



HADDONFIELD, NJ 08033

Main Office

856-429-5851

7:30 am to 4:00 pm

Fax: (856) 429-2006

Principal

Mr. Michael McHale

Assistant Principal

Mr. Shane Rubin

Principal's Secretary

Mrs. Barbara Rafferty

x - 2222

Educational Assistant (office)

Mrs. Sadie Sloatsky x - 3221

Superintendent

Mr. Charles Klaus

Assistant Superintendent

Dr. Gino Priolo

Director of Special Services

Dr. Dana Blair

AFFIRMATIVE ACTION STATEMENT

Haddonfield School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Affirmative Action HSD Webpage with additional information linked here: [AAO](#)

The Affirmative Action Officer is responsible for investigating and resolving discrimination complaints, grievances, and incidents between students and teachers or among students, based on race, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability. The Affirmative Action Officer is authorized to conduct diversity/equity training for all staff. In addition, the Affirmative Action Officer is responsible for the implementation of the district's Comprehensive Equity Plan (CEP), which provides equality and equity in educational programs.

HADDONFIELD SCHOOL DISTRICT MISSION

We nurture. We inspire. We empower. The Haddonfield School District nurtures, inspires, and empowers every learner. In collaboration with our community, we nurture unique abilities and foster a climate conducive to taking risks in pursuit of excellence. We inspire lifelong learners to excel in their endeavors. We empower each other to be inclusive, flexible, and critical thinkers in a global community.

We will *nurture* self-awareness, social awareness, self-management, relationship skills, and responsible decision-making to ensure the social and emotional well-being of our learners.

We will *inspire* learners to advance their understanding of our interconnectedness in order to engage meaningfully and respectfully with people of diverse identities, experiences, and points of view.

We will *empower* learners to engage critically in a globally connected world through relevant content, innovative technology, flexible learning environments, and purposeful experiences.

HADDONFIELD MIDDLE SCHOOL MISSION

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

CONTACT INFORMATION

Contact information, assignment updates, material lists, and other useful information can be located on individual Google Classroom accounts or the HMS Website. Please visit: www.haddonfieldschools.org

Haddonfield Middle School website: www.haddonfieldschools.org

Genesis Parent Portal: updates available via the HMS website; access for updated assignments, grades, attendance, and scheduling needs. Parents should review contact and residential data intermittently to ensure that all email and telephone numbers are current.

When families move, please provide updated residency information to Barbara Rafferty: brafferty@haddonfield.k12.nj.us or contact Principal Michael McHale with questions: mmchale@haddonfield.k12.nj.us.

Daily Announcements: Announcements will be made in the AM at 8:00 AM.

The HMS Newsletter will be sent every Friday at 5:00 PM. This communication email pertains to events, activities, initiatives, local, state, and national trends or events that impact HMS and service opportunities. Please be sure to update your email account with any changes in contact information.

EMERGENCY CLOSING OF SCHOOL

In the event of a minor storm, school could open an hour or two late. If it is necessary to close school because of a snowstorm or for any other reason, the school district will be broadcast on local news stations, a school closing statement will be made available on our social media accounts, and the closing will be listed on our website. Additionally, parents will receive a text message alert if they have registered for the service. Notification of delayed openings and school closures will be posted on the Haddonfield district homepage as well as on the school Twitter: @HaddonfieldMS.

ELECTRONIC (Per BOE Policy #[5516](#), [5516.01](#))

The Board of Education authorizes the use of electronic surveillance which may be used in school buildings and on school grounds. The use of electronic surveillance may be used in monitoring these areas.

Communication With Staff

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level in the chain of command. The easiest way to communicate would be by email (Email format: First Initial followed by last_name@haddonfield.k12.nj.us). A phone call would be the next preferred way to communicate. Parents and guardians should expect prompt return communication.

In the event that a situation arises that requires the attention of either the principal or the assistant principal, families should contact Mr. Michael McHale or Mr. Shane Rubin after speaking directly with a child's teacher, counselor, or Case Manager. We encourage proactive and productive communication.

Communication With Students

Entry in middle school offers families opportunities to engage in activities that promote more independence for their children. Likewise, for families, many decisions may be made relative to providing cellular devices, like Smartphones, to their children. Communicating with our children is important in our lives; however, we do not encourage our families to text, direct message, or email their children throughout the course of the day. As we adapt to the cultural shift in cell phone access, we must also balance the integrity of learning in the classroom, as well as create opportunities for our students to understand the best etiquette for phone use while also establishing appropriate boundaries in the context of social-emotional responses to challenges and obstacles faced in school. In the event of an emergency or in a situation that requires immediate parental involvement, parents or emergency contacts will be contacted via phone.

2025-2026 MAIN OFFICE PROCEDURES

If you must come to the HMS Main Office, we ask that you call ahead to state your business. In the event that you must pick your child up from school for an appointment, please call ahead so that we can provide adequate time to contact your child's teacher to have your child ready for pickup upon your arrival.

Families must contact: msattendanceoffice@haddonfield.k12.nj.us to report a student absent or late. Ideally, families should call or email prior to 8:00 AM.

Come to the HMS Main Office in order to:

- Seek help or information; await a meeting with a member of the HMS staff or CST.
- Deposit valuables for safekeeping until the end of the day (articles should be visibly marked with your name).
- Inquire about lost articles of value such as wallets, jewelry, purses, items of clothing, etc.

There is a table located in the exterior lobby for students to retrieve lunch or other items delivered to the Main Office. Families are not encouraged to drop off phones, Chromebooks, or money.

Security Procedures:

School safety is a topic of interest in every school district in the nation. Haddonfield is no different. As we continue to address concerns regarding the safety of our students, we have implemented a few important procedural changes to improve the safety conditions of our students and staff.

HMS will be utilizing a visitor management system used in over 30,000 schools across the United States called Raptor. To enter the building this school year, all visitors will be required to scan their driver's license. This system will provide a photo ID badge, a digital record, and a background check on anyone entering the building.

Parents/Guardians dropping off items will be able to do so in the vestibule outside the main office. The card reader was relocated to the second door so parents can enter the vestibule to drop items off. Simply call the office staff if you are dropping off valuable/confidential items. The area will be under video surveillance, and we are requesting all lunches/clothes/school supplies be left on the shelf located in this area to decrease open doors and foot traffic in the school building.

Forgetting an item at home can be a life lesson as well. Please be mindful that class will not be interrupted for students to receive homework assignments or other class materials. The most important thing in middle school is that our students experience natural consequences and develop the appropriate coping skills and responses.

Appointments must be made to see teachers, administrators, and other staff. Notes for picking up children must be submitted the day before to the attendance secretary. If you forget to send a note, please call the main office before you come to retrieve your child. Once cleared through the Raptor system, all visitors will be required to sign in and wear a Visitor's Pass.

Security System: Internal/External Doors

During school hours, all doors will be locked. In order to gain access, please report to the main entrance and follow the posted procedures outlined above. Building Security Plans have been developed to keep everyone safe in the event of a variety of emergency situations.

Please note: In the event of a potential lockdown of the building or emergency evacuation, visitors will not be permitted in

the building until the matter has been safely resolved. At the beginning of every school year, these plans are reviewed with both faculty and students. Drills of various scenarios are practiced throughout the year on a regular basis.

Daily Operations

7:45 AM - 7:57 AM Arrival: students will enter the building either through the flagpole entrance along Lincoln Avenue or the Chestnut Street entrance closest to the HMS marquee.

REPORTING A STUDENT ABSENT

1. The parent is responsible for calling the school office before 8:00 am of the morning of the pupil's absence.
2. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the building principal or designee, who will assist in the arrangement of make-up work.
3. A pupil returning from an absence of any length must present to the building principal or designee a written statement, dated and signed by the parent, of the reasons for the absence.
4. A note explaining a pupil's absence for non-communicable illness for a period of more than 3 days must be accompanied by a physician's statement of the pupil's illness.
5. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present written evidence of being free of communicable disease to the school nurse.

In order to participate in any extracurricular school activities, clubs, or sports, a student must be in school attendance a minimum of 4 hours on the day of the activity. If the activity is on a Saturday or a Sunday or on a day that school is not in session, the student must be in school attendance at least four hours on the previous school day.

Students who are late to school and arrive after 9:30 without a legitimate excuse, medical note, or who leave early and are not in attendance for 4 or more hours may not participate in extracurricular activities unless permission is granted by the Principal.

Family vacations or business trips

Parents should inform the counselor, teachers, and Attendance Secretary in advance when intending to remove a student from school for a family vacation or business trip. Upon being informed, teachers will prepare the student as much as possible for the absence. While away, students and parents should check teachers' Google Classroom to keep current.

