

DISTRICT MISSION

The mission of the Haddonfield Public Schools, working in partnership with families and community, is to develop the unique potential of each individual 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.

SCHOOL MISSION

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

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

BELIEF STATEMENTS

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

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

We will never...

- Adopt a program without considering:
 - o Demonstrated need
 - o Research on best practice
 - o Ongoing communication with all effected parties
 - o Clearly defined and measurable goals
 - o Cost benefit analysis
 - o Impact on all district programs

- o Adequate staffing, resources, and training
- o Method of evaluation and feedback
- Tolerate
 - o Bullying
 - o Abuse
 - o Dangerous or illegal behavior
 - o Harassment or discrimination

2011-2012 MIDDLE SCHOOL FACULTY AND STAFF

Dr. Gino Priolo, Principal

Sandra Horwitz, Assistant Principal

Barbara Rafferty, Principal's Secretary

Ms. Anthony	Learning Manager
Ms. Aquino	Counselor
Ms. Augugliaro	World Language
Mr. Bickel	Physical Education/Health
Mrs. Cannaday	Learning Specialist
Ms. Carroll	Learning Specialist
Ms. McComas	Language Arts/Social Studies
Ms. Chance	Mathematics/Science
Mr. Davis	Custodian
Mr. DeLano	Mathematics/Science
Ms. DeLiso, R.N.	Health Room Assistant
Mr. DiPol	Social Studies
Mr. Durant-Young	Speech
Ms. Durkin	Mathematics
Mr. Farrell	Social Studies
Ms. Gehringer	Art
Ms. Goldenberg	Learning Specialist
Mr. Hasson	Mathematics
Dr. Hellman	School Psychologist
Ms. Henhaffer	Mathematics
Ms. Izzo	Social Studies
Ms. Kazaniwsky	Mathematics/Science
Mr. Kozak	Science
Ms. Kucklinca	Science
Mr. Lambert	Maintenance
Ms. Licorish	Technology
Ms. Hadden	Language Arts/Social Studies
Mr. Maguire	Language Arts/Social Studies
Ms. Mastantuono	Learning Specialist
Ms. O'Neill	Writing Lab
Ms. McKelvey	Counselor
Ms. Melchione	German

Ms. Miller
 Ms. Munz
 Ms. Murray
 Ms. Oakley
 Ms. Papa
 Ms. Pilla
 Ms. Rider
 Ms. Rue
 Ms. Salotto
 Ms. Sanchirico
 Ms. Smith
 Ms. Spanier
 Ms. Thomas
 Mr. Thomas
 Mr. Toto
 Mr. Uibel
 Ms. Verdeur
 Mr. Wille
 Ms. Wolfe

Librarian
 Science
 Choir
 Language Arts
 Language Arts
 Spanish
 Mathematics
 Reading Specialist
 Learning Specialist
 Language Arts
 Language Arts/Social Studies
 Language Arts
 Mathematics/Science
 Social Studies
 Counselor
 Instrumental Music/Jazz Band
 World Language
 Learning Specialist
 Learning Specialist

SCHEDULES 2011-2012

TRIMESTER SCHEDULE

<i>1st</i> <i>Trimester</i>	<i>2nd</i> <i>Trimester</i>	<i>3rd</i> <i>Trimester</i>
September 1 – December 2	December 3 – March 16	March 17 – June 20

6th Grade Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Homeroom 8:00 – 8:05						
Period 1 8:08 – 8:57	AA	CORE 1	AA	CORE 1	AA	CORE 1
Period 2 9:00 – 9:49	CORE 1	AA	CORE 1	AA	CORE 1	AA

Period 3 9:52 – 10:41	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2
Period 4A 10:43 – 11:13	AA		CORE 3	AA		CORE 3
Period 4B 11:13 – 11:43	AA	CORE 3		AA	CORE 3	
Period 4C 11:43 – 12:13		CORE 3	CORE 3		CORE 3	CORE 3
Period 5 12:16 – 1:05	CORE 3	AA	CORE 4	CORE 3	AA	CORE 4
Period 6 1:08 – 1:57	CORE 4	CORE 4	AA	CORE 4	CORE 4	AA
Period 7 2:00 – 2:50	tutorial/choir	tutorial/orchestra	tutorial/band	tutorial/choir	tutorial/orchestra	tutorial/band

7th Grade Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Homeroom 8:00 – 8:05						
Period 1 8:08 – 8:57	CORE 1	AA	CORE 1	AA	CORE 1	AA
Period 2 9:00 – 9:49	AA	CORE 1	AA	CORE 1	AA	CORE 1
Period 3 9:52 – 10:41	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2
Period 4A 10:43 – 11:13	CORE 3	AA		CORE 3	AA	
Period 4B 11:13 – 11:43		AA	CORE 4		AA	CORE 4
Period 4C 11:43 – 12:13	CORE 3		CORE 4	CORE 3		CORE 4
Period 5 12:16 – 1:05	CORE 4	CORE 3	AA	CORE 4	CORE 3	AA

Period 6 1:08 – 1:57	AA	CORE 4	CORE 3	AA	CORE 4	CORE 3
Period 7 2:00 – 2:50	tutorial/band	tutorial/orchestra 7 th grade choir	tutorial 7 th boys choir	tutorial/band	tutorial/orchestra	tutorial 7 th girls choir

8th Grade Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Homeroom 8:00 – 8:05						
Period 1 8:08 – 8:57	CORE 1	CORE 1	CORE 1	CORE 1	CORE 1	CORE 1
Period 2 9:00 – 9:49	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2	CORE 2
Period 3 9:52 – 10:41	AA	AA	AA	AA	AA	AA
Period 4A 10:43 – 11:13		CORE 4	AA		CORE 4	AA
Period 4B 11:13 – 11:43	CORE 3		AA	CORE 3		AA
Period 4C 11:43 – 12:13	CORE 3	CORE 4		CORE 3	CORE 4	
Period 5 12:16 – 1:05	AA	CORE 3	CORE 4	AA	CORE 3	CORE 4
Period 6 1:08 – 1:57	CORE 4	AA	CORE 3	CORE 4	AA	CORE 3
Period 7 2:00 – 2:50	tutorial/band	tutorial/orchestra	tutorial 8 th boys choir	tutorial/band	tutorial/orchestra 8 th grade choir	tutorial 8 th girls choir

DELAYED OPENING SCHEDULE

ONE (1) HOUR LATE START

Students arrive	8:50
Homeroom	9:00 – 9:03
Period 1	9:05 – 9:45
2	9:45 – 10:30
3	10:30 – 11:15
4A	11:15 – 11:45

4B	11:45 – 12:15
4C	12:15 – 12:45
5	12:45 – 1:30
6	1:30 – 2:15
7	2:15 – 2:50

TWO (2) HOUR LATE START

9:50 to 10:00	Students arrive
10:00 to 10:03	Homeroom
10:05 to 10:35	1 st period
10:37 to 11:07	2 nd period
11:09 to 11:39	3 rd period
11:41 to 12:11	4 th A and Lunch
12:11 to 12:41	4 th B and Lunch
12:41 to 1:11	4 th C and Lunch
1:13 to 1:43	5 th period
1:45 to 2:15	6 th period
2:17 to 2:50	Tutorial

HALF-DAY SCHEDULE – Lunches are not served

Homeroom	8:00 to 8:05		
Period 1	8:08 to 8:40	Period 5	10:28 to 11:00
Period 2	8:43 to 9:15	Period 6	11:03 to 11:35
Period 3	9:18 to 9:50	Period 7	11:38 to 12:15
Period 4	9:53 to 10:25		

2011-2012 PROGRAM OF STUDIES

ACADEMIC PROGRAM

Grade 6

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

Grade 7

Algebra (1st half of Algebra I)
 Algebra I Advanced
 Social Studies (World Geography)
 Science
 World Language
 (French, German, or Spanish)
 Language Arts

Grade 8

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

ASSOCIATIVE ARTS

Grade 6

Art
 Technology
 Physical Education/Health
 Writing Lab
 Study Skills
 Life Skills

Grade 7

Art
 Technology
 Physical Education/Health
 Writing Lab
 Study Skills
 Life Skills

Grade 8

Art
 Technology
 Physical Education/Health
 Writing Lab
 Life Skills
 Career Awareness

RELATED PROGRAMS & STUDIES**Grade 6**

Special Education
Chorus
Instrumental Music
Orchestra
Band
Tutorial

Grade 7

Special Education
Chorus
Instrumental Music
Orchestra
Band
Tutorial

Grade 8

Special Education
Chorus
Instrumental Music
Orchestra
Band
Tutorial

EXTRACURRICULAR CLUBS AND STUDENT ACTIVITIES

A description of each club can be found in the Middle School Clubs, Sports, and Activities Handbook. This Handbook can be found on the main Middle School "e-board." Just pull up the District's web page, click on the Middle School link on the top of the page, scroll down the Middle School's web page to "The Middle School E-Board," and then click on it! Click on the MS Handbooks or Clubs tab, and then on the Clubs, Sports, and Activities Handbook "post-it." To read the handbook, open the attachment. Students should schedule the first meeting of the activities they wish to join, in their agenda books, so they are sure to attend. Students are encouraged to attend the first meeting to decide whether they wish to participate. Keep in mind that the yearly activity fee of \$50 must be paid before a student may participate in a club, sport, or activity. For two or more students in the Middle School, the yearly activity fee is \$75. Enjoy the buffet! Take as many servings as you wish, but remember that homework comes first! Sign ups are not necessary. Just show up and enjoy!

