanimous ballot in favor of the listed candidates.
- e. The new officers shall be installed by the Principal following the election.

Section 5. Duties

- a. The President shall be generally responsible for the actions of the Student Council, preside over all Student Council meetings, appoint all temporary and standing committees and their chairperson, have the power to dismiss any of his appointees with the approval of two-thirds of the Council, and participate in the Freshmen Orientation.
- b. The Vice-President shall assume the responsibilities of the President in his/her absence. The Vice-President will assume all duties of Student Council until new officers are elected.
- c. The secretary shall record all proceedings at the meetings, take roll, and prepare duplicate copies of the minutes and agendas for representatives.
- d. The Corresponding Secretary shall handle all correspondence as directed by the President and shall assist the Recording Secretary.

The Treasurer shall administer all financial affairs of the Student Council including processing all requisitions forms, paying all bills, and keeping an accurate record of all Council funds. Expenditure of any funds must be approved by a vote of the Student Council.

Article VII – Impeachment

Section 1. Grounds for Removal

- a. If a representative of the Student Council is suspended from school, he/she is automatically suspended from Student Council, pending further investigation.
- b. Members of the Student Council must maintain at least a C (77) average with no grade lower than 65. Any exception to this rule can only be made with the approval of the Principal.
- c. If representatives fail to attend two consecutive meetings, without prior approval, impeachment proceedings may be brought against that individual.
- d. Officers, representatives or alternates may be removed from office if they are not fulfilling their duties, or to correct a problem.

Section 2. Method of Removal

- a. A petition signed by at least three-fourths of the electing body shall be presented to the Student Council President. The President shall notify the representative to be removed, and he/she shall be given a two-week probationary period. At the end of this period, if three-fourths of the Student Council membership votes to remove him/her, the individual shall be removed.
- b. In unusual circumstances the Principal, in consultation with the officers and advisor, may remove an officer, representative or alternate from office with just cause.
- c. Impeached candidates may utilize the student grievance procedures.

Article VIII – Meetings

Section 1. Regular meetings shall be held every four weeks unless officially changed by the President and faculty advisor. The time and place will be designated by the President upon approval of the advisor.

Section 2. Special meetings may be called by the President or by the advisor as needed.

Section 3. A petition signed by twenty-five representatives and/or alternates of the Student Council may be given to the President to request a special advisor, the meeting shall be called.

Section 4. A majority of the members of the Student Council shall constitute a quorum.

Section 5. In all matters not specifically expressed in this Constitution the parliamentary authority shall be Robert's Book of Rules.

Article IX – Committees

Section 1. Standing Committees shall be appointed as needed during the school year by the President to meet the immediate needs of the student body.

Article X – Clubs

Section 1. Every club, following its first meeting, shall present a charter to the Principal, stating its purpose, qualifications for membership, names of officers, and advisor. After principal approval Student Council also must approve.

Section 2. The list of the active clubs shall be a permanent part of the Student Council records.

Section 3. If a group of students wish to organize a new club, they must first secure a faculty advisor and then follow the procedures as stated in Section 1.

Article XI – Ratification

Section 1. This Constitution must be approved by the Board of Education, Superintendent of Schools and the Principal of Haddonfield Memorial High School.

Section 2. This Constitution must be ratified by a majority vote of the Student Council.

Article XII – Amendments

Section 1. This constitution may be amended by a two-thirds vote of the Student Council. The proposed amendment shall be presented for discussion at a Student Council meeting after which the representatives shall conduct discussions on the amendment. The Student Council shall then vote on the amendment within two weeks

HMHS ACTIVITIES

This is a partial list of the activities offered at HMHS. An annual Club Fair is scheduled for each September where students can explore the various organizations and groups who meet to work toward a common cause. Students interested in starting a new organization should meet with Student Council Advisors or with the Dean of Students to discuss the mission and vision for the group.

B.A.D.D.

The Bulldogs Against Destructive Decisions seeks to promote healthy decisions and responsible behavior. By offering a forum where students may speak freely and honestly, the club empowers students to make smart decisions and rise above negative influences. As part of its community outreach program, the club sponsors a few key events throughout the year to spread awareness and provide positive alternatives for teens: teacher/student karaoke night, pre-prom assembly, and the 3-on-3 basketball tournament. The club meets monthly, or as needed/announced.

BAND FRONT

These units comprise the band front: Majorettes, Honor Guard, Swing Flags, Silk Squad, and *Feature Twirler. Tryouts for these units are held in the spring. Band Front members perform at all marching band activities. Attendance at all rehearsals and events is expected of all students.

**A feature twirler will be selected by separate audition after general tryouts.*

BULLDAWG BULLETIN

The school newspaper is published by a staff selected from the entire student body. Writers, artists, and photographers are welcomed to report on news of student interest such as sports, features and entertainment.

CHESS CLUB

The goal of the Chess Club is to enhance our playing skills within a learning environment. Although we play competitively we do not keep track of wins, losses, and rankings. For a challenging intellectual pursuit in a friendly environment join the Chess Club.

CLASS OFFICERS

The four classes organize early in the fall and carry on their program of activities under the direction of a faculty sponsor and class officers. Half of the money earned through class fund-raisers goes into a personal student account in order to defray the individual's heavy senior year expenses. The other half of the funds is used for class-group activities.