Leaving the Building

If it is necessary to leave the building during the day, a signed, dated note or email from your parent/guardian is required. Present it to the office EA before school begins. A parent/guardian must personally sign a child out of the building when a child is scheduled for a medical visit or for some other reason.

Attendance

Per district Policy# ([5200](#), [5230](#), [5240](#), [5250](#),[5500](#), [5600](#), [5710](#))

General Procedures

Regular attendance in class is a prerequisite for receiving a thorough and efficient education. If a student must be absent, the student and their parent/guardian must comply with the provisions of the school's attendance policy. Students arriving after 7:57 a.m. must report directly to the main office. Students who leave school early or are not in attendance for 4 hours or more may not participate in school activities unless permission is received from the Principal.

On the initial day of absence, parents are expected to contact the attendance office by 8:00 a.m:
msattendanceoffice@haddonfield.k12.nj.us

Our main office staff will email families to confirm unreported absences. Upon return, the student must bring a written note from a parent, or an email must be sent to the main office. Notes will be monitored; any forged notes will be handled under the disciplinary code by the Principal or Assistant Principal.

It is the intention of this policy that the total number of chargeable absences per course will provide more than adequate consideration for normal illnesses. Students who use their quota for reasons other than illness (family vacations, family obligations, etc.) will not be able to claim relief on the basis that they did not expect to become ill after having used their chargeable absences for other purposes. Students should provide medical notes as necessary, immediately following a medically related absence. Medical notes must be turned in to the Attendance Office. All medical excuses credit will be evaluated on a case-by-case basis. A doctor's note in and of itself does not necessarily excuse an absence.

Eighth Grade Promotion Ceremony

The Eighth Grade Promotion Ceremony is an honor and privilege that is earned through academic achievement and adherence to socially acceptable behavior. Students with excessive disciplinary infractions, 20 or more unexcused absences, earning two or more failing final grades in any subject areas, or having outstanding fines/obligations may not attend the Promotion Ceremony. The final decision regarding promotion and retention rests with the principal. The parent(s) or legal guardian(s) of a student who may be prevented from promotion shall be so notified in advance and no later than six weeks prior to the close of the school year.

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

- ***Unexcused absences:*** usual illnesses, doctor/medical appointment (orthodontist, well visits, sick visit), truancy, more than 10 minutes late to class, class cut, nurse office visit, family vacations, and family obligations, etc., up to the limits established for each course.
- ***Excused absences:*** Absences due to religious observance, "Take Your Child to Work Day" or other rule issued by the Commissioner, Participation in observances of Veterans Day, participation in an approved school activity (field trip, meeting, athletic competition), suspension from school, chronic illness with documentation (surgery, accidents, illnesses with long recuperation periods), death in the family. Medical notes must be sent to the Attendance Office or Nurse upon the return of the student from the absence; medical notes may be faxed as well. All medical notes must include a signature. Refer to [BOE Policy 5200](#).

Attendance (N.J.S.A. 18A:38-28 through 31)

Medical notes must be sent to the Main Office or Nurse upon the return of the student from the absence; medical notes may be faxed as well. All medical notes must include a signature.

Chronically Absent: is defined in the State of New Jersey as a student who is not present for 10% of the school year for any reason.

Students who are identified as being chronically absent may be restricted from participation in extracurricular activities. Likewise, students who attend fewer than 162 of the 180 days of school may not be promoted to the next grade level.

The reports sent to the state of New Jersey do not differentiate between unexcused/excused; when a student is not in school, they are considered absent.

Chronic Absenteeism

Q: What is “chronic absenteeism”?

A: Chronic absenteeism refers to the number of students who miss 10 percent or more of enrolled school days. Students who miss just two days per month – 18 days over the course of the 180-day school year – would be considered “chronically absent.” A district’s “chronic absence” rate is the percentage of students who are chronically absent in a set time period.

Q: How is chronic absenteeism different from “truancy” or “average daily attendance”?

A: “Truant” students are students with more than 10 absences that are “unexcused,” while chronic absenteeism looks simply at absences, regardless of reason. “Average daily attendance” refers to the average number of students who show up to school on any given day.

TARDINESS

Record keeping for tardiness will be cumulative and effective on the first day of school. Students who are tardy to school (after 8:00 AM) are to report directly to the office. A student must present a note specifying the reason for lateness, the date, and the expected time of arrival. Students who do not present a note may be questioned regarding truancy.

Excessive tardiness is defined as 5 or more unexcused lateness to school/class. Excessive tardiness may result in detentions, as well as a parent-teacher conference with the Assistant Principal and school counselor.

Consequences for excessive tardiness (The number of tardies is reset at the beginning of each marking period.):

5 Tardies - 1 detention/Parent Contact

6-9 Tardies - 2 detentions/Parent Contact

10 Tardies - 1 Saturday Detention and Conference with Parent and Student

TRUANCY FROM SCHOOL

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

Consequences for truancy:

1ST OFFENSE – Two after-school detentions

2ND OFFENSE – 2 Saturday detentions plus contact with respective family services

3RD OFFENSE – Referral to Family Court/Child Protective Services

School Response to Unexcused Absences

N.J.A.C.6A:16-7.6, school staff responses for unexcused absences are as follows: For up to four cumulative unexcused absences, the school district shall: make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents; identify in consultation with the student’s parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and cooperate with law enforcement and other authorities and agencies, as appropriate.

Family vacations or participation in non-school-related athletics are not excusable.

For between **five and nine** cumulative unexcused absences, the school district shall:

- Make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day;
- Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents;
- Evaluate the appropriateness of prior action taken;
- Develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences and to specify the interventions for supporting the student’s return to school and regular attendance, which may include

any or all of the following:

- o Refer or consult with the building's intervention and referral services team (I&RS), pursuant to N.J.A.C. 6A:16-8
- o Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs
- o Consider an alternate educational placement
- o Make a referral to or coordinate with a community-based social and health provider agency or other community resource
- o Refer to a court or a court program
- o Proceed in accordance with N.J.S.A.9:6-1 et. Seq. and N.J.A.C.6A:16-10, if a potentially missing or child abuse situation is detected, and engage the student's family. Cooperate with law enforcement and other authorities and agencies, as appropriate.

For cumulative unexcused absences of **10 or more**, a student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:

- make a determination regarding the need for a court referral for the truancy;
- continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- cooperate with law enforcement and other authorities and agencies, as appropriate;
- and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required;
- and a court referral may be made as follows: when unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the district board of education's policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program, pursuant to 20 U.S.C 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)5xii.

For the purpose of attendance, when a student is suspended:

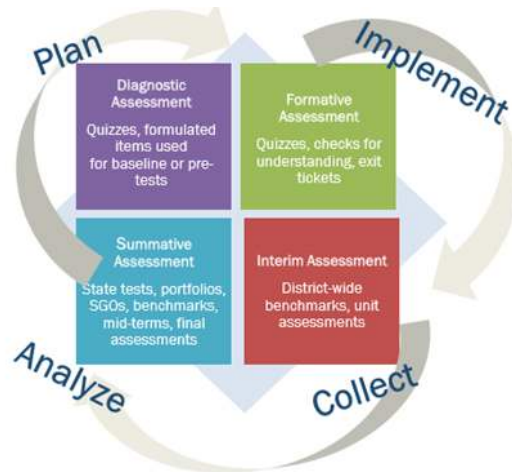
In-school suspensions: A student temporarily removed from his or her regular classroom to in-school suspension is considered present and in membership, provided the student is afforded the opportunity to continue to: Appropriately participate in the general curriculum; and for students with disabilities, receive the services specified on the child's IEP, and participate with nondisabled children to the extent they would have in their current placement.

Out-of-school suspensions: A student on out-of-school suspension is considered in membership and not present unless he or she receives home instruction as defined above. Students receiving short-term suspension must be provided with academic instruction that addresses the New Jersey Student Learning Standards within five days of the suspension (N.J.A.C. 6A:16-7.2(a)5). Students receiving long-term suspension must be provided with educational services (academic instruction and support services) within five days of the suspension (N.J.A.C. 6A:16-7.3(a)9).

Active Links/Resources: [NJDOE: Attendance, Truancy, and Chronic Absenteeism](#)

Academics

The Haddonfield School District's Assessment System has four major components, as per the graphic below:



Diagnostic Assessments or a pre-assessment are those tools used by classroom teachers as baseline assessments to understand where students are in their learning. As an example, teachers will use this type of assessment to determine prior knowledge of a concept before teaching it to know where the students in a class are for grouping purposes, enrichment purposes, and future assessment purposes. It is a form of pre-assessment that allows a teacher to determine students' individual strengths, weaknesses, knowledge, and skills prior to instruction. It is primarily used to diagnose student difficulties and to guide lesson and curriculum planning.