PRESENTATION OF OFFERINGS**QUICK REFERENCE CHART****2011-2012**

Club	Day	Starts	AM 7:00 – 7:50	PM 2:50 – 3:50	Advisor	Location
AM Announcements	Every day	9-2	7:55		Ms. Verdeur	Main Office
Art Club	Mondays	9-29		X	Ms. Gehringer	Art Room 57
Basketball – Boys	Winter	12-9		After school per schedule	Mr. DelDuca	MS Gym
Basketball – Girls	Winter	12-9		After school per schedule		MS Gym
Bulldawg Buddies					Ms. Gehringer Ms. Miller	
Cake Decorating Club	2 Wenesdays per month	10-6		X	Ms. Sanchirico	Room 161
Care Club	Mondays	10-5		3:15 – 3:45	Ms. Mastantuono	TBA

Chess Club	Thursdays	10-1		2:50-3:50	Mr. Wille	Room 281
Chorale Club	Weekly Schedule TBA	Starts week of 10-5		2:50- 3:15	Ms. Murray	Choir Room – 81
Classic Movies Club	Thursdays	10-1		X	Mr. Farrell	Room 283
Comics Club	TBA	TBA			Ms. Hadden	TBA
Computer Club	Tuesdays	10-6		X	Mr. Willie	Computer Lab – 279
Cross Country	Fall	9-3		After school per schedule	Ms. Baker Ms. J. Miller	Sylvan Lake Ave- nue
Diversity Club	2 nd and 4 th Tuesdays	9-8	X (7:15)		Mr. Toto	Conference Room
Drama Club	Rehearsal schedule will be an- nounced	Fall:9-10 Spring: TBA		After school per schedule	Fall: TBA Spring: Ms. Izzo Assistant: Mrs. Mastantuono	Auditorium
Environmental Club	Mondays	9-29	X (7:15)		Mr. Bergdoll	Room 63
Field Hockey	Fall	9-2		After school	Head Coach: TBA Ms. Carroll, Ms. Welsh Ms. Rue, Ms. Salotto	MS Field
Guitar Club	TBA	TBA			TBA	TBA
History Club	Tuesdays	10-6		X	Mr. Farrell	Room 283
Jazz Band	Fridays	10-2	X (7:10)		Mr. Uibel	Auditorium
Leadership Club 7 th grade only	Every Day 3	10- 2		During tu- torial	Mr. Toto	Conference Room
Nature Club	Tues	9-20			Ms. Walters	Room 273
Newspaper Club	By appointment	9-29			Ms. Sanchirico	Room 161
Odyssey of the Mind Club	Mondays & Wednesdays	10-29		X 2:55–4:30	Ms. Rue	Tech Room 53

Paw Print Literary Magazine	TBA	TBA	TBA	TBA	Ms. Hadden	TBA
Peer Leaders (gr. 8 FutureAct)(mandatory training in August)	Wednesdays	9-9	X (7:15)		Ms. Izzo Mr. DeLano Mr. Toto	MS Cafeteria
(NJ) Peer-to-Peer Leadership (gr. 7) (mandatory training in August)	Thursdays	9-10	X (7:15)		Ms. Durkin Ms. Cannaday Mr. Thomas Mr. Toto	MS Cafeteria
Reading Club	Wednesdays	9-30	X (7:15)		Ms. Hadden	MS Library
Rebel 2 Club	Tuesdays	10-7		3:00-3:45	Ms. Smith	Room 59
Student Council	1 st and 3 rd Tuesdays (or per schedule)	10-21 Apps due 10-6	X (7:15)		Ms. Munz Ms. Gehringer	Room 157
Track and Field	Spring	3-18		After school per schedule	Ms. Baker, Ms. Carroll Ms. Donahue Ms. Cannaday	HMHS Field
Winter Volleyball Club	TBA	TBA			Ms. Miller Ms. Kocher	
Winter Running Club (athletic physical required)	Tuesdays and Thursdays	First meeting 10-27 11-13 to 1-31		X	Ms. Papa, Ms. Cannaday	Central School APR
Wrestling	Winter	12-9		per schedule	TBA	HMHS Gym
Yearbook Club	Thursdays	10-1	X (7:00)		Ms. Smith, Ms. Munz	Room 59

OTHER IMPORTANT ACTIVITIES/DATES

Rec Hall – Monthly for gr. 6, 7, 8

Back to School Night – Thursday, September 21, 2011

Wellness Day – October 7, 2011

Geography Bee (7/8) – January 13, 2012

NJASK Testing (7/8) – April 23-26

NJASK Testing (6) – April 30-May 4

Winter Spirit Week-Dec. 19-23

Winter Spirit Week Finals Dec 23

Spring Spirit Week – May 21-24, 2012

Talent Show (8) – May 4, 2012

Awards Assembly (8) – June 19, 2012

Knowledge Bowl (7) – June 20, 2012

Volleyball Tournament May 24, 2012

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

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

1. Grades will be used, together with teacher recommendations, to determine whether a student is eligible to participate in extracurricular activities.
2. A student who has an average less than 77 in any class or a report card grade below a 77 will be placed on probationary status and placed on a two week contract to help improve his/her grade(s). During the contract, the student will remain eligible for extracurricular activities. If a student's grades do not improve, he or she will not be allowed to participate until they do improve.
3. Students who violate school rules or who misbehave may lose eligibility (See "Student Code of Conduct.").
4. In order to participate in any extracurricular school activity, club, sport, or Rec Hall, a student must be in school attendance a minimum of 4 hours on the day of the activity. If the activity is on a Saturday or Sunday or on a day that school is not in-session, the student must be in school attendance at least four hours on the previous school day. Students who are late to school and arrive after 9:30 without a legitimate excuse or who leave early and are not in attendance for 4 or more hours may not participate in extracurricular activities unless permission is granted by the principal.
5. Within 60 days of the first practice for each sport in which a student wishes to participate, the student must return a completed permission form (white) and a completed medical questionnaire (blue) to the school nurse's office before they can be cleared to participate. Students can pick up a sports physical packet that includes the forms in the main office.
6. All students who wish to participate in sports must receive a physical once a year and submit a completed physical form (yellow). The physical form must be dated within 365 days of the first official day of practice for each season specific to each sport.

REC HALL

REC Hall is open only to Haddonfield Middle School students and to Haddonfield resident students in the same age group who are enrolled in private schools. Students may not bring out of town guests to REC Hall without permission from the principal. Resident private school students are subject to all of the conditions that apply to HMS students including parent permission and compliance with REC Hall rules.

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

REC Hall rules:

1. Before any student can attend REC Hall, parents/guardians must give written permission by signing the REC Hall Rules Agreement and Permission form. No student will be admitted to REC Hall until this requirement is met.
2. REC Hall begins at 8:00 PM and ends at 10:00 PM. Students should not arrive before 7:50 PM. Any student who arrives after 8:15 PM must be accompanied by a parent/guardian.
3. Sixth grade students enter and exit through the front doors on Lincoln Avenue. Students must sign in with the supervising teachers and parent chaperones.
4. Seventh and eighth grade students enter/exit and sign in through the Chestnut Street entrance.
5. Students attending REC Hall will be subject to the rules and procedures detailed in the Haddonfield Middle School Student Code of Conduct. Violations of the Code of Conduct will result in school disciplinary action.
6. Students are expected to treat each other and all adult chaperones with respect and to care for school property. Insubordination, fighting, vulgar or abusive language, or vandalism will result in their removal from REC Hall and appropriate disciplinary action. Law enforcement authorities may be contacted.
7. No hairspray, breath sprays, or aerosol sprays of any kind are permitted.
8. Food and beverages are not allowed in the gym.

9. No cameras or camera phones are to be used during Rec Hall

10. During REC Hall, the school dress code will be in effect. **Flip-flops or beach-type slides, for safety reasons, are never permitted.** Students are expected to read the dress code and dress accordingly. If a student arrives to Rec Hall dressed inappropriately, the student will be removed from participation and a parent will be called to bring appropriate garments or footwear to school. In the event that suitable attire cannot be acquired, the student will remain with the front door chaperones until dismissal at 10:00 p.m.

