



Haddonfield Middle School

2017 – 2018

ONLINE STUDENT HANDBOOK

5 LINCOLN AVENUE
HADDONFIELD, NJ 08033

TABLE OF CONTENTS

DISTRICT MISSION	4
SCHOOL MISSION	4
EMERGENCY CLOSING OF SCHOOL	5
2017-2018 MIDDLE SCHOOL FACULTY AND STAFF	5
HMS STAFF	5
BELIEF STATEMENTS	7
MARKING PERIOD SCHEDULE	8
2017-2018 PROGRAM OF STUDIES	12
PROMOTION & RETENTION	12
CLASSWORK	12
HOMEWORK	13
COUNSELING SERVICES	14
SCHEDULE AND COURSE SELECTION	14
MUSIC DEPARTMENT	16
EVALUATION OF STUDENTS	17
GRADES	17
ACADEMIC WARNING NOTICES	17
ONLINE ACCESS TO GRADES	17
TEXTBOOKS	18
ACADEMIC INTEGRITY	25
DRESS CODE AT HMS	26
STUDENT COUNCIL	34
ATHLETICS	34
PEER LEADERSHIP	35
FIELD TRIPS	35
REC HALL	35
TELEPHONE USE	36

CELL PHONES	36
HALL PASSES AND TRAFFIC	36
PERSONAL PROPERTY	37
GUM CHEWING	37
LOCKERS AND BOOK BAGS	37
SIGNS AND POSTERS	38
LUNCH PROGRAM AND GUIDELINES FOR BEHAVIOR	38
LOST AND FOUND	38
LAVATORIES	38
FIRE DRILLS, ALARMS AND DEVICES, AND EMERGENCY EVACUATION PROCEDURES	39
MIDDLE SCHOOL PTA	42
BOARD OF EDUCATION MEETINGS	42
ACCEPTABLE USE OF TECHNOLOGY	43

DISTRICT MISSION

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

SCHOOL MISSION

The mission of the Haddonfield Middle School is to teach, guide, and nurture young adolescents. In partnership with parents and the community, we strive to create a school where students want to learn and see the benefit of their learning. We help students become independent learners, responsible decision-makers, and thoughtful citizens. We provide a comprehensive curriculum that integrates learning – academic, artistic, technological, and athletic – with life. Recognizing the developmental characteristics unique to our students, we build on the foundation of elementary education, and with mutual respect, prepare students for high school and a changing world.

DAWG PRIDE

Haddonfield Middle School colors are red and black. The school mascot is a Bulldog named "DAWG." Showing school spirit by the wearing of our colors and displaying our mascot is highly encouraged.

EMERGENCY CLOSING OF SCHOOL

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. Notification of delayed openings and school closures will be posted on the Haddonfield district homepage (www.haddonfield.k12.nj.us) as well as on the school Twitter: @HaddonfieldMS. **Our code number: 560.**

2017-2018 MIDDLE SCHOOL FACULTY AND STAFF

Tracy Ann Matozzo, Principal

Sandra Horwitz, Assistant Principal

Barbara Rafferty, School Secretary

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

Haddonfield Middle School website: <http://www.haddonfield.k12.nj.us/middleschool/index.html>

Genesis Parent Portal: updates available via the HMS website; access for updated assignments, grades, attendance, scheduling needs. Parents should review contact and residential data intermittently to ensure that all email and telephone numbers are current. When families move, please provide updated residency information to Mrs. Barbara Rafferty: brafferty@haddonfield.k12.nj.us or contact Principal Tracy Ann Matozzo with questions: tmatozzo@haddonfield.k12.nj.us

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

Social Media: follow us on Twitter @HaddonfieldMS. Eblasts and Digital Backpack: communication emailed that pertains to events, activities, initiatives, local, state, and national trends or events that impact HMS, and opportunities for service.

HMS STAFF

Ms. Anthony	Child Study Team
Ms. Aquino	Counselor
Ms. Augugliaro	World Language – Spanish and French
Ms. Baker	Special Education
Ms. Barr	Library Assistant
Ms. Barranger	School Nurse
Mr. Bickel	Physical Education/Health
Ms. Black	Language Arts/Social Studies
Ms. Cannaday	Special Education
Dr. Clark	Mathematics/Science
Ms. Condell	Educational Assistant
Mr. Corvino	Instrumental Music/Jazz Band
Mr. DeLano	Mathematics/Science
Ms. DeLiso, R.N.	Health Office Assistant
Ms. Dulin	Special Education
Mr. Durant-Young	Speech and Related Services
Ms. Dyer	Educational Assistant
Ms. Ettinger	Counselor
Ms. Gehringer	Art
Ms. Goldenberg	Special Education
Mr. Hasson	Mathematics
Dr. Hellman	School Psychologist
Ms. Heslin	Special Education
Ms. Jellig	Mathematics
Ms. Jemielity	Special Education
Ms. Kazaniwsky	Mathematics/Science
Ms. Kocher	Physical Education/Health
Mr. Kozak	Science
Ms. Williams	Educational Assistant
Ms. Leighton	Science
Ms. Licorish	Technology
Mr. Maguire	Language Arts/Social Studies
Ms. Mastantuono	Special Education
Mr. Maxson	Social Studies
Ms. McComas	Language Arts/Social Studies
Ms. McKelvey	Counselor
Ms. Miller	Librarian
Ms. Munz	Science
Ms. Murray	Choir
Ms. O'Neill	Language Arts
Ms. Papa	Language Arts
Ms. Pasanek	Mathematics/Science
Mr. Prevoznak	Social Studies
Ms. Probst	Special Education

Ms. Shulman
Mr. Quigley
Ms. Resnick
Ms. Rider
Ms. Rue
Ms. Salotto
Ms. Sanchez
Ms. Sanchirico
Ms. Scott
Ms. Spanier
Mr. Thomas
Ms. Verdeur
Ms. Walters
Ms. Weiss
Mr. Wille
Mr. Watkinson
Ms. Wolfe

Writing Lab
Social Studies
Mathematics
Mathematics
Reading Specialist
Special Education
World Language – Spanish
Language Arts
Special Education
Language Arts
Social Studies
World Language – French
Science
Special Education
Special Education
World Language-German
Language Arts/Social Studies

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 all people have the right to achieve their individual potential.
- We believe in the concept of neighborhood schools.
- We believe that the quality of education depends upon the quality of the teachers in the classroom.
- We believe that valuing diversity enriches learning.
- We believe that the inclusion of special needs students in regular education classrooms enriches every child's education.
- We believe that we have a responsibility to teach and model ethical behavior.

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, and 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:
 - o Demonstrated need
 - o Research on best practice
 - o Ongoing communication with stakeholders

- o Clearly defined and measurable goals
 - o Cost benefit analysis and impact on all district programs
 - o Adequate staffing, resources, and training and method of evaluation and feedback
- Tolerate
 - o Bullying
 - o Abuse
 - o Dangerous or illegal behavior

SCHEDULES 2017-2018

MARKING PERIOD SCHEDULE

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
September 11 to November 15	November 16 to January 31	February 1 to April 10	April 11 to June 15

6th Grade Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
CPR 8:00 – 8:18						
Period 1 8:21 – 9:08	Special	CORE 1	Special	CORE 1	Special	CORE 1
Period 2 9:11 – 9:58	CORE 1	Special	CORE 1	Special	CORE 1	Special
Period 3 10:01 – 10:48	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2
Period 4A 10:50 – 11:20	Special	LUNCH	CORE 3	Special	LUNCH	CORE 3
Period 4B 11:20 – 11:50	Special	CORE 3	LUNCH	Special	CORE 3	LUNCH
Period 4C 11:50 – 12:20	LUNCH	CORE 3	CORE 3	LUNCH	CORE 3	CORE 3
Period 5 12:23 – 1:10	CORE 3	Special	CORE 4	CORE 3	Special	CORE 4
Period 6 1:13 – 2:00	CORE 4	CORE 4	Special	CORE 4	CORE 4	Special
Period 7 2:03 – 2:50	Tutorial Gr 6 Choir	Tutorial Gr 6 Orchestra	Tutorial Gr 6 Band	Tutorial Gr 6 Choir	Tutorial Full Orchestra	Tutorial Gr 6 Band

7th Grade Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
CPR 8:00 – 8:18						
Period 1 8:21 – 9:08	CORE 1	Special	CORE 1	Special	CORE 1	Special
Period 2 9:11 – 9:58	Special	CORE 1	Special	CORE 1	Special	CORE 1
Period 3 10:01 – 10:48	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2
Period 4A 10:50 – 11:20	CORE 3	Special	LUNCH	CORE 3	Special	LUNCH
Period 4B 11:20 – 11:50	LUNCH	Special	CORE 4	LUNCH	Special	CORE 4
Period 4C 11:50 – 12:20	CORE 3	LUNCH	CORE 4	CORE 3	LUNCH	CORE 4
Period 5 12:23 – 1:10	CORE 4	CORE 3	Special	CORE 4	CORE 3	Special
Period 6 1:13 – 2:00	Special	CORE 4	CORE 3	Special	CORE 4	CORE 3
Period 7 2:03 – 2:50	Tutorial Gr 7/8 Band	Tutorial Gr 7/8 Choir – boys	Tutorial Gr 7/8 Orchestra	Tutorial Gr 7/8 Band	Tutorial Gr 7 Choir – girls Full Orchestra	Tutorial

8th Grade Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
CPR 8:00 – 8:18						
Period 1 8:21 – 9:08	CORE 1					
Period 2 9:11 – 9:58	CORE 2					
Period 3 10:01 – 10:48	Special	Special	Special	Special	Special	Special
Period 4A 10:50 – 11:20	LUNCH	CORE 4	Special	LUNCH	CORE 4	Special
Period 4B 11:20 – 11:50	CORE 3	LUNCH	Special	CORE 3	LUNCH	Special
Period 4C 11:50 – 12:20	CORE 3	CORE 4	LUNCH	CORE 3	CORE 4	LUNCH

Period 5 12:23 – 1:10	Special	CORE 3	CORE 4	Special	CORE 3	CORE 4
Period 6 1:13 – 2:00	CORE 4	Special	CORE 3	CORE 4	Special	CORE 3
Period 7 2:03 – 2:50	Tutorial Gr 7/8 Band	Tutorial Gr 7/8 Choir-boys Advanced Art/1 Advanced Tech/2	Tutorial 7/8 Orchestra	Tutorial Gr 7/8 Band	Tutorial Full Orchestra	Tutorial Gr 8 Choir – girls Advanced Art/2 Advanced Tech/1

DELAYED OPENING SCHEDULE

ONE (1) HOUR LATE START

Students arrive	8:50
Homeroom	9:00 – 9:03
Period 1	9:06 – 9:46
2	9:49 – 10:29
3	10:32 – 11:12
4A	11:15 – 11:45
4B	11:45 – 12:15
4C	12:15 – 12:45
5	12:48 – 1:28
6	1:31 – 2:11
7	2:14 – 2:50

TWO (2) HOUR LATE START

9:50 to 10:00	Students arrive
10:00 to 10:03	Homeroom
10:06 to 10:36	1 st period
10:39 to 11:09	2 nd period
11:12 to 11:42	3 rd period
11:45 to 12:15	4 th A and Lunch
12:15 to 12:45	4 th B and Lunch
12:45 to 1:15	4 th C and Lunch
1:18 to 1:48	5 th period
1:51 to 2:21	6 th period
2:24 to 2:50	Tutorial

FIRST DAY OF SCHOOL HALF-DAY SCHEDULE – Lunches are not served

CPR	8:00 to 8:18	Period 4	10:03 to 10:34
Period 1	8:21 to 8:52	Period 5	10:37 to 11:08
Period 2	8:55 to 9:26	Period 6	11:11 to 11:42
Period 3	9:29 to 10:00	Period 7	11:45 to 12:15

2017-2018 PROGRAM OF STUDIES

Students are scheduled for core courses (language arts, social studies, science, and math). Teachers work collaboratively to create student-centered learning communities. Common expectations are embedded in each course. Our Specials provide students with exposure to a variety of opportunities in art, technology, wellness through health and physical education, as well as a sound foundation in life skills to further develop critical thinking and problem solving. All courses address or exceed Common Core State Standards.