Formative assessments take place during the learning activity and provide the teacher with information regarding how well the learning objective(s) of a given learning activity are being met by all the students in a class. Questioning, exit tickets, entry tickets, and quick quizzes are all methods of formative assessment used by teachers to gauge whether a child knows the information presented. These assessments are simply used to check students' understanding.

Interim Assessments, like the LinkIt Benchmark test, are developed under the same conditions, protocols, and review procedures as those used in the state NJSLA summative assessment. They assess what students are to know and be able to do in each grade level according to state standards. Therefore, LinkIt assessments assess the New Jersey Student Learning Standards for each grade level, starting in grade 3 and ending in grade 8. There are also LinkIt Interim Assessments for some high school courses, like Algebra 1. Interim assessments are designed to support teaching and learning throughout the school year. They are not designed or used for student data tracking, and therefore, the results of these benchmark tests are not provided to parents. They are used by our teachers to gauge learning to date in their classrooms, to help them understand what standards students are achieving overall, and to plan for future learning.

The last type of assessment we use in Haddonfield is summative assessments. Simply, the goal of a summative assessment is to evaluate students' learning at the end of an instructional unit or at mid-term, or at year's end. Summative assessments often result in grades. It is an assessment of learning that provides students and teachers with information about the attainment of knowledge. Teacher unit tests, midterms, and finals are examples of summative assessments. The NJSLA tests taken in the spring of each year in grades 3 through 8 and in high school are examples of summative assessments.

TEACHER EVALUATION OF STUDENTS (Per BOE Policy# [5420](#))

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

Students will receive one of the following letter grades and a numerical grade for each marking period, examination, and final average. [Herein lies the HSD policy related to grading.](#)

Letter Grades and Numerical Equivalents

A=90-100 B= 80-89 C= 70-79 D=60-69 F=50-59 - No grade below a 50 will be issued. (I) An incomplete may be assigned

Staff will communicate their specific grading procedures and update their gradebooks regularly.

INCOMPLETE GRADES AND MAKE-UP PRIVILEGES

When absent, students should check Google Classrooms or the Student Portal for daily assignments. Students will be allowed one day to make up work for each day they are absent. Incomplete grades are to be made up within **two** weeks of the end of the marking period unless a longer period of time has been approved by either the Principal or Assistant Principal. Incomplete grades become an F (50) if the student does not make up the work within the specified time. An incomplete grade may not be given as a final grade in either a quarterly, semester, or a full year course unless approved by the Principal or Assistant Principal in advance.

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

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

2025-2026 PROGRAM OF STUDIES

Students are scheduled for core courses (language arts, social studies, science, and math). Teachers work collaboratively to create student-centered learning communities. Common expectations are embedded in each course. Our Specials provide students with exposure to a variety of opportunities in art, technology, wellness through health and physical education, as well as a sound foundation in life skills to further develop critical thinking and problem solving.

PROMOTION & RETENTION

Policy #5410

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Student Learning Standards and district goals and objectives, and to the accomplishments of pupils.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent (s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Remediation shall be implemented to attempt to correct the pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than six weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. **Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 150 days during the school year.** Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Building Principal. The final decision will rest with the superintendent. N. J. S. A. 18A: 35-4.9

A student will be promoted to the next grade level when they demonstrate the proficiencies required for movement into the next grade. Students failing two or more core subjects (ELA, Math, Social Studies, or Science) shall be retained. At the conclusion of the school year, retained students will be offered an online credit completion program to be completed in each failed subject, at the family's expense. This program is to be completed independently over the summer. After the successful completion of the credit completion program, due by August 15th, the student will be promoted to the next grade level. Eighth-grade students, who are retained, will not attend the Eighth Grade Promotion Ceremony.

CLASSWORK

Students will develop positive attitudes and beliefs about themselves as learners in ways that increase their academic perseverance and prompt them to engage in productive behaviors, including setting and meeting goals, doing quality work, and seeing it through to completion by seeking support and solutions to overcome obstacles. Classwork is an integral component of instruction and learning and encourages students to engage in the learning process. Much of class work involves writing, problem solving, collaborative assignments and exploring technology. Students will be challenged to write a great deal to ensure intellectual activity and to become highly proficient in narrative, expository, descriptive, informative, and persuasive writing. Students will also be challenged to think creatively.

HOMEWORK

Homework is any activity assigned to extend classroom learning outside of class. Since learning is a continuing process that begins in the classroom under the direction of the teacher and continues at home with meaningful follow-up activities, homework is an integral part of the learning process. The teacher, the student, the parent, and the school administrators are all partners in this process. The following regulations have been established to guide each of the members in this partnership to ensure the success of the learning experience. Parents who have questions related to homework, individual teacher policies related to homework, or who wish to discuss homework completion during medical or other extended absences must contact the teacher (s) directly.

For absences of three days or more, parents may call the child's counselor to assist with the coordination of assignments, assessments, and help upon a student's return to school. Students will receive ample time to complete their make-up work. Unless there are extenuating circumstances, work not completed will result in a failing grade. If a student is to be out of school for two weeks or more, arrangements for home instruction should be made promptly through the student's counselor.

NJ STANDARDIZED ASSESSMENTS AND THE NJSLA

The New Jersey Student Learning Assessments (NJSLA) are assessments to measure student achievement in English Language Arts (ELA), Mathematics, and Science based on the New Jersey Student Learning Standards for grades 3-8 and high school. The state-mandated NJSLA tests are computer-based and administered annually. If a student is enrolled in Algebra I or Geometry while in middle school, he/she will be administered the NJSLA Algebra I or Geometry assessment, respectively, in lieu of the grade level math NJSLA exam. Students enrolled in Algebra I or Geometry must take and pass the Algebra I or Geometry NJSLA-M Assessment; failure to take the Algebra I assessment may compromise certification for graduation and require enrollment in a remedial Algebra I course.

COUNSELING SERVICES

Children's middle school years can be the most positive time for self-discovery. Together, middle school counselors, parents, teachers, administrators, and community members can help students focus on the journey of transition through a

collaborative effort using patience, understanding, and above all, caring. Counseling services are provided to all students.

The Counseling Office is open Monday through Friday on all school days. The Counseling Office is responsible for monitoring student progress and teacher evaluations of students. HMS employs a looping model in which each counselor is assigned a grade level and loops with them through 8th Grade Promotion. Students entering 6th grade will have the same counselor for 3 years. This continuity, coupled with a student-centered approach, is congruent with the district's mission and vision.

Mrs. Sarah Carangelo counsels Grade 6 (email: scarangelo@haddonfield.k12.nj.us)

Mr. Joe Zobel counsels Grade 7 (email: jzobel@haddonfield.k12.nj.us)

Mrs. Nicole Ettinger counsels Grade 8 (email: nettinger@haddonfield.k12.nj.us)

APPOINTMENTS FOR SERVICES

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

HOME INSTRUCTION

A student is eligible to receive home instruction in core subjects if the student is to be absent for a minimum of 10 consecutive days or 20 accumulated absences. All requests of this nature must come from a doctor. A "Homebound Instruction application" can be provided through your student's counselor.

SCHEDULE AND COURSE SELECTION

Haddonfield Middle School recognizes the importance of creating learning environments in which the spirit of community is valued. Teachers and students must work collaboratively to build relationships that bolster student learning and academic achievement for all learners. All members of the Haddonfield Middle School community are committed to providing all students with a quality education resulting in lifelong learners who can succeed in a global society.

All students will be given worthwhile opportunities and strong support to meet high expectations. Second, a coherent curriculum will effectively organize, integrate, and articulate important ideas across the grades. Third, effective teaching requires the following: a) knowing and understanding students as learners and pedagogical strategies, b) having a challenging and supportive classroom environment, and c) continually reflecting on and refining instructional practice.

SCHEDULES

The school master schedule is built upon careful and deliberate on-time course selections made by students. Individualized course conferences will occur between the student, parent/guardian, and counselor starting in mid-January through April. Initial course level placement is based on standardized assessments, teacher recommendation, and performance in prerequisite courses. During the course selection process, every effort should be made by students, parents, and teachers to ensure that the courses selected are appropriate for students. Alternate course selections for electives should be chosen carefully. In the event that an original elective choice or a particular combination of courses cannot be scheduled, alternatives will be utilized in the scheduling process. Substitutions for alternates cannot be made after the course selection deadline. Waivers to move a student up from a recommended level will be due May 31st. The waiver procedure, form, and due date will be posted for several weeks in the weekly HMS Community Update.

