

Haddon Township High School 2016-17 Student Handbook



September 2016

Dear Students and Parents:

Welcome back to the 2016-2017 school year at Haddon Township High School. The administration and staff have worked diligently to ensure that the quality of your educational experience remains at an exceptional level. Our expectation is to provide a safe, productive and enlightening educational environment that allows you to thrive and grow not only as a student but also as a citizen.

We ask that you take some time to become familiar with the content of this handbook. This agenda is chock full of meaningful and valuable information. We have attempted to make the information clear and concise; however if you have any questions, please do not hesitate to ask.

Finally, remember that we have and will always demand the highest of our students in terms of respecting the rights of others and understanding personal responsibility. Genuinely embracing these ideals will place everyone on the path to becoming a productive and effective citizen.

My best wishes for all you pursue this school year.

Sincerely,

A handwritten signature in black ink, appearing to read "G. O'Brien". The signature is stylized with a large, sweeping initial "G" and a cursive "O'Brien".

Gary S. O'Brien
Principal

Haddon Township School District
OUTCOME GOALS

Haddon Township Schools shall help each pupil:

1. To acquire and utilize effectively basic skills in:
 - a. Communications
 - b. Mathematics
 - c. Sciences
 - d. Arts and Humanities
2. To gain knowledge and experience in the area of natural sciences, the social sciences, the humanities, and the creative and fine arts so that her/his personal values and approach to living may be enriched by these experiences.
3. To become an effective and responsible participant in the decision-making processes of the school, community, state, country, and world, and to develop an appreciation of our American heritage.
4. To acquire the knowledge, skills and understanding that enable him/her to play a satisfying and responsible role as a producer, consumer and conserver.
5. To develop, as early and as fully as possible, an awareness of further educational opportunities both academic and vocational and of the adult working world, and to make thoughtful and meaningful decisions for career choice and preparation.
6. To develop an understanding and wholesome attitude toward all people and toward their social, cultural, religious and ethnic differences.
7. To develop an awareness of her/his role in the family and her/his responsibility to the family unit.
8. To work toward good physical and mental health and to enhance her/his awareness of wellness so that a healthier lifestyle may be chosen.
9. To have an opportunity to develop a skill in and an appreciation of the creative and performing arts.
10. To acquire an understanding of ethical principles that build character, develop more self-reliance and independence, develop good discipline, develop respect for the rights of others and for law authority.
11. To develop a positive self-image, as well as pride in and an understanding of his / her own worth, ability and potential.
12. To learn by providing an atmosphere in which each child can enjoy learning.
13. To become an independent learner, to appreciate that learning continues throughout life, and to adapt to change.

PROCESS GOALS

Haddon Township Schools shall:

1. Provide curriculum and instruction that is meaningful regarding the present and future needs and interest of the students
2. Provide opportunities, consistent with the development of the pupil, for helping the pupil to determine the nature of his/her own educational experiences.
3. Provide a variety of specialized and individualized kinds of educational experiences to meet the identified needs of children, including those who are academically or otherwise talented as well as those who are considered physically, mentally, emotionally or learning handicapped.
4. Provide opportunities to its staff members, pupils, parents and community members to make recommendations concerning the operation of the schools.
5. Provide for varied forms of evaluation in each of our programs.
6. Provide for the special needs of students through the existence of qualified guidance personnel and the child study team.
7. Provide an environment in which any competition among the pupils is positive.
8. Request sufficient financial resources in order to ensure the necessary physical facilities, instructional materials, supplies, equipment and staff for the school's programs.
9. Make all efforts to maintain a staff that demonstrates a high level of skill and performance.
10. Seek to strengthen the relationship between the home and school, interpret the school program to the community and involve more citizens in the school.

INTRODUCTION

The regulations that are included in this Handbook are written for the students of Haddon Township High School and their parents so that they will better understand the school and its policies. Each student is held responsible for knowing these regulations. He/She should make an immediate effort to study them and also to acquaint his/her parents with the school policies.

Haddon Township has the reputation of being one of the foremost educational institutions in the state. It has gained this reputation because administrators, faculty, staff, parents, and students take pride in the accomplishments of our primary goal-the development of well-educated and informed citizens.

HADDON TOWNSHIP PUBLIC SCHOOLS

Superintendent:	Bonnie Edwards
School Business Administrator/Board Secretary	Jennifer Gauld
Assistant Superintendent	Liz Mennig
Supervisor of Special Services	Dana Cotter
Supervisor of Instruction	Mike Dappolone

BOARD OF EDUCATION

Mr. James Lex	Mr. Robert Brown
Mr. Craig Roncace	Mr. Mark Cavallo
Mrs. Laura Chudd	Mr. John Kendall
Mr. William Mann	Mrs. Allison Rodman
Mrs. Bonnie Richards	

HADDON TOWNSHIP HIGH SCHOOL STAFF ADMINISTRATION

Principal	Gary O'Brien
Assistant Principals	Andrew Swiecicki
	Tim George
Supervisor of Athletics	Nelson Epley
Director of Technology	Todd Green

OFFICE STAFF

Main Office Secretary -	Arlene Cella
Attendance Secretary -	Sheree Pineiro
Guidance Secretaries -	Barb Boettcher
	Sara LiVecchi
Child Study Team Sec.-	Wendie Anderson/Audra Fletcher
	Denise Weachter

MEDICAL STAFF

Kathleen McCutcheon, R.N.

STUDENT PERSONNEL SERVICES

Cristin Campbell
Frank Ottinger
Brielle Fredericks
Dana Wolfe

LIBRARY/MEDIA

Amanda Tagmire - Librarian
Mary Ellen Nardi - Tech
James Heckers - Tech

CHILD STUDY TEAM

Jennifer Dalton, LDT/C
Debra Mulligan, Social Worker
Colleen Koeppel, Speech and Language Therapist
Dana Wolfe, School Psychologist

FACULTY

ENGLISH

Edward Dold
Jon Gluckman
Pat McNamee
Lois Staas
Paul Steltz
Joe Turkot
Barbara Mathews-Bowen

MATHEMATICS

Sylvia Smith, Facilitator
Pam Gess
Maura McDermott
Cherylyn Straubmuller
Alexis Fisher
Steve Datz
Katie Emmerling

FINE/PERFORMING ARTS

Karen Kiick, Facilitator *
Bob Quaile *
Dave Schmidt *
John Baccaro*

PHYSICAL ED /HEALTH

Nelson Epley
Glenn Gess
Lisa Ireland*
Rachael McConnell

SCIENCE

Kevin Basile
Sarah Garcia-Gordon
Joanne Coyle
Julie Ryan
Barbara Frasco
Maryellen Russell
John Barski

*shared staff

WORLD LANGUAGES

Kathy Santiago-Jones, Facilitator*
Josefa Leon *
Pam Maier *
Bill Mann *
Scott Partenheimer *
Linda Webb *
Victoria Budesas*

SOCIAL STUDIES

Dave Dale, Facilitator
Andrew Vernon
Marilyn McCabe
Paul Turkot
Tyler Tomashek
Ron Wister

SPECIAL EDUCATION

Rob Cortese
Steve Cossaboon
Brian Farnham
Jason Walton
Laina Latta

CAREER AND TECHNICAL EDUCATION

Carla DiBenedetto, Facilitator *
Shawn Agnew *
Rose Austin
Mary Jane Murphy-Bowne
Bob Weichmann
Frank Giunta*

RECEPTIONIST

Deb Kratky and Gloria Forvour

AIDES

Joan Corelli
Donna Folkman
Honey Heck
Karen Zucek
Sue Tarantini

XEROX AIDE – Julie Getzinger

Haddon Township High School Telephone Numbers

To Report An Absence (any time, day or night) 856-869-7750
Haddon Township High School 856-869-7750
Athletic Director ext.7317
Attendance Office ext.7308
Guidance Office ext.7307
Child Study Team Office ext.7313

Haddon Township High School Code of Ethics

Preamble

To establish an atmosphere of respect for the institution of Haddon Township High School and to foster and maintain a positive learning environment, in conjunction with the rules and expectations established by each classroom teacher, we establish this student code of ethics for Haddon Township High School.

