

HAMMONTON HIGH SCHOOL

566 Old Forks Road

Hammonton, NJ 08037

(609)567-7000

Website: 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

Christopher Sacco, Health & Physical Education/Athletic Director

Joseph C. Martino, Instructional Technology & Arts

Steve Minchak, Technology Coordinator

Amanda Redrow, English and Social Studies

Michael Ryan, School Counseling

Michael Walsh, Math and Science

SECRETARIES

General Office - Mary Hoffman, Barbara Jones, Jessa Kelly

Principal's Office – Shelli Berenato, Sue Salvatore

School Counseling Office – Stephanie Calderon, Kelly Longo

Athletic Office – Valerie Schirmer

Child Study – Denise Testa

Nurse's Office – Danielle Thornewell

Media Center – Nichole Hunt

ATTENDANCE OFFICE

Maximino Ruiz

LIAISON OFFICER

Kenneth O'Neil

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.

46th Edition - Revised 2022

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

Approved 2022

FACULTY AND STAFF

<u>BUSINESS</u>	<u>MATH</u>	<u>SCIENCE (Con't)</u>
Stacy Jones	Mallory Barry	Brian Gazzara
	Kelly Celona	Kristina Gazzara
<u>CHILD STUDY</u>	Vanessa Denmead	Robert Goldman
Brittany Brody	Nick DiMatteo	Stephanie Krumins
Michelle Coia	Elizabeth DiTullio	Steven Salvatore
Mary Elizabeth Green	Kelsey Foster	Kristen Silvesti
Carrie Pasquarello	Cynthia Geraldino-Madera	Amy Taylor
Lawrence Semprevivo	Elena Novratidis	
	Averi Olive	
<u>E.L.L.</u>	Brian Reed	<u>SOCIAL STUDIES</u>
Christian Febles	Tami Schaffer	Anthony Angelozzi
	Erin Vilimas	David Barbagallo
<u>ENGLISH</u>	William Willman	Kristin Coia
Anna Albanese	Jonathan Wilson	Michael DiStefano
Tracy Angelozzi	Kelly Yeats	Alexander Georgoulanos
Thomas Boyd		Daniel O'Malley
Kristin Ceraso		Ioanna Phelan
Cari Coia	<u>MEDIA SPECIALIST</u>	Robert Raffa
Carolyn Edwards	Mary Beth Sieminski	Eric Shulman
Stacy Gerst		A. Jay Siscione
Audrey Griess	<u>NURSES</u>	
Sarah Kinee	Christine Haines	<u>SPECIAL EDUCATION</u>
Stacy Peretti	Heather Scarduzio	Patricia Bash
Adam Preim		Ashley Beltrante
Danelle Spaulding	<u>S.A.C. COUNSELOR</u>	Gregory Capaccio
Katie Stella	Luisa Carvalho	Lauren Dragonetti
Dianne Tucker		Jacquelyn Foy
	<u>PHY ED/HEALTH</u>	Margaret Inemer
<u>INDUSTRIAL TECHNOLOGY</u>	Donna DeLucca (Athletic Trainer)	David Majofsky
Matthew Arena	Heather Flaim	Louis Morganweck
Richard Cote	Lauren Frazier	James Raso
Eugene Luby	Ashley Koester	Leah Sanchez
Teah Santora	David Mauriello	Samantha Swetra
	Mitchell Morrell	Ann Marie Wanecski
<u>INSTRUCTIONAL AIDES</u>	Gregg Silvesti	
Angelica Ayllon-Salazar	Matthew Silvesti	
Jane Bella	Matias Spahn	Samantha Curry
Carrie Boyle	Rose Staas	<u>VISUAL & PERFORMING ARTS</u>
Dennis Conway		Marissa Carrafiello
Veronica Criales-Guillen	<u>SCHOOL COUNSELORS</u>	Louis Caruso
DeNucci, Molly	Jason Bendig	Brad Groatman
Lia Gangemi	Karen Francica	Gary Joseph
Nancy Gillies	Lauren Grasso	Christine Throckmorton
Gillis, Rebecca	Joseph R. Martino	John Toothman
Joanna Massarelli	Cynthia Pierce	Timothy White
Shannon Mature	Nadine Ryan	
Marchele McAnney (Job Coach)	Anna Warburton	<u>WORLD LANGUAGE</u>
Ian McCarty		Lexandra Brady
Alec Pangia		Alexandra Duca
Robert Ricca	<u>SCIENCE</u>	Sarah Graziano
Kelly Robinson	Amanda Avagliano	George Hemphill
Elvin Rodriguez	Amanda Casazza	Meyde Mendoza
Colleen Sharkey	Erin DiDonato	Carmen O'Donnell
Kathy Witcraft	Myra-Lynn Doughty	
Marisol Zingrone	Ryan Entress	