PROMOTION & RETENTION

We believe that all students can succeed. No student should fail or do unacceptable work if reasonable efforts are made to come to class prepared for learning, participate in class activities, keep the agenda book current, complete all assignments on time, and seek help early and often, as needed.

Students are encouraged to set an attainable goal in each subject area for each marking period. Retention will not occur if a student incorporates good work habits and makes an honest effort to meet his or her academic responsibilities.

Students with a grade average of "70" or lower are encouraged to attend a summer school program or receive tutoring in that subject area.

Retention shall not be recommended until other possibilities, including special help and remedial work, have been exhausted. Although retention may be advantageous at any grade level, it may be found to be more beneficial in the primary grades (kindergarten through three) where it may allow for the maturation process to take place. These years in particular should be viewed as critical in preparing students for successful achievement later on. Early detection, diagnosis, remediation and/or possible retention are relevant considerations. No child shall spend more than two years in the same grade, including that student's prior experience in another school system or in a private school, nor shall any child be retained in successive grades, including prior experience in another school district or in a private school system.

When considering students for retention, the following items shall be reviewed:

- A. Anecdotal teacher records which document factual evidence of insufficient progress;
- B. Test results (not standardized tests);
- C. Report card grades;
- D. Other evidence of poor academic performance;
- E. Attendance records;
- F. Health records, parent/guardian contact, other records and conferences, and cumulative folders;
- G. Other information deemed relevant.

Whenever contacts are made with parents/guardians regarding retention or the possibility of retention (The Retention Process), written notice, as appropriate, shall be provided to the parents/guardians of such at risk students.

Special education pupils: Promotion/retention of special education students shall be based upon their individual education plans.

Additionally, if an 8th grade student fails two or more subjects, he/she may not be eligible to participate in promotion ceremonies. In such cases, the student, parent(s), counselor, and HMS administration will meet to determine whether or not retention is the best alternative for that student.

CLASSWORK

Students will develop positive attitudes and beliefs about themselves as learners in ways that increase their academic perseverance and prompt them to engage in productive behaviors including setting and meeting goals, doing quality work, and seeing it through to completion by seeking support and solutions to overcome obstacles. Class work is an integral component of instruction and learning and encourages students to engage in the learning process. Much of class work involves writing, problem solving, collaborative assignments and exploring technology. Students will be challenged to write a great deal to ensure intellectual activity and to become highly proficient in narrative, expository, descriptive, informational, and persuasive writing. Students will also be challenged to think creatively.

HOMEWORK

Homework is an important part of classroom instruction. Its purpose is to provide practice, to help students retain and apply what they have been taught, and to help them prepare for the next class. In most subjects, homework counts in determining grades. Students are expected to complete all homework assignments. Additionally, students are expected to complete all homework assignments on time. Teachers post homework assignments on edmodo or google classroom. Teachers will specify during Back to School Night. Students receive instructions on how to access and use Edmodo or Google Classroom. To help students keep track of assignments, each student is given a HMS Student Agenda Book. It should be used daily to keep track of assignments and activities. If for some reason, a student needs another Agenda Book sometime during the school year, the student should see Assistant Principal Mrs. Sandy Horwitz.

ACADEMIC PROGRAM

Grade 6

Mathematics
Language Arts/Reading
Social Studies (Ancient Civilizations)
Science
World Language
(French, German, Spanish)

Grade 7

Intro to Algebra
Pre-Algebra
Social Studies (World Geography)
Science
World Language
(French, German, or Spanish)
Language Arts

Grade 8

Second half of Intro to Algebra
Algebra I
Social Studies (20th Century)
Science
World Language
(French, German, or Spanish)
Language Arts
Language Arts Advanced

Specials

Grade 6

Art
Technology
Physical Education/Health
Writing Lab
Study Skills
Project Based Learning
Digital Citizenship

Grade 7

Art
Technology
Physical Education/Health
Writing Lab
Study Skills
Project Based Learning

Grade 8

Art
Technology
Physical Education/Health
Writing Lab
Life Skills

RELATED PROGRAMS & STUDIES

Grade 6

Chorus
Instrumental Music
Orchestra
Band
Tutorial

Grade 7

Chorus
Instrumental Music
Orchestra
Band
Tutorial

Grade 8

Chorus
Instrumental Music
Orchestra
Band
Advanced Art – Advanced Tech
Tutorial

PARCC

The Partnership for Assessment of Readiness for College and Careers (PARCC) is a consortium of states that developed assessments to measure student achievement in English Language Arts (ELA) and Mathematics based on the learning standards contained in the Common Core State Standards (CCSS) for grades 3-8 and high school. These state mandated 21st Century assessments are computer-based to make use of innovative technology. The PARCC test is administered annually. If a student is enrolled in Algebra I, while in middle school, he/she will be administered the PARCC Algebra I assessment in lieu of the grade level math PARCC exam. **Students enrolled in Algebra I must take and pass the Algebra I PARCC Assessment; failure to take the Algebra I assessment may compromise certification for graduation.**

COUNSELING SERVICES

Children's middle school years can be the most positive time for self-discovery. Together, middle school counselors, parents, teachers, administrators, and community members can help students focus on the journey of transition through a collaborative effort using patience, understanding, and above all, caring. Counseling services are provided to all students. The Counseling Office is open Monday through Friday, on all school days. Each of our three grade level counselors remains assigned to the same grade level cohort throughout the students' three years at HMS. The Counseling Office is responsible for monitoring student progress and teacher evaluations of students.

HMS employs a looping model in which each counselor is assigned a grade level and loops with them through 8th Grade Promotion. Students entering 6th grade will have the same counselor for 3 years. This continuity, coupled with a student-centered approach, is congruent with the district's mission and vision. For the 2017-2018 school year: Ms. Ettinger counsels Grade 6/ Ms. McKelvey counsels Grade 7/Ms. Aquino counsels Grade 8.

APPOINTMENTS FOR SERVICES

Students may go to see their counselor at any time by asking their teacher for permission. Students should go to the Counseling Office to let their counselor know they would like to make an appointment. The counselor will schedule a time with the student. If the counselor is not there, the student may leave a note under the counselor's door or with one of the other counselors.

HOME INSTRUCTION

A student is eligible to receive home instruction in core subjects by a tutor hired by the Board of Education if the student is to be absent for a minimum of 10 consecutive days or 20 accumulated absences. All requests of this nature must come from a doctor. A "Homebound Instruction application" can be provided through your student's counselor.

COUNSELING SERVICES OFFERED AT HADDONFIELD MIDDLE SCHOOL

- Individual Counseling: assistance with academic, personal, social, and school related problems
- Crisis Counseling and/or referral when appropriate
- Conflict Resolution meetings, as needed
- Scheduling conferences as needed
- Specialized educational and guidance programs
- Tours and orientation services for new students and their parents
- Assistance to students and parents with educational planning
- Interpretation of test scores to students and parents
- Recommendation and coordination of special services for students
- Career information and guidance
- Parent-teacher meetings

PARENT-TEACHER CONFERENCES

Parents and teachers are encouraged to conference informally throughout the school year. Parents may request a conference with their child's teacher at any time by contacting the teacher directly. We ask that parents always call or email ahead of time to request a conference. A staff directory is available on the HMS Website: . <http://www.haddonfield.k12.nj.us/middleschool/staff.html>

In December, we hold formal conferences so that parents have the opportunity to meet their child's teachers. In the fall, parents will be contacted to select a preferred date and time for their conferences. Shortly thereafter, the exact dates and times will be confirmed by email.

SCHEDULE AND COURSE SELECTION

Haddonfield Middle School recognizes the importance of creating learning environments in which the spirit of community is valued. Teachers and students must work collaboratively to build relationships that bolster student learning and academic achievement for all learners. All members of the Haddonfield Middle School community are committed to providing all students with a quality education resulting

in life-long learners who can succeed in a global society. All students will be given worthwhile opportunities and strong support to meet high expectations. Second, a coherent curriculum will effectively organize, integrate, and articulate important ideas across the grades. Third, effective teaching requires the following: a) knowing and understanding students as learners, and pedagogical strategies b) having a challenging and supportive classroom environment and c) continually reflecting on and refining instructional practice.

Advanced Mathematics

Many Haddonfield Middle School students excel in mathematics and demonstrate mastery of advanced skills and the common core state standards. Our school provides advanced math opportunities to students who need them.

Pre-Algebra is an advanced math course designed for students in 7th grade who have mastered the pre-requisite skills required of advanced math students and indicated by mastery of local and standardized measures, like the PARCC, teacher recommendations and other measurable data. Pre-Algebra provides the foundation for skills emphasized in **Algebra I** in 8th grade. Algebra I is considered an advanced math class.

Advanced ELA

Starting in 8th Grade students have the opportunity to explore Advanced Language Arts. Advanced Language Arts is designed for students who have mastered literacy skills indicated by mastery of local and standardized measures, like the PARCC, teacher recommendations and other measurable data.

World Language

New Jersey citizens are part of a dynamic, interconnected, and technologically driven global society centered on the creation and communication of knowledge and ideas across geographical, cultural, and linguistic borders. The study of world languages is spiraling and recursive and aligned to appropriate proficiency targets that ultimately enable the attainment of proficiency at the Novice-High level or above, which is a requirement for high school graduation. All students have regular, sequential instruction in one or more world languages beginning in preschool or kindergarten and continuing at least through the freshman year of high school. Further, N.J.A.C. 6A:8-5.1(b)4 directs districts to actively encourage all students who otherwise meet the current-year requirement for high school graduation to accrue, during each year of enrollment, five credits in world languages aimed at preparation for entrance into postsecondary programs or 21st-century careers.

Beginning in 6th Grade, students may select: **Spanish, German, or French**. Our goal is to create a community of language learners prepared for the second level of language study upon transition to high school. Information for language selection will be shared during appropriate 5th grade experiences at the respected elementary schools.

Special Requests

Each teacher works diligently to provide opportunities for students to make new connections in a variety of ways. Knowing that some students might feel anxious in new settings, working to adjust to the transition is one of our goals in the middle school. We cannot honor requests for staff or honor requests for students to share parallel schedules. If there is an extenuating circumstance, please contact the Principal. We look forward to a successful school year.

Note: All Middle School Courses are required with the following exceptions: Instrumental Lessons, Band, Choir, Orchestra, and Jazz Ensemble. Once enrolled in any music offering, a student may not withdraw before a concert. For any student who prefers to change from Band to Orchestra (or vice-versa), permission must be obtained from the music teacher. Students who drop Band, Orchestra, or Choir will lose eligibility to participate in the All South Jersey performance groups and the Music Department Field Trip.