Students should contemplate the risk involved when choosing courses that build upon previous courses and recognize that prior performance impacts the ability to achieve at the same level in subsequent courses.

Final schedules will be available in late August to remain consistent with the district rollover in Genesis.

Upon release of schedules, due to balancing needs, building changes, and limited availability of space, the only adjustments that will be made will be correcting errors.

Please be aware that students need to be in good academic standing in order to participate in Haddonfield Athletics and activities. Good academic standing is defined as passing all core classes with a 70 or better.

MID-MARKING PERIOD REPORTS (Per BOE Policy# [5420](#))

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

ILLNESS IN SCHOOL

Students who become ill in school are to report to the school nurse with a pass from his/her teacher. In the event the nurse is not in her office, the student must report to the main office. The nurse will provide the proper care and make arrangements with the parent/guardian for the student to go home, if necessary. A student will be credited with an absence in all classes missed while at the nurse's office. Students who are ill may not go directly home or call home without first reporting to the nurse.

SCHOOL ISSUED ITEMS

(Per Board Policy # [5468](#), [5513](#))

Chromebooks, Textbooks, Student Agendas, Locks (**Per Board Policy # [5468](#), [5513](#)**), and Other Equipment
All school property is provided by public funds and requires respectful care. Treat it as you wish others would treat your most prized possession. iPads, Chromebooks, textbooks, calculators, and locks are supplied by or through the Board of Education. Students are responsible for the care of the items assigned to them. If books, locks, or calculators are damaged or lost, fines are imposed.

Electronic Devices: Smartphones, cellular devices, non-school-issued electronics

Electronic devices must be turned off and put away during instruction, UNLESS the teacher is using devices for instructional purposes. It is encouraged that students keep their devices turned off and locked in their lockers. HMS is not responsible for lost or stolen devices.

In September, students are assigned a hall locker. Each student will receive a lock (free of charge) for their hall locker from their homeroom teacher. School books, a coat, and any materials brought to school should be kept in the hall locker. Lockers must be kept neat, clean, and locked at all times. Students should not share lockers or give their combination to another student. If a lock is damaged or lost, the student will be expected to pay for it. The cost of a replacement lock is \$7.00.

If there is another locker problem, the homeroom teacher should be informed. All items placed in lockers are the responsibility of students and their parents. The school is not responsible for lost or stolen items. Students should go to their locker in the morning, at lunch time, and at the end of the school day, but not between periods unless directed by a member of the HMS staff.

Lockers are school property and are subject to inspections - announced or unannounced - at any time.

LOCKER DECORATING

Locker decorating has been a tradition that offers students the opportunity to celebrate a birthday or a special/signature

event. Locker decorating has been recognized as an area of concern, as many families have communicated that locker decorating places an emphasis on social pressure associated with friend groups or cliques. HMS is an inclusive environment that values and nurtures relationships. In exploring best practices that support independence as well as expression, the following parameters are in place for this year, to be revisited in the spring:

1. Lockers may be decorated for one week only - all decorations will be removed by the students
2. Locker decorations may include: age-appropriate materials like wrapping paper, stickers, removable cards, and candy
3. Locker decorations may not include: pictures, photos, or any propaganda that is either demeaning or abusive in nature
4. Locker decorations may not include: writing in permanent marker or paint; please no writing in ‘Sharpie’ pens or markers, glue, glitter, and anything that might cause a spill are to be avoided

STUDENT GOVERNMENT

(Per Board Policy #5500, 5600,5701, 5820)

This student government organization functions so that all students may have a medium to express their opinions and participate in some areas of school management. The council tries to promote leadership, initiative, and school spirit among its members and constituents. Through its officers, grade level delegates, advisory committee, and other special committees, the Student Council sponsors numerous service and social events throughout the year. Often it represents the student body on community councils and at county events. Its most important function, however, is to act as a liaison for the student body and school administration and to discuss and carry out concerns and projects for the benefit of the whole school community.

The HMS Student Council is open to all students. The Student Council has two faculty advisors. School-wide elections are held in September for sixth, seventh, and eighth graders to select a president, vice president, secretary, and treasurer. Each Tutorial class will elect a student council representative to attend monthly meetings. Student Council officers and representatives meet regularly with the principal. To be eligible to run for Student Council Officer in the fall of the school year, students must be in 8th grade, meet the eligibility requirements for all extracurricular activities, and adhere to all campaign guidelines and deadlines. Those interested in running are encouraged to speak with the Student Council advisors during the winter or spring of the previous school year.

Election to leadership at any level should not be a popularity contest, but an opportunity to serve others and to make the Middle School a positive place for learning and growing.

Forthcoming: bylaws and the HMS Student Council Constitution

STUDENT COUNCIL

The Middle School Student Council is an elected group of student officers and homeroom representatives who sponsor worthwhile projects, contribute to the positive climate of the school, demonstrate good character traits, and personify HMS spirit. Student Council applications are due in the last week of September. Student Council representatives meet before school, on specified Tuesday mornings, at 7:15 a.m., starting in October.

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

LUNCH REGULATIONS (Per Policy #5500, 5600)

Lunches are not to be delivered to students via social media, Grubhub, DoorDash, Uber Eats, or other means. Due to food allergies and disruptions in the cafeteria, families and students may not provide lunch or treats to groups of students during lunch in the cafeteria.

Students will be provided with a full period to eat lunch/engage in recess. Students are expected to be courteous while eating. All trash must be deposited in the waste cans, and tables must be cleared before the end of the lunch period.

Bicycles, Scooters and Skateboards ETC.(Per board Policy# [5513](#), [5514](#), [5515](#))

Any student who rides a bike to school must park the bike in the rack outside, while skateboards should be kept inside the locker. Scooters should be locked and placed along the bike racks. Bikes parked in other locations create a safety hazard, and they can be easily stolen. The school encourages you to lock your bike/scooter at school.

HADDONFIELD MIDDLE SCHOOL CODE OF CONDUCT

Students are expected to act in a responsible manner at all times. It is not possible, nor is it desirable, to delineate rules covering every possible situation in which a student will encounter. Common courtesy and sensitivity to the rights of others will guide students properly in most situations. However, it should be understood that all students will be held accountable for their actions.

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

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

The Haddonfield School Community fosters an environment in which each individual is valued. Bigotry, insult, defamation, and harassment will not be tolerated in this community. Respectful discourse and interactions are essential for students to learn, teachers to teach, and staff to work to their fullest human potential. Therefore, behavior that violates an individual's human dignity will not be tolerated in the Haddonfield School Community. Specifically, acts of bigotry, insult, defamation, or harassment directed at an individual's race, religion, national origin, gender, disability, age, sexual orientation, socio-economic status, appearance, or individual character will receive aggressive and comprehensive action by the school community.

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

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

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

**Racial, Sexual, Religious, and Ethnic Harassment and Violence
(Per BOE Policy #5600, 5500, 5610, 5756, 5751, 5512, 5512.02)**

Mr. Hamisi Tarrant, Principal Haddonfield Middle School
Affirmative Action Officer, Haddonfield Public Schools
Dr. Gino Priolo, Assistant Superintendent
Affirmative Action Officer, Haddonfield Public Schools

A complete copy of the relevant Haddonfield Board of Education Policies may be obtained from the Board Secretary by calling 429-4130 or by going to <https://boe.haddonfieldschools.org/policies/>

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

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

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

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

HARASSMENT, INTIMIDATION, & BULLYING

The Board of Education, defined in policy #5512 and #5512.01, prohibits acts of harassment, intimidation, or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal, or physical act, or any electronic communication that takes place on school property, at any school-sponsored function, or on a school bus. The Haddonfield BOE establishes that "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 is:

- a) reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b) by any other distinguishing characteristic; and that
- c) 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- d) 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 person or damage to his property; or

e) has the effect of insulting or demeaning any student or group of students; or

f) 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.

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

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager, or via social media forums. The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the building Principal or designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to school district teaching, support, and administrative staff.

Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The New Jersey State Board of Education approved and adopted the following new regulations, effective July 1, 2018:

1. A district board of education policy may include an optional process prior to initiating an investigation by which the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law.
2. The policy must include a process by which the district board of education will investigate a complaint or report of harassment, intimidation, or bullying, occurring on district board of education school buses, at district board of education school-sponsored functions, and off school grounds involving a student who attends an approved Private School for Students with Disabilities (PSSD). The investigation conducted by the district board of education's anti-bullying specialist shall be in consultation with the approved PSSD.
3. Each approved private school for students with disabilities (PSSD) shall develop, adopt, and implement a policy prohibiting harassment, intimidation, or bullying on school grounds. The policy shall include a provision for notifying the appropriate sending district board(s) of education personnel of the students involved when the approved PSSD receives a complaint or report of an act of HIB occurring on a sending district board of education school bus, at a sending district board of education school-sponsored function, and off school grounds. When a complaint or report of HIB involves students from more than one school district, the sending district board(s) of education of the victim (s) involved shall initiate the investigation.
4. Parents or guardians of students who attend a PSSD and are parties to an HIB investigation may request a hearing before the sending district board of education concerning the information received about an investigation.
5. Investigations of HIB complaints where adults are the perpetrators shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation.
6. Any request by the parents or guardians for a hearing before the district board of education concerning the written information about an HIB investigation shall be filed with the district board of education secretary no later than 60 calendar days after the written information is received by the parents or guardians.

Resources: [Bullying In Schools](#), [New Jersey Coalition for Bullying Prevention and Awareness](#),

Harassment/Intimidation or Bullying

Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code, from detention to OSS. The aggressor will be required to meet with the Principal, school counselor, school social worker, and/or affirmative action officer. Reported acts of HIB may involve notification of the police and the county prosecutor's office if the offense includes sexual or bias harassment or hate crime.

If involved in sexting, students may be referred to the police department, the Sexting Diversion Program of the Camden County Prosecutor's Office, Camden County Family Court, The Center for Family Services, and/or the Division of Child Protection and Permanency (formerly DYFS). Whenever the school administration becomes aware of any incidents involving any level of school threats, including drugs, firearms, weapons, or sexual contact, the principal or principal's designee must/shall inform law enforcement/Haddonfield Police Department.

SEXUAL HARASSMENT

In Board Policy #5751, the Board of Education directs the Superintendent of Schools to maintain an academic environment that protects pupils from sexual harassment. Accordingly, the Board of Education shall not tolerate sexual harassment of pupils by staff members, other pupils, or other individuals on school premises, school buses, or at any school-sponsored activity. Sexual harassment is a form of prohibited sex discrimination.

Pupils who believe that they have been subjected to sexual harassment may file a formal complaint. The Affirmative Action Officer shall receive such complaints and carry out a prompt and thorough investigation. The Affirmative Action Officer shall protect the rights of both the person making the complaint and the alleged harasser. The Superintendent of Schools and his/her designee shall develop a regulation setting forth the procedure for the filing and processing of complaints of sexual harassment and ensure that appropriate training is provided to those staff members who have the responsibility for investigating complaints of sexual harassment.

Any staff member or pupil who is found to have engaged in sexual harassment shall be subject to appropriate discipline. Law enforcement shall be contacted when appropriate. The Superintendent of Schools shall submit an annual report to the Board of Education on the effectiveness of this policy.

Definitions of Sexual Harassment

1. Quid Pro Quo sexual harassment occurs when a staff member explicitly or implicitly conditions a pupil's participation in an education program or activity or bases an educational decision on the pupil's submission to sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo sexual harassment occurs whether or not the pupil submits to the threatened harmful conduct.
2. Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature by a staff member, other pupil(s), or other individual(s) that is sufficiently severe or pervasive to have reasonably resulted in a limitation of the pupil's ability to participate in or benefit from an educational program or activity. For purposes of this policy, any of the aforementioned conduct by a staff member directed toward a pupil shall be considered "unwelcome."

The following are examples of conduct that can constitute sexual harassment:

1. Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions, or practical jokes of a sexual nature or about gender specific traits
2. Graphic verbal comments about an individual's body
3. Sexual jokes, stories, drawings, pictures, or gestures
4. Spreading of sexual rumors
5. Teasing or sexual remarks about a student enrolled in a predominantly single sex class
6. Touching of an individual's body or clothes in a sexual way
7. Nonverbal movements of a sexual nature
8. Displaying sexually suggestive objects or materials
9. Pressure or coercion involving proposed sexual activity
10. Leering, staring, overly personal conversation, sexual flirtations, or sexual propositions that are repeated after the unwelcome nature of the same are communicated to the individual committing the act.

Investigation and Response to Complaints

1. The administration will:
 - a. Inform all staff, pupils, and parents that sexual harassment is prohibited in the educational setting.
 - b. Identify and train campus teams of professional staff members to respond to the concerns of students and/or staff.
2. The campus team will refer all concerns or complaints to the principal and the building Affirmative Action Officer.
3. The principal or designee shall report the allegation to the Superintendent and to the district Affirmative Action Officer.
4. If the individual or complainant is not satisfied with the building administrative decision, a formal grievance may be filed with the district Affirmative Action Officer.
5. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor affect future grades or class assignments.
6. The complaint procedure shall be made available for pupils, parents/guardians, and/or staff members protesting alleged discriminatory or sexually or other harassing action. An immediate report of the allegation should be made to the Affirmative Action Officer or the Superintendent.
7. The Affirmative Action Officer will initiate a thorough investigation and will protect the rights of both the pupil and staff member making the complaint and the alleged harasser.

Due process rights will be respected during any investigation activity. Appropriate confidentiality shall be maintained throughout the investigative process.

Resources: [Relationship Abuse](#), [What is Dating Violence?](#), [NJ Coalition Against Sexual Assault](#)

Pupil Discipline/Code of Conduct: BOE Policy #5600

It should be noted that any offense so serious in nature that it could create a dangerous, harmful, or unsafe situation may warrant immediate suspension and possible expulsion. Examples of this include (but are not limited to) such transgressions as assault, violent behavior, acts of wanton destruction, and blatant insubordination.

A student's behavior may cause him to be placed on ineligible status, in which event he would not be allowed to participate in any extracurricular or co-curricular activities throughout the duration of his/her ineligibility. The period of ineligibility will commence on the same school day that the school administration determines the student's actions have warranted this response. The period of ineligibility will terminate as per the student discipline code.

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, the

administration's authority.

Entrance/Departure

- Students will not be admitted into school prior to 7:45 AM.
- Students will enter the building out front: Chestnut Street/flagpole entrance or the Lincoln Avenue "marquee" entrance.
- Due to construction during the 2025-2026 school year, the bike racks will be moved to the field behind HMS.
 - An additional entrance behind HMS will be open for students using the bike racks.

Etiquette and Student Behavior

(Per board Policy# [5500](#), [5600](#), [5570](#))

Students are expected to be courteous to all school personnel, fellow students, and visitors at all times. Remember the rule: Treat others as you want them to treat you. Display school spirit in a civil, tasteful, and equitable manner. A loyal student supports the school and its standards. The student with genuine school spirit contributes positively in class and club programs, social events, assemblies, athletic competitions and dinners. A variety of programs/assemblies are featured annually. Students should be attentive, cooperative, and courteous at all programs. A student who cannot conduct himself in a refined manner will be referred for disciplinary action.

Effective Citizenship requires a spirit that balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline balances individual privileges with the needs of the educational family. Policies are designed to help each student understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals while also developing an understanding of the consequences of actions.

The goal is to develop intellectual ability and social responsibility in all students. Disruption and interference with the education of others, a lack of respect for the rights or properties of others, and an inability to do as directed are examples of behavior necessitating action. Therefore, the community which includes the Haddonfield Community, adheres to the following four basic standards for student behavior:

DISCIPLINARY PROCEDURES

Parents will be contacted when their aid is necessary in dealing with recurring behavior problems, and in such cases, conferences will be scheduled. Disciplinary measures may include: (1) the exclusion of a student from class/classes or activity until the problem causing the action is resolved; (2) after-school detention; (3) Saturday detention; (4) out-of-school suspension; (5) in-school suspension, and (6) expulsion.

Detention after school may be assigned when necessary to resolve minor problems. Such assignments may be made by the teacher or Assistant Principal and will take precedence over other after-school commitments by students. Students are required to attend detention in the afternoon on the day issued or the following morning or during lunch. Afternoon detention is from 2:50 PM to 3:30 PM, and morning detention is from 7:10 AM to 7:50 AM. Failure to attend an assigned detention will be resolved as stated in the discipline code.

Saturday detention may be assigned by the Principal. Saturday detention is a three-hour quiet study session during which the student will be required to complete assigned school work. Parents will be advised when their children are assigned Saturday detention.

In-School Suspension may be assigned as per the discipline code. During the period of suspension, a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. Parents will be

advised whenever in-school suspension has been imposed. All assignments, papers, class work, etc., are due on the date designated by the teacher. It is the student's responsibility to ensure that the teacher receives the work.