SCHOOL PRIDE!

SCHOOL COLORS

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

ASSEMBLIES

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

PUBLICATIONS

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

BULLETINS AND ANNOUNCEMENTS

Activities and school related messages are announced each morning during homeroom. Some daily events are listed in the student agenda book. Additionally, all information pertinent to sports, clubs, and activities is advertised on or through the school's website.

ATTENDANCE

ABSENCE

Regular attendance in classes is a prerequisite for receiving a thorough and efficient education. **Please notify the school office as soon as you know your child will be absent from school. For your child's safety, we ask that you call the school no later than 8:00 AM on the first day your child will be absent.** Any time a student is not in attendance, and a parent has not authorized the absence, the school will attempt to locate the student. Upon return to school, your child must have a written note from either a doctor or parent.

Absences are, of course, allowable, but, for the most part, not excused. Absences due to typical illnesses, family vacations, and family emergencies are examples of allowable, yet unexcused absence.

Absences due to a chronic illness, surgery, serious accidents, and illnesses with long recuperation periods (generally defined as five or more days), religious holidays, death in the family, professional obligations, school visits, community service, and school-sponsored field trips are examples of excused absences. Excused absences are the only absences that do not count towards the total number of absences accumulated by a student over the course of a marking period, semester, or year.

ABSENCE FROM PHYSICAL EDUCATION

Due to the unique circumstances in physical education classes, students will be permitted to make up a maximum of five allowable/unexcused absences. Make-ups will be scheduled after school with the individual physical education teacher upon the student's return from school. The student should make these arrangements with the teacher.

LATE ARRIVAL OR EARLY DISMISSAL

Any student wishing to be dismissed from part of the school day must present a signed note from his parent/guardian to the homeroom teacher. The homeroom teacher will send the note to attendance secretary who will process the request. Students are responsible to make up the work that is missed due to arriving late, leaving during the school day then returning, or leaving school early. Dismissal for part of the school day will be granted for the following reasons:

1. Medical appointments that 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 expressed permission of the office or the principal.

Please note:

- When leaving, students **must** sign out, and upon returning, **must** sign back in at the office.
- In cases where a student may miss a scheduled test, quiz, or other responsibility, prior arrangements must be made with the teacher to fulfill such responsibilities. It is up to the student to contact his/her teacher **in advance** in such cases.

ARRIVAL AND DEPARTURE

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

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

- *6th graders* should assemble at the Lincoln Avenue entrance in the morning.
- *7th graders* should assemble on the blacktop and enter through the doors by the rear athletic field.
- *8th graders* should assemble by and enter through the Chestnut Street entrance doors.
- At dismissal, the same exits should be used unless students must cross Lincoln Avenue or Chestnut Street. **IF STUDENTS NEED TO CROSS, THEY SHOULD EXIT THROUGH THE FRONT ENTRANCE AND CROSS WITH THE CROSSING GUARD. STUDENTS ARE NOT PERMITTED TO CROSS IN THE MIDDLE OF THE STREETS! STUDENTS SHOULD BE DROPPED OFF AND PICKED UP ON THE CURB SIDE OF THE SCHOOL.**

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 Attendance, as previously listed or, after arrival, leaves school without permission. The consequences for Truancy are:

- 1st Offense: One or more Saturday School Detentions (8:30 AM to 11:30 AM)
- 2nd Offense: Up to three days of In-school Suspension; loss of eligibility and privileges for one month.
- 3rd Offense: Up to five days of In-school Suspension; loss of eligibility and privileges for 6 months

TARDY TO SCHOOL

Students who are tardy to school (after 8:00 AM) are to report directly to the office. A student must present a note, specifying the reason for lateness, the date, and expected time of arrival. Students who do not present a note may be questioned regarding truancy. Traffic and oversleeping do not excuse a tardy. A tardy for religious observances will be excused, and a note from a doctor will also excuse a tardy. **Record keeping for tardiness will be cumulative for the trimester and are effective on the first day of school.** A morning detention will be automatically assigned to a student upon a 4th tardy. Additional morning detentions for every other subsequent tardy in the same marking period will be assigned. **Students who are late to homeroom or Period One will be assigned penalties as follows:**

Unexcused Lateness

1st lateness – No penalty

2nd lateness – No penalty

3rd lateness – 1 Morning Detention

4th lateness – 1 Detention and call to parent

5th lateness – 2 Detentions

6th lateness – 3 Detentions and call to parent

7th lateness – Saturday Detention and call to parent

8th lateness – Saturday Detention and conference with parent.

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

NOTE: In order to participate in school related extracurricular activities, athletics, or REC Hall, students must be in attendance for **4 hours** or more and must not arrive later than 9:30 a.m. without an acceptable reason. A student who enters school after his/her class has taken a test is responsible for taking the test that same day.

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, if necessary. A student will be credited with an absence in all classes missed while at the nurse's office. **Students who are ill may not go directly home or call home without reporting to the nurse!**

PHYSICAL EDUCATION EXCUSES

State law requires that every student shall participate in physical education. For those students who are physically unable and need to be excused from physical education, a statement from their family physician is necessary. This statement must indicate the reason for the request and the length of time the student is to be excused. Such excuses are to be presented to the school nurse before homeroom and before a physical education class is missed. Every student who is not excused must participate in physical education classes. A temporary excuse for valid reasons for one day may be obtained from the nurse before 8:00 AM. If warranted, alternative physical education lessons or activities, within an individual's capabilities, may be designed and provided. If, in the event that a student needs to be excused from gym, please fill out a Physical Education Excuse form that is signed by your health care professional and return it to the health office.

Our school is committed to offering you the highest of educational standards. In accordance with the state of New Jersey's comprehensive health and physical education directives, Haddonfield Middle School will work to accommodate any student unable to participate in physical education. In order to ensure that all students are able to achieve the health and physical education core standards, we abide by state guidelines which say that all students must have meaningful access to health and physical education instruction.

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

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

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

ATTENDANCE APPEALS

It is recognized that unforeseen circumstances may create hardships that call for a waiver from attendance rules. An appeals procedure has been developed which will allow consideration of individual requests for relief from the provisions of our attendance requirements. A written request for consideration must be presented to the principal by either the parent/guardian or the student. An Appeals Committee, consisting of the Principal, the student's Team Leader, and Counselor will meet to consider the request. Appeals of the decisions of the Appeals Committee must be made in writing to the Superintendent within five (5) school days of the receipt of the Committee's decision. A parent/student may appeal the Superintendent's decision to the Board of Education's and the Board's decision to the Commissioner of Education.

MAKEUP WORK DUE TO ABSENCE

Our teachers post homework assignments on their individual eBoards. When possible, students should check their teachers' eBoards

to see what school work that they can do while they are absent. Upon returning to school, the student and the teachers should meet during Tutorial or after school to discuss the work that needs to be made up and to decide on a timeline for completion. The minimum number of calendar days allowed to make up work is twice the number of school days absent.

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

COUNSELING OFFICE

Counseling services are provided to all students. The Counseling Office is open Monday through Friday, on all school days. Each of our three grade level counselors remains assigned to the same grade level cohort throughout the students' three years at HMS. For the 2011-2012 school year:

- Mr. Toto counsels Grade 6
- Ms. McKelvey-Teti counsels Grade 7
- Ms. Aquino counsels Grade 8

APPOINTMENTS FOR SERVICES

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

COUNSELING SERVICES OFFERED AT HADDONFIELD MIDDLE SCHOOL

- Individual and Group Counseling: assistance with academic, personal, social, and school related problems
- Crisis Counseling and/or referral when appropriate
- Conflict Resolution meetings, as needed
- Specialized educational and guidance programs
- Tours and orientation services for new students and their parents
- Assistance to students and parents with educational planning
- Interpretation of test scores to students and parents
- Recommendation and coordination of special services for students
- Career information and guidance
- Parent-teacher conferences
- The Johns Hopkins Talent Search project (grades 7-8)

The Counseling Office is responsible for maintaining all academic records, insuring their accuracy, monitoring student progress, and teacher evaluations of students.

TALENT SEARCH: SEVENTH GRADE

Talent Search, for 7th Grade students, is sponsored by The Johns Hopkins University Center for Talented Youth (CTY). To qualify for the Talent Search, a student must have scored in the 97th, 98th, or 99th percentile of national norms in a single area (mathematics, verbal, or composite score) of a school-administered aptitude or achievement test.