PHYSICAL EDUCATION/HEALTH

State law requires that every student shall participate in physical education. For those students who are physically unable and need to be excused from physical education, a statement from their family physician is necessary. This statement must indicate the reason for the request and the length of time the student is to be excused. Such excuses are to be presented to the school nurse before homeroom and before a physical education class is missed. Every student 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 AM. If warranted, alternative physical education lessons or activities, within an individual's capabilities, may be designed and provided. If, in the event that a student needs to be excused from gym, please fill out a Physical Education Excuse form that is signed by your health-care professional and return it to the health office.

Haddonfield Middle School will work to accommodate any student unable to participate in physical education.

New Jersey law [N.J.A.C 6A: 14-4.1(f)] states that physical education services, specifically designed if necessary, shall be made available to every student. If a student has a temporary disability and cannot participate in our regular physical education program, we are required to communicate with the student's family and attending physician to determine how long the child will need accommodations. Following said communication, Haddonfield Middle School will either ask that the student participate in the regular physical education class with restrictions based on the severity and nature of his/her disability; substitute a health-related class that meets a number of the core standards and curricular objectives (such as foods, nutrition, wellness, etc.); or provide alternative assignments that meet these core standards and objectives.

Therefore, students with medical needs will abide by one of the following plans:

2. If your child has an injury, but is still able to participate in some aspects of the physical education program, we will welcome him/her to continue attending the class. This option is primarily for those students whose injuries will affect them for a period less than 4 weeks.
3. If your child has an injury that will prevent him/her from participating in physical education for a period of 4 or more weeks and a health course is being offered during the class period your child has physical education, the student's schedule will be modified so that he/she is enrolled in health during the period of medical absence. In such cases, a *Physical Education Excuse Form* must be completed and signed by your health-care provider and returned to the health office.
4. If your child is unable to participate in the class for a period of 4 or more weeks (and no health class is available), he/she will be given assignments aligned with the health curriculum. Assignments will be provided by the physical education/health teachers near the beginning of the medical absence. These teachers will also assess the assignments. The student will be responsible for checking in with his/her physical education teacher periodically during the term of absence. The student and teacher will co-develop a schedule and plan for these periodic check-ins. Meanwhile, during the physical education class period, the student may report to the library to research and work on the assignment. In the event the library is closed or at capacity, your child should report to the main office where he/she will also be permitted to work on the assignment. At both locations, it is the student's responsibility to sign in and out with the librarian or office secretary. Likewise, it is the student's responsibility to report on time and promptly to the designated locations.
5. If your health care provider excuses your child from physical education class, a follow-up note releasing the order must be written by the health care provider and sent to the health office in order for your child to resume physical education class. Parental permission to resume physical education cannot override or terminate a health care provider's instruction.

GYM LOCKERS

Students will be responsible for purchasing their own locks to use for Physical Education class. These locks should be used to lock students' clothes and personal items during Physical Education class. After class, students must remove their lock and belongings (clothes, sneakers, jewelry, etc.) from the locker in the locker room. In efforts to prevent loss or theft, students should not leave their belongings in gym lockers overnight.

MUSIC DEPARTMENT

All interested students are eligible to participate in Band, Choir, and/or Orchestra. Each of these ensembles rehearses once or twice a cycle during Tutorial (7th period). Instrumental students (Band/Orchestra) are provided with a small, rotating group lesson during the school day once per cycle. All ensembles except the Jazz Band are scheduled during the Tutorial period. Jazz Band meets before school from October through early December and from February through June.

Performing Ensembles

Performance groups include: Sixth Grade Chorus, Intermediate Band (grade 6), Seventh Grade Chorus, Eighth Grade Chorus, Orchestra (string ensemble, grades 6, 7, 8), Junior Band (grades 7, 8), and Jazz Band (grades 6, 7, 8). Depending upon student interest, small/chamber ensembles may be formed at the discretion of the music teacher.

Performances

Instrumental/vocal students and ensembles perform at school concerts, school functions, community functions, Middle School Promotion, and during an annual Music Department Field Trip at the end of the school year. Students in these groups may audition for All South Jersey regional ensembles and eligible students may participate in other festivals.

Small Group Lessons

Small group lessons are given to all instrumental students who participate in the music program. Lessons are given on a rotating basis to insure minimal impact upon academic and other associate arts classes. Lessons are an integral part of the program; they allow for the

teaching of skills and concepts that are instrument specific and help students progress at an individualized pace. Average lesson groups range in size from 4 to 8 students. Makeup lessons can be scheduled in the event that a student cannot miss a regularly scheduled class.

Student Evaluation

Grading is based on student attendance and participation. Attendance, participation, and/or completion of technique studies, at group lessons, comprise a small part of the grade for instrumental students.

SCHOOL PUBLICATIONS AND ASSEMBLIES

ASSEMBLIES

Assemblies are scheduled throughout the year and may include presentations, performances, competitions, and other activities.

PUBLICATIONS

The school newspaper, Bulldawg Bulletin Jr., is published approximately four times during the school year. The Paw Print is our literary magazine. The Middle School Yearbook is published and distributed annually in June. Students are invited to join the newspaper and/or the yearbook staff. Both operate as extracurricular activities under the direction of faculty advisors.

BULLETINS AND ANNOUNCEMENTS

Activities and school related messages are announced each morning during the Circle of Power and Respect Morning Meeting. Some daily events are listed in the student agenda book. Additionally, all information pertinent to sports, clubs, and activities is advertised on the school's website.

EVALUATION OF STUDENTS

GRADES

Grades will be based on homework, class work, tests, quizzes, projects, reports, and other assignments. Grades will be reported numerically and equate to letter grades as follows:

A = 93 to 100	C = 77 to 84	F = 0 to 69
B = 85 to 92	D = 70 to 76	I = Incomplete

A final numerical grade for each subject will be determined by averaging the four report period grades. Grade can be viewed at any time on Genesis through the Parent Portal. Parents need to log on and set up a username and password by following the directions posted on the Middle School homepage.

ACADEMIC WARNING NOTICES

Academic warning notices are mid-marking period interim reports used to inform parents and students of academic weakness, areas for improvement, areas of academic strength and intra-personal strength. When used to report areas of academic weakness or improvement, these reports can provide the student with the opportunity to correct problems and improve before it is too late to earn an acceptable grade. An interim notice will be generated at each marking period midpoint for each student whose grade at mid-marking period is below a "77." These reports can be viewed through the parent portal of Genesis.

ONLINE ACCESS TO GRADES

All students and parents have access to grades online from any computer with Internet access through our student database, Genesis. We recommend that students and parents check their grades online on a regular basis. Directions on how to use Genesis are posted on the left red section on Middle School homepage. If, after trying, you cannot access your child's grades, please check to make sure that your email address is correct in Genesis. If your email address is correct, and you are having technical problems, please contact Mr. Chris Heintz in our district Technology Department for assistance. Mr. Heintz can be reached at cheintz@haddonfield.k12.nj.us or by phone at the High School: 429-3950 ext. 161. For those who do not have home computers or Internet access, the school's computers are available for use, as are the computers in the Public Library. Students and parents who do not have access to a computer may send a written request to the student's counselor for grades to be checked periodically and mailed home. Please contact the main office if you have any general questions about Genesis.

If your access to Genesis is denied, please call the office, to inquire as to whether you owe an activity or book fee. Genesis accounts are temporarily blocked if fees are owed to the school.

HONOR ROLL AND STUDENT RECOGNITION

Students will be commended for their achievement as follows:

- **Principal's List:** A student will attain the Principal's List when he/she achieves a "93-100" in all subjects.
- **Honor Roll:** A student will attain the Honor Roll when he/she achieves no less than an "85" in all subjects.

TEXTBOOKS

One copy of each textbook is supplied to students by the Board of Education. The student must pay for books lost during the school year before the last day of school in June. Students are responsible for books issued to them even if the books are thought to be stolen. Books are assigned to a student for his/her personal use and must be covered to protect them from excessive wear and damage. Each student is responsible for the care and protection of his/her textbooks and will be required to reimburse the school for damage beyond normal wear and use of the book. Periodically, teachers will check to make sure textbooks are covered. A fine will be assessed for any uncovered textbook. Likewise, students will be required to pay for any lost textbook.

Students may borrow textbooks for summer use after paying a deposit (full replacement value of the book) that will be refunded upon return of the book. To arrange a book loan, call the school office.

A. Other Damage: Full replacement costs will be assessed for a book with other damage such as water damage to the cover and pages of the book.

B. Charges for Lost Books: Students will be responsible for the replacement cost of any lost or damaged book.

A student who owes fees for lost or damaged textbooks and/or library books will be denied access to his or her Genesis account until assessed losses or damages are paid in full.

ATTENDANCE

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 Board of Education attendance policy #5200.

A pupil will be considered to have attended school if he/she has been present at least 4 hours during the school day. A pupil who is not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, or athletic competition will be considered to be in attendance.

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

Allowable absences (or unexcused absences) are absences for such reasons as usual illnesses, school visits, family vacations, and family obligations, etc. All students should submit a written note or email upon return to school.

Excused absences are absences which are not applicable to the provisions of the attendance policy. Absences due to a chronic illness accompanied by a medical note, religious holidays, family emergency, Take Your Child to Work Day, death in the family and school sponsored field trips are examples of excused absences. Medical notes must be sent to Nurse upon the return of the student from the absence; medical notes may be faxed as well. All medical notes must include a signature.

The reports sent to the state of New Jersey do not differentiate unexcused/excused; when a student is not in school they are considered absent.

In order to participate in any extracurricular school activity, club, sport, or Rec Hall, a student must be in school attendance a minimum of 4 hours on the day of the activity. If the activity is on a Saturday or Sunday or on a day that school is not in-session, the student must be in school attendance at least four hours on the previous school day. **Students who are late to school and arrive after 9:30 without a legitimate excuse or who leave early and are not in attendance for 4 or more hours may not participate in extracurricular activities unless permission is granted by the Principal.**

Family vacations or business trips: parents should inform the school, in advance, when intending to remove a student from school for a family vacation or business trip. Upon being informed, teachers will prepare the student as much as possible for the absence. While away, students and parents should check teachers' eboard/Google Classroom/Edmodo to keep current.

REPORTING A STUDENT ABSENT

1. The parent is responsible to call the school office **before 8:00 am of the morning of the pupil's absence.**
2. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the building principal or designee who will assist in the arrangement of make-up work.
3. A pupil returning from an absence of any length must present to the building principal or designee a written statement, dated and signed by the parent, of the reasons for the absence.
4. A note explaining a pupil's absence for non-communicable illness for a period of more than 3 days must be accompanied by a physician's statement of the pupil's illness.
5. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present written evidence of being free of communicable disease to the school nurse.

LATE ARRIVAL/EARLY DISMISSAL

Any student wishing to be dismissed from part of the school day must present a signed note from his parent/guardian to the Main Office. Students are responsible to make up the work that is missed due to arriving late, leaving during the school day then returning, or leaving school early. When leaving, parents must sign out, and upon returning, must sign back in at the office. In cases where a student may miss a scheduled test, quiz, or other responsibility, prior arrangements must be made with the teacher to fulfill such responsibilities. It is up to the student to contact his/her teacher in advance in such cases.

TARDINESS

Record keeping for tardiness will be cumulative and effective on the first day of school. Students who are tardy to school (after 8:00 AM) are to report directly to the office. A student must present a note, specifying the reason for lateness, the date, and expected time of arrival. Students who do not present a note may be questioned regarding truancy.

Students have the responsibility to be in school and prepared to work when the bell rings. A student is tardy to school 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. 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 school/class. Excessive tardiness may result in detentions, as well as a parent-teacher conference with the Assistant Principal and school counselor.**

In order to participate in school related extracurricular activities, athletics, or REC Hall, students must be in attendance for 4 hours or more and must not arrive later than 9:30 a.m. without an acceptable reason.