DECA

DECA – the Marketing Education Clubs of America – is a student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in Marketing or Marketing Coop. DECA encourages social intelligence and civic responsibility through professional conferences, chapter activities and support of community improvements projects. Students are also able to compete in Marketing and Management competition at the local, regional, state and national levels.

DRAMA CLUB

The Drama Club offers a variety of theatrical experiences for all students involved. Three performances are produced annually (fall play, spring musical, children's one act) and offer both onstage and backstage opportunities. Students can practice their dramatic skills or learn set design, lighting, costuming, sound, make-up props and publicity as they pertain to production. Students who are more serious about acting have the opportunity to participate in dramatic tournaments, festivals, and local stage or film auditions.

DRUM MAJOR

Tryouts for Drum Major are held in the spring. Candidates for this position must have two years marching experience, proficiency on a musical instrument, and exhibit leadership qualities.

INTERACT CLUB

Interact is a service club sponsored by the Rotary Club of Haddonfield. Interact gives members a chance to work with other young people in active service projects for school and community. Every Interact club works on at least two projects annually – one for the school or community and another aimed at building understanding within the community. Every member must work on the club's major annual projects and attend at least eighty percent of the club's regularly scheduled meetings.

INTERNATIONAL CLUB

This organization is composed of four chapters: French, German, Latin, and Spanish which work jointly on many activities. Members are typically foreign language students, yet anyone interested in foreign culture, history, and language is welcome. The club sponsors guest speakers, films, field trips, and an international day in December when cuisine from around the world is featured.

JAZZ ENSEMBLE

Jazz Ensemble is an extra-curricular activity with rehearsals held after school and in the evenings. Students will be required to audition although prior experience in jazz styles is not necessary. The ensemble will rehearse and perform jazz literature, with emphasis on rhythmic styles and development of improvisation techniques. The Jazz Ensemble frequently performs at various school and community functions.

L.E.O. CLUB

The LEO Club (Leadership, Experience, and Opportunity) is a student service organization sponsored by the Haddonfield LIONS Club. Officers and board members are elected at the beginning of the school year and meetings are held before school to avoid conflicts with after school activities. School and community projects and fund raisers are agreed upon entirely by the LEO Club membership. Two highly popular annual activities include a senior citizens' prom and a dodge ball fundraiser. LEO's also volunteer to help the parent LIONS Club with annual projects such as the Flea Market, the Lizzie Haddon Basketball Tournament and eye screening.

MARCHING BAND

Students who wish to participate in Marching Band must demonstrate reasonable proficiency on a wind or percussion instrument and will be seated in the organization based on director evaluation. Attendance at all scheduled rehearsals and performances is mandatory. The Marching Band performs at all area parades and band festivals as well as football games. All Marching Band musicians are required to attend rotating lesson session

PEER MENTORS PROGRAM

The Peer Mentors Program resembles the Peer Leadership Program in that Peer Mentors assist new students in adjusting to high school life and in dealing with issues, concerns, and demands that confront high school students. Peer Mentors, however, do not lead groups of freshmen but establish one-to-one relationships with new students who wish to be paired up with a Peer Mentor. Serving as advisors, friends, and positive role models, Peer Mentors provide personalized tours of HMHS as well as information about school activities and help new students work through academic, social, and personal difficulties that might surface. To be accepted into the Peer Mentors Program, a student must demonstrate a satisfactory academic and behavioral record, attend an orientation session, and display a willingness to perform the required duties conscientiously.

PEER TUTORING

The Peer Tutoring Program provides students with an opportunity to assist their classmates with academic concerns. Teachers select students to tutor in their respective subject areas. These designated students are invited to workshops preparing them for this most important service. Some of the prerequisites for selection include academic proficiency, understanding of others and a sincere willingness to help.

SHIELD

The yearbook is sold to all students and distributed in June. Preparation of the book requires two staffs. The editorial staff is responsible for the theme, layout and design, photography, writing and editing of the book.

The business staff sells the publication to students, parents and staff members and raises money to help offset the price of the book.

The Shield aims to present a complete picture of school events during that year and features the graduating students, sports and extra-curricular activities, as well as all underclassmen.

Any student may join the editorial or business staffs; responsibility is delegated based on past experience, individual talent and the student's ability to commit to the time requirements. Training is done after school and through workshops.

SYNAPSE

Synapse, the literary magazine, is published annually in May. Its purpose is to provide a forum for the excellent writing and art produced at the high school. Annual contests permit students to submit their best work in fiction, poetry, essay, art and photography to be considered for inclusion in the magazine. This publication stimulates interest in the creative arts and provides experience in the publishing field.

VOCAL ENSEMBLES

Totally Treble (females) and *Voicemale* (males) rehearse on Monday evenings from January through March. No auditions are necessary to participate. *Madrigal* singers rehearse Monday evenings from September through December. Auditions are held in early June for the following year. *Bijoux* (females) rehearse on most Thursday evenings during the year. Auditions are held in early June for the following year.

ATHLETICS

HMHS, a Colonial Conference member school, competes in Group II of the NJSIAA. Our record in conference and group competition has been outstanding.

Whether a beginner or a skilled player, every student is encouraged to participate in an interscholastic or an intramural sport.

Practices are conducted at the discretion of the coach. No Sunday practices are permitted without administrative approval.

