



PROCEDURE

PUPILS

Haddonfield
Board of Education

5600 / Page 1 of 10
Pupil Discipline/Code of Conduct (M)

5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
 - d. Steal, damage, or deface the property of other pupils, staff members, or the district;



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 2 of 10
Pupil Discipline/Code of Conduct (M)

- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law; or
- z. Engage in any other activity expressly prohibited by a school staff member in



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 3 of 10
Pupil Discipline/Code of Conduct (M)

authority.

3. Pupils on a school bus must obey all school rules, and
 - a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and
 - k. Possess, use, or distribute no substance in violation of Policy No. 5530.

4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 4 of 10
Pupil Discipline/Code of Conduct (M)

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 5 of 10
Pupil Discipline/Code of Conduct (M)

6. In-school Suspension
 - a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
7. Suspension from School
 - a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
 - b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.
8. Expulsion
 - a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration
 - a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
 - b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
2. Counseling
 - a. The pupil may be required to consult with school guidance counselors to



PROCEDURE

PUPILS

Haddonfield
Board of Education

5600 / Page 6 of 10
Pupil Discipline/Code of Conduct (M)

determine the causes of his/her misconduct and to assess the need for a change in educational placement.

- b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
- c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or
 - (4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or building principal.

E. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Offensive Conduct

Insubordination
Disruption
Use of Force
Theft, Damage



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 7 of 10
Pupil Discipline/Code of Conduct (M)

Sexual Harassment
Code Violation
Weapon Possession
Language Misuse
Falsification
Recklessness
Extortion
Wrongful Entry
Vandalism
Fighting
Littering
Truancy
Cheating
Noncooperation
Gambling
Smoking
Cutting Detention
Forgery
Failure to Wear Seatbelt in School Bus
Arson
Exploding Devices
Falsifying Alarm
Substance Abuse
Secret Membership
Disobedience
Misuse of Computer Networks/Computers
Other

F. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 8 of 10
Pupil Discipline/Code of Conduct (M)

circumstances.

4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the building principal/or designee.
5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.
7. Violations of the rules regarding pupil conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the pupil is enrolled.
 - b. The parent(s) or legal guardian(s) will be notified of the pupil's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
 - d. When the misconduct is severe, the pupil may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

G. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

H. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 9 of 10
Pupil Discipline/Code of Conduct (M)

3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

I. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide



PROCEDURE

PUPILS

**Haddonfield
Board of Education**

5600 / Page 10 of 10
Pupil Discipline/Code of Conduct (M)

education for pupils placed by their parents and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

J. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
2. Associated school responses to the violations of the pupil behavioral expectations;
3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.
4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

DISCIPLINE CODE

PHILOSOPHY STATEMENT

Inherent in a democratic society is the recognition of the importance of the individual and the responsibility of preparing the individual for an effective role in his/her growth, management and preservation. The school is committed to the creation of an environment in which individual capacities can be guided and developed to their fullest, where individuals can be encouraged to find and understand their roles in society, and where the culture and values of society can be maintained and improved.

The Haddonfield Public School District recognizes that learning occurs through intellectual pursuits, social interaction and physical and aesthetic endeavors. Furthermore, it recognizes that each student has a desire to learn, comprehend the environment, and eventually, identify and assume a positive role in society. The administration, staff they strive to promote maximum learning, intellectual growth, and participation in the educational as well as the social processes is strongly encouraged, so that full potential may be achieved.

The school district not only provides the foundation of intellectual, social, physical, and aesthetic education, but also sets the standards of excellence to which each student should aspire. These expectations should encourage a desire for lifelong learning, personal growth, and the search for a meaningful life.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

- I. Students have the right to a safe, comfortable and pleasant school environment.

- II. Students have the right to receive a thorough and efficient education which prepares them to be productive members of our society.

- III. Students have the right to participate in all aspects of school regardless of race, color, national origin, sex or a handicapping condition.

- IV. Students have the right to freedom of expression.

- V. Students have the right to present information that has a bearing on disciplinary action.

RESPONSIBILITIES

Students have the following responsibilities in regard to their environment:

- ** to respect the rights and properties of others
- ** to respect and care for school property
- ** to adhere to all school safety and health regulations and procedures

Students have the following responsibilities in regard to their education:

- ** to attend school and all classes regularly and on time
- ** to adhere to all school rules and policies
- ** to respect the rights of others to reach their education goals
- ** to participate to the fullest in the educational process.

Students have the responsibility to demonstrate mutual respect and tolerance for personal differences.

Students have the responsibility to contribute cooperatively to the improvement of their school and to express themselves in a manner which does not disrupt the orderly operation of the school or interfere with the rights of others.

Students are accountable for their actions and must accept the consequences of same.

GUIDELINES ON SEXUAL HARASSMENT

The Haddonfield Memorial High School is committed to making sure that all students can learn in an environment that is free from all forms of sexual harassment. Sexual harassment is against the law; and has no place in our school. Therefore, **Haddonfield Memorial High School rules prohibit all forms of sexual harassment.**

The following Questions and Answers help explain the school's policy concerning harassment of students.

Q: What is Sexual Harassment?

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

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

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

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

Q: Are these rules just for students?

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

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

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

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

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

1. Tell your parents, who can work with you and school officials to stop the harassment.
2. Get outside assistance, such as an attorney or an advocate to complain to the Department of Education's Office for Civil Rights. You can do this at any time – while the school is investigating your complaint or instead of complaining to the school, for instance.

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

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

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

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

Q: What happens in the complaint process?

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

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

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

Q: How can I prevent sexual harassment?

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

STUDENT GRIEVANCE PROCEDURES

Board policy 5145.6 establishes grievance procedures for students. The primary purpose of these procedures is to clarify channels of communication available to students who have grievances about action, policies or procedures in the Haddonfield Memorial High School. The secondary purpose is to provide ways for students to present suggestions and to become involved in the decision-making process involving high school policy and procedure.

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

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

1. a. When a student is unable to resolve a grievance regarding **academic matters**, a conference should be scheduled through the guidance office with the faculty member, student and parent.
- b. If the decision is still unsatisfactory, then the parent and student may appeal within five days.
- c. If the principal's decision is still unsatisfactory to the parent, the parent and student may appeal step by step to the following:
 - Superintendent
 - Board of Education
 - Commissioner of Education
 - State Board of Education

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

2. a. When a student feels that **disciplinary action** has been applied unfairly, the student may file a written request with the principal for a review of the action.
- b. If such a decision by the principal is unsatisfactory then a parent conference may be arranged with the principal to resolve the matter.
- c. If the decision is still unsatisfactory to the parent then the parent should follow the process listed above (see 1.C.).
3. a. When a student wishes to see a **social, physical or operational** condition in the school modified, provided or removed, the student should contact the student council or advisory council.
- b. Suggestions or complaints must be in writing and the student may request or be requested to attend a student council meeting. The student council will take appropriate action including referral to the principal.

- c. If student council is dissatisfied with the principal's decision, they may refer the issue, in writing to the Superintendent. The Superintendent will reply in writing.
- d. If the council remains dissatisfied, a further appeal may be made within 5 school days, in writing to the Board of Education. The Board's decision will be final except in matters where state law permits appeal to a higher authority.
- e. If a student feels that the council has failed to take appropriate action he/she may appeal through step 1c.
- f. A time limit of 5 days is established for each step in the procedure with the exception of 3b which has a 10 day limit.

DISCIPLINARY PROCEDURES

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

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

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

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

In-School Suspension may be assigned as per the discipline code. During the period of suspension a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. Parents will be advised whenever in-school suspension has been imposed. All assignments, papers, classwork, 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 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.

DISCIPLINE CODE

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.

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.

A. Short-term Suspension – Ten Days or Less

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, you must take your student 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 5131.6. **In addition, Board Policy 5132(24-7) will be applied for all violations of the following substance abuse disciplinary procedure.**

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

- A. Use, provision, possession or under the influence of alcohol, pursuant to 18A: 40A-9 and 18A: 40A-12;** students shall not consume, deliver, or have in their possession alcoholic beverages while in school or on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol.

1ST OFFENSE – 5-day external suspension. Ineligibility to participate in extra-curricular or co-curricular activities for 30 school days. Parents notified. An immediate medical evaluation and report is required. Referral to substance abuse counselor, and Early Intervention Program. After a period of 15 school days, a student may apply for the reinstatement of eligibility. A committee composed of the Assistant Principal, School Nurse, and Substance Abuse Counselor shall review the student's request. The Principal will chair the committee.

At the Principal and/or designees discretion, factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service for at least 30 hours during the 30 day period will be considered.

2ND OFFENSE – 10-day external suspension, 45 school days of

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

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

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

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

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

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

Parents notified.

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

2. **Possession of any controlled dangerous substance,**

OR

Possession of drug paraphernalia containing trace elements of a controlled dangerous substance,

OR

Under the influence of a controlled dangerous substance.

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

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

After a period of 30 school days, a student may apply for the reinstatement of eligibility. A committee composed of the Assistant Principal, School Nurse, Substance Abuse Coordinator, and Substance Abuse Counselor shall review the student’s request. The Principal will chair the Committee. At the Principal and/or designees discretion factors such as the student’s commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.

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

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

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

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

C. Use, Provision or Possession of Anabolic Steroids.

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

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

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

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

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

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

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

The Principal or designee is required to report to law enforcement authorities all suspected or known cases of possession, and possession with intent to sell or distribute prescribed substances.

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

The Vice Principal is required to report immediately to the Principal all cases of use, possession, and possession with intent to sell or distribute.

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

D. Use of Tobacco in Any Form or Amount

1ST OFFENSE – 1-day in-school suspension; or attendance at a program to stop smoking. Ineligible to participate in extra-curricular activities for 30 days. Students who enter a program can apply for reinstatement of eligibility upon successful completion of a program to stop smoking. Students who choose attendance at a smoking cessation program can contact the school nurse to make the arrangements.

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

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

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

E. Staff and Other Adults

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

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

Any staff member or other adult found in violation of this policy shall be liable for disciplinary sanction by the Board of Education up through and including termination where appropriate. The Board also will refer for prosecution any employee or other adult found to be in violation of any drug statute.

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

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

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

F. Class Cutting –

- 1ST OFFENSE – Saturday detention
- 2ND OFFENSE – 2 Saturday detentions
- 3RD OFFENSE – 2 Saturday detentions plus community service

G. Truancy –

- 1ST OFFENSE – 2 Saturday detentions
- 2ND OFFENSE – 2 Saturday detentions plus community service
- 3RD OFFENSE – 3 Saturday detentions plus community service
- 4TH OFFENSE – Referral to the police and/or family court

H. Tardy to School –

- 1ST LATE (up to 10 minutes) – 1 detention
 - 2ND LATE (up to 10 minutes) – 2 detentions
 - 3RD LATE (up to 10 minutes) – 3 detentions
 - 4TH LATE (up to 10 minutes) – Saturday detention
- More than 10 minutes late is a cut – Saturday detention
Chronic tardies may lead to suspension and/or parent conference

I. Leaving School Grounds –

Students may NOT leave school grounds for any reason without a note or permission from the Principal or Assistant Principal.

- 1ST OFFENSE – 3 detentions; parent notification; loss of some privilege
- 2ND OFFENSE – 1 Saturday detention
- 3RD OFFENSE – 2 Saturday detentions

J. Vandalism/Damage to Property –

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.

K. Fighting –

- 1ST OFFENSE – possible 1 to 3 day suspension
- 2ND OFFENSE – 3 day external suspension
- 3rd OFFENSE – possible expulsion

L. Cutting P.M. Detention

1ST OFFENSE – If a student cuts P.M. detention they will receive a phone call reminding them that they must make-up the detention the next day, at A.M. detention. The student will be ineligible for participation in all extra and co-curricular activities if they fail to serve the A.M. detention the following day.

- 2ND OFFENSE – 1 Saturday detention
- 3RD OFFENSE – in-school suspension
- 4TH OFFENSE – external suspension

M. Cutting Teacher Detention –

- 1ST OFFENSE – 2 detentions
- 2ND OFFENSE – 1 Saturday detention
- 3RD OFFENSE – 2 Saturday detentions

- N. **Assault** –
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.
- O. **Inappropriate Behavior** –
Depending upon the severity of the infraction, the results may be: detention, ineligibility, in-school suspension or external suspension. Continuous infractions of the discipline code may lead to a loss of privileges. Privileges can include attendance at the dances, proms, field trips, senior class trip, any or all school functions and co-curricular and athletic activities.
- P. **Cutting Saturday Detention** –
1ST OFFENSE – 2 Saturday detentions
2ND OFFENSE – 1-day in school suspension
3RD OFFENSE – 1-day out of school suspension
- Q. **Harassment** –
Haddonfield Board of Education policy #2224 requires that an instructional and working environment free from harassment must be maintained at all times. Students must refrain from any harassment of a sexual, racial, religious, or ethnic nature. Disciplinary penalties will be applied based upon the severity of the incident. Students involved in harassment incidents will be brought before the district affirmative action officer and civil action may result from such incidents.
- R. **Searches** –
As per BOE policy #5145.12, 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 their possessions when there is reasonable suspicion that the pupil has violated or is violating the law or the rules of the school.
- S. **Gambling** –
Any form of gambling is strictly prohibited, this includes cards and dice.
- T. **Cafeteria Behavior** –
See letter “O”

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

Revised 5/14/92
Approved by BOE 5/14/92

HADDONFIELD SCHOOL DISTRICT
24/7 DRUG AND ALCOHOL POLICY GOVERNING
STUDENT CONDUCT AT NON-SCHOOL RELATED EVENTS
POLICY NO. 5132 – INTRODUCTION

It is the function of the Haddonfield School District to educate its students academically and in the process of making life choices, particularly in regard to facing the challenges of a modern society. Among those challenges are respecting and obeying the law and coping with the pressures of drug and alcohol in our society. Many students have indicated that they would prefer a more drug/alcohol free environment notwithstanding the accepted culture in which drugs and alcohol are widely available to and in use by your people below the legal age for permissible use. Our schools are part of a broader community which includes police, the Haddonfield Commissioners, the community members as a whole, and most importantly parents and students. The Board of Education believes that it plays its role in this broader community through the adoption of a comprehensive 24/7 Drug and Alcohol Policy that augments our existing In-School/School Activity Drug and Alcohol Policy 5131.6.