Talent Search students will take the Scholastic Aptitude Test (SAT), a test designed for college-bound high school juniors and seniors. This test is usually administered in December or January. Talent Search participants receive several benefits including: valuable information about their academic talents; a certificate of participation recognizing their outstanding ability from The Johns Hopkins University; invitations each year through the 11th grade to conferences offered only to Talent Search participants on *Career Planning*, *Discovering the Humanities*, and *Preparing for College*; recognition at a State Awards Ceremony; a \$1000 merit award toward CTY Academic Programs for each of the highest math, verbal and combined scores; and more.

Talent Search students will be identified in the fall. Both students and parents will be notified concerning participation, procedures, and all aspects of this opportunity.

HADDONFIELD MIDDLE SCHOOL PEER LEADERSHIP PROGRAMS

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

- (a) in handling the pressure they experience from their peers,
- (b) in developing a more positive school atmosphere; and,
- (c) by organizing service programs both within the school and in their community of Haddonfield.

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

METHODS: Training begins with a twelve-hour Day of Training on a day during the last week in August and continues throughout the school year during weekly meetings. Initially, the emphasis is upon understanding the nature of leadership, and upon bringing the students closer together as a team. Later, emphasis is placed on communication skills, facilitation skills, and training for specific events and programs.

Seventh grade students are invited to apply to be accepted into our New Jersey Peer-to-Peer Program, developed by the Princeton Center for Leadership Training. From a formal application and interview process, candidates are selected in May of their 6th grade year. Students learn how to cope with peer pressure in a positive manner. They learn how to model appropriate behavior and learn programs to share with younger students. Students who are not selected in 6th grade may join our Leadership Club in 7th grade to prepare to be a peer leader in 8th grade.

Eighth grade students may participate in our FutureAct Peer Leaders Program. Candidates are selected through a formal application and interview process held at the end of their 7th grade year. Peer Leaders learn how to create positive peer pressure in the Middle School regarding academics, sports, clubs, activities, and social life.

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

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

Mentors: <u>Seventh Grade</u>	<u>Eighth Grade</u>
Mrs. Karen Durkin	Ms. Caren Izzo
Mrs. Cannaday	Mr. Frank DeLano
Mr. Thomas	Mr. John Toto
Mr. John Toto	

Summer training sessions for students are mandatory for participation in this program.

EVALUATION AND PROMOTION OF STUDENTS

GRADES

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

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

A final numerical grade for each subject will be determined by averaging the four report period grades.

ACADEMIC WARNING NOTICES

Academic warning notices are mid-marking period reports used to inform parents and students of academic weakness, areas for improvement, areas of academic strength and intra-personal strength. When used to report areas of academic weakness or improve-

ment, these reports can provide the student with the opportunity to correct problems and improve before it is too late to earn an acceptable grade.

An Academic Warning Notice will be issued for each student whose grade at mid-marking period is below a "77." These reports are mailed three (3) times a year.

ON-LINE ACCESS TO GRADES

All students and parents have access to grades on-line from any computer with Internet access. We recommend that students and parents check their grades on-line on a regular basis. The procedures to access grades on-line will be different this year since we are using a different service called Genesis. Directions on how to use Genesis will be posted on the district homepage and disseminated throughout the year. If, after trying, you cannot access your child's grades, please check with a secretary in the main office to see if we have all the information we need in our database system for the program to work for you. For those who do not have home computers or Internet access, the school's computers are available for use, as are the computers in the Public Library. Students and parents who do not have access to a computer may send a written request to the student's counselor for grades to be checked periodically and mailed home.

HONOR ROLL AND STUDENT RECOGNITION

Students will be commended for their achievement as follows:

- **Principal's List:** A student will attain the Principal's List when he/she achieves a "93-100" in all subjects.
- **High Honor Roll:** A student will attain the High Honor Roll when he/she achieves a "93-100" in all academic subjects and nothing less than an "85" in all other subjects.
- **Honor Roll:** A student will attain the Honor Roll when he/she achieves no less than an "85" in all subjects.

(Academic Subjects include: Mathematics, Language Arts, Social Studies, Science, and World Language.)

ACADEMIC INTEGRITY

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

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

Tips to Help Students Conduct their Learning and Growth with Academic Integrity

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

Honor Code

Academic Integrity is a commitment to being responsible for my role in the learning process. It is my commitment to the values of honesty, respect, and trust. It is my commitment to demonstrating true character in the learning process and in learning interactions in the classroom. Academic integrity is about building a tradition of academic excellence honestly, justly, and fairly. It ultimately empowers me to be a stronger student, an integral member of our school culture, and a productive member of our society. By committing to academic integrity, I maximize my fullest potential in the areas of academic excellence and personal character.

I recognize that academic integrity must serve as the foundation to my academic and social learning. I understand that an education without integrity has less value and provides me with fewer opportunities to develop into a critical thinker and responsible citizen. Likewise, education with academic integrity gives me the chance to develop character, fortitude, and excellence in learning. I understand that academic integrity at our school is only as powerful as I, my peers, my parents, and my educators collectively make it, and I am committed to making it part of the social fabric of our school.

Moreover, I recognize the difference between collaborative learning and academic dishonesty. That is, we of Haddonfield Middle School value working together and learning from one another. We recognize the importance of every learner putting forth effort and contributing to collective purpose. We know that putting our minds and thoughts together can be powerful when done so responsibly and respectfully.

It is important that every member of the school community has a clear understanding of not only academic integrity, but also **VIOLATIONS OF THE HONOR CODE**. I understand the goals and qualities of academic integrity as well as acts of academic dishonesty. These include the following:

1. Copying another student's work
2. Copying homework verbally, in written form, or by electronic means.
3. Sharing my homework with a peer so he/she can copy it
4. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means, whether that occurs at home, in the car, in town, in the classroom, or any other part of the school.
5. Bringing in unauthorized information during class time, including information stored in a calculator or cell phone (i.e. cheat sheets).
6. Offering or receiving information under circumstances when information is not to be shared (i.e. asking about/sharing information that is on a test).
7. Selling answers or study guides to peers.
8. Being part of a learning group and allowing other group members to do all the work
9. Being part of a learning group and not permitting others to contribute
10. Having anyone, including parents or tutors, complete assignments and submitting the work as my own.
11. Copying answers from answer guides in texts.
12. Fabricating data, information, or sources.
13. Presenting non-original work as my own.
14. Plagiarizing passages or sentences from texts, reference books, or the Internet
15. Pressuring other students to violate the Honor Code.

To assist me in abiding by the Honor Code, my teacher will work to state clearly the expectations for all work. However, if I am still unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, I am responsible for checking my understanding with the teacher.

In an effort to uphold the ideals of academic integrity, and in turn, the ideals of academic excellence, I vow not to engage in any of the above listed infractions nor any other action that may be considered academically dishonest. If I do, I understand that I will be subject to the following consequences. More importantly, I understand that I will be sabotaging my own opportunities for continued growth and learning.

Student Signature _____ Parent Signature _____

Parents and students are encouraged to read and sign this document, together.

WHEN RECEIVING THIS AGENDA BOOK, BOTH STUDENT AND PARENT ARE AGREEING TO THIS PLEDGE AND TO THE

CONSEQUENCES FOR VIOLATING IT.

CONSEQUENCES FOR ACADEMIC DISHONESTY

First Offense:

1. Student will receive a zero if the offense pertains to homework.
2. Student will re-do the assignment or, if the teacher desires, an equivalent alternative assignment, if the offense pertains to a test, quiz, major assignment, or project. A 30% reduction will be applied to the student's new score/grade. It is the student's responsibility to appear for the re-test or submit the re-assigned work. If the student fails to appear for the re-test or fails to re-do the assignment, no credit will be given for the work, and the student will receive a zero. Students will not be reminded to follow through after the initial arrangement is made.
3. The teacher will contact the parents of the student.
4. The student (at teacher discretion) may meet with his/her counselor to discuss the behavior.
5. The student may be referred to an administrator – possible disciplinary consequences may be imposed.

Second Offense:

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

PROMOTION

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

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

Students with a grade average of "70" or lower are encouraged to attend a summer school program or receive tutoring in that subject area. Additionally, if an 8th grade student demonstrates poor work habits, put forth little effort, and fails two or more subjects, he/she may not be eligible to participate in promotion ceremonies. In such cases, the student, parent(s), counselor, and HMS administration will meet to determine whether or not retention is the best alternative for that student.

CLASSWORK

Class work is an integral component of instruction and learning. Much of class work involves writing. Students will be challenged to write a great deal to ensure intellectual activity and to become highly proficient in narrative, expository, descriptive, informational, and persuasive writing. To achieve this, students will be learning and demonstrating different types of writing assignments in all subject areas. Writing is extremely important at HMS. Students will be challenged to write regularly in their classes.