HAMMONTON HIGH SCHOOL CALENDAR

2022-2023

SEPTEMBER	JANUARY
6 Classes Begin	3 Classes Resume
5 Labor Day	16 Martin Luther King Day – No School
	27 Teacher-In-Service - Single Session (Hop)
	FEBRUARY
OCTOBER	17 Teacher In-Service – No Classes
7 Teacher In-Service – No Classes	20 Presidents’ Day – No School
10 Columbus Day – No School	
	MARCH
NOVEMBER	
7 No School	
8 Election Day – No School	APRIL
9, 10 NJEA Convention – No School	5 Last Day Before Spring Recess – Single Session
11 Veterans Day – No School	11 Classes Resume
23 Last Day Before Thanksgiving – Single Session	27 Take Our Children to Work – Information Only
24, 25 Thanksgiving – No School	
	MAY
	29 Memorial Day – No School
DECEMBER	
9 Teacher In-Service – No Classes	JUNE
23 Last Day Before Winter Recess – Single Session	12,13,14,15 Single Sessions
	16 Teacher Close Out

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

1 st Snow Day will be June 10, 2022	4 th Snow Day will be June 15, 2022
2 nd Snow Day will be June 13, 2022	5 th Snow Day will be June 16, 2022
3 rd Snow Day will be June 14, 2022	

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

DISTRICT-WIDE ATTENDANCE POLICY

5200 - Attendance

5230 – Late Arrival and Early Dismissal

5240 - Tardiness

The Hammonton 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) (NJAC 18A: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 5th 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.**

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	2 hour detention
Fifteen (15) latenesses	In-School Suspension – Principal's Restricted List
Twenty (20) latenesses	2 Days off In-School Suspension – Principal's Restricted List
Twenty-Five (25) latenesses	OSS and Placement on the Restricted List
<i>Disciplinary Consequences can vary at the discretion of the administrator</i>	

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.

5511 - DRESS AND GROOMING

Section: Students Date Created: February 2022 Date Edited: February 2022

The 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:

1. Provide increased safety in the schools;
2. Help focus students on academics; and
3. Promote a positive school climate.

It is the responsibility of parents to send their children to school properly dressed. Habits of good grooming and appropriate dress shall be discussed at each school. Students have a responsibility to dress both in school and for activities during which they represent the school, according to regulations established for student 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 student dress or grooming practices that:

1. Present a hazard to the health or safety of the student himself/herself or others in the schools;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Afford the opportunity to conceal weapons or other banned items;
4. Cause excessive wear or damage to school property; and/or,
5. Prevent the student 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.
- 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:

1. For the safety of students, shoes and sneakers shall be laced up and tied.
2. No halter tops, tube tops, see-through and/or low-cut tops shall be worn.
3. No garment shall include spaghetti straps.
4. No garment with offensive or obscene language or graphics and/or advertising alcohol or drugs shall be worn.
5. Boxer shorts or other forms of underwear will not be permitted to be worn as outer garments.
6. Pajamas or other forms of sleepwear will not be permitted to be worn.
7. Clothing with "cut-out" sections is unacceptable.
8. No gang-related paraphernalia to be carried or worn in school.
9. Clothing that is excessively soiled, torn, worn, defaced, ripped, mutilated, damaged, discolored, or deteriorated is not permitted.
10. Bandanas or any other display of "colors" are prohibited.
11. Clothes shall not have suggestive language or language that promotes violence printed or embroidered on them.
12. Sunglasses are not to be worn in school unless specifically permitted by the administration.
13. 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.