It is important to note that Board of Education Policy 5131.6 deals with drug and alcohol issues that develop on school district property and/or during school district events that occur off school property.

It is equally important to note that this Haddonfield Board of Education Policy 5132 (“24/7 Drug and Alcohol Policy Governing Student Conduct at Non-School Related Events”) pertains to any student involvement with drugs and/or alcohol that occurs off school property and not at any school sponsored event.

The Haddonfield School District provides an extensive array of extracurricular activities to its student body. These activities are an important component of a student’s education, growth and maturation and the District seeks to encourage participation to the fullest extent possible. As part of the learning experience, students must understand that participation in extracurricular activities is a privilege not a right, and that continued participation carries with it certain obligations. Extracurricular participants are expected to behave at both official school functions, at or beyond our community, and at private social functions with the same high standards we expect and in accordance with this Haddonfield School District 24/7 Drug and Alcohol Policy.

All student participants in all extracurricular activities are to be made aware of this policy and, as a condition of participation, each student in the Middle School and High School who participates in extracurricular activities and submits the necessary paperwork for participation in such activities in connection with the student activity fee or other requirement, shall be deemed to agree to conform to this policy. Similarly, the parent or guardian signature which accompanies the paperwork for participation in extracurricular activities will reflect the parent’s/guardian’s consent as well. This consent shall take effect at the beginning of each school year or at the beginning of the first extracurricular activity participation shall be modified to reflect this consent.

THE POLICY

The use of drugs and alcohol by underage students is both an illegal and an extremely dangerous behavior.

Participants in extracurricular activities are expected to not indulge in the consumption, possession, or distribution of alcohol or any illegal substance in any manner or in any form. They are further expected to not be in attendance at any gathering or activity in which it is reasonable to conclude from the circumstances that alcohol or any illegal substance is being used or even presented with possible intent of use. Excepted from this policy are all family events or religious events where students are under the supervision of their parents or other adults. However, the policy does apply to events such as high school graduation parties, pre-prom parties, post-prom parties or similar events where a large number of students are participating, even if these events are under the supervision of adults. These regulations apply to the illegal uses of any alcohol or drugs as proscribed by New Jersey law.

Thus, this new Policy (Policy 5132) is a 24 hours a day, 7 days a week, 365 days a year Policy that governs any underage drinking or drug use except for those specific events specified above.

DESIGNATED DRIVERS: Any students who are serving as “designated drivers” and not themselves using, transporting drugs or alcohol or under the influence of any illegal drugs or alcohol ARE NOT covered by this Policy while actually operating a motor vehicle. They are not exempt while in attendance at an event or location otherwise covered.

CONSEQUENCES

This Policy is cumulative with respect to attendance at Middle School or High School. Thus, for example, a student who violates the Policy in the 7th Grade and again in the 8th Grade will be treated as a second offense for the infraction in the 8th Grade. The same would hold true for a High School student who violates the Policy in the 10th Grade and again in the 11th Grade. However, a student will start High School with no previous violations.

OFFENSE AND CONSEQUENCES

1. First Offense

- Drug/alcohol counseling at Haddonfield School District made available by the District
- 10 hours school or community service performed – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Student remains in extracurricular and participates fully during this consequence
- Mandatory meeting with student, parents, Haddonfield High School Administrators, and coach or activity advisor (sponsor) to review next consequence level if a second offense occurs.

2. Second Offense

- Mandatory individual drug and alcohol counseling required, paid for by the student's family and arranged through a recognized provider of such services. Verification of attendance must be promptly provided.
- Written essay describing the incident and how the student could have avoided the incident with some better decision making.
- 20 hours community service – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Loss of the privilege to participate in extracurricular games or events for one minor extracurricular event.
- Student remains in extracurricular and participates fully in all sessions.

3. Third Offense

- Attendance at Professional Group Meetings dealing with alcohol and/or drug addiction. The fees involved must be paid by the family. Verification of this attendance must be provided to the school before reinstatement to activity.
- 30 hours of community service – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Loss of the privilege to participate in extracurricular activities for a period of one week (in season), or two major student events (out of season).
- Student remains in extracurricular and participates fully in all sessions.

4. Fourth Offense

- Continued (or resumed) attendance at Professional Group Meetings dealing with alcohol and/or drug addiction issues. Fees involved must be paid by the family. Verification must be provided to the school before re-instatement to activity.
- 30 hours of community service performed – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Loss of the privilege to participate in extracurricular activities for a period of two weeks (in season) or three major student events (out of season).
- Student remains in extracurricular and participates fully in all sessions.

5. Fifth Offense

- Continued (or resumed) attendance at Professional Group Meetings dealing with alcohol and/or drug addiction issues. The fees involved must be paid by the family. Verification must be provided to the school before re-instatement to activity.
- Mandatory individual Drug and Alcohol Counseling also required. This counseling must be paid for by the student's family.
- Loss of the privilege to participate in extracurricular activities for a period of one calendar month (in season) or eight extra events (out of season). This involves the loss of all extracurricular events during that time period.
- Student may remain in extracurricular and participate fully in all practice sessions, but only if treatment is ongoing.

6. Sixth Offense

- All subsequent offenses shall repeat the consequences detailed above for a Fifth Offense. **Any student failing to perform the prescribed community service will be banned from all extracurricular events until the community service work is performed.**

Before any consequence is imposed on a student with an IEP or 504 Plan, it will be discussed with the student's child study team or 504 Committee and be in accordance with the considerations applicable.

ACTIVITIES THAT WILL TRIGGER A VIOLATION

Haddonfield School District has a responsibility to ensure that action is taken only on reliable sources of information. The following information will trigger the consequences called for in these administrative regulations:

- A. An Official Police Report (from Haddonfield or any other police department) listing students involved in any illegal drug/alcohol related activities. When a police report is received, the consequence will be applied immediately without relation to the criminal or juvenile proceedings or its outcome. Consistent with law, the police report will be part of the student's official record. The offense under this policy and consequence will not be part of the student's official record. However, a supplementary school procedure shall be developed to keep track of student offenses for the purpose of deterring repetitive offense histories.
- B. A signed complaint from other than the police with photographic evidence shall be reviewed and

the complaint and photographs will be shared with the parents of the students involved for educational counseling only.
The incident will not become part of the student's record.

- C. No response will be made to any anonymous information, unless the health and safety of students or staff could be involved. (Bomb scare, weapons, potential suicide, etc.) Anonymous information will be shared with the student's parents or guardians, but will not become part of the student's record.

SCHOOL PROCEDURES

Whenever a report comes to the attention of any member of the Haddonfield School District, it shall be reported to the Athletic Director and/or Assistant Principal. Such reports will be timely reviewed by the Athletic Director and/or Assistant Principal in an effort to verify the truthfulness of each report. The sponsor (coach or advisor) of the activity or activities in which the student participates shall be informed. The student and parent shall be notified, the student shall have a chance to present any evidence on his/her behalf. The decision of the Principal will be the final determination of a violation. The Athletic Director and/or Assistant Principal shall notify the student, parent and the coach/sponsor of the action taken. The coach/sponsor of the activity will meet with the student involved. The appropriate consequence will be implemented immediately. All student athletes excluded from events are still required to remain on the team and to practice with the team during their exclusion from team events.

DEFINITIONS AND TERMS

Extracurricular Activities: Extracurricular participants include students involved in **all extra school activities** including, but not limited to: all interscholastic athletic teams; intramural athletics; band, chorus, orchestra, and other music groups; member of elected student offices (class officers, student council members, etc.); and any member of any team, club, activity, honor society, publication, or group sponsored by and/or associated with Haddonfield School District, Haddonfield Memorial High School, Haddonfield Middle School, and its individual elementary schools. These administrative regulations apply equally to **all extracurricular activities**.

Drugs and Alcohol: "Drugs" include all dangerous controlled substances set forth in *N.J.S.A. 24:21-1*, as amended, all chemicals that release toxic vapors set forth in *N.J.S.A. 2A:170-25.9, et. seq., as amended*, "Alcohol" refers to any commercially sold product usually provided through taverns, bars, nightclubs, casinos, and commercial liquor stores designed for alcoholic consumption that would be covered under the New Jersey state definition of alcoholic beverages.

In-Season: The "season" starts with the first day of practice or participation and ends with the last contest, meeting or practice, whichever is the later date. When a participant is suspended for the number of events indicated, the participant may not perform in the activity until the suspension is complete. The student must still report to practice, may dress and be in or around the bench area; may travel with the team; and may still participate in all ways other than to actually play or perform in the event/game.

Out-of-Season: "Out-of-season" encompasses the remainder of the year which is not "in-season".

Official Police Report: As provided in *N.J.S.A. 2A:4A-60*, law enforcement is permitted to inform a school principal of certain incidents involving a student. For purposes of this policy, the following will trigger a violation: (a) a juvenile charged by law enforcement with an offense covered by this Policy; (b) adjudication or disposition or a covered charge; (c) a student taken into custody for an offense covered by this Policy.

Classification of Extracurricular Events: A list of all extracurricular events shall be developed by the Haddonfield Middle School and Haddonfield Memorial High School administrative teams to be as inclusive as possible. These events will be classified as minor events or major events by the student councils of Haddonfield Middle School and Haddonfield Memorial High School. This list will be reviewed periodically by the administration and the students' leaders.

COMMUNICATION OF THE POLICY TO STUDENTS AND PARENTS

This Policy is to be clearly communicated to all students and parents in the Haddonfield School District through the following:

1. The Policy shall be posted on the Haddonfield School District Website.
2. The Policy will be published in the Haddonfield Memorial High School handbook in its entirety – with a summary statement included on the back cover of the handbook – each year.
3. The Policy will be published in the Haddonfield Middle School handbook each year.
4. The Haddonfield School District building administrative teams and/or guidance counselors shall review the Policy with all new students entering the Haddonfield School District at the Middle School and High School levels.
5. The Policy shall be mailed home to all Haddonfield School District students after adoption by the Board of Education and annually before the start of school each year.
6. The Policy will be distributed to all Haddonfield School District activity sponsors for inclusion in their respective handbooks and other printed materials. The Policy remains in place until changed, but is subject to periodic review by the Haddonfield School District board of Education Policy Committee which may seek and receive input from students, parents, administrators, and the broader community as it sees fit.

ADOPTED: November, 2006

HMS STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

PURPOSE

The Student Code of Conduct and Disciplinary Procedures have been established to promote a school environment that will support learning and secure the safety and welfare of all students. It makes clear student rights, responsibilities, and consequences for unacceptable behaviors.

This Code of Conduct embodies the school's commitment to a learning approach to student discipline. We endeavor to work with students in ways that will help them to take responsibility for their own behavior through the development of positive character traits as outlined in the Pillars of Good Character. These Pillars of Good Character are supported by our academic program and are designed to help students develop into productive citizens.

PILLARS OF GOOD CHARACTER

- **Trustworthiness:** To deserve the reliance of others on one's character, ability, strength, and truthfulness.
- **Truthfulness:** To be sincere in action, character, and words.
- **No put-downs:** To be respectful and supportive. Put downs are a way of saying, "I am better than you." They are usually a laugh at someone else's expense. Put downs can be words, tone of voice, gestures, or deeds.
- **Active Listening:** To listen with the *intention* of understanding what the speaker has to say. It requires one's undivided attention.
- **Personal Best:** To give your best effort and be responsible for your decisions and your behavior.
- **Integrity:** To be honest and sincere and of sound moral principle
- **Initiative:** To do something because it needs to be done
- **Flexibility:** To alter plans or ideas when necessary
- **Perseverance:** To continue in spite of difficulties
- **Organization:** To plan, arrange, and implement in an orderly way and readily usable way
- **Sense of Humor:** To laugh and be playful without hurting others
- **Effort:** To try your hardest
- **Common Sense:** To use good judgment
- **Problem Solving:** To seek solutions in difficult situations and everyday problems
- **Responsibility:** To be accountable for your actions
- **Patience:** To wait calmly for someone or something
- **Friendship:** To make and keep a friend through mutual trust and caring
- **Curiosity:** To desire to learn or know about one's world
- **Cooperation:** To work together toward a common goal or purpose
- **Caring:** To feel concern for others

YOUR OWN SOCIAL RESPONSIBILITIES – YOUR OWN PERSONAL PLEDGE!

I WILL NOT INTIMIDATE OR EMBARRASS OTHERS.

I WILL BE A FRIEND, IN TIME OF NEED, TO THOSE BEING HARASSED, TEASED, TAUNTED, OR EMBARRASSED.

I WILL INVITE STUDENTS WHO ARE LEFT OUT OF ACTIVITIES TO JOIN ME.

WHEN I SEE A STUDENT BEING HARASSED, TEASED, TAUNTED, OR EMBARRASSED, I WILL REPORT IT TO AN ADULT WHO TAKES IT SERIOUSLY.