Out-of-School Suspension of a student from school may be necessary when, as provided by state law, a student is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. While under suspension, a student is required to be under the supervision of a parent during school hours. During the period of suspension, a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. A parent conference is considered mandatory prior to readmission of the suspended student.

Expulsion from school may be imposed by the Board of Education in cases involving assault on a teacher, administrator, board member, or board employee or in other cases of serious or repeated misconduct.

Police/Prosecutor's Office

If a student is charged by police for a 1st, 2nd, or 3rd degree crime, the police may inform the building principal. In the event of a 4th degree crime or lesser offense, the building principal may request information about the offense from the police department.

If involved in sexting, students may be referred to the police department, the Sexting Diversion Program of the Camden County Prosecutor's Office, Camden County Family Court, The Center for Family Services, and/or the Division of Child Protection and Permanency (formerly DYFS).

Whenever the school administration becomes aware of any incidents involving any level of school threats, including drugs, firearms, weapons, or sexual contact, the principal or principal's designee must/shall inform law enforcement/Haddonfield Police Department.

Due Process Procedures

Pupils facing suspension or expulsion are entitled to due process under the Fourteenth Amendment of the Constitution of the United States, which requires notice to the student and some kind of hearing. The timing and content of the notice and the nature of the hearing depend on the circumstances.

A pupil may appeal a suspension or expulsion decision of the Board to the Commissioner of Education. The Principal shall provide information on the procedures necessary to file an appeal.

In addition to the formal procedures that are required by law, court decisions, and administrative code, the school district shall observe standard practices of confidentiality, notification of parents, timely review and decision, documented records, alternative education programs, and referral to guidance counselors, the child study team, and/or medical inspector.

Suspension

A. Short-term Suspension – Ten Days or Less - (Per BOE Policy #5610)

In each instance of a short-term suspension, the student will be provided with oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent that the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program, and the informal hearing shall be held as soon as practical after the suspension. In each instance of a long-term suspension, the district shall ensure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

B. Long-term suspension and Expulsion

Whenever serious disciplinary action is to be considered by the Board, such as long-term suspensions of more than ten days or expulsion, the pupil is entitled to a full hearing before the Board, which shall take place within twenty-one days of the discovery of the misconduct. Written notice will be provided to the pupil and parents of the date of the hearing. Prior to the hearing, the pupil will be advised of the charges against him and a list of adverse witnesses who will appear. The pupil has the right to examine any statements or affidavits of witnesses. The pupil may be represented by counsel at the hearing. The pupil also has the right to confront and cross-examine any witnesses or to call witnesses on his own behalf. Any appeal of the Board's determination must be made to the Commissioner of Education.

Before expulsion is considered by the Board, the pupil shall be evaluated by the Child Study Team per N.J.A.C. 6:28-1.5. All due process procedures provided in laws and regulations for special education will be followed.

New Jersey Statutes (N.J.S.A., 18A: 40A-12, 18A:40A-9) require that the procedure described below be followed when a student appears to be under the influence of a controlled dangerous substance:

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

This examination must take place within two hours of parent notification, and a written report of said examination must be furnished within 24 hours to the Principal and Superintendent. The student will remain on suspension until the written report is submitted. If the laboratory Drug Screen Test is positive, the student must follow the procedures outlined in Board Policy #5530.

Restorative Practices

Community Service

Community service is used to repair harm to the community; rather than being punitive, it can be a positive sanction that evokes responsibility from the student for his/her actions. The focus on community service is accountability for one's actions, coupled with an action to rectify the damage done or created by an inappropriate action or set of actions. When appropriate, restorative practices will be applied as a first response depending upon the severity of the behavior or violation of the HMS Code of Conduct.

DETENTION

Teacher Detention

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

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

Detention

Detention is assigned to students who have violated one or more components of the Code of Conduct or the Academic Integrity policy. After-school detention will be held after school on designated days and supervised by a staff member. At the discretion of the teacher in charge, students arriving late to detention may serve the remainder of the detention plus one additional detention. Students will sign in to detention. Students who are not cooperative or who are dismissed

from detention for misconduct will be assigned two (2) additional detentions. The teacher in charge will notify an administrator, and parents will be informed. A second dismissal from detention due to inappropriate behavior may result in an In-school Suspension.

Saturday Detention

Saturday detention may be assigned by the Assistant Principal. Saturday detention is a three-hour quiet study session, from 8:00 AM-11:00 AM, during which the student will be required to complete assigned school work. Parents will be advised when their children are assigned Saturday detention.

In-School Suspension

In-School Suspension may be assigned as per the discipline code. During the period of suspension, a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. Parents will be advised whenever in-school suspension has been imposed. All assignments, papers, class work, etc., are due on the date designated by the teacher. It is the student's responsibility to ensure that the teacher receives the work.

Out of School Suspension

Defined by BOE Policy #5610, a student from school may be necessary when, as provided by state law, a student is insubordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others. While under suspension, a student is required to be under the supervision of a parent during school hours. During the period of suspension, a student is considered ineligible for participation in and attendance at all extra and co-curricular activities. A parent conference is considered mandatory prior to readmission of the suspended student.

Expulsion from school may be imposed by the Board of Education in cases involving assault on a teacher, administrator, board member, or board employee or in other cases of serious or repeated misconduct.

DUE PROCESS PROCEDURES

Pupils facing suspension or expulsion are entitled to due process under the Fourteenth Amendment of the Constitution of the United States, which requires notice to the student and some kind of hearing. The timing and content of the notice and the nature of the hearing depend on the circumstances. A pupil may appeal a suspension or expulsion decision of the Board to the Commissioner of Education. The Principal shall provide information on the procedures necessary to file an appeal. In addition to the formal procedures that are required by law, court decisions, and administrative code, the school district shall observe standard practices of confidentiality, notification of parents, timely review and decision, documented records, alternative education programs, and referral to guidance counselors, the child study team and/or medical inspector.

Suspension

A. Short-term Suspension – Ten Days or Less - #5610

Prior to any In-School or Out of School Suspension, except in extraordinary circumstances, the pupil is entitled to a preliminary hearing wherein the principal will; (1) advise the pupil of the charges against him; (2) explain the evidence against the pupil; and (3) allow the pupil to explain and/or deny the charges. Where a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the pupil may be immediately removed from school property but the notice and hearing must follow as soon as practicable. The board will consider an appeal only in extraordinary situations and only after recommendation by the superintendent to consider the appeal. Otherwise, an appeal must be made to the Commissioner of Education.

B. Long-term suspension and Expulsion

Whenever serious disciplinary action is to be considered by the Board, such as long-term suspensions of more than ten days or expulsion, the pupil is entitled to a full hearing before the Board, which shall take place within twenty-one days of the discovery of the misconduct. Written notice will be provided to the pupil and parents of the date of the hearing. Prior to the hearing, the pupil will be advised of the charges against him and a list of adverse witnesses who will appear. The pupil has the right to examine any statements or affidavits of witnesses. The pupil may be represented by counsel at the hearing. The pupil also has the right to confront and cross-examine any witnesses or to call witnesses on his own

behalf. Any appeal of the Board's determination must be made to the Commissioner of Education. Before expulsion is considered by the Board, the pupil shall be evaluated by the Child Study Team per N.J.A.C. 6:28-1.5. All due process procedures provided in laws and regulations for special education will be followed. New Jersey Statutes (N.J.S.A., 18A: 40A-12, 18A:40A-9) require that the procedure described below be followed when a student appears to be under the influence of a controlled dangerous substance: After notification by the school, the student must be taken for an immediate examination.

The law further provides that if a parent/guardian is not immediately available to take the student for a medical evaluation, the student is to be taken to the emergency room of the nearest hospital by the Principal or designee.* This examination must take place within two hours of parent notification, and a written report of said examination must be furnished within 24 hours to the Principal and Superintendent. The student will remain on suspension until the written report is submitted. If the laboratory Drug Screen Test is positive, the student must follow procedures outlined in Board Policy #5530.

C. Potential Police Involvement

If students are charged by police for a 1st, 2nd, or 3rd degree crime, the police may inform the building principal. In the event of a 4th degree crime or lesser offense, the building principal may request information about the offense from the police department. If a suspected crime or offense is committed at school, the school administration may confer with law enforcement about the incident.

If involved in sexting, students may be referred to the police department, the Sexting Diversion Program of the Camden County Prosecutor's Office, Camden County Family Court, The Center for Family Services, and/or the Division of Child Protection and Permanency (formerly DYFS). Whenever the school administration becomes aware of any incidents involving any level of school threats, drugs, firearms, weapons, or sexual contact, the school administration must/shall inform law enforcement/Haddonfield Police Department.

