

# **HAMMONTON HIGH SCHOOL**

**566 Old Forks Road**

**Hammonton, NJ 08037**

**(609)567-7000**

**Website: [www.hammontonps.org](http://www.hammontonps.org)**

## **ADMINISTRATION**

**Robin Chieco, Superintendent**

**Tammy Leonard, Assistant Superintendent**

**Thomas Ramsay, Principal**

**Jeffrey Hinson, Assistant Principal**

**Kimberly Rudnesky Ed. D., Assistant Principal**

## **SUPERVISORS**

**Sharon DeNafo, Special Education**

**Thomas Fischer, Humanities**

**Joseph C. Martino, Instructional Technology & Technology**

**Steve Minchak, Technology Coordinator**

**Marni Parks, Health & Physical Education/Athletic Director**

**Michael Ryan, School Counseling**

**Lewis Testa, English and Social Studies**

**Michael Walsh, Math and Science**

## **STUDENT ASSISTANCE COORDINATOR**

**Luisa Carvalho**

## **SECRETARIES**

**General Office - Susan Fognano, Barbara Jones, Wendy Porretta**

**Principal's Office – Shelli Berenato, Sue Salvatore**

**Guidance Office – Linda Fiorentino, Kelly Longo**

**Athletic Office – Sue Milazzo**

**Child Study – Florence LaGuardia**

**Media Center – Nichole Hunt**

**Nurse's Office – Danielle Thornewell**

## **ATTENDANCE OFFICE**

**Maximino Ruiz**

## **LIAISON OFFICER**

**Cpl. Richard Jones**

# MISSION STATEMENT

*The mission of the Hammonton School District, in partnership with the community, is to provide educational opportunities that inspire students to achieve their full academic, social and civic potential as they meet the expectations of the New Jersey Student Learning Standards at all grade levels.*

## PHILOSOPHY

We, the staff of Hammonton High School, believe that our school should be a model of the democratic society in which we live. Through study and also through the practice of democratic principles, our students will be able to function as informed and productive citizens as they begin their adult lives.

In order to meet the challenges of today's ever-changing society, we believe that we must structure our programs to equip our students with the critical thinking skills they will need to meet the demands thrust upon them. We constantly seek orderly change without sacrificing the pre-established values set by our school and community. Part of that change is the recognition of the increasing role of technology in society. These changes are acknowledged through a variety of infusions into the curriculum.

Our programs are designed to provide a wide range of educational and social experiences for the students. We believe that the school must make commitments to the education of students for a multi-cultural society by strengthening the respect and consideration for the worth and dignity of all individuals, races, creeds, and cultures.

We believe that each student should be made aware of his/her individual strengths and weaknesses. We strive to educate them on the common roles, relationships, and responsibilities within the community, regardless of the differences among them. Our instructional strategies, course offerings and evaluative measures provide sufficient flexibility to assist students in attaining their desired goals. In this environment, the student matures and acquires the tools necessary to face life's challenges.

**43<sup>rd</sup> Edition - Revised 2019**

*This handbook is presented to the students of  
Hammonton High School  
by the Board of Education*

**Approved 2019**

# FACULTY AND STAFF

<b>BUSINESS</b>	<b>MATH</b>	<b>SOCIAL STUDIES</b>
Stacy Jones	Kelly Celona	Anthony Angelozzi
	Vanessa Denmead	David Barbagallo
<b>CHILD STUDY</b>	Elizabeth DiTullio	Jason Bendig
Brittany Brody	Kelsey Foster	Kristin Coia
Michelle Coia	Jillian Giacobbe	Michael DiStefano
Mary Elizabeth Green	Rochelle Henely	Nicholas J. LoSasso
Carrie Pasquarello	Amanda McFadden	Daniel O'Malley
Lawrence Semprevivo	Elena Novratidis	Ioanna Phelan
	Averi Olive	Eric Shulman
<b>E.L.L.</b>	Brian Reed	A. Jay Siscone
Christian Febles	Tami Schaffer	
	Erin Vilimas	
<b>ENGLISH</b>	Karen Williams	<b>SPECIAL EDUCATION</b>
Thomas Boyd	William Willman	Patricia Bash
Kristin Ceraso	Jonathan Wilson	Ashley Beltrante
Cari Coia	Kelly Yeats	Marisa Brannau
Carolyn Edwards		Gregory Capaccio
Stacy Gerst	<b>MEDIA SPECIALIST</b>	Samantha Curry
Audrey Griess	Margaret Altman	Lauren Dragonetti
Sara Munsick	<b>NURSE</b>	Jacquelyn Foy
Stacy Peretti	Alexandria Arcaini	Margaret Inemer
Adam Preim	Christine Haines	David Majofsky
Tracy Rogalcheck		Michael Mancuso
Carol Schipske	<b>PHY ED/HEALTH</b>	Louis Morganweck
Andrea Streitfeld	Donna DeLucca (Athletic Trainer)	Robert Raffa
Dianne Tucker	Brielle DiBiase	James Raso
Anna VanSant	Heather Flaim	Leah Sanchez
	Lauren Frazier	Ann Marie Wanecski
<b>INDUSTRIAL TECHNOLOGY</b>	David Mauriello	
Matthew Arena	Mitchell Morrell	
Richard Cote	Gregg Silvesti	
Eugene Ludy	Matias Spahn	
Teah Santora	Rose Staas	
	Al Szolack	<b>VISUAL &amp; PERFORMING ARTS</b>
<b>INSTRUCTIONAL AIDES</b>		Marissa Carrafiello
Robert Barbieri	<b>SCHOOL COUNSELORS</b>	Louis Caruso
Jane Bella	Joseph R. Martino	Brad Groatman
Carrie Boyle	Cynthia Pierce	Gary Joseph
Stephanie Calderon	Nadine Ryan	Christine Throckmorton
Patricia Chiofalo	Anna Warburton	John Toothman
Dennis Conway	TBA	Timothy White
Beth Emmons		
Michael Frantz	<b>SCIENCE</b>	<b>WORLD LANGUAGE</b>
Nancy Gillies	Amanda Casazza	Lexandra Brady
Joanna Massarelli	Erin DiDonato	Maria Buono-Higgins
Shannon Mature	Myra-Lynn Doughty	George Hemphill
Marchele McAnney	Ryan Entress	Meyde Mendoza
Kelly Robinson	Brian Gazzara	Carmen O'Donnell
Elvin Rodriguez	Kristina Gazzara	Madison Rogers
Jessa Ruiz	Robert Goldman	Giada Tripepi
Valerie Schirmer	Stephanie Krumins	
Stan Sitarski	Steven Salvatore	
Kathy Witcraft	Judith Shaner	
Marisol Zingrone	Kristen Silvesti	
	Amy Taylor	

# HAMMONTON HIGH SCHOOL CALENDAR

## 2019-2020

<b>SEPTEMBER</b>	<b>JANUARY</b>
2 Labor Day – No School	2 Classes Resume
3 Classes Begin	20 Martin Luther King Day – No School
	31 Teacher-In-Service - Single Session (Hop)
<b>OCTOBER</b>	<b>FEBRUARY</b>
11 Teacher In-Service – No Classes	14 Teacher In-Service – No Classes
14 Columbus Day – No School	17 Presidents’ Day – No School
<b>NOVEMBER</b>	<b>MARCH</b>
4 No School	
5 Election Day – No School	<b>APRIL</b>
6 Veterans Day – No School	8 Last Day Before Spring Recess – Single Session
7, 8 NJEA Convention – No School	14 Classes Resume
27 Last Day Before Thanksgiving – Single Session	23 Take Our Children to Work – Information Only
28, 29 Thanksgiving – No School	
	<b>MAY</b>
	8 Teacher In-Service – Single Session (Prom)
<b>DECEMBER</b>	25 Memorial Day – No School
5 Single Session - Conferences	
6 Teacher In-Service – No Classes	<b>JUNE</b>
20 Last Day Before Winter Recess	10, 11, 12, 15 Single Sessions
	16 Teacher Close Out

\*Note: In the event school is cancelled, the school calendar will be adjusted as follows:

1 <sup>st</sup> Snow Day will be June 16, 2020	4 <sup>th</sup> Snow Day will be June 19, 2020
2 <sup>nd</sup> Snow Day will be June 17, 2020	5 <sup>th</sup> Snow Day will be June 22, 2020
3 <sup>rd</sup> Snow Day will be June 18, 2020	

### **SCHOOL CLOSING INFORMATION**

In the event of a school emergency closing due to weather or other necessity, the district sends out an automated phone message to inform parents and updates our website at [www.hammontonps.org](http://www.hammontonps.org) to reflect the current status of school/change of arrival/dismissal. In addition, the following radio/television stations broadcast our school closings/delayed openings/early dismissals:

- KYW 1060 AM Radio Station, Channel 3 CBS Television Channel
- Fox News Television Channel
- Town of Hammonton TV Station Channel 9

# HAMMONTON HIGH SCHOOL BELL SCHEDULES

Hammonton High School Main Office Hours of Operation: 7:00 am- 3:30 pm

## SCHEDULE #1 - FULL DAY

HOMEROOM ..... 7:30 - 7:35  
PERIOD 1 ..... 7:38 - 8:24  
PERIOD 2 ..... 8:27 - 9:13  
PERIOD 3 ..... 9:16 - 10:02  
PERIOD 4 ..... (LUNCH 1) 10:05 - 10:51  
PERIOD 5 ..... (LUNCH 2) 10:54 - 11:40  
PERIOD 6 ..... (LUNCH 3) 11:43 - 12:29  
PERIOD 7 ..... (LUNCH 4) 12:32 - 1:18  
PERIOD 8 ..... 1:21 - 2:07

## SCHEDULE #2 - SINGLE SESSION

HOMEROOM ..... 7:30 - 7:35  
PERIOD 1 ..... 7:37 - 8:20  
PERIOD 2 ..... 8:22 - 9:05  
PERIOD 3 ..... 9:07 - 9:50  
PERIOD 4 ..... (LUNCH 1) 9:52 - 10:13  
PERIOD 5 ..... (LUNCH 2) 10:15 - 10:36  
PERIOD 6 ..... (LUNCH 3) 10:38 - 10:59  
PERIOD 7 ..... (LUNCH 4) 11:01 - 11:22  
PERIOD 8 ..... 11:24 - 12:07

## SCHEDULE #3 - DELAYED OPENING (2 Hr.)

HOMEROOM ..... 9:30 - 9:35  
PERIOD 1 ..... 9:38 - 10:09  
PERIOD 2 ..... 10:12 - 10:43  
PERIOD 3 ..... 10:46 - 11:17  
PERIOD 4 ..... (LUNCH 1) 11:20 - 11:51  
PERIOD 5 ..... (LUNCH 2) 11:54 - 12:25  
PERIOD 6 ..... (LUNCH 3) 12:28 - 12:59  
PERIOD 7 ..... (LUNCH 4) 1:02 - 1:33  
PERIOD 8 ..... 1:36 - 2:07

## SCHEDULE #4 - PEP RALLY

HOMEROOM ..... 7:30 - 7:35  
PERIOD 1 ..... 7:38 - 8:15  
PERIOD 2 ..... 8:18 - 8:55  
PERIOD 3 ..... 8:58 - 9:35  
PERIOD 4 ..... (LUNCH 1) 9:38 - 10:15  
PERIOD 5 ..... (LUNCH 2) 10:18 - 10:55  
PERIOD 6 ..... (LUNCH 3) 10:58 - 11:35  
PERIOD 7 ..... (LUNCH 4) 11:38 - 12:15  
PERIOD 8 ..... 12:18 - 12:55  
PEP RALLY ..... 12:58 - 2:07

## SCHEDULE #5 – ASSEMBLY 3A & 3B

HOMEROOM ..... 7:30 – 7:35  
PERIOD 1 ..... 7:38 – 8:14  
PERIOD 2 ..... 8:17 – 8:53  
PERIOD 3A ..... 8:56 – 9:46  
PERIOD 3B ..... 9:51 10:41  
PERIOD 4 ..... (LUNCH 1) 10:44 – 11:22  
PERIOD 5 ..... (LUNCH 2) 11:25 – 12:03  
PERIOD 6 ..... (LUNCH 3) 12:06 - 12:44  
PERIOD 7 ..... (LUNCH 4) 12:47 - 1:25  
PERIOD 8 ..... 1:28 - 2:07

## SCHEDULE #6 – DELAYED OPENING (1 HR.)

HOMEROOM ..... 8:30 – 8:35  
PERIOD 1 ..... 8:38 – 9:16  
PERIOD 2 ..... 9:19 - 9:57  
PERIOD 3 ..... 10:00 – 10:38  
PERIOD 4 ..... (LUNCH 1) 10:41 – 11:20  
PERIOD 5 ..... (LUNCH 2) 11:23 – 12:02  
PERIOD 6 ..... (LUNCH 3) 12:05 – 12:44  
PERIOD 7 ..... (LUNCH 4) 12:47 – 1:26  
PERIOD 8 ..... 1:29 - 2:07

<b>Hammonton Board of Education</b>		
<b>District Policy Manual</b>		
<b>Students</b>	<b>Series 5000</b>	
<b>Absences &amp; Excuses</b>	<b>Policy 5113</b>	
<b>Adopted: July 19, 2007</b>	<b>Revised: August 19, 2010, June 14, 2012, August 8, 2013, August 14, 2014</b>	

### **DISTRICT-WIDE ATTENDANCE POLICY**

The Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. The staff cannot teach pupils who are not present.

School will be open a minimum of 180 days each year and it is the intention of this policy that the permitted number of absences will provide for normal illness. Pupils are expected to attend school during the established school time.

#### Unexcused Absences

For the purposes of this policy and pursuant to NJAC 6A:32-8.3, the definition of a school day shall consist of not less than four hours of actual instruction, except that in an approved kindergarten a full school day may consist of one continuous session of 2½ hours.

For the purposes of this policy an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student's parent/guardian or for reasons other than those listed in this policy under Excused Absences, below.

### **Excused Absences**

The Board considers the following as cause for excused absence:

- A. Disabling illness;
- B. Recovery from accident;
- C. Required court attendance;
- D. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- E. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
- F. Religious observance - In accordance with NJSA 18A:36-14 through 16, no pupil absent for religious observance of a day recognized by the commissioner of education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
- G. Such good cause as may be acceptable to the Principal.

#### Attendance Officer

An attendance officer, appointed by the Board of Education, with power of the laws of the State of New Jersey, will check prolonged absence, frequent absences and tardiness.

#### Home Instruction

Home instruction will be assigned to pupils meeting current regulations pertaining to such assignments. A student must be out a minimum of over ten (10) days to receive home instruction. A doctor's note will be necessary if home instruction is related to a medical reason.

The guidance office will notify classroom teachers when a student is placed on home instruction. Upon re-entering school from home instruction, students must present doctors' notes to the nurse approving re-admittance to school.

#### Make Up Work

Students with excused absences are provided an opportunity to complete missed assignments. Students must realize that it is impossible to make up all classroom activities because active participation in the various learning experiences is a major component of the educational process. The responsibility to make up work lies with the student. Time allowed to make up work is equal to the number of days of excused absences.

### **APPEALS TO THE ATTENDANCE POLICY**

The Board of Education and Administration is cognizant of possible unforeseen factors, which may create hardships relating to the operation of the attendance policy. Therefore, the following procedures have been established for appeal to the attendance policy:

A. Petition for a Hearing

Appeal meetings will be held once a year. Appeals will only be accepted on the designated dates, which will be announced. No appeals will be considered after the date designated. In addition, appeals will not be considered after a student misses forty-five (45) days in any individual class. Homebound instruction and confirmed extenuations will be the exception.

B. Attendance Appeals Committee

In keeping with the dictates of fairness and procedural due process, a school committee will be established to hear cases brought by the petition of the parent/guardian of the affected pupil (s). The committee may include but shall not be limited to the following capacities:

1. Assistant Principal
2. School Counselor
3. Classroom Teacher
4. Supervisor of School Counseling

C. Appeals Procedure

1. Principal
2. Appeals to the Superintendent of Schools relating to the decision of the Attendance Appeals Committee must be made in writing to the Superintendent of Schools within seven (7) days of receipt of the Attendance Appeals Committee's decision.
3. Appeals to the Board of Education relating to the decision of the Superintendent of Schools must be in writing within ten (10) days of receipt for the Superintendent's decision.
4. Board of Education decisions may be appealed to the Commissioner of Education.

Students who have more than 16 excused and/or unexcused absences may lose credit, be retained or their parents/guardians may be charged with violation of the New Jersey statutes on mandatory attendance. Students may appeal loss of credit or retention to the School Attendance Committee.

### **Exclusions**

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

### **Potentially Missing Children**

Administrative Procedures: The Superintendent of Schools or his/her designee should be notified immediately by the staff when there is sufficient reason to believe there may be a child missing from school. The Superintendent of Schools or the designated official will notify the Hammonton Police Department and the Department of Children & Families when there is a reported incident of a possible missing child within the school district.

In accordance with Board Policies 5141.4 – Child Abuse & Neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement officials where appropriate.

### **Procedures to Identify Missing Children**

When a child is absent from school, parent/guardians are responsible for informing the office on the day of the absence and sending an explanatory note when the child returns.