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 – 1 Saturday detention
- 2ND OFFENSE – 2 Saturday detentions plus contact with respective family services
- 3RD OFFENSE – Referral to Family Court/Child Protective Services

School Response to Unexcused Absences

N.J.A.C.6A:16-7.6, school staff responses for unexcused absences are as follows: For up to four cumulative unexcused absences, the school district shall: make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents; identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five and nine cumulative unexcused absences, the school district shall:

- make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;

- evaluate the appropriateness of prior action taken;
- develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following: refer or consult with the building's intervention and referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8; conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs; consider an alternate educational placement; make a referral to or coordinate with a community-based social and health provider agency or other community resource; refer to a court or a court program; proceed in accordance with N.J.S.A.9:6-1 et. Seq. and N.J.A.C.6A:16-10, if a potentially missing or child abuse situation is detected: and engage the student's family. Cooperate with law enforcement and other authorities and agencies, as appropriate.

For cumulative unexcused absences of 10 or more, a student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:

- make a determination regarding the need for a court referral for the truancy;
- continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- cooperate with law enforcement and other authorities and agencies, as appropriate;
- and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required;
- and a court referral may be made as follows: when unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the district board of education's policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program, pursuant to 20 U.S.C 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)5xii.

School Work and Absences

Teachers stand ready to prepare home assignments for pupils who anticipate an excused absence of 2 school days duration. The parent must request the home assignments.

Pupils absent for any reason are expected to make up the missed school work. Teachers will provide make-up assignments as necessary and will make reasonable accommodations to extend time for this effort. In general, pupils will be allowed 2 days to make up missed work for each 1 day of absence. Our teachers post homework assignments on their individual Edmodo/Google accounts.

When possible, students should check their teachers' Edmodo/Google to see what school work that they can do while they are absent. Upon returning to school, the student and the teachers should meet during Tutorial or after school to discuss the work that needs to be made up and to decide on a timeline for completion.

A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or alternate test.

The teacher will determine the credit to be awarded a pupil for make-up work. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade for a pupil who has not had full opportunity to make up missed work.

Your child's attendance record is always available for your review in the Genesis Student Database system.

ARRIVAL AND DEPARTURE

The school day begins at 8:00 AM and ends at 2:50 PM. Since school supervision begins at 7:40 AM, students should arrive no earlier than 7:40 AM. Students are not permitted to enter the building before 7:50 AM, except to meet with a teacher who has given permission. Students should leave school promptly by 3:00 PM unless involved in a supervised after-school activity.

No student may leave school grounds for any reason during the day without authorization from the main office.

- 6th graders should assemble at the Lincoln Avenue entrance in the morning.
- 7th graders should assemble on the blacktop and enter through the doors by the rear athletic field.
- 8th graders should assemble by and enter through the Chestnut Street entrance doors.
- At dismissal, the same exits should be used unless students must cross Lincoln Avenue or Chestnut Street.

ILLNESS IN SCHOOL

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, if necessary. A student will be credited with an absence in all classes missed while at the nurse's office.

Students who are ill may not go directly home or call home without first reporting to the nurse.

CODE OF CONDUCT

A STATEMENT ON HUMAN DIGNITY FOR THE STUDENTS, STAFF, AND PARENTS OF HADDONFIELD MIDDLE 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. Respectful discourse and interactions are 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.

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 the Principal, 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.

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.

SEXUAL HARASSMENT

In Board Policy #5751, the Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual harassment of pupils by staff members, other pupils or other individuals on school premises, school buses or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is provided to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate. The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

Definitions of Sexual Harassment

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.

2. Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s) or other individual(s) that is sufficiently severe or pervasive to have reasonably resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome."

The following are examples of conduct that can constitute sexual harassment:

1. Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions or practical jokes of a sexual nature or about gender specific traits
2. Graphic verbal comments about an individual's body
3. Sexual jokes, stories, drawings, pictures or gestures
4. Spreading of sexual rumors
5. Teasing or sexual remarks about a student enrolled in predominately single sex class
6. Touching of an individual's body or clothes in a sexual way
7. Nonverbal movements of a sexual nature
8. Displaying sexually suggestive objects or materials
9. Pressure or coercion involving proposed sexual activity
10. Leering, staring, overly personal conversation, sexual flirtations or sexual propositions that are repeated after the unwelcome nature of same are communicated to the individual committing the act.

Investigation and Response to Complaints

1. The administration will:
 - a. Inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting.
 - b. Identify and train campus teams of professional staff members to respond to the concerns of students and/or staff.
2. The campus team will refer all concerns or complaints to the principal and the building Affirmative Action Officer.
3. The principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.
4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.
5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignment.
6. The complaint procedure shall be made available for pupils, parent/guardian, and/or staff member protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.
7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil or staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

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.

STANDARD OF BEHAVIOR

Effective Citizenship requires a spirit, which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each student understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals while also developing an understanding of the consequences of actions.

The goal is to develop intellectual ability and social responsibility in all students. Disruption and interference with the education of others, a

lack of respect for rights or properties of others and an inability to do as directed are examples of behavior necessitating action. Therefore, the community which includes the Haddonfield Community, adheres to the following four basic standards for student behavior:

1. Attend school and class regularly.
2. Make a concerted (honest) effort to complete all assignments and prepare for tests.
3. Demonstrate respect for self and others.
4. Demonstrate care and respect for school property and the property of others.

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

Teacher Detention

Any teacher for disciplinary reasons may issue a "teacher detention." A teacher may keep a student after school for a short disciplinary conference on the day of the infraction, for no more than 20 minutes. However, teachers may detain students for up to an hour after the end of the student day. If a teacher assigns the student a detention for more than 20 minutes, twenty-four hours notice shall be given to the student and the teacher will notify parents. Failure to appear for a teacher detention will result in administrative intervention.

The principal or assistant principal assigns administrative detention for disciplinary reasons. A teacher, under the direction of the administration, supervises administrative detention. An administrator will inform parents by telephone whenever an administrative detention is assigned.

Detention

After school detention is assigned to students who have violated one or more components of the Code of Conduct or Academic Integrity policy. After school detention will be held for 30 minutes, 2:50PM-3:20PM, after school, supervised by a staff member. At the discretion of the teacher in charge, students arriving late to detention may serve the remainder of the detention plus one additional detention. Students will sign in to detention. Students who are not cooperative or who are dismissed from detention for misconduct will be assigned two (2) additional detentions. The teacher in charge will notify an administrator and parents will be informed. A second dismissal from detention due to inappropriate behavior may result in an In-school Suspension.

Saturday Detention

Saturday detention may be assigned by the Assistant Principal. Saturday detention is a three hour quiet study session, from 9:00AM-12:00PM, 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

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.

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.

C. Potential Police Involvement

If students are 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 a suspected crime or offense is committed at school, school administration may confer with law enforcement about the incident.

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, drugs, firearms, weapons, sexual contact, the school administration must/shall inform law enforcement/Haddonfield Police Department.

ACADEMIC INTEGRITY

Haddonfield Middle School is an institution dedicated to continued academic, personal, and social growth. This can only be achieved when individual members of our institution commit to the community ideal of academic integrity. That is, academic integrity requires the devotion of all students and staff members. It requires that we understand the connection between true academic growth and honest academic endeavors.

The Haddonfield Middle School community acknowledges the important role of personal integrity in all academic endeavors. The Haddonfield Middle School tradition of academic excellence can continue only if all accomplishments take place within a climate of honesty, respect, and trust. Therefore, it is our goal that every constituent of our school – students, parents, and educators – abide by an honor code that binds us to the goals of academic integrity.

Defining Cheating, Plagiarism, Forgery and Unauthorized Use of Technology

Cheating, plagiarism, forgery and unauthorized computer use is strictly prohibited.

Cheating includes, but is not limited to; the non-authorized use of books, notes, crib sheets, copying from other students, inappropriate use of electronic devices to store or retrieve information, exchanging information in any form, and obtaining copies of examinations illegally.

Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person as one's own.

CONSEQUENCES FOR ACADEMIC DISHONESTY

First Offense:

1. Student will receive a zero if the offense pertains to homework.
2. If the offense pertains to a test, quiz, major assignment, or project, the student will re-do the assignment or, if the teacher desires, do an equivalent alternative assignment.
3. It is the student's responsibility to appear for the re-test or submit the re-assigned work. If the student fails to appear and take the re-test or fails to re-do or hand in the assignment or alternate assignment, no credit will be given for the work, and the student will receive a zero. Students will not be reminded to follow through after the initial arrangement is made.
4. The teacher will contact the parents of the student.
5. The student (at a teacher's or administrator's discretion) may meet with his/her counselor to discuss the behavior.
6. The student may be referred to an administrator, and disciplinary consequences may be imposed.

Second Offense:

1. No credit will be given for the work.
2. The teacher will contact the parents of the student. A conference with the student, teacher, parent, counselor and/or administrator may be conducted.
3. The student may be referred to an administrator for further disciplinary action.

DRESS CODE AT HMS

The responsibility of proper dress is primarily that of each student and his/her parents. Students must take responsibility and exercise both good judgment and good taste. 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 is prohibited and the student will be required to change.

The following guidelines regarding appropriate dress have been adopted to reduce subjectivity and disparate interpretations with regards to the dress code. It is the hope that these guidelines can increase the equity and fairness of how the dress code is applied and enforced:

1. Students are permitted to wear capris, Bermuda shorts, or equally long shorts, skirts, or dresses throughout the year. Shorts, dresses, and skirts must be approximately mid-thigh. If families are uncertain about the acceptable length of a skirt or dress, visible shorts that adhere to the mid-thigh rule should be worn underneath. Neatly trimmed cutoffs are permissible as long as they adhere to the length guidelines. **Short-shorts are not permitted**. No swim trunks or cut off sweatpants may be worn in place of shorts. If shorts, dresses, or skirts are not within reasonable expectations for adherence with the dress code policy, students will call home for a change of clothes and may miss instructional time. Continued disregard of the dress code will result in student detention or other disciplinary consequences.
2. Students should wear soccer or basketball shorts in physical education. If physical education shorts are not in adherence with the dress code policy, students will call home for appropriate shorts or be marked unprepared for gym. Sneakers are the only acceptable footwear for gym.
3. All tops/dresses for girls must be modest (front and back) and cover the shoulders with a minimum of four inches (not four fingers) of fabric. Girls' shirts must be closely fitted under the arms for modesty. Undergarment straps should not show. All shirts for boys must have sleeves.
4. Tank tops, tube tops, see through shirts, bare midriff, bare back, low cut or large armhole shirts, pajamas, and bedroom slippers are not permitted.
5. Underwear shall not be visible at any time.
6. Footwear must be worn at all times.

7. Hats, caps, or other non-religious head coverings are not to be worn while in the building.

Disrespectful Behavior/Language

Disrespect to any adult or to another student includes the use of sarcasm, demeaning or offensive language, name-calling, ridicule, threats or threatening remarks, or any other action that is hurtful or abuses a person's character, reputation, or ability to perform his/her responsibilities. Any student who demonstrates disrespect will be subject to consequences consistent with the infraction.

