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ACCREDITATION

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

AFFIRMATIVE ACTION STATEMENT

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

ALMA MATER

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

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

MISSION

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

BELIEF STATEMENTS

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

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 affected parties
 - Clearly defined and measurable goals
 - Cost benefit analysis
 - Impact on all district programs
 - Adequate staffing, resources and training
 - Method of evaluation and feedback
- Tolerate
 - Bullying
 - Abuse
 - Dangerous or illegal behavior
 - Harassment or discrimination

*A Statement On Human Dignity
for the Students, Staff & Parents of Haddonfield Memorial
High School*

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

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

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

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

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

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

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

Racial, Sexual, Religious, Ethnic Harassment and Violence

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

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

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

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

Affirmative Action Officer, Haddonfield Public Schools

Phone number: 429-5851

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

File: humandignity2

STAFF ORGANIZATION

Mr. Michael Wilson.....	Principal
Ms. Shannon Plunkett.....	Dean of Student Life/Supervisor of Counseling
Mr. Lefteris Banos.....	Athletic Director
Ms. Bonni Rubin-Sugarman.....	Supervisor of Special Services
Mrs. Carol Barbano.....	Principal's Secretary
Mrs. Sharon Garnier.....	Nurse
Mr. Brian Stafford.....	Library Media Specialist
Ms. Nathana Hirsch.....	Student Social Worker
Mr. John Toto.....	Substance Awareness Coordinator

DEPARTMENTS

Art	Music
Business	Physical Education
English	Practical Arts
World Language	Science
Home Economics	Social Studies
Health	Special Education
Mathematics	Vocational Education

SUPPORT STAFF

Secretarial	Educational Assistants
Maintenance	Custodial Cafeteria

2011-12 CALENDAR

Please go to the following web site for the current school year calendar:

<http://www.haddonfield.k12.nj.us/>

HADDONFIELD MEMORIAL HIGH SCHOOL

*MMPE/Grades Matrix for 2011-12

	1 st Marking Period	2 nd Marking Period	3 rd Marking Period	4 th Marking Period
Marking Period <i>Begins</i>	September 6	November 21	February 6	April 23
Mid Marking Period Reports Due	October 10	December 21	March 9	May 16
Mid Marking Period Reports Mailed	October 11	December 22	March 12	May 17
Marking Period Ends	November 18	February 3	April 20	June 19
Grades Due from Teachers 8 AM	November 28	February 10	April 27	June 14 @ 8 am (seniors) June 20 @ 11 am (9, 10, 11)
Grades available Online after 3 PM	November 28	February 10	April 27	June 20

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

SPECIAL EVENTS

Back to School Night.....	September 22
Drama Productions.....	October 20-22
.....	March 2,3,9,10
.....	Matinee March 4 @ 2 PM
.....	May 4
College Night.....	October 26
Music Department Concerts	December 20
.....	March 20
.....	April 3
.....	May 17
.....	May 22
Freshman Dance.....	April 20
Sophomore Dance.....	April 27
Junior Prom.....	May 11
Music Department Awards Night	May 31
Varsity Sports Awards	June 4
Senior Awards Night.....	June 5
Senior Prom	June 8
Commencement	June 19

SCHOOL COUNSELING DEPARTMENT
429-2204 – FAX 216-9759

The School Counseling Office is open from 8:00 a.m. – 4:00 p.m., Monday through Friday. It is located on the second floor of “A” building in Room A216. The department is staffed by five counselors and a secretary.

COUNSELOR ASSIGNMENTS
2011-12

Counselor		
	SENIORS '12	JUNIORS '13
Mr. Holman	A – Fini	A – Ed
Ms. Dorfman	F -Heath	Em-Hi
Ms. Grimaldi	Her-Oswald	Hu-Po
Ms. O’Hara	O - Z	Pr - Z
	SOPHOMORES '14	FRESHMEN '15
Mr. Holman	A - E	
Ms. Dorfman	F – K	F-I
Ms. Grimaldi	L-Reb	
Ms. O’Hara	Reed- Z	
Ms. Odessey		A – E J-Z

SERVICES PROVIDED

- Educational planning and counseling for students and their parents
- Personal counseling
- College and career preparation
- Test administration, evaluation and interpretation
- Scholarship and financial aid assistance

REQUIRED SUBJECTS FOR GRADUATION

ALL STUDENTS MUST REGISTER FOR AT LEAST 6 COURSES PER SEMESTER

All students must meet the following graduation requirements:*

English	4 years	22 credits
Career Education or Consumer, Family & Life Skills or Vocational-Technical Education	1 year	5 credits
Visual or Performing Arts	1 year	5 credits
Physical Education	4 years	12 credits
Health Education	4 years	4.5 credits
Mathematics	3 years	15 credits
Science**	3 years	15 credits
U.S. History	2 years	10 credits
Global Issues	1 year	5 credits
Economics/Personal Finance***	½ year	2.5 credits
World Language	1 year	5 credits
Electives		11.5 credits
Total Credits for Graduation		110 credits

*New graduation requirements beginning with the Class of 2013 require students to complete a minimum of 120 credits. This will increase the credits of electives to 21.5.

**New graduation requirements for the Class of 2013—three years of science, including one biology and one physical science and a third laboratory/inquiry-based science (17 credits).

***New graduation requirement for the Class of 2014.

REQUIRED TESTS FOR GRADUATION

All students are required to pass all segments of the New Jersey High School Proficiency Assessment prior to graduation.