ATHLETIC REPONSIBILITY

A good athlete is a good student. If participation necessitates a student's leaving school before regular dismissal time, it is the responsibility of the athlete to make up all missed work. When a student is to miss a class because of athletic participation, a teacher may allow the student to attend a similar class that day in place of a study. Participation in athletics is a privilege which can be retained only through work, cooperation, and acceptance of responsibility by all involved.

ELIGIBILITY

To be eligible for any athletic team representing Haddonfield Memorial High School, a student must fulfill the conditions of the regulations established by the New Jersey State Interscholastic Athletic Association and the eligibility requirements for students in Haddonfield Memorial High School (see page 28).

An athlete must keep these conditions in mind, too:

1. To be eligible for competition in games and athletics representing the high school, contestants must not attain the age of (19) nineteen before September 1.
2. A pupil who is eligible at the beginning of a sports season shall be allowed to finish that season unless declared ineligible by the Principal.
3. Athletes must be amateurs according to the definition of the NCAA.
4. No student shall be eligible for high school activities after the expiration of eight consecutive semesters following his entrance into the ninth grade.
5. **Any student who is absent from school or who arrives in school after 9:30 am may not practice or participate in any athletic activity that day.** However, under unusual circumstances, the principal may allow a student to participate or practice.

6. Before starting practice, students must have a completed sports physical dated within 365 days of the first official day of practice. Sports physicals must be signed by a physician or certified registered nurse practitioner. A sports medical questionnaire must be on file for each sports season before being allowed to practice.
7. The principal in consultation with the Athletic Director and coach may place a student on academic probation or declare a student ineligible for athletic competition if the student's grades deteriorate during a particular sport season.
8. Inappropriate or unsportsmanlike behavior may also lead to suspension or ineligibility. (See page 30 for details on academic eligibility.)
9. **Everyone must complete one emergency card per season**

GOOD SPORTSMAN CODE

Our School has always been recognized for the good sportsmanship exhibited by our athletes as well as our student body. This recognition can be continued by the following:

1. Consider all the athletic opponents as guests and treat them with all the courtesy due friends or guests.
2. Never boo or disrespectfully address players or officials.
3. Recognize injured players by a cheer led by our cheerleaders.
4. Applaud opponents who make good plays or show good sportsmanship.
5. Play to win but only by fair means according to the rules of the game.
6. "Win without boasting and lose without excuses."

Proper conduct at athletic events is a distinct reflection of our home and school background. We should do everything in our power to bring sportsmanship honors to our schools and ourselves.

SPORTS AWARDS

Students have an opportunity to earn a seven-inch "H" letter for varsity sports and a five-inch letter for sub-varsity sports. The letters are full-block chenille, red on a black felt background. Students may earn one of each of these awards. Students who earn additional letters are awarded athletic certificates.

Students also earn award points upon successfully completing an athletic activity. Points are awarded on the basis of the following scale.

Manager/Scorekeeper.....	75 points
Frosh.....	125 points
Junior Varsity.....	150 points
Varsity.....	200 points

Students may not exceed the maximum of 200 points per season.

Awards are made during a student's high school career upon the accumulation of the following points:

1200 points.....	"HMHS" Monogrammed Cross Pen
1800 points.....	HMHS Athletic Award Plaque
3 Year Senior Award.....	Desk clock
(Students must receive a Varsity letter in one sport for at least three years, one of which must be in the senior year.)	
12 Varsity Letters.....	Framed "H"

CRITERIA FOR AWARDING VARSITY LETTERS

The following list explains the requirements for a varsity letter for each individual sport/activity:

1. **Baseball and Softball** – Participate in 50% of all innings possible; pinch-hit or pinch-run in 75% of all games played; make at least six appearances as a pitcher.

2. **Basketball** – Participate in 50% of the quarters scheduled for the season or post season.
3. **Cheerleading** – Participated and is a member in good standing at the end of the season.
4. **Crew** –
To letter an athlete must race in the team’s designated top priority boats in at least half the races of a season. The head coach will announce the priority boat(s) for regattas in which the V8 is not the priority. Seniors in at least their 4th season will also earn a letter. Head coach may choose to give a letter to an outstanding athlete such as a superspare, injured V8, or person who could be V8 but helps the team more in a different boat.
5. **Cross Country** – Place seventh or better in half of dual meets or beat #5 person of opposing team in 50% of meets. Place in the top 5 for HMHS in Championship Meet.
6. **Field Hockey** – Participate in 50% of the halves scheduled for the season.
7. **Football** – Participate in 50% of the quarters scheduled for the season.
8. **Golf** – Participate in 33% of the matches or earn as many points as there are matches. (One point for playing in a match and one point for each win.)
9. **Lacrosse**-participate in 50% of the quarters scheduled for the season or post-season.
10. **Soccer** – Participate in 50% of the quarters scheduled for the season or post season.
11. **Swimming** – Participate in 50% of the possible events and earn an average of two points per meet.
12. **Tennis** – Participate in 33% of the matches or earn a total number of points equal to half the number of the scheduled matches. (One point given for playing in a match and one point given for each win.)
13. **Track and Winter Track** – Place first or second in half of dual meets; earn a total number of points equal to the number of dual meets; place in top 5 in Championship Meet.
14. **Wrestling** – Participate in 50% of the regular schedule or place in the top three in the district or regional tournaments.
15. **Managers** – Any manager recommended by the coach shall be eligible for a varsity letter.
16. **Seniors** – Any senior who does not meet the participation requirement but has participated three or more years in an athletic program and is a member of the squad in his/her senior year, upon recommendation of the coach, may be awarded a letter.
17. **General Criteria** – If a player becomes injured and the coach determines he/she would have met the participation requirements, the player will be awarded a varsity letter. In order to receive the varsity letter a student-athlete must finish the season in good standing. Otherwise, student-athletes will not receive varsity status, even if they have met the participation requirements. All members of junior varsity squads who successfully complete an athletic season will be awarded a JV certificate. All members of freshmen squads who successfully complete an athletic season will be awarded a certificate.