HOMEWORK

Homework, also, is an important part of classroom instruction. Its purpose is to provide practice, to help students retain and apply what they have been taught, and to help them prepare for the next class. In most subjects, homework counts in determining grades. Students are expected to complete all homework assignments. Additionally, students are expected to complete all homework assignments on time. Teachers post homework assignments on their eBoards. Accessing teachers' eBoards is simple! Go online to our district website (<http://www.haddonfield.k12.nj.us>), click on the Middle School homepage, on the right under, "Around the School," click on "staff eBoards." Look for your teachers name and click on "eBoard." That's all there is to it! To help students keep track of assignments, each student is asked to purchase the HMS Student Agenda Book. The cost is \$6.00. It should be used daily to keep track of assignments and activities. If for some reason, a student needs another Agenda Book sometime during the school year, the student should bring \$6.00 to the office to buy a new one.

HEALTH SERVICES

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

HEALTH SCREENING

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

7TH GRADE PHYSICALS

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

SPORTS PHYSICALS

One physical per year is required to participate in all Middle School Interscholastic Sports. New Jersey statute requires that a health care provider perform this examination. If you do not have a health care provider, please contact Mrs. Petrillo, School Nurse, and she will give you the phone number of the school doctor for you to make an appointment.

ILLNESS AT SCHOOL

Please refer to the "Attendance" section for procedures. Refer to "Ill in School."

IMMUNIZATIONS

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

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

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

MEDICATIONS

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

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

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

MEDICATION ON FIELD TRIPS

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

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

EXCEPTIONS

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

FIELD TRIPS

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

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

FOR YOUR PARENTS!

PARENT-TEACHER CONFERENCES

Parents and teachers are encouraged to conference informally throughout the school year. Parents may request a conference with their child's teacher at any time by contacting the Counseling Office. We ask that parents always call or e-mail ahead of time to request a conference.

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

MIDDLE SCHOOL PTA

The Middle School Parent-Teacher Association generally meets once a month, in the Middle School library, at 7:00 PM. The meeting dates are listed here for your convenience: 9/29, 10/27, 11/24, no December meeting, 1/26, 2/23, 3/23, 4/27, and 5/25.

The objectives of the PTA include: to promote the welfare of our students in the home, school, and community. The PTA works closely with the school to provide quality education for students. The PTA is an important partner in the decision-making process of the school.

BOARD OF EDUCATION MEETINGS

All parents are encouraged to attend Board of Education meetings. The dates are listed here for your convenience. The dates are also posted on our on-line calendar.

September 15	October 6 & 27	November 17	December 1	January 12 & 26
February 9 & 23	March 8 & 22	April 5 & 17 & 26	May 10 & 31	June 21

LEADING THE WAY!

PRINCIPAL'S ADVISORY COUNCIL

The purpose of the Middle School Principal's Advisory Council is to make recommendations to the middle school principal concerning the curriculum, school programs, activities, and services. Any topic may be considered for discussion except matters pertaining to an individual student, personnel issues, and items that are subject to the collective bargaining process between the Haddonfield Education Association and the Board of Education. The Advisory Council includes parents, teachers, staff members, and students. Meetings are generally held from 3:15 to 4:15 PM in the school library.

STUDENT COUNCIL

The Middle School Student Council is an elected group of student officers and homeroom representatives, who sponsor worthwhile projects, contribute to the positive climate of the school, demonstrate good character traits, and personify HMS spirit. Student Council representatives meet before school, every other Tuesday morning, at 7:15 a.m., starting in mid-October.

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

MUSIC DEPARTMENT

All interested students are eligible to participate in Band, Choir, and/or Orchestra. Each of these ensembles rehearses twice per cycle

during Tutorial (7th period) and instrumental students (Band/Orchestra) are provided with a small, rotating group lesson during the school day once per cycle. All ensembles except the Jazz Band are scheduled during the Tutorial period. Jazz Band meets before school from October through early December and from February through June.

Performing Ensembles

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

Performances

Instrumental/vocal students and ensembles perform at school concerts, school functions, community functions, Middle School Promotion, mall concerts, and during an annual Music Department Field Trip at the end of the school year. Students in these groups may audition for All South Jersey regional ensembles and eligible students may participate in the Camden County Arts 4 Teens Festival.

Small Group Lessons

Small group lessons are given to all instrumental students who participate in the music program. Lessons are given on a rotating basis to insure minimal impact upon academic and other associate arts classes. Lessons are an integral part of the program; they allow for the teaching of skills and concepts that are instrument specific and help students progress at an individualized pace. Average lesson groups range in size from 4 to 8 students. Makeup lessons can be scheduled in the event that a student cannot miss a regularly scheduled class.

Student Evaluation

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

SAFETY FIRST! SKATEBOARDS AND BICYCLES

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

TELEPHONE USE

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

CELL PHONES

Students are permitted to bring cell phones to school on the premise that parents need to reach their children after school. Students must leave their cell phones in their lockers all day. Cell phones are not permitted in class. School staff will confiscate a cell phone if brought into class or seen or heard outside of a locker. If a cell phone is confiscated, disciplinary consequences may be imposed. Also, a parent may be required to come to school to get the phone.

HALL PASSES AND TRAFFIC

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

PERSONAL PROPERTY

- Students should not bring large sums of money or items of value to school. The school cannot assume responsibility for the loss or theft of personal property.
- Personal electronic devices are not permitted in school. These items will be confiscated by teachers and placed in the main office. After parents have been notified, the item/s may be obtained and taken home. Cell phones may be brought to school and kept out of sight in a locker or book bag for use after school. Students may not hold or use the cell phones in school without permission. Phones that are seen or heard will be taken and returned to the student after school. Picture cell phones may not be used in school.
- Any student apprehended with firecrackers, smoke/stink bombs, lighters, matches, toy or water guns, or other kinds of contraband will be subject to disciplinary action and possible prosecution. Hairspray is not permitted at school. If confiscated, parents will be notified and the items will not be returned.
- In general, students should bring only schoolbooks and supplies needed for participation in classes - no other personal belongings.

GUM CHEWING

For safety and sanitary reasons, no gum chewing is allowed at any time during school hours! If a student brings gum to school for after school enjoyment, the gum should remain in the student's locker during the school day. Disciplinary action may be taken

LOCKERS AND BOOK BAGS

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

Lockers must be kept neat and locked at all times. Inappropriate pictures and messages may not be displayed on the inside or outside of any locker. Every student is responsible for the proper condition of his or her locker. If a student finds that someone has marked or damaged his or her locker, the student must report the damage immediately to a teacher or administrator. Final report cards will be held until the locker is completely clean of all markings, graffiti, or decals. Only schoolbooks, supplies, and outerwear worn to school that day may be kept in the locker. No other personal items or valuables are permitted. Students may not share lockers and should not give out locker combinations to other students. The school is not responsible for the loss of any item from your locker. In sixth grade, students will be given a padlock to use on their assigned locker for their three years at the Middle School. The lock is to be returned to the school when the student leaves the Middle School. If a lock is lost or thought to be stolen, a student is required to purchase a new school lock for \$6.00 from Mrs. Horwitz. If a lost lock is found after purchasing a new lock, the student should bring the extra lock to Mrs. Horwitz for a refund. Only school issued locks are permitted on school lockers (with the exception of gym lockers). All other locks will be removed and discarded and the student will be required to purchase a school lock. If a student suspects that someone knows his/her lock combination, he/she should bring the lock to Mrs. Horwitz who will exchange the lock with a new one. If a lock breaks, do not throw it out! A broken lock must be turned in for a new one. Otherwise, a new one must be purchased.

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

Decorating School Lockers

Lockers are to be kept clean and free of any postings or writings. The only exception to this rule is when one's locker door is decorated by classmates in honor of one's birthday. Over the years, it has become customary to celebrate birthdays in this fashion. The Principal Advisory Committee has recently developed guidelines for this practice. They are as follows:

- No food or candy on inside or outside of lockers
- No 3D decorations
- No decorations spreading on to other lockers
- Students must bring all supplies from home
- Students should do as much preparation as possible in advance
- No more than 5 students should be designated to decorate 1 locker.
- With prior approval of the homeroom teacher, all decorating must be done between 7:30 AM to 7:50 AM or 2:50 PM to 3:15 PM

GYM LOCKERS

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

DRESS CODE AT H.M.S.

The responsibility of proper dress is primarily that of each student and his/her parents. Students must take responsibility and exercise both good judgment and good taste. It is assumed that student dress will be clean and neat. Attire that poses health hazards or interferes with the educational processes of the school is prohibited and the student will be required to change.