ACADEMIC INTEGRITY (Per District Policy#[5500](#), [5513](#), [5600](#), [5701](#))

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

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

In view of the intensity of academic competition and pressure, the school must do everything possible to encourage academic integrity.

It is expected that each teacher will be observant and will skillfully manage the classroom in order to minimize the opportunity for cheating.

Staff will contact the family directly to inform the parent/guardian of the suspected act; a report will then be made to the Assistant Principal for review.

Upon completion of a timely and thorough investigation, appropriate consequences will be applied and noted in the CONDUCT tab of Genesis.

Teachers have the discretion of determining the availability of an alternative assignment or assessment depending upon the nature of the academic integrity infraction, the frequency with which there has been a

cheating warning issued prior to or in the event that the assignment or assessment would impact a child's ability to pass for the quarter. This decision will be made in concert with the presiding administrator and communicated to the parent or guardian by the teacher.

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

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

Use or Accessibility of Personal Electronic Device –While information technology and applications that have a relevant and pertinent use might be required for some assessments, unless otherwise directed, personal electronic devices should be silenced and put away for the duration of any quiz, test, exam, or other assessment. Students who are using devices during an assessment may compromise the integrity of their assessments. Students who use an electronic personal device during an assessment will be reported to the Assistant Principal for Student Achievement. Teachers may collect electronic devices before assessments are distributed. Devices must be turned off and put away during instruction UNLESS the teacher is using them for instructional purposes. The teacher may collect devices prior to the start of class.

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

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

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

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

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

All violations of academic integrity by student members of the HMS Peer Leaders will be referred to the PL discipline committee. The violation may result in sanctions that vary from reprimand to removal from the organization.

DRESS CODE AT HMS

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. *However*, as fashion trends change, the school administration reserves the right to review and revise the acceptable standards for dress. Students are expected to use good taste and judgment in their dress. It is expected that all students enrolled in HMS will be appropriately attired while in school. In keeping with the preceding, dress that tends to disrupt the class or contribute to a safety hazard in class is prohibited. In the spirit of maintaining an orderly and safe learning environment, students are prohibited from wearing any article of clothing or carrying any backpack or other accessory that is lewd, which promotes violence or hate for any individuals or groups, or which degrades the beliefs of others.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or a skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands, and bra straps, excluded.
- Fabric covering all private parts must not be seen through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student’s face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, field trips, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing should provide appropriate coverage at all times.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- Clothing that is frayed, shredded, or ripped may not expose undergarments or private parts.
- Clothing, accessories, or grooming styles that may cause a substantial disruption to the school day are not permitted. Costume items or accessories that could distract from instruction are not permitted.
- **Clothing that does not cover the midriff is not appropriate for school. Students will be asked to wear a different shirt**
- If the student’s attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Clothing Infractions

1st Offense - Warning-Parents notified - must change into appropriate clothing.

2nd Offense – Parents notified -1 After School Detention-student must change into appropriate clothing.

3rd Offense- Parents notified -2 After School Detentions-student must change into appropriate clothing.

Students who violate the dress code are sent to the Assistant Principal. Students will be asked to change clothing or to wear clothing provided by the school in the event that appropriate school attire is not available. If necessary, parents may be called to bring a change of clothing. The dress code has been developed with input from students, faculty, parents, and administration. Any changes that become necessary in this code will be addressed by a similar joint committee. Administration will make the final decision regarding the appropriateness of any clothing.

GENERAL MISCONDUCT

DISCIPLINE INCIDENTS QUICK GUIDE

It is understood that the administration team has the right to use flexibility and elasticity to determine the specific infraction consequence.

Discipline Key:

LD= Lunch Detention AD=Administrative Detention SD=Saturday Detention
 ISS=In-School Suspension OSS=Out of School Suspension

Classroom Disruption			
	1st Offense	2nd Offense	3rd Offense
<p>Disruption to the School Day or Class (Interruption of the academic environment - causing students and teachers not to be able to be successful in the academic environment.) Depending upon the severity of the infraction, the results may be: detention, ineligibility, in-school suspension, or external suspension. Continuous infractions of the discipline code may lead to a loss of privileges. Privileges can include attendance at the extracurricular events, Rec Hall, field trips, class trips, any or all school functions, and co-curricular and athletic activities.</p>	AD 1-2	SD 1-2	SD 1-2/ISS 1-2
<p>Disrespectful Behavior/Language Disrespect to any adult or to another student includes the use of sarcasm, demeaning or offensive language, name-calling, ridicule, threats or threatening remarks, or any other action that is hurtful or abuses a person's character, reputation, or ability to perform his/her responsibilities. Any student who demonstrates disrespect will be subject to consequences consistent with the infraction.</p>	AD 1 parent/guardian, and meeting with the A.P	AD 1-3 Phone call to parent/guardian, meeting with A.P., meeting with school counselor, or school social worker	SD 1 Mandatory meeting with the parent/guardian and the Principal to discuss the consequences

* Consistency and continuing behavior could result in an HIB investigation.			
Loitering (between and/or before/during/after school)	Warning	1-2 Detention.	Saturday detention and mandatory conference with parents/guardians
In an unauthorized area without permission &/or supervision (This includes being on the Central side of the building and/or using the school elevator.)	Detention 1	2 Detention	1 Saturday Detention and mandatory meeting with the Assistant Principal
Misuse of School Resources			
Tampering/Misuse of School Property (Financial consequence as determined by the HSD. Possible police notification.)	Detention 1-3	AD 1-3	SD 1 Parent Meeting
Forgery	Detention 1-2	1 Saturday Detention	2 Saturday Detentions
General Misconduct			
Unexcused Tardy to Class or School	1 Detention at the 5th Tardy	2 Detentions for 6 Through 9 Tardies Meet with a Counselor to Create a Plan to Address Lateness to School	1 SD for 10+ Tardies and Parent Conference
Cutting Class	Detentions 2	SD 1	2 Saturday Detentions and Mandatory meeting with the A.P., student, parent, counselor
Cutting Discipline	Warning-Reschedule	SD 1	2 Saturday detentions, and a conference with the A.P. Any additional infractions may result in a suspension.
Cutting Saturday Detention	1 Day of ISS		
Cutting a Teacher Detention	Warning and 1 after-school detention	SD 1 Will be treated as a cut	SD 2 Mandatory

		class	conference with student, parents/guardians, teacher, school counselor, and A.P.
Inappropriate Behavior During Detention	AD	ISS	ISS 2
Inappropriate Behavior: During an Emergency Situation or Drill A student refusing to respond to a staff member's direction(s) during an emergency situation or action.	1-2 Days Detention	Saturday detention and mandatory conference with parents/guardians.	Mandatory meeting with the parent/guardian and the Principal to discuss consequences
Not Able to Display a Pass/Misuse of a Pass/Misuse of a Turnstile	Warning	Detention 1	Detention 2
Making False Allegations/Accusations (including untrue emails)	AD 1-2	SD 1-2	SD 1-2/ISS 1-2
Gambling Any form of gambling is strictly prohibited; this includes cards, any type of pari-mutuel gambling (pools) and dice. Students are subject to suspension.	SD1/ISS 1 Re-entry meeting with Assistant Principal, parents, and counselor	OSS 1-3 Re-entry meeting with Principal, parents, and counselor	Up to 5 days suspension; meeting with the Principal, Superintendent, possible exploration of alternative education
Selling Items without permission	Detention 1	Detention 3	1 Saturday Detention & meeting with the Principal
Inappropriate Material and Language Students may not use their Electronic Communication Devices Or Personal Portable Devices or any school-owned technology to write, use, send, download, access, or display materials that pertain to the harassment, intimidation or bullying of any individual, nor may the device be used to reference crime, violence, intolerance, obscenity, profanity, rude and disrespectful language; or that pertain to pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery unless expressly authorized by a teacher for a specific school assignment. Should students or staff encounter such material by accident, they should report it to their teacher and Principal immediately. Depending on the nature and severity of the language, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. This includes paper or any written material.	Any material that demeans, harasses, intimidates, is inappropriate or otherwise meets the threshold for causing a disruption may result in up to 3 days OSS (Possible police notification and possible loss of electronic privileges.)	Any material that demeans, harasses, intimidates, is inappropriate or otherwise meets the threshold for causing a disruption may result in up to 3-5 days OSS (Possible police notification and possible loss of electronic privileges.)	Mandatory meeting with parent/guardian and Principal to discuss consequences (Possible police notification and possible loss of electronic privileges.)