SENIOR ATHLETIC AWARDS

Awards are presented at the all sports program to all senior athletes who have won varsity letters for at least three years, one of which must include the senior year.

**CYRUS D. MARTER, JR.
OUTSTANDING ATHLETIC AWARD**

At the close of each year the coaches select the best male and female senior athlete. The name or names are inscribed on the Class of 1961 – Senior Athletic Award plaque which is on display in the school’s trophy case. The Class of 1975 has donated a plaque to continue this award. The best male and female athlete is one who not only has the physical and mental attributes to be the best, but one who participates to his capacity and gives incentive to others to do their best.

A coach may award a single standard trophy designated for any special achievement to any player of his choice. This may be done in any sport and the award will be made at the annual sports program.

SENIOR SCHOLASTIC ATHLETE AWARD

Each year the Senior Scholastic Athlete Award is given by the Class of 1972 in memory of Robert Fulton. To be considered for the award a candidate must be in the upper quarter of the senior class and must have a varsity letter in two sports. The selection will be based upon the candidates overall contribution to the high school athletic program based upon awards received, attitude, leadership, and number of sports/seasons participated over four years.

	Boys			Girls		
	Varsity	JV	Frosh	Varsity	JV	Frosh
Baseball	x	x	x			
Basketball	x	x	x	x	x	x
Cheerleading	x			x		
Crew	x	x	x	x	x	x
Cross Country	x	x		x	x	
Field Hockey				x	x	x
Football	x	x	x			
Golf (coed)	x	x		x	x	
Lacrosse	x	x		x	x	x
Soccer	x	x	x	x	x	x
Softball				x	x	x
Swimming	x	x		x	x	
Tennis	x	x		x	x	
Track	x	x		x	x	
Winter Track	x	x		x	x	
Wrestling	x	x				

SERVICES AND GUIDELINES

LIBRARY MEDIA CENTER

The Haddonfield Memorial High School Library Media Center houses a collection of current materials and 21st Century technology accessible to students, faculty, and staff that to assist with school projects as well as for your personal enjoyment. In addition, the library subscribes to a variety of current on-line databases. Wireless availability is accessible to students and HMHS provides technological resources to support our students and staff as they provide opportunities to connect with reliable, research-based, and efficient means of information gathering to support Digital Literacy.

Library Hours and Rules

1. The Library Media Center is open Monday-Thursday from 7:15-4:30 and on Friday from 7:15-3:00.
2. Students are encouraged to use the library before, during, and after school.
3. During the school day, all students must have a pass to come to the library and all students must sign in.
4. The Library Media Center is the place to come to do research, study, or read. It is not a place to socialize.
5. The library offers small conference areas for students interested in collaboration or who can work diligently on group tasks.
6. Most library materials circulate:
 - a. Books for 2 weeks
 - b. Back issues of magazines overnight
 - c. Reference books overnight.

Back issues of periodicals are kept in print for one-year and also available through online subscription databases.

TECHNOLOGY

ACCEPTABLE USE POLICY

Haddonfield Public Schools' Acceptable Use Policy (AUP) can be accessed from the district's Home Page or by going to:

[http://www.haddonfield.k12.nj.us/district_info/BOE/BOE_pages/Policies/PolicyPDF/Series-2000/2361-Acceptable_Use_of_Computer_Network-Computers_and_Resources_\(Revised\).pdf](http://www.haddonfield.k12.nj.us/district_info/BOE/BOE_pages/Policies/PolicyPDF/Series-2000/2361-Acceptable_Use_of_Computer_Network-Computers_and_Resources_(Revised).pdf)

All students in the district, including students who are 18 years of age, and their parents/guardians must sign the contract that is part of the district AUP in order to use district technology.

Violations of the district Acceptable Use Policy can result in the following disciplinary action:

1. Use of networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school
7. Legal action and prosecution by the authorities
8. Any student who gives out their password will be subject disciplinary action. Students may lose computer privileges.

The AUP must be signed and returned immediately; otherwise students will be denied computer access. By signing the AUP you agree to the stipulations, rules and regulations stated within the policy.

Note: When logging on to the computer everyday you are accepting the terms of the AUP. (Also see pages 21 to 22)

ELECTRONIC COMMUNICATION DEVICES OR PERSONAL PORTABLE DEVICES

In accordance with Haddonfield Board of Education Program Policy, 2361, regarding Acceptable Use of Computer Network/Computers and Resources, Haddonfield Public Schools (HPS) offers World Wide Web Internet access to your child t his/her school. HPS provides computer equipment, computer services and Internet access to its pupils and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence in Haddonfield Schools. The computer system is property of the district, and all computer software and hardware belong o it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers, and network.

The Board recognizes that during school hours and on school property, computers and other personal portable devices may be the property of the school, or may be the personal property of staff or students. Students may thus access information sources via wireless internet that have not been pre-screened by district filtering software...