STUDENT RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
<p>1. Students have the right to a safe, comfortable and pleasant school environment.</p>	<ul style="list-style-type: none"> • Students are responsible for their own behavior. • When they do well, they deserve credit; when they break rules and avoid their obligations, they must accept responsibility for their actions and not try to put the blame on others (N.J.S.A.18A:37- 1)
<p>2. Students have a right to receive a thorough and efficient education that prepares them to be productive members of society. (N.J.S.A. 18A: 38- 1)</p>	<ul style="list-style-type: none"> • Students are responsible to attend school regularly and to arrive on time. (N.J.S.A. 18A: 38-25) • Students are responsible for preparing themselves mentally and physically for the process of learning. • They are responsible for their own learning and for meeting requirements of each class. • They are responsible for setting personal and academic goals and evaluating their own progress toward accomplishing those goals (N.J.S.A.18A: 37-1)
<p>3. Students have a right to be treated with respect and consideration, and to participate in all aspects of school regardless of race, color, national origin, sex, or a handicapping condition.</p>	<ul style="list-style-type: none"> • Students are responsible for treating all persons with respect and are responsible for demonstrating mutual respect and tolerance for individual differences.
<p>4. Students have the right to benefit from participation in the classroom, school, home, community and country.</p>	<ul style="list-style-type: none"> • Students are responsible for contributing to the classroom, school, home, and country. They share responsibility when working as members of a group.
<p>5. Students have the right to use and enjoy the physical resources of the school and earth.</p>	<ul style="list-style-type: none"> • Students are responsible for treating school property of others with care and respect. • They are responsible for the care of resources provided to them and for preserving the environment.
<p>6. Students have the right to due process before serious disciplinary consequences are imposed. Students have the right to receive advanced notice of behaviors that will result in suspension or expulsion. Parents have the right to be notified of their child's misconduct.</p>	<ul style="list-style-type: none"> • Students are responsible for telling the truth when explaining their own behavior. • They are responsible for telling the truth when accusing others.

SCHOOL RULES

1. Students are expected to attend school regularly and to be on time.
2. Students are expected to complete their assigned work and to meet all other obligations that are required for participation in school activities.
3. Students are expected to use polite language and show respect towards fellow students, adults, and visitors at all times and at all school functions.
4. Students must avoid any action that may endanger their own safety or safety and welfare of others.
5. Students must respect school property and the property of others.
6. Students should always pass in a quiet and orderly manner in the hallways and stairwells.
7. Students must use a hall pass when passing through the hallway and other parts of the building during class time.
8. Lavatories may be used only after permission has been obtained from a teacher. During lunch/recess, permission must be obtained to use the lavatory from the teacher in charge or an educational assistant. At all times, students should use the closest lavatory.
9. Gum chewing is not allowed at any time in school.
10. All eating and drinking is restricted to the cafeteria unless permission is given to permit food elsewhere. Consumption of candy is not permitted unless supervised by a teacher. Students may not place orders for food deliveries.
11. Radios, tape recorders, water pistols, electronic devices, and any other items that may interfere with the learning environment and order of the school are not permitted. Such items will be taken and may only be redeemed by parents.
Cell phones may be brought to school and kept out of sight in a locker or book bag for use after school. Students may not hold or use the cell phones in school without permission. Phones that are seen or heard will be taken and either returned to the student after school or held for a parent to pick up. Picture phones may not be used during the school day. The taking or sending of pictures by picture phone will result in disciplinary action.
12. Students are not permitted to sell food and other items of any kind in school to students or to teachers unless they receive permission from the principal.
13. Smoking and drinking are not permitted at school or any school-sponsored activity either on or off school grounds.
14. The school dress guidelines are applicable during the school day **and at all school sponsored functions**.

Students who do not meet these behavioral expectations will be denied privileges to participate in extracurricular activities including REC Hall, field trips, class trips, any or all school functions and co-curricular and athletic activities. Other consequences may also follow as described under "Disciplinary Procedures" below.

DISCIPLINARY PROCEDURES

When Will Disciplinary Action Be Taken?

Disciplinary action will take place when a student's actions interfere with the right of teachers to teach and the right of students to learn; threaten the safety/welfare of others; violate state or federal statutes, Board of Education policies; or otherwise disrupt the good order of the school.

Who Will Enforce the Student Code of Conduct?

Teachers, staff members, the assistant principal, and the principal have a duty to enforce the Student Code of Conduct and Disciplinary Procedures. Parent cooperation will be sought and is vital to help any student who must improve his/her behavior.

What are the Consequences for Misconduct?

Disciplinary consequences given by teachers may include: personal conference with student; parental contact; classroom after school detention supervised by the teacher; withdrawal of privileges within the classroom; lunch detention supervised by the teacher; other consequences consistent with school policy; or a combination of the

above.

If a student continues to be disruptive after the teacher has attempted to correct the misbehavior and contacted the parents, the student will be referred directly to either the principal or assistant principal. The administration reserves the right to exercise discretion in determining the appropriate consequences under each set of circumstances. Consequences may include: personal conference with student; withdrawal of extra-curricular privileges and REC Hall; after school detention; exclusion from class/classes or activity until the problem is resolved; in-school suspension; out of school suspension; expulsion.

In the following cases, students may be referred directly to the principal or assistant principal:

- Endangerment of the safety/welfare of self or another (includes fighting)
- Disrespect
- Willful disobedience or defiance of authority
- Vandalism
- Abusive, profane, or obscene language or behavior
- Suspected use, possession, or actual use of alcoholic beverages or controlled substances on school property or during a school sponsored activity
- Use of tobacco on school property
- Truancy
- Theft
- Sexual harassment, harassment, intimidation, bullying, ethnic/racial/religious slurs or threats
- Leaving school grounds without authorization
- Dress code violation
- Serious misconduct or disruption
- Disrespect or misconduct when with a substitute teacher

Unacceptable Behavior has been defined as follows:

Level I: Minor infrequent misbehavior that interferes with learning or the orderly operation of the school

Level II: Frequent or serious misbehavior that disrupts the learning climate and orderly operation of the school.

Level III: Misbehavior that is serious enough to endanger the health, safety, welfare, or property of others, or violates Board of Education Policy or state/federal statutes.

Level IV: Criminal acts.

For Level II, III, and IV, infractions, a ***Student Behavior Report*** will be mailed home to parents after phone contact has been made. In cases involving misbehavior that could result in school suspension, due process procedures will be followed and parents will be given the opportunity to meet with the principal or assistant principal.

DUE PROCESS

Students facing suspension or expulsion are entitled to due process under the XIVth Amendment of the Constitution that requires notice to the student and some kind of hearing. The timing and content of the notice and the nature of hearing will depend on the circumstances.

Before any in school or out of school suspension, except in extraordinary circumstances, the student is entitled to a preliminary hearing during which the principal or assistant principal will:

1. advise the student of the allegations against him;
2. explain the evidence for the allegations; and
3. allow the student to explain and/or deny the allegations.

DETENTION

Students assigned a detention must attend. Detention will take precedence over other after school commitments by students. This includes participation in school and/or community sports activities. Failure to attend will result in an additional day or days of detention and could result in school suspension in cases of repeated failure to attend. Students must have a written excuse from a parent to be excused from detention. Excused detentions must be made up the following day.

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.

Administrative detention frequently involves performing community service to the school. It may be assigned before school from 7:15 a.m. to 7:45 a.m. for excessive tardiness or after school from 2:55 p.m. to 3:55 p.m. for all other infractions. Students arriving late to detention will, at the discretion of the teacher in charge, serve the remainder of the detention plus one additional detention. Students who are not cooperative in performing assigned tasks 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.

SHORT-TERM SUSPENSION (TEN DAYS OR LESS)

Short-term suspension may be in school or out of school. Before any in school or out of school suspension, except in extraordinary circumstances, the student is entitled to a preliminary hearing at which the principal will afford due process. Where a student's presence poses a continuing danger to persons, property, or an ongoing threat of disrupting the learning process, the student may be removed immediately from school property. The student's notice and hearing must follow as soon as it is practical and feasible. Parents and the Superintendent of Schools will be contacted when a suspension is given.

LONG-TERM SUSPENSION AND EXPULSION

In cases of serious disciplinary action, such as long-term suspensions of more than ten (10) days or expulsion, the student is entitled to a full hearing before the Board of Education, which shall take place within twenty-one (21) days of the discovery of the misconduct. Written notice will be provided to the student and parents of the date of the hearing. Before the hearing, the student will be advised of the charges against him and a list of adverse witnesses who will appear. The student and his parents have a right to examine any statements or affidavits of witnesses. The student may be represented by counsel at the hearing. The student also has the right to confront and cross-examine any witnesses, on his own behalf. Any appeal of the Board's decision must be made to the Commissioner of Education. Before the Board considers expulsion, the student shall be evaluated by the Child Study Team (N.J.A.C.6: 28-1.5). All due process procedures provided in laws and regulations for special education will be followed.

The following page lists a summary of types of infractions and a guideline for *possible* consequences that may be imposed. The administration reserves the right to exercise discretion in determining the appropriate consequences under each set of circumstances.

<p>I. Minor or infrequent misbehavior that interferes with learning or the orderly operation of the school.</p>	<p>Late to class/school (tardiness) Not having a hall pass Running in the building Unsupervised eating outside cafeteria Wearing hats Possession of Walkman/radio/toys Not following classroom rules Not following cafeteria/playground rules Throwing objects</p>	<p>Warning Verbal reprimand Conference with teacher Detention with teacher Telephone/personal contact w/parent Counseling Confiscation of item Special assignment/service Withdrawal of classroom privileges <i>Teacher/Staff initiated</i></p>
<p>II. Misbehavior that is frequent or serious enough that it disrupts the learning climate and interferes with the orderly operation of the school.</p>	<p>Repeated Category I offenses AND: Refusing to follow directions of staff Cutting class (or more than 10 minutes late) Failing to appear for detention Forging a note/excuse Chronic absenteeism or tardiness w/o valid excuse Lying/Cheating/Plagiarism Offensive behavior/disrespect Offensive language/swearing/gestures Spitting Leaving school grounds w/o permission Abusing school property Misconduct with a substitute teacher Stink bombs Use of picture phones Throwing food in the cafeteria</p>	<p>Appropriate Category I consequences Administrative detention Parent contact/conference Loss of extracurricular privileges Removal from class- restriction from school activities In-school Suspension Peer Mediation Pre-referral/problem solving process <i>Carried out by Teachers/Staff/Administration</i></p>
<p>III. Misbehavior that is serious enough to endanger the physical or psychological health of others, the safety or property of others OR which violates Board Policy OR that violates the law.</p>	<p>Repeated Category II offenses AND: Food Fight Truancy Fighting/pushing in anger Dangerous horseplay Stealing Making threats or threatening remarks Trespassing Extortion "Pantsing" Smoking/possession of tobacco</p>	<p>Appropriate Category II consequences Referral to principal Parent Conference Assigned tasks/service Reparation Confiscation of materials In or Out-of-school Suspension Removal from class Referral to CST Referral to Police/Fire Chief <i>Carried out by Administration</i></p>

	Tampering with a fire alarm or extinguisher; lighting a match/lighter Abusing/bullying another student: verbally, physically; sexual harassment; offensive ethnic/racial/religious remarks; abusing personal property of others.	
V. Criminal acts. Draft: 8-11-95 Revised: 8-12-96 Revised: 8-22-97 <i>Due process procedures will be followed when applicable.</i>	Repeated Category III offenses AND: Possession/use/sale of illegal substances including alcohol Assault Vandalism Breaking and Entering Firecrackers/smoke bombs False alarms Possession of weapon Arson/lighting fire	Referral to principal In or Out-of-school Suspension Superintendent's hearing Notification to legal authorities Legal action/prosecution Mandated counseling Referral to CST Referral to Fire Chief Referral to police Expulsion <i>Carried out by administration</i>

THE FOLLOWING EXAMPLES OF SERIOUS MISCONDUCT WILL RESULT IN THE DISCIPLINARY ACTION LISTED:

A. *Insubordination or continued willful defiance of school authority:* Any student who openly defies the authority of any teacher or person having authority over him will receive up to three (3) days of internal suspension and loss of all eligibility and privileges for one month.

2nd Offense: Up to three (3) days suspension, loss of eligibility and privileges for three (3) months.

3rd Offense: Up to three (3) days suspension, loss of eligibility and privileges for six (6) months.

B. *Disrespect to staff and students.* Disrespect to any adult or to another student includes the use of sarcasm, demeaning or offensive language, name-calling, ridicule, threats or threatening remarks, stealing, or any other action that is hurtful or abuses a person's character, reputation, or ability to perform his/her responsibilities. Any student who shows such disrespect will receive up to four administrative detentions, loss of eligibility and privileges until all detentions are completed, and will be asked to make a formal apology and restitution.

2nd Offense – Up to two (2) days In- school Suspension, loss of eligibility and school privileges for one week.

3rd Offense – Up to two (2) days Out-of-school Suspension, loss of eligibility and privileges for one week.

When disrespect is sexual harassment, ethnically/racially/religiously offensive, or determined by school authorities to be harassment, Internet harassment, intimidation, or bullying, up to three (3) days in school suspension will be given for the 1st offense along with the loss of eligibility and privileges for one month.

2nd Offense: Up to three (3) days external suspension and loss of eligibility and privileges for three months.

3rd Offense: Up to five (5) days external suspension and loss of eligibility and privileges for six months.

Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act that takes place on school property, on the way to or from school, at any school-sponsored function, on a school bus, **or over the Internet** and that is motivated 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 by any other distinguishing characteristic that a reasonable person should know, under the

circumstances, that may have the effect of: harming a student or damaging the student's property; or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Physical bullying includes hitting, kicking, or otherwise physically attacking the victim, as well as taking or damaging the victim's possessions. Verbal bullying includes name-calling, aggressive teasing, or making insulting comments designed to humiliate the victim. Relational bullying includes any behavior that intimidates and hurts the victim by harming or threatening to harm relationships or feeling of friendship and belonging. Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, and Web sites to deliberately harm others.