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

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

Adopted: 10 February 2022

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.

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.

DEPARTMENT GRADES AND CONDUCT

Students will be graded on conduct by each of his/her teachers. A department 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, 4th & 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 department 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.

5530 - SUBSTANCE ABUSE (M)

Section: Students Date Created: February 2022 Date Edited: February 2022

M

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
- f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
- g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
- h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using

anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.

- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
 - c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
 - d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
 - e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
 - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school

schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and

exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

Adopted: 10 February 2022

5533 - STUDENT SMOKING (M)

Section: StudentsDate Created: February 2022Date Edited: February 2022

M

The Board of Education recognizes the use of tobacco 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 harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

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.

For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other 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.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes 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 the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. 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 5530 – Substance Abuse.

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 or a controlled dangerous analog 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 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

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).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

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-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 10 February 2022

5512 - HARASSMENT, INTIMIDATION, AND BULLYING (M)

Section: Students

Date Created: February 2022

Date Edited: February 2022

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students 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, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or

- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

[Please visit the link for the Policy in its entirety](#)

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – New Jersey Department of Education Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011

Adopted: 10 February 2022

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 Michael Walsh (609)567-7007

8335 - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Section: Operations Date Created: February 2022 Date Edited: February 2022

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult students certain rights with respect to the student's education records. FERPA requires the district to provide parents and adult students the right to inspect and review the student's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the student's education records the parent or adult student believes are inaccurate, and 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.

FERPA permits disclosure of student records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult student's consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult student of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult students are afforded certain rights with respect to the student's education records as required by FERPA.

20 U.S.C. Sec. 1232g. – The Family Educational Rights and Privacy Act N.J.A.C. 6A:32-7
Adopted: 10 February 2022

2415.05 - STUDENT SURVEYS, ANALYSIS, EVALUATIONS, EXAMINATIONS, TESTING, OR TREATMENT (M)

Section: ProgramDate Created: February 2022Date Edited: July 2022

M

The Protection of Pupil Rights Amendment (PPRA) (20 USC §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education (USDOE). The PPRA requires written consent from parents or the emancipated student the opportunity to opt out of participation in a survey, analysis, evaluation, examination, testing, or treatment funded in whole or in part by a program of the United States Department of Education that concerns one or more of the areas outlined in this Policy.

A. Definitions

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. 20 USC §1232h(c)(6)(A).

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. 20 USC §1232h(c)(6)(B).

“Prior consent” means prior consent of the student, if the student is an adult or emancipated minor or prior written consent of the parent, if the student is an unemancipated minor. 34 CFR §98.4(b).

“Psychiatric or psychological examination or test” means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs, or feelings. 34 CFR §98.4(c)(1).

“Psychiatric or psychological treatment” means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group. 34 CFR §98.4(c)(2).

“Research or experimentation program or project” means any program or project in any program that is funded in whole or in part by the Federal Government and is designed to explore or develop new or unproven teaching methods or techniques. 34 CFR §98.3(b).

B. Parents’ or Emancipated Students’ Right to Inspection of Materials - 34 CFR §98.3 and 20 USC §1232(c)

1. All instructional material, including teachers’ manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program or any research or experimentation program

or project shall be available for inspection by the parents of the children engaged in such program or project in accordance with 20 USC §1232h(a) and 34 CFR §98.3(a).

- a. The district shall provide reasonable access to instructional material within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(C)(ii).
2. The parent shall have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(A)(i).
 - a. The district shall provide reasonable access to such survey within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(A)(ii).
3. The parent shall have the right, upon request, to inspect any instrument used in the collection of personal information from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), before the instrument is administered or distributed to their student pursuant to 20 USC §1232h(c)(1)(F)(i).
 - a. The district shall provide reasonable access to such instrument within a reasonable period of time after the request is received in accordance with 20 USC §1232h(c)(1)(F)(ii).