- 1st Offense: 1 Saturday Detention, phone call to parent/guardian and meeting with Assistant Principal
- 2nd Offense: 2 Saturday Detentions, phone call to parent/guardian, meeting with Assistant Principal, meeting with school counselor, or school social worker
- 3rd Offense: Mandatory meeting with parent/guardian and Principal to discuss consequences

Insubordination

- 1st Offense: Any student who openly defies the authority of any teacher or person having authority will receive up to 2 after school detentions
- 2nd Offense: Consequences may include multiple Saturday detentions
- 3rd Offense: Consequences may include ISS and a conference with student, Assistant Principal, school counselor and parents

Inappropriate Material and Language

Students may not use their Electronic Communication Devices Or Personal Portable Devices or any school-owned technology 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 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 Assistant Principal
- 2nd Offense: 2 Saturday Detentions, phone call to parent/guardian, meeting with Assistant Principal, meeting with school counselor, or school social worker
- 3rd Offense: Mandatory meeting with parent/guardian and Principal to discuss consequences

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 extracurricular events, Rec Hall, field trips, class trips, any or all school functions and co-curricular and athletic activities.

- 1st Offense: 2 after school detentions
- 2nd Offense: 3 after school detentions
- 3rd Offense: Saturday detention and mandatory conference with parents/guardians

Use of abusive, obscene, and/or profane language; possession of obscene material

- 1st Offense: 2 after school detentions
- 2nd Offense: 3 after school detentions; loss of eligibility and privileges for 1 week.
- 3rd Offense: Saturday detention and mandatory conference with parents/guardians

Endangering the safety/welfare of self/others

- 1st Offense: Consequences may include up to 5 days OSS and potential police intervention; mandatory meeting with parents
- 2nd Offense: Consequences may include up to 10 days OSS and police involvement; mandatory meeting with parents and Superintendent
- 3rd Offense: Consequences may include referral to the CST, long term suspension, or other consequences as deemed appropriate

Note: Attempting, initiating, or participating in a food fight will result in a student's suspension, up to 5 days. A food fight can impact the health and well-being of students with food allergies and the throwing of objects in and around the lunchroom could cause the potential for injury. This is a serious offense and may impact a student's access to the cafeteria during lunch for a designated timeframe as part of the consequences.

Unacceptable behavior in the cafeteria/on the playground.

- 1st Offense: Consequences may include afternoon detentions and/or up to 3 days lunch restriction with community service. Students restricted from the regular lunch will eat lunch separately, will not participate in recess
- 2nd Offense: Consequences may include a Saturday detention, restrict availability to the cafeteria and a conference with parents/guardians.
- 3rd Offense: Consequences may include 1 day in-school suspension; lunch restriction TAKE OUT LOSS OF PRIVILEGES

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.

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: Up to 3 days suspension, re-entry meeting with Assistant Principal, parents and counselor
- 2nd Offense: Up to 5 days suspension, re-entry meeting with Principal, parents, and counselor
- 3rd Offense: Up to 10 days suspension; meeting with the Principal, Superintendent, possible exploration of alternative education

Harassment

Haddonfield BOE 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.

Leaving school with permission, but without first signing out in the main office:

- 1st Offense: Warning and 1 after school detention
- 2nd Offense: Up to 3 after school detentions
- 3rd Offense: 1 Saturday detention; further violation may result in additional consequences

Off school grounds/leaving school without permission

- 1st Offense: ISS and parent meeting
- 2nd Offense: Up to 3 days ISS, parent meeting and potential referral to support services
- 3rd Offense: Mandatory meeting with Principal, school counselor, and parents/guardians

Cutting class

- 1st Offense: 1 Saturday detention
- 2nd Offense: 2 Saturday detentions
- 3rd Offense: Mandatory meeting with Assistant Principal, student, parent, counselor

Note: A student who is more than 10 minutes late to class, with no legitimate reason, may be held accountable for cutting that class.

Failure to Appear for a Teacher Detention

- 1st Offense: Warning and 1 after school detention

- 2nd Offense: 8will be treated as a cut class; 1 Saturday detention
3rd Offense: Mandatory conference with student, parents/guardians, teacher, school counselor and Assistant Principal

Failure to Appear for an After School Detention

- 1st Offense: Warning and two after school detentions
2nd Offense: 1 Saturday detention
3rd Offense: 2 Saturday detentions and conference with the Assistant Principal

Assault

As per NJS18A:37-2.1, any pupil who commits an assault, as defined pursuant N.J.S.C: 12-1, upon a teacher, administrator 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 exclusion 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. Assault upon a student will result in suspension, loss of eligibility and privileges, and police intervention.

ADDITIONAL DISCIPLINARY PROCEDURES

Board of Education Policy #5530 on Substance Abuse

Board of Education Policy requires that any student suspected of being under the influence of alcohol or other drugs, found to be under the influence of alcohol or other drugs, in possession of alcohol or other drugs, or found to be involved in the sale or distribution of same in school, on school grounds, or during school sponsored activities is subject to the following:

Whenever it shall appear to any staff member (professional or support) that a student may be using or be under the influence of alcohol or other drugs, such person shall report the matter as soon as possible to the school nurse or school doctor and to the Principal or designee. In instances where the school nurse, school doctor, or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

- a. The student will be removed to a protective environment until the parent(s) or guardian(s) can be contacted. Provisions shall be made for the appropriate care of the pupil while awaiting the results of medical examination.
- b. The Principal or designee shall immediately notify the parent(s)/guardian(s) and arrange for an immediate evaluation of the student by a doctor selected by the parent(s)/guardian(s), or if such doctor is not immediately available, by the school doctor. If the family's doctor or school's doctor are not immediately available, the student shall be taken to the emergency room of the nearest hospital for an examination accompanied by the Principal or designee and a parent/guardian of the student, if available.
- c. The student shall be evaluated within two hours of the initial report of suspicion for being under the influence of alcohol or other drugs for the purpose of diagnosing whether or not the student is under such influence.
 - (1) The student will be tested by the appropriate means as indicated by the Principal or designee.
 - (2) A written report of said examination and results shall be furnished within 24 hours by the examining physician to the parent(s)/guardian(s) of the student and to the Principal. The Superintendent and SAC (Substance Awareness Coordinator) will also be notified upon a positive diagnosis.
 - (3) The member of the school district's educational staff accompanying the student to the Access Center is considered an agent of the school district to whom the results may be released.
 - (4) Urine drug screen and physician's exam at the Access Center can be completed and the results reported to designated school personnel without the student's consent or parental consent or notification.
 - (5) If the written report of the evaluation is not submitted to the parent(s), Principal and Chief School Administrator within 24 hours, the student shall not be allowed to return to school until a negative diagnosis of alcohol or other drug use is received. Failure of a parent or guardian to comply with the requested testing will result in a referral of the parent to the Division of Child Protection and Permanency for charges of neglect. Students over 18 who fail to take the test may be referred to the police and will be deemed insubordinate under the school discipline code. At such time, further disciplinary penalties will be invoked.
 - (6) If the diagnosis is negative, the student may return to school. If the diagnosis is positive, the following section applies.

2. Students found under the influence:

- a. Shall be returned to the care of a parent/guardian as soon as possible and the appropriate date shall be furnished to the Department of Health pursuant to N.J.S.A. 26:2g-17 et. seq.
- b. Attendance at school shall not resume until a written report has been submitted to the Principal from the physician who

examined the student, certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.

- c. The student shall be interviewed by the school substance abuse counselor, SAC or other appropriately trained staff member, for the purpose of determining the extent of the student's involvement with alcohol or other drugs and possible need for treatment. In order to make this determination, the school substance abuse counselor or staff member may conduct a reasonable investigation that may include interviews with the student's teachers and parents. The school substance abuse counselor or other staff member may also consult experts in the field of alcohol or other drug abuse as may be necessary and appropriate. If it is determined that the student's involvement with and use of these substances represents a danger to the pupil's health and well-being, the school substance abuse counselor or other staff member shall refer the student to an appropriate treatment program that has been approved by the Commissioner of Education.
- d. If a pupil is identified as having an alcohol or other drug abuse problem, and there is reason to believe that his or her education appears to be affected by the alcohol or other drug use, a screening by the Child Study Team will be conducted.
- e. The school may require additional evaluation for determining the extent of the student's alcohol or other drug use and its effect on his or her school performance. The Camden County Division of Alcohol and Substances Abuse's Early Intervention Program, hereinafter referred to as the Early Intervention Program, shall be used for this evaluation at no cost to the parent. Should the parent(s)/guardian(s) elect to choose another program, it will be at their expense and must be approved by the school substance awareness counselor, SAC and the Principal. Should the school make the referral to the Early Intervention Program, the following conditions will apply:
 - (1) The student and parent(s)/guardian(s) must schedule an initial interview with the Early Intervention Program or alternate approved program before the student may return to school. Confirmation of the interview is one of the conditions for returning to school.
 - (2) If confirmation is not received, the student shall be placed on Homebound Instruction until confirmation is received. If the student or parent(s)/guardian(s) continue to refuse to participate, the student shall remain on Homebound Instruction. Failure to keep the appointment for such an interview may result in the student being placed on Homebound Instruction.
 - (3) The recommendation of the Early Intervention Program shall determine what, if any, counseling, treatment, or intervention is necessary.

If the Early Intervention Program is recommended, the student and parent(s)/guardian(s) shall agree to attend. Verification shall be made to the school substance abuse counselor and SAC on a regular basis to insure the sessions are being attended. If the Early Intervention Program is not being maintained, the student shall be placed on Homebound Instruction.

- (4) If the Early Intervention Program recommendation(s) includes treatment beyond the Early Intervention Program's capability, parent(s)/guardian(s) shall comply with the recommended treatment and take immediate action to arrange for this treatment. Until this is done, the student shall be placed on Homebound Instruction or in another educational setting depending on the treatment recommended.
- (5) While a student is receiving medical or therapeutic care for diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum, and related services will be provided.
- (6) Pupils who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services from guidance, school substance abuse counselor, and SAC.
- (7) In addition, if such diagnosis is positive, the student will be externally suspended from school and may not return to school until the following conditions have been met:
 - (a) Completion of external suspension
 - (b) Conference with Superintendent, Principal, Substance Awareness Counselor, parent(s)/guardian(s)
 - (c) Follow recommendation(s) of the Early Intervention Program
 - (d) Agree to abide by school rules and regulations.
 - (8) In appropriate cases, the Superintendent may recommend expulsion and refer the matter to the Board of Education for a hearing.

In instances involving anabolic steroids, the following reporting, notification, and examination procedures shall apply:

- (1) Whenever any teaching staff members, school nurse or other educational personnel of any public school shall have reason to
 - a. believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or school doctor, as the case may be, or to a substance awareness coordinator, and to the Principal, or in his absence, to his designee.
- (2) The Principal or his designee shall immediately notify the parent or guardian and the Superintendent of Schools and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the school doctor. The pupil shall be examined as soon as possible for diagnosing whether or not the pupil has been using anabolic steroids.

- (3) A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the Superintendent of Schools or administrative principal.
- (4) If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by the school substance abuse counselor or SAC or appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff members may conduct a reasonable investigation that may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
- (5) If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or the other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

Penalties for Involvement with Drugs, Alcohol, Anabolic Steroids, or Tobacco

Whenever any student shall be found to be in possession of alcohol or other drugs or shall be found to be involved in the sale or distribution of same in school, on school grounds, or during school sponsored activities, such student shall be reported immediately to the Principal, or designee, and all evidence of such possession, sale, or distribution shall be given to the Principal or designee at that time. The Principal or designee shall immediately notify the parent(s)/guardian(s) of the student and appropriate law enforcement authorities. Any suspicious substances confiscated from said student shall be immediately turned over to the appropriate law enforcement authorities for analysis.