Sexual harassment is defined as any unwanted or uninvited behavior, words, gestures, threats, or physical contact on a gender or sexual basis that results in physical harm or causes a person to feel uncomfortable or threatened. A few examples of sexually harassing behaviors include: touching, sexual comments, gender based name calling, spreading sexual rumors, pressure for sexual activity, standing too closely, pantsing, or "mooning."

What to do about Harassment

If a student thinks that he/she or another is being harassed, intimidated, bullied, sexually harassed, or ethnically/racially/religiously offended, the student is encouraged to immediately report the behavior to a teacher, counselor, administrator, or parent. Parents are expected to report concerns to their student's counselor or to a school administrator if harassment occurs at school. When harassment occurs out of school, parents should inform the school and the Haddonfield Police. When an offense is deemed to be sexual harassment or ethnically/racially/religiously offensive, the District Affirmative Action Officer will interview the student(s) and will make a separate/formal report to the Principal and Superintendent of Schools.

C. *Use of abusive, obscene, and/or profane language; possession of obscene material; inappropriate use of picture phones:*

1st Offense: Up to three (3) days after school detention, loss of eligibility and privileges until all detentions are served.

2nd Offense: Up to In-school Suspension for two (2) days, loss of eligibility and privileges for one (1) week.

3rd Offense: Up to two days of Out-of-school Suspension, loss of eligibility and privileges for one (1) month.

D. *Endangering the safety/welfare of self/others (includes fighting):*

1st Offense: Up to three (3) days of In-school Suspension and loss of eligibility and privileges for one (1) week.

2nd Offense: Up to five (5) days In-school Suspension and loss of eligibility and school privileges for (1) one month.

3rd Offense: Up to ten (10) days of Out-of-school Suspension, appropriate referrals made, and loss of eligibility and school privileges for two (2) months

E. *Unacceptable minor behavior in the cafeteria/on the playground.*

1st Offense: Up to three (3) days lunch restriction with community service. Students restricted from the regular lunch will eat lunch separately and will not participate in recess.

2nd Offense: Up to five (5) days lunch restriction; Loss of eligibility and school privileges for the time of the lunch restriction.

3rd Offense: Up to one (1) day In-school Suspension; Loss of eligibility and school privileges for one month.

Note: Misbehavior that is more than minor silliness may result in more serious consequences.

Note: Attempting, initiating, or participating in a food fight will result in up to 3 days In-school Suspension, loss of privileges for 1 month and lunch restriction.

F. *Unacceptable behavior in school*

1st Offense: Up to 3 detentions and loss of eligibility privileges until all detentions are completed.

2nd Offense – Up to 5 detentions, loss of eligibility and privileges for two (2) weeks.

3rd Offense – Up to two (2) days In-school Suspension, loss of eligibility and privileges for one (1) month.

G. *Vandalism/Damage to Property* - Full restitution of damages and a letter of apology will be required in all cases whether willful or accidental. Consequences may include detention, suspension, expulsion, and/or reporting of incident to police.

H. *Out of School*

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

1st Offense: Up to three (3) detentions, loss of eligibility and privileges until all detentions are served.

2nd Offense: One day of In-school Suspension; loss of eligibility and privileges for one week; possible adult escort.

3rd Offense: Two days of In-school Suspension; loss of eligibility and privileges for one (1) month; possible adult escort.

Truancy: Out of school or leaving school without permission (includes unexcused lateness):

1st Offense: One or more Saturday School Detentions

2nd Offense: Up to three days of In-school Suspension; loss of eligibility and privileges for one month.

3rd Offense: Up to five days of In-school Suspension; loss of eligibility and privileges for 6 months

I. *Cutting class:*

1st Offense: Missed work and tests graded with a zero. Attendance code enforced. Up to three (3) detentions, loss of eligibility and privileges until detentions are served.

2nd Offense: Missed work and tests graded with a zero. Attendance code enforced. Up to five (5) detentions, loss of eligibility and privileges for one (1) month.

3rd Offense: Missed work and tests graded with a zero. Attendance code enforced. Up to two (2) days In-school Suspension loss of eligibility and privileges for one month.

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

J. *Lateness to 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 arrive late, beyond the (reasonable) expected time of arrival, as indicated in their note, will be considered to have cut the classes missed. Students who do not present a note may be questioned regarding truancy. Typical reasons for lateness will no longer serve to excuse a tardy. A tardy for religious observances will be excused, and a note from a doctor will also excuse a tardy. **Record keeping for tardiness will be cumulative for the marking period and are effective on the first day of school.** A morning detention will be automatically assigned to a student upon a 4th tardy. Additional morning detentions for every other subsequent tardy in the same marking period will be assigned. **Students who are late to homeroom or Period One will be assigned penalties as follows:**

Unexcused Lateness

1st lateness – No penalty

2nd lateness – No penalty

3rd lateness – No Penalty - warning

4th lateness – 1 Morning Detention

5th lateness – No Penalty

6th lateness – 1 Morning Detention
7th lateness – No Penalty
8th lateness – 1 Morning Detention
and so on . . .

If a student fails to appear for an assigned half-hour Morning Detention (7:15 – 7:45), he or she will be required to serve a one-hour After School Detention (2:50 – 3:50).

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

K. Failure to Appear for a Teacher Detention:

1st Offense: one (1) Administrative Detention, plus the teacher's detention, loss of eligibility and privileges until all detentions are served.

2nd Offense: up to two (2) Administrative Detentions, teacher's detention, loss of eligibility and privileges until all detentions are served.

3rd Offense: up to three (3) Administrative Detentions, teacher's detention, loss of eligibility and privileges for one (1) month.

L. Failure to Appear for an *A.M. or P.M. Administrative Detention*:

1st Offense: one (1) additional detention on top of the original detention, loss of eligibility and privileges until all detentions are served.

2nd Offense: up to two (2) additional detentions on top of the original detention; loss of eligibility and privileges until all detentions are served.

3rd Offense: up to three (3) additional detentions on top of the original detention, loss of eligibility and privileges for one (1) month.

M. *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.

N. *Dangerous Objects and Prohibitive Devices*: Non-Weapon/Dangerous Objects: Examples include but are not limited to fireworks, matches, lighters, small pocket/utility type knives, box cutters, and razor blades.

Possession (without use or endangerment)

1st Offense: Up to 1-day In-school Suspension, loss of eligibility and privileges during suspension, possible notification to Police

2nd Offense: Up to 3 days In-school Suspension, loss of eligibility and privileges for 1 month, possible notification to Police

3rd Offense: Up to 2 days Out-of-school Suspension, loss of eligibility and privileges for 2 months, possible notification to Police.

Possession (with use, statement of use, or endangerment)

1st Offense: Up to 3 days In-school Suspension, loss of eligibility and privileges for 1 month, notification to Police.

2nd Offense: Up to 5 days In-school Suspension, loss of eligibility and privileges for 3 months, notification to Police.

3rd Offense: Up to 5 days Out-of-school Suspension, loss of eligibility and privileges for 6 months, notification to Police.

O. Weapons: Examples include but are not limited to guns (toy or real), knives, clubs, or other potentially dangerous objects that have no legitimate purpose in school and are brought to school with or without the intent to threaten or harm.

1st Offense: Immediate Out-of-school Suspension pending a hearing with the Superintendent of Schools and/or the Board of Education. Police notification.

P. *Board of Education Policy 5131.6 on Alcohol, Tobacco, and Drugs*

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:

1. 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.

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.

NOTE: If, at the request of the parent or guardian, a physician other than the school's doctor or the Access Center conducts the medical examination, such examination shall not be at the expense of the Board of Education.

- 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 Youth and Family Services 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.
- f. 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 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 - Three (3) days external 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 - Five (5) days external suspension. One hundred eighty (180) days of ineligibility. Parents notified. Referral to Substance Abuse counselor and to the police.

Third Offense - Ten (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 - Five (5) days external suspension. Parents notified.

Second Offense - Long-term suspension. Ninety (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 - Ten (10) days external suspension. Ninety (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 thirty (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 - Ten (10) days suspension. Parents notified. Minimum of ninety (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 - Three (3) days external suspension. A medical evaluation must be conducted and a report submitted to the Principal. Ineligibility to participate in extracurricular or CO-curricular activities for ninety (90) days. Parents notified. Referral to substance abuse counselor and to the police. After a period of thirty (30) days, a student may apply for the reinstatement 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 - Five (5) days external suspension. Two-season ineligibility. Parents notified. Referral to substance abuse counselor and to the police.

Third Offense - Ten (10) days external 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 - Ten (10) days suspension. Parents notified. Minimum ninety (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 - One-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 - Three days In-school Suspension; ineligible for two marking periods.

Third Offense - Five days external 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.

HADDONFIELD SCHOOL DISTRICT
24/7 DRUG AND ALCOHOL POLICY GOVERNING
STUDENT CONDUCT AT NON-SCHOOL RELATED EVENTS

POLICY NO. 5132

INTRODUCTION

It is the function of the Haddonfield School District to educate its students academically and in the process of making life choices, particularly in regard to facing the challenges of a modern society. Among those challenges are respecting and obeying the law and coping with the pressures of drug and alcohol in our society. Many students have indicated that they would prefer a more drug/alcohol free environment notwithstanding the accepted culture in which drugs and alcohol are widely available to and in use by young people below the legal age for permissible use. Our schools are part of a broader community which includes police, the Haddonfield Commissioners, the community members as a whole, and most importantly parents and students. The Board of Education believes that it plays its role in this broader community through the adoption of a comprehensive 24/7 Drug and Alcohol Policy that augments our existing In-School/School Activity Drug and Alcohol Policy 5131.6.

It is important to note that Board of Education Policy 5131.6 (above) deals with drug and alcohol issues that develop on school district property and/or during school district events that occur off school property.

It is equally important to note that this Haddonfield Board of Education Policy 5132 ("24/7 Drug and Alcohol Policy Governing Student Conduct at Non-School Related Events") pertains to any student involvement with drugs and/or alcohol that occurs off school property and not at any school sponsored event.

The Haddonfield School District provides an extensive array of extracurricular activities to its student body. These activities are an important component of a student's education, growth and maturation and the District seeks to encourage participation to the fullest extent possible. As part of the learning experience, students must understand that participation in extracurricular activities is a privilege not a right, and that continued participation carries with it certain obligations. Extracurricular participants are expected to behave at both official school functions, at or beyond our community, and at private social functions with the same high standards we expect and in accordance with this Haddonfield School District 24/7 Drug and Alcohol Policy.

All student participants in all extracurricular activities are to be made aware of this policy and, as a condition of participation, each student in the Middle School and High School who participates in extracurricular activities and submits the necessary paperwork for participation in such activities in connection with the student activity fee or other requirements, shall be deemed to agree to conform to this policy. Similarly, the parent or guardian signature which accompanies the paperwork for participation in extracurricular activities will reflect the parent's/guardian's consent as well. This consent shall take effect at the beginning of each school year or at the beginning of the first extracurricular activity in a given year as appropriate. All permission documentation with respect to extracurricular activity participation shall be modified to reflect this consent.

THE POLICY

The use of drugs and alcohol by underage students is both an illegal and an extremely dangerous behavior.

Participants in extracurricular activities are expected to not indulge in the consumption, possession, or distribution of alcohol or any illegal substance in any manner or in any form. They are further expected to not be in attendance at any gathering or activity in which it is reasonable to conclude from the circumstances that alcohol or any illegal substance is being used or even presented with the possible intent of use. Excepted from this policy are all family events or religious events where students are under the supervision of their parents or other adults. However, the policy does apply to events such as high school graduation parties, pre-prom parties, post-prom parties or similar events where a large number of students are participating, even if these events are under the supervision of adults. These regulations apply to the illegal uses of any alcohol or drugs as proscribed by New Jersey law.

Thus, this new Policy (Policy 5132) is a 24 hours a day, 7 days week, 365 days a year Policy that governs any underage drinking or drug use except for those specific events specified above.

DESIGNATED DRIVERS: Any students who are serving as “designated drivers” and not themselves using, transporting drugs or alcohol or under the influence of any illegal drugs or alcohol ARE NOT covered by this Policy while actually operating a motor_vehicle. They are not exempt while in attendance at an event or location otherwise covered.

CONSEQUENCES

This Policy is cumulative with respect to attendance at Middle School or High School. Thus, for example, a student who violates the Policy in the 7th Grade and again in the 8th Grade will be treated as a second offense for the infraction in the 8th Grade. The same would hold true for a High School student who violates the Policy in the 10th Grade and again in the 11th Grade. However, a student will start High School with no previous violations.

OFFENSE

1. First Offense

CONSEQUENCES

- Drug/alcohol counseling at Haddonfield School District made available by the District
- 10 hours school or community service performed – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Student remains in extracurricular and participates fully during this consequence
- Mandatory meeting with student, parents, Haddonfield High School Administrators, and coach or activity advisor (sponsor) to review next consequence level if a second offense occurs.

2. Second Offense

- Mandatory individual drug and alcohol counseling required, paid for by the student’s family and arranged through a recognized provider of such services. Verification of attendance must be promptly provided.
- Written essay describing the incident and how the student could have avoided the incident with some better decision making
- 20 hours community service – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- loss of the privilege to participate in extracurricular games or events for one minor extracurricular event.
- Student remains in extracurricular and participates fully in all sessions.

3. Third Offense

- Attendance at Professional Group Meetings dealing with alcohol and/or drug addiction. The fees involved must be paid by the family. Verification of this attendance must be provided to the school before re-instatement to activity.

4. Fourth Offense

- 30 hours community service – arranged and self selected by parent/student, but subject to school approval in terms of content and timeframe for completion.
- Loss of the privilege to participate in extracurricular activities for a period of one week (in season) or two major student events (out of season).
- Student remains in extracurricular and participates fully in practice sessions.
- Continued (or resumed) attendance at Professional Group Meetings dealing with alcohol and/or drug addiction issues. Fees involved must be paid by the family. Verification must be provided to the school.
- 30 hours community service performed – arranged and self selected by parent/student but subject to school approval in terms of content and timeframe for completion.
- Loss of the privilege to participate in extracurricular activities for a period of two weeks (in season) or three major student events (out of season).
- Student remains in extracurricular and participates fully in practice sessions.