C. Protection of Students' Privacy in Examination, Testing, or Treatment with Prior Consent - 34 CFR §98.4

1. In accordance with 34 CFR §98.4(a) no student shall be required, as part of any program funded in whole or in part by a program of the USDOE, to submit without prior consent to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning one or more of the following:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the student's family;
 - c. Sex behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
 - g. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program.

D. Protections of Students' Rights for Surveys, Analysis, or Evaluations - 20 USC §1232h

1. In accordance with 20 USC §1232h(b) no student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation, without prior consent, that reveals information concerning:
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental and psychological problems of the student or the student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of other individuals with whom the student has close family relationships;
 - f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. Income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

2. Parents' or Emancipated Students' Right to Opt Out - 20 USC §1232h(c)(2)

- a. The district shall provide notice and offer an opportunity for parents to opt their student out or for emancipated students to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
 - (2) The administration of any survey containing one or more of the items listed in D.1. above.
 - (3) Any nonemergency, invasive physical examination or screening that is:
 - (a) Required as a condition of attendance;
 - (b) Administered by the school and scheduled by the school in advance; and
 - (c) Not necessary to protect the immediate health and safety of the student, or of other students.

- b. The district shall directly notify parents at least annually at the beginning of the school year of the specific or approximate dates during the school year when activities described in D.2.a. above are scheduled or expected to be scheduled in accordance with 20 USC §1232h(c)(2)(B).

3. Exceptions – 20 USC §1232h(c)(4)

- a. The provisions of 20 USC §1232h do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - (1) College or other postsecondary education recruitment, or military recruitment in accordance with Policy 9713;
 - (2) Book clubs, magazines, and programs providing access to low-cost literary products;
 - (3) Curriculum and instructional materials used by schools in the district;
 - (4) Tests and assessments used by schools in the district to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (5) The sale by students of products or services to raise funds for school-related or education-related activities; and
 - (6) Student recognition programs.

- b. The provisions of this Policy:

- (1) Shall not be construed to preempt applicable provisions of New Jersey law that require parental notification; and
- (2) Do not apply to any physical examination or screening that is permitted or required by an applicable New Jersey law, including physical examinations or screenings permitted without parental notification.

4. Policy Adoption or Revision – 20 USC §1232h(c)(2)(A)(i)

The district shall provide this Policy to parents and students at least annually at the beginning of the school year, and provide notice within a reasonable period of time after any substantive change is made to this Policy.

E. Student Privacy – 20 USC §1232h and 34 CFR §98

The district shall ensure a student's privacy is protected regarding any information collected in accordance with this Policy.

F. Violations of the PPRA – 20 USC §1232h and 34 CFR §98

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the USDOE.

In addition to the provisions of 20 USC §1232h, 34 CFR §98, and this Policy, the Superintendent or designee shall ensure compliance with the provisions of N.J.S.A. 18A:36-34 and Policy 9560 – Administration of School Surveys before students are required to participate in any academic or nonacademic survey, assessment, analysis, or evaluation.

The Protection of Pupil Rights Amendment (PPRA)

20 USC §1232h

34 CFR Part 98

Elementary and Secondary Education Act of 1965 (20 USC 2701 et seq.) as amended by the Every Student Succeeds Act

N.J.S.A 18A:36-34

Adopted: 10 February 2022

Revised: 14 July 2022

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 1st of the current school year.
2. You are ELIGIBLE to represent your 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 10th 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 student 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:

Michael Ryan	Sharon DeNafo
Section 504 Coordinator	ADA Coordinator
(609) 567-7000	

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>F</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 7th 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 marking 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 contains information about applying to our school as a choice student.