Personal portable devices brought to school are the responsibility of students and parent/guardian. The Haddonfield Board of Education is not responsible for the loss or theft of any portable devices that students bring into school..

Activities that are permitted and encouraged include investigation and research in support of school studies, related to community service, employment, or college information...

Refer to Haddonfield Board of Education Program Policy #2361 Acceptable Use of Computer Network/Computers and Resources for specific definitions, regulations and penalties for misuse:

[http://www.haddonfield.k12.nj.us/district_info/BOE/BOE_pages/Policies/PolicyPDF/Series-2000/2361-Acceptable Use of Computer Network-Computers and Resources \(Revised\).pdf](http://www.haddonfield.k12.nj.us/district_info/BOE/BOE_pages/Policies/PolicyPDF/Series-2000/2361-Acceptable_Use_of_Computer_Network-Computers_and_Resources_(Revised).pdf)

HOMEROOM

Homeroom is scheduled for the second Thursday of each month after period 4 (11:01-11:09).

The following procedures for the homeroom teacher are as follows:

1. Insist that all students are in their seats when the bell sounds.
2. Carefully take attendance.
3. **Materials will be distributed to all students; in the event a student is absent any materials not distributed should be returned to the Main office.**

GENERAL INFORMATION

ASSEMBLIES

Homeroom teachers will direct their students to sit in one block of seats in the auditorium.

Students may take their books and materials to the assembly. Students will be disbursed to the auditorium for an assembly through an announcement over the PA system; teachers will be notified in advance of the schedule of events via email.

BICYCLES, CARS, ETC.

Any student who rides a bike to school must park the bike in the rack outside Building C. It may not be parked in the covered front entrance. Bikes parked in other locations create a safety hazard and they can be easily stolen. The school encourages you to lock your bike at school.

For safety, a student who rides a moped to school must walk the vehicle when on school property.

Students' cars are not to be parked on school property. They may be parked at the foot of Sylvan Lake Avenue, on Kings Highway, or other nearby streets. Unauthorized cars on school property can be ticketed or towed away by the police.

ETIQUETTE AND BEHAVIOR

Students are expected to be courteous to all school personnel, fellow students, and visitors at all times. Remember the rule: Treat others as you want them to treat you.

Display school spirit in a civil, tasteful, and equitable manner. A loyal student supports the school and its standards. The student with genuine school spirit contributes positively in class and club programs, social events, assemblies, athletic competitions and dinners. The “True Haddon”, is an enthusiastic and polite fan, as well as a gracious good-humored participant.

A student displays good sportsmanship in athletic competitions and as a fan at such events by demonstrating the ability to win and lose gracefully. Discourteous or unruly behavior is never condoned and may be subject to school/civil disciplinary action

A variety of programs/assemblies are featured annually. Students should be attentive, cooperative, and courteous at all programs. A student who cannot conduct himself in a refined manner will be referred for disciplinary action.

FINES

A fine will be issued if a student fails to return school property. Until the fine is satisfied, access to Genesis (HMHS’s grading system) will be denied.

Students may borrow textbooks for summer use after paying a fee (which will be refunded upon return of the book). To arrange a book loan, phone the school office after the last day of school in June to arrange the details.

Damage to or loss of a book will result in an appropriate fine being levied. Book damage can be minimized by covering books.

No student will receive a transcript of his record or a diploma until he has paid in full any loss of damage assessed against him.

LOCKERS

Every student is assigned a locker. The student is responsible for the care of property in the locker and for the appearance of the locker. Fines will be imposed for damaged or vandalized lockers. Students are not permitted to change lockers originally assigned. Students should keep lockers locked at all times. Students may use hall lockers before and after school as well as during the passing time between classes.

Lockers are the property of the Haddonfield Board of Education and are assigned to students as a convenience. The Board of Education reserves the right for its designated representatives to enter; and inspect all lockers at the discretion of the school authorities as per (10A:36-19.2).

Lockers that do not work properly should be reported to the Attendance Office.

Gym lockers are assigned by the Physical Education teachers.

The school assumes no responsibility for anything taken from locker or left unlocked during Physical Education.

LOST AND FOUND

Found articles and books should be taken to the Attendance office. Claims for lost articles should be made in the office during the study periods or the close of the day.

MEDICATION PROCEDURES

The policy for medications which need to be taken during the school day states the school nurse is to administer the medicine. Medications are defined as prescription and non-prescription or over-the-counter medicine or nutritional supplements and include but is not limited to aspirin, Tylenol, Advil, cough drops, etc. Whether the medication is a prescription or an over-the-counter medicine, a written prescription order and written consent from the parent/guardian is required before the medicine can be given.

Medications are to be sent to school in the original labeled container or prescription bottle. Only students who have a life-threatening illness e.g. asthma may be allowed to carry and self-administer medication for the treatment of that illness provided a physician authorizes such self-administration and certifies that the student is capable of self-administration and the parent/guardian releases the school district of any and all liability. This form is to be kept in the school nurse’s office. This self-administration policy encompasses off site or after-school activities under the same condition. A spare dose of this medication is to be kept in the school nurse’s office. If you need additional information or have any questions, please call the school nurse.

MONEY AND VALUABLES

Do not leave money or valuable personal items such as calculators or expensive articles of clothing in any lockers. The school cannot guarantee their safety and is not responsible for their loss! Money and other valuables should be kept in your possession or secured in the main office for the day.