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

1. Students are permitted to wear capris, Bermuda shorts, or equally as long shorts, skirts, or dresses throughout the year. Shorts, dresses, and skirts must be approximately 2 inches from the knee. Neatly trimmed cutoffs are permissible as long as they adhere to the length guidelines. No swim trunks or cut off sweatpants may be worn in place of shorts. If shorts, dresses, or skirts are not in adherence with the dress code policy, students will be asked to wear a loaned pair of shorts or pants distributed by the school. Continued violations of the dress code will result in student detention or other appropriate disciplinary consequences.
2. Students should wear soccer or basketball shorts in physical education. Due to the material and fabric of these shorts and movement in PE, they may not remain in place within 2 inches of the knee. In such cases, students must wear biker shorts or Under Armor leggings beneath their shorts. If physical education shorts are not in adherence with the dress code policy, students will be asked to wear a loaned pair of shorts distributed by the physical education department.
3. All tops/dresses for girls must be modest (front and back) and cover the shoulders with a minimum of four inches (not four fingers) of fabric. Girls shirts must be tightly fitted under the arms so that no gaps or undergarment straps show. All shirts for boys must have sleeves.
4. Tank tops, tube tops, see through shirts, bare midriff, bare back, low cut or large armhole shirts, pajamas, shower type flip flops and bedroom slippers are not permitted.
5. Underclothing shall not be visible at any time.
6. All students must wear shoes (and types of closed-toe footwear) at all times. No rubber flip-flops, slides, or pool/beach shoes are permitted. For safety reasons, only hiking sandals or shoe-type sandals with a back strap are permitted.
7. Hat, caps, or other non-religious head coverings are not to be worn while in the building.

LOST AND FOUND

Lost items are available for claiming in the following areas:

Books..... Main Office

Clothing..... Lost and Found shelves under main stairwell.

The school cannot be responsible for lost items. Please label all personal belongings with your name. Every month, items not claimed will be given to a non-profit charitable organization. Lost books should be reported immediately to the classroom teacher.

REMEMBER ...DO NOT BRING VALUABLES TO SCHOOL.

LAVATORIES

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

FIRE DRILLS, ALARMS AND DEVICES, AND EMERGENCY EVACUATION PROCEDURES

To assure a quick and safe response to emergency situations, practice drills will be conducted throughout the school year. We will conduct one or more school security drills each school year. Fire/evacuation drills will be practiced more frequently.

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

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

FIRE ALARM DEVICES AND EXTINGUISHERS

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

SIGNS AND POSTERS

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

CHANGE OF ADDRESS OR TELEPHONE

Parents **MUST** notify the office when any changes occur in home address, e-mail address, home telephone number, or work telephone number.

EMERGENCY CLOSING OF SCHOOL

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

Our code number is: 560

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

SCHEDULE AND COURSE CHANGES

Haddonfield Middle School recognizes the importance of creating learning environments in which the spirit of community is valued. Teachers and students must work collaboratively to build relationships that bolster student learning. We believe that students learn best in an environment that is consistent; we believe that students benefit from a classroom community that is stable; and we believe that part of the educational process is learning how to interact and collaborate with a variety of different personalities. Therefore, at Haddonfield Middle School, we work hard to maintain stable classroom communities without changing students' schedules from one class to another. Once the school year begins, we do not want to interrupt the learning process or the classroom community by switching students from one class to another. Instead, each of our teachers will work diligently with students to provide them with the guidance and nurturing they need to find success in their current section.

There are sometimes compelling reasons for schedule changes, and these requests will be presented to the principal. However, before contacting the principal, it is the expectation that the student and/or the parents have discussed concerns with the classroom teacher. If parent/student concerns are not met, parents should notify the principal in writing. At that time, the principal, teacher, parent(s), and student will meet to determine the cause of concern and to develop an action plan to remedy the situation.

Note: All Middle School Courses are required with the following exceptions: Instrumental Lessons, Band, Choir, Orchestra, and Jazz Ensemble. Once enrolled in any music offering, a student may not withdraw and transfer to another music offering except during the first ten (10) days of school in September and between the day after the Holiday Concert and the Holiday Recess. For any student who prefers to change from Band to Orchestra (or vice-versa), permission must be obtained from the music teacher. Students who drop Band, Orchestra, or Choir will lose eligibility to participate in the All South Jersey performance groups and the Music Department Field Trip.

LUNCH PROGRAM AND GUIDELINES FOR BEHAVIOR

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

Free or reduced price lunches are available to students who qualify based on family income. Please call the main office for an application.

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

NOTE: We have a computerized "debit" cash register system that allows parents to pre-pay for lunches and snacks. This system helps to keep the lunch line moving and affords students more time to eat and socialize. We encourage all parents

to take advantage of their student's account. All payments for the pre-paid accounts should be in check form with the student's name clearly written on the check. On the memo line, please write if the money is for "lunches only" or "lunch and snack." Cash is acceptable, but discouraged. Parents are able to acquire a report detailing their child's expenditures.

General Rules for the Cafeteria:

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

TEXTBOOKS

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

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

Fines for damaged or lost books will be as follows:

A. Marks in Ink or Marks Not Erased Satisfactorily:

1. Small or accidental mark(s) on at least four different pages will be assessed at \$1.00 fine plus \$.25 for each additional page beyond four up to the cost of replacing the book.
2. Significant intentional marks or writing over much of a page will be assessed a fine of \$1.00 per page up to the cost of replacing the book.

B. Torn Page(s):

1. No charge for reasonable accidental tears.
2. Excessive tears or tears that appear to have been intentionally done will be assessed a fine of \$1.00 per page up to the cost of replacing the book.

C. Vulgarity: Any book containing vulgarity (words or pictures) that cannot be satisfactorily cleaned up will need to be replaced. The student will be charged for full replacement cost.

D. Edge of Book Pages: A fine of \$3.00 will be assessed for writing or marking on outside edge of book pages that have not been satisfactorily cleaned off.

E. Book Cover: A fine of \$5.00 will be assessed for excessive damage to the cover of a book.

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

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

No student will receive a report card until he has paid in full any loss or damage assessed against him.

A STATEMENT ON HUMAN DIGNITY FOR THE STUDENTS, STAFF, AND PARENTS OF HADDONFIELD MIDDLE SCHOOL

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

The Haddonfield School Community fosters an environment in which each individual is valued. Bigotry, insult, defamation and harassment will not be tolerated in this community. Respectful discourse and interactions are essential for students to learn, teachers to

teach and staff to work to their fullest human potential.

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

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

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

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

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

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

PURPOSE

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

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

PILLARS OF GOOD CHARACTER

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

YOUR OWN SOCIAL RESPONSIBILITIES – YOUR OWN PERSONAL PLEDGE!

I WILL NOT INTIMIDATE OR EMBARRASS OTHERS.

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

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

SCHOOL RULES

1. Students are expected to attend school regularly and to be on time.
2. Students are expected to complete their assigned work and to meet all other obligations that are required for participation in school activities.
3. Students are expected to use polite language and show respect towards fellow students, adults, and visitors at all times and at all school functions.

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

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

DISCIPLINARY PROCEDURES

When Will Disciplinary Action Be Taken?

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

Who Will Enforce the Student Code of Conduct?

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

What are the Consequences for Misconduct?

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

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

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

- Endangerment of the safety/welfare of self or another (includes fighting)
- Disrespect
- Willful disobedience or defiance of authority
- Vandalism
- Abusive, profane, or obscene language or behavior
- Suspected use, possession, or actual use of alcoholic beverages or controlled substances on school property or during a school sponsored activity
- Use of tobacco on school property
- Truancy
- Theft
- Sexual harassment, harassment, intimidation, bullying, ethnic/racial/religious slurs or threats

- Leaving school grounds without authorization
- Dress code violation
- Serious misconduct or disruption
- Disrespect or misconduct when with a substitute teacher

Unacceptable Behavior has been defined as follows:

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

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

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

Level IV: Criminal acts.

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

DUE PROCESS

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

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

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

DETENTION

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

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

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

Administrative detention frequently involves performing community service to the school. It may be assigned before school from 7:15 a.m. to 7:45 a.m. for excessive tardiness or after school from 2:55 p.m. to 3:55 p.m. for all other infractions. Students arriving late to detention will, at the discretion of the teacher in charge, serve the remainder of the detention plus one additional detention. Students who are not cooperative in performing assigned tasks or who are dismissed from detention for misconduct will be assigned two (2) additional detentions. The teacher in charge will notify an administrator and parents will be informed. A second dismissal from detention due to inappropriate behavior may result in an In-school Suspension.

SHORT-TERM SUSPENSION (TEN DAYS OR LESS)

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

LONG-TERM SUSPENSION AND EXPULSION

In cases of serious disciplinary action, such as long-term suspensions of more than ten (10) days or expulsion, the student is entitled to a full hearing before the Board of Education, which shall take place within twenty-one (21) days of the discovery of the misconduct. Written notice will be provided to the student and parents of the date of the hearing. Before the hearing, the student will be advised of the charges against him and a list of adverse witnesses who will appear. The student and his parents have a right to examine any

statements or affidavits of witnesses. The student may be represented by counsel at the hearing. The student also has the right to confront and cross-examine any witnesses, on his own behalf. Any appeal of the Board's decision must be made to the Commissioner of Education. Before the Board considers expulsion, the student shall be evaluated by the Child Study Team (N.J.A.C.6: 28-1.5). All due process procedures provided in laws and regulations for special education will be followed.