Hammonton High School is pleased to provide the opportunity for eligible juniors and seniors to take online high school courses through VHS Learning. VHS Learning is an online course provider that works in cooperation with local schools to provide enriching online courses. VHS Learning is a collaborative effort of hundreds of high schools from across the country and around the world. VHS Learning 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 Learning allows students to pursue an area of particular interest. However, VHS Learning courses do not replace school curriculum offerings; the VHS Learning 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.

Although exciting and innovative, VHS Learning is not for everyone. Students should only consider taking a VHS Learning 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 Learning. VHS Learning students will post assignments, communicate with their teacher, participate in discussions, and collaborate on group projects. VHS Learning offers our students a way to expand their educational opportunities in an entirely new way via the Internet.

Frequently Asked Questions about VHS Learning

How can I register for a VHS Learning course?

A student must complete the VHS Learning 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 VHS Learning 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 VHS Learning class?

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

How many VHS Learning classes can a student take?

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

Who can a student contact if he/she is having concerns about their class or VHS Learning instructor?

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

How will VHS Learning 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 Learning 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 VHS Learning 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 VHS Learning timetable compare to the HHS calendar?

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

Will students be assigned a specific classroom for their VHS Learning course?

Yes, if taken during the school day, students will be assigned a VHS Learning 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 students will be in VHS Learning all school year. Students should effectively plan and monitor their time in order to successfully complete their VHS Learning course. The VHS Learning 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 VHS Learning course?

While we discourage students from dropping a VHS Learning course, if student drops after the 5-day grace period, a **“WP” for Withdrawal Passing** or a **“WF” for Withdrawal Failing** will be reflected on the official transcript. *Fall semester drop date is September 8, 2020. Spring semester drop date is February 2, 2021.*

Is there a cost to the student to take a VHS Learning course?

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

Is the VHS Learning Grade Scale the same as HHS?

No. The following is the VHS Learning Grade Scale:

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

For full course description, please visit The VHS Learning website at www.vhslearning.org

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: Denise Testa**

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 15th until May 15th 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 9th -12th 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.

2361 - ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

Section: ProgramDate Created: February 2022Date Edited: February 2022

M

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows students access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;

3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No student shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the Technology Coordinator a consent form signed by the student and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 10 February 2022

2361.3 - STUDENT ONE-ON-ONE DEVICE

Section: ProgramDate Created: February 2022Date Edited: February 2022

The Hammonton School District recognizes that the nature of teaching and learning changes as new technologies shift the manner in which information is accessed, communicated, and transferred. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The district supports access by students to these information sources but reserves the right to limit in school use to materials appropriate for educational purposes.

The district also recognizes technology allows students access to information sources that have not been pre-screened by educators use in district-approved standards. The district, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The district provides access to computer network/devices for educational purposes only. The district retains the right to restrict or terminate student access to the computer network/devices at any time and for any reason. District personnel will monitor network and online activity in order to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

In accordance with the foregoing, the district shall allow the use of district-owned devices pursuant to the 1:1 Chromebook Initiative, by students enrolled in certain classes. These students and their parent, must be advised of and agree to abide by the Acceptable Use Policies (AUP) of the district as well as the Acceptable Use Policy, discussed below. The device may record or collect information on the student's activity or use of the device, however, under no circumstances will a student's privacy be violated with the device as per New Jersey's Anti-Big Brother Act.

Acceptable Use Policy

Standards for Use of Computer Networks

Students will use their devices at school only for school-related purposes. Any individual engaging in the following actions when using computer networks/devices shall be subject to discipline or legal action:

1. Using the computer networks/devices for illegal, inappropriate or obscene purposes or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws, and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer networks/devices to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer networks in a manner that:

- a. Intentionally disrupts network traffic or crashes the network;
- b. Degrades or disrupts equipment or system performance;
- c. Uses the computing resources of the district for commercial purposes, financial gain or fraud;
- d. Steals data or other intellectual property;
- e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
- f. Gains or seeks unauthorized access to resources or entities;
- g. Forges electronic mail messages or uses an account owned by others;
- h. Invades the privacy of others;
- i. Posts anonymous messages;
- j. Possesses any data that is a violation of this Policy; and/or,
- k. Engages in other activities that do not advance the educational purposes for which computer networks/devices are provided.