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

- a. Use, provision, possession, or being under the influence of alcohol; 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.
First Offense - 3 days out-of-school suspension. Ineligibility to participate in extracurricular or co-curricular activities for 90 days. Parents notified. Medical evaluation and report returned to the Principal is required within 24 hours. Referral to substance abuse counselor. Early Intervention Program and to the police.
 After a period of 30 days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal/Assistant Principal, school nurse, substance abuse coordinator, and substance abuse counselor shall review the student's request. The Principal will chair the committee.
 Mitigating 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.
Second Offense - 5 days out-of-school suspension. 180 days of ineligibility. Parents notified. Referral to Substance Abuse counselor and to the police.
Third Offense - 10 days external suspension, one-year in-eligibility. 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 analogue while on school property or a school bus, or within 1,000 feet of school property or a school bus, may 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.

- c. **Possession of drug paraphernalia not containing any controlled dangerous substance.**
First Offense - 5 days out-of-school suspension. Parents notified.
Second Offense - Long-term suspension. 90 days ineligibility. Parents notified.
- d. **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.**
First Offense - 10 days out-of-school suspension. 90 days ineligibility. Parents notified. Medical evaluation and doctor's note required to re-enter school. Referral to substance abuse counselor. Police referral for appropriate legal action. After a period of 30 days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal/Assistant Principal, school nurse, substance abuse coordinator, and substance abuse counselor shall review the student's request. The Principal will chair the committee. Mitigating factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.
Second Offense - In addition to the above, long-term suspension/expulsion hearing before the Board. Ineligibility for 180 days.
- e. **Distributing, transferring, selling controlled dangerous substance, or possession of controlled dangerous substance with intent to distribute, transfer or sell, or proof of intent to distribute, transfer or sell.**

- First Offense** - 10 days out-of-school suspension. Parents notified. Minimum of 90 days ineligibility. Long-term suspension/ expulsion hearing before the Board. Referral to police for appropriate legal action. 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.
- f. **Use, Provision, or Possession of Anabolic Steroids**
Students shall not use, deliver, or have in their possession anabolic steroids while in school, on school property or while attending a school activity.
- First Offense** - 3 days out-of-school suspension. A medical evaluation must be conducted and a report submitted to the Principal. Ineligibility to participate in extracurricular or CO-curricular activities for 90 days. Parents notified. Referral to substance abuse counselor and to the police. After a period of 30 days, a student may apply for the rein- statement of eligibility. A committee composed of the Principal/Assistant Principal, athletic director, school nurse; substance abuse counselor shall review the student's request. Mitigating factors such as the student's commitment to counseling and/or rehabilitation and a willingness to perform community or school service will be considered.
- Second Offense** - 5 days out-of-school suspension. Two-season ineligibility. Parents notified. Referral to substance abuse counselor and to the police.
- Third Offense** - 10 days out-of-school suspension. One-year ineligibility. Parents notified. Mandatory counseling and referral to the police.
- (1) 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.
- First Offense** - 10 days out-of-school suspension. Parents notified. Minimum 90 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 Assistant 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.
- g. **Possession or Use of Tobacco in Any Form or Amount**
First Offense - 1 day in-school suspension, possible attendance at program to stop smoking, ineligible for the remainder of the marking period or for a period of time determined by the Principal. Students who enter a program can apply for reinstatement of eligibility upon successful completion.
Second Offense - 3 days in-school suspension; ineligible for 2 marking periods.
Third Offense - 5 days out-of-school suspension; ineligible for the remainder of the school year.

As per NJS 26:3D-20, students who are found smoking in school will have a complaint filed against them with local health authorities, and the student will be subject to a fine of \$100.

Currently, the district has a contracted agreement with The Access Center of Kennedy Memorial Hospital to conduct evaluative services on any student suspected to be under the influence. The Access Center's address is: 2201 Chapel Avenue, Cherry Hill, NJ 08002. The Center's telephone number is: 856-488-6789. The entrance to the Access Center is located in the back of the hospital. Parking is available by the entrance.

HEALTH SERVICES

A certified school nurse is available to provide necessary health services to all students.

HEALTH SCREENING

The certified school nurse will do health screenings throughout the school year. These screenings may include blood pressure, height, weight, vision, hearing, and scoliosis check. If you would like your child to be exempt from any of these screenings, please send a letter stating your preference to the school nurse at the beginning of the school year. Parents/guardians will be notified by mail of any suspected problem indicated by a change from what is currently noted on your child's health profile.

7TH GRADE PHYSICALS

All 7th grade students are required to have a complete physical examination by a health care provider. A thorough physical incorporates a review and examination of all body systems and that report becomes part of the child's permanent school record. When having a physical conducted by your family physician the official Haddonfield Physical Exam form, which can be obtained from our web site or at the school office, must be used. Please be sure that the form is properly signed and dated.

SPORTS PHYSICALS

One physical per year is required to participate in all Middle School Interscholastic Sports. New Jersey statute requires that a health care provider perform this examination. If you do not have a health care provider, please contact Mrs. Michele Barranger, School Nurse, at extension

228. Mrs. Michele Barranger will give you the phone number of the school doctor to make an appointment. Sports forms are located online on the HMS homepage under SPORTS (in red area). Click on "Important Athletic Trainer News: Sports Forms for Fall Sports." Parents must register their children for sports, online.

IMMUNIZATIONS

State law requires that "no principal or other person in charge of a school shall knowingly admit or retain any pupil who has not submitted acceptable evidence of immunization." Our certified school nurse routinely contacts parents of students requiring immunizations.

The New Jersey Department of Health and Senior Services has recently revised Chapter 14 which establishes immunization requirements for pupils in schools. **As of September 1, 2008**, the following immunizations **are required** for students born on or after January 1, 1997 who are entering 6th grade:

1. Tdap immunizations (Tetanus, diphtheria, acellular pertussis)
 - a) Beginning September 1, 2008 every child born on or after January 1, 1997 and entering or attending Grade Six must have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday.
 - b) Children entering or attending Grade Six on or after September 1, 2008 who received a Td booster less than 5 years prior to entry or attendance shall not be required to receive a Tdap until 5 years have elapsed from the last DTP/DTaP or Td dose.
 - c) Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country after September 1, 2008 must have received one dose of Tdap, provided at least 5 years have elapsed from the last documented Td dose.
2. Meningococcal vaccine
 - a) Every child born on or after January 1, 1997 and entering or attending Grade Six on or after September 1, 2008 must have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.
 - b) Every child born on or after January 1, 1997 and transferring into a New Jersey school from another state or country on or after September 1, 2008 must have received one dose of a meningococcal-containing vaccine.

MEDICATION

The Haddonfield Board of Education has established policies and procedures regarding the administration of medication during the school day. Medication includes all over-the-counter medication – including cough drops – and medication prescribed by a physician for a particular child. It is emphasized that dispensing medication in the school setting should be discouraged, as it is not normally a function of education. However, it is recognized that children with chronic illnesses, disabilities, and special needs may require medication during the school day, and it is important to meet these needs in the highest professional manner.

In these instances, it is required that a physician's order and a written parental consent accompany all medication both prescription and non-prescription (over-the-counter).

- All medication must be in its original container.
- Please request your pharmacist to place prescription medication in two (2) containers; one for the school nurse and the other for home use.
- The medication form can be printed out from the Middle School website or obtained from the school office. It is suggested that you take this form with you when you take your child to the doctor.

MEDICATION ON FIELD TRIPS

The following applies when any child requires medication during a field trip:

1. The child's parent may attend the field trip to dispense the medication.

2. Efforts will be made to employ a substitute nurse to attend the field trip to dispense medication, as needed. In the event a substitute cannot be secured, we encourage the parent to accompany the child to dispense the medication.

EXCEPTIONS

No child may carry and/or self-medicate unless the medication is an inhaler for asthma or an Epipen. That child must have certification by a doctor that he/she has a life-threatening problem. The self-medication dispensing form must be completed and a separate dose of medication must be kept in the school nurse's office. Students who are found to be in possession of over-the-counter or prescription medication in school may be subject to disciplinary action.

EXTRACURRICULAR CLUBS, SPORTS, AND 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. A description of each club can be found in the Middle School Clubs, Sports, and Activities Handbook, located on the HMS homepage.

Students are encouraged to attend the first meeting of a club to decide whether they wish to participate. Announcements as to when the activity meets will be made in school. Please keep in mind that meeting days may change.

ACTIVITY FEE

The yearly activity fee of \$75, payable to HMS Activities, must be paid before a student may participate in a club, sport, or activity.

For two or more students in the Middle School, the yearly activity fee is \$125. Note: The activity fee does not apply to Band, Jazz Band, Orchestra, Choir, Advanced Art, or Advanced Tech. Failure to pay the fee will result in a fine in Genesis.

ELIGIBILITY FOR EXTRACURRICULAR OFFERINGS AND SPORTS PERMISSION/MEDICAL/PHYSICAL FORMS

To become and remain eligible for participation in extracurricular activities, students must be medically cleared by our Nurse, must have paid their Activity Fee, be in good academic standing, and demonstrate responsible school behavior and attendance habits.

A student who has an average less than 77 in any class or a report card grade below a 77 may be placed on probationary status.

STUDENT COUNCIL

The Middle School Student Council is an elected group of student officers and homeroom representatives, who sponsor worthwhile projects, contribute to the positive climate of the school, demonstrate good character traits, and personify HMS spirit. Student Council applications are due in the last week of September. Student Council representatives meet before school, on specified Tuesday mornings, at 7:15 a.m., starting in October.

To be eligible to run for Student Council Officer in the spring of the school year, students must be eligible for promotion to 8th grade; have attended at least 5 Student Council meetings; and adhere to all campaign guidelines and deadlines. Those interested in running are encouraged to speak with the Student Council advisors during the fall or winter of the school year.

ATHLETICS

All information and registration for HMS Athletics is accessible via: <http://haddonfieldathletics.org/>

Within 60 days of the first practice for each sport in which a student wishes to participate, the student must return a completed permission form (white) and a completed medical questionnaire (blue) to the school nurse's office before they can be cleared to participate. Medical forms are available online by accessing our homepage and clicking on sports.

All students who wish to participate in sports must receive a physical once a year and submit a completed physical form (yellow). The physical form must be dated within 365 days of the first official day of practice for each season specific to each sport.

HADDONFIELD MIDDLE SCHOOL PEER LEADERSHIP PROGRAMS

GOAL: To train a group of students who will be better prepared to assume a leadership role in:

- (a) handling the pressure they experience from their peers,
- (b) developing a more positive school atmosphere; and,

- (c) organizing service programs both within the school and in their community of Haddonfield.

Additionally, students who actively and fully participate in this program will learn to organize activities, be effective communicators and motivators, lead group processes and consensus building, plan proactively, appreciate diversity, and help and support students in need.

METHODS

Training begins the first week of school and continues throughout the school year during weekly meetings. Initially, the emphasis is on understanding the nature of leadership, and bringing the students closer together as a team. Later, emphasis is placed on communication skills, facilitation skills, and training for specific events and programs.

Sixth grade students are invited to apply to be accepted into our New Jersey Peer-to-Peer Program. From a formal application and interview process, candidates are selected in May of their 6th grade year to serve as Peer Leaders during their 7th grade year. Students learn how to cope with peer pressure in a positive manner. They learn how to model appropriate behavior and learn programs to share with younger students.

Eighth grade students transition into our FutureAct Peer Leaders Program. Peer Leaders learn how to create positive peer pressure in the Middle School regarding academics, sports, clubs, activities, and social life.

A student who is not selected in 6th grade who still wishes to be a peer leader in 8th grade must join Leadership Club in 7th grade and complete the program. Upon successful completion of the Leadership Club program in 7th grade, a student will become a FutureAct Peer Leader in 8th grade.