TEXTBOOKS

One copy of each textbook is supplied to students by the Board of Education. Books lost during the school year must be paid for by the student before the last day of school in June. **Students are responsible for books issued to them, even if the books are stolen.**

FIRE DRILL INSTRUCTIONS

When the hall bells are sounded for a fire drill, students will leave the room promptly in a quiet, orderly manner. There shall be no talking or rushing. Teachers will accompany their groups. Double lines will be formed on the stairs both leaving and re-entering the building.

Students must not congregate in the driveways.

Two students in each class will insure that windows and doors are closed immediately after the fire drill signal is sounded.

In the event of an actual fire, the signal to leave the building will be the hall fire bells and possibly an announcement on the P.A.

FIRE EXTINGUISHERS

Fire extinguishers are for emergency use only. Any student handling one at any other time will be charged the cost of refilling and face disciplinary measures.

SIGNS AND POSTERS

Persons who wish to display non-school signs and posters must secure administrative approval first.

VISTORS

Students **are not permitted** to bring visitors to school. Anyone who enters the building must first report to the main office. A visitor's pass must be obtained before proceeding to an appointment. Visitors are required to leave a driver's license or keys before a pass will be issued.

LUNCH REGULATIONS

No student may leave for lunch without prior approval from the principal or Dean of Students. Students must request this privilege **each semester** by completing an application which must be signed by a parent.

ALL STUDENTS WHO RECEIVE APPROVAL TO LEAVE SCHOOL TO GO HOME FOR LUNCH MAY ONLY WALK HOME, NO OTHER MEANS OF TRANSPORTATION MAY BE USED. STUDENTS MUST EXIT AND RETURN THROUGH THE MAIN ENTRANCE (FRONT DOOR).

Applications for this purpose are available from the Attendance Office.

No other pupils may leave the school building at any time during the school day without administrative permission unless parental permission has been obtained.

Students are expected to be courteous while eating. All trash must be deposited in the waste cans and tables cleared before the end of the lunch period. Food fights will not be tolerated and will result in suspension from school.

When weather permits, students may relax outside in the courtyard.

Students may not eat lunch in the Sylvan Avenue area. No student may leave the building without permission, nor sit in, or near his car during the school day.

Students may use the library during lunch periods but must secure a pass from the librarian or from one of their teachers. A limited number of students will be permitted to sign out of the cafeteria.

STUDY PERIODS

Underclassmen and students who do not have Open Campus privileges will be assigned to a Study Hall. Each person is expected to report to that area at the beginning of the period. A student who has obtained a pass

to go to the counseling office, art, music, or a classroom teacher must first submit his pass to the study hall teacher. Upon returning to study hall, the student must submit the pass signed by the supervisor in the area he visited. Students who abuse the school's regulations by spending study time in unauthorized places will be subject to disciplinary action and assigned to a restricted study hall. Students who fail to report to study hall will receive one warning to attend Study Hall; any subsequent missed study halls will result in a detention.

WORKING PAPERS

Any student under 18 years of age, who wishes to accept employment during vacations or on a part-time basis, must secure working papers. Applications for working papers are available in the Attendance Office.

To secure working papers; a pupil must present:

1. Birth certificate
2. Promise of employment
3. Medical certificate
4. School certification.

AWARDS AND HONORS

HONOR ROLLS

Students are recognized for excellent academic achievement by being named to one of three honor rolls each semester. To be eligible for honor roll consideration, a student must carry at least 30 credits.

The grades issued each marking period, not the average grade for the course, will be used for determination of honor roll eligibility. To be eligible for any honor roll, students may receive no grade less than 85 or a 77 in an AP course.

Students having grades of 93 or better in at least four courses will be recognized as **first honors**. Students with grades of 93 or better in three courses will be recognized as **second honors**, and students with grades of 93 or better in two courses will be recognized as **third honors**.

Students receiving marks of "incomplete" are not eligible for the honor roll until such time as they have completed their work and received a grade of honor roll quality.

AWARDS

Graduating seniors are eligible to receive Neumueller Awards for outstanding academic achievement within specific fields of study or for overall academic achievements. The criterion for overall achievement is graduating with a 97.0 (96.5) or better average, while the criteria for each of the departmental awards is as follows:

Neumueller Award for Art

The recipient of the Neumueller Award in Art will be the senior student who has maintained the highest G.P.A in Art and completed the following courses: Art Major, Advanced Placement – Drawing Portfolio or Advanced Placement –General Portfolio. Additionally, to be considered for the Neumueller Award in Art, students must have completed Art Survey, 2-D and 3-D Art and one other art elective. In case of a tie the student who, in the judgment of the Art Department faculty, best meets the following shall be the winner:

1. Maintained outstanding technical proficiency in at least two of the three general art areas listed.
 - a. Drawing – Pastel, charcoal, pencil, conte crayon, pen and ink
 - b. Painting – Oil, acrylic, watercolor
 - c. Three dimensional work – ceramics, sculpture
2. Demonstrated an ability to communicate through visual expression mastery of conceptual learning.

Some examples are:

 - a. Perspective – foreshortening
 - b. Proportion, structure, anatomy
 - c. Selectivity – center of interest
 - d. Depth through selected color intensities and/or contrasts

3. Developed a high degree of originality, integrity, and ingenuity in creating, refining, and executing their ideas into finished art works, may include Teen Arts, Poster Contest, etc.