EARLY GRADUATION

Students may graduate upon completion of their junior year if they have satisfied the following requirements:

- Four years of English (22 credits)
- One year of World Civilizations (5 credits)
- Two years of U.S. History (10 credits)
- Three years of Mathematics (15 credits)
- Three years of Science, including one Biology and one Physical Science (18 credits)
 - New graduation requirements for the Class of 2013—Three years of science, including one biology and one physical science and a third laboratory/inquiry based science (17 credits)

- Physical Education, Health for each year in high school (12.25 credits)
- One year of Visual or Performing Arts (5 credits)
- One year of Career Education or Consumer, Family and Life Skills, or Vocational-Technical Education(5 credits)
- A passing score on all segments of the New Jersey High School Proficiency Assessment
- One semester of economics/personal finance (2.5 credits)
- A minimum of 120 credits, including the requirements listed previously
- An 85 cumulative average at the end of the 5th semester
- Favorable recommendations from the student's academic teachers and counselor
- Approval of the principal

It is imperative that students who wish to graduate early begin to plan as they enter high school.

DROPPING OF COURSES

TRANSFER TO DIFFERENT LEVELS OF A COURSE

Students may change to a different level of a course with the principal's approval based on the recommendations of the student's counselor and the teachers involved in the schedule change.

1. A student who transfers to a different level of a course before the mid-marking period evaluation of the first marking period will be allowed to make up work missed in the new course. In such circumstances as indicated above grades from the previous course will not be carried.
2. A student who transfers after mid-marking evaluation and before the end of the second marking period of the course will carry all grades earned into the new course and be graded accordingly by the new teacher.

FULL YEAR/SEMESTER COURSES

1. After receiving permission from parent, teacher, counselor and principal, students may drop a course before the end of the first marking period for a full year course and after five weeks of a semester course. The course will not appear on the transcript.
2. **Students who drop a course more than one week after the end of the first marking period will receive a (60) "F" for the course.**
3. With regard to eligibility only, if the course is dropped during the 2nd marking period the (60) "F" will appear as a second marking period grade and as the semester grade.
4. Regarding eligibility only, if the course is dropped during the third marking period the (60) "F" will appear as a 3rd marking period grade and as the final grade.
5. With the written permission of the principal, a final grade of (60) "F" in a dropped course may be made up by attending summer school (120 hours for full year courses and 60 hours for semester courses).
6. Students who drop a course may not add a course after the first 10 classes (for a semester course) or after the first 20 classes (for a year course).
7. Students may choose to audit the dropped course according to the audit procedure.
8. All required work **MUST** be turned in by the last day class meets. This applies to full year, semester and quarter courses.

A student's schedule must be for a minimum of six courses or 27.5 credits. Exceptions can be made at the discretion of the principal. Peer Leadership does not count as one of these required classes.

TEACHER EVALUATION OF STUDENTS

The School Counseling Department has the responsibility for maintaining all academic records, as well as coordinating data, processing materials, monitoring teacher evaluations of students, and distributing report cards.

Students will receive one of the following eight letter grades and a numerical grade for each marking period, examination and final average.

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

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

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

- Final grades will be computed as follows:
 - Full year course averages will be computed by doubling the marking period grades, adding the mid-term and final exam grades, and dividing the sum by 10.
 - The final average in a one semester course is determined by doubling the numerical grades received in each marking period, adding the final examination and dividing by **five**.
- A student earns a passing grade in the following ways:
 - In a full year course, any student who has a 70 average has earned a passing grade provided he has passed both the fourth-quarter, and the final examination.
 - In a one semester course any student who has a 70 average has earned a passing grade provided he has passed either two marking periods or one marking period and the examination.
 - Failures cited above in a. and b. result in a grade of 60 (F).
 - The final grade in a quarter course is determined each marking period.
Currently, physical education, health, and safety are quarter courses.

Appeals of grades **must** be made within 30 days of the close of the marking period.

On a transcript, all physical education final grades earned each quarter are averaged to give a grade for that school year.

3. The final average in all courses will be calculated to two (2) decimal points. For the purpose of determining a final letter grade for the calculated numerical average any grade .5 or greater will receive the higher letter grade.
 $91 (B+), 92 (B+), 95 (A), 95 (A), 92 (B+) = 93=A$
 $90 (B+), 89 (B+), 95 (A), 95 (A), 92 (B+) = 92.20=B+$
 $90 (B+), 88 (B), 94 (A), 95 (A), 91 (B+) = 91.60 = B+$
4. All students enrolled in different sections of the same course must be evaluated through the same types of measuring instruments.

MID-MARKING PERIOD REPORTS

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

INCOMPLETE GRADES AND MAKE-UP PRIVILEGES

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

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

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

SENIOR EXEMPTIONS

A policy regarding the exemption of **seniors** from final examinations has been established. It is applicable to **ALL** subject areas without exception.

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

OPTIONS FOLLOWING FAILURE

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

HOMEWORK

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

MAKE UP WORK DUE TO ABSENCES

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

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

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

TUTORING

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

ACCEPTABLE USE POLICY

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

http://www.haddonfield.k12.nj.us/district_infor/Instruc_Tech/AUP.htm

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

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

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

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

ACADEMIC INTEGRITY

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

The school policy is as follows:

1. All cases of student cheating must be reported to the principal or assistant principal.
2. No credit is given for the class work, assignment, or test.
3. The administrator contacts the parents of the student and arranges for a conference with the student, teacher, and administrator.
4. Further disciplinary action will be determined as a result of the conference.

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

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

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

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

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

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

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

VIOLATION AND RECOMMENDED MINIMUM SANCTION

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

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

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

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

CHARACTER EDUCATION PHILOSOPHY

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

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

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

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

Respect

Respect Self/Others
Tolerance
Courtesy

Responsibility

Citizenship
Dependability
Effort
Perseverance
Curiosity

Caring

Friendship
Patience
Sense of Humor
Service

Integrity

Honesty
Trustworthiness
Courage

Cooperation

Flexibility
Problem Solving
Organization

Fairness

Justice
Common Sense

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

ADVANCED SUMMER SCHOOL CREDIT

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

OPTION II

Background

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

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

Grades earned through Options II are recorded on the student's transcript, but not counted toward GPA.