5. Fifth Offense

- Continued (or resumed) attendance at Professional Group Meetings dealing with alcohol and/or drug addiction issues. The fees involved must be paid for by the family. Verification of this attendance must be provided to the school.
- Mandatory individual Drug and Alcohol Counseling also required. This counseling must be paid for by the student's family.
- Loss of the privilege to participate in extracurricular activities for a period of one calendar month (in season) or eight extra events (out of season). This involves the loss of all extracurricular events during that time period.
- Student may remain in extracurricular and participates fully in practice sessions, but only if treatment is ongoing.

6. Sixth Offense

All subsequent offenses shall repeat the consequences detailed above for a Fifth Offense.

Any student failing to perform the prescribed community service will be banned from all extracurricular events until the community service work is performed.

Before any consequence is imposed on a student with an IEP or 504 Plan, it will be discussed with the student's child study team or 504 Committee and be in accordance with the considerations applicable.

ACTIVITIES THAT WILL TRIGGER A VIOLATION

Haddonfield School District has a responsibility to ensure that action is taken only on reliable sources of

information. The following information will trigger the consequences called for in these administrative regulations:

- A. An Official Police Report (from Haddonfield or any other police department) listing students involved in any illegal drug/alcohol related activities. When a police report is received, the consequence will be applied immediately without relation to the criminal or juvenile proceedings or its outcome. Consistent with law, the police report will be part of the student's official record. The offense under this policy and consequence will not be part of the student's official record. However, a supplementary school procedure shall be developed to keep track of student offenses for the purpose of determining repetitive offense histories.
- B. A signed complaint from other than the police with photographic evidence shall be reviewed and the complaint and photographs will be shared with the parents of the students involved for educational counseling only. The incident will not become part of the student's record.
- C. No response will be made to any anonymous information, unless the health and safety of students or staff could be involved. (Bomb scares; weapons, potential suicide, etc.) Anonymous information will be shared with the student's parents or guardians, but will not become part of the student's record.

SCHOOL PROCEDURES

Whenever a report comes to the attention of any member of the Haddonfield School District, it shall be reported to the Athletic Director and/or Assistant Principal. Such reports will be timely reviewed by the Athletic Director and/or Assistant Principal in an effort to verify the truthfulness of each report. The sponsor (coach or advisor) of the activity or activities in which the student participates shall be informed. The student and parent shall be notified, and the student shall have a chance to present any evidence on his/her behalf. The decision of the Principal will be the final determination of a violation. The Athletic Director and/or Assistant principal shall notify the student, parent and the coach/sponsor of the action taken. The coach/sponsor of the activity will meet with the student involved. The appropriate consequence will be implemented immediately. All student athletes excluded from events are still required to remain on the team and to practice with the team during their exclusion from team events.

DEFINITIONS AND TERMS

Extracurricular Activities:

Extracurricular participants include students involved in **all extra school activities** including, but not limited to: all interscholastic athletic teams; intramural athletics; band, chorus, orchestra, and other music groups; members of elected student offices (class officers, student council members, etc.); and any member of any team, club, activity, honor society, publication, or group sponsored by and/or associated with Haddonfield School District, Haddonfield Memorial High School, Haddonfield Middle School, and its individual elementary schools. These administrative regulations apply equally to **all extracurricular activities**.

Drugs and Alcohol:

"Drugs" include all dangerous controlled substances set forth in *N.J.S.A. 24:21-1, as amended*, and all chemicals that release toxic vapors set forth in *N.J.S.A. 2A:170-25.9, et. seq., as amended*, "Alcohol" refers to any commercially sold product usually provided through taverns, bars, nightclubs, casinos, and commercial liquor stores designed for alcoholic consumption that would be covered under the New Jersey state definition of alcoholic beverages.

In-Season:

The "season" starts with the first day of practice or participation and ends with the last contest, meeting or practice, whichever is the later date. When a participant is suspended for the number of events indicated, the participant may not perform in the activity until the suspension is completed. The student must still report to practice, may dress and be in or around the bench area; may travel with the team; and may still participate in all ways other than to actually play

or perform in the event/game.

Out-of-Season:

“Out-of-season” encompasses the remainder of the year which is not “in-season”.

Official Police Report:

As provided in NJSA 2A:4A-60, law enforcement is permitted to inform a school principal of certain incidents involving a student. For purposes of this policy, the following will trigger a violation: (a) a juvenile charged by law enforcement with an offense covered by this Policy; (b) adjudication or disposition of a covered charge; (c) a student taken into custody for an offense covered by this Policy

Classification of Extracurricular Events:

A list of all extracurricular events shall be developed by the Haddonfield Middle School and Haddonfield Memorial High School administrative teams to be as inclusive as possible. These events will be classified as minor events or major events by the student councils of Haddonfield Middle School and Haddonfield Memorial High School. This list will be reviewed periodically by the administration and the student leaders.

COMMUNICATION OF THE POLICY TO STUDENTS AND PARENTS

This Policy is to be clearly communicated to all students and parents in the Haddonfield School District through the following:

1. The Policy shall be posted on the Haddonfield School District Website.
2. The Policy will be published in the Haddonfield Memorial High School handbook in its entirety – with a summary statement included on the back cover of the handbook - each year.
3. The Policy will be published in the Haddonfield Middle School handbook each year.
4. The Haddonfield School District building administrative teams and/or guidance counselors shall review this Policy with all new students entering the Haddonfield School District at the Middle School and High School levels.
5. The Policy shall be mailed home to all Haddonfield School District students after adoption by the Board of Education and annually before the start of school each year.
6. The Policy will be distributed to all Haddonfield School District activity sponsors for inclusion in their respective handbooks and other printed materials.
7. The Policy remains in place until changed, but is subject to periodic review by the Haddonfield School District Board of Education Policy Committee which may seek and receive input from students, parents, administrators, and the broader community as it sees fit.

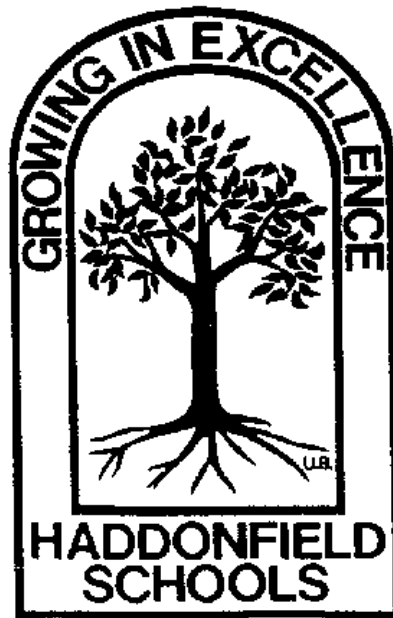
ADOPTED: November, 2006

NEXT REVIEW: November, 2008

ACCEPTABLE USE OF TECHNOLOGY

TO VIEW THE SCHOOL DISTRICT'S ACCEPTABLE USE POLICY, GO TO THE HADDONFIELD HOMEPAGE AND CLICK ON THE INTERNET SAFETY HEADING (TOP RIGHT OF PAGE).

HADDONFIELD ELEMENTARY SCHOOLS



PARENT AND STUDENT 2009-10 HANDBOOK

School closing number - 560

HADDONFIELD PUBLIC SCHOOLS

Haddonfield, NJ 08033

ELEMENTARY SCHOOLS

Central School.....Principal: Mr. Roger Bowley
3 Lincoln Avenue.....Secretary: Mrs. Darlene Carlton
Haddonfield, NJ 08033

Phone:856-429-5851 ext. 220
FAX:856-429-2006
E-Mailrbowley@haddonfield.k12.nj.us

Elizabeth Haddon School.....Principal: Mr. J. Craig Ogelby
501 Redman Avenue.....Secretary: Mrs. Joan Castle
Haddonfield, NJ 08033

Phone:856-429-0811 ext. 101
FAX:856-429-8906
E-Mailcogelby@haddonfield.k12.nj.us

J. Fithian Tatem School.....Principal: Mr. Gino Priolo
1 Glover Avenue.....Secretary: Mrs. Linda Marino
Haddonfield, NJ 08033

Phone:856-429-0902 ext. 102
FAX856-427-2844
E-Mailgpriolo@haddonfield.k12.nj.us

SUPERINTENDENT OF SCHOOLS

Mr. Alan Fegley
1 Lincoln Avenue
Haddonfield, NJ 08033

Phone:856-429-4130 ext 201
FAX:856-354-2179

TABLE OF CONTENTS

SCHOOL HOURS.....	3
Beginning Of School Day	4
End Of School Day	4
Six Day Schedule	5
Lunch Time	5
EMERGENCY CLOSING OF SCHOOL.....	6
DELAYED OPENING.....	6
EMERGENCY EARLY DISMISSAL.....	7
ATTENDANCE AND TARDINESS.....	7
Absence Guidelines	7
Tardiness Guidelines	8
MAKE UP WORK DURING AN ILLNESS.....	9
FAMILY VACATION AND MAKE UP WORK.....	9
BEDSIDE INSTRUCTION.....	9
DISTRICT PHILOSOPHY AND MISSION STATEMENT.....	9
CURRICULUM.....	11
Basic	11
Kindergarten	11
SPECIAL AREA CLASSES.....	12
Art	12
General Music	12
Health Education	13
Library	13
Physical Education	13
World Language	14
STUDENT SERVICES.....	14
Child Study Team.....	14
Elementary Guidance Program.....	14
Instructional Support Program.....	15
Intervention and Referral Services (I and RS).....	15
Resource Center.....	15
Speech Therapy.....	15
Early Childhood Learning Center (ECLC).....	16
Director of Special Education: 429-3960 ext. 148.....	16
HADDONFIELD’S INCLUSIVE PRESCHOOL.....	16
HOME-SCHOOL COMMUNICATION.....	16
STUDENT REGISTRATION.....	17
Admission to Kindergarten.....	17
Admission to Grade One.....	17
PARENT TELEPHONE REQUESTS.....	17
EMERGENCY EVACUATION.....	17
HOMEWORK.....	18
Criteria For Homework Assignments.....	19
Homework Guidelines.....	19
PHYSICAL EXAMINATION.....	19
SAFE SCHOOLS INITIATIVE.....	19
SCHOOL ROUTINES.....	20
Address Change	20
After School	20
Assignments for Ill Students	20
Attendance	21
Bicycles	21
Cell Phones	21
Conferences	21
Early Dismissal	21
Discharging and Picking up Students	22
Dress Guidelines	22
Clothing	22
Field Trips	22

Insurance -	23
Health Office	23
Medications	23
Items From Home	24
Lost and Found Articles	24
Lunch Time Rules	24
Musical Instruments	25
Report Cards	25
Pets	25
Parties	25
Safety Patrol	25
Snow	26
Peer Mediation	26
Student Records	27
Extended School Year	27
Textbooks -	27
Visitors	27
Walking to School	28
SPECIAL PROGRAMS AND ACTIVITIES	28
Enrichment Activities	28
Field Day	28
Halloween Parade	28
Principal's Advisory Committee	28
The School Store	29
WHAT TO DO "IF"	29
YOU HAVE A PROBLEM	29
A STUDENT BECOMES ILL AT SCHOOL	29
YOU WANT HOMEWORK ASSIGNMENTS	29
YOUR CHILD IS ABSENT	29
EXTENDED ABSENCE BY PUPIL	29
YOU WANT A MESSAGE DELIVERED	29
A LUNCH IS LEFT AT HOME	30
YOUR CHILD LOSES SOMETHING AT SCHOOL	30
YOUR CHILD NEEDS TO RETURN TO SCHOOL AFTER DISMISSAL	30
YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER	30
IF A CHILD IS ILL	30
YOU PLAN TO MOVE	30
YOU NEED CLARIFICATION ON A PROCEDURE OR POLICY	30
2009-2010 PTA Officers	30

SCHOOL HOURS

Kindergarten -- Central School, Elizabeth Haddon School and Tatem School

AM Session.....8:25 to 11:10 AM
PM Session.....12:15 to 3:00 PM

AM Half Day Session.....8:25 to 10:55 AM
PM Half Day Session.....10:00 to 12:30 PM

Inclusive Pre School – Tatem

AM Session 8:45 to 11:15 AM
PM Session.....12:45 to 3:15 PM

First through Fifth Grade

Full Day Schedule.....8:25 to 3:00 PM
Half Day Schedule.....8:25 to 12:30 PM
Lunch is not served on half days.

Lunch:

Grades 1 & 2.....11:50 to 12:40 PM
Grades 3, 4, & 5.....11:50 to 12:40 PM

Beginning Of School Day

The normal arrival time to school should be **five minutes** prior to the beginning of the school day. Students should wait quietly outside the correct entry door. **For safety reasons, it is imperative that children do not arrive early to school. Supervision of the outside of the building begins at 8:20 AM.**

On inclement weather days, the school doors will open at 8:20 AM and students should assemble in the All Purpose Room at Tatem and the classrooms at Central and Haddon.

If a student arrives on school grounds prior to 8:20 and is not under the supervision of a parent or guardian, the student will be directed to the main office. If this becomes a recurring issue, the building principal will contact the parent/guardian to provide support in developing a consistent plan to ensure the safety of the student.

The district provides a tuition based before school care program for all school-age students. Parents/Guardians must call 429-1603 to make arrangements for their child(ren) to participate in this program.

End Of School Day

Students are expected to go directly home at the end of the school day and not return to play on the school grounds until after 3:30 PM. Most of the students should arrive at their destination within fifteen to twenty minutes of dismissal. If your child has not arrived home within the correct timeframe, please call your child's elementary school immediately.