Students of Haddon Township High School are expected to respect and appreciate:

1. The opportunity to attain a good education in a caring community
2. The legitimate authority of all teachers and of all school personnel
3. Personal and school property and the natural environment, thus fostering a positive learning atmosphere
4. All duly adopted school rules and policies
5. Standard social decorum which demonstrates respect, cooperation and team work among students, avoids disruptive behaviors and demonstrates an awareness that all choices have consequences.

AFFIRMATIVE ACTION

The Haddon Township School District is an **EQUAL OPPORTUNITY SCHOOL DISTRICT** committed to equality of opportunity for all persons in all areas. The district operates under an *Affirmative Action Program and Policy* supervised by the superintendent, serving as the Affirmative Action Officer. This policy prohibits discrimination in all areas, including the placement of students in vocational programs, because of sex, race, color, creed, religion, national origin, marital status, age or disability.

The school district's existing grievance procedure shall be utilized to hear any complaint or charge of discrimination. All complaints and charges shall be made to the building principal, who shall be responsible for investigating such charges.

Students may submit a complaint to the building principal, using the form in district policy 2260. If such complaint cannot be resolved at the building level, the Superintendent/Affirmative Action Officer will be notified. If necessary, the complaint will be brought to the Board of Education for resolution. If not satisfied at this level, the grievant may file at the county, state and federal levels, if necessary.

Employees or parents may notify the building principal of any complaint, using the form in district policy 1550. If a meeting between these parties does not bring about a satisfactory resolution, the complaint may be brought to the attention of the Superintendent/Affirmative Action Officer. If no solution is forthcoming, the issue may be brought to the Board of Education. If not satisfied at this level, the grievant may file at the county, state and federal levels, if necessary.

SEXUAL HARASSMENT

It is the policy of the Haddon Township Schools to maintain an educational environment that is free from sexual harassment. It shall be a violation of this policy for any member of the staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students. Any student who alleges sexual harassment by any staff member or student should discuss the alleged incident with his or her guidance counselor, a teacher, or an administrator. The student may submit a complaint to the principal and/or the Affirmative Action Officer using the grievance forms contained in district policy 2260. If not satisfied at this level, the grievant may file with the Board of Education, county, state and federal levels.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment, and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. *For a detailed explanation of this policy, please see 5512.01 in the Haddon Twp. Board of Education Policy Manual.*

ACTIVITY PROGRAM

1. The activity program will be conducted after school or, on certain occasions, during the school day.
2. The activity program will include service and special interest organizations:

Band	Jazz Ensemble	Fall Cheerleading
Spring Musical	Chorus	Bowling
Chess	Singer/Songwriter Club	Psychology Club
Guitar Club	Fall Play	HT Honor Society
Class Activities	Orchestra	Hawks Heroes
Musical	Student Council	Crew
Knowledge Bowl	Yearbook	Interact Club
Personal Achievement Club	Hawkapellas	Stage Crew
Dance Team	World Affairs Council	'Zine Club
Mock Trial	Green Thumbs Club	
3. All students are encouraged to participate in activities.

PERSONAL ACHIEVEMENT CLUB

The PERSONAL ACHIEVEMENT CLUB has been established to reward those students who have practiced the values of hard work, self-discipline and personal responsibility and to help motivate students who need to improve in those areas. Each marking period, members will be awarded a PERSONAL ACHIEVEMENT CARD that will be good for free admission to all athletic for an entire marking period. Card holders will also be eligible for a variety of other prizes and incentives, which have included free yearbooks, class trips and school rings. The criteria to be awarded a PERSONAL ACHIEVEMENT CARD is the following: **3.00 (no grades of F, D or Incomplete) for marking period- Maximum of TWO excused absences in marking period - ZERO detentions, Saturday detentions or suspensions during marking period.**

ATHLETICS

Haddon Township High School is a member of the Colonial Conference. We sponsor various varsity sports, along with J.V., Junior High, and intramural programs to ensure maximum participation and to meet the needs of all students. All athletes are subject to training rules and academic evaluation by the "Board of Athletic Eligibility" which will determine their eligibility to participate by semester evaluation. Varsity and J.V. sports are listed below:

Basketball	Golf	Swimming
Baseball	Field Hockey	Tennis
Soccer	Track-Field	Cross Country
Softball	Wrestling	Football
Lacrosse		

Crew Weight Training Club Sports
Winter Track

**ATHLETIC & ACTIVITY ELIGIBILITY
CREDIT REQUIREMENTS**

Grades 9-12: Students must have passed 30 credits from the previous school year to be eligible for fall/winter sports. To be eligible for spring sports students must be passing 30 credits by the end of the 1st semester in the current school year.

The following items are required for participation in school sports:

1. Written parental permission must be submitted on the proper form provided by the Athletic Director.
2. A Medical History Questionnaire is to be completed and on file with the school nurse.
3. A proper physical examination by the school doctor or personal physician is required and documented on appropriate school district form.
4. A student must attend classes for at least four hours during the day of the scheduled activity in order to participate in the athletic contest. For Saturday contests, the student must attend school on Friday.
5. Any athlete who is reported to the Assistant Principal's office for scholastic or behavioral difficulties is subject to temporary or permanent removal from the athletic team.
6. All athletics are subject to our rules and regulations along with the rules of the Colonial Conference and the N.J.S.I.A.A.
7. In season athletes are subject to the performance contract they complete before their season begins. Scholastic eligibility must be maintained (see preceding chart).

NCAA CLEARING HOUSE

Any prospective student-athlete who intends to compete in college on a Division I or Division II level must meet certain academic requirements determined by the NCAA Eligibility Clearing House. These students should see their guidance counselors for complete details.

ATHLETIC LOCKER ROOM PROCEDURES

Lockers (in the upper gym) for girls' athletics will be assigned in the beginning of the school year for the entire school year. Coaches are to keep a record of locker assignments for their specific sport's athletes.

Lockers for male athletics will be assigned by their coach for that season only (i.e. fall, winter, spring). At the conclusion of the season, lockers are to be cleared. Written and verbal notice will be given prior to any remaining locks being cut off.