Applications for Option II are available in the Counseling Office.

APPROVED EARLY DEPARTURE FROM SCHOOL

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

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

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

CLASS RANK

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

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

- Grade point average, along with a school-wide grade distribution by subject, will be sent to all colleges and universities to which our students apply.

HONOR ROLLS

Students are recognized for excellent academic achievement by being named to one of three honor rolls each semester. To be eligible for honor roll consideration, a student must carry at least 27.5 credits.

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

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

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

AWARDS

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

Neumueller Award for Art

The recipient of the Neumueller Award in Art will be the senior student who has maintained the highest G.P.A. in Art and completed at least one of the following advanced courses: (a) Art Major, (b) Advanced Placement-Drawing Portfolio, (c) Advanced Placement General Portfolio. In case of a tie the student who, in the judgment of the Art Department faculty, best meets the following shall be the winner:

1. Maintained outstanding technical proficiency in at least two of the three general art areas listed.
 - a. Drawing – Pastel, charcoal, pencil, conte crayon, pen and ink
 - b. Painting – Oil, acrylic, watercolor
 - c. Three dimensional work – ceramics, sculpture
2. Demonstrated an ability to communicate through visual expression mastery of conceptual learning. Some examples are:
 - a. Perspective – foreshortening
 - b. Proportion, structure, anatomy
 - c. Selectivity – center of interest
 - d. Depth through selected color intensities and/or contrasts
3. Developed a high degree of originality, integrity, and ingenuity in creating, refining, and executing their ideas into finished art works, may include Teen Arts, Poster Contest, etc.

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

Neumueller Award for Practical Arts

The recipient of the Neumueller Award in the Business/Vocational Department will be the senior with the highest G.P.A. who has completed a minimum of 20 credits in Business and/or Vocational courses which include with **two** advanced courses, **one** Coop program or Career Intern.

Advanced Courses

Food and Nutrition II
Accounting I, Accounting II
Marketing
Architectural Application in CAD
Engineering Application in CAD

Coop Program

Marketing Coop I
Marketing Coop II
CIE Coop

Career Intern

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

1. The highest G.P.A. in advanced courses
2. The total number of Vocational and/or Business credits earned with a grade of 93 or above.

Neumueller Award for English

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

Accelerated English 9, Accelerated English 10, and Accelerated English 11 or AP courses.

Tie Breaker:

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

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

Neumueller Award for World Language

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

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

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

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

Neumueller Award for Health, Safety and Physical Education

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

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

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

Neumueller Award for Mathematics

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

In the event of a tie:

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

Neumueller Award for Music

The Recipient of the Neumueller Award in Music will be:

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

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

Neumueller Award for Science

The recipient of the Neumueller Award in Science will be the senior student who has the highest grade point average in all of the three categories:

1. AP Chemistry
2. AP Biology or AP Environmental (if both taken the highest will be used)
3. AP Physics

Ties will be broken by the comparison of grades for Accelerated Biology and Accelerated Chemistry.

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

Neumueller Award for Social Studies

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

World Civilizations

U.S. History I Accelerated

AP U.S. History II

One of the following three:

AP European History

AP U.S. Government

AP World History

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

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

Achievement Scholarship

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

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

In case of tie: Highest GPA will win.

AUDITING POLICY

Auditing a class is an opportunity the school extends to the student for the study of a school subject without receiving credit for the course. The privilege is extended to those who are serious about their education and wish to expand their knowledge. Previous enrollment in a course for credit will not bar a student from auditing that course at a later date. The selection of an audit course must be additional to the minimum student course load of six courses or 27.5 credits.

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

1. Demonstrates strong interest in subject area.
2. Has the need for a refresher course.
3. Desires to utilize study time in a constructive

Students are encouraged on an individual basis to audit a class without credit as a need is identified and if the desired class has room for an auditing student.

No grade will be entered on the permanent record for an audited course. All students who audit a course will be given a copy of this statement.

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

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

PHYSICAL EDUCATION WAIVER

Please submit this waiver request to your child's counselor at Haddonfield School. Your waiver request will be evaluated against our beliefs and guidelines, and a decision will be made within two weeks of submission of a completed packet.

The following groups and positions will review your request. This completed packet will be maintained in the student's file as proof that the course was waived for graduation consideration. Waivers will not be granted solely for participation in high school sponsored sport. Your waiver request will be reviewed by the following people, all of whom will make a recommendation to the building principal, who has the final decision:

1. The Counseling Department
2. The Special Education Case Manager for any IEP protected student.

Please be aware that students need to pass 13.75 credits for the first semester to participate in Spring sports and a total of 27.5 credits for the year to participate in the next Fall sport season to meet NJSIAA eligibility.

PHYSICAL EDUCATION OPTION

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

GUIDELINES AND SERVICES

HOMEROOM PROCEDURES

The purpose of the homeroom period is to communicate information to students and faculty. The daily pledge of allegiance, as required by law, is also conducted during the homeroom period. **Announcements are emailed to students on a regular basis.**

All juniors and seniors with seventh and/or eighth periods free will automatically receive early dismissal unless parents request otherwise.

Students who have early dismissal or late admission will be required to attend the full school day.

An unexcused lateness to homeroom will be handled according to the discipline code. Abuse of late homeroom or violation of the student discipline code may result in a suspension of the privilege.

I.D. CARDS

Identification cards will be issued to each student near the end of September. Students must present their I.D. cards when requested.

ASSEMBLIES

There are numerous assemblies scheduled throughout the year. Most of them occur directly following homeroom in the morning. Each teacher has been assigned a block of seats to accommodate their homeroom; the student's teacher will inform them of the exact location.

BICYCLES, CARS, ETC.