No child will be kept after school more than five (5) minutes without the parent's permission. This permission will be obtained by a staff member either over the phone or through written correspondence.

If it is not the desire of a parent/guardian for a student to walk home unescorted, the parent/guardian is required to inform the main office of this in writing.

Adult supervision from school staff is provided around designated student exit areas at the end of the school day until 3:15. If a student is still on school grounds and is not under the supervision of a parent or guardian, the student will be directed to the main office. If this becomes a recurring issue, the building principal will contact the parent/guardian to provide support in developing a consistent plan to ensure the safety of the student.

The district provides a tuition based after school care program for all school-age students. Parents/Guardians must call 429-1603 to make arrangements for their child(ren) to participate in this program.

For insurance reasons, students may not return to the school playground until after 3:30 PM or one half hour after school closes.

Six Day Schedule

All of the Haddonfield District elementary schools and the Middle School follow a six day schedule. The six day schedule identifies each day by number, that is day 1, day 2, rather than by the day of the week name. The six day schedule is listed in the Community Calendar. All Haddonfield residents should have received this calendar prior to the start of the school year.

Lunch Time

Students may eat their lunch either in the cafeteria or at home. For safety reasons, the school must be informed, either by phone or in writing, when your child will be going home for lunch. Students who go home for lunch must leave the school grounds immediately at lunch/recess dismissal; otherwise, children are to remain at school for lunch. Students are not permitted to go to downtown Haddonfield unless accompanied by a parent.

Lunch may either be brought to school or students may purchase a lunch at school. The lunch menus are sent home at the beginning of each month.

The cost of an elementary student lunch is **\$2.30**

Discount lunch tickets are sold at a cost of **\$ 23.00 for 10 lunch tickets**. These tickets may be used at any time throughout the school year. Checks should be made payable to Haddonfield Board of Education.

The price of milk is **\$.55**.

Students may also buy a snack after the main lunch. Snacks cost between **\$.45-2.25**.

Either before or after eating lunch, students are given an opportunity to go outside to relax. Provision is made for supervision by the educational assistants during the lunch/recess period.

If the weather is inclement, the students will remain inside the building.

EMERGENCY CLOSING OF SCHOOL

In the event that schools have to be closed because of inclement weather or other emergency, the following stations will carry the announcement: WIP, WCAU, WCAU-TV, KYW, KYW-TV, WDAS, WFIL, WFIL-TV, WHAT and WFLN.

THE CODE NUMBER FOR CLOSING THE HADDONFIELD SCHOOL DISTRICT IS 560. UPDATES REGARDING SCHOOL CLOSING CAN BE FOUND ON THE VOICE MAIL GREETINGS AT EACH SCHOOL AS WELL AS THE SCHOOL DISTRICT'S WEB SITE at www.haddonfield.k12.nj.us.

DELAYED OPENING

2-Hour Delayed Opening Schedule

***Please note that student safeties do not report to their post on delayed openings.*

<u>Preschool</u>
AM: Cancelled PM: Normal schedule
<u>Kindergarten</u>
AM: 10:25-12:55 PM: 12:30-3:00
<u>Grades 1-5</u>
10:25-3:00
<u>ECLC</u>
Cancelled. Students will attend their PM Kindergarten session
<u>Before School Child Care</u>
Before School Program will also begin on a two-hour delayed opening from its normal time

On a 2-hour delay, school lunch is served as normal

EMERGENCY EARLY DISMISSAL

If it becomes necessary to close school early due to inclement weather or other emergency, parents will be notified by room parents. They will use the information on the Emergency Dismissal Form to contact each family or the designated back-up person.

ATTENDANCE AND TARDINESS

It is important for all students to learn to be punctual and consistent in their attendance. Student attendance is taken each day. **If your child will be absent from or late to school, please call the school office by 8:30 AM.** This procedure will assist us in making sure that your child is safe. If we do not receive a call and your child has not reported to school, the school office/nurse will try to contact parents at home or work, or call other authorized persons, in an attempt to determine the safety and well being of the child. Since this can be time consuming, your call will enable us to handle the matter more efficiently and is appreciated. We believe these precautions are necessary and we ask for your cooperation.

A student who arrives after the scheduled beginning of their school day (8:30 AM) will be listed as tardy. A note of explanation from the parent or guardian is required when a child is late.

When your child returns to school from any absence, a signed note to school explaining the reason for the absence is required.

Absence Guidelines

With this in mind, the following guidelines for unexcused absence are:

1 st through 5 th Unexcused absence	No Consequence
6 th and 8 th Unexcused absence	Warning, no consequences.(The warning is to be written and provide the parent with the guidelines for absence and request for support).
9 th Unexcused absence	Parent/Principal conference. During this conference a plan for student attendance will be developed for implementation. The child will be included in the planning, if appropriate
12 th Unexcused absence	Parent/Principal/District Resource Officer conference. During this

conference the plan for school attendance will be reviewed for effectiveness. Discussion will focus upon additional supports needed for consistent school attendance. The child will be included in the discussion, if appropriate.

Examples of excused absence are disabling illness, recovery from accident, medical disability, death in the family, religious observance, or other good cause as may be acceptable by the principal.

Attendance is taken after lunch. If your child goes home for lunch and will not be returning to school for the afternoon session or will be late returning for the afternoon session, please call the school office to let us know. The school nurse will contact the parent/guardian of any child who does not return to school after lunch.

REMEMBER, please call the school office before 8:30 AM. By making this call we will know that your children are safe and we will not call you at home or work.

It is important for all students to learn to be punctual and consistent in their attendance. Being on time for school helps each child build respect for self and learning, as well as help to set a foundation for expectations later in life. Being late for school is defined as any child who arrives to school after 8:30 AM.

Tardiness Guidelines

With this in mind, the following guidelines for unexcused lateness are:

1 st through 5 th Unexcused lateness	No Consequence
6 th and 8 th Unexcused lateness	Warning, no consequences. (The warning is to be written and provide the parent with the guidelines for lateness and request for support).
9 th Unexcused lateness	Parent/Principal conference. During this conference a plan for arrival to school on time will be developed for implementation. The child will be included in the planning, if appropriate
12 th Unexcused lateness	Parent/Principal/District Resource Officer conference. During this conference the plan for school

attendance will be reviewed for effectiveness. Discussion will focus upon additional supports needed for punctual school attendance. The child will be included in the discussion, if appropriate.

Examples of excused lateness include: doctor/dentist appointments, CST appointments, family emergency, religious observance.

MAKE UP WORK DURING AN ILLNESS

If you desire make-up work when your child is ill, **the request should be made at the time you call** to let us know your child will be absent. If this request is made by 10 AM, your child's work will be sent to the office and ready for pick-up at 3:00 PM. Requests for make-up work should be limited to cases in which: (1) The student will be absent for a legitimate reason (see Attendance Policy); and (2) the student will be absent for more than one day.

FAMILY VACATION AND MAKE UP WORK

The progressive nature of the curriculum requires the faculty to adjust lesson plans each day to meet the needs of the class; **therefore, assignments will be given upon the student's return to school from a vacation.** Students are encouraged but not required to keep a journal to share with their peers when they return. Please notify the school prior to the vacation. Vacations are encouraged during scheduled school vacation periods. The interactions and discussions missed when absent from the classroom can never be regained.

BEDSIDE INSTRUCTION

When a student is confined to his/her home because of illness for an extended period, the parent may apply through the principal for home or bedside instruction. A prompt decision will be made based on consultation with the family physician and approval of the school physician.

DISTRICT PHILOSOPHY AND MISSION STATEMENT

Philosophy

The way of life which we call democracy, requires the fullest development of the special abilities of all its people, high individual performances, the best in human relations, and the utmost in self-imposed control. As facts and skills are taught, so should appreciation be instilled, because out of the seemingly myriad "musts" of the

classroom should come a knowledge of how to permit each individual to adjust mentally, socially, and emotionally to those with whom he lives and associates and to enjoy the fruits of knowledge, culture, and acquired skills.

Mission Statement

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

Beliefs

We believe that we have the responsibility to treat each person with respect.

- We believe that nurturing creativity is a critical element in the learning process.
- We believe that service to others promotes the social, emotional and intellectual growth of the individual.
- We believe that schools share the responsibility with family and community in promoting positive social skills.
- We believe that every person has the right to a safe and nurturing environment.
- We believe that learning is a life-long process.
- We believe that every person can learn and every person learns differently.
- We believe that all people have the right to achieve their individual potential.
- We believe in 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.

Parameters

We will always:

- Operate in the best interests of children.
- Provide safe facilities.
- Keep parents informed of decisions that affect their children.
- Administer appropriate discipline that:
 - Maintains dignity.

- Develops an understanding of the consequences of behavior.
- Teaches acceptable behavior.
- Encourage community participation.
- Hire and retain teachers based on clearly defined criteria in a thorough and careful process.
- Combat student isolation and alienation.
- Be open and accountable in fiscal matters.

We will never:

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

CURRICULUM

Basic

In each grade level, a comprehensive curriculum consisting of the language arts, mathematics, science, social studies, technology, and programs in affective education is taught by the classroom teachers. Methods, procedures, and grouping patterns vary from grade to grade and from teacher to teacher.

"Back to School Night" provides the teachers with the opportunity to describe the program and procedures used in the classroom. Curriculum overviews at each grade level are distributed that evening. More detailed information regarding curriculum can be located on the school web site.

Comprehensive curriculum information can be found on the district web site at http://www.haddonfield.k12.nj.us/district_info/curriculum.htm .

Kindergarten

The Kindergarten Program is available for children who turn five years old by October 1. The Kindergarten program is based on the belief that each child grows and develops according to his or her own timetable.

Speech/language screenings are offered to all Kindergartners during this first year of school. Parental permission will be obtained prior to this screening taking place.

Some of the goals of Kindergarten are:

- Develop a sense of responsibility and self-confidence.
- Teach sharing with others.
- Develop muscular coordination through physical activity.
- Foster self-control.
- Provide enriching activities and experiences as a readiness for future learning.
- Provide a balanced literate environment which includes quality children's literature and phonetics based instruction.

SPECIAL AREA CLASSES

The children will be taught by specialists in the following areas during the school year: art, library, technology, general music, instrumental music, health and physical education.

Art

Each child in grades K-5 will receive art instruction with a specialist once every six days. The basic elements of art; color, line, shape, texture and form, are taught at every grade level using a variety of art materials. The curriculum is adapted to meet the needs, interests, and skill level of the students of each grade. The specialist will collaborate with the classroom teacher as appropriate for thematic instruction. Various art works, both masters and multi-cultural, will be used to enhance lessons and provide visual references for students. Art classes are held in the Art Room.

In addition, all elementary schools will again participate in the "Art Goes to School" program. Trained volunteers will present selected great works of art for appreciation and discussion.

General Music

The children have an opportunity to sing, play instruments, listen to recordings, and learn how to read and write music. Concerts involving as many children as possible are usually held in winter and spring.

In grades 1 and 2 classroom music instruction is given once every 6 days with a Music Specialist. Basic notation, singing, listening skill, introduction of orchestral instruments and rhythmic movement are presented.

The program is expanded in grades 3, 4 and 5. The practical application of rhythm and melody are taught. Music is compared and contrasted with other related arts. A wide variety of musical styles are studied. Students in grades 4 and 5 participate in chorus.

Instrumental Music

Fourth and fifth graders may begin band or orchestra in the fall. Lessons are provided once per cycle. Students have the opportunity to participate in the elementary band and orchestra which is comprised of students in all three elementary schools. Third graders may choose to take lessons on string instruments and participate in the elementary orchestra. Students must attend weekly orchestra and band rehearsals in order to participate in the concerts.

Health Education

Students in grades K - 5 receive health education with a Health Specialist. Students in Kindergarten receive health instruction with their classroom teacher supported by the school nurse. The school nurse also serves as a resource to staff and students.

Library

Each class has a scheduled time in the library once per cycle. In addition to regular library instruction, students may come from class at any time for research or to exchange library books. Kindergarten and first grades have literature enrichment with the librarian. This is coordinated with the regular classroom program when possible. In the upper grades, students are taught how the library is organized, the use of the computerized card catalog, and introductory research skills.

The library is open all day every day. Books may be returned at any time by placing them on the library counter. When students have over-due books, they will not be permitted to take other books from the library. Parents will be notified of lost books which must be paid for before a student may again borrow from the library. Report cards are retained by the office at the end of the year until all responsibilities are met regarding lost books.

Physical Education

Grades 1-5 receive physical education with a Physical Education Specialist. Students develop various skills of coordination through diverse activities. During the course of the year, each child learns what their own capabilities are in a number of physical activities. They are asked to set improvement goals for themselves. At the end of the year, they check themselves to see if they have reached their personal fitness goals.

World Language

This new scope and sequence of language instruction emphasizes knowledge about second language acquisition, the importance of communication, and the relationship between culture and language as a new basis for program development. The ability “to communicate at a basic literacy level in at least one language other than English” (Standard 7.1) and “to demonstrate an understanding of the interrelationship between language and culture” (Standard 7.2) is now considered to be one of the hallmarks of a well-educated citizen in the state of New Jersey.

For the 2009-10 school year, Spanish instruction will happen for all students in grades Kindergarten through five. Instruction will occur for grades one through five twice per cycle for thirty-minutes each session. Kindergarten will receive instruction once per cycle for thirty-minutes per session.

STUDENT SERVICES

Child Study Team

Director: Bonni Rubin-Sugarman 429-3960 ext. 148

A child with special learning or psychological needs can be referred by teacher or parents to our district Child Study Team. This team consists of a Learning Consultant, a School Social Worker, and a School Psychologist. If a child is evaluated by the Team, parents are notified of a meeting to discuss recommendations for the child. The entire process takes place only upon written consent of parents.