Internet Safety/Protection

As a condition for receipt of certain Federal funding, the district shall be in compliance with the Children's Internet Protect Act (CIPA) the Neighborhood Children's Internet Protection Act (NCIPA) and has installed technology protection measures for all devices in the district, including devices in media centers/libraries. The technology protection must block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18 United States Code; are harmful to minors including any pictures, images, graphic image files or other material or visual, nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Acceptable Use Policy also establishes Internet safety policy and procedures in the district as required in the NCIPA. This Policy addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online, unauthorized disclosures, use, and dissemination of personal identification information regarding minors' and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the CIPA and the NCIPA, the district shall determine other internet material that is inappropriate for minors.

Violations

Individuals violating this Policy shall be subject to the consequences and other appropriate discipline, that includes but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of device privileges;
- Revocation of devices privileges;
- Suspension from school;
- Expulsion from school; and/or
- Legal action and prosecution by the authorities.

Device Regulations

Prior to the issuance of a device, students and parents, must sign and agree to adhere to the AUP. Students and parents understand that any referenced below to a device includes and refers devices issued by the district, as well. In addition, the student will be required to sign an acknowledgement when the laptop and its associated equipment are received.

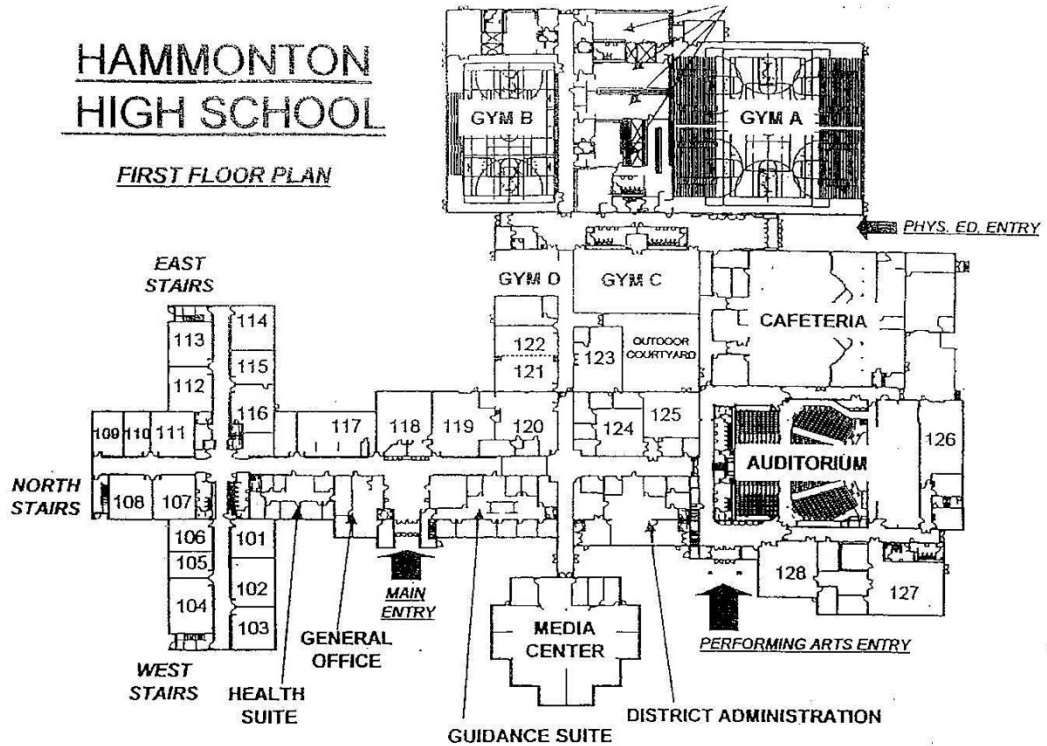
1. The device is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other students will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action, and may result in the suspension and/or cancellation of privileges.
2. Once the device is issued, the student is responsible for it at all times. If the laptop or any of its components is suspected to be lost, students must report it immediately his/her teacher who will contact the Main office and the technology department.
3. Students will ensure that devices are recharged daily and have a fully charged battery each morning.
4. Devices are subject to recall at any time by school personnel. Specifically, devices will be required to be furnished to the school for repair and potential replacement.
5. Food and drinks shall be kept away from devices.
6. Devices or their storage cases will not be marked up with writing, stickers, or other items that might deface or damage the device's finish, screen or components.