Lockers for boys' physical education classes are available by scheduled physical education period only.

Sharing of lockers is not permitted. All lockers must be secured with a padlock. At no time should students be present without supervision.

ATTENDANCE

School attendance is mandatory in the state of New Jersey. All students enrolled in public schools in New Jersey are required to attend school "all the days and hours that the public schools are in session in the school district except for absences which are excused (see below)."

The fact that a parent approves an absence and writes an excuse does not make the absence lawful or approved. STUDENTS ARE LIMITED TO A TOTAL OF 30 ABSENCES IN A SCHOOL YEAR (THIS LIMIT INCLUDES APPROVED, EXCUSED AND UNEXCUSED ABSENCES). STUDENTS WITH MORE THAN 30 ABSENCES WILL BE PLACED ON NO-CREDIT STATUS.

1. **Approved absences** - for which there are no penalties are limited to those authorized in writing by a physician, dentist, judge, college official, motor vehicle official, or school official. Parental notes are accepted for religious observance, family trips (approved two weeks in advance), and death in the

immediate family. Such absences are approved. N.B. THERE WILL BE A LIMIT OF FIVE DAYS' ABSENCE APPROVED FOR FAMILY TRIPS DURING ONE SCHOOL YEAR. FAMILY TRIP NOTES WRITTEN BY 18 YEARS OLDS MUST BE VERIFIED BY PARENTS/GUARDIANS. MEDICAL NOTES OR OTHER OFFICIAL DOCUMENTATION WILL NOT BE ACCEPTED MORE THAN FIVE DAYS AFTER THE DATE OF THE ABSENCE. STUDENTS WITH MORE THAN EIGHT NON-CONSECUTIVE MEDICAL ABSENCES MAY BE REFERRED TO THE CHILD STUDY TEAM FOR AN EVALUATION TO DETERMINE IF A CLASSIFICATION OF *CHRONICALLY ILL* IS WARRANTED.

2. **Excused absences** - for which there is a limitation of **twelve** in full year courses including those which are authorized by parental/guardian notes. Illnesses authorized by notes from doctors are categorized as approved. Illnesses covered by parental/guardian notes only are categorized as excused. On the occasion of the thirteenth absence, the student will be dropped from that class and can audit or report to study hall.

3. **Unexcused absences (cuts)** - for which there is a limitation of **two** in full year courses are those occasions when the student is absent without the fore-knowledge of a parent/guardian or school official.

4. Absences are to be reported as early as possible in the morning (or the night before) by telephone to the Attendance Office. The number is 856-869-7750.

5. Students who are absent must bring in written verification (signed by their parents or guardians) to the Attendance Office prior to 7:40 A.M. upon the first day of return, explaining the absence.

6. Students who are absent from school for three consecutive days will be required to provide a doctor's note.

7. When students are absent, they may not participate in or attend any after school and/or evening activities without administrative approval.

8. A student absent two or more consecutive weeks may request home instruction. A note from the parent/guardian and doctor stating the reason and estimated time to be missed should be given to the guidance counselor. This request should be made as soon as the doctor determines that the illness will cause an extended absence.

9. Students are required to make up work missed according to the following schedule (excused or unexcused absences). If the work is not made up within the allotted time, the student receives a zero for that assignment. Please call the Guidance Office for arrangements.

<u>Days Missed</u>	<u>Make-Up Deadline</u>
1 day	2 days
2 days	4 days
3 days	5 days
4-7 days	10 school days
More than 7 days	By arrangement with the teacher

Work missed during unexcused absences will be lowered one grade. Truant students who choose to make up work missed for no credit should be permitted to do so.

10. In order to receive credit for a course, a student's absence, excused or unexcused, must be fewer than 13 periods for a full year course, 10 periods in a PE course, 7 periods for a semester course, and 4 periods for a quarter course. The students are responsible for retaining their excused absence notes in the event that they must go to the appeal board sometime in the future.

11. When the student has accumulated three absences, the teacher will report her/ his name to the Attendance Office in order for the Attendance Officer to contact the parents. The same procedure will be used for six, nine and twelve absences.

12. **Students with 7 or more excused and/or unexcused absences will forfeit class trip privileges.**

13. Any student who has accumulated 13 excused absences or 31 approved absences before May 1st will have his or her prom privileges revoked.

LOSS OF CREDIT

When a student has accumulated a total number of absences in excess of the number allowed by policy (listed below), the student will be dropped from the course and placed on **NO-CREDIT** status. The student will be assigned to a study hall for the remainder of the course. Summer school make-up is not

permitted. However, the student may elect to audit the course for the balance of the school year, in which case summer school make-up is permitted, provided the student's attendance record from the date of the violation contains no class cuts or unexcused absences for the balance of the school year.

NO-CREDIT STATUS will be assigned when student accumulates the listed number of periods absent:

	Unexcused (cuts)		Excused/Unexcused		Total Absences
Full Year Course	3	or	13	or	31
Physical Education	3	or	10	or	24
Semester Courses	2	or	7	or	16
Quarter Courses	2	or	4	or	8

LATENESS TO CLASS (Attendance Policy)

Two latenesses to class equal one absence for purposes of the attendance policy. Latenesses that exceed 15 minutes to period 1 or 10 minutes to periods 2-11 will be recorded as a full period absence. Cutting a blocked class (science or PE/health) will result in disciplinary action for 2 cut periods. Students who are consistently late to class may be placed on no-credit status.

APPEALS (Grades 9-12)

The Haddon Township Board of Education is cognizant of possible unforeseen factors creating hardships relating to the operations of the attendance policy.

Petition for Hearing - A petition for a hearing must be presented to the high school principal by the parent/guardian no later than five school days after the receipt of notification of loss of credit status. Any and all materials to be considered as basis for an appeal should be presented at the hearing. Data should include documentation for all days absent, not just those days in excess of the policy.

RE-ADMISSION AFTER AN ABSENCE

Parents should prepare a note for their child when returning after an absence, explaining the reason for absence. Upon the student's return to school, the note must be presented to the attendance office and include the following information: (1) date of absence, (2) full name of child, (3) grade and (4) specific reason for absence. Medical notes must be received within five days of absence for absence to be approved.

ABSENCE PLANNED IN ADVANCE

If the excuse to leave school is for the purpose of any of the following, the student should obtain the proper form from the attendance office in advance and have it properly completed and returned: to visit a doctor or dentist, to obtain a driver's license, to visit a college for admission or testing purposes.

It is strongly suggested that medical or dental appointments be made only after school hours. Students excused in advance must report upon their return to school to the attendance office to receive a re-admission slip.

ABSENCE DUE TO RELIGIOUS HOLIDAYS

1. Any pupil absent from school because of a religious holiday will not be deprived of any award or eligibility or opportunity to compete for any award because of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday will be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or guardian.
4. Any absence because of a religious holiday will be recorded in the school register or in any group or class attendance record as an approved absence.
5. Such absence will NOT be recorded on any transcript or application or employment form or on any similar form.