Elementary Guidance Program

CENTRAL SCHOOL	Ms. Julie Kotran	429-5851 ext. 232
E. HADDON SCHOOL	Mrs. Marcy Rosner	429-0811 ext. 127
J. F. TATEM SCHOOL.....	Mrs. Elyse Batoff.....	429-0902 ext. 101

The Elementary Guidance Counselor is available to all students. The counselor will meet with students who are experiencing problems in the area of self-esteem, responsibility, peer relationships and/or family crisis situations, and any type of learning problem or difficulty. A guidance referral form as well as parental permission

is necessary before a student may participate in the guidance program. Parents may set up an appointment to see the Guidance Counselor by calling the school office.

Instructional Support Program

This program assists children who score below minimum standards on standardized tests in Reading, Mathematics and Writing and/or are experiencing difficulty with their instructional programs in the classroom. Our Language Arts Specialists and ISP teachers work with small groups of children. Children can also be recommended for this program by their classroom teacher even if their scores are somewhat higher than minimum standards.

Intervention and Referral Services (I and RS)

Each of the district school have an I and RS Team. This team, comprised of general and special education teachers, as well as the nurse, principal, and guidance counselor, serves to help teachers determine what resources or modifications will most benefit students to help them succeed and meet Haddonfield Standards. The I and RS team meets monthly to help support teachers and parents determine the most appropriate support strategies and/or interventions to best support the needs of individual students. For more information, please contact your child's teacher or the principal. This is an intervention for regular education students.

Resource Center

Director of Special Education - 429-3960 ext. 148

Children who have been evaluated by the Child Study Team and are then classified as having special needs are provided with up to 3 1/2 hours per day of small group or individualized instruction from a certified special education teacher. No more than six children can receive instruction at any given time. Only students who are classified and have an Individualized Education Plan may participate in this program. Frequently, special education services are provided within the regular classroom by a special education teacher who works closely with the classroom teacher.

Speech Therapy

CENTRAL SCHOOL..... Mrs. Patricia Jones 429-5851 ext. 233
E. HADDON SCHOOL Mrs. Geri Smith 429-0811 ext. 104
J. F. TATEM SCHOOL Mrs. Maria Iula- Bezich (ext 108) /Rosemarie Connelly
429-0902 (ext. 148)

Several certified, trained Speech and Language Therapists are available in the district to provide speech/language therapy to children who have special needs in this skill. Children will be screened, evaluated, and if necessary, classified and provided with an Individualized Education Program. The Speech Therapist also works with parents in providing for corrective guidance at home.

Early Childhood Learning Center (ECLC)

Director of Special Education: 429-3960 ext. 148

To provide for the special needs of children who are from 4 years to 6 years of age, the ECLC has been established at J.F. Tatem School. Children from all three district elementary schools are eligible to attend. Eligible students must have identified needs as recommended by the district Child Study Team.

HADDONFIELD'S INCLUSIVE PRESCHOOL

The Haddonfield School District offers an inclusive preschool program for children three through five who have special needs and have been determined eligible for special education services through the Child Study Team referral process. Typically developing preschool children are selected for this program through an application process. The tuition for non-special education students is \$2000 per year. Applications for non-special education children are available through the Child Study Team Office or you can visit the Inclusive Preschool's website at www.haddonfield.k12.nj.us/tatem/preschool.htm.

HOME-SCHOOL COMMUNICATION

The teacher and the principal want to help you in the important joint responsibility of educating your child.

Past experience indicates that private parent-teacher conferences are the most effective method for resolving problems. Those few problems that cannot be resolved by the teacher and parent should be brought to the attention of the principal.

If you have the need to discuss your child with the classroom teacher, you should call the school office and leave a message for the teacher to contact you. In addition, teachers have e-mail and voicemail accounts. Your child's teacher will inform you of the best way to reach them, although e-mail is often the most efficient. All communication will be responded to within 48-hours.

The principal will inform parents about school events via timely letters which the children will bring home. In addition, parents are encouraged to consult their Town Calendar and the monthly PTA newsletter.

STUDENT REGISTRATION

The following information must be presented prior to a child entering school:

- Original birth certificate (The school will make a copy of the certificate.)
- Proof of Residency
- Immunization records (or waiver)--for: D.P.T., Oral Polio, Measles, Mumps, Rubella--signed by a medical doctor.
- Completed Registration Form
- Completed Medical Form

Students entering from another school will be required to present a transfer card and/or their last report card.

Admission to Kindergarten

A child must be 5 years of age on or before October 1 to be admitted to the Kindergarten program.

Admission to Grade One

A child must be six years of age on or before October 1st and have attended Kindergarten to be admitted to Grade One.

PARENT TELEPHONE REQUESTS

Requests to deliver messages to students will be honored only for emergencies. We aim to keep classroom disruptions at a minimum. Routine items such as arrangements for doctor's visits, instructions from parents concerning after school schedules, etc, should be planned and discussed at home in advance.

Likewise, students and parents are responsible for bringing the appropriate items necessary for school such as music instruments, lunches, etc. These items should not be left in the office routinely for students to pick up.

EMERGENCY EVACUATION

ELEMENTARY SCHOOL PROCEDURES

In the event that students must be evacuated or sent home due to power failure or other emergency, the following procedures will be in effect:

1. Room parents will receive a call from the Class Coordinating Parent who will explain the nature of the evacuation.
2. Room parents will call their part of the class list using their evacuation sheets.
3. If no one is at home, they will then call the work number. If there is no work number, call the "buddy parent." If the "buddy parent" cannot be reached, call the back-up person. If the back-up person is not available, the child will be sent to the library or the all-purpose room until their safe release is assured.
4. The Room parents will record where each child is to go:
 - home
 - with buddy,
 - with back-up person, or
 - to the library or all purpose room.
5. When calls have been made, room parents will call the office with the information requested in #4 above.
6. In the event of immediate evacuation:
 - Central School: The children will walk to the Presbyterian Church. All phone calls will be taken at Elizabeth Haddon at 429-0811.
 - Elizabeth Haddon School: The children will walk to the Grace Church. All phone calls will be taken at Central School at 429-5851.
 - J. Fithian Tatem School: The children will walk to Haddonfield Memorial High School--HMHS. Phone calls will be taken by HMHS at 429-3960.

HOMEWORK

Appropriate homework will be given at the discretion of the classroom teacher. Regular work completed at home is used to reinforce the concepts taught in the classroom and improve students' study skills. Homework will be given for the following reasons:

1. It is good discipline, it engenders accountability and responsibility.
2. Homework eases time restraints on the curriculum. Without preparatory reading and practice outside the class, the amount of work accomplished in a given time period would be considerably reduced.
3. Homework fosters student initiative, independence and responsibility.
4. Homework reinforces and supplements school learning experiences.
5. Homework brings the school and home closer together. If parents participate in the process by helping and reviewing assignments, the link between school and home can be strengthened.

Criteria For Homework Assignments

1. Related to a well taught lesson and clearly stated objectives.
2. Fit the abilities of the students.
3. Are purposeful.
4. Help the student who needs extra practice/reinforcement of skills previously taught.
5. Supplement and enrich classroom activities.
6. Provide for the student who has been unavoidably absent.
7. Are checked and discussed. (If it is worth doing, it should be checked).
8. Never given as a form of punishment.

Homework Guidelines

1. **Kindergarten:** No regular homework assignments. Assignments may be made by the teacher.
2. **First grade** No more than 15 minutes, 4 days per week.
3. **Second grade** No more than 30 minutes, 4 days per week.
4. **Third grade** No more than 40 minutes, 4 days per week.
5. **Fourth grade** No more than 60 minutes, 4 days per week.
6. **Fifth grade** No more than 60 minutes, 4 days per week.

Teachers and parents may jointly choose to work out an arrangement of reinforcement activities for home study.

PHYSICAL EXAMINATION

In accordance with the recommendations of the State of New Jersey, all pupils entering school and in fourth grade must receive a complete physical examination during the school year. Students must have the physical examination form signed by a physician in order to receive a classroom assignment in grade 5.

The current thinking of school physicians and educators is that these examinations should, where possible, be done by the student's personal physician; however, our school physician is available to conduct the physical examination. If there are parents who prefer an examination by the school physician, please call the school nurse.

Central School.....Mrs. Margaret Petrillo, RN.....429-5851 ext. 228
E. Haddon School.....Mrs. Loretta Macconi, RN.....429-0811 ext. 105
J. F. Tatem School.....Mrs. Beth Herrera, RN.....429-0902 ext. 104

SAFE SCHOOLS INITIATIVE

Any pupil convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program, pending a hearing before the Board of education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

The Superintendent determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.

In any of the above cases, the principal is responsible for the removal of the pupil for a weapons offense and must notify the law enforcement agency to press charges. The pupil who is removed is entitled to a hearing before the board of education to determine if the pupil is guilty of committing the offense.

SCHOOL ROUTINES

Address Change - Please notify the school secretary promptly of any address or telephone changes during the school year.

After School - The practice of students reporting home directly after the close of a school session should be insisted on by parents unless previous permission to do otherwise has been obtained. This habit is one which is good for the child and will save parents much worry. All children must leave school grounds promptly after dismissal. If children are delayed after school, the parents will be notified in advance.

Assignments for Ill Students - The school wants to see that all students absent for an extended period of time will not fall behind in their lessons. Please call the school office when you wish to secure homework assignments for your child. Please let the school secretary know when you call your child out sick in the morning that you wish to pick up the work for the day. Assignments will be ready at 3:00 PM for pick up if the request is made by 10 AM.

Attendance - Regular and punctual attendance is one of the desirable traits to be learned by children when they first enter school. Upon return from any absence a child must present a brief note of explanation signed by a parent or guardian.

If your child attends the Before and After School Program, please call both your child's school and the Before and After School Program directly (429-1603) when your child is ill or when he/she will not be attending that day.

Despite our desire to have the children attend school regularly, when a child is ill, the child should remain at home to protect him or her and the other children. Policies have been established by the school physician and approved by the district to protect the health of the people within the school. One of these policies states that when a child has been checked and found to have a temperature of 100 F or above, he/she must be sent home and may not return to school until he/she has been fever free for 24 hours.

Bicycles – Students in grades three and above are permitted to ride bicycles to school provided the parent has submitted the parental permission form. New Jersey law requires that all students riding bicycles must wear a helmet. If a student rides their bike/scooter to school and does not have a helmet, the student will not be allowed to ride the bike/scooter home at the end of the school day. It will be kept in the school until a parent/guardian comes to school to pick up the bike or walk the child home with the bike/scooter.

Those who ride bikes/scooters to school should chain and lock them to the racks provided. Unfortunately, thievery of bicycles/scooters does occur but it is usually confined to unlocked and expensive equipment. It is a good practice to bring an old bike/scooter to school. The bicycles/scooters must be walked on school grounds. ***The school is not responsible for bicycles/scooters.***

Cell Phones – Cell phones cannot be used during the school day. Student's cell phones must be turned off and stored in his/her backpack. The school will not be responsible for lost or damaged phones. All messages to students should be routed through the school office.

Conferences - Parents and Teachers - This is one of the best way to assess the progress of your child. The school will arrange routine scheduled conferences. First Grade conferences will be arranged for September, November and Spring. Kindergarten, Second and Third grade conferences will be in November and may again be scheduled in the Spring. Fourth and Fifth grades will conference in November. Parents and/or teachers may also request conferences at other times.

Early Dismissal - We ask cooperation so that such requests may be reduced to a minimum. The request must be in writing and signed by a parent. Board policy stipulates that children may be released from school early directly to the care of a

parent, guardian or other adult designated by the parent. Students will be called to the office when the parent arrives. Plan time accordingly. ***Children may not leave school before 3:00 P.M. without said adult who must report to the office to sign for the child.***

Discharging and Picking up Students - Parents should not park on the school side of the streets in front of the schools. When dropping off or picking up students outside of normal start and ending times, a parent or guardian must sign in/out in the main office.

Dress Guidelines

Clothing - Children's clothing should be marked plainly to facilitate identification. This is especially important for storm footwear which is misplaced easily by children and which might be identical to another child's. A Lost and Found is located in each school. Encourage your child to check there for missing articles.

Student dress should be comfortable, modest and in good taste. Parents can be of vital assistance by checking to make sure their children are dressed appropriately. Likewise, parents are asked to encourage their children to develop and follow good personal hygiene habits.

The following guidelines have been set:

- Students must wear closed shoes or sneakers at all times. Flip-flops, and other backless shoes are not allowed for health and safety reasons.
- Hats, caps, scarves, or other head coverings are not to be worn inside the building.
- Shirts with offensive slogans or pictures are not to be worn.
- Torn or tattered clothing may not be worn.
- The following are not permitted: "hellie" sneakers, tank tops, string tops, tube tops, halter tops, see through tops or bottoms, cut-off shorts, or micro-mini skirts.

Field Trips - Field trips essentially are an extension of classroom instruction. They provide the students with an opportunity to study first-hand certain objects and places of interest associated with classroom units. Classroom teachers are responsible for determining the number of chaperones needed to safely supervise students on each trip. The teacher will contact the Room Parent for assistance, as needed. Students should not bring money to spend on any field trip unless specific permission is given by the classroom teacher.

In September, the school will ask that you sign an "all encompassing" field trip form which gives the school permission to take your child on all of the teacher-planned field

trips for the year. However, you will be notified in advance of each trip in order to give you the opportunity to determine whether or not your child should participate.

For students who require medication during the day, the school will try to send a nurse to administer the medication to the student while they are on the field trip. In the event that a school nurse cannot be hired, the child's parent is encouraged to attend the field trip so they can administer the medication. Otherwise, the student will need to wait until they return to school to receive their medication from the school nurse. This procedure is necessary since state law does not allow non-nursing staff to administer any medication, including cough drops or aspirin.