7. Devices will be transported in a secure manner and will be stored in secure locations when not in use.
8. Students are responsible to save and back up any work and any pertinent data.
9. Passwords shall be kept confidential.
10. Devices shall be kept in their storage cases when not in use.
11. Pencils/pens or other items shall not be left on keyboards to avoid screen damage when closing.
12. Devices shall be returned in good working condition at the end of the year or upon district demand.
13. Since the device is school property, it shall be returned when the student leaves the district. Failure to do so may result in the student being charged with possession of stolen property.

Adopted: 10 February 2022

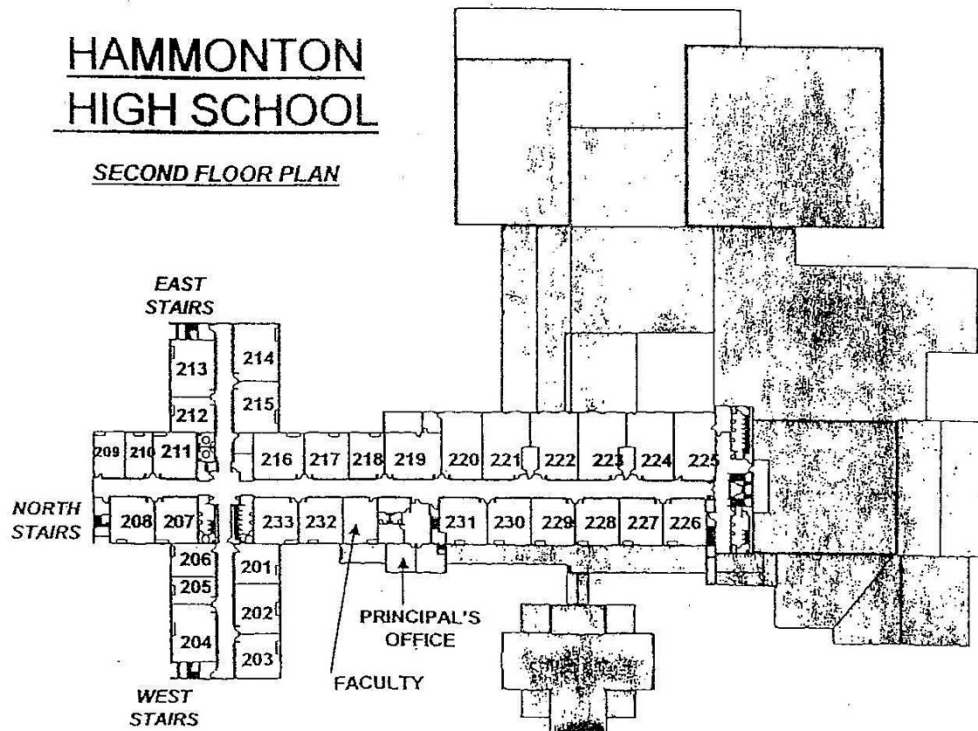
HAMMONTON HIGH SCHOOL

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
Linda Byrnes, Vice President, Hammonton
Thomas Attanasi, Hammonton
Barbara Berenato, Hammonton
Luke Coia, Hammonton
Kelly Donio, Hammonton
Kelli Fallon, Hammonton
Roe Hunter, Waterford
John Lyons, Hammonton
Raymond Scipione, Hammonton
John Thomas, Folsom**