LATE TO SCHOOL

1. Any student who is late for school, but no later than 8:00am, must report directly to his/her class and will be recorded as tardy to that class. The tardy offense will be handled according to the general "3-6-9" late to class policy. That is, increasing levels of discipline will be administered after the 3rd, 6th, and 9th lateness. Anyone arriving after 8:00am must report to the Attendance Office.

2. Only a medical note signed by a doctor or a note from a dentist, court official, college official, motor vehicle official, or school official can approve a lateness. The fact that a parent approves a lateness and writes an excuse does not make the lateness approved.
3. Students who are more than ten (10) minutes late to class shall be regarded as cutting class unless a note is provided and approved by administration.
4. Excessive tardiness may result in suspensions and loss of credit.

BEFORE AND AFTER SCHOOL REGULATIONS

1. Students are not permitted in the halls before 7:30 A.M.
2. Anyone reporting to school after 8:00 A.M. must secure a late pass from the Attendance Office.
3. At the end of the school day, students are to leave the building as soon as possible; loitering is not permitted.
4. Students involved in athletics or activities are to take their books with them; they are not to go to lockers after practice.

ASSEMBLY RULES

1. Students are to attend assemblies with their classes or homerooms and sit in the seats assigned by the administration.
2. Students are to behave respectfully and maturely during assembly programs. Shouting, whistling, booing or other rude, disrespectful behavior will not be tolerated.
3. Any student removed from an assembly because of inappropriate behavior will be subject to serious disciplinary action that will include loss of privilege to attend future assemblies and/or suspension.

BOOKS / SCHOOL ISSUED SUPPLIES

1. Each student is responsible for his/her own books and other school issued supplies (including graphing calculators). She/he will have to pay for any of her/his books or other supplies which are mutilated, lost or stolen.
2. All books are to be covered.
3. A student who loses or damages a book will be given a reasonable time to recover the book, or she/he will be required to pay for it.
4. The teacher will rate the condition of the book prior to distribution.
5. Each book will have a book plate inside the front cover with the name of the student, the condition of the book and a number which is assigned by the teacher.
6. School issued iPads are the responsibility of the student. Any loss or damage to iPads will result in an obligation. Please see the district's Acceptable Use Policy for more information

BUSES

1. Each student is assigned to a specific route by the school administration. Students may also be assigned to a specific seat on a bus if circumstances warrant such action. In some cases students need to ride two different routes. If this occurs, the student must go to the attendance office and inform them they will need to be on two different routes.
2. Students will cooperate with the driver by complying with the schedule, obeying the rules and regulations of the bus and conducting themselves in a proper manner.
3. The driver has complete authority on the bus. A student who displays unsatisfactory conduct on the bus or at the bus stop will be referred to the Assistant Principal for disciplinary action.
4. Misbehavior on the school bus will result in the student's losing her/his privilege to ride the school bus for a specified period of time.
5. Late bus runs for students involved in athletics, activities, or detentions will leave school at 4:00 and 5:15 pm. Please be at the back of the cafeteria at least five minutes prior to leaving. Students should board the bus in an orderly manner.
6. Bus passes are required for the 4:15 p.m. detention run. They can be obtained from the detention room teacher or attendance office. Bus passes required for the later runs should be obtained from the athletic coaches.

CAFETERIA PROCEDURE

1. All students must eat lunch in the cafeteria or at designated outside tables. Food is not to be carried from the cafeteria into the building. Students are responsible for depositing their refuse in the receptacles provided. Failure to do so will result in disciplinary action.
2. Each student is required to leave the floor, table and chair clean and tidy and to place the chair under the table before leaving.
3. Throwing any object at any time in the cafeteria or anywhere in the school will be considered a serious breach of student conduct and will be treated accordingly.

THE INTERVENTION AND REFERRAL SERVICES TEAM (I&RS)

The I&RS Team provides a vehicle within regular education for meeting a variety of student needs (academic, social, and emotional). The I&RS Team is a school-based problem solving committee whose goal is to assist teachers and parents in developing strategies to maximize the education opportunities for the child. Through the I&RS Team, remedial instructional strategies and/or support services are provided without unnecessary labeling. To accomplish this goal, the I&RS Team conducts the following activities:

- * Accepts referrals from teachers, administrators, parents and students
- * Gathers information concerning the reported problems
- * Discusses the information and decides upon a course of action
- * Provides feedback to the referring person
- * Refers the student to another person or group within the school
- * Discusses the problem with the parents and student
- * Monitors the student behavior

The I&RS Team will deal with problems that encompass At-Risk students (divorce, death, grades, attendance, peer relationships, substance abuse, learning problems, depression, low self-esteem, etc.).

CHEATING

All students are expected to maintain the highest standard of honesty in academic areas and in all other phases of school life. The school looks upon cheating on tests, homework, and in all other class situations as very serious offenses.

When a student is discovered to have used any dishonest means, including but not limited to the unauthorized use of electronic devices in class or test situations, the following steps will be taken:

1. Parent will be notified.
2. Zero on the test or situation in which the cheating occurred.
3. Student conference.
4. Referral to the administration for disposition.
5. Students who cheat on mid-term or final exams may be subject to more severe academic and disciplinary sanctions.

DAILY ANNOUNCEMENTS

1. Students are to remain quiet and show respect during the morning announcements aired over the P.A. System.

DANCES

1. Dances will be held from 7:00 to 10:00 P.M.
2. Students will not be admitted after one hour from the start of the dance.
3. Students may not return to the dance once they have left.
4. Any individual or couple whose social behavior is considered improper will be asked to leave and will be subject to disciplinary action.
5. Guests may be permitted, depending on the dance (one per host student), provided they are pre-

registered with the Assistant Principal no later than Thursday at noon.

6. Students violating rules regarding alcoholic beverages or controlled dangerous substances will be suspended and local authorities will be contacted. Parents will be notified immediately.

7. No food or beverage of any kind will be permitted.

8. All personal property (bags, coats, handbags, etc.) are subject to search by an administrator and will be stored in a classroom.

9. The administration reserves the right to utilize board approved alcohol detectors when deemed necessary.

PARENTAL RESPONSIBILITIES

The Board of Education believes that the ultimate responsibility for a student's behavior rests with his parents. Students are to respect constituted authority, which includes obedience to school rules, regulations and procedures.

The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems that may arise and expects that cooperation will be made apparent to the student.

DISCIPLINE

Every student has a fundamental right to a free public education and a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in establishing a climate for learning within the school.

It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Good discipline is more than the maintenance of school and classroom order. It has as its ultimate objective the development of self-disciplined individuals who are accountable, responsible and respectful.

It is a Haddon Township High School goal to create a positive educational environment that will encourage students to consistently maintain high standards of self-discipline and good citizenship. In order to reach this goal, students are expected to respect the person, property and rights of each other, respect the legitimate authority of the school, its teachers and administrators, and act responsibly and courteously at all times. Students are responsible for their actions and behavior and will be held accountable for any breach of school rules and regulations. In accordance with the school disciplinary policy and procedures, students are expected to:

1. Act in accordance with reasonable standards of socially accepted behavior.
2. Respect the rights, property, possessions and safety of all members of the school community.
3. Preserve the degree of order necessary to establish a safe and orderly educational environment.
4. Obey school rules and regulations and respect the legitimate authority of the school, its teachers and administrators. The Principal or his designee will discipline students who fail to obey school rules and regulations appropriately. Students are to behave in a courteous, respectful manner and to submit to the authority of teachers and administrators at all times. Parents of students will be held responsible for any damage to school property.