Disrespectful use of language/characters/pictures/memes in a Google chat, doc, or other shared file.	Detention 1 (Possible police notification and possible loss of electronic privileges.)	AD 2 (Possible police notification and possible loss of electronic privileges.)	Saturday School, parent-teacher conference (Possible police notification and possible loss of electronic privileges.)
Leaving School with Permission, but Without First Signing out in the Main Office	Warning and 1 after school detention	Up to 3 after-school detentions	1 Saturday detention; further violation may result in additional consequences
Off School Grounds/Leaving School Without Permission	ISS and parent meeting	Up to 3 days ISS, parent meeting and potential referral to support services	Mandatory meeting with Principal, school counselor, and parents/guardians
Violating the rights/feelings/personal space of others.	Warning & Follow-up with School Counselor	AD 1	AD 2
Cheating/Plagiarism/Academic Integrity Loss of credit on the assignment, and the parent contacted by the teacher. Actions may result in the removal and/or elimination of eligibility from clubs, activities, and programs. Ineligible to apply or remain in NJHS.	Loss of credit on the assignment, and the parent was contacted by the teacher.	AD 1 Loss of credit on the assignment, and the parent contacted by the teacher.	SD 1 Loss of credit on the assignment, and the parent contacted by the teacher.

Defiance & Disrespect			
Profane, Obscene, and/or Inappropriate language and/or Gesture	LD 1-2	AD 1-2	SD 1
Profanity Directed Toward Staff	SD 1	SD/ISS 1-2	Discipline pending parent conference
Insubordination/Confrontational Behavior with Staff Uncooperative/Disrespectful/Argumentative Behavior to a Staff Member. This Includes Faculty, Staff, Maintenance, and Substitutes. Any student who openly defies the authority of	AD 1-2 (Possible police notification.)	SD 1-2 (Possible police notification.)	ISS 1 Conference with student, the Assistant Principal, school counselor and

any teacher or person having authority.			parents (Possible police notification.)
Unsafe Conduct: Endangering Oneself and/or Others by Inappropriate Behavior (i.e., Horseplay or throwing food/objects)	Detention 1-3	SD 1-2	Possible suspension based on the severity of the incident.
Technology & Property Violations			
Wilful Destruction of Personal or School Property (Possible police notification and financial consequences.)	Up to 3 days suspension; may result in police action; full restitution of damages.	Up to 5 days suspension; may result in police action: full restitution of damages	May require consultation with CST or other services
Inappropriate/Misuse (“tampering”) of personal/school equipment (including Chromebook, & software) (Possible loss of electronic privileges.)	1-2 Days Detention. Full restitution of damages.	3 Days Detention. Full restitution of damages.	Saturday detention and mandatory conference with parents/guardians. Full restitution of damages.
Inappropriate use of the Internet/inappropriate search	Warning	LD 1-2	SD 1-2
Electronic Devices (i.e., cell phone, earbuds, headphones, etc.) All electronic devices should not be visible throughout the school day.	Warning- Phone and/or earbuds taken for the entirety of the day	1 Detention. Parents notified Phone and/or earbuds taken for the entirety of the day	2 Detentions. Parents notified Phone and/or earbuds taken for the entirety of the day. Any future infractions will result in 1 Saturday Detention.
Stealing/Theft (Possession of property without permission and/or knowledge of the owner.) Subject to referral to Police Det.	Up to 3 days OSS; may result in police action and restitution	Up to 5 days OSS; may result in police action and restitution	OSS TBD 10 May require consultation with CST or other services and restitution
Photographing/Videotaping	1 Day of	1-3 Days of Saturday	1-3 Days of

	Detention/Saturday Detention/OSS (Pending Severity)	Detention or OSS (Pending Severity)	Saturday Detention or OSS (Pending Severity)
Photographing/Videotaping & Posting on Social Media (Possible police notification and HIB investigation.)	SD 1 - ISS1	ISS 2	ISS 3
Harassment & Social Misconduct			
Student Attempts to Receive Money, Items, or Favors from Someone by Using Threats, Pressure, or Intimidation.	LD/AD/SD 1-2 depending on severity	SD 1-2 depending on severity	Mandatory meeting with parent/guardian and Principal to discuss consequences
Harassment Harassment refers to any unwanted and persistent behavior causing discomfort, fear, or harm to students or staff, whether verbal, written, or physical, including bullying, teasing, and spreading rumors. Electronic communication harassment through emails, social media, or instant messaging poses an additional concern with threatening messages, privacy violations, hurtful posts, and fake accounts.	Depending on the severity of the incident, it will result in administrative detention and/or Saturday detention. A mandatory counseling session with a grade-level counselor. Possible police involvement.	1-3 Days of out-of-school suspension. A mandatory counseling session with a grade-level counselor. Possible police involvement.	Up to 5 days suspension; meeting with the Principal, Superintendent, possible exploration of alternative education; possible police involvement or contact with other appropriate social services.
H.I.B. (Harassment Intimidation & Bullying) Haddonfield BOE policy #2224 requires that an instructional and working environment free from harassment must be maintained at all times. Students must refrain from any harassment of a sexual, racial, religious, or ethnic nature. Disciplinary penalties will be applied based on the severity of the incident. Students involved in harassment incidents will be brought before the district's affirmative action officer and civil action may result from such incidents.	SD/OSS 1-3 May result in an HIB investigation in addition to disciplinary penalties; may result in removal from extracurricular activities like Student Council, Peer Leadership; may result in requiring Peer-to-Peer remediation	OSS 1-3 May result in an HIB investigation in addition to disciplinary penalties; may result in removal from extracurricular activities like Student Council, Peer Leadership; may result in requiring Peer-to-Peer remediation	OSS TBD May result in an HIB investigation in addition to disciplinary penalties; may result in removal from extracurricular activities like Student Council, Peer Leadership; may result in require Peer to Peer remediation; mandatory counseling

Distributing/Possessing Explicit Literature/Photos (Possible loss of electronic privileges)	Up to 2 Days ISS Potential Police Referral	ISS/OSS 2 Potential Police Referral	Mandatory meeting with parent/guardian and Principal to discuss consequences
Lewd Behavior (Sexually explicit action, indecent exposure, inappropriate touching) Any deliberate action intended to embarrass or offend another student, i.e., "Pantsing."	2-5 Days of OSS and parent meeting (pending additional investigation if deemed necessary)	6-10 Days of OSS Mandatory meeting with the Principal, school counselor, and parents/guardians. Discipline will be determined based on severity.	Mandatory meeting with the Principal, school counselor, and parents/guardians. Discipline will be determined based on severity.
Incitement (Promoting or Encouraging Negative Behavior)	AD 1	AD 2	ISS 1
Assault (Verbal) Directed at student. (Threatening to do harm.)	SD 1 Possibly suspension based on severity.	ISS/OSS 1-2	Mandatory meeting with parent/guardian and Principal to discuss consequences
Assault (Verbal) Directed at staff. (Threatening to do harm.)	1-3 Days of OSS. Possible police notification.	Up to 5 Days of OSS. Possible police notification.	Mandatory meeting with parent/guardian and Principal to discuss consequences

Aggressive or Dangerous Behavior			
	1st Offense	2nd Offense	3rd Offense
Physical Altercation (Fight) As per N.J.S. 18A:37-2.1, any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of a board of education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.	ISS/OSS 1-3 Re-entry meeting with Assistant Principal, parents and counselor; potential police involvement	OSS 3 Re-entry meeting with Principal, parents, and counselor; potential police involvement	Up to 5 days suspension; meeting with the Principal, Superintendent, possible exploration of alternative education; potential police involvement or contact with other appropriate social

			service
Assault on a Student Refer to Page 43 for Consequences	Mandatory meeting with the parent/guardian and the Principal to discuss consequences and police notification		
Assault on Staff	Mandatory meeting with the parent/guardian and Principal to discuss consequences and police notification		
Reckless Endangerment (Serious Likelihood of Harm to Self or Others)	AD/SD Potential police intervention; mandatory meeting with parents	SD 2 Potential police intervention; mandatory meeting with parents	OSS Potential police intervention; mandatory meeting with parents
*Possession of a controlled dangerous substance/under the influence of a controlled dangerous substance (Parents Notified, Medical Evaluation, Haddonfield Police Notified) HSD BOE Policy #5530	10 Days of OSS & 15 school days ineligibility for extra-curricular	#TBD Days of OSS (Long term) Hearing with BOE & 30 school days ineligibility for extra-curricular	
*Possession of drug paraphernalia not containing any controlled dangerous substance. (Parents Notified) HSD BOE Policy #5530	OSS 5 15 calendar days of ineligibility for extra-curricular	OSS 10 30 calendar days of ineligibility for extra-curricular	OSS #TBD
Use, possession, or being under the influence of alcoholic beverages Policy 5530	OSS 5 15 