Should a tie still exist, the student with the highest *overall* GPA will be the winner.

Neumueller Award for Practical Arts

The recipient of the Neumueller Award in the Practical Arts Department will be the senior with the highest G.P.A. who has completed a minimum of 10 credits in the following areas:

Business

Career Education

Family and Consumer Sciences

Industrial Technology

In the event of a tie the following criteria will be implemented in the order listed until the tie is broken:

1. The total number of Practical Arts credits earned with a grade of 93 or above.
2. Overall G.P.A.

Neumueller Award for English

The recipient of the Neumueller Award in English will be the senior student with the highest grade point average in English courses at least two of which must be:

- Accelerated English 9
- Accelerated English 10
- Accelerated English 11
- AP English Literature or AP Composition (if both taken the highest grade will be used)

Tie Breaker:

1. Published writings –
 - School or local – one point each
 - National – three points each
2. Dramatic or oral presentations -
 - School or local – one point each
 - State – two points each
 - National – three points each
3. Contest winners -
 - School or local – two points each
 - State – three points
 - National – four points
 - NCTE winner - six points

A student with the highest total of points in items 1, 2, 3 will be the award winner.

Neumueller Award for World Language

The recipient of the Neumueller Award in World Language will be the senior student who has maintained a “93” average or better through four (4) years of study of one world language, and who has earned the most points for the successful completion of *each* level of a second/third world language in which a grade of “93” or better was received.

- 1 year = 1 point
- 2 years = 2 points
- 3 years = 3 points
- 4 years = 4 points
- 5 years = 5 points

In case a tie still exists at this point, the winner will be the student with “exceptional fluency” in at least one foreign language as determined by the entire foreign language department.

In case of a tie or in the event that no eligible student has completed work in a second/third foreign language, the winner will be the student with the highest grade point average in all foreign language courses completed.

Neumueller Award for Health, Safety and Physical Education

The recipient of the Neumueller Award in Health, Safety and Physical Education will be the senior student with the highest grade point average in the following required courses:

- 3 quarters of health
- 1 quarter of safety
- 12 quarters of physical education

In the event of a tie between two or more students, the following criteria will be applied: The award recipient will be the student with the highest numerical score derived from combining grades received on health final exams.

Neumueller Award for Mathematics

The recipient of the Neumueller Award in Mathematics will be the student who has completed AP Calculus and has the highest grade point average in **Accelerated** Mathematics courses.

In the event of a tie:

1. The first tiebreaker will be the highest SAT mathematics score attained.
2. The second tiebreaker will be the number of courses the student has taken within the department.
3. The third tiebreaker will be the SAT II Subject Test, Math Level 2 scores, and achievement scores.

Neumueller Award for Music

The Recipient of the Neumueller Award in Music will be:

The senior student who has maintained a grade point average of 93 or better in music over a four year period and earned the most points in the following areas:

1. Selection to All South Jersey and All State groups. All South Jersey will be 5 points and All State will be 10 points.
2. The number of music activities (concerts, parades, etc.) in which the student has participated. Each activity will be 5 points
3. In case of a tie the number of music courses completed with a 93 or better will be the deciding factor.

Neumueller Award for Science

The recipient of the Neumueller Award in Science will be the senior student who has the highest grade point average from at least three of the AP science courses. If a student takes all four, the lowest grade will be dropped. Ties will be broken by norming the average to the cohort averages for the relevant years. If still tied, grades from **Accelerated Biology, Accelerated Chemistry and Accelerated Physics** will be compared.

Neumueller Award for Social Studies

The recipient of the Neumueller Award in Social Studies will be the senior student with the highest grade point average in the following required courses:

- Accelerated Global Issues
- U.S. History I Accelerated
- AP U.S. History II

One of the following three – if one than one is taken, the highest grade will be used:

- AP European History
- AP U.S. Government
- AP World History

In case a tie exists the winner will be the student who has earned the most social studies credits beyond the required courses with a grade of 93 or better.

If a tie still exists at this point the winner will be the student with “exceptional interest” in history as determined by the social studies department.

Achievement Scholarship

The recipient of the Neumueller Award in the Special Services Department will be the senior who meets the following criteria:

1. Must have a GPA of 85% or higher.
2. Must have been enrolled in one or more learning center classes for each of his four years of high school.
3. Must have been accepted for post-secondary education.

In case of tie: Highest GPA will win.

HADDONFIELD MEMORIAL HIGH SCHOOL

*MMPE/Grades Matrix for 2016-17

	1st Marking Period	2nd Marking Period	3rd Marking Period	4th Marking Period
Marking Period Begins	SEPT 6	NOV 14	JAN 30	APR 3
Mid Marking Period Reports Due	OCT 10	DEC 19	MAR 6	MAY 15
Mid Marking Period Reports Mailed	OCT 11	DEC 20	MAR 7	MAY 16
Marking Period Ends	NOV 4	JAN 27	MAR 31	JUN 15
Grades Due from Teachers 8 AM	NOV 18	FEB 6	APR 7	JUN 12 @ 8 am (seniors) JUN 16 @ 11 am (9,10,11)
Report Cards on line @noon	NOV 18	FEB 6	APR 7	JUN 16

*Provided there are no changes from the school calendar caused by weather, energy problems, etc.