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

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

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

CELL PHONE POLICY

The use of electronic communication devices (including cell phones, Black Berry-type devices, iPhones, pagers, etc.) during the school day is prohibited. Examples of inappropriate uses include but are not limited to: phone calls, text messaging, calculator function and Web access for any purpose. If an emergency exists where a student must use their phone, they must go to the Main Office for permission from an administrator. The use of a camera is strictly prohibited at all times.

During the school day, cell phones must be kept turned off and out of sight in a purse, pocket, or preferably backpack.

All students will receive notice of the cell phone policy during the first two weeks of the school year.

First offense: Staff member asks student to shut off the phone and put it away.

Second offense: Phone confiscated by staff member. Student must pick up the phone at the end of the school day in the main office.

Third offense: Phone confiscated by staff member. Parent must pick up the phone

at the end of the school day in the main office.

Fourth offense: Phone confiscated by staff member. Student must pick up the phone at the end of the school day in the main office. Saturday detention assigned.

- Cell phone use during instructional time is strictly prohibited. An after school detention, and confiscation of the phone will be issued for the first offense. Subsequent offenses will lead to confiscation of the phone and a Saturday detention.
- Students can get permission from a faculty or staff member to use their phone during the day. **Permission will be granted given the timing of the request.**
- Remember: cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

EMERGENCY SCHOOL CLOSING

In the event of a minor storm school will be open an hour or two late. If it is necessary to close school because of a snowstorm or for any other reason, your school number will be broadcast on Camden and Philadelphia radio stations.

Our school code number is 560.

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

MEDICATION PROCEDURES

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

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

ETIQUETTE AND BEHAVIOR

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

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

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

Students are expected to sit in their assigned homeroom section during all assemblies. A variety of programs are featured annually. Students should be attentive, cooperative, and courteous at all programs. A student who can not conduct himself in a refined manner will be referred for disciplinary action.

DRESS CODE STATEMENT

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

The following guidelines regarding appropriate dress have been adopted:

1. Students are permitted to wear shorts throughout the year. Shorts must be approximately fingertip length.
2. Tank tops, tube tops, **crop tops**, spaghetti straps, see through shirts, bare midriff, bare back, low cut or large armhole shirts are not permitted. **All tops must have straps with a width of "2 fingers"**.
3. All shirts for boys must have sleeves.
4. Underclothing should not be visible at any time.
5. **Footwear must be worn at all times.**

- Hats or clothing imprinted with obscene language, inappropriate images, double meaning expressions or that advertises or endorses the use of alcohol, tobacco or drugs are not permitted.

Students who violate the dress code are sent to the nurse or counselor to call home for appropriate school clothing. The dress code has been developed with input from students, faculty, parents and administration. Any changes that become necessary in this code will be addressed by a similar joint committee. Administration will make the final decision regarding the appropriateness of any clothing.

First Offense - Parents notified - must change into appropriate clothing.

Second Offense – Parents notified - subject to letter “O” Inappropriate Behavior of the Disciplinary Procedures-**student must change into appropriate clothing.**

LOCKERS

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

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

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

Gym lockers are assigned by the Physical Education teachers.

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

LOST AND FOUND

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

MONEY AND VALUABLES

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

TEXTBOOKS

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

FINES

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

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

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

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

FIRE DRILL INSTRUCTIONS

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

Students must not congregate in the driveways.

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

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

FIRE EXTINGUISHERS

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

SIGNS AND POSTERS

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

VISITORS

Students **are not permitted** to bring visitors to school.

Anyone who enters the building must first report to the main office. A visitor's pass must be obtained before proceeding to an appointment. Visitors are required to leave a driver's license or keys before a pass will be issued.

TRANSFERS AND DISCHARGES

Students transferring or withdrawing from HMHS should first report to the School Counseling Department for official forms. These forms must be completed before the transfer or withdrawal is legal.

Notify the School Counseling Department as soon as you are sure of your plans, even if the transfer or withdrawal will not occur until a later date.

LUNCH REGULATIONS

No student may leave for lunch without prior approval from the principal or assistant principal. Students must request this privilege **each semester** by completing an application which must be signed by a parent. **ALL STUDENTS WHO RECEIVE APPROVAL TO LEAVE SCHOOL TO GO HOME FOR LUNCH MAY ONLY WALK HOME, NO OTHER MEANS OF TRANSPORTATION MAY BE USED. STUDENTS MUST EXIT AND RETURN THROUGH THE MAIN ENTRANCE (FRONT DOOR).** Applications for this purpose are available from the Attendance Office.

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

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

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

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

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

STUDY PERIODS

All students have an assigned area during study time. Each person is expected to report to that area at the beginning of the period.

A student who has obtained a pass to go to the counseling office, art, music, or a classroom teacher must first submit his pass to the study hall teacher. Upon returning to study hall, the student must submit the pass signed by the supervisor in the area he visited.

Students who abuse the school's regulations by spending study time in unauthorized places will be subject to disciplinary action and assigned to a restricted study hall.

WORKING PAPERS

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

To secure working papers; a pupil must present:

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

LIBRARY MEDIA CENTER

The Haddonfield Memorial High School Library Media Center houses a collection of approximately 16,000 books that are here to help you with school projects as well as for your personal enjoyment. In addition, the library subscribes to over 125 magazines, 4 daily newspapers and a variety of on-line databases.

The library collection also includes audio-visual materials, such as records, tapes, filmstrips, slides, and audio and video cassettes. Machines are available to view these materials in the Library Media Center. Back issues of periodicals are available on microfilm and microfiche and through a CD-ROM database.

Library Hours and Rules

1. **The Library Media Center is open Monday-Thursday from 7:15-4:30 and on Friday from 7:15-3:00.**
2. **Students are encouraged to use the library before, during, and after school.**

- 3. During the school day, all students must have a pass to come to the library and all students must sign in.**
- 4. The Library Media Center is the place to come to do research, study, or read. It is not a place to socialize.**
- 5. Most library materials circulate:**
 - a. Books for 2 weeks**
 - b. Back issues of magazines overnight**
 - c. Reference books overnight.**

Materials must be returned in a timely fashion or borrowing privileges will be revoked. Students are responsible for lost or damaged materials. Fines will be levied and report cards held when materials are not returned.