Insurance - The Board of Education has purchased insurance coverage to protect all students against accidental injury while the student is going, to or from school, at school, or at approved school activities including participation in inter-scholastic sports.

The insurance is excess coverage; that is, it will pay those expenses not covered (including deductibles) by any other medical insurance you may have. Thus, you must submit all bills to your own insurance first. The school policy will pick up the unpaid balances up to the limits of the policy.

Further information may be obtained by contacting:

Mutual of Omaha
Joseph Maksin Jr. and Associates
Collingswood, New Jersey
1-800-288-4123

Health Office - The school nurses maintain health records on all students, auditory and visual screening, teach health and basic first aid, and cope with emergencies at school. ***It is important that addresses and telephone numbers for emergencies at school are kept current. Any changes during the year should be called in to the school.***

Central School Mrs. Margaret Petrillo, RN....429-5851 ext. 228
E. Haddon School..... Mrs. Loretta Macconi, RN.....429-0811 ext. 105
J. F. Tatem School Mrs. Beth Herrera, RN.....429-0902 ext. 104

Medications - Our best advice about medications is that they should be given at home. When this is not possible and a medication must be given during school time, please be prepared to follow these State mandated rules. ALL MEDICATIONS -- even "over the counter" medications, as well as anything ordered by your doctor must have the **District**

Authorization Form completed by both doctor and parents. Please bring a limited supply of the medication your doctor has ordered to the nurse's office. The medication must have a current label with the patient's name, name of medicine, dosage, frequency of administration and doctor's name.

If your child must have this medication over a long period of time, please make sure to replenish his supply at regular intervals. Most children do not remember that they have to "get the medicine bottle refilled". We need your help to keep the supply available for your child.

In June, we request that you collect your child's medication before the close of the school year.

When children who require medication during the school day attend a field trip, the district will make every effort to provide a school nurse on the trip to administer the medication. However, in the event that a nurse cannot be hired to attend the field trip New Jersey law requires that any child who needs medication during a field trip must have either:

1. Their own parent on the field trip to dispense the medication OR
2. Do without his/her dose for the day (you may request that it be given at a delayed time). Please send this request in writing to the school nurse.

Exceptions: No child may carry and/or self medicate **UNLESS** the medication is an inhaler for asthma or an Epi-pen and that child must have certification by a doctor that he/she has a life threatening problem. The Self Medication form must be completed and submitted to the school nurse.

Items From Home – Personal items such as toys, games, collections, etc. should not be brought to school unless permission is obtained from the classroom or specialist teacher or principal.

Lost and Found Articles - Each school maintains a "Lost and Found" collection of articles. The student may check in the office on the same day in which the article was lost to see if it had been turned in. If it has not, the student should check the "Lost and Found." To help keep articles in the Lost and Found to a minimum, please make sure all of your child's belongings are labeled.

Lunch Time Rules - The following lunchroom rules are in effect in the Haddonfield Elementary Schools:

1. Students must obey lunchroom aides.
2. Students may talk in a quiet tone of voice.
3. Students must stay in their seats until excused.
4. Students must not throw trash, food or other objects.
5. Students may not return to classrooms during the lunch period without teacher written permission.
6. Students must enter lunchroom and take their seats in an orderly manner.
7. Students must respect the possessions of others.
8. Students must obey all other school rules during the lunch period.
9. Profanity, foul language, will not be tolerated at anytime. Students using profanity in the cafeteria will be subject to disciplinary action.
10. Children are discouraged from sharing food.

Musical Instruments - It is important that children bring musical instruments home each day for safe-keeping purposes and for practice. **The school is not responsible for instruments left overnight.**

Report Cards - These are issued three times annually except in the Kindergarten which has two report cards annually - January and June.

Pets – No pets are to be brought to school unless permission is obtained in advance by the building principal. Pets are **not** permitted on school grounds.

Parties - The instructional program is our first priority. In keeping with this philosophy, please check with the classroom teacher prior to sending in any birthday items. Classroom parties take place near the end of the school day on Halloween and Valentine's Day.

Please remember children's feelings are easily hurt! Please do not pass out party invitations on school grounds unless the entire class is invited.

Safety Patrol - The children of the Haddonfield Elementary Schools are helped in crossing the streets of Haddonfield by our Safety Patrol. Students are selected based on academic performance, behavior and the teacher's recommendation to serve on the Safety Patrol. Safety Patrol members are posted at key cross-sections and on the school grounds to ensure that children get in and out of the building safely. Safety Patrol members **will not** be on duty during **severe** or extremely hazardous weather conditions.

Examples include:

1. When the wind chill factor is below 15 degrees or freezing rain is occurring.
2. Thunder or lightning
3. Heavy rains or fog limit visibility
4. Snowfall that delays the opening of school

5. High winds create unsafe conditions.

Please note that Safety Patrol members may not be utilized to walk kindergarten students from school to corners or homes. Parents are responsible for walking/transporting their children.

Parent drivers can help the school and the Safety Patrol by complying with the following:

- Observe extreme caution at all times when driving in the school area.
- **Discharge pupils at the curb so that they exit directly to the sidewalk.** Do not allow children to leave car while stopped in the middle of the street.
- **WHILE WAITING FOR PUPILS, DO NOT PARK IN THE BUS LOADING ZONE OR IN ANY OTHER DESIGNATED NO PARKING AREAS.**
- During inclement weather, traffic in the school area becomes extremely congested. Please be patient and make every effort not to block streets. Because of the volume of traffic on days when the weather is bad, it is critical that drivers be alert to children boarding and being discharged from vehicles.
- Be aware that the parking rules **will be enforced** by the police to best serve the safety of our students.

Advisors for the Safety Patrol:

Central School	Mrs. Dana Selbach	429-5851 ext 361
Elizabeth Haddon.....	Mrs. Barbara Gale	429-0811 ext 122
J. F. Tatem.....	Mrs. Mary Hall	429-0902 ext 121

School Schedule - All district elementary schools and the Middle School will follow a six-day schedule. The six-day schedule identifies each day by number, i.e., Day 1, Day 2, etc. rather than by the day of the week. Beginning with Day 1 on the first day of school, each consecutive day follows up to Day 6 and then the cycle starts again. The six day schedule allows all schools to coordinate programs and share personnel more efficiently.

Snow - We need your help to insure that no snow is thrown by the children at other persons or automobiles on the way to and from school. Students throwing snow on school grounds or on route to or from school are subject to disciplinary action.

Peer Mediation - This is a confidential school based peer mediation program offering conflict resolution services. Mediation is used to assist third, fourth, and fifth grade students in resolving disputes in a peaceful manner. It is a program that focuses on problems and their solutions.

Each year a new group of students is selected to be mediators. This group receives training in mediation techniques, how to lead discussions, and how to help peers develop solutions. The types of disputes mediated are:

- Name-calling
- Rumors
- Threats
- Friendship conflict
- Verbal arguments
- Loss of property
- Teasing

Disputes not mediated include:

- Serious acts of violence
- Bullying
- Repeated conflicts between the same disputants

We encourage all students in the third, fourth, and fifth grade to take advantage of this excellent program. If you would like to learn more about the mediation program, please call the Peer Mediation Advisors:

- Central School: Mr. Quinesso and Mrs. Nepp..429-5851 (ext 356)
- Haddon School Mrs. Rosner, 429-0811 (ext 104)
- Tatem School.....Mrs. Elyse Batoff 429-0902 (ext 101) and Mr. Jason Rosenberg (ext 109)

Student Records - Parents are permitted to examine student records with an administrator present. Items kept as part of a child's permanent file are not available for public use in any way. Both biological parents are permitted equal access to student records. Parents may request additional copies of the child's report card(s) and other pertinent information by calling the school office or placing a written request.

Extended School Year - A summer program is conducted annually for elementary school special education students who meet the requirements for an extended school year.

Textbooks - Students are provided use of textbooks and library books without charge. If a book is lost or damaged through negligence or abuse a replacement charge will be assessed.

Visitors - To insure maximum safety for the children in our schools, it is the policy of all Haddonfield Schools that **all visitors**, including parents, report directly to the office, sign in and obtain a **VISITOR'S BADGE** when entering the building. While all schools

welcome and encourage appropriate communication between teacher and parent, classes may not be interrupted by unannounced visits. **No one is permitted in the halls or classroom without authorization from the office. PARENTS SHOULD NOT WAIT FOR CHILDREN IN THE HALL OUTSIDE OF THE CLASSROOM AT DISMISSAL TIME.**

We are unable to accommodate requests for children who are not registered or students in Haddonfield Public School to visit classrooms.

Walking to School - Your child should know his or her first and last name, street address, parent's names, and phone number before walking to school alone. The fifth grade maintains a safety-grounds patrol both on the school grounds and at various intersections. These students take their duties seriously and youngsters are requested to follow directions given by the safety member. Children should always walk with a buddy when going to and from school.

**PLEASE HAVE YOUR CHILD CROSS ONLY
WHERE THERE IS A SCHOOL CROSSING GUARD
or
SAFETY PATROL MEMBER**

SPECIAL PROGRAMS AND ACTIVITIES

Enrichment Activities - A program of assemblies is sponsored by the PTA in cooperation with each elementary school staff. These programs are provided periodically throughout the school year.

Field Day – Held in June each school year, this day to provides the children with the opportunity to participate in a number of field events such as races, broad jumping, and relays.

Halloween Parade - This parade begins about 1:45 PM on Halloween Day. Lunch is not served on this day. The children are dismissed at 12:00 noon and given an extra half hour for lunch so they can eat at home and then prepare themselves for this event. The children should return to school at 1:30 PM. Families are invited to watch as the children parade around the school grounds. The children then return to their classrooms for classroom parties. Parents are urged to monitor their children's costumes and make-up in order to prevent our younger students from becoming frightened. Morning Kindergarten students are encouraged to return, in costume, for their school's parade.

Principal's Advisory Committee - This committee meets on a regular basis and is comprised of teachers, parents, support staff, community members and the principal.

The purpose of this committee is to provide a forum for frequent and open communication and collaboration among members of the school community.

Student Council - Representatives from the upper grades share in solving school related problems, work on school projects, and have opportunities to share in decision-making.

The School Store - The school store is run for interested students. It will carry school supplies and is open during the week (once per month).

WHAT TO DO "IF"

YOU HAVE A PROBLEM: Call the school office to arrange a conference with your child's teacher.

A STUDENT BECOMES ILL AT SCHOOL: A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation for the child. The phone number of an alternate responsible adult must be available to the school.

YOU WANT HOMEWORK ASSIGNMENTS: You may get this information by calling the school and leaving a message for the teacher. Assignments will be available for pick-up in the school office after 3:00 PM pending the request is made before 10 AM. **ALL ASSIGNMENT REQUESTS MUST BE RECEIVED WHEN YOU CALL YOUR CHILD OUT SICK.** Make-up assignments for family vacations will be distributed upon the student's return to school.

YOUR CHILD IS ABSENT: Please call the school office by 8:30 A.M. to report your child's absence. Also, please send a note listing the dates of absence and the reasons for the absence with your child when he/she returns to school.

EXTENDED ABSENCE BY PUPIL: If a student is expected to be out of school for a prolonged period due to illness or accident, home instruction may be available. Parents are asked to call the office of the principal for more information. If you anticipate a long absence, call the office immediately so that provisions for homebound instruction can be made.

YOU WANT A MESSAGE DELIVERED: Only emergency messages may be delivered to students. In case of emergency, give the message to the building principal or the building secretary and it will be transmitted to the student.

A LUNCH IS LEFT AT HOME: Deliver it to the school office. Students who leave lunches at home will be called to the office to claim them.

YOUR CHILD LOSES SOMETHING AT SCHOOL: All items found are put in a school Lost and Found stored for a limited time period.

YOUR CHILD NEEDS TO RETURN TO SCHOOL AFTER DISMISSAL: Students who wish to return to school after dismissal must report to the building principal for permission to re-enter their classroom. If possible the parent should accompany the student.

YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER: Please advise your school office immediately.

IF A CHILD IS ILL: Children who have been sick during the night or who display symptoms of illness in the morning should not be sent to school. Students who have an above normal temperature should not be sent to school until s/he has been fever free for 24 hours.

YOU PLAN TO MOVE: Please contact the school office for information regarding the procedure which is to be followed for transferring a child.

YOU NEED CLARIFICATION ON A PROCEDURE OR POLICY: Call your child's building principal for an answer.

2009-2010 PTA Officers

CENTRAL SCHOOL

PresidentMichele Smith (428-2032)
Vice President.....Danielle Meeker (216-7277)
Corresponding SecretaryCarrie Valteau (429-5656)
Recording Secretary.....Amy Wilson (229-7410)
Treasurer.....Heidi Lahm (216-8275) and Rochelle Fernands (216-2331)
Trustee.....Pamela Strobel (429-2144)

ELIZABETH HADDON SCHOOL

PresidentMarie De Simone (428-4647)
Vice President..... Annmarie Jensen (216-7494)
Corresponding SecretaryMichelle Guidi (616-2383)
Recording Secretary.....Laura DeCencio (429-6818)
Treasurer.....Regina Brogan (795-2230)
Trustee.....Tracy Bateman (428-6440)

J. FITHIAN TATEM SCHOOL

PresidentJennifer Douglas (428-5990)
Vice PresidentCindy Gaffney (795-0990)
Corresponding SecretaryLiz Presentza (229-7789)
Recording Secretary.....Liz DeNino (428-9041)
Treasurer.....Jami Tranfalia (857-9478)
Trustee.....Tracy Noone (616-0850)

Haddonfield Public Schools practice equality in educational programs. Each school building has on file district Equity and Affirmative Action policies. To obtain information, or file a grievance, please see your building principal or call the district Affirmative Action Officer, TBA.