CUTTING

Cutting of class, studyhall or homeroom is considered a serious violation of school rules. In addition to the attendance policy, the following procedures will be followed in regard to cutting:

- * Cutting of class, homeroom or studyhall (1st offense)-
Two detentions and parent/guardian notification
- * Cutting of class, homeroom or studyhall (2nd offense)-
Saturday detention and parent/guardian notification
- * Cutting of class, homeroom or studyhall (3rd offense)-
Suspension, loss of credit and parent/guardian notification

CLASSROOM CONDUCT

1. Respect will be shown toward peers and teachers at all times.
2. Students must arrive to class on time. Lateness to class will result in disciplinary action.
3. It is the student's responsibility to attend all classes prepared with pencil, paper, books, and other

needed equipment.

4. The teacher is the authority in the classroom and all students in the class must follow the teacher's rules and regulations.
5. Food will be eaten in cafeteria only. **NO FOOD OR DRINK (except water) IS TO BE CONSUMED IN THE HALLS OR IN CLASSROOMS.**
6. Any student sent from class for disciplinary reasons must report immediately and directly to the Attendance Office.

CELL PHONES

While we understand that some students may need to carry cell phones with them for use at the end of the school day, students are asked to keep the devices **off and away** during the school day. Violation of this policy may be cause for disciplinary actions by administration as well as disciplinary action. Remember, if a student needs to be contacted, a phone message can be left in the Attendance Office.

SMOKING

Students are not permitted to smoke at any time in the school building, or on the school grounds. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and will result in suspension from school and a referral to the Haddon Township Police. Students who wish to quit smoking are encouraged to sign up for *Fresh Start*, an American Cancer Society smoking cessation program for teenagers.

Possession of cigarettes, other tobacco products, smoking paraphernalia (lighters, matches, E-cigarettes, vaporizers etc.) in school is a violation of school policy. Students found to be in possession of such items will be subject to serious disciplinary consequences.

Students are discouraged from smoking in the areas adjacent to school grounds. Smoking in such areas creates litter on our neighbors' properties and fosters a negative image of our high school. Continual refusal to refrain from smoking in adjacent areas could result in disciplinary action.

DRESS CODE

Appropriate dress is an important part of the school program and relates to the maintenance of proper school order. The basis of judgment for acceptability of dress shall be safety, health, cleanliness and modesty. In addition, the impact of types of dress on the orderly process of school will be considered. Among items **NOT** considered appropriate are:

1. Clothing which is excessively tight, revealing or immodest is not appropriate, including transparent and/or sheer blouses, bare midriffs, mini-skirts, bare midriff shirts, beach attire, unhemmed sleeveless shirts or undergarments worn as outerwear. **Administration will make final decision regarding appropriateness of any type of clothing.**
2. Clothing imprinted with obscene vocabulary, inappropriate images or slogans or images that advertise or promote the use of tobacco, alcohol or drugs.
3. The wearing or carrying of hats of any kind in the halls or classroom during the school day is not allowed. Hats are not to be worn in the school building and should be kept in the student locker during the school day. Bandanas and other full head coverings are also not permitted.
4. The wearing of outer jackets or overcoats is not necessary in the classroom or halls and is prohibited.
5. No sunglasses may be worn in the building unless they are prescription or they are medically necessary.
6. Students are never to go barefoot on school property and they must wear suitable shoes, goggles, lab aprons, hairnets, etc., as required for specific courses.

The school authorities reserve the right to exclude any student until appropriately attired and may modify the dress code for special events (i.e. spirit week). Students who violate the dress code will be subject to disciplinary action. Time spent remediating the problem will be made up after school in detention.

DETENTION

Office Detention

1. Detention is the assignment of a student to a supervised room for a period of forty (40) minutes after school for violating school rules and regulations. Office detention begins at 2:35 and ends at 3:15 P.M.

2. The student will arrive on time and have meaningful work or reading to do. The student may not sleep in detention and must remain quiet, keep busy and adhere to all detention rules and regulations.
3. Students will not be excused from or have detentions reassigned because of sporting events, games, practices, rehearsals or any other extracurricular activity.
4. Students who cut detentions are subject to the following penalties:
 - * Cutting detention – Two additional detentions
 - * Cutting three detentions - Saturday detention
 - * Students who repeatedly cut detentions are subject to suspension.

Teacher Detention

Teacher detention is the assignment of a student to remain after school under the teacher's supervision for a period of time not to exceed forty minutes for violating a rule of the teacher. The individual teacher schedules these detentions. Students cutting will be assigned additional office detentions or considered for suspension.

Saturday Detention

1. Assignment to Saturday detention results when a student cuts three detentions, cuts class, homeroom or study hall or is in serious violation of school rules and regulations.
2. Saturday detention meets in Room 8 from 8:00 A.M. to 11:00 A.M. Students must be on time or they will not be admitted and will be subject to further disciplinary action.
3. Students in Saturday detention must bring school work or appropriate reading material so that they keep busy for the entire three hours.
4. Students who do not work or read productively or otherwise violate the Saturday detention rules will not receive credit for serving the detention.
5. Students are not permitted to sleep in Saturday detention.
6. Failure to serve an assigned Saturday detention will result in suspension.
7. **Students must enter through the middle stairwell between the cafeteria and the woodshop.**

SUSPENSION

Suspension is a function of a school administrator and is a serious disciplinary sanction that may be imposed on students when they have materially and substantially interfered with the good order of school.

Conduct that shall constitute good cause for suspension shall include, but not be limited to, any of the following:

1. Continued and willful disobedience; open defiance of the authority of any teacher or person having authority over him.
2. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
3. Physical assault upon another student or upon any teacher or other school employee.
4. Truancy
5. Continued lateness to school or class.
6. Cutting classes, study halls, detentions and Saturday detentions.
7. Smoking (automatic suspension) any student holding a lighted cigarette or other form of tobacco, or exhaling smoke, will be considered to be smoking. Any violation of the No Smoking rule will result in a referral to the Haddon Township Police.
8. Use or possession of controlled, dangerous substances (automatic suspension).
9. Fighting
10. Taking, or attempting to take, personal property or money from another student, or from his person, by means of force or intimidation.
11. Willfully causing, or attempting to cause, substantial damage to school property.
12. Participation in an unauthorized occupancy by any group of students or others of any part of the school property, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of the building or facility.

13. Incitement that is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
14. Incitement that intended to and does result in truancy by other pupils .
15. Leaving school grounds without permission.
16. Use of racial and/or ethnic slurs.
17. Any other offenses that constitute a breach of approved school rules and regulations.
18. Possession of a weapon (automatic suspension and hearing before the Superintendent).
19. Use of profanity and/or obscene language.