STUDENT ACTIVITIES

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

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

The Haddonfield Board of Education has adopted the following policy:

A. NJSIAA Credit Requirements:

1. Class of 2012 and 2013- All students who plan to participate in spring athletics must have 13.75 credits by the end of the first semester. Those students who desire to participate in fall and winter athletics must have acquired 27.5 credits at the conclusion of their prior academic year to be eligible to participate. All incoming freshman are academically eligible for the fall and winter seasons. It is your responsibility to contact your guidance counselor regarding any of the aforementioned academic regulations.
2. Class of 2014 and 2015 – Spring athletes must have acquired 15 credits by the end of the first semester to be eligible. Those students who desire to participate in fall and winter athletics must have acquired 30 credits at the conclusion of their academic year to be eligible to participate.

B. HMHS Scholastic Achievement Requirements:

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

C. Student Behavior Requirements:

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

A student who has earned fewer than 27.5 credits or 30 (depending on graduation class) by June will be ineligible until the end of the **first semester** unless he/she attends summer school and earns enough credits to reach the necessary credit requirements prior to September.

OVERNIGHT SCHOOL TRIPS

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

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

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

ACTIVITIES OFFERED

CHESS CLUB

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

CLASSES

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

DRAMA CLUB

The Drama Club offers a variety of theatrical experiences for all students involved. Three performances are produced annually (fall play, spring musical, children's one act) and offer both onstage and backstage opportunities. Students can practice their dramatic skills or learn set design, lighting, costuming, sound, make-up props and publicity as they pertain to production.

Students who are more serious about acting have the opportunity to participate in dramatic tournaments, festivals, and local stage or film auditions.

BULLDAWG BULLETIN

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

INTERACT CLUB

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

INTERNATIONAL CLUB

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

MARCHING BAND

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

JAZZ ENSEMBLE

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

DRUM MAJOR

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

BAND FRONT

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

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

VOCAL ENSEMBLES

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

DECA

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

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a nationwide organization sponsored by the National Association of Secondary School Principals (NASSP) which honors those students who possess and exhibit the ideals of scholarship, character, service and leadership. Since its inception in 1921, the NHS has been regarded as an organization that promotes high academic standards and the betterment of the individual and the school.

Membership in the NHS is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, character, service and leadership.

Junior and Senior students who have a cumulative weighted grade point average of 93.0 or higher meet the scholarship requirement for membership in the NHS.

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

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

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

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

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

National Honor Society Criteria:

I. Scholarship/Academic

Student will meet the specified academic criteria by achieving and maintaining a cumulative weighted grade point average of 93.0.

II. Character

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

III. Service

Students must submit evidence of service to the community. Such evidence should be specific and described on the application.

IV. Leadership

Students demonstrate leadership in the community and school including:

- exercising influence on peers in upholding school ideals
- contributing ideas that improve the civic life of school or community

- exemplifying positive attitudes
- inspiring positive behavior in others
- being a leader in the classroom, at school, at work and in the community

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

Please see the eligibility letter by the NHS Advisor on the following page.

September 16, 2011

Dear _____,

Congratulations! You have academically qualified for membership in the Haddonfield Chapter of the National Honor Society.

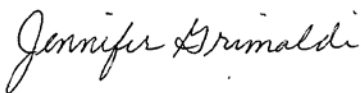
The next step of the process is to complete your National Honor Society Application via your Naviance account: <https://connection.naviance.com/haddonfield> (posted on the Counseling Department eBoard) > about me tab > national honor society – student application. You must complete this application by Friday, September 30, 2011 at 3PM. At that time, your application will be reviewed by the Faculty Council.

Completing this electronic application does not guarantee your selection to the National Honor Society. It will provide the Faculty Council with a basis for judging your non-academic qualifications, concentrating on character, community service and leadership. Failure to submit your electronic application will indicate that you have decided not to be considered for National Honor Society.

Membership in the National Honor Society is a high honor. It is important for you to realize that the organization is much more than an honor organization; it is also a service organization. As such, members are expected to perform volunteer work, individually and as a group, for the school and community. This typically requires an average of two hours per week of your time. Carefully consider this before you decide to submit your application.

Please share this letter with your family and allow them to take pride in your accomplishment. I congratulate you on your academic achievement and wish you the best in the selection process.

Sincerely,



Jennifer Grimaldi, Advisor
National Honor Society

RETENTION OF MEMBERS

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

1. The member continues to hold a cumulative grade point average of 93.0 or higher.
2. The member has actively participated in the NHS service activities.
3. The member has continued to perform verifiable, ongoing volunteer service work.
4. The member continues to maintain an exemplary attendance and discipline record.
5. The member maintains character and behavior reflective of the ideals of the NHS.

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

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

DISMISSAL OR DISCIPLINE OF MEMBERS

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

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

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

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

WORLD LANGUAGE HONOR SOCIETIES

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

To be eligible for selection, students must have completed the first semester of the third year of a world language. The overall GPA is not considered. Students must have at least a 90 in all language courses with no final grade lower than an 85. Students must be enrolled in a world language to retain membership in the appropriate honor society.

PEER LEADERSHIP PROGRAM

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

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

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

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

SHIELD

The yearbook is sold to all students and distributed in June. Preparation of the book requires two staffs. The editorial staff is responsible for the theme, layout and design, photography, writing and editing of the book. The business staff sells the publication to students, parents and staff members and raises money to help offset the price of the book.

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

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

SYNAPSE

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

STUDENT COUNCIL

This student government organization functions so that all students may have a medium to express their opinions and participate in some areas of school management. The council tries to promote leadership, initiative, and school spirit among its members and constituents.