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

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

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

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

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

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

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

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

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

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

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

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

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

Harassment, intimidation, or bullying means any gesture or written, verbal, or physical act that takes place on school property, on the way to or from school, at any school-sponsored function, on a school bus, **or over the Internet** and that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or by any other distinguishing characteristic that a reasonable person should know, under the circumstances, that may have the effect of: harming a student or damaging the student's property; or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

What to do about Harassment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. *Unacceptable behavior in school*

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

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

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

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

H. *Out of School*

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

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

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

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

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

1st Offense: One or more Saturday School Detentions

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

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

I. *Cutting class:*

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

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

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

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

J. *Lateness to School*

Students who are tardy to school (after 8:00 AM) are to report directly to the office. A student must present a note, specifying the reason for lateness, the date, and expected time of arrival. Students who arrive late, beyond the (reasonable) expected time of arrival, as indicated in their note, will be considered to have cut the classes missed. Students who do not present a note may be questioned regarding truancy. Typical reasons for lateness will no longer serve to excuse a tardy. A tardy for religious observances will be excused, and a note from a doctor will also excuse a tardy. **Record keeping for tardiness will be cumulative for the marking period and are effective on the first day of school.** A morning detention will be automatically assigned to a student upon a 4th tardy. Additional morning detentions for every other subsequent tardy in the same marking period will be assigned. **Students who are late to homeroom or Period One will be assigned penalties as follows:**

Unexcused Lateness

1st lateness – No penalty

2nd lateness – No penalty

3rd lateness – 1 Morning Detention

4th lateness – 1 Morning Detention and call to parent

5th lateness – 2 Detentions

6th lateness – 3 Morning Detention and call to parent

7th lateness – Saturday Detention and call to parent

8th lateness – Saturday Detention and conference with parent

and so on . . .

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

NOTE: In order to participate in school related extracurricular activities, athletics, or REC Hall, students must be in attendance for 4 hours or more and must not arrive later than 9:30 a.m. without an acceptable reason. A student who enters school after his/her class has taken a test is responsible for taking the test that same day.

K. Failure to Appear for a Teacher Detention:

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

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

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

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

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

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

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

M. *Assault*:

As per NJS18A:37-2.1, any pupil who commits an assault, as defined pursuant N.J.S.C: 12-1, upon a teacher, administrator or other employee of a Board of Education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending exclusion proceedings before the local board of education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended. Assault upon a student will result in suspension, loss of eligibility and privileges, and police intervention.

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

Possession (without use or endangerment)

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

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

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

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

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

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

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

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

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

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

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

1. Whenever it shall appear to any staff member (professional or support) that a student may be using or be under the influence of alcohol or other drugs, such person shall report the matter as soon as possible to the school nurse or school doctor and to the Principal or designee. In instances where the school nurse, school doctor, or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - a. The student will be removed to a protective environment until the parent(s) or guardian(s) can be contacted. Provisions shall be made for the appropriate care of the pupil while awaiting the results of medical examination.
 - b. The Principal or designee shall immediately notify the parent(s)/guardian(s) and arrange for an immediate evaluation of the student by a doctor selected by the parent(s)/guardian(s), or if such doctor is not immediately available, by the school doctor. If the family's doctor or school's doctor are not immediately available, the student shall be taken to the emergency room of the nearest hospital for an examination accompanied by the Principal or designee and a parent/guardian of the student, if available.

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

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

- c. The student shall be evaluated within two hours of the initial report of suspicion for being under the influence of alcohol or other drugs for the purpose of diagnosing whether or not the student is under such influence.
 - (1) The student will be tested by the appropriate means as indicated by the Principal or designee.
 - (2) A written report of said examination and results shall be furnished within 24 hours by the examining physician to the parent(s)/guardian(s) of the student and to the Principal. The Superintendent and SAC (Substance Awareness Coordinator) will also be notified upon a positive diagnosis.
 - (3) The member of the school district's educational staff accompanying the student to the Access Center is considered an agent of the school district to whom the results may be released.
 - (4) Urine drug screen and physician's exam at the Access Center can be completed and the results reported to designated school personnel without the student's consent or parental consent or notification.
 - (5) If the written report of the evaluation is not submitted to the parent(s), Principal and Chief School Administrator within 24 hours, the student shall not be allowed to return to school until a negative diagnosis of alcohol or other drug use is received. Failure of a parent or guardian to comply with the requested testing will result in a referral of the parent to the Division of Youth and Family Services for charges of neglect. Students over 18 who fail to take the test may be referred to the police and will be deemed insubordinate under the school discipline code. At such time, further disciplinary penalties will be invoked.
 - (6) If the diagnosis is negative, the student may return to school. If the diagnosis is positive, the following section applies.
2. Students found under the influence:
 - a. Shall be returned to the care of a parent/guardian as soon as possible and the appropriate date shall be furnished to the Department of Health pursuant to N.J.S.A. 26:2g-17 et. seq.
 - b. Attendance at school shall not resume until a written report has been submitted to the Principal from the physician who examined the student, certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
 - c. The student shall be interviewed by the school substance abuse counselor, SAC or other appropriately trained staff member, for the purpose of determining the extent of the student's involvement with alcohol or other drugs and possible need for

treatment. In order to make this determination, the school substance abuse counselor or staff member may conduct a reasonable investigation that may include interviews with the student's teachers and parents. The school substance abuse counselor or other staff member may also consult experts in the field of alcohol or other drug abuse as may be necessary and appropriate. If it is determined that the student's involvement with and use of these substances represents a danger to the pupil's health and well-being, the school substance abuse counselor or other staff member shall refer the student to an appropriate treatment program that has been approved by the Commissioner of Education.

- d. If a pupil is identified as having an alcohol or other drug abuse problem, and there is reason to believe that his or her education appears to be affected by the alcohol or other drug use, a screening by the Child Study Team will be conducted.
- e. The school may require additional evaluation for determining the extent of the student's alcohol or other drug use and its effect on his or her school performance. The Camden County Division of Alcohol and Substances Abuse's Early Intervention Program, hereinafter referred to as the Early Intervention Program, shall be used for this evaluation at no cost to the parent. Should the parent(s)/guardian(s) elect to choose another program, it will be at their expense and must be approved by the school substance awareness counselor, SAC and the Principal. Should the school make the referral to the Early Intervention Program, the following conditions will apply:

- (1) The student and parent(s)/guardian(s) must schedule an initial interview with the Early Intervention Program or alternate approved program before the student may return to school. Confirmation of the interview is one of the conditions for returning to school.
- (2) If confirmation is not received, the student shall be placed on Homebound Instruction until confirmation is received. If the student or parent(s)/guardian(s) continue to refuse to participate, the student shall remain on Homebound Instruction. Failure to keep the appointment for such an interview may result in the student being placed on Homebound Instruction.
- (3) The recommendation of the Early Intervention Program shall determine what, if any, counseling, treatment, or intervention is necessary.

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

- (4) If the Early Intervention Program recommendation(s) includes treatment beyond the Early Intervention Program's capability, parent(s)/guardian(s) shall comply with the recommended treatment and take immediate action to arrange for this treatment. Until this is done, the student shall be placed on Homebound Instruction or in another educational setting depending on the treatment recommended.
 - (5) While a student is receiving medical or therapeutic care for diagnosed alcohol or other drug dependency problem, provisions for a program of intervention, curriculum, and related services will be provided.
 - (6) Pupils who are in care or returning from care for alcohol or other drug dependency will receive proper referral and support services from guidance, school substance abuse counselor, and SAC.
 - (7) In addition, if such diagnosis is positive, the student will be externally suspended from school and may not return to school until the following conditions have been met:
 - (a) Completion of external suspension
 - (b) Conference with Superintendent, Principal, Substance Awareness Counselor, parent(s)/guardian(s)
 - (c) Follow recommendation(s) of the Early Intervention Program
 - (d) Agree to abide by school rules and regulations.
 - (8) In appropriate cases, the Superintendent may recommend expulsion and refer the matter to the Board of Education for a hearing.
- f. In instances involving anabolic steroids, the following reporting, notification, and examination procedures shall apply:
- (1) Whenever any teaching staff members, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or school doctor, as the case may be, or to a substance awareness coordinator, and to the Principal, or in his absence, to his designee.
 - (2) The Principal or his designee shall immediately notify the parent or guardian and the Superintendent of Schools and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the school doctor. The pupil shall be examined as soon as possible for diagnosing whether or not the pupil has been using anabolic steroids.
 - (3) A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the Superintendent of Schools or administrative principal.
 - (4) If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by the school substance abuse counselor or SAC or appropriately trained teaching staff member for the purpose of determining the extent of the

pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff members may conduct a reasonable investigation that may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.