Suspensions may lengthen as the violations continue. First suspension results in one to three days in the in-school suspension room; a second suspension, from one to three days; a third suspension, from three to five days; a fourth or fifth suspension may be five to ten days. On the occasion of a third, fourth or fifth suspension, a student may be placed on disciplinary probation and be restricted in his/her privilege to participate in school activities. The building administrator shall determine the specific length of the suspensions.

A conference between a school administrator and the parent or guardian is required for readmission to class following a suspension. Conferences after a first, second, or third suspension are held in the attendance office with an assistant principal; the conference following a fourth suspension shall be with the principal. NOTE: Any student who has accumulated four suspensions of any kind will have his or her prom privileges revoked. Any student who has accumulated three suspensions of any kind will have their field trip/class trip privileges revoked.

**SUMMARY OF POLICY ON
CONTROLLED DANGEROUS SUBSTANCES
(CDS) - 5530**

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 to the school nurse or medical inspector, principal, and Substance Awareness Coordinator. Parents will be notified to arrange an immediate examination of the student by a doctor selected by them, if available; otherwise, the student will be taken to a testing facility designated by the Board of Education for testing and an examination. A written report of the examination and test results shall be furnished within 24 hours to the parent, principal and substance awareness coordinator. If the results are positive, the student will be interviewed by the substance awareness coordinator who will, in turn, recommend appropriate treatment and/or further evaluation.

In addition, the student will be subject to the following disciplinary measures:

1ST OFFENSE - 10-day internal suspension. Exclusion from athletic and co-curricular activities for four weeks.

Referral to the Substance Abuse Counselor and to the police.

2ND OFFENSE - 10-day internal suspension. Exclusion from athletic and co-curricular activities for twelve weeks.

Referral to the Substance Abuse Counselor and to the police.

3RD OFFENSE - 10-day internal suspension. Exclusion from athletic and co-curricular activities for one year.

Mandatory counseling and referral to police.

Students who are found to be in possession of alcohol, anabolic steroids, other drugs, or drug paraphernalia, will be subject to the following disciplinary measures:

1ST OFFENSE - 10 day internal suspension. Exclusion from athletic and co-curricular activities for four weeks.

Medical examination and doctor's note required. Referral to Substance Awareness Coordinator. Referral to police for appropriate legal action.

2ND OR 3RD OFFENSE - involving possession of drugs, alcohol, anabolic steroids, or paraphernalia may generally be addressed in the same manner as indicated for the first offense. However, in cases of a more serious nature involving not only the possession but also the sale and/or distribution of CDS or paraphernalia, the administration can recommend that the superintendent seek approval by the board for expulsion or other appropriate action deemed necessary to protect the welfare of the student body.

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.

EMERGENCY CLOSING OF SCHOOL

In case of an emergency or inclement weather, when school must be closed or delayed in opening, announcements will be made via our automated emergency notification system, email, website and social media.

Our emergency number is: 556

Number for a 2-hour delayed opening is: 6-556

Website: haddontwpschools.com

FIRE AND EMERGENCY EVACUATION DRILLS

1. State regulations require one fire drill and one evacuation drill per month.
2. At the sound of the fire alarm, students will proceed to the designated exit quietly and in single file.
3. All lights are to be turned off; windows and door of the classroom should be closed.
4. If the signal sounds while students are passing in the corridor, they should fall into single file on each side of the corridor and file silently to the nearest exit.
5. If the signal sounds while in the cafeteria, students will listen for the directions of the teacher in charge.
6. Should the alarm sound while students are in the auditorium, students will follow the directions of teachers in charge.
7. In all cases, all students should move to the football field unless otherwise instructed.

STUDENT PERSONNEL SERVICES

The student personnel services program at Haddon Township High School are directed toward helping students in studying their own problems, in discovering and exploring potential interests and capabilities, in acquiring vocational information and information about opportunities for further education, and developing personality and social traits desirable for the individual and for those people around him.

Should problems or questions arise, parents and students are invited to arrange conferences with the student personnel services counselors.

GRADUATION REQUIREMENTS 9-12

Detailed graduation requirements are sent out with the August Back to School mailing. This same information can be found on the high school website.

TESTING PROGRAMS

In addition to meeting course and credit requirements established by the State of New Jersey and local boards of education, students in the Class of 2019 and 2020 must also achieve a passing cut score in both Mathematics and English on the PARCC Assessment. Students in the Classes of 2016, 2017, and 2018 must achieve a passing cut score in both Mathematics and English on the PARCC Assessment or achieve one of the criteria in each column below.

English Language Arts	Mathematics
PARCC ELA Grade 9 \geq 750 (Level 4) <i>or</i>	PARCC Algebra I \geq 750 (Level 4) <i>or</i>
PARCC ELA Grade 10 \geq 750 (Level 4) <i>or</i>	PARCC Geometry \geq 725 (Level 3) <i>or</i>
PARCC ELA Grade 11 \geq 725 (Level 3) <i>or</i>	PARCC Algebra II \geq 725 (Level 3) <i>or</i>
Prior to 3/1/16 SAT Critical Reading \geq 400 <i>or</i>	Prior to 3/1/16 SAT Math \geq 400 <i>or</i>
3/1/16 or later SAT Evidence-Based Reading and Writing Section \geq 450 OR SAT Reading Test \geq 22	3/1/16 or later SAT Math Section \geq 440 OR SAT Math Test \geq 22
ACT Reading or ACT PLAN Reading \geq 16 <i>or</i>	ACT or ACT PLAN Math \geq 16 <i>or</i>
Accuplacer Write Placer \geq 6 <i>or</i>	Accuplacer Elementary Algebra \geq 76 <i>or</i>
Accuplacer Write Placer ESL \geq 4 <i>or</i>	
PSAT10 Reading or PSAT/NMSQT Reading* \geq 40 <i>or</i>	PSAT10 Math or PSAT/NMSQT Math* \geq 40 <i>or</i>
PSAT10 Reading or PSAT/NMSQT Reading** \geq 22 <i>or</i>	PSAT10 Math or PSAT/NMSQT Math** \geq 22 <i>or</i>
ACT Aspire Reading \geq 422 <i>or</i>	ACT Aspire Math \geq 422 <i>or</i>
ASVAB-AFQT Composite \geq 31 <i>or</i>	ASVAB-AFQT Composite \geq 31 <i>or</i>
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

Note: * PSAT taken prior to October 2015; **PSAT taken after October 2015.

ADVANCED PLACEMENT TESTING

Fees for Advanced Placement tests are to be paid by the students. Tests are administered according to the schedule established by the testing service.

HONOR ROLL

The honor roll for each marking period shall be computed by grades earned. Weighted courses will not be a factor in Honor Roll. Therefore, the honor rolls will be determined as follows:

High Honor Roll	All A's
Honor Roll	All A's and B's
Credit List	A's and B's and only 1 C

No student who has earned a grade of "D" or lower in any regular or accelerated subject will be included on any Honor Roll regardless of his/her grade point average.