SPECIAL EVENTS

Back to School Night	September 15
Drama Productions.....	October 19 th (Preview)@11:30 am
....Matinee October 23 rd @ 2 pm & evening @ 7:30 pm	October 20 th &22 nd
March 8 (Preview)@ 1:30 pm & evening @ 7:30 pm	March 10, 11, 17, 18
.....	Matinee March 12 th @ 2 pm
College Night	October 5
Music Department Concerts.....	TBD
.....	December 22
.....	April 27
.....	May 17
Dance Concerts	January 5
.....	June 5
Freshman Dance.....	March 31
Sophomore Party	April 28
Junior Prom	May 12
Senior Awards Night.....	June 1
Music Department Awards Night	June 2
Senior Prom.....	June 9
Commencement.....	June 15

SCHEDULE AND SPECIAL EVENTS

New Time Schedule

	1	2	3	4			6	7	8
A	7:57	8:46	9:33	10:20	11:07 A Lunch	11:41	12:28	1:15	2:02
	8:42	9:29	10:16	11:03		11:37	5A 12:24	1:11	1:58
B	7:57	8:46	9:33	10:20	11:07	11:54 B Lunch	12:28	1:15	2:02
	8:42	9:29	10:16	11:03	5 11:50		12:24	1:11	1:58
C	7:57	8:46	9:33	10:20	11:07	11:54	12:41 C Lunch	1:15	2:02
	8:42	9:29	10:16	11:03	5 11:50	6C 12:37		1:11	1:58

ALTERNATE TIME SCHEDULE (WITH HOMEROOM)

	1	2	3	4	HR			6	7	8
A	7:57	8:43	9:29	10:15	11:01	11:13	11:47	12:33	1:19	2:04
	8:39	9:25	10:11	10:57		11:09	A Lunch 11:43	5A 12:29	1:15	2:00
B	7:57	8:43	9:29	10:15	11:01	11:13	11:59 B Lunch	12:33	1:19	2:04
	8:39	9:25	10:11	10:57		5 11:09		11:55	12:29	1:15
C	7:57	8:43	9:29	10:15	11:01	11:13	11:59	12:45 C Lunch	1:19	2:04
	8:39	9:25	10:11	10:57		11:09	5 11:55		6C 12:41	1:15

2 HOUR DELAY

	1	2	3	4			6	7	8
A	9:57	10:29	11:01	11:33	12:05 A Lunch	12:39	1:13	1:47	2:18
	10:25	10:57	11:29	12:01		12:35	5A 1:09	1:43	2:14
B	9:57	10:29	11:01	11:33	12:05	12:39 B Lunch	1:13	1:47	2:18
	10:25	10:57	11:29	12:01	5 12:35		1:09	1:43	2:14
C	9:57	10:29	11:01	11:33	12:05	12:39	1:13 C Lunch	1:47	2:18
	10:25	10:57	11:29	12:01	5 12:35	6C 1:09		1:43	2:14

1 HOUR DELAY

	1	2	3	4			6	7	8
A	8:57	9:37	10:17	10:57	11:37 A Lunch	12:11	12:51	1:31	2:10
	9:33	10:13	10:53	11:33		12:07	5A 12:47	1:27	2:06
B	8:57	9:37	10:17	10:57	11:37	12:17 B Lunch	12:51	1:31	2:10
	9:33	10:13	10:53	11:33	5 12:13		12:47	1:27	2:06
C	8:57	9:37	10:17	10:57	11:37	12:17	12:57 C Lunch	1:31	2:10
	9:33	10:13	10:53	11:33	5 12:13	6C 12:53		1:27	2:06

HALF-DAY

1	2	3	4	5,5A	6, 6C	7	8
7:57	8:33	9:07	9:41	10:15	10:49	11:23	11:57
8:29	9:03	9:37	10:11	10:45	11:19	11:53	12:27

EVACUATION TO SHELTER

	1	2	3	DRILL	4		6	7	8	
A	7:57	8:39	9:21	9:59	10:58	11:31 A Lunch	12:05 5A	12:46	1:27	2:08
	8:35	9:17	9:59	10:54	11:27	12:01	12:42	1:23	2:04	2:45
B	7:57	8:39	9:21	9:59	10:58	11:31 5	12:12 B Lunch	12:46	1:27	2:08
	8:35	9:17	9:59	10:54	11:27	12:08	12:42	1:23	2:04	2:45
C	7:57	8:39	9:21	9:59	10:58	11:31 5	12:12 6C	12:53 C Lunch	1:27	2:08
	8:35	9:17	9:59	10:54	11:27	12:08	12:49	1:23	2:04	2:45

HALF-DAY-with Lunch

	1	2	3	4	5/A Lunch	5A/B Lunch/6C	6/C Lunch	7	8
A	7:57	8:28	8:58	9:28	9:58	10:30	11:02	11:34	12:04
	8:24	8:54	9:24	9:54	10:26	10:58	11:30	12:00	12:30
B	7:57	8:28	8:58	9:28	9:58	10:30	11:02	11:34	12:04
	8:24	8:54	9:24	9:54	10:26	10:58	11:30	12:00	12:30
C	7:57	8:28	8:58	9:28	9:58	10:30	11:02	11:34	12:04
	8:24	8:54	9:24	9:54	10:26	10:58	11:30	12:00	12:30

A COMPLETE COPY OF THE CALENDAR IS ACCESSIBLE ON THE HIGH SCHOOL WEBSITE

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