- (5) If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or the other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

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

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

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

- a. Use, provision, possession, or being under the influence of alcohol; students shall not consume, deliver or have in their possession alcoholic beverages while in school or on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol.

First Offense - Three (3) days external suspension. Ineligibility to participate in extracurricular or co-curricular activities for 90 days. Parents notified. Medical evaluation and report returned to the Principal is required within 24 hours. Referral to substance abuse counselor. Early Intervention Program and to the police. After a period of 30 days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal/Assistant Principal, school nurse, substance abuse coordinator, and substance abuse counselor shall review the student's request. The Principal will chair the committee.

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

Second Offense - Five (5) days external suspension. One hundred eighty (180) days of ineligibility. Parents notified. Referral to Substance Abuse counselor and to the police.

Third Offense - Ten (10) days external suspension, one-year in-eligibility. Parents notified. Mandatory counseling and referral to the police.

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

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

- c. Possession of drug paraphernalia not containing any controlled dangerous substance.

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

Second Offense - Long-term suspension. Ninety (90) days ineligibility. Parents notified.

- d. Possession of any controlled dangerous substance, or possession of drug paraphernalia containing trace elements of a controlled dangerous substance, or under the influence of a controlled dangerous substance.

First Offense - Ten (10) days external suspension. Ninety (90) days ineligibility. Parents notified. Medical evaluation and doctor's note required to re-enter school. Referral to substance abuse counselor. Police referral for appropriate legal action. After a period of thirty (30) days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal/Assistant Principal, school nurse, substance abuse coordinator, and substance abuse counselor shall review the student's request. The Principal will chair the committee. Mitigating factors such as the student's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.

Second Offense - In addition to the above, long-term suspension/expulsion hearing before the Board. Ineligibility for 180 days.

- e. Distributing, transferring, selling controlled dangerous substance, or possession of controlled dangerous substance with intent to distribute, transfer or sell, or proof of intent to distribute, transfer or sell.

First Offense - Ten (10) days suspension. Parents notified. Minimum of ninety (90) days ineligibility. Long-term suspen-

sion/ expulsion hearing before the Board. Referral to police for appropriate legal action.

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

f. Use, Provision, or Possession of Anabolic Steroids

Students shall not use, deliver, or have in their possession anabolic steroids while in school, on school property or while attending a school activity.

First Offense - Three (3) days external suspension. A medical evaluation must be conducted and a report submitted to the Principal. Ineligibility to participate in extracurricular or CO-curricular activities for ninety (90) days. Parents notified. Referral to substance abuse counselor and to the police. After a period of thirty (30) days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal/Assistant Principal, athletic director, school nurse; substance abuse counselor shall review the student's request.

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

Second Offense - Five (5) days external suspension. Two-season ineligibility. Parents notified. Referral to substance abuse counselor and to the police.

Third Offense - Ten (10) days external suspension. One-year ineligibility. Parents notified. Mandatory counseling and referral to the police.

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

First Offense - Ten (10) days suspension. Parents notified. Minimum ninety (90) days ineligibility. Long-term suspension/ expulsion hearing before the Board. Referral to police for appropriate legal action.

The Principal or designee is required to report to law enforcement authorities all suspected or known cases of possession, and possession with intent to sell or distribute prescribed substances. The Principal is required to refer to the Camden County Division of Alcohol and Substance Abuse, and the Camden County Health Department all suspected or known cases of possession, and possession with intent to sell or distribute controlled dangerous substances. Also, referrals may be made to a community agency recommended by the State Department of Health. The Assistant Principal is required to report immediately to the Principal all cases of use, possession, and possession with intent to sell or distribute. Questioning of said student by appropriate law enforcement authorities shall not take place on the school premises except in the presence of the student's parent(s)/guardian(s) or their designated representative.

g. Possession or Use of Tobacco in Any Form or Amount

First Offense - One-day In-school Suspension, possible attendance at program to stop smoking, ineligible for the remainder of the marking period or for a period of time determined by the Principal. Students who enter a program can apply for reinstatement of eligibility upon successful completion.

Second Offense - Three days In-school Suspension; ineligible for two marking periods.

Third Offense - Five days external suspension; ineligible for the remainder of the school year.

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

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

POLICY NO. 5132

INTRODUCTION

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

plays its role in this broader community through the adoption of a comprehensive 24/7 Drug and Alcohol Policy that augments our existing In-School/School Activity Drug and Alcohol Policy 5131.6.

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

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

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

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

THE POLICY

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

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

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

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

CONSEQUENCES

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

OFFENSE

1. First Offense

CONSEQUENCES

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

2. Second Offense
 - Mandatory individual drug and alcohol counseling required, paid for by the student's family and arranged through a recognized provider of such services. Verification of attendance must be promptly provided.
 - Written essay describing the incident and how the student could have avoided the incident with some better decision making
 - 20 hours community service – arranged and self selected by parent/student, but subject to school approval in terms of content and time-frame for completion.
 - loss of the privilege to participate in extracurricular games or events for one minor extracurricular event.
 - Student remains in extracurricular and participates fully in all sessions.
3. Third Offense
 - Attendance at Professional Group Meetings dealing with alcohol and/or drug addiction. The fees involved must be paid by the family. Verification of this attendance must be provided to the school before re-instatement to activity.
 - 30 hours community service – arranged and self selected by parent/student, but subject to school approval in terms of content and time-frame for completion.
 - Loss of the privilege to participate in extracurricular activities for a period of one week (in season) or two major student events (out of season).
 - Student remains in extracurricular and participates fully in practice sessions.
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.
 - 30 hours community service performed – arranged and self selected by parent/student but subject to school approval in terms of content and timeframe for completion.
 - Loss of the privilege to participate in extracurricular activities for a period of two weeks (in season) or three major student events (out of season).
 - Student remains in extracurricular and participates fully in practice sessions.
5. Fifth Offense
 - Continued (or resumed) attendance at Professional Group Meetings dealing with alcohol and/or drug addiction issues. The fees involved must be paid for by the family. Verification of this attendance must be provided to the school.
 - Mandatory individual Drug and Alcohol Counseling also required. This counseling must be paid for by the student's family.
 - Loss of the privilege to participate in extracurricular activities for a period of one calendar month (in season) or eight extra events (out of season). This involves the loss of all extracurricular events during that time period.
 - Student may remain in extracurricular and participates fully in practice sessions, but only if treatment is ongoing.
6. Sixth Offense
 - All subsequent offenses shall repeat the consequences detailed above for a Fifth Offense.

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

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

ACTIVITIES THAT WILL TRIGGER A VIOLATION

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

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

SCHOOL PROCEDURES

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

DEFINITIONS AND TERMS

Extracurricular Activities:

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

Drugs and Alcohol:

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

In-Season:

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

Out-of-Season:

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

Official Police Report:

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

Classification of Extracurricular Events:

A list of all extracurricular events shall be developed by the Haddonfield Middle School and Haddonfield Memorial High School administrative teams to be as inclusive as possible. These events will be classified as minor events or major events by the stu-

dent councils of Haddonfield Middle School and Haddonfield Memorial High School.
This list will be reviewed periodically by the administration and the student leaders.

COMMUNICATION OF THE POLICY TO STUDENTS AND PARENTS

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

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

ADOPTED: November, 2006

NEXT REVIEW: November, 2008

ACCEPTABLE USE OF TECHNOLOGY

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

MS OFFICE SHORTCUT BUTTONS AND KEYS

Button Number	Command Name	Keyboard Shortcut
1	New Document	Use File Dropdown Menu
2	File Open	Ctrl + O
3	File Save	Ctrl + S
	Save As	F12
4	File Print	Ctrl + P
5	Print Preview	Use File Dropdown Menu
6	Spelling & Grammar	F7
7	Cut	Ctrl + X

8	Copy	Ctrl + C
9	Paste	Ctrl + V
	Bold	Ctrl + B
	Italic	Ctrl + I
	Underline	Ctrl + U
	Find	Ctrl + F
	End of line	End Key
	End of Page	Page Down Key
	End of Column	Page Down Key
	End of Document	Ctrl + End Key
	End of Row	Alt+ End
	Top of Page	Page Up Key
	Highlight Text	Shift Key + space bar or End Key
	Cancel	Esc Key
	Close or Exit	Alt + F4
	Page Break	Ctrl + Return
	Select All	Ctrl + A
	Undo	Ctrl + Z
	Redo	Alt + Shift + Backspace
	Font	Ctrl + Shift + F