WEIGHTED COURSES

Several courses within the curriculum demand enough additional time, effort, and ability that they should be considered accelerated courses. Consequently, for GPA purposes only, a bonus for each credit taken will be awarded for the following courses:

Honors English grades 9, 10, 11	AP English 12
Accel. Geometry/Functions	U.S. History II-Honors
Accel. Algebra II/Trig.	AP U.S. History
Accelerated Pre-Calculus	Parallels
AP Chemistry	Honors French IV
AP Biology	AP French
AP Calculus	Honors German IV
AP Statistics	AP German
Honors Latin IV	AP Latin (Vergil)
Honors Spanish IV	AP Spanish
AP U.S. History	

STANDARDS OF GRADING AND THE MARKING SYSTEM

1. All students are required to successfully complete the minimum course requirements that are stated in the

curriculum handbook.

2. Report cards are issued every nine weeks.
3. Grades are a teacher's judgment of a student's performance. Grades shall be derived from the measurement of what an individual student has produced during the year and what that same student is capable of producing. All grades shall be based on homework, classwork, and testing as computed by the teacher.
4. Final grades will be calculated as follows. Each marking period will represent 22.5% of student's final grade and the final exam will represent 10%.
5. Senior exam exemption privileges, for full-year, non-performing and visual arts classes, may be earned in one of the following two ways:
 - a. the student's average for all 4 marking periods must be an "A."
 - b. the student's 4th quarter letter grade must be equal to or greater than his or her letter grade average on a date in June to be determined by the principal. Additionally, this letter grade average may not be lower than "C."

Note: For students to be eligible they must meet the following attendance and behavior requirements:

- a. No more 12 excused/unexcused absences per period
 - b. No one than 2 suspensions of any kind
5. In order for a senior to be exempt from a final exam, the student's average for all 4 marking periods. An additional avenue for exam exemption may be explored by administration and discussed with the senior class on the first day of school.

The Meaning of Letter Grades

Grades shall be assigned, A, B, C, D, F, I. These will be based on numerical averages computed via OnCourse grading program. A grade of "D" or higher qualifies a student to pass a course and receive appropriate credit.

Guidelines for the determination of letter grades are as follows:

Grade	Verbal Meaning	Num. Meaning
A	Excellent	100 - 93
B	Good	92 - 85
C	Fair	84 - 77
D	Poor	76 - 70
F	Failure	69 - 0
WF	Withdraw Failure	0
I	Incomplete	

Calculation of Student GPA

GPA will be calculated using the equation below :

$$\frac{\Sigma \text{Quality Points} + \Sigma \text{Non-'A' Weighted Credits}}{\text{Total Possible Credits}} + 0.00667(\Sigma \text{Weighted 'A' Credits})$$

Please note that "Weighted Credits" represent credits earned in Honors and/or AP courses.

STUDENT RECORDS

The parents of any student enrolled in school have the right to review any school records that pertain to his child. This right to review records applies to divorced and non-custodial parents who, according to the courts, have the same rights pertaining to student records as non-divorced parents. The school may deny a non-custodial parent this right only if the school has been notified in writing by the parent with custody that a non-custodial parent has had the right to access records terminated by the court. The district also ensures that all school records are collected, maintained, secured, accessed, and destroyed in accordance with state and federal regulations. The district follows all policies and procedures pertaining to student records. The Principal and/or his designee annually apprises the faculty and staff of the policies and procedures pertaining to student records.

STUDY HALLS

Study halls are designed to provide a place to begin assigned schoolwork. Students must report to study halls on time and sit in assigned seats. They should come prepared with enough work for the entire study period. Students are expected to remain QUIET and read, study or do school work for the entire study hall period. Students can be excused from study hall on a daily basis to use the library or computer lab provided that they arrive on time and sign in.

MAJOR TEST SCHEDULE

A major test is one of a significant length, covering a large amount of information (a full unit or a chapter) or the work from a long period of time (several weeks or a month). It contrasts to a quiz which might assess the work done during a particular week or the work learned in a short period of time.

<u>Day of Week</u>	<u>Subject Area</u>
Monday	Perf.Arts, Voc-Tech, Fam/Con. Sci
Tuesday	Social Studies, English
Wednesday	World Lang., Math, Voc-Tech
Thursday	Social Studies, English, Perf Arts
Friday	World Lang., Math, Fam./Con.Sci.

BECAUSE OF OUR BLOCKED ARRANGEMENT, SCIENCE AND HEALTH MAY TEST ANY DAY.

HALL LOCKERS

1. Lockers are property of the Haddon Township Board of Education. The school administration reserves the right to inspect the lockers when deemed necessary to preserve the general safety of students and staff and to foster a positive climate. This may include utilizing canine search procedures.
2. To prevent the loss of articles, keep lockers locked at all times and **do not share your combination with anyone.**
3. Students who lose or forget their combination are to report to the Main Office for assistance.

LOST AND FOUND

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

PHYSICAL EDUCATION REQUIREMENTS

- 1.All pupils are required by State Law (18A:35–8),NJAC6:8-42) to enroll in and successfully complete one year of physical education, health, and/or safety for each year of enrollment.
- 2.Acceptable physical education attire includes: T-shirt, shorts, socks and sneakers. Jeans and “street clothes” are NOT acceptable.
- 3.IF A STUDENT FAILS PHYSICAL EDUCATION DUE TO ATTENDANCE, HE/SHE MAY NOT RETAKE THE COURSE DURING THE SUMMER UNLESS HE/SHE AUDITS.
4. For a student to be excused from physical education, due to physical inability to perform, a note from a physician must be presented to the school nurse in advance. This note should include the reason for the excuse, the length of time the student is expected to be excused, and any limitations.
5. A student must pass, with a D or better grade, two of the three marking periods in order to pass for the year.

GYM LOCKER ROOM SECURITY PROCEDURES

1. Students are not permitted in the gym or locker room area unless they have the permission of the physical education teacher on duty or are accompanied by a teacher.
2. Students are warned not to leave clothes, money, rings, or other valuables in an unlocked locker. *The school cannot be held responsible for items that are removed or stolen from lockers.* **Coats, books, calculators, etc. should be kept in the assigned hall locker during the day.**
3. Students should bring only those items required for physical education class to the gym area. Gym lockers, it seems, are more prone to the problem of theft. **Money, rings, watches, etc. should not be left in the gym lockers.**

4. Students should refrain from taking more money to school than is necessary.
5. Students should pay all expenses (pictures, yearbook, trips, etc.) by check whenever possible.

Hall Pass Procedure

1. All students must have the electronic hall pass application approved by the teacher before entering the hallway or lavatory during a class period. Students in the halls or lavatories during class time without proper submission will be subject to disciplinary action.
2. Students will be limited to three minutes for hall passes.
3. Students who excessively use the electronic hall pass system or use it for inappropriate reasons will lose this privilege.
4. iPads should not be carried when using the hall pass.
5. Students who do not follow proper procedure related to the electronic hall pass application may be subject to disciplinary.

ACADEMIC PROGRESS

Student academic progress can be monitored by the student's parent/guardian via mygradeportal.com. Please call your counselor if you wish to arrange for teacher conferences.

REPORT CARDS

Each school year is divided into four marking periods. Report cards can be viewed on mygradeportal.com after each marking period. Students will also receive a copy of their report card each marking period.