Together, Peer Leaders learn how to lead their peers in serving their community. Service projects may include:

- Collecting shoeboxes filled with gifts for the migrant children of South Jersey
- Collecting materials for the Animal Welfare Association
- Tutoring at-risk students from neighboring districts
- Providing entertainment and companionship to senior citizens of The Haddonfield Home
- Collecting books for a school that does not have a library
- Fund Raising for the Deborah Hospital's Children's program
- Clothing drives
- Helping to provide baskets on Mother's Day for women in Camden.
- Providing school supplies for needy students.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Student attendance on field trips is a privilege. Students may be excluded from a field trip due to poor school attendance, low grades, inappropriate behavior in school, at school-sponsored functions, or for other reasons deemed appropriate by the principal.

While on a field trip, students are representatives of the Middle School. By deciding to attend a school-sponsored field trip, the student accepts full responsibility for their actions while on the trip. They also agree that they will be held to the same behavioral and academic guidelines on a field trip as they are held to in school.

REC HALL

REC Hall is open only to Haddonfield Middle School students. As a school sponsored activity, REC Hall comes under the jurisdiction of the school. Each student will be expected to earn the privilege to attend REC Hall by obeying both school rules and REC Hall rules. Students who do not cooperate with school and/or REC Hall rules will lose the privilege to attend REC Hall either temporarily, or for the entire year, depending on the seriousness of their misbehavior.

REC Hall rules:

1. Before any student can attend REC Hall, parents/guardians must give written permission by completing the REC Hall Rules Agreement and Permission form online. No student will be admitted to REC Hall until this requirement is met. FOR ALL FORMS AND INFORMATION, PLEASE VISIT OUR REC HALL WEB SITE: <http://www.haddonfield.k12.nj.us/middleschool/rechal.htm> The link is located under REC HALL FORMS/IMFORMATION in the red area of the Middle School homepage.
2. REC Hall begins at 7:30 PM and ends at 9:30 PM. Students should not arrive before 7:20 PM. Any student who arrives after 7:45

PM must be accompanied by a parent/guardian unless prior arrangements were made with a school administrator. Once a student arrives, he or she must remain at Rec Hall unless picked up early by a parent.

3. Students enter/exit and sign in through the Chestnut Street entrance.
5. Students attending REC Hall will be subject to the rules and procedures detailed in the Haddonfield Middle School Student Code of Conduct. Violations of the Code of Conduct will result in school disciplinary action.
6. Students are expected to treat each other and all adult chaperones with respect and to care for school property. Insubordination, fighting, vulgar or abusive language, or vandalism will result in their removal from REC Hall and appropriate disciplinary action. Law enforcement authorities may be contacted.
7. No hairspray, breath sprays, or aerosols of any kind are permitted.
8. Food and beverages are not allowed outside the cafeteria.
9. No cameras or camera phones are to be used during Rec Hall unless permission is given by a chaperone.
10. During REC Hall, the MS school dress code is in effect. Students are expected to read the dress code and dress accordingly. If a student arrives to Rec Hall dressed inappropriately, the student will be removed from participation and a parent will be called to bring appropriate garments or footwear to school. In the event that suitable attire cannot be acquired, the student will remain with the front door chaperones until dismissal at 9:30 p.m.

SKATEBOARDS AND BICYCLES

- Students may not ride skateboards on or around school property at any time.
- Students may ride bicycles to school and secure them in the racks provided. **Bicycles must be locked to the rack with a good lock.** Parents and students are fully responsible. Vandalism to bicycles or stolen bicycles should be reported to the principal or assistant principal and to the Haddonfield police department.
- New Jersey's mandatory Bicycle Helmet Law requires all children under the age of 18 years to wear a properly fitted and fastened bicycle helmet whenever they operate or ride a bicycle on open public property or areas used by the public for pedestrian or vehicular purposes. Students must wear their helmets securely fastened when riding to and from school and while riding on school property. The helmet must meet the standards of either the American National Standards Institute (ANSI Z90.4 bicycle helmet standard) or the Snell Memorial Foundation's 1984 Standard for Protective Headgear for Use in Bicycling. Look for these stickers when purchasing a helmet.
- Students who violate the helmet law shall receive a warning from the police, and the parents or legal guardian may be fined up to \$25.00 for a first offense, and up to \$100.00 for repeat offenses.
- The school principal has been authorized and may take temporary possession of the bicycle of a student who does not comply with the Helmet Law. Parents will be required to pick up the bicycle.

TELEPHONE USE

OFFICE PHONES ARE NOT AVAILABLE FOR STUDENT USE EXCEPT IN CASES OF EMERGENCY. Phone use is not permitted during school hours without permission of a teacher. Parents are asked to refrain from requesting that phone messages be delivered to students except in cases of serious emergency. Students are not permitted to use classroom phones or phones in the Faculty Room unless permission is granted and an adult is present.

PERSONAL ELECTRONIC DEVICES

Students are permitted to bring personal electronic devices, smartphones, or cellular phones to school on the premise that parents need to reach their children after school. Students should leave their devices in their lockers all day unless using the device as an instructional tool in class – with teacher permission. Cell phones are not permitted in class unless authorized by a teacher for academic purposes. Pictures may not be taken in school unless authorized by a teacher or administrator. School staff may confiscate a personal electronic device if brought into class or seen or heard outside of a locker. The parameters set forth within the Haddonfield AUP apply. If a device or phone is confiscated, disciplinary consequences may be imposed. Also, a parent may be required to come to school to get the phone.

HALL PASSES AND TRAFFIC

Students should have a hall pass whenever they are in the hallways, except during class change times. Students should pass through the halls quietly and be considerate of others in the halls. Students should use the hallways or stairwells that create the shortest routes when passing from one location to another.

PERSONAL PROPERTY

- Students should not bring large sums of money or items of value to school. The school cannot assume responsibility for the loss or theft of personal property.
- Personal electronic devices are not permitted in school. These items will be confiscated by teachers and placed in the main office. If used in a classroom setting without permission. After parents have been notified, the item/s may be returned and taken home. .

- Any student apprehended with firecrackers, smoke/stink bombs, lighters, matches, toy or water guns, or other kinds of contraband will be subject to disciplinary action and possible prosecution. Hairspray is not permitted at school. If confiscated, parents will be notified and the items will not be returned.
- In general, students should bring only schoolbooks and supplies needed for participation in classes - no other personal belongings.

GUM CHEWING

For safety and sanitary reasons, gum chewing is not allowed at any time during school hours. If a student brings gum to school for after school enjoyment, the gum should remain in the student's locker during the school day. Disciplinary action may be taken.

LOCKERS AND BOOK BAGS

Students may carry their books to school in a book bag, but should not use their book bag during the school day. Students are permitted to go to their locker in between classes to obtain the materials they need for each class. Faculty will post a list of the materials needed for the day.

Lockers must be kept neat and locked at all times. Inappropriate pictures and messages may not be displayed on the inside or outside of any locker. Every student is responsible for the proper condition of his or her locker. If a student finds that someone has marked or damaged his or her locker, the student must report the damage immediately to a teacher or administrator. Final report cards may be blocked until the locker is completely clean of all markings, graffiti, or decals. Only school books, supplies, and outerwear worn to school that day may be kept in the locker. No other personal items or valuables are permitted. Students may not share lockers and should not give out locker combinations to other students. The school is not responsible for the loss of any item from your locker. In sixth grade, students will be given a padlock to use on their assigned locker for their three years at the Middle School. The lock is to be returned to the school when the student leaves the Middle School. If a lock is lost or thought to be stolen, a student is required to purchase a new school lock for \$5.00 from Mrs. Horwitz. If a lost lock is found after purchasing a new lock, the student should bring the extra lock to Mrs. Horwitz for a refund. Only school issued locks are permitted on school lockers (with the exception of gym lockers). All other locks will be removed and discarded and the student will be required to purchase a school lock. If a student suspects that someone knows his/her lock combination, he/she should bring the lock to Mrs. Horwitz. She will exchange the lock with a new one. If a lock breaks, do not throw it out! A broken lock must be turned in for a new one. Otherwise, a new one must be purchased.

Lockers are school property and are on loan to the students. When there are reasonable grounds to suspect that any student may have possession of any item that is illegal or not allowed in school, his/her book bag and/or locker may be searched. Every student is accountable for the contents of his/her book bag and assigned locker. Every student must be careful to lock his or her locker after every use.

School Lockers

Lockers are to be kept clean and free of any postings or writings. Locker decorating is not an expectation. However, the following rules apply for locker decoration. The Principal Advisory Committee has recently developed guidelines for the practice of decorating lockers in recognition of a birthday. They are as follows:

- No decorations spreading onto other lockers
- Students must bring all supplies from home
- Students should do as much preparation as possible in advance
- No more than 5 students should be designated to decorate 1 locker.
- All decorating must be done between 7:30 AM to 7:50 AM or 2:50 PM to 3:15 PM

*Recognizing that many students have summer birthdays or birthdays that occur as soon as school starts, this practice will be reviewed to ensure fairness and equity

SIGNS AND POSTERS

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

LUNCH PROGRAM AND GUIDELINES FOR BEHAVIOR

The school cafeteria provides hot lunches for all students every day. Students may purchase a complete lunch and/or purchase a la carte items such as salad, snacks, and drinks. If a special salad is desired for lunch, students must place an order in the cafeteria between 7:50 and 8:00 AM. Standing orders for special salads may be arranged.

Free or reduced price lunches are available to students who qualify based on family income. Please call Mrs. Phyllis Eves at 856-429-7510 ext. 215 for an application.

Students may also bring in their own bagged lunch and snacks. Students may not order pizza or other food for delivery. Likewise, food may not be ordered and delivered by parents. All eating and drinking is restricted to the cafeteria unless permission is given to permit food elsewhere.

Note: We have a computerized “debit” cash register system that allows parents to pre-pay for lunches and snacks. This system helps to keep the lunch line moving and affords students more time to eat and socialize. We encourage all parents to take advantage of this service and manage their student’s account. Create and manage your child’s lunch account through the “LunchTime Payment Portal.” The link to the Portal is located in the middle of the district webpage:
<https://www.lunchtimeaccount.com/lunchtime/LoginPage.aspx?DistID=61>

General Rules for the Cafeteria:

1. Walk (not run) to the cafeteria, be seated, and wait to be called to the lunch lines.
2. Observe good manners while eating by talking in a normal voice without shouting.
3. Clean off the table thoroughly and discard all trash in the containers provided.
4. Remain seated in the cafeteria until dismissed by the adults in charge.
5. Display good manners and courtesy towards others in the cafeteria.
6. Students are permitted to charge the cost of one lunch in the event they forget their lunch money for the day. Students are expected to pay back the charge on the following school day and will not be permitted to buy snacks or a la carte items until the charge is paid. If a student fails to pay back the first charge, and needs to charge again, the student will receive a basic cold lunch. The charge for the basic cold lunch will be the same as a full hot lunch. FOR YOUR PARENTS!

LOST AND FOUND

The Central/Middle School Lost and Found is located in the middle of the stairwell directly outside of the main office. Lost items are first placed on open shelves in the stairwell for 3-4 weeks in hopes they are claimed by the owners. This is the first location students should check. If, after a period of time, items remain unclaimed, or the shelves become full, we move the items to the red container located there. Unclaimed items are donated every 6-8 weeks to a local charity. If you work with a charity in need, please contact ad administrators to make arrangements to receive a clothing donation. Lost books should be reported immediately to the classroom teacher. The school cannot be responsible for lost items. Please label all personal belongings with your name.