If a child is absent from school and the parent/guardian does not call, the school will contact the parent/guardian to determine the cause of absence. If the school is not contacted and persons on the “emergency calling lists” cannot be contacted, the police will be called to investigate the absence.

If a parent/guardian withdraws a child from school, an official request for the child's records from the new school district should be received within 15 school days, if the transfer takes place within the school year, the request for pupil records should occur within 60 calendar days.

No pupils shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf. Pupils may be asked to identify the authorized person.

No pupil may be released on the basis of an unverified telephone call. If there is reason to question the authority of the calling person, the school will call the parent/guardian to make a positive verification.

Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school records. An official document verifying custody may be required. The school shall not be a party to other arrangements with estranged parents/guardians.

#### Marking Missing Child's School Record

*Whenever the Superintendent of Schools receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the Superintendent of Schools shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see Policy 5125 Pupil Records). After the Superintendent of Schools has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.*

#### Regulations

The Superintendent of Schools shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the New Jersey State Board of Education;
- B. Identify potentially missing and/or abused pupils;
- C. Govern the keeping of attendance records in accordance with rules of the New Jersey State Board of Education, including pupils serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- H. Recognize exemplary attendance.

The Hammononton Board of Education recognizes that it is necessary to tailor this policy to the individual ages of students in the district. The Board approves the attendance policies of the schools as described below:

### **HIGH SCHOOL ATTENDANCE POLICY**

Students must provide documentation upon return to school, which is necessary to keep the school informed. Sixteen (16) excused and/or unexcused absences are allowed before a student loses credit.

Pupils shall not be considered absent while participating in a school-sponsored activity.

Notes will be filed upon returning to school.

#### Unexcused Absences/Possible Loss of Credit/Credit Completion

If a student is absent from school, and the absence is not one of the New Jersey Department of Education recognized excused absences, he/she cannot participate in any school-sponsored activity that day or evening. In-school and out-of-school suspension days will not be counted as unexcused absences. After 5, 10, 15 and 20 absences from school, warning letters for possible loss of school credit may be generated by the attendance officer, and will be mailed to the home address.

Students exceeding sixteen (16) absences, but not exceeding twenty-six (26) absences, will be permitted to make up these absences, with a maximum limit of ten (10) days, in a four-hour daily summer Credit Completion program. One (1) day in summer Credit Completion equals one (1) day of school. Any student over the allowable limit [sixteen (16) absences] by more than ten (10) days will lose credit in all courses for the year.

Any pupil over sixteen (16) years of age who accumulates five (5) consecutive absences will have a formal written notice to cause the child to attend school sent to his/her parent(s)/guardian(s) (NJAC 18A:38-29). Failure to return to school within five (5) days will result in the student being removed from the rolls. The student may present a written petition to the Principal for re-admittance. Each case will be reviewed on an individual basis.

Any pupil under sixteen (16) years of age who accumulates five (5) consecutive absences will have a formal written notice to cause the child to attend school sent to his/her parent(s)/guardian(s) (NJAC18A:38-29). Failure to comply with the



provisions of the law may cause the parent(s)/guardian(s) to be deemed a disorderly person and to be fined (NJAC 18A:38-31).

Any pupil over sixteen (16) years of age who accumulates over forty (40) absences will be notified and removed from the rolls. Notification will occur during a conference with the parent(s)/guardian(s) and the student. Due process will be exercised.

Any pupil under sixteen (16) years of age who accumulates forty (40) absences will have notification sent to his/her parent(s)/guardian(s) followed by a conference. If the absences continue, the student will be brought before the Board of Education who will consider a recommendation of exclusion from school. Due process will be exercised.

#### Transfer Students

Students transferring to Hammonton High School after the beginning of the school year will have all absences from their previous school counted as days absent at Hammonton High School. Any student who has less than sixteen (16) days absences at the previous high school shall abide by the Hammonton High School attendance policy. A student who has exceeded the maximum limit of absences at the previous school attended and/or the maximum limit at Hammonton High School twenty-six (26) days shall lose credit for the entire year.

#### Senior Privilege

Senior Privilege is a program selection that allows senior students to arrive at school two periods after the start of the regular school day or leave school two periods before the end of the regular school day. All Senior Privilege is at the discretion of the Principal. Students selecting this option can use the time to take on-line courses, study and prepare assignments, work a part-time job, or any other worthwhile activity as deemed appropriate by the parent(s)/guardian(s). Students selecting senior privilege must get approval from his/her guidance counselor as well as the parent(s)/guardian(s) to ensure that the selection does not conflict with further education and plans. Any senior in jeopardy of not graduating due to poor grades and possible credit shortage is not permitted to choose or continue to participate in the senior privilege option. Students selecting AM senior privilege are assigned to a late homeroom that meets just before the start of third period where attendance is recorded for the day. Students selecting PM senior privilege leave for the day at the conclusion of sixth period. If they have sixth period lunch, they can leave at the conclusion of 5<sup>th</sup> period with the permission of the parent and Principal. **In the event of a delayed opening or a change in schedule, students are required to attend all of their scheduled classes regardless of the changes in time. Students need to make every effort to plan in advance since leaving earlier will have an adverse effect on their attendance.** Any questions regarding this program option should be directed to the Building Principal/designee.

#### Lateness

The Board expects students to arrive at school and in classrooms on time. Students who arrive late to school or in their assigned classroom(s) shall be subject to disciplinary action in accordance with the district's Code of Student Conduct.

#### Late To School/Early Dismissal

For early release/late arrival, the school recognizes four (4) urgent situations, which create a legitimate need for release from school.

- A. Illness that manifested itself after having reported to school. No students will be permitted to leave school for illness unless the school nurse first verifies it.
- B. An appointment with a physician or dentist that has been verified in writing with the attendance officer.
- C. Driver's test with verification of the appointment.
- D. Any other reason will be recognized only at the discretion of the Principal.

If a student is late to school, the following actions may be taken:

- A. If the student arrives by 8:27 a.m. he/she will be assigned an office detention.
- B. If a student arrives between 8:27 a.m. and 11:43 a.m., he/she will be assigned a detention and will be marked absent for a half-day.
- C. If a student arrives after 11:43 a.m., he/she will be assigned a detention and will be marked absent for the entire day.

Excessive lateness to school may result in the following actions:

Ten (10) latenesses	One (1) day In-School Suspension
Fifteen (15) latenesses	Two (2) days In-School Suspension and placement on the restricted list.

Twenty (20) latenesses	Three (3) days In-School Suspension and placement on the restricted list.
Twenty-Five (25) latenesses	Four (4) days In-School Suspension and placement on the restricted list.

Requests for early dismissals from school must be presented in writing prior to homeroom the morning of the dismissal. If a student is granted permission for an early dismissal from school, the following actions will be taken:

- A. If a student leaves school before 10:05 a.m., he/she will be marked absent for a whole day.
- B. A student leaving school between 10:05 a.m. and 1:21 p.m. will be marked absent for a half-day.
- C. A student leaving school after 1:21 p.m. will be given credit for a full day of school.

#### Class Absence/Tardiness

Students are not permitted to miss any class to make up work for another class. If a student becomes ill, he/she is to report to the nurse's office with a properly signed pass. A student should never stay in the lavatory or leave the building because of illness.

A student who has cut a class will be assigned to In-School Suspension (ISS) at the discretion of the Administration. Additionally, one class cut will result in a 1/2-day attendance loss. Cutting two (2) periods or more in the same day will result in the loss of one (1) full day of school.

#### Credit Completion

Under the attendance policy, students who are placed on non-credit status due to a number of absences in excess of the allowable limit of sixteen (16) days, but who remain in school throughout the regular school year, have the option of completing the attendance requirement (up to ten (10) days beyond the allowable limit) by attending a credit completion program during the summer. This program will be held for ten (10) days, with each session lasting four (4) hours. One (1) day in the credit completion program equals one (1) day of school.

Credit will be granted through this program only for courses in which a passing grade otherwise was received during the regular school year.

During credit completion, students will be required to complete a learning program for all courses in which they received a passing grade. Learning programs will be available for all courses. Students not completing the learning program for a given course will not be granted credit for that course.

Any student receiving a failing grade for a course during the regular school year or who accumulates more than ten (10) days over the allowable attendance limit will be required to attend a regular accredited summer school program in order to make up the credit(s). Students losing credit in full-year courses must attend the summer school program for sixty (60) class hours or repeat the course. Students losing credits in semester courses must attend the summer school program for thirty (30) class hours or repeat the course.

Credit completion is a voluntary program and students who wish to enroll will be scheduled by the Program Director.

#### Further Education Visits

Students requesting an absence to attend a further education visit must bring their counselor a note signed by a parent/guardian a minimum of one (1) day in advance. The counselor will coordinate the absence with the attendance officer.

### **STUDENTS WITH DISABILITIES ATTENDANCE POLICY**

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students':

- A. Individualized Education Programs, pursuant to USC § 1400 et. seq., the Individuals with Disabilities Education Improvement Act;
- B. Procedural safeguards as set forth in NJAC 6A:14;
- C. Accommodation plans under 29 USC § 794 and 705(20);
- D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b)2ix.

#### Cases of Up to Five Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any absences of

their children prior to the beginning of the school day following said absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians.

#### Cases of Six to Ten Cumulative Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any absences of their children prior to the beginning of the school day following said absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians. In addition, the assigned staff member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a)41(3) and revise the action plan, as needed to identify patterns of absences and establish outcomes based on the student's needs and specify the interventions for achieving the outcomes supporting the student's return to school and regular attendance that may include any or all of the following:

- A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
- B. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
- C. Consider an alternate educational placement;
- D. Make a referral to a community-based social and health provider agency or other community resource;
- E. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if a potentially messing or abused child situation is detected; and/or,
- G. Cooperate with law enforcement and other authorities as appropriate.

#### Cases of More than Ten Cumulative Absences

In cases of more than 10 cumulative absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-37. In such cases, the following actions shall be instituted:

- A. A referral to the court program designated and required by the New Jersey Administrative Office of the Courts;
- B. A reasonable attempt to notify the student's parents/guardians of said referral;
- C. Continuation of consultations with the parents/guardians and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
- E. Proceed in accordance with the provisions of NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

#### **P.R.I.D.E. / BEHAVIORAL DISABILITIES PROGRAM ATTENDANCE POLICY**

P.R.I.D.E. Program follows the attendance policy of the High School with the exceptions noted below:

For students entering the program in the beginning of September, the number of absences shall be sixteen (16) before a student loses credit. For students transferring into the P.R.I.D.E. Program after the beginning of the school year, the number of days of absences before a student loses credit shall be:

- A. The number of days of absences remaining prior to entrance at P.R.I.D.E.; or
- B. One and a half (1½) days times the number of months remaining in the school year; whichever number is greater.

If a student is late to school, actions may be taken to correct the behavior.

#### Legal References

NJSA	18A:11-1 General mandatory powers and duties
	18A:35-4.9 Pupil promotion and remediation; policies and procedures
	18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ...

18A:36-19a Newly enrolled students; records and identification  
 18A:36-24 through -26 Missing children; legislative findings and declarations ...  
 18A:38-25 Attendance required of children between six and 16; exceptions  
 18A:38-26 Days when attendance required; exceptions  
 18A:38-27 Truancy and juvenile delinquency defined  
 18A:38-31 Violations of article by parents or guardians; penalties  
 18A:38-32 District and county vocational school attendance officers  
 18A:40-7 Exclusion of pupils who are ill  
 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness  
 18A:40-9 Failure of parent to remove cause for exclusion; penalty  
 18A:40-10 Exclusion of teachers and pupils exposed to disease  
 18A:40-11 Exclusion of pupils having communicable tuberculosis  
 18A:40-12 Closing schools during epidemic  
 52:17B-9.8a through -9.8c Marking of missing child's school record

NJAC 6A:8-5.1 Graduation requirements  
 6A:16-1 et seq. Programs to support student development.  
 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
 6A:32-8.1 et seq. Student Attendance and Accounting  
 6A:32-8.3 Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794  
 Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851  
 C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood  
 Regional School District, 1988 S.L.D. (June 22)

Possible Cross References

5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4,  
 6173

## TRANSPORTATION

### INTERSCHOLASTIC ATHLETICS TRANSPORTATION

The Hammonton Board of Education recognizes that pupils learn through both the school curriculum and involvement in co-curricular activities, such as interscholastic athletics, which teach discipline, teamwork and build self-esteem. The Hammonton

Board of Education also recognizes that interscholastic athletics may require that student members travel to and from various interscholastic competitions, scrimmages, or practices. The Hammonton Board of Education also recognizes that some interscholastic athletics sponsored by the Hammonton Board of Education will necessarily require student members to travel off of the Hammonton school campus for practices, training or instruction. The Hammonton Board of Education also recognizes that when student members travel together to and from the various interscholastic competitions, scrimmages, or practices, the student members build team spirit, learn proper deportment, and create and more conducive learning atmosphere. The Hammonton Board of Education thereby directs that any student transportation regarding or relating to any interscholastic athletic program conform to the following policy:

**A. Travel to and from Interscholastic Competition:**

1. Except as provided by Section B of this Policy, all student members of any interscholastic athletic team may only travel to and from a competition, scrimmage or practice being held off of the Hammonton schools campus by transportation provided by the Hammonton Board of Education through the transportation department;
2. Student members who do not travel to and from a competition, scrimmage or practice being held off of the Hammonton schools campus by transportation provided by the Hammonton Board of Education through the transportation department, and who are not excepted from this policy by Section B, shall be prohibited from participating in that competition, scrimmage or practice;
3. Student members who violate this policy three times shall forfeit their right to participate on that interscholastic athletic team for the remainder of that team's season.

**Exemptions from Policy:**

1. No student member shall be exempt from this policy unless said student member and said student member's parent or guardian comply with this Section B;
2. Student members may travel to or from a competition, scrimmage or practice being held off of the Hammonton school's campus by means other than transportation provided by the Hammonton Board of Education if they have received authorization from the Athletic Director. Such authorization shall only be granted in the following limited circumstances:
  - a. Emergencies as determined by the Head Coach of the sport and Athletic Director (where possible). A written incident report documenting the emergency shall be filed by the Head Coach on the next day of school; or
  - b. After receiving a duly executed and complete release of liability and request for alternate transportation from the student member's parent or guardian, in a form promulgated by the Athletic Director prior to end of school on the school day immediately preceding the day of the scheduled competition, scrimmage or practice provided that (i.e., end of school on Friday for Saturday competition or end of school on Thursday for Friday night competition);

Such a release and request for alternate transportation shall not request or allow the student member to provide his or her own transportation, or to allow student member to be transported by another Hammonton student or person under the age of eighteen;

A release and request for alternate transportation must be executed and authorized for each student member requesting such transportation, and for each occasion when alternate transportation is requested; and

No blanket or season long requests shall be considered.

**SCHOOL BUSES**

Students who reside in identified transport zones are the only students who are permitted to ride school buses. Students who ride school buses must cooperate in every way with the bus drivers who are in complete charge of their buses at all times. Any student, who rides the school bus and endangers others through misconduct, etc., can be restricted from riding the bus by the school principal. There will be no late bus for the high school students. The following school bus rules will be adhered to at all times:

**PRIOR TO LOADING**

Be on time at designated stop. The bus must keep its schedule to ensure the safety of other pupils. Never stand in the

roadway while waiting for the bus. Be cautious when approaching bus stops. Bus riders will conduct themselves in a safe manner while waiting. Avoid crowding and pushing in getting on or off the bus. Do not move toward the bus at the loading zone until the bus has been come to a complete stop. Never enter or leave the bus while it is in motion. Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued for such action.

### **WHILE ON THE BUS**

Go immediately to assigned seat and remain there until the bus reaches the school. Keep arms and other parts of the body inside the bus at all times after entering and until leaving the bus. Assist in keeping the bus safe and sanitary at all times. Obey your driver promptly and cheerfully. The driver has a large responsibility and pupils must help. Loud talking, laughter or undue confusion tends to divert the driver's attention. Remember your life depends on the driver watching the road. Refrain from conversation with the driver while the bus is in motion. Classroom conduct is expected except for conversation in normal tones. Bus riders are not permitted to leave their seat while the bus is in motion. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender. Remember the bus and its equipment serves a purpose. Tampering with any part may result in serious injury to yourself and others.

### **PUPIL RESPONSIBILITY**

Any damage to the bus should be reported immediately to the driver. In case of a road emergency, remain in your seat until instructions are given by your driver. Leave no books, lunches or other articles on the bus. Keep books, packages, coats and other objects out of the aisles. Your life may depend on a clear passage to the emergency door. Be a courteous and responsible passenger at all times. Help look after the comfort of small children. Do not open or close windows without permission of the driver. Never throw articles from the bus windows. Be absolutely quiet when approaching a railroad crossing. Smoking is not permitted on the school bus. Obey school bus patrol at all times if one is used on your bus. Learn how to get off quickly in case of an emergency.

### **AFTER LEAVING THE BUS**

It is suggested that at discharge point, where it is necessary to cross the highway, the student must proceed to a distance at least 10 feet in front of the bus. Reaching this point the pupil shall await the signal to cross from the school bus driver. Caution is especially necessary on stormy days. Help look after the safety and comfort of small children. Walk quickly, don't loiter, you may be holding up traffic. Never cross the street behind the bus. Oncoming motorists are not able to see you.