SCHOOL INSURANCE

The Haddon Township Board of Education provides secondary accident insurance for all students in the district. A student's private, family insurance is the primary carrier. If the student has no insurance coverage, then the Board of Education insurance will become the primary coverage. There is an optional 24-hour coverage that students may purchase. If interested, students should obtain forms in the Main Office.

HEALTH SERVICES

1. A school nurse is on duty during the entire school day in the High School. The office is labeled and is located across the hall from Room 168 (Family and Consumer Sciences). The nurse's office is Room 103.
2. A student must utilize the electronic before going to the nurse during class time.
3. Students must not leave the building because of illness without administrative authorization.

MEDICATION

A student who takes medication prescribed by a physician is required to advise the nurse and to make arrangements to take the medication in the nurse's office. *Please refer to the entire policy online.*

HAZARDOUS SUBSTANCES/MATERIALS

The State of New Jersey has passed legislation regarding the use and storage of certain hazardous substances in public schools, private schools and child care centers. This regulation (P.L. 1998, c364) requires Haddon Township School District to provide the following notice to parents and guardians.

1. Any construction or other activity that requires the use of hazardous substances will be posted on the bulletin board of the school involved. Such notice will be provided at least two days prior to the actual construction unless the Board deems the construction to be an emergency.
2. Hazardous materials may be stored at the schools at various times throughout the year. Hazardous material fact sheets for any materials being stored are available at the school. Please be informed that the law specifically excludes the materials defined in the list below. Should you have any questions, please contact Jen Gauld, Business Administrator/Board Secretary at 869-7705.
 1. Any article containing a hazardous substance if the hazardous substance is present in solid form that does not pose an acute chronic health hazard to any person exposed to it.
 2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public or private school or child care

building.

3. Any hazardous substance which is a special health hazardous substance constituting less than a threshold percentage established by the Department of Health and Senior Services pursuant to P.L. 1983, c315 (C34:5A-1 et seq.) for that special health hazardous substance when present in a mixture.
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use.
5. Any fuel in a motor vehicle.
6. Tobacco or tobacco products.
7. Wood or wood product
8. Foods, drugs or cosmetics;
9. Hazardous substances that are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and
11. Any substance used in the routine maintenance of a public or private school or child care center building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school or child care center.

SUBSTITUTE TEACHERS

1. Substitute teachers are employees of Haddon Township Board of Education and have the same authority and privileges of the regular faculty.
2. Students should make a special effort to assist substitute teachers when possible.
3. Any student causing a problem for a substitute teacher will be sent to the Assistant Principal and will be subject to disciplinary action.

SUMMER SCHOOL

Students who are dropped from a class (and have audited the course) or who fail a course should attend an approved summer school. Summer school is not conducted at Haddon Township and the SUMMER SCHOOL EXPENSE IS THE RESPONSIBILITY OF THE STUDENT AND HIS/HER PARENTS. Online courses, like those offered by Educere, are an acceptable summer school alternative. Courses must be approved by the HTHS administration.

SIGNS AND POSTERS

Persons who wish to display non-school signs and posters in or around the school building must secure administrative approval first.

TRIPS

1. Class trips are taken every year by the 10th and 12th grade classes.
2. Students must have permission slips signed by their parents/guardians prior to going on any school trip.
3. Students who have been suspended three times in one year are not permitted on class trips.
4. Student attendance may affect class trip participation (see pg.9-Attendance).

PROM

1. Students who have been suspended four times in one year are not permitted to attend prom.
2. Students who have excessive absences may not be permitted to attend prom.
3. No student may attend prom with a date/friend older than 20 years of age without approval by administration.

WORKING PAPERS

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

THE CHILD STUDY TEAM

The Child Study Team is a multidisciplinary team of specialists working together to consult with teachers, students and parents, provide effective intervention strategies, and evaluate students with academic learning and emotional/behavior problems. The multidisciplinary approach benefits the students and their parents by providing different points of view. The Team offers recommendations to teachers to enable students to make better adjustments

to their academic program by providing intervention approaches that can be used in the classroom.

The basic Child Study Team is comprised of the School Psychologist, Learning Consultant, and Social Worker. In addition, the teacher, principal, speech therapist, guidance counselor, and school physician participate as members of the Team. In short, everyone who is involved with the student and his/her family becomes an important part of the Team in sharing information, gaining perspectives, and offering suggestions.

The Child Study Team is involved with the following activities:

Participation on Intervention and Referral Services (I&RS);

- Consulting with teachers and parents to discuss appropriate educational interventions and suggestions directed toward improved student performance;
- Counseling with students and parents;
- Researching, ordering, and introducing new materials for classroom use;
- Introducing and implementing new techniques, strategies, and programs;
- Conducting Child Study Team evaluations;
- Development of IEPs and serving in role as Case Managers for referred students and students in special education programs; and
- Conducting in-service presentations for parents, teachers, and students.

REFERRAL OF STUDENTS TO THE CHILD STUDY TEAM

Referral of students to the Child Study Team for identification, referral and classification occurs only after specific procedures have been followed. Before any student is referred to the Child Study Team, an I&RS meeting is held. Interventions are prepared, followed and received by the I&RS Team. When a Child Study Team evaluation is recommended, a formal evaluation plan is developed. Following the evaluation, an Eligibility Team conference is held to prepare recommendations and to determine eligibility for special education and related services and to formulate an Individualized Education Program, if needed. Please refer to Policy and Procedures #5550 for specific steps and requirements for students identified as needing a referral to the Child Study Team.

Academic Dinner

Being invited to the Academic Dinner held each spring is an honor reserved for those students who have earned all A's in any one marking period of the current school year, or the fourth marking period of the previous year, if during that year, he or she was not honored at the dinner. Therefore, a student has four chances to earn all A's and be invited. No student will be honored twice for one marking period's effort.

REGULARSCHEDULE

PERIOD	FROM	TO	MINUTES
	Enter	7:40	
1	7:45	8:28	43
2	8:31	9:26	55
3	9:29	10:12	43
4	10:15	10:58	43
5 lunch	11:01	11:26	25
6	11:29	11:44	15
7 lunch	11:47	12:12	25
8	12:15	12:30	15
9 lunch	12:33	12:58	25
10	1:01	1:44	43
11	1:47	2:30	43

TWO HOUR DELAYSCHEDULE

PERIOD	FROM	TO	MINUTES
	Enter	9:45	
1	9:50	10:15	25
2	10:18	10:53	35
3	10:56	11:21	25
4	11:24	11:49	25
5 lunch	11:52	12:18	25
6	12:21	12:27	6
7 lunch	12:30	12:55	25
8	12:58	1:04	6
9 lunch	1:07	1:32	25
10	1:35	2:01	26
11	2:04	2:30	26

HALF DAYSCHEDULE

PERIOD	FROM	TO	MINUTES
	Enter	7:40	
1	7:45	8:28	43
2	8:31	9:06	35
3	9:09	9:35	26
4	9:38	10:04	26
6(5/6,6/7)	10:07	10:33	26
8(7/8,8/9)	10:36	11:02	26
10	11:05	11:31	26
11	11:34	12:00	26