Through its officers, homeroom representatives, advisory committee and other special committees, the Student Council sponsors numerous service and social events throughout the year. Often it represents the student body on community councils and at county events. Its most important function, however, is to act as a liaison for the student body and school administration and to discuss and carry out concerns and projects for the benefit of the whole school community.

PEER TUTORING

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

PEER PALS PROGRAM

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

STAND

Students Taking Action Now: Darfur – an organization at the high school dedicated to ending the genocide in the Darfur region of Sudan. We are a chapter of the national organization and meet regularly. Meetings and events are run by student officers and involve reaching out to the community to raise awareness and to take action steps to stop genocide. STAND is very active, hosts regular meetings, runs a student summit at HMHS which attracts students from across New Jersey and leads a network of STAND chapters across South Jersey.

B.A.D.D

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

L.E.O. CLUB

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

THE CONSTITUTION OF THE STUDENT COUNCIL

Haddonfield Memorial High School

Adopted: June, 1984

Preamble

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

Article I – Name

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

Article II – Purpose

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

Article III – Membership

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

Article IV – Grade Level Delegates

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

Section 2. Qualifications

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

Section 3. Election Procedures

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

Section 4. Duties

- a. Delegates shall attend all meetings of the Student Council, shall present a report one week following each meeting to their assigned homerooms and carry out other Council business in homerooms when necessary.
- b. Alternates shall assume the responsibilities of the delegates in the event of their absence.

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

Article V – Student Council Advisory Committee

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

Section 2. Election Procedures

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

Section 3. Responsibilities

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

Article VI – Officers

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

Section 2. Qualifications

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

Section 3. Elections and Installation

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

Section 4. Election Procedures

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

Section 5. Duties

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

The Treasurer shall administer all financial affairs of the Student Council including processing all requisitions forms, paying all bills, and keeping an accurate record of all Council funds.

Expenditure of any funds must be approved by a vote of the Student Council.

Article VII – Impeachment

Section 1. Grounds for Removal

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

Section 2. Method of Removal

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

Article VIII – Meetings

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

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

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

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

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

Article IX – Committees

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

Article X – Clubs

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

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

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

Article XI – Ratification

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

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

Article XII – Amendments

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

ATHLETICS

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

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

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

ATHLETIC REponsibility

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

ELIGIBILITY

To be eligible for any athletic team representing Haddonfield Memorial High School, a student must fulfill the conditions of the regulations established by the New Jersey State Interscholastic Athletic Association and the eligibility requirements for students in Haddonfield Memorial High School (see pages 32-33).

An athlete must keep these conditions in mind, too:

1. To be eligible for competition in games and athletics representing the high school, contestants must not attain the age of (19) nineteen before September 1.
2. A pupil who is eligible at the beginning of a sports season shall be allowed to finish that season unless declared ineligible by the Principal.
3. Athletes must be amateurs according to the definition of the NCAA.
4. No student shall be eligible for high school activities after the expiration of eight consecutive semesters following his entrance into the ninth grade.
5. **Any student who is absent from school or who arrives in school after 9:27 am may not practice or participate in any athletic activity that day. However, under unusual circumstances, the principal may allow a student to participate or practice.**

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

GOOD SPORTSMAN CODE

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

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

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

SPORTS AWARDS

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

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

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

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

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

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

CRITERIA FOR AWARDING VARSITY LETTERS

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

1. **Baseball and Softball** – Participate in 50% of all innings possible; pinch-hit or pinch-run in 75% of all games played; make at least six appearances as a pitcher.
2. **Basketball** – Participate in 50% of the quarters scheduled for the season or post season.
3. **Cheerleading** – Participated and is a member in good standing at the end of the season.
4. **Crew** –
To letter an athlete must race in the team’s designated top priority boats in at least half the races of a season. The head coach will announce the priority boat(s) for regattas in which the V8 is not the priority. Seniors in at least their 4th season will also earn a letter. Head coach may choose to give a letter to an outstanding athlete such as a superspare, injured V8, or person who could be V8 but helps the team more in a different boat.
5. **Cross Country** – Place seventh or better in half of dual meets or beat #5 person of opposing team in 50% of meets. Place in the top 5 for HMHS in Championship Meet.
6. **Field Hockey** – Participate in 50% of the halves scheduled for the season.
7. **Football** – Participate in 50% of the quarters scheduled for the season.

8. **Golf** – Participate in 33% of the matches or earn as many points as there are matches. (One point for playing in a match and one point for each win.)
9. **Lacrosse**-participate in 50% of the quarters scheduled for the season or post-season.
10. **Soccer** – Participate in 50% of the quarters scheduled for the season or post season.
11. **Swimming** – Participate in 50% of the possible events and earn an average of two points per meet.
12. **Tennis** – Participate in 33% of the matches or earn a total number of points equal to half the number of the scheduled matches. (One point given for playing in a match and one point given for each win.)
13. **Track and Winter Track** – Place first or second in half of dual meets; earn a total number of points equal to the number of dual meets; place in top 5 in Championship Meet.
14. **Wrestling** – Participate in 50% of the regular schedule or place in the top three in the district or regional tournaments.
15. **Managers** – Any manager recommended by the coach shall be eligible for a varsity letter.
16. **Seniors** – Any senior who does not meet the participation requirement but has participated three or more years in an athletic program and is a member of the squad in his/her senior year, upon recommendation of the coach, may be awarded a letter.
17. **General Criteria** – If a player becomes injured and the coach determines he/she would have met the participation requirements, the player will be awarded a varsity letter. In order to receive the varsity letter a student-athlete must finish the season in good standing. Otherwise, student-athletes will not receive varsity status, even if they have met the participation requirements. All members of junior varsity squads who successfully complete an athletic season will be awarded a JV certificate. All members of freshmen squads who successfully complete an athletic season will be awarded a certificate.