LAVATORIES

Bathroom facilities are available on each floor adjacent to classrooms and in the locker areas of the gym. Students may use the lavatories during school hours between classes. Students are given a reasonable amount of time to use the lavatories. If a student feels that extra time is needed, the student should report to class first to inform the teacher of that possibility to alleviate the teacher’s concern during the student’s absence from class. Students may not congregate or loiter in the lavatories.

FIRE DRILLS, ALARMS AND DEVICES, AND EMERGENCY EVACUATION PROCEDURES

To assure a quick and safe response to emergency situations, practice drills are conducted throughout the school year. We will conduct one fire drill and one safety drill each month.

During Fire Drills, students and staff are to follow the Exit Directions that are posted in all rooms. Special attention must be given to the teacher(s) in charge during fire drills. At the sound of the alarm:

1. Walk silently and quickly in an orderly fashion.
2. Once outside, remain with your class and teacher; attendance will be taken.
3. If a fire alarm sounds during dismissal or other non-classroom times, exit at the closest door and report to the nearest adult staff member.

FIRE ALARM DEVICES AND EXTINGUISHERS

Fire alarm devices and extinguishers are for emergency only. Tampering with them is a violation of the Fire Code and will be reported to the Fire Chief and the Police. Charges may be filed. In addition, disciplinary action will result.

8TH GRADE STUDENT AWARDS

The 8th Grade Awards Assembly recognizes those students who have excelled in one or more of a variety of areas during his/her time at HMS. Students are recognized for excellence in one or more of the following areas: academic achievement, dedication, service, character, leadership, athletics, and the arts.

Parents of students who will receive an award are notified by U.S. Mail approximately one month prior to the Awards Assembly. The following is a list of the awards that are customarily distributed during the last day of school:

Academic Achievement

Principal's List Achievement Award: The Principal's List Achievement Award is awarded to students who have achieved all A's in every subject during their 8th grade year, excluding the 4th marking period of the 8th grade year.

Principal's List Scholar Award: The Principal's List Scholar Award is awarded to students who have achieved all A's in every subject consistently over their three years at HMS, excluding the 4th marking period of the 8th grade year.

Advanced Language Arts/Reading: Sponsored by the Y's Men, this award is given to the student from each team who demonstrates outstanding achievement, ability, and effort in Advanced Language Arts – a course which provides students with an especially rigorous and challenging curriculum in reading and writing.

Language Arts: This award is given to the student on each team who demonstrates outstanding achievement, ability, and effort in Language Arts.

Mathematics: This award is given to a student who shows growth, diligence, enthusiasm, and a strong commitment to excel in the area of Mathematics.

Reading: This award is given to a student who shows growth, diligence, enthusiasm, and a strong commitment to excel in the area of Reading.

Social Studies: The Social Studies award is given to the students who have not only excelled academically, but brought curiosity, discussion, and passion to the classroom. These qualities are invaluable to the process of understanding history and its place in our society. For this, their teachers thank them and honor them with this award.

Science: "The Anthony Favatella Memorial Award for Excellence in Science" is a special award given in recognition of Mr. Anthony Favatella, a highly loved and respected science teacher at HMS. This award is given to the student who has shown a keen interest in science during all his/her years at HMS. All science teachers at HMS participate in the selection process. In addition to the recognition plaque the student receives, the student is asked to work with Mrs. Miller in the library to select science books to be placed in his/her name in the HMS library.

Science: Given to a high achieving student from each team who exhibits a passion for Science and a thirst to want to know, "Why."

Intro to Algebra: This award is given to a student from each team who excelled all year in Introduction to Algebra. Along with top grades, these students have displayed excellence in attitude and passion in Mathematics.

Algebra 1: This award is given to a student from each team who excelled all year in Algebra 1. Along with top grades, these students have displayed excellence in attitude and passion in Mathematics.

Advanced Grade Math: This award is given to a student who excelled all year in High School mathematics. Along with top grades, the student displayed excellence in attitude and passion in Mathematics.

German: This award is given to the student who demonstrates outstanding achievement, ability, and participation in their Language, and who demonstrates a genuine enthusiasm for the language and culture, along with a desire to continue gaining proficiency.

Spanish: This award is given to the student who demonstrates outstanding achievement, ability, and participation in their Language, and

who demonstrates a genuine enthusiasm for the language and culture, along with a desire to continue gaining proficiency.

French: This award is given to the student who demonstrates outstanding achievement, ability, and participation in their Language, and who demonstrates a genuine enthusiasm for the language and culture, along with a desire to continue gaining proficiency.

Achievement in Fine and Performing Arts

Art: This award is presented to a student who has shown outstanding achievement in the visual arts throughout their three years in the Middle School.

Drama: Sponsored by the Haddonfield Plays and Players Ferris & Pat King Excellence in Theatre Award, this award is presented to the student whose commitment, performance, and contributions to the school's drama productions have proven invaluable.

Band: This award is for musical excellence, dedication, and service to Band.

Jazz Band: This award is for musical excellence, dedication, and service to Jazz Band.

Orchestra: The orchestra award is presented to a single student who exemplifies outstanding leadership, dedication, and musical talent in the Middle School orchestra. Throughout their middle school years, this student has demonstrated a desire to improve their skills both individually and as a member in the orchestra ensemble.

Choir: The choir award is presented to a student who has shown dedication and contributions to the choir above and beyond normal expectations.

Overall Music: This award is for musical excellence, dedication, and service to the Music Programs.

Journalism: This award is given to the 8th grade student who demonstrates excellence in journalistic writing.

Audio-Visual Excellence and Service: This award is given to the 8th grade student who demonstrates excellence in Audio-Visual Technology and shares his or her expertise with students and staff.

Service and Leadership

Caring Award: This is awarded to a student who demonstrates kindness and compassion for others in their personality, interactions, and relationships with their peers.

Bulldog Award: Originally started as the Hurricane Award in 1989, this award is given to two 8th grade students whom the faculty believes best exemplifies the following traits: commitment to learning, cooperation with staff and peers, dedication to outstanding citizenship, persistent effort in meeting challenges with a positive attitude, and demonstrated courage in the attainment of personal goals.

Coach Keith Schwab Memorial Sportsmanship Award: This award is given each year to a student who has exhibited the wonderful character traits that Coach Keith Schwab exemplified throughout his life. This student has exemplified the ideals of sportsmanship, fairness, respect for one's opponent, and graciousness in winning or losing.

Alvin R. Schomer Human Relations Awards: This is awarded for public service, individual development, character, and participation in non-academic activities.

John Toto HMS Memorial Service Award: This award represents the service and dedication that Mr. John Toto demonstrated to the Haddonfield community. The student who receives this award has demonstrated outstanding service and dedication to HMS.

Student Council Officer Awards: This award is presented to the student council officers for their time, dedication, and service to Haddonfield Middle School.

Outstanding Student Awards (boy and girl): These awards are presented by the Lions Club of Haddonfield and are given to recognize students who have demonstrated significant interest and participation in school activities, leadership, respect for fellow students and all adults, willingness to help others, good attendance, and excellent decorum.

Athletics

Outstanding Interscholastic Athletic Awards: Awarded to the top athletes in Field Hockey, Boys Basketball, Girls Basketball, Wrestling, Girls Track and Field, Boys Track and Field, Boys Cross Country, and Girls Cross Country.

TIPS AND RESOURCES TO ASSIST WITH A SUCCESSFUL HMS EXPERIENCE

- Seek the advice and wisdom of your parents, guidance counselor, and teachers when establishing academic goals.
- Set reasonable academic goals. Write them down and review them periodically. Make adjustments when appropriate.
- Plan and develop an academic schedule that will challenge you without imposing unreasonable demands on your time, interests, and academic ability.
- Balance academic and extracurricular goals.
- Take readable notes. Review and correct them after class. Rewriting your notes reinforces what you learned from the lesson.
- Ask the teacher for clarification of expectations for all work, if you are unsure.
- When collaborative activities are permitted, work together to ensure that responsibilities are clearly and equitably distributed among all members of the group. Consult with the teacher early in the process if the group is experiencing difficulty in meeting the requirements of the assignment.
- Start long-term assignments ahead of time. Create a plan for what you expect to complete each day.
- If you know ahead of time that you will have difficulty meeting a deadline discuss the matter with your teacher well in advance of the deadline.
- Establish a consistent time and place to do your homework and studying.
- When possible, complete course requirements and prepare for class in a manner that works best for you.
- Take advantage of helpful opportunities available to you: extra help sessions with teachers, writing conferences with language arts teachers, instructional support program, etc.

MIDDLE SCHOOL PTA

The objectives of the Middle School Parent-Teacher Association include: to promote the welfare of our students in the home, school, and community. The PTA works closely with the school to provide quality education for students. The PTA is an important partner in the decision-making process of the school. The Middle School PTA meets 4 times throughout the school year. All Middle School parents are encouraged to support the PTA by joining, serving on committees, and attending the meetings. Meeting information is posted on the PTA eboard:

https://www2.eboard.com/eboard/servlet/BoardServlet?ACTION=BOARD_SHOW&SITE_NAME=haddonfield&BOARD_NAME=hmspta&SESSION_ID=0eoppj3hujh86x65527

BOARD OF EDUCATION MEETINGS

All parents are encouraged to attend Board of Education meetings. As of this printing, only the 2016 dates were set. These dates and the 2017-18 meeting dates are posted on the Haddonfield BOE homepage: <http://www.haddonfield.k12.nj.us/BOE/index.html>

IMPORTANT ACTIVITIES/DATES

Fall Sports – 9/5 – must submit medical forms by August 25

MS Peer Leader Induction Ceremony – September 19

Rec Hall – 9/22(Gr7/8); 10/20(Gr6); 11/17(Gr6/7/8); 12/15(Gr6/7/8); 1/19(Gr6/7/8); 2/23(Gr7/8); 3/23(Gr6/7/8); 4/27(Gr6/7/8); 5/19(Gr7/8); 6/2(Gr5/6)

Back to School Night – Wednesday, September 14

HMS Picture Day – September 26, 27

Wellness Day – October 6

Veterans' Day Celebrations – November 8

HMS Presentation, Dr. Mykee Fowlin - November 13

HMS Play - November 30 and December 1
Winter Sports - TBD
HMS Winter Concerts – December 5,12
Winter Spirit Week-Dec. 18 – 22
Geography Bee (7/8) – January 12
*8th Graders Only - HMHS Course Selection - January 18; HMHS Freshman Focus - May 21 at 7:00PM
HMS Scholastic Book Fair – March 19-23
Spring Sport - TBD
HMS Spring Musical –April 12, 13
Talent Show – May 11
HMS PARCC Testing - May 9, 10, 11, 14, 15, 16, 17
HMS Spring Concerts – May 8, 15
Spring Spirit Week – May 21 – 25
Volleyball Tournament – May 24
Student Council Elections – June 13
Awards Assembly (8) – June 14
Knowledge Bowl (7) – June 15
Promotion (8) – June 15

ACCEPTABLE USE OF TECHNOLOGY

ALL STUDENTS MUST ADHERE TO THE DISTRICT'S ACCEPTABLE USE POLICY

Each time a student logs onto the district server, he or she agrees to adhere to the policy.

TO VIEW THE SCHOOL DISTRICT'S ACCEPTABLE USE POLICY (#2361), GO 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)

or click the BOE link on the district homepage, click on "Policy and Bylaws," then click on "Program." Scroll down and click on #2360 and #2361.