### **STUDENT VEHICLES**

Senior students may drive and park at school provided they are a licensed operator and they park in the assigned student parking lot. Senior students must first obtain an application for a permit to drive to school during the first week of school. This application can be obtained in the offices. The students must provide a copy of their driver's license, the auto registration and proof of insurance. The cost of the permit will be \$10.00. The following regulations are to be observed at all times:

1. All student vehicles must have the official school parking decal displayed at all times.
2. When arriving at school, the car is to be parked and locked. Students are not to leave the parking area once they have entered and there is to be no sitting in the car before and after school.
3. Students will park in their assigned student parking lot.
4. No student will be permitted to go to his/her automobile during the school day unless special permission is given from the assistant-principal's office.
5. No car may be moved during the school day unless permission is obtained by the assistant principal's office.
6. The use or possession of drugs, alcohol or tobacco (smoking) is prohibited in the automobile on school property. The owner of the car is responsible for the passenger's conduct.
7. Speed limit and safe driving practices will be followed while on school grounds. Speed limit on school property is 15 miles per hour.
8. Only senior students with a valid driver's license will be permitted to drive and park his/her vehicle on school property.
9. All student vehicles parked on the school property are subject to search by the administration.
10. If you drive to school, you are responsible to get to school on time. Allow time for delays. **Excessive lateness (10) to school will result in a loss of parking privileges.** Any violation of these regulations will result in the removal of the student's privilege to park in the school lot.

<b>Hammonton Board of Education</b> <b>District Policy Manual</b>		
<b>Students</b> <b>Dress Code Guidelines</b>		<b>Series 5000</b> <b>Policy 5132</b>
Adopted: July 19, 2007	Revised: August 23, 2012, December 11, 2014, August 11, 2016, November 17, 2016	Page 1 of 4

The Hammonton Board of Education believes that good grooming and proper attire help to advance the educational program of the school district. The Board also believes proper dress and good grooming:

- A. Provide increased safety in the schools;
- B. Help focus students on academics; and,
- C. Promote a positive school climate;

It is the responsibility of parents/guardians to send their children to school properly dressed. Habits of good grooming and appropriate dress shall be discussed at each school. Pupils have a responsibility to dress, both in school and for activities during which they represent the school, according to regulations established for pupil dress codes. Students shall be encouraged to dress in attire that is neat and comfortable. Extremes in attire that may be in bad taste, disruptive to classes and a possible safety or health hazard in certain classroom settings shall not be permitted.

The Board authorizes the Superintendent of Schools to develop regulations prohibiting pupil dress or grooming practices that:

- A. Present a hazard to the health or safety of the pupil himself/herself or others in the schools;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Afford the opportunity to conceal weapons or other banned items;
- D. Cause excessive wear or damage to school property; and/or,
- E. Prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Minimum standards shall take into account cleanliness, neatness, health and appropriateness.

Building Principals shall use their discretion and judgment in enforcing and overseeing the terms of this policy and are authorized to make decisions on clothing items not specifically listed.

All students attending the Hammonton Schools are expected to follow/comply with the dress guidelines as described in this policy.

The following are general guidelines and specific requirements of this policy:

#### Pants

- Shall be sized to fit
- Are to be secured at the waist

#### Shorts

- Shall be sized to fit
- Are to be secured at the waist
- Are not to be cut-offs or made of Spandex®
- Shall be hemmed no shorter than 4" above the center of the knee

#### Skirts/Skorts

- Shall be sized to fit
- Are to be secured at the waist
- Shall be hemmed no shorter than 4" above the center of the knee

#### Dresses/Jumpers

- Shall be sized to fit
- Shall be hemmed no shorter than 4" above the center of the knee
- Jumpers shall include a shirt as described below

#### Shirts/Blouses

- Long or short sleeved shirts shall be sized to fit
- Shall not expose the midriff

#### Shoes

- Shall not create a safety hazard to the student or others

- Shall have a back or a strap (Flip-flops are expressly forbidden)
- Are to be appropriate for the activity at which they are worn
- Shall not contain wheels or any other mechanical device

#### Outerwear

- Shall not be worn in school buildings unless specifically permitted by the administration

#### Hats or Other Head Coverings

- Are not to be worn in school buildings unless specifically permitted by the administration

#### Accessories

- Shall not include any chains, ropes or spikes that may be used as a weapon
- Back packs and book bags are to be stored in the student's locker and not carried through the school

Students are permitted to carry backpacks and "sling"/shoulder bags, as long as they do not present a tripping hazard in the hallways or class.

The following are additional requirements of this policy apply to the regular school program with the exception of athletic participation:

- For the safety of students, shoes and sneakers shall be laced up and tied.
- No halter tops, tube tops, see-through and/or low-cut tops shall be worn.
- No garment shall include spaghetti straps.
- No garment with offensive or obscene language or graphics and/or advertising alcohol or drugs shall be worn.
- Boxer shorts or other forms of underwear will not be permitted to be worn as outer garments.
- Pajamas or other forms of sleepwear will not be permitted to be worn.
- Clothing with "cut-out" sections is unacceptable.
- No gang-related paraphernalia to be carried or worn in school.
- Clothing that is excessively soiled, torn, worn, defaced, ripped, mutilated, damaged, discolored, or deteriorated is not permitted.
- Bandanas or any other display of "colors" are prohibited.
- Clothes shall not have suggestive language or language that promotes violence printed or embroidered on them.
- Sunglasses are not to be worn in school unless specifically permitted by the administration.
- Other clothing items, which in the opinion of the administration are deemed to be unsafe or create an unsafe or educationally disruptive atmosphere shall be prohibited

#### Compliance Measures

If necessary, disciplinary action may be taken to encourage compliance.

Pupils who are wearing questionable attire will be sent to an administrator where a determination will be made to appropriateness.

#### Legal References

- NJSA 18A:11-7 Findings relative to school dress codes
- 18A:11-8 Adoption of dress code policy for school permitted
- 18A:11-9 Prohibition of gang-related apparel
- 18A:37-1 Submission of pupils to authority

## **HHS CODE OF CONDUCT**

I understand that it is my responsibility to uphold the Board of Education approved policies, procedures, and code of conduct of the Hammonton High School. I pledge to honor the rules set forth here and understand that failure to follow these rules may result in disciplinary action.



I pledge to:

\*Attend school regularly.

\*Be on time to school and class.

\*Honor the district code of regulations regarding cell phone and electronic usage.

\*Assume personal responsibility for acting at all times with respect for staff, teachers, and administration. I will communicate with those in authority with respect and consideration.

\*Treat all other students with respect and dignity. I will not willingly harass, bully, or otherwise intimidate anyone. I understand that bullying and harassment in all forms, oral, written, or cyber is unacceptable.

\*Solve any conflicts without the use of physical force by seeking out counseling, peer support, peer mediation, or administrative assistance.

\*Comply with Board policies as they relate to proper dress in school. I will not knowingly create a distraction to other students.

\*Respect school property and keep it free from damage, graffiti, and vandalism.

\*Never bring any item to school that could inflict harm upon another person.

\*Refrain from the usage of non-prescription drugs and alcohol and tobacco that would put me in violation of the Board policies regarding these substances. I will not be in possession of these items during school, or any school-sponsored event. \*Exhibit ethical behavior as it relates to assignments, tests, and any other work that I am handing in as my own. I will not knowingly plagiarize any assignment or otherwise turn in any work that is not my own.

\*Only be on school grounds during school hours and understand that trespassing or being in an unauthorized area will result in disciplinary consequences.

\*Follow all of the guidelines for proper and ethical use of technology and the internet. I pledge to uphold the Internet Use Policy and will not willingly utilize technology improperly.

\*Comply with all school rules and requirements as it relates to riding the school bus. I understand that riding a bus is a privilege that I intend to keep.

\*Abide by school rules at any extra-curricular or other school sponsored trip or event. I intend to represent Hammonton High School in a positive light.

\*Accept and hold myself accountable for any disciplinary consequences that may arise as a result for my breaking this code of conduct and the policies and procedures of Hammonton High School.

I respectfully sign the Hammonton High School Code of Conduct and pledge to do my best to uphold the policies and procedures set forth by the Board of Education and staff and administration.

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**SIGNATURE**

**DATE**

## **STUDENT BEHAVIORS**

### **ACADEMIC HONOR CODE**

Cheating or duplication of material in any form is unacceptable behavior. Students practicing this misbehavior will be punished at the discretion of the teacher.

### **BOOKS**

Books for each course are assigned to the student with the understanding that good care will be taken of them. A book fine will be assessed for any book lost or damaged. The book fine will reflect the salvage value of the book (20%) plus the remaining value of the book based on a 5-year expected life span. For example, a book with a replacement cost of \$75.00 is lost or damaged after two years of use. The fine would be calculated as follows: \$75.00 Replacement, \$15.00 Salvage, \$12.00 Depreciation Per Year.  $\$75.00 - (12.00 \times 2) = \$51.00$ .

## **CARE OF SCHOOL PROPERTY**

The school endeavors to teach young people a sense of responsibility toward public and private property. Each pupil is expected to take care of all school property. Pupils are liable for property damage caused by carelessness or misuse. Recent legislation also charges parents with liability for property damages. Perpetrators of vandalism to school property will be prosecuted to the fullest extent of the law.

## **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

Students are permitted to bring cell phones and other electronic communication devices into the school building. Prior to homeroom, all electronic communication devices must be turned off placed in the silent mode, and out of sight. There will be designated **Green Zones** throughout the school day in which students may be permitted to utilize their electronic communication devices. These **Green Zones** include the cafeteria during lunch periods and in designated classrooms where the teacher has given permission for instructional usage. Please keep in mind that students must be in compliance with the Acceptable Use Policy at all times.

**Red Zones** are areas of the building where cell phone use is prohibited. In **Red Zones**, students are not permitted to use their devices and devices must be out of sight. Hallways are a **Red Zone** and using devices during this time is a serious safety issue. Enforcement will be strictly upheld, and cell phones or devices of violators will be confiscated and turned into the office. For repeat offenders, or students who are insubordinate, there will be disciplinary consequences and parents will be required to come into the office to pick up the device.

Students are permitted to utilize electronic communication devices at the discretion of their classroom teacher, however, all usage, must have educational purpose and value. The school is not responsible for any loss incurred, or theft due to improper usage. Administration upholds the right to suspend electronic communication device privileges in **Green Zones** at their discretion.

**First Offense-** Confiscation, Warning, Returned to Student at Dismissal.

**Second Offense-** Confiscation, Office Detention, Returned to Student at Dismissal.

**Third Offense-** Confiscation, Returned to Parent, and In-School Suspension

**Fourth & Subsequent Offenses-** Confiscation, Parent Meetings, Two-hour required detention(s) and Suspension

## **CORRIDOR POLICY**

Running in the halls, pushing, shouting and general “horse play” are not permitted. No one is allowed in the halls during a class period unless he/she has a pass stating his/her destination and the time he/she left the room. The shortest route must be taken to one’s destination and stopping at different places is prohibited.

## **DEPORTMENT GRADES AND CONDUCT**

Students will be graded on conduct by each of his/her teachers. A deportment grade, of “U” for unsatisfactory has no bearing on the academic grade. The grade will be extended to cover all classroom, study hall, homeroom and cafeteria activities. All other disorderly conduct will be referred to the office.

## **EXPENSIVE ITEMS**

Students should not wear or bring expensive jewelry to school. Large amounts of money or items that are very expensive and irreplaceable should be kept at home. This policy is in effect for safety and security purposes.

## **EXPULSION**

Expulsions are administrated only by the Board of Education and mean that a students’ educational program is terminated.

## **FACULTY CONTROL**

According to title 18A-25-2 entitled “Authority Over Pupils” it is stated specifically THAT A TEACHER OR OTHER PERSON IN AUTHORITY OVER SUCH PUPIL SHALL HOLD EVERY PUPIL ACCOUNTABLE FOR DISORDERLY CONDUCT IN SCHOOL AND DURING RECESS AND IN THE PLAYGROUNDS OF THE SCHOOL AND ON THE WAY TO AND FROM SCHOOL. The administration also recognized its responsibility and right to take reasonable disciplinary actions for student behavior and/or conduct that is not spelled out in the code but is judged

inappropriate by the administration. The student discipline code extends to all school related functions both on and off school property and is in effect while students are en route to and from school and on field trips.

### **FIGHTING ON SCHOOL PROPERTY**

Fighting during school time on school property will be considered a very serious matter and both combatants will be suspended out of school for this offense.

Please be aware in a recent Superior Court decision, the courts determined that it may be legal in some circumstances for the insurance company of the Board of Education to seek relief from any damages, either personal damages or property damages, through the home-owner's insurance of the combatant(s) involved in a disturbance with either another student or staff member. The district's insurance carrier has indicated that they would be pursuing this avenue of relief in the instances described above.

### **FIRE DRILLS/SECURITY DRILLS**

Under the state law, each school is required to hold one fire drill and one security drill per month. Directions for the movement of students will be found in each room. Students must move quickly without running and there must be absolutely no talking during the drills. These instructions are in effect from the time you leave the class until you return.

### **FLAG SALUTE**

New Jersey law required students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required to sit quietly and not disrupt the ceremonies.

### **HATE/BIAS INCIDENTS**

It is the policy of the Hammonton High School District to maintain learning and working environment that fosters respect. Any member of the school community engaging in bias or hate based conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community, or disrupts the educational process, will be subject to disciplinary action. Bias or hate based conduct is defined as any suspected or confirmed act directed against or occurring to a person, private property, or public property on the basis of age, race, ethnicity, sex, disabling condition, religious affiliation or sexual orientation. A bias incident need not involve an act that constitutes a criminal offense. Individuals or groups are in violation of this policy if they engage in bias or hate based conduct at school, on school grounds, while engaging in school sanctioned activities or while traveling to or from school.

These actions may have the effect of creating a hostile environment. Individuals who are not the direct recipients of such actions may also experience a hostile environment. Third party individuals will, therefore, have the same legal right to act under this policy as those directly victimized.

Members of the high school community who believe they have been the subject of bias or hate conduct may report the incident to a school counselor, building administrator or affirmative action officer.

### **HAZING**

It is the policy of the Board of Education and the administration that there will be NO forms of hazing for any sports team, school/personal organization or activity. Integrity and respect are expected for all student members.

### **IN-SCHOOL SUSPENSION**

An in-school suspension program will be held to temporarily remove a student from his/her classes during the day for violations deemed serious enough by the administration. Students assigned to in-school suspension must complete work assigned by their teachers and/or the ISS teachers. In addition to regular classroom assignments, students may complete independent work designed to improve skills in Language Arts and Mathematics. The classroom/and or ISS teacher may evaluate and include assignments in their grading process. When assigned to in-school suspension, students will not be permitted to leave the room at any time during the day unless they are given administrative permission. Students assigned in-school suspension will be counted present for the day on the central register but will be counted absent in each individual class. Any student placed on in-school suspension will be placed on the principal's restricted list for twenty-three (23) days upon return to regular classes.

### **OFFICE DETENTION**

Office detentions are issued by the principal or assistant principal. Detentions are scheduled every day of the week. Afternoon detentions are scheduled from 2:15 p.m. to 2:55 p.m. Morning detentions are scheduled from 6:45 a.m. to 7:20 a.m. The office assigns detentions. Students must attend on the assigned day. The only possible way that a detention may be

changed is through the principal or assistant principal. Failure to attend or misbehavior in detention will result in further disciplinary action and chronic offenders will be suspended from school. Under no circumstances are you to take it upon yourself to miss a detention without prior permission from the principal or assistant principal. Students must provide their own transportation.

Two-hour detentions will be required for disrespect and insubordination, 4<sup>th</sup> & subsequent cell phone offenses, posting of inappropriate social media, excessive latenesses, excessive cuts and any other inappropriate behaviors as determined by the administration. Students failing to serve the required Two-hour detention will be subject to further disciplinary action including but not limited to suspension and suspension of privileges. The assigning of these detentions is at the discretion of the administration.

Students will be required to sit quietly for the entire period doing schoolwork. All schoolwork materials must be brought to the detention session as students will not be permitted to go to their lockers. Disturbances in detention will not be tolerated and will result in either in-school or out-of-school suspension, and/or additional detentions. Cell phones and electronics are not permitted in detention.

### **OUT OF SCHOOL SUSPENSION**

Suspension is the temporary removal of a student from school when circumstances are such that he/she can no longer be kept in school without risk of detriment of the educational program or to himself/herself.

Suspensions may be given for truancy, smoking, possession of dangerous weapons, possession or under the influence of illegal drugs, marijuana or other foreign substances, fighting, obscene language, drinking or possession or use of alcoholic beverages on school premises or at a school sponsored activity regardless of location, and any other offense deemed serious enough by the administration.

Any student while suspended from school may not enter the building or be on school property without permission from the assistant principal. Any student placed on an out of school suspension will be placed on the restricted list, upon return to school. See #6 on **Restricted List**.

Students may make up work missed during a period of suspension. Upon return to school all work must be made up within the number of days, which the student was absent. Arrangements for make-up work are the student's responsibility. Do not call the school counseling office to ask for work during the suspension. Assignments can be obtained from classmates.

### **PRINCIPAL'S RESTRICTION**

Any student placed on the Principal's Restricted List may attend school activities only after the principal or his designee gives permission.

No student whose name appears on the Principal's Restricted List will take it upon himself/herself to sign up or participate in any school activity unless the principal or his designee grants specific permission.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is not permitted in school or at school sponsored activities. This includes holding hands, walking arm in arm, hugging, kissing, or any other conspicuous display of unacceptable behavior.

### **RESTRICTED LIST**

The following guidelines apply:

1. Any student receiving two (2) "U's" from two different teachers in one marking period will be restricted for the following marking period.
2. On the twenty-third (23rd) day of the marking period, each student on the restricted list will be re-evaluated by all of his/her teachers.
3. If all the teachers give a satisfactory deportment grade, the student will be re-evaluated by the principal.
4. If the student received one or more "U's" from any of his/her teachers during the re-evaluation, the student will be kept on the regular restricted list for the remainder of that marking period.
5. A student may be placed on the Restricted List at any time during the marking period by the Administration if the infraction of school rules or regulations is severe enough.
6. Any student placed on an out-of-school suspension will be placed on the restricted list, upon return to school, as follows:
  - A.) First suspension 5 Days
  - B.) Second suspension 10 Days

- C.) Third and subsequent suspensions 23 Days
7. Students on the restricted list are restricted from all extra-curricular activities. This means students will not be permitted to participate, attend, or represent the school at any athletic events, school dances, plays, assemblies, awards dinners, etc.
  8. Anyone on this list is not to be loitering within the vicinity where the activity is taking place.
  9. All students receiving two (2) or more "U's" for the fourth marking period will be restricted from participating in all extra-curricular activities for the first twenty-three (23) school days of the next school year.

## **RULES FOR ASSEMBLY CONDUCT**

When leaving your classroom for the auditorium, you are to pass in a quick and quiet manner and enter through the proper entrance. As you enter the auditorium lower your voice. You will sit with your class unless special permission is granted by the administration.

All talking should cease when the program begins. During the assembly program you should be attentive. Your applause should be short and not loud. There should be no whistling, shouting, or stomping of feet. Students will be dismissed from the rear to the front.

## **STUDY HALL GUIDELINES**

Students must be in their seats when the late bell rings. Students will not be permitted to sit or work together unless the teacher grants special permission. If a student wishes to be excused from study hall, he/she must have a note from the staff member requesting his/her presence. The teacher will dismiss students at the end of the period.

Students are expected to have enough material on-hand for the duration of study hall. Students are expected to have all the tools and supplies (i.e. paper, pencils, assignments, etc.) necessary to proceed with work.

Students wishing to go to the library during a study hall must report directly to the library and sign the library attendance sheet. You are not to report to the study hall first.

## **TAILGATING**

The Hammonton School District does not permit tailgating on school grounds prior to any athletic, social, or community event.

## **VIDEO SURVEILLANCE**

The Hammonton High School District recognizes the district's responsibility to provide for the safety of the school community and for the protection of school district property. To maintain safe and secure conditions for all students, staff and property, the use of video surveillance equipment may be in place on school district properties and transportation vehicles.

The district shall notify its students and staff that video surveillance may occur on any school property or transportation vehicle. The district shall incorporate said notice in the student handbook and post it on all school properties and transportation vehicles.

The use of video surveillance equipment on school grounds and on others district properties shall be supervised by the building principal or designee. The use of video surveillance equipment on transportation vehicles shall be supervised by the director of transportation.

The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student personnel records.

Video surveillance shall be used to promote the order, safety, and security of students, staff, and property. Recordings may be used in pupil and staff discipline matters and to provide evidence to law enforcement for prosecution purpose.

## **VISITORS**

All visitors must report to the general office to obtain approval from the administration to be on the premises. No visitor is allowed to visit individual classrooms, teachers, or students while class is in session.

## **WATER PISTOLS**

No water pistols, guns, water cannons or any device of this type are to be brought into school or onto school grounds. Any violation of this rule will result in disciplinary action and the confiscation of the device.

## **WEAPONS**

Weapons of any nature are not allowed in school or on school property.

<b>Hammonton Board of Education District Policy Manual</b>		
<b>Students Drug Abuse Policy</b>		<b>Series 5000 Policy 5131.6</b>
<b>Adopted: February 23, 1989</b>	<b>Revised: July 19, 2007, June 7, 2018, April 11, 2019</b>	<b>Page 1 of 9</b>

The Hammonton School District is deeply concerned with the welfare of each student. To this end, relative to the drug, alcohol, and tobacco problems, the school district will make every effort to educate students about the negative effects of these harmful substances. This will include preventive as well as supportive measures for those seeking such services. Local and county agencies will be used as consultants and support personnel for these preventatives.

First and foremost, a pupil who is under the influence of a harmful substance or whose health is impaired by the use of a harmful substance is less able to learn and is likely to continue a deleterious practice into adulthood. Further, the Board of

Education is obligated by law to educate pupils about the hazards of harmful substances. Community input will be used to assess the effectiveness of the program.

Finally, the Board of Education must discipline students who issue harmful substances in violation school rules and must report to law enforcement agencies pupils show involvement with harmful substances violates the law.

Society has developed different standards and sanctions for the use of drugs, alcoholic beverages, and tobacco, varying from prohibition to tolerance. The school district's response to pupil misuse to harmful substances is also shaped by sometimes differing legal standards.

The use, possession or distribution of controlled dangerous substances is a crime pursuant to NJSA 24:21-1 et. Seq.

A pupil suspected of substance abuse must submit to an immediate medical examination to determine his or her involvement with substances.

The nature of substance abuse and its effects upon the human system must be taught in the schools of this district.

Possession or consumption of illegal substances on school premises is cause for suspension or expulsion. The Board of Education, in consultation with an organization skilled in substance abuse, procedures for the evaluation and treatment of pupils who demonstrate involvement with illegal substances.

#### Tobacco – Smoking

The Hammonton Board of Education recognizes that smoking presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences.

For purposes of this policy, “smoking” includes the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco and also includes the use of smokeless tobacco and snuff.

The Board of Education prohibits smoking in school buildings, on school property, and in school vehicles owned or contracted by the district. This shall include during school-sponsored activities at locations other than school.

The Board directs that the curriculum in grades K through twelve, shall include instruction in the potential hazards of the use of tobacco. Staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.

#### Substance Abuse Awareness

The Hammonton Board of Education recognizes that the misuse of substances has serious legal, physical and social implications for the entire school community. The Board is committed to the prevention s substances abuse and rehabilitation of substance users by educational means but will take whatever steps necessary to protect members of the school community from harm and from exposure to substances.

For the purpose of this policy, “substances” include alcoholic beverages and all controlled dangerous substances including anabolic steroids or any chemical compound that releases toxic vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors all chemicals that release toxic vapors.

“Substance abuse” means the consumption of any substance other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured persons.

“Evaluation” means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of substances by the pupil or a member of the pupil's family.

“Intervention and referral to treatment” means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

#### Policy Review and Accessibility

The Hammonton Board of Education will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, parents and community representatives.

This policy and its regulations and procedures shall be made available annually at the beginning of the school year to all school staff, pupils, parents and guardians.

#### Discipline

The Board of Education prohibits the use, possession, and distribution of any substance on school premises, at any school-sponsored event away from the school premises, and on any vehicle of transportation provided by the Board of Education. Pupils suspected of being under the influence of substances will be identified, examined and reported in accordance with law. A pupil who uses, possesses or distributes a substance on or off school premises, will be subject to discipline and will be reported to appropriate law enforcement personnel

The Board directs the establishment of a program of substance abuse education in grades K through 12; in-service training programs for staff members in order that they may teach pupils about the consequences of substance use and a counseling program designed to help pupils resolve problems and make sound decisions.

The Superintendent of Schools or his/her designee shall develop regulations for the identification and discipline of pupils who use, possess or distribute drugs, alcohol or steroids in violation of law or this policy, and for the readmission to school and counseling of pupils who have been convicted of substance offenses.

#### Drug Free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988-1.

#### Parent/Guardian Educational Programs

The Hammonton Board of Education will make annual provisions for notifying parents/guardians about educational programs concerning substance abuse education, procedures and penalties. Additionally, the Board of Education will conduct annual educational programs for district parents/guardians in the area of substance abuse.

#### Pupils and Substances – Procedures

In accordance with Board policy, the following procedures are established for the instruction of pupils about substance abuse, the management of pupils involved with substances, and the medical examination of any pupils suspected of being under the influence of a substance.

#### Instruction

1. Teachers shall be guided by the curriculum approved by the Board of Education as a program of substance education.
2. Teachers and administrators will evaluate annually the effectiveness of the substance education program.
3. Efforts to determine and remediate the underlying causes of substance abuse with the school environment is encouraged by the Board of Education.
4. The Board of Education shall provide a program dealing with the nature and effects of substance abuse within the health curriculum and conducted in accordance with law and the regulations of the NJ State Board of Education.

#### Identification and Remediation

1. Teachers and administrator will be alert to the signs of a pupils' use of substances: impaired health or fatigue; excessive truancy or tardiness; lower grades; depressed appetite or loss of weight; appetite extremes, eyes that are bloodshot, watery extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks; a change in attitude, personality, temperament, appearance or peer groups; mental confusion; financial problems; resorting to excuses and rationalizations.
2. A teacher who suspects that a pupil is involved with any alcoholic beverages or illegal substances shall report the symptoms of substance involvement to the administration in accordance with administrative regulations. Such regulation shall provide for prompt examination by a physician to determine if a substance has been used.

The administrator shall notify the pupil's parents/guardians of the referral and discuss with the parents/guardians the possibility of medical or therapeutic treatment. Treatment will not be the Board's expense.



When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil or others in imminent danger, all procedures will be expedited in accordance with the emergency. The Board will provide intervention services by professional staff members who are properly and appropriately certified and trained to render such services. Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse, referral to a state, county or local agency; support services for students who are in care or returning from care for substance dependency; and special counseling designed to meet the needs of pupils with substance abuse problems.

A substance abuser who has been identified as potentially educationally handicapped shall be evaluated by the Child Study Team to determine eligibility for special education or related services.

#### Intoxication

1. Whenever it appears to an employee of the school district that a pupil may be under the influence of alcohol or a controlled substance or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, the employee shall report the matter as soon as possible to the school nurse or the school medical inspector and the Principal or his/her designee.
2. The Principal shall immediately notify the pupil's parent/guardians and the Superintendent of Schools. A "Violence, Vandalism, and Substance Abuse Incident Report" is to be completed by the Principal and forwarded to the Superintendent of Schools.
3. The Principal shall arrange for the immediate examination of the pupil by a physician selected by the parents/guardians or, if the parent's/guardian's physician is not immediately available, by the school medical inspector. If neither the parent's/guardian's physician nor the school medical inspector is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parents/guardians if possible and by a member of the school staff appointed by the Principal. If the pupil and/or his/her parents/guardians refuse to submit to an examination, the student shall be excluded from school until the results of an examination are received by the Principal.
4. The pupil shall be examined as soon as possible for the purposes of diagnosing whether or not he/she is under the influence of a substance described in #1 above. The examination shall include, but not be limited to, blood tests, urinalysis, breathalyzer tests or hair sampling tests.
5. A written report of the examination of the pupils shall be furnished by the examining physician to the pupil's parents/guardians and to the Principal within twenty-four hours. If the written report of the examination is not submitted within twenty-four hours, the pupil shall be allowed to return to school until a positive diagnosis of substance use is received.
6. A pupil found to be under the influence of substances shall be returned to his/her home as soon as possible. The pupils shall not be readmitted to school until he/she submits to the Principal a written report, signed by the pupil's physician, and the school medical inspector, or the examining physician, certifying that the pupils is physically and mentally able to return to school.
7. A parent/guardian whose refusal to comply with NJSA 18A:38-25 and 18A-38-31, and/or the child abuse and neglect statutes NJSA 9:6-1 et. seq. may be subject to prosecution.

#### Use of Anabolic Steroids

Whenever any teaching staff member, school nurse or other educational personnel of the school district 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 medical inspector or to a substance abuse coordinator and to the Principal or his/her designee.

The Principal/designee shall immediately notify the parents/guardians and the Superintendent of Schools or his/her designee and shall arrange for an examination of the pupils by a physician or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosis whether or not the pupil has been using anabolic steroids.

A written report of that examination shall be furnished by the examining physician to the parents/guardians of the pupils and to the Superintendent of Schools or his/her designee.

If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a substance awareness coordinator or another appropriately trained teaching staff member for the purposes of determining the extent of the pupil's involvement with these substances and the coordinator or other teaching staff member may conduct a reasonable investigation which may include interview with the pupil's parents/guardians and teachers. The coordinator or other teaching staff member may also confer and consult with such experts in the field of substance abuse as may be necessary and appropriate.

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

Any staff member who reports a pupil to the Principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report.

#### Possession and Distribution

1. A pupil's person, effects or school storage places may be searched in accordance with Board Policy and law. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession. Substance evidence shall be sealed in an appropriate container, labeled with the date, name of the pupil, and name of the school official who conducted the search and found the substance, the evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement agency from which the official shall obtain a receipt.
2. A pupil found to have possessed, distributed, or used alcoholic beverages or illegal substances in violation of law and Board policy will be reported to appropriate law enforcement officers and is subject to discipline in accordance with Board policy dealing with suspension and expulsion.

#### Penalties for Failure to Comply

Tobacco – use in any form and/or in any amount

First Offense – Five detentions

Second Offense – Three-day suspension and parent/guardian notification

Third Offense – Five-day suspension, restricted list for 22 days, parent/guardian notification

Fourth Offense – minimum ten-day suspension, restricted list for 45 days, possible to Board of Health which could result in fines not to exceed \$100.

Drugs – Paraphernalia – Possession of drug paraphernalia not containing any substance

First Offense – minimum five-day suspension, restricted list for 45 days, parent/guardian notification

Second Offense – Minimum five-day suspension, restricted list for 90 days, parent/guardian notification, possible medical examination to include blood test, possible entrance into rehabilitation program, possible Board of Education referral

Third Offense – Suspension pending Board of Education expulsion hearing

Drugs – Paraphernalia – Distributing or transferring to another student or under the influence of alcoholic beverage or a controlled dangerous substance or conviction for violation of the drug abuse committed off school property

First Offense – Parent/guardian notification, file a complaint with local law enforcement agency, 45-day suspension pending Board of Education hearing

Second Offense – Same as first offense

#### Legal References

- NJSA 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability  
2C:29-3a Hindering apprehension or prosecution  
2C:33-15 Possession or consumption of alcoholic beverage by person under legal age,  
2C:33-16 Alcoholic beverages; bringing or possession on school property  
2C:33-17 Offer or service of alcoholic beverage to underage person; disorderly persons;  
2C:35-1 et seq. New Jersey Comprehensive Drug Reform Act of 1987  
9:6-1 et seq. Abuse abandonment, cruelty, and neglect of child; what constitutes  
9:17A-4 Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality  
18A:25-2 Authority over pupils  
18A:36-19.2 Student locker or other storage facility; inspections; notice to students  
18A:37-1 Submission of pupils to authority  
18A:37-2 Causes for suspension or expulsion of pupils  
18A:38-25 Attendance required of children between six and sixteen, exceptions  
18A:38-31 Violation of article by parents or guardian, penalties  
18A:40A-1 et seq. Substance abuse  
24:21-2 Definitions (New Jersey controlled dangerous substances)

NJAC	26:3D-55 et seq. New Jersey Smoke-Free Air Act
	P.L. 2005, c. 209 Random student drug testing
	6A:8-3.1 Curriculum and instruction
	6A:9-13.2 Substance awareness coordinator
	6A:14-2.8 Discipline/suspension/expulsion
	6A:16-1.1 et seq. Programs to Support Student Development
	6A:32-13.1 et seq. Pupil Behavior
	Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308
	Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)
	42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records
	F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382
	G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D.
	State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd, 469 U.S. 325 (1985)
	State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)
	In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)
	Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. ____ (2002)
	The New Jersey School Search Policy Manual, New Jersey Attorney General
	A Uniform State Memorandum of Agreement Between Education & Law Enforcement
<u>Possible Cross References</u>	
1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12, 6145.1/6145.2, 6145.7, 6154, 6172, 6173	

<b>Hammonton Board of Education</b> <b>District Policy Manual</b>		
<b>Students</b>		<b>Series 5000</b>
<b>No Smoking</b>		<b>Policy 5117</b>
<b>Adopted: July 19, 2007</b>	<b>Revised: December 11, 2014, July 11, 2019</b>	<b>Page 1 of 3</b>

As part of the Hammonton Board of Education’s Commitment to a healthy and safe environment for and the welfare of each student, it’s the policy of the School District to educate students about the negative effects of drugs, tobacco, or other dangerous substances.

The Hammonton Board of Education recognizes that smoking presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong deleterious consequences.

For the purpose of this Policy, “smoking” and “tobacco use” mean the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco. “Smoking” and “tobacco use” also includes the use of smokeless tobacco, snuff, e-cigarettes, Juuls, and all electronic smoking devices.

For the purpose of this policy, “tobacco product” is defined to include, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, and all other forms of smokeless tobacco, rolling papers, or electronic smoking devices, or similar product or device or any other items containing, or reasonably resembling tobacco or tobacco products (excluding products which are used to quit smoking).

For the purpose of this policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

The Board of Education prohibits smoking in school buildings, on school property, and in school vehicles owned or contracted by the district. This shall include during school-sponsored activities at locations other than the school. Students found smoking tobacco or using tobacco products will be subject to disciplinary action.

A student holding a cigarette or other form of tobacco or any other substance, device, or product as described above or in policy 3515 will be considered smoking.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of anything made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with policies 3515 and 5131.6.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and policy and regulation 5131.6 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices and may also utilize THC Test Strips or similar testing methods, or devices, to determine whether the electronic smoking devices contain a controlled dangerous substance.

A student who violates the provisions of this policy shall be subject to appropriate disciplinary measures in accordance with the district’s Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-6

#### Legal References

- NJSA** 2A:170-51.4 sale, distribution of tobacco, electronic smoking device to persons under age 19; prohibited; civil penalties  
2C:33-13 Smoking in public  
30:5B-5.3 Smoking – child care centers  
18A:40A-1 Substance Abuse  
26:3D-55 through 26:3D-63 New Jersey Smoke-Free Air Act  
30:5B-5.3 Smoking-Child care centers
- NJAC** 6A:16-3.1(a)7 Tobacco abuse  
6A:16-4.3 Reporting, notification and examination procedures for students suspected of being under the influence of alcohol or other drugs  
8:6-7.2; 8:6-9.1 through 8:6-9.5 Smoking prohibited in school buildings and on school grounds

#### Possible Cross References

1250, 1330, 3515, 4119.23, 4219.23, 5131.6

<b>Hammonton Board of Education</b> <b>District Policy Manual</b>		
<b>Students</b> <b>Harassment, Intimidation &amp; Bullying</b>		<b>Series 5000</b> <b>Policy 5131.8</b>
<b>Adopted: August 18, 2005</b>	<b>Revised: July 19, 2007, December 18, 2008, February 18, 2010, August 11, 2011, January 18, 2018, December 13, 2018</b>	<b>Page 1 of 18</b>

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

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 the purposes of this policy, "bullying" is unwanted, aggressive behavior that may involve a real or perceived power imbalance and "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic

communication device directed at a student that takes place on or off school grounds, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3 that:

- A. Targets a student and which may affect his/her educational program;
- B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;
- C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
- D. Severely or pervasively causes physical or emotional harm to a student(s);
- E. 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,
- F. By any other distinguishing characteristic; and
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
- H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager."

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The term "school grounds," pursuant to NJAC 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in NJAC 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

The Anti-Bullying Specialist for the high school is Anna Warburton, school counselor. She can be contacted at [awarburton@hammontonps.org](mailto:awarburton@hammontonps.org). The Anti-Bullying Coordinator for the district is Tammy Leonard, Assistant Superintendent. She can be contacted at [tleonard@hammontonps.org](mailto:tleonard@hammontonps.org).

For the policy in its entirety, see the district website at [Hammontonps.org](http://Hammontonps.org) (check the website).

#### Legal References

2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
2C:12-1 Definition of assault  
2C:33-19 Paging devices, possession by students  
2C:39-5 Unlawful possession of weapons  
18A:6-1 Corporal punishment of pupils  
18A:11-1 General mandatory powers and duties  
18A:25-2 Authority over pupils  
18A:37-1 et seq. Discipline of Pupils

6A:14-2.8 Discipline/suspension/expulsions  
6A:16-1.1 et seq. Programs to Support Student Development  
6:32-12.1 Reporting requirements

#### Possible Cross References

1120, 1410, 3517, 3541.33, 4131, 4131.1, 4148, 4231.1, 4248, 5010, 5020, 5113, 5114, 5124, 5131.7, 5132, 5145, 5145.4, 5145.6, 5145.11, 5145.12, 6142.41, 6145, 6164.4,

### **AFFIRMATIVE ACTION**

In affirmation of its responsibility to ensure all its students equal educational opportunity regardless of race, color, creed, relation, national origin, and social or economic status, the Board of Education has a longstanding policy regarding Affirmative Action.

The policy provides for equality in school and classroom practices. Equal access and benefits are granted to all students. No differentiation of requirements for completion of course offering is made solely on the basis of race, color, creed, religion, gender, ancestry, handicap, national origin, or social or economic status. Part of the policy also guarantees students will be free from discrimination on the basis of pregnancy, childbirth, pregnancy disabilities, actual or potential parenthood, or family or marital status.

**District Affirmative Action Officers - Tammy Leonard (609)567-7000**

**Lewis Testa (609)567-7007**

### **Family Educational Rights and Privacy Act (FERPA) Model Notification of Rights under FERPA For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age

(“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.  
Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.  
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. Within 10 days of notification, the designated school official shall meet with the parents or eligible students to resolve the issue (s)\*. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and whom the School has contracted to perform a special task (such as an attorney, auditor medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.  
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Hammonton Board of Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA]

#### **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that Hammonton Board of Education, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Hammonton Board of Education may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hammonton Board of Education to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to



provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent. <sup>1</sup>

The Hammonton Board of Education has designated the following information as directory information:

- |                          |   |
|--------------------------|---|
| -Student's Name          | -Date of Attendance                                       |
| -Address                 | -Grade Level  |
| -Telephone Listing       | -Participation in officially recognized activities sports |
| -Electronic Mail Address | -Weight and height of members of athletic teams           |
| -Photograph              | -Honors and Awards received                               |

If you do not want the Hammonton Board of Education to disclose directory information from your child's education records, without your prior written consent, you must notify the District in writing by October 1st.

<sup>1</sup>These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

### **Protection of Pupil Rights Amendment (PPRA)**

.....  
The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Hammonton Board of Education will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hammonton Board of Education will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Hammonton BOE will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part of ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## SCHOOL COUNSELING SERVICES

School counselors are available to assist students with questions and problems encountered in school. Many of the matters you might discuss involve your subjects, selecting courses, investigating careers, schools, and colleges, personal problems and a variety of other information regarding your future. A student may obtain a pass to the School Counseling Office from his/her school counselor before school for a study hall or lunch period consultation.

### **GRADING POLICY**

Students will be assigned a letter grade in each course for each of four marking periods. A final exam will be given in each course at the end of the school year. Each marking period and final exam contributes 20% to the final grade in each course. Teachers have the option to override a final grade and lower it due to certain documented circumstances. Letter grades are assigned according to the following schedule:

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

### **ATHLETIC ELIGIBILITY**

**New Jersey Interscholastic Athletic Association Eligibility Rules** apply to all boy and girl varsity, junior varsity, sophomore, and freshman teams which will be representing a high school. **STUDENTS, YOU MUST ACCEPT RESPONSIBILITY FOR MAKING SURE THAT YOU MEET THE NJSIAA ELIGIBILITY REQUIREMENTS.** If you have any questions or concerns after reading the eligibility rules... or if, at any time, you think you may be in jeopardy of falling below the

minimum required credits for athletic eligibility, contact your school counselor, athletic director or team coach immediately! A worksheet is provided on the next page.

1. You are ELIGIBLE if you have not reached the age of 19 before September 1<sup>st</sup> of the current school year.
2. You are ELIGIBLE to represent you high school for 8 consecutive semesters following your entrance to ninth grade.
3. You are ELIGIBLE for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, if a pupil has passed 30 credits during the preceding academic year. Fall and winter eligibility is based upon the entire previous academic year. All freshmen are automatically eligible for the fall and winter.
4. You are ELIGIBLE for athletic completion which begins during the second semester (February 1 to June 30) during the ninth grade or higher, if you have passed the equivalent of 15 credits at the close of the preceding semester (January 31). Spring eligibility is based on the preceding semester. In most cases pupils must pass six courses in the first semester of each year to be eligible for spring participation.
5. You are ELIGIBLE if you transfer because of a change of residence by parents.
6. You are ELIGIBLE if transferring from one school to another, without a parental change of residence, when the following conditions are met. A student is eligible after thirty calendar days from the start of the present school's regular schedule for the sport, if that students has earned a varsity letter in the sport at the previous school. A student who has not earned a varsity award in a sport at his or her previous school shall be eligible to participate immediately at any level in the sport at the new school. To prevent possible recruitment or transfer for athletic advantage, a Transfer Waiver Form still must be executed by the two involved schools and filed with the NJSIAA.
7. You are ELIGIBLE to represent your school if your parents move to another school district maintaining a secondary school of equal grade or higher, provided you remain properly enrolled.
8. You are NOT ELIGIBLE after the completion of 8 semesters following your entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
9. You are ELIGIBLE after the class in which you originally enroll graduates, regardless of transfers during the 3- or 4-year period.
10. You are NOT ELIGIBLE excepting as defined by the NJSIAA, if you have accepted any case or merchandise prizes (this may especially occur in bowling or golf).

#### **SECTION 504/ADA NOTICE OF NONDISCRIMINATION**

The Hammonton School District does not discriminate on the basis of disability.

The district has a grievance procedure for disability complaints. For description on this procedure, or any further relevant information, including the district's updated self-evaluation, contact the Section 504 and or the ADA Coordinator:

<b>Michael Ryan</b>	<b>Sharon DeNafo</b>
<b>Section 504 Coordinator</b>	<b>ADA Coordinator</b>
<b>(609) 567-7000</b>	

#### **CLASS RANK**

The Board of Education encourages all students to achieve at the utmost of their ability. Students are encouraged to take courses that will improve their academic development, enhance their ability to be successful in post-secondary careers or college, and help them get into the best college possible. Courses taken in the Hammonton High School will be weighted. As of July 1, 2018, courses taken out of the school system will be entered into the student's record but will not be used to calculate grade point average.

The individual student class rank will be calculated using the following weighted grade point system:

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Advanced Placement	7	6	5	4	0

Honors	6	5	4	3	0
College Preparatory	5	4	3	2	0
Regular/Vocational/Basic Skills	4	3	2	1	0

Using the chart above, quality points will be earned for each of the four marking periods plus the final examination. For all year long courses, each quarter and final exam will be worth twenty (20) percent of the final weighted grade. For semester courses, each quarter will be worth forty (40) percent with the final exam worth twenty (20) percent. The quality points for each quarter and final exam will be added together to arrive at a final weighted grade. The weighted grade will be multiplied by the number of credits for the course to calculate the total quality points earned in that course.

The weighted class rank will be calculated by adding the total quality points earned for all classes taken (excluding ELL classes, Special Education, and all Rank Audit classes) and dividing that sum by the total number of ranked credits.

The weighted class ranking system will be used to determine the Valedictorian and Salutatorian of the graduating class based on the cumulative rank at the end of the 7<sup>th</sup> semester. To be eligible for Valedictorian or Salutatorian, the student must attend Hammonton High School during their Junior and Senior school year.

Students can request to take a band or chorus course in place of lunch. Students who take more than 7 classes in a school year (including summer, on-line, and college classes) must rank audit electives that exceed the 7 classes. No student shall have more than 7 ranked classes in a school year.

## **FINAL EXAMINATIONS**

All students in every subject area will be required to take a final examination, with the exception noted below. Midterm exams may be given at the discretion of the course instructor. Final examination grades will be computed as 20% of the final course grade and therefore will carry the same weight as a marking period grade. Final examinations will be approximately ninety (90) minutes in duration for full-year courses. Exams of at least sixty (60) minutes will be given to those students who take semester courses.

Finals will be administered to underclassmen during the last week of school, during which a special, published schedule will be in effect. Senior exams will be given one week earlier; however, seniors who have earned straight A's in a given subject for all four (4) marking periods will be excused from the final exam for that course. Seniors exempt from exams will still be required to attend school during the exam period, but may, with a pass from the course teacher, attend another class or use the library.

Any student with a valid absence from school during the final exam will be given the opportunity to make up the exam within one week from the close of school at the convenience of the teacher. A student who fails to make up the exam by the deadline or who has an unexcused absence from the exam will receive an "F" for that examination and will have his/her grade averaged with that "F". This final average will then be lowered by one letter grade. No "incomplete" shall be given as a final exam grade.

## **GRADUATION REQUIREMENTS FOR ALL STUDENTS**

Students have specific graduation requirements, which must be met. Guidelines for these requirements will be given to each student and additional copies are available in the School Counseling Office.

The following requirements must be successfully completed by every student before graduation:

NEW JERSEY HIGH SCHOOL GRADUATION REQUIREMENTS (N.J.A.C. 6A:8-5)		
Number of Credits for State-Endorsed Diploma: Option One		
Language Arts Literacy	20	
Math	15	
Science	15	
Social Studies (Including 2 courses in US History per N.J.S.A. 18A:35)	15	
Health and PE	3.75 per year	
Technology	Technology Literacy, consistent with core Curriculum Content Standards, must be integrated throughout the curriculum.	
Visual & Performing Arts (Art, Music, Theater, Dance)	5	
Career Education and Consumer, Family, and Life Skills (Practical Arts)	5	
Finance	2.5	

World Languages	5 or testing	
Total Number of Required Credits	120	

## **HONOR ROLL**

Honor rolls will be posted following each report card period and will be based upon the following standards:

Principal's List - All "A's"

Honor Roll - All "A's and B's"

## **ADVANCED PLACEMENT CLASSES**

Schedules for summer and weekend classes are to be determined by the individual teachers. Attendance during the summer and weekends is recommended, but optional. **All assignments given are mandatory.**

## **ACADEMIC EXCELLENCE AWARD CRITERIA**

The Academic Excellence Award is given to those students who excel in the academic areas of the school. The criteria for earning this award is based entirely on the grade point average at the end of the:

	UNWEIGHTED G.P.A.	WEIGHTED G.P.A.
Third Semester	3.5 and above	4.8 and above
Fifth Semester	3.4 and above	4.7 and above
Seventh Semester	3.3 and above	4.6 and above

## **PROCEDURES FOR ADDING AND/OR DROPPING CLASSES**

Students requesting a schedule change from one elective to another prior to the end of the fifth week of school must submit a note from a parent. The principal, teacher (s), counselor and/or case manager will review the request. If permission is granted for the schedule change, and there is available space in the new elective, then the change will be made. The student will be responsible for making up the work missed in the new class since the first day of school. After the fifth week of school there will be no changes from one elective to another. Course level changes to a lower level in the same subject can take place up until the end of first marking period. If a course change is a level change in the same subject, then the grades from the original course will be applied to the new course. Students will not be permitted to transfer to a higher-level course in the same subject after the end of the fifth week of school. There will be no course and/or level changes after the end of first parking period.

Students requesting a schedule change from a class to a study hall must submit a note from a parent. The principal, teacher(s), counselor, and/or case manager will review the request. If permission is granted, the student will be permitted to transfer to a study hall. Changes of this nature will only be granted during the first two marking periods, and no credit will be awarded for the original class.

Students can request to take a music class in place of a lunch with a note from a parent. Students who take more than seven classes in a school year must rank audit electives that exceed the seven ranked classes. No student shall have more than seven ranked classes in a school year.

No schedule changes will be permitted after the end of the second marking period.

## **PROMOTION GUIDELINES**

All students must have earned the following number of credits to be promoted to the next grade level:

**FRESHMEN** must have earned at least 20 credits to be classified as 10th graders.

**SOPHOMORES** must have earned 50 credits to be classified as 11th graders.

**JUNIORS** must have earned at least 80 credits to be classified as 12th graders.

**SENIORS** must have earned at least 120 credits to graduate.

Students who have not earned the necessary credits will not move on to the next grade level homeroom and will not have the privileges of students at the higher-grade level. If the credits are made up, you will be promoted to the appropriate level. If you are not progressing on schedule toward graduation, you should consult your school counselor regarding your situation. If you are attending summer school, outside of Hammonton High School, you should notify the School

Counseling Office upon completion so that you may be properly scheduled.

## **HAMMONTON HIGH SCHOOL – SCHOOL CHOICE**

Hammonton High School has been awarded the status of School Choice. On a limited basis, students from other school districts may attend Hammonton High School. The program track offered is named *Technology Pathways to Success*. In-district and Choice students are eligible for enrollment in the *Technology Pathways to Success* Program based on their interest and ability to succeed. The goal is to prepare students for success in our current technological world. Our district website at [Hammontonps.org](http://Hammontonps.org) contains information about applying to our school as a choice student.

## **THE VIRTUAL HIGH SCHOOL (VHS)**

***[www.vhslearning.org](http://www.vhslearning.org)***

Hammonton High School is pleased to provide the opportunity for eligible juniors and seniors to take online high school courses through The Virtual High School (VHS). VHS is an online course provider that works in cooperation with local schools to provide enriching online courses. VHS is a collaborative effort of hundreds of high schools from across the country and around the world. VHS courses are facilitated by experienced, certified teachers and their curriculum provides students with opportunities to pursue unique areas of interest while gaining critical thinking and communication skills.

VHS allows students to pursue an area of particular interest. However, VHS courses do not replace school curriculum offerings; the VHS philosophy is to work with schools to provide supplemental courses that otherwise would not be available. Therefore, students may only choose courses from the HHS approved list (see below).

Although exciting and innovative, VHS is not for everyone. Students should only consider taking a VHS class if they are an extremely self-motivated, self-disciplined learner who is a proficient user of technology. Before students apply, they need to make sure they fully understand what is involved in taking an online course through VHS. VHS students will post assignments, communicate with their teacher, participate in discussions, and collaborate on group projects. VHS offers our students a way to expand their educational opportunities in an entirely new way via the Internet.

### **Frequently Asked Questions about VHS**

#### **How can I register for a Virtual High School course?**

A student must complete the Virtual High School Application available in the School Counseling Office and request the course through their school counselor when they select their courses for the following year.

#### **Does a student receive credit for taking a Virtual High School class?**

Yes. AP courses run the entire school year, while the majority of CP and Honors level courses run half the school year (semester). Students will receive 5 credits for any level course they successfully complete. Courses can be taken throughout

the school day or at home. Courses taken at school will count toward their GPA/Class Rank. Courses taken at home **will not** count toward their GPA/Class Rank.

**What grade levels are permitted to take a Virtual High School class?**

Students entering grades eleven and twelve will be able to submit a VHS Application.

**How many Virtual High School classes can a student take?**

A student is permitted to take one VHS class per year. There are a limited number of seats, so speak to your school counselor if you are interested in taking a VHS course.

**Who can a student contact if he/she is having concerns about their class or Virtual High School instructor?**

The VHS site coordinator for HHS is Ms. Pierce, school counselor, who can be reached via email at [cpierce@hammontonps.org](mailto:cpierce@hammontonps.org). Ms. Pierce will act as the liaison between the high school and VHS. The site coordinator monitors student progress, communicates with the VHS teachers, and the student's school counselor.

**How will Virtual High School classes be delivered?**

Courses are delivered by certified instructors and move forward on a weekly calendar schedule so students cannot finish early at an accelerated pace. VHS course design standards ensure that all courses have a high level of peer-to-peer interaction so students learn from their peers as well as their instructor. The asynchronous schedule enables students around the globe to participate in working groups and class discussions.

**Are Virtual High School classes scheduled in a way to allow students to manage their time effectively and keep up with their course work?**

Scheduled online learning with allotted time during the school day, weekly assignments, and a fixed semester or year-long schedule help students keep up with their course work and manage their time effectively. You can expect your student to invest **approximately 6-8 hours per week for CP Courses, 8-10 hours per week for Honors Courses, and 10-12 hours per week for AP Courses**. Students who successfully complete an online course can show colleges and employers that they have learned how to manage their time and assignments effectively.

**Does the Virtual High School timetable compare to the HHS calendar?**

The calendars are not exact. While similar, students taking a VHS course need to adhere to the VHS Academic Calendar which may not coincide with the HHS calendar. For example, HHS is off during the week of NJEA Convention, but VHS classes continue.

**Will students be assigned a specific classroom for their Virtual High School course?**

Yes, if taken during the school day, students will be assigned a VHS course during their selected semester. The selected semester for seniors is marking periods 1 and 2. The selected semester for juniors is marking periods 3 and 4. Study hall will be assigned for any students taking a half year course during their off semester. AP VHS students will be in VHS all school year. Students should effectively plan and monitor their time in order to successfully complete their VHS class. The VHS course will appear on the student's official transcript and will be calculated into the student's GPA, as long as it is taken during the school day.

**What happens if a student drops a Virtual High School class?**

While we discourage students from dropping a VHS course, if a student drops after the 5 day grace period the student's **grade to date and "W" for withdraw** will be reflected on their official transcript. ***Fall semester drop date is September 10, 2019. Spring semester drop date is February 4, 2020.***

**Is there a cost to the student to take a VHS class?**

There is no cost to the student to take a VHS class during the regular school year (fall/spring semester).

**Is the VHS Grade Scale the same as HHS?**

No. The following is the VHS Grade Scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69  
F = 0 – 59

**For a complete list of offerings, please refer to the HHS website at [www.hammontonps.org](http://www.hammontonps.org) under SCHOOL COUNSELING.**

## CHILD STUDY TEAM SERVICES

The Child Study Team (CST) is a group of professionals employed by the Hammonton Board of Education to provide a variety of learning related services. These services include:

- consultation with parents, teachers, and other staff working with students struggling in the classroom
- evaluating students referred for special education services to determine if students are eligible
- and prescriptive services to teachers and parents in regard to students who are experiencing school-related difficulties.

### THE REFERRAL PROCESS

How is a student referred for a Child Study Team Evaluation?

Students between the ages of 3 and 21 suspected of having an educational disability may be referred to the Child Study Team for an evaluation by a variety of sources but generally they come from one of the following:

- 1. I&RS:** The Intervention and Referral Services(I&RS) is a building based inter-disciplinary group that meets regularly to provide intervention for students experiencing difficulty in the classroom. Once I & RS has utilized its resources and determines that additional information may be necessary or feels that the student may be potentially educationally disabled, the student may be recommended for a CST evaluation.
- 2. ADMINISTRATORS or OUTSIDE AGENCIES:** The Principal or other building administrator or an individual from an outside agency (Early Intervention, doctor, social worker, etc.) may refer a student for a Child Study Team Evaluation.
- 3. PARENTS:** Parents may request a Child Study Team Evaluation by contacting a case manager at their child's school and forwarding the request in writing.

### What is the procedure after the referral is made?

Once the referral has been made the Case Manager has **twenty (20) days** to schedule a **Referral Review Meeting**. The necessary personnel expected to attend this meeting would be a social worker, school psychologist, learning disabilities-



teacher consultant, classroom teacher, speech & language specialist (if the suspected disability included that area or the child was age 3-5) and the parent.

**Are students automatically tested if the request is made?**

No. Once a request for a Child Study Team evaluation is made a Referral Review Meeting must be scheduled. At that meeting it is determined if a Child Study Team Evaluation is warranted and if so an Evaluation Plan is developed.

**What is the procedure if the student is going to be tested?**

Once it is determined that testing is necessary an assessment plan is developed and the parent/guardian gives written permission. The district then has **ninety (90) days** to complete the necessary evaluations. Within the ninety (90) days an **Eligibility Conference** is scheduled where the evaluations are interpreted, and it is determined if the student is eligible for special education and/or related services.

**Hammonton High School  
Child Study Team Office  
566 Old Forks Road  
Hammonton, NJ 08037  
609-567-7000 Ext. 337  
Contact Person: Florence LaGuardia**

## **FACILITIES**

### **BULLETIN BOARDS**

There are several bulletin boards placed throughout the building. Notices of meetings, social events, and the like are placed on these boards. If you want to post an announcement, take it to the High School Office and if approved, it will be posted. Under no conditions are placards or notices to be pasted, taped, or tacked to the walls. Only announcements authorized by the office will be permitted to be displayed in any part of the building, including the halls.

### **CAFETERIA**

All students are assigned one specific lunch period per day and no student may report to the cafeteria more than the one lunch period assigned. The following rules apply when in the cafeteria:

1. All students must eat their lunch in the school cafeteria.
2. Students are not permitted to bring bottles or cans to school.
3. Students are not permitted to leave the building during lunch periods.
4. Students who want to buy their lunch may buy a class "A" plate lunch. All a la carte items are priced individually.
5. No ordering in from outside restaurants.

Hammonton High School students are required to eat in an orderly manner and to take every effort to maintain the cafeteria in a clean and inviting condition. Once again, those people who cannot cooperate with reasonable regulations will be denied the opportunity to purchase or eat lunch in the cafeteria. When finished eating, students must take their trays, utensils, dishes and paper to the disposal area.

The following rules have been developed to aid in the efficient operation of the cafeteria:

1. Running, pushing, and crowding will not be allowed in the cafeteria, or in the halls leading to the cafeteria.
2. Trays are required by all students regardless of the amount purchased.
3. Do not touch any item in any of the lines unless you intend to purchase that item.
4. Table hopping is not permitted.

5. When re-entering the line, please take your place at the back of the line.
6. Table space used must be cleaned before leaving. Place all crumbs, paper, etc. on your tray. If you spill anything on the table or floor, it is your responsibility to clean it. Do not litter.
7. Eat only in the cafeteria. Do not carry food out.
8. Cooperation and courtesy should be exhibited in the small disposal area upon leaving the cafeteria. Place utensils, paper and tray in the appropriate places.

### **ANY VIOLATION OF THE ABOVE MAY RESULT IN DISCIPLINARY ACTION**

### **HANDICAP ACCESSIBILITY**

The Hammonton High School District prides itself on providing and maintaining barrier-free facilities. If for any reason, special requirements or arrangements are necessary, contact the school counseling office at (609)567-7000 X. 335.

### **HAZARDOUS SUBSTANCES**

Title 34 of New Jersey State Statute and its supplements require that a notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school that is affected, that hazardous substances may be stored at the school at various times throughout the year, and that hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

### **LOCKERS**

A-442 provides as follows:

“The principal or the official designated by the board of education may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that inspections may occur”. In accordance with the above statute, the principal or assistant principal may inspect lockers during the school year.

Every student is responsible for the contents of his/her locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.

Lockers are subject to random search at any time. The student should not expect any right of privacy with regards to the use of school assigned lockers or storage space.

Instructions to open locker: **TURN RIGHT** 2 or more whole turns and stop at first number. Then **TURN LEFT** 1 whole turn past above number and stop at the second number. **NOW TURN RIGHT** and stop at third number. Lift handle.

### **MEDIA CENTER**

Students are encouraged to use the school media center, which contains over 14,000 volumes, 36 current magazine subscriptions, and a fully networked public access on-line catalog (Follet Destiny) available at school and at home and internet accessibility. In addition, our library offers Jersey Cat, an Internet-based inter-library loan service, which provides access to multi-million titles throughout New Jersey libraries. Students may borrow any of these materials for their use, since we reciprocate by lending our books to other participants. Students also have access to subscription databases and eBooks for research. Ask the media specialist for the passwords.

The media center is open from 7:20 a.m. until 2:40 p.m. on Monday through Thursday. Starting October 15<sup>th</sup> until May 15<sup>th</sup> Tuesday through Thursday, the hours are 7:20 a.m. until 4:00 p.m. Throughout the year, Friday hours are 7:20 a.m. until 2:25 p.m. Students may sign into the media center instead of reporting to study hall, provided seating is not limited or it is not closed for testing or classes. Students are expected to arrive in the library before the late bell rings. To make use of the media center during a student's lunch, they must sign up daily (or on the days they wish to come) on the media specialist eBoard to get a pass for the period. Students may obtain a “limited time” pass from the cafeteria. The media specialist is available to provide instruction in the use of electronic resources, including the Internet, and to help locate print and non-print materials for research purposes or leisure reading. It is expected that students will work quietly in order to maintain an environment that is conducive to study and learning.

The media center has a computerized circulation system. Students may check out materials by bringing them to the circulation desk and they will be checked out under their school ID. There is a limit of 3 books per student, provided that the student has no fines or overdue books.

Books (except for reference books) may be borrowed for 4 (four) weeks and may be renewed for an additional 4 (four) weeks. Magazines and newspapers are not available to be checked out but may be read in the media center. A fine of \$.10 per day is calculated on overdue materials.

### **NJ COMMUNITY AND WORKER RIGHT-TO-KNOW**

Material Safety Data Sheets (MSDS), Hazardous Substance Fact Sheets (HSFS), and surveys of chemicals used at each are available at the respective school's main office.

### **SCHOOL STORE**

The school store is open in the cafeteria during lunch periods. Required gym uniforms are sold along with other school supplies. Students interested in volunteering their time in the school store should contact the advisor in early September.

### **TELEPHONES**

Except for rare emergencies, students are not permitted to use the office telephones, nor will they be called down to receive calls. They are to be used for school matters, not social conversations.

### **WORKING PAPERS**

All students under eighteen (18) years of age who propose to accept a job, either part or full time, are subject to the New Jersey Child Labor Laws and must obtain working papers to comply with these laws. These forms can be picked up or dropped off in the Principal's office Monday through Friday. A student must present his/her birth certificate, a promise of employment, and have the working papers signed by a physician before they can begin being processed. The working papers will be available for pick up the following business day. Students are reminded that working papers are not issued until a written promise of employment is presented.

## **STUDENT HEALTH**

Hammonton High School's Nurse's Office is located next to the General Office. Two full time nurses are available to render care to pupils in need of medical services. Their office can be reached at (609)567-7000 Ext. 340 and/or Ext. 263.

### **MEDICATIONS**

The school stocks the following for your convenience: Tylenol, Maalox, Advil and first aid creams. Please be aware that these are "standing order" medications from our school physician; therefore, the nurse is permitted to administer them if you check YES on the emergency form you receive by mail. If your child needs any other over the counter medications, please bring them directly to the nurse in the original container along with a written request from both the parent/guardian and physician to administer a certain dosage. Prescription medications must also be in the original container, accompanied by a physician's order, and may only be transported into school by the parent/guardian.

### **MEDICAL OFFICE VISITS/SCREENINGS**

All students are offered health screenings for height, weight and blood pressure. Please note that audiometric (hearing) screenings are required in grade ten. Vision screenings are required and performed in grade ten. Scoliosis, curvature of the spine, is screened every other year in grades nine and eleven.

### **CARE OF INJURED AND ILL PERSONS**

The schools attempt to provide an environment in which the child will be safe from accidents. The Board of Education directs the Superintendent to provide for prompt and appropriate medical attention for pupils, staff members, or visitors who are injured or become ill on school premises or at school sponsored events.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the building principal or his designee, who will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. District personnel will administer routine first aid as necessary to ensure the safety and comfort of the injured or ill person.

The parent or guardian of an injured or ill pupil and, if necessary, the family of an injured or ill staff member or adult visitor will be notified. If the school nurse, principal, principal's designee determines that the injured or ill person should be removed from

school, the parent or family member shall be requested to provide transportation.

In a serious emergency, our personnel will call 911. The parent, guardian or family member will also be notified.

In the event that a student is sent for emergency medical treatment, or the school is made aware of a medical emergency or hospitalization, the student **must** provide documentation upon return to school. Proper documentation includes discharge paperwork, a letter of clearance from the treatment facility for return to school, or other such documents as deemed appropriate by the school nurse, building principal, or his designee.

### **ACCIDENT INSURANCE**

The Hammonton Board of Education provides Supplemental Accident Medical Insurance subject to a **\$100.00 Deductible per occurrence**. The Supplemental Accident Insurance is Payable only in excess of any expenses payable by other valid and collectible insurance.

## **PHYSICAL EDUCATION**

### **HAMMONTON HIGH SCHOOL PHYSICAL EDUCATION RULES AND REGULATIONS**

All students are required to wear the assigned uniform in Physical Education class. The uniform includes the official P.E. T-shirt purchased from the school store, royal blue/black shorts that adhere to school policy, athletic socks, and laced traditional athletic sneakers. A fleece sweatshirt/pants may be worn, with the gym uniform worn under the outdoor clothing. Failure to dress or to be dressed properly without an authorized excuse will result in a grade adjustment. No jewelry of any type will be permitted to be worn during the class. No barrettes, ribbons, scarves, beads, wristbands and bracelets of any type, etc. are to be worn during the class. Gum chewing is not permitted. Any student who fails two or more marking periods will have their final average lowered by one letter grade due to lack of effort. In addition, any student who fails both the third and fourth marking periods will receive a final grade of "F" due to lack of effort.

Supervisor of Athletics and Physical Education

Dear Parent/Guardian,

During this exciting time of change and growth within the Hammonton School District, the Physical Education Department would like to take this opportunity to share with you the policies we have established to assure your child's success within our discipline. Our goal is to ensure the continued Health and Wellness of our students with the following criteria in place as an assessment tool.

The grading policy for Physical Education follows the guidelines set forth by the Board of Education as documented in the Hammonton High School Student Handbook. Upon entering the academic year all students will begin Physical Education class with the number grade of 100%. Deductions from that grade will only be made according to the following criteria:

**A. 7 point deduction for not dressing for P.E. class.**

*Students must change into the school issued P.E. shirt and royal blue/black shorts for credit and to participate in the day's activity.*

**B. 4 point deduction for any student who wears jewelry onto the gym floor.**

*Students who enter the gym after changing into their uniform, but have not removed their jewelry, will have 4 points deducted from their grade and not be permitted to participate in the day's activity. Due to safety concerns we have a zero-tolerance policy on jewelry. Absolutely **NO** jewelry is permitted during P.E. classes.*

- C. 1 point deduction for improper gym uniform.**  
*Students who change into shorts and T-shirt that is not the school issued P.E. shirt or shorts that are not royal blue/black, will lose 1 point for that day. The student must have a plain white T-shirt in order to be permitted to participate in the day's activity. For personal hygiene concerns, any other color shirt will prohibit the student from participating. Please be aware that a student who habitually wears a plain white T-shirt is in jeopardy of failing the class, as each day is a 1 point deduction.*
- D. 2 point deduction for any absence for P.E. class after 2.**  
*Students who miss 2 days of class will not have any points deducted, however if a student misses 3 or more days, 2 points for each day over 2 absences will be deducted. (\*see below for ways to earn points)*
- E. 7 point deduction for any student who is late to class.**  
*Students will not be permitted access into the locker room to change for P.E. class if they arrive late. 7 points will be deducted and the not dressed policy will be followed.  
If a student arrives late to class with a pass the student will not be permitted access to the locker room to change but will be permitted the opportunity to complete a class observation sheet for credit for the day's activity with no point deduction. If the student does not complete the observation sheet the lateness will count as an absence from class and follow the guidelines as such.*
- F. 4 point deduction 'zeros'.**  
*Students who refuse to participate in an activity, display malicious intent, or cause a disruption in class as a result of not observing classroom instructions and safety guidelines will lose 4 points. A student who chooses to act in this manner will not be afforded the chance to rehabilitate the points deducted. A student who exhibits this type of behavior may be subject but not limited to a discipline referral.*

**Note:** Students are to bring locks to lock-up valuables during P.E. class. Locks must be removed after students have completed the class. There are **NO** permanent P.E. lockers.

In an effort to allow each student every opportunity for success the following criteria were established to earn points toward your grade should a mishap occurs, (I.E. student forgets their uniform at home).

1. Students will be permitted to attend one "make up" physical education class after school for a 7 point increase in their current grade. This rehabilitation opportunity is only for deductions caused for an unprepared, a jewelry violation, or partial dress violations. The after-school class will be arranged with the student's teacher for 30 minutes. The student must attend the make-up class within 1 week of the day of their deduction. The student may only use this make-up class one time during a marking period.
2. In recognition of absences over 2 per marking period, or short-term medicals, (less than 20 consecutive days) students may submit a 1-page front and back handwritten report on any health or fitness related topic for credit for each day they were absent from class. These reports must be handed in on the first day of the following week of the absence directly to his or her teacher for credit.
3. Medically excused students who miss 20-45 consecutive days will complete the HPE Packet, for one marking period. For any subsequent marking periods, the student will be able to submit written reports that equal 2/3 of the days missed. For example: if a student misses 30 days in a row, they will be required to submit 20 one-page reports.

## **PROCEDURE RELATIVE TO STUDENTS WITH MEDICAL EXCUSES**

The following procedures will be followed relative to students having medical excuses. Students will dress in the appropriate uniform. Students will participate in those activities that are not injurious to their health as prescribed by their doctor. Students who cannot participate in whole or in part in the activities of class will be responsible for the content of the lesson by submitting a written assignment. Each assignment is to be a 1-1/2 page handwritten paper for each day absent from class, up to 20 (twenty) days. A long term medical (over 20 days absent in a marking period) will result in a report, whereas the number of pages is equal to that of 2/3 the amount of days absent.

We hope the above information serves as a guideline to ensure a positive and productive outcome for the student population. Your continued support is greatly appreciated. We look forward to working with your children this year.

## **GYM LOCKER ROOMS**

**STUDENTS ARE NOT PERMITTED TO BRING ANY VALUABLES TO THE LOCKER ROOM.** A student may place a combination lock on his locker during his/her gym period. This lock must be removed after the gym class.

The school does not accept any responsibility for valuables left in the locker room. No student is to leave anything in the gym locker overnight, even if locked.

Students are not permitted in the gym or locker room before, during, or after school unless they have a pass from the Physical Education teacher or are a member of an athletic team dressing for their activity.

When leaving the building at the end of the day, students should not exit the building through the gym or locker rooms.

## **THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY FOR VALUABLES LOST OR STOLEN**

No valuables of any kind (money, watches, rings, etc.) should be left in the locker room. All items of value should be secured in the student's hall locker. The teachers will not hold any items of value during the physical education class. Locks for lockers will be the responsibility of the student and must be removed at the end of the class period. Damage to lockers, benches, and other school property will be cause for both disciplinary and monetary action.

# **STUDENT ACTIVITIES**

## **CLASS OFFICERS**

Class Officers are the elected leaders of each class and are held to the highest of standards for academics as well as behavior. At all times, Officers are to behave in a dignified manner congruent with the HHS Code of Conduct. Any serious violation of the HHS Code of Conduct and/or inappropriate posting on social media may result in removal from office and/or disqualification to run for office.

The requirements for Class Officers are as follows:

1. Any student wishing to run for elected office must complete the application in full and record a minimum of 20 service hours (outside of the school day). This is to be submitted to the Class Advisor for verification and approval.
2. Any student wishing to run for elected office must be in good disciplinary standing and must not be on the restricted list. Good disciplinary standing will be verified by the administration.
3. Any student after being elected, who becomes restricted or in poor disciplinary standing, will lose his/her position.
4. Students will be expected to maintain a "C" average in each subject throughout the school year.
5. Nominees for elected office must have maintained a "C" average in each subject the previous year in order to be eligible

for election.

## **DANCE REGULATIONS**

Before any class or organization may have a party or dance, the advisor must take the following steps:

1. A request to hold dances should be cleared through the advisors and the principal's office.
2. All dances must have two (2) weeks advance notice.
3. All dances must be properly chaperoned by at least six (6) teachers.
4. Dress rules will be decided by the type of dance.
5. Smoking is prohibited. The use of alcohol or drugs is prohibited. Anyone expelled, suspended, absent from school the day of the dance, or receiving two (2) "U's" is prohibited to attend the dances.
6. All regular dances will begin at 7:00 p.m. and end by 10:00 p.m.
7. Doors will be closed at 7:30 p.m. and no student will be admitted after that time. Students will not be allowed to sign out and leave until 9:30 p.m.
8. Dances held in our school are closed dances, which mean that they are only open for students who are presently attending our school.

Exception will be made for high school students from Hammonton, Folsom, and Waterford who are asked to attend the dance by a Hammonton High School student. Prior permission must be obtained from the administration, and all guests are subject to the same rules and regulations as Hammonton High School students. The Hammonton High School student bringing a guest is responsible for the actions of the guest and will be subject to disciplinary action for any violations of our school rules and

regulations.

### **FRESHMAN-SOPHOMORE HOP**

1. The Freshman-Sophomore Hop is a semi-formal dinner dance. Freshman and sophomore students are the only students entitled to purchase tickets to the Hop. Tickets may be purchased only after the student returns a completed Hop Contract signed by their parents. The Hop Contract must be returned at least 2 weeks prior to the date of the Hop. Tickets to the Hop may be limited and will be sold on a first come basis. Freshman and sophomores may invite guests that are high school students. The number of guests permitted to attend the Hop may be limited due to space restrictions. Guests not attending our school must have prior permission from the administration. All guests are subject to the same rules and regulations as the students attending Hammonton High School. Any circumvention or violation of the rules or procedures established for the Hop will result in disciplinary action by the administration.
2. Hop Contract, signed by the student and the parents, must be submitted to the freshman or sophomore class advisor at least 2 weeks prior to the date of the Hop in order to be eligible to purchase tickets.
3. Hop tickets will be sold on a first come basis. The total number of tickets sold may be limited due to size and space restrictions.
4. Guests may be invited if they are a high school student. The total number of guests permitted to attend the hop may be limited due to size and space restrictions. Ticket prices for all guests will be \$25.00 higher than the price established for Hammonton High School students.
5. A guest request form including proof of identification (driver's license and /or high school identification card) must be returned with the Hop Contract at least 2 weeks prior to the date of the Hop in order to be eligible to purchase tickets.
6. All guests are subject to the same rules and regulations as the students attending Hammonton High School. any circumvention or violation of the rules or procedures established for the Hop in order to be eligible to purchase tickets.
7. All Hop participants must arrive at the Hop site no later than 45 minutes after the designated starting time. Attendees will not be permitted to leave the Hop site more than 45 minutes prior to the ending time.
8. Hop participants are not permitted to leave the designated areas of the Hop for any reason without permission from the administration. Once a participant leaves the designated areas, they will not be permitted to return to the hop.
9. Smoking is not permitted at any time during the Hop.
10. Students must attend a full day of school on the day of the Hop unless the absence meets the criteria for an excused absence. Proof of excused absence must be provided to the administration prior to the Hop.

### **JUNIOR-SENIOR PROM CONTRACT**

The Junior-Senior Prom is strictly a formal dance. Junior and senior students are the only students entitled to purchase tickets to the Prom. Tickets may be purchased only after the student returns a completed Prom Contract signed by their parents. The Prom Contract must be returned at least 2 weeks prior to the date of the Prom. Tickets to the Prom may be limited and will be sold on a first come basis. Juniors and seniors may invite guests that are at least a freshman in high school and have not reached the age of 21 on or before the date of the Prom. The number of guests permitted to attend the Prom may be limited due to space restrictions. The Junior Class, with the consent of the class advisor and the administration, will determine the location of the dance, cost of the tickets and any general expenditure. Guests not attending our school must have prior permission from the administration. All guests are subject to the same rules and regulations as the students attending Hammonton High School. Any circumvention or violation of the rules or procedure established for the Prom will result in disciplinary action by the administration.

1. The Prom Contract, signed by the student and the parents, must be submitted to the Junior Class Advisor at least 2 weeks prior to the date of the Prom in order to be eligible to purchase tickets.
2. Prom tickets will be sold on a first come basis. The total number of tickets sold may be limited due to size and space restrictions.

3. Guests may be invited if they are at least a freshman in high school and have not reached the age of 21 on or before the date of the Prom. The total number of guests permitted to attend the Prom may be limited due to size and space restrictions. Ticket prices for all guests will be \$25.00 higher than the price established for Hammonton High School students.
4. A guest request form including proof of identification (driver's license and/or high school identification card) must be returned with Prom Contract at least 2 weeks prior to the date of the Prom in order to be eligible to purchase tickets. The guest must have proof of identification in their possession while in attendance at the Promenade and Prom.
5. All guests are subject to the same rules and regulations as the students attending Hammonton High School. Any circumvention or violation of the rules or procedures established for the Prom will result in disciplinary action against the Hammonton High School student responsible for the guest.
6. All Prom participants are required to attend and be announced at the Promenade.
7. All Prom participants must arrive at the Prom site no later than 45 minutes after the designated starting time. Attendees will not be permitted to leave the prom site more than 45 minutes prior to the ending time.
8. Prom participants are not permitted to leave the designated areas of the Prom for any reason without permission from the administration. Once a participant leaves the designated areas, they will not be permitted to return to the Prom.
9. Smoking is not permitted at any time during the Prom or Promenade.
10. Students must attend a full day of school on the day of the Prom unless the absence meets the criteria for an excused absence. Proof of excused absence must be provided to the administration prior to the Promenade.

### **SENIOR CLASS TRIP**

Participation in the Senior Class Trip is a privilege for those students meeting all of the eligibility requirements. A student may only participate in the trip in the first year they are eligible for graduation. This is defined as the year in which the total number of credits earned plus the credits attempted is equal to or exceeds the credits required for graduation, assuming all specific course requirements have been met or attempted. No senior will be permitted to participate in the trip if they have exceeded fourteen (14) unexcused absences at any time prior to the trip. In addition, a student on the restricted list for any reason at the time of the trip will not be permitted to participate in this activity. No refunds will be made to any student who becomes ineligible for participation in the trip after final confirmation with the travel agent.

Students interested in attending the senior trip will be required to sign a contract with their initial deposit. The contract will specify the rules and regulations of the trip. Any student in violation of any of the rules and regulations of the trip that require them to be sent home, will be financially responsible for all expenses for their return home as well as all of the expenses for a chaperone to accompany them.

### **TRIP CONTRACT**

On specific trips (example: band, senior trip) a student and his/her parent/guardian will be required to sign a contract. This contract specifies the obligations and responsibilities that the student must undertake while on this activity.

Students will not be permitted to participate in this activity if the agreement is not signed by the parent/guardian and the student and returned to the school. Any deviation from the agreement will result in appropriate disciplinary action.

### **GRADUATION CONTRACT**

This contract is an agreement between the student, parent and the school. It specifies the responsibility needed to participate in this ceremony.

The student and the parent/guardian must sign the contract. Any student who deviates from this agreement may give the



administration just cause to remove him/her from the ceremony.

### **GRADUATION PRACTICE ATTENDANCE**

Participating in the graduation ceremony is a privilege. All students must attend all required practices. Extenuating circumstances will be considered at the discretion of the administration.

## **CLUBS/ORGANIZATIONS**

### **ACADEMIC CHALLENGE**

The Academic Challenge is a club that promotes excellence in academics and is very similar to a "Quiz Bowl," "Jeopardy" or "Think Team." Students meet once a week from October- April to practice answering questions that are similar to the questions asked at competitions. There are approximately 7 competitions throughout the school year where students get the opportunity to compete against area high schools. Generally, two teams of four students are permitted to compete. Those students who would like to show off their academic prowess are encouraged to join the club.

### **ART CLUB**

The Art Club exists for the purpose of creating things from our collective abilities. Working together, artists make things happen that would not be possible alone. Projects chosen are for the benefit of the school and/or community at large. Projects will highlight the group's individual abilities and strengths but most importantly their collective abilities and strengths.

### **BLUE REVIEW**

The *Blue Review* is a publication that showcases the talents of the students of Hammonton High School. All students have an outlet for creative expression as they may submit written and visual works for publication. Students are encouraged to electronically submit works such as prose, poetry, essays, photos, paintings and sketches. A team of dedicated students who are currently enrolled in the Creative Writing elective, act as an editorial board that chooses and edits their peers' submissions.

### **BOOK CLUB**

HHS Book Club is open to any student who enjoys reading and/or who would like to share that love of reading while making new friends. The philosophy of the club is to share the enjoyment of reading not only with the school community but with the community at large. Meetings are generally twice a month consisting of a business/planning meeting and book meeting (reading and discussing specific genres). New members are welcome at any time and attendance at all meetings are not required but highly recommended. Some activities include a book review site, reading to younger students, conducting public library story times and book collections.

### **BUILDERS' CLUB**

The goals of this club are to enable those students with an interest in the manual crafts to learn the art of carpentry, cabinetmaking, construction, electrical, electronics, plumbing, painting, tile, and flooring and a host of other material processing techniques. Hands-on learning helps students problem solve while thinking through multiple solutions as they build out their projects. Students will learn how to adapt, improvise, and overcome missteps to become successful.

### **CHESS CLUB**

The Chess Club is open to any student grades 9-12. The goal of this group is to increase knowledge and understanding of the game of chess through instructional sessions. Another goal is to encourage friendly competition, so club members can practice and improve their chess skills.

### **CRAFT CLUB**

The Craft Club is open to all students interested in crafting. The Club introduces the members to a variety of crafts, materials, techniques, and concepts as a means of artistic expression from the simple to the complex. The club will foster lifetime skills for crafting. Crafters will be involved in at least one community project with younger students and/or the senior community. Students provide initial funds for projects. Fundraisers may take place throughout the year.

### **CULINARY CLUB**

The Culinary Club meets once a month and is open to all students grades 9-12. The Club allows participants not currently enrolled in the Foods Program. Students learn cooking methods, measurement, and cooking math. Dues will be collected depending on the activities planned for the month and range in price. The Culinary Club participates in school and local events such as the National Honor Society reception, Taste of the Town, and the Annual Art, Practical Arts, & Technology Show. The Culinary Club allows students to contribute in a pleasant way to our school and community.

### **DIVERSITY CLUB**

The HHS Diversity Club includes students of ALL races, ethnicity, sexual orientations, gender identities, and expressions. This club provides support and increases school awareness of our unique student culture. This club aims to create an environment that celebrates diversity. Meetings and activities vary based on the needs and interests of the members but should include discussion, group speakers, and creative activities.

### **DRAMA CLUB**

The Drama Club is an extra-curricular activity which gives high school students an opportunity to experience acting, improve, stage craft, lighting, sound, etc. Drama Club is open to all students who like to perform on stage, as well as those who enjoy working behind the scenes. Meetings are held bi-weekly.

### **DRIVING CLUB**

The Driving Club promotes awareness of safe driving and safe driving techniques. Students create activities for the school and community at large to teach their peers and parents about safe driving habits. Activities include National Teen Driver Safety Week activities, speakers, and presentations.

### **FCA (Fellowship of Christian Athletes)**

FCA Club is a student run, international organization where members get to broaden their connection with Christ while enjoying motivational Bible lessons and partaking in group activities. Students do not have to be athletes to participate. The sole purpose is to reach out to as many students as possible to help foster their religious beliefs.

### **FUTURE NURSE'S CLUB**

The Future Nurse's Club is open to all students in grades 9<sup>th</sup> -12<sup>th</sup> that have an interest in pursuing a career in nursing. Guest speakers and field trips will be planned throughout the year. All club members are encouraged to do the following: attend monthly meetings in the Media Center; engage in learning about Nursing; network with other club members; support the club through fundraisers; volunteer at local hospitals; take the Future Health Care Professionals online class; support the Blood Drive here at HHS; and sign up for FNC on the Remind App. Upperclassmen will be selected as officers in the club by submitting a written application.

### **GREEN CLUB**

The purpose of the HHS Green Club is to promote environmental awareness among students. Students have the opportunity to partake in environmental service projects throughout the community and to enjoy local surroundings through various day trips.

### **INTERACT CLUB**

The Interact Club is a service club which is part of Rotary International, the world's first service organization. This club is supported by the local Rotary Club. The club is involved in community service for their school and/or community. The projects promote an international understanding of service.

## **KEY CLUB**

The Key Club is an organization for students grades 9-12. The main function of the club is community service. The Key Club is sponsored by the local Kiwanis Club and the club assists them with community projects. Students participate in various projects throughout the school year including the Blood Drive, Hammonton Lake & Downtown Cleanups, Kiwanis Pancake Breakfast, District Convention, collecting donations, and various other service projects.

## **LEO CLUB**

The Leo Club encourages students to develop leadership qualities by participating in social service activities. The Leo Club is sponsored by the Hammonton Lions Club. As a Leo Club member, students are involved in various projects in the field of health care, senior citizens, children, and the differently-abled community with a focus on the visually impaired. Leos are involved in fundraising activities with the Lions Club and other outside organizations. The Leo Club internationally is the largest youth club in the world having a presence in 140 countries with over 160,000 members worldwide.

## **THE LIVE IT, BE IT CLUB**

The Live It, Be It Club builds upon four pillars to promote positive behaviors: Community Service, Leadership, Careers, and Self-Esteem. The club is teamed up with the Hammonton Soroptimist International Women's group to help with this foundation.

## **MOCK TRIAL**

The goal of the Mock Trial Club is to sharpen skills in debate and critical thinking while exploring the court system. Students will compete in the Atlantic County Mock Trial Competition and other competitions as appropriate throughout the year.

## **THE NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Hammonton High School.

To be eligible for membership, the candidates must be a member of the junior or senior class. Candidates must have been in attendance at H.H.S. the equivalent of one semester. In order to qualify academically, students must have a cumulative scholastic average of 3.2 on the unweighted system. The list of eligible candidates will be posted. Eligible candidates must obtain and fill out a student activity information form (SAIF). This form must be returned to the advisor by the designated date.

Only those students returning this form will be included on the faculty reference survey. All eligible candidates, those having a scholastic average of 3.2 on the unweighted system and those having returned SAIF, will then be voted upon by the entire faculty in the areas of character, leadership, and service. However, the results of the faculty voting do not determine the selection of members. A five-member faculty council will use the faculty voting as input in determining the final selection of members. Final selection will be made by a majority vote of the faculty council. Students in the National Honor Society will participate in the following projects throughout the year:

1. Organize the Halloween Safety Program
2. Attend and assist with the induction ceremony and reception
3. Organize the Social
4. Attend the High School Graduation and greet guests
5. Organize various fundraising projects

## **PEER MEDIATION**

Peer Mediation allows students to resolve their conflicts in a non-threatening environment. The mediation process is first taught to select students who then learn to facilitate the resolution process to assist their peers. These trained students become the peer mediators who help students resolve their conflicts in a methodical and peaceful way. Peer mediation empowers participants to develop solutions to their own problems and conflicts. When disputants are involved in shaping their own resolutions, they are more inclined to uphold their agreements.

## **PHOTOGRAPHY CLUB**

The goal of the Photography Club is to provide students with skills and information to improve their picture-taking techniques. The Club submits photographs to the HHS yearbook as needed. The Club also submits photographs to the high school newspaper and other media. The club displays its work by selectively enlarging and mounting student photographs in the main lobby.

## **RENAISSANCE CLUB**

The Renaissance Club honors academic achievement and also recognizes good character of our students. The goals of this group are to recognize as many students as possible during the course of the year for everyday good deeds and hard work in and out of the classroom. The program encourages good behavior and academic achievement through rewards and recognition. The club meets once a month and plans celebrations for Student of the Month, Honor Roll, and Perfect Attendance. The club also plans and participates in fundraisers such as the Lip Sync, and hosts group trips to Six Flags for eligible students. An award ceremony is planned and hosted by the club at the end of the year to honor all Renaissance students.

## **S.A.D.D. CLUB**

The S.A.D.D. Club helps promote a safe and healthy environment for our students, not only for today, but for the future as well. Students engage in projects to inform others of the dangers of substance abuse and the need to make good choices for the safety of all. The Club participates in anti-drug/alcohol assemblies, pre-prom assemblies, and related community events.

## **SCHOOL NEWSPAPER: “THE DEVILS’ ADVOCATE”**

The school newspaper is written and edited by the Advocate staff. Any high school student interested in reporting news, activities, sports, and/or contributing poems, photography, and articles may try out for a position on the staff. Students may also select CP Journalism as an English elective. The primary aim of the school newspaper is to give students a working appreciation of the skills involved in publishing a newspaper.

## **SCHOOL PLAY**

The school play is an extracurricular activity open to any student grades 9-12. Annual musical auditions are held in December, rehearsals begin in January, and the final performance is held in early March. No experience is necessary for this activity.

## **SCHOOL YEARBOOK: “HARVEST”**

The Harvest Yearbook is entirely created by student members. The primary aim of the yearbook is to create lasting memories through photojournalism and student related articles. The Harvest Yearbook staff takes great pride in recording a year of school history in each publication. Students in all grade levels are encouraged to join and participate in photojournalism, hands-on and computer lay-out programs as well as theme development.

## **SCIENCE LEAGUE**

The goal of the Science League is to foster a competitive spirit in the field of Science. The purpose of the League is to provide competitions across the state between schools. Students will travel to competitions several times throughout the year as well as host a competition at HHS. Five teams will compete in selected Science areas of study.

## **STUDENT COUNCIL**

The Student Council is the governing body of the school. Students are to sign a contract stating that they will fulfill the requirements necessary to be considered an active member. Those students who wish to serve in the Executive Homeroom, as leaders, may apply at the end of each school year for the following year. The Student Council has a president, vice-president, secretary, and treasurer who are elected by the student body. The president must be a senior and the vice president must be a junior or senior. No student can serve simultaneously as a Student Council Officer and Class Officer in the same school year. Any inappropriate behavior such as negative or inappropriate social media postings or serious disciplinary infractions while serving on the council or while campaigning is prohibited and will result in disqualification or dismissal from office.

Student Council gives students the opportunity to see the democratic process at work in their school. The Council organizes homecoming activities, pep rallies, and community service activities. The Council also addresses problems and concerns of the student body at large during monthly meetings. Student Council is a training ground for the future leaders of America. The requirements for Student Council Officers are as follows:

1. Any student wishing to run for elected office must complete the application in full and record a minimum of 30 service hours (outside of the school day) to Student Council for verification by the club advisor.
2. Any student wishing to run for elected office must not be on the restricted list.

3. Any student after elected, who has a serious disciplinary infraction and gets on the restricted list, will be dismissed from office or disqualified from running.
4. Students will be expected to maintain a “C” average in each subject throughout the school year.
5. Nominees for elected office must have maintained a “C” average in each subject the previous year in order to be eligible for election.

### **VIDEO CLUB**

The Video Club’s club focus is on teaching students advanced filmmaking techniques. It is open to all students who have completed Digital Cinema I and Digital Cinema II. Students will work under the supervision of the club advisor. Students will also work independently on film projects that will be entered in a variety of film festivals. Students will also create videos to support the activities and happenings at Hammonton High School. If you are a student who wants to keep learning film techniques after 2 years of Digital Cinema, then this club is for you.

### **WORLD LANGUAGE CLUB**

The World Language Club is comprised of students that are taking or have taken World Language. The goal of the club is to expand student knowledge and experience of other languages and cultures through various activities. The Club hosts and contributes to dinners, and other social events, to connect the school and Latin community and also celebrates various cultures. Monthly meetings are scheduled to plan cultural trips and other activities.

## **Acceptable Use of Internet**

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the Core Curriculum Content Standards.

To support its commitment to providing avenues of access to the universe of information available, the district’s system of electronic communication shall include access to the Internet for students and staff.

### **Limitation of Liability**

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

### **District Rights and Responsibilities**

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to abuse of the Internet.

The Board designates the Superintendent of Schools as the coordinator of the district system. He/she shall recommend to the Board of Education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each Principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

### **Access to the System**

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations. The Board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

### **World Wide Web**

All students and employees of the Board shall have access to the Web through the district’s networked or standalone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building Principal in writing.

### **Individual E-Mail Accounts for District Employees**

District employees shall be provided with an individual account and access to the system.

### **Supervision of Students**

Student use of the Internet shall be supervised by qualified staff.

### **District Web Site**

The Board of Education authorizes the Superintendent of Schools to establish a district web site. The purpose of the web site is to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish content that includes information on the activities of that school or class. The Principal shall oversee this content.

The Superintendent of Schools shall publish and disseminate guidelines on acceptable material for these web sites. The Superintendent of Schools shall also ensure that district and school web sites do not disclose personally identifiable information about students whose parents/guardians have submitted a written request to the Principal forbidding such disclosure. Personally identifiable information refers to student names, photos, addresses, email addresses, phone numbers and locations and times of class trips.

### **Parental Notification and Responsibility**

The Superintendent of Schools shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have access to the Internet. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the Principal in writing. The Principal will forward this information to the appropriate personnel.

### **Student Safety Practices**

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

### **Prohibited Activities**

Users shall not attempt to gain unauthorized access to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate.

Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

### **Cyber-bullying**

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;

- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images; and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.

Pupils found to be engaging in activities as describe above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

## **Social Networking**

Due to the wealth of new Social Media Tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for students, teachers, administrators and parents. Listed below are guidelines students in the Hammonton

*Public School District must adhere to when using Web 2.0 tools to enhance learning:*

- Students must be aware of what they post online. Social media venues are very public. What is contributed leaves a digital footprint for all to see.
- Students must follow the school's code of conduct when writing online. Students may disagree with someone else's opinions; however, it is to be done in a respectful way. Care is to be taken that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Students are never to give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures.
- Linking to other websites to support thoughts and ideas is recommended. However, students are to be sure to read the entire article prior to linking to ensure that all information is appropriate and adheres to this Acceptable Use Policy.
- Students must do their own work and not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste others' thoughts. When paraphrasing another's idea(s), students are to be sure to cite their source with the URL.
- Students must be aware that pictures may also be protected under copyright laws and it is important to verify that they have permission to use the image or it is under Creative Commons attribution.
- Students are to understand that how they represent themselves online is an extension of themselves and that they are not to misrepresent themselves by using someone else's identity.
- Blog and wiki posts should be well written. Students are to follow writing conventions including proper grammar, capitalization and punctuation. If students edit someone else's work, they are to be sure it is in the spirit of improving the writing.
- If students witness inappropriate material that makes them feel uncomfortable or it is not respectful, they are to notify their teacher or report the incident to the administration.

## **System Security**

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection when installing or download approved software.

## **System Limits**

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

## **Privacy Rights**

All users, including school district employees and students, using the Internet waive any right to privacy in such messages, and consent to their being accessed and disclosed by school district personnel. Users of the computers and computer network of the school district specifically authorize the school district to monitor, intercept, read, copy, and/or capture in any manner, any information placed on any district computer or computer system. The school district may disclose or use any information monitored, intercepted, read, copied or captured to authorized personnel or law enforcement to be used for disciplinary or civil action or criminal prosecution.

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

## **Implementation**

The Superintendent of Schools shall prepare regulations to implement this policy.

\_\_\_\_\_. Adopted: October 21, 2010

### **HAMMONTON PUBLIC SCHOOLS INTERNET USE AGREEMENT**

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules may be subject to loss of network privileges and any other district disciplinary options.
2. In addition, pursuant to State of New Jersey Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the New Jersey Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

**USER:** I understand and will abide by the above conditions, Rules and Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

\_\_\_\_\_  
**USER'S NAME (PLEASE PRINT)**

\_\_\_\_\_  
**USER'S SIGNATURE**

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE**

### **HAMMONTON SCHOOL DISTRICT WEB SITE AGREEMENT**

The Hammonton School District and its teachers are preparing to create web sites on the World Wide Web. Where appropriate, various students' work and possible pictures may be posted on the web site. This agreement requests your permission to use



your child's work and name or picture on this web site. It is our intent, to the best of our ability, to use all material like this in such a manner that will not identify any child in any way that will compromise their privacy.

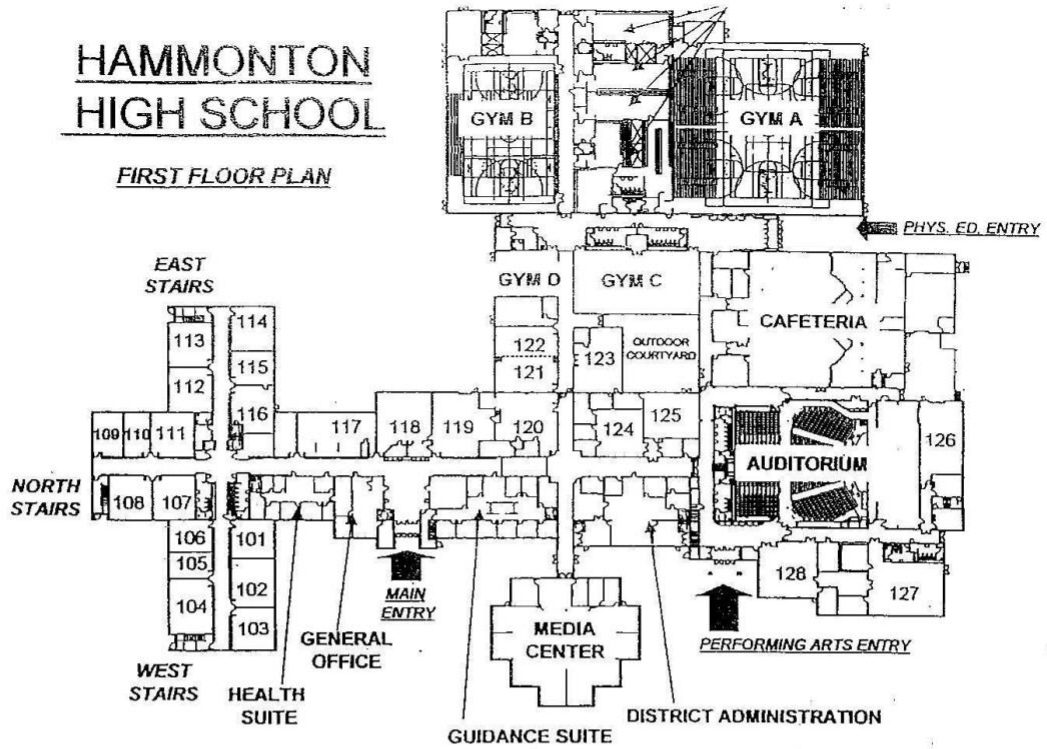
I hereby give permission to display my child's work. I also hereby give permission to use my child's name or picture on Hammonton School District approved web sites.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the Hammonton School District Web Site Policy is on file at the Hammonton Board of Education Business Office.

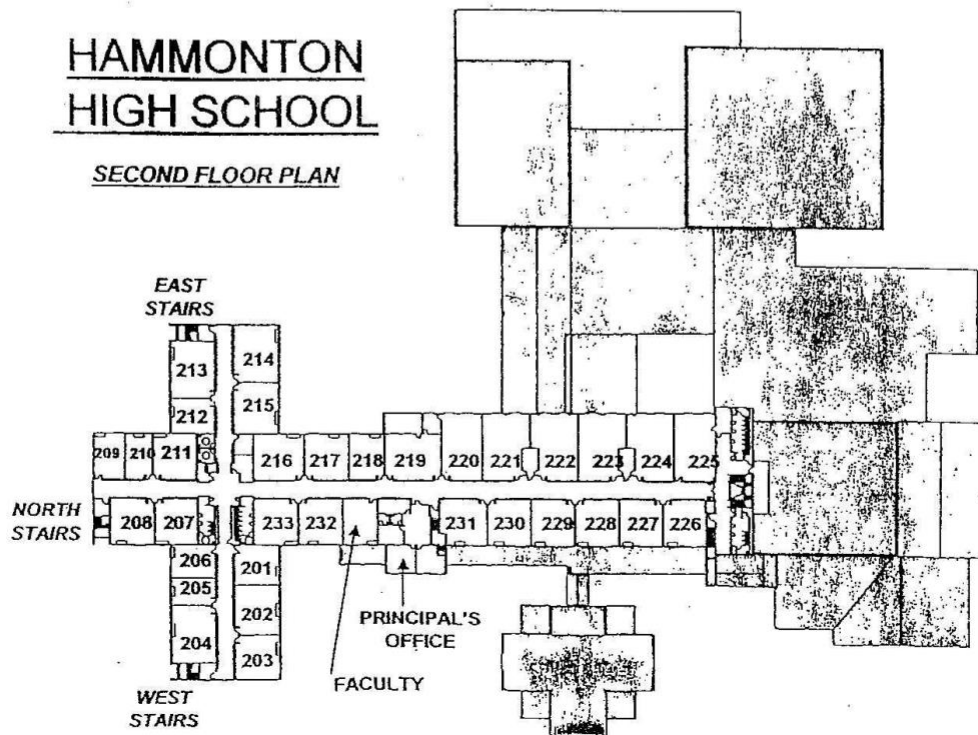
# HAMMONTON HIGH SCHOOL

## FIRST FLOOR PLAN



# HAMMONTON HIGH SCHOOL

## SECOND FLOOR PLAN



## **ALMA MATER**

**The Blue and White of high school  
Floats gently o'er each dale,  
And on Jersey's highest summits  
Is always there unveiled.  
The Blue stands for the violets  
And White for lilies tall  
That protect the dear old high school  
And that win laurels all.**

**Through the four long years of high school  
'midst the scenes we love so well,  
We'll work for Alma Mater  
Support her with our yell.  
When the cares of life o'er take us  
Sad'ening our lives so bright,  
We'll recall those days of high school  
'neath the Blue and 'neath the White.**

## **SCHOOL BOARD MEMBERS**

**Sam Mento III, President, Hammonton  
Thomas Attanasi , Vice President, Hammonton  
Barbara Berenato, Hammonton  
Linda Byrnes, Hammonton  
Kelli Fallon, Hammonton  
John Lyons, Hammonton  
Al Pangia, Waterford  
Erica Polito, Hammonton  
Mickey Pullia, Hammonton  
Raymond Scipione, Hammonton  
John Thomas, Folsom**

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