SENIOR ATHLETIC AWARDS

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

CYRUS D. MARTER, JR. OUTSTANDING ATHLETIC AWARD

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

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

SENIOR SCHOLASTIC ATHLETE AWARD

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

ANNUAL VARSITY AWARDS NIGHT

Each year an All-Sports Awards Night is sponsored by the All-Sports Booster Club to honor all varsity athletes.

ATHLETIC OFFERINGS					
SPORT	VARSITY	JV	FROSH	BOYS	GIRLS
Baseball	•	•	•	•	
Basketball	•	•	•	•	•
Cheerleading	•	•		Coed	Coed
Crew	•	•	•	•	•
Cross Country	•	•		•	•
Field Hockey	•	•	•		•
Football	•	•	•	•	
Golf	•	•		Coed	Coed
Lacrosse	•	•		•	•
Soccer	•	•	•	•	•
Softball	•	•	•		•
Swimming	•	•		•	•
Tennis	•	•		•	•
Track	•	•		•	•
Winter Track	•	•		•	•
Wrestling	•	•		•	•
<p>In addition, the Physical Education Department offers an intramural program in the fall, winter and spring.</p>					

ATTENDANCE

Regular attendance in classes is a prerequisite for receiving a thorough and efficient education. If a student must be absent, the student and their parent/guardian must comply with the provisions of the school's attendance policy. On the initial day of absence, parents are expected to contact the attendance office by 9:00 a.m. Upon return, the student must bring a written note from a parent. Notes will be monitored and any forged note will be handled under the disciplinary code.

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

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

- *Allowable absences* are absences for such reasons as usual illnesses, college visits, family vacations, and family emergencies, etc. up to the limits established for each course.
- *Excused absences* are absences which are not applicable to the provisions of the attendance policy. Absences due to a chronic illness, surgery, accidents, illnesses with long recuperation periods, religious holidays, death in the family and school sponsored field trips are examples of excused absences.

This policy provides that students may be either withdrawn from classes or denied credits when they have exceeded the number of allowable absences.

Students who have accumulated 15 absences in a full year class, 8 absences in a semester class or 4 absences in a quarter class will be brought before the Assistant Principal or Appeals committee to review their status. This review conference is to intervene with the student prior to the policy being violated. A plan of action will be established and a staff member assigned to assist the student in successfully adhering to attendance policies.

Students will be removed from classes or denied credit when they have reached the following number of absences/cuts:

- Full Year Courses
21 total absences or 3 cuts
- Semester Courses
11 total absences or 2 cuts
- Quarterly courses
 - Health, Safety, Driver's Ed., Physical Education
6 total absences or 2 cuts

D. *Parents will be notified by mail when a student's absences reach the following totals:*

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

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

Make-up Procedure:

A student may attend a physical education class during a free period,

OR

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

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

Written work may be given to fulfill the make-up requirements with approval of the department supervisor.

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

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

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

Students will not be dismissed from school for unspecified personal reasons. All such absences will be counted in all classes missed. Any student leaving during the school day must have the express permission of the attendance office or Assistant Principal.

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

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

TRUANCY FROM SCHOOL

A student is considered truant if he or she has not reported to school for all or part of the school day and cannot meet any of the allowable or excused absence criteria listed under the Attendance Policy on page 51-52.

Consequences for truancy:

- 1st offense – two Saturday detentions
- 2nd offense – Saturday work program
- 3rd offense – two Saturday detentions and Saturday work program

TARDY TO SCHOOL

- A. Students who are tardy to school are to report directly to the attendance office.
- B. Recordkeeping for tardiness will be done on a quarterly basis. Students who are late will be assigned penalties as follows in each quarter:

Lateness to Period 1 (8:00 a.m.)

- 1st Lateness – 1 Detention
- 2nd Lateness – 2 Detentions
- 3rd Lateness – 3 Detentions
- 4th Lateness – Sat. Detention
- 5th Lateness – 2 Sat. Detentions

Students who arrive **10 minutes late** will be considered cutting that period. If students are chronically late, the teacher should refer that student to the Dean of Students.

After 5 latenesses, we reserve the right not to admit the student to the class he/she is late for. Additional Saturday detention and/or suspension from school may be imposed for chronic lateness.

- C. Students arriving after **8:00 a.m.** must report directly to the attendance office. Those students that have no written excuse to account for their tardiness will be assigned detention. In order to be excused from detention (**a note from a parent or guardian specifying the reason for tardiness, the date and the expected time of arrival must accompany the student.**) Students may be excused for the following reasons:
 - personal/family illness, professional appointments, religious observances or family/personal emergency.
- D. Students who are late to school and arrive after **9:36 a.m.** may not participate in school related activities that day. Students who leave school early and are not in attendance for 4 hours or more also may not participate in school activities unless permission is received from the Principal or Assistant Principal.
- E. A student who enters school *after* his/her class has taken a test, is responsible for taking the test **that same day.**

(Revised 1/17/12)

PERMISSION FOR EIGHTEEN YEAR OLD STUDENTS TO WRITE NOTES

Students, who have reached the age of eighteen, may write notes excusing lateness or absence only with the express permission of their parent or guardian. Such permission may be obtained by completing the form available from the attendance office and returning it to the Dean of Students.

OTHER ALLOWABLE ABSENCES

A. Ill in school

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

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

Students, who have permission to go home for lunch and become ill while at home, must have their parent/guardian notify the school before class time is missed.

B. Physical Education Excuses

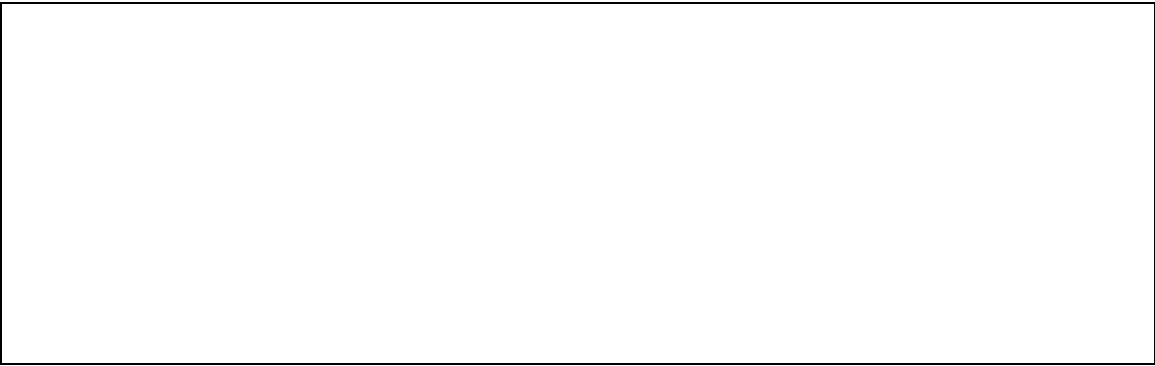
State law requires that every pupil shall participate in physical education. For those pupils who are physically unable, and need to be excused from physical education, a statement from their personal physician is necessary. This statement must specify the reason for the request and the length of time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

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

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

Absence for obtaining a driver's license:

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



Attendance Appeals

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

1. Request for Hearing

A written request for a hearing must be presented to the principal of the high school by either the parent/guardian, or the student, not later than five (5) school days after receipt of notification that the student has been placed on no-credit status. The student will be permitted to continue in the class until the appeals process is completed. However, if the student disrupts the class or is absent again, he/she will be removed from the class and placed in a study hall pending the outcome of the appeal.

2. Appeals Committee

The Appeals Committee will consist of:

Assistant Principal

Five classroom teachers

3. Further Appeals

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

DISCIPLINE POLICY

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

- I. Students have the following responsibilities in regard to their environment:
 - To respect the rights and properties of others
 - To respect and care for school property
 - To adhere to all school safety and health regulations and procedures

- II. 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.

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

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

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

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, class work, etc. are due on the date designated by the teacher. It is the student's responsibility to ensure that the teacher receives the work.

Out of School Suspension 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 POLICY

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

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

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

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

Parents notified. Referral to Substance Abuse Counselor and to the police.

3RD OFFENSE - 10-day external suspension, 90 school days of ineligibility.

Parents notified. Mandatory counseling and referral to the police.

- B. Use, provision, possession or under the influence of drugs.** Under recent amendments to the New Jersey State Criminal Code, any person convicted of distributing or dispensing a controlled dangerous substance or controlled dangerous analog while on school property or a school bus, or within 1,000 feet of school property or a school bus, shall be subject to a mandatory prison term as

prescribed by law and may be fined up to \$100,000. The Board of Education and school administrators will cooperate fully with law enforcement agencies in the enforcement of this criminal statute.

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

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

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

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

2. Possession of any controlled dangerous substance,

or

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

or

Under the influence of a controlled dangerous substance.

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

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

After a period of 30 school days, a student may apply for the reinstatement of eligibility. A committee composed of the 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 tardiness 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 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 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

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TIME SCHEDULE

	HR	DL HR	1	2	3	4			6	7	8
A	7:45	8:34	7:54	8:43	9:30	10:17	11:04	11:38	12:25	1:12	1:59
	7:50	8:39	8:39	9:26	10:13	11:00	A Lunch 11:34	5A 12:21	1:08	1:55	2:42
B			7:54	8:43	9:30	10:17	11:04 5	11:51	12:25	1:12	1:59
			8:39	9:26	10:13	11:00	11:47	B Lunch 12:21	1:08	1:55	2:42
C			7:54	8:43	9:30	10:17	11:04 5	11:51 6C	12:38	1:12	1:59
			8:39	9:26	10:13	11:00	11:47	12:34	C Lunch 1:08	1:55	2:42

2 HOUR DELAY

	HR	DL HR	1	2	3	4			6	7	8
A	9:45	10:17	9:53	10:26	10:59	11:32	12:05	12:37	1:09	1:41	2:13
	9:49	10:22	10:22	10:55	11:28	12:01	A Lunch 12:33	5A 1:05	1:37	2:09	2:42
B			9:53	10:26	10:59	11:32	12:05 5	12:37	1:09	1:41	2:13
			10:22	10:55	11:28	12:01	12:33	B Lunch 1:05	1:37	2:09	2:42
C			9:53	10:26	10:59	11:32	12:05 5	12:37 6C	1:09	1:41	2:13
			10:22	10:55	11:28	12:01	12:33	1:05	C Lunch 1:37	2:09	2:42

1 HOUR DELAY

	HR	DL HR	1	2	3	4			6	7	8
A	8:45	9:25	8:54	9:34	10:14	10:54	11:34	12:06	12:46	1:26	2:06
	8:50	9:30	9:30	10:10	10:50	11:30	A Lunch 12:02	5A 12:42	1:22	2:02	2:42
B			8:54	9:34	10:14	10:54	11:34 5	12:14	12:46	1:26	2:06
			9:30	10:10	10:50	11:30	12:10	B Lunch 12:42	1:22	2:02	2:42
C			8:54	9:34	10:14	10:54	11:34 5	12:14 6C	12:54	1:26	2:06
			9:30	10:10	10:50	11:30	12:10	12:50	C Lunch 1:22	2:02	2:42

HALF - DAY

HR	DL HR	1	2	3	4	5, 5A	6, 6C	7	8
7:45	8:20	7:54	8:29	9:04	9:39	10:14	10:49	11:24	11:59
7:50	8:25	8:25	9:00	9:35	10:10	10:45	11:20	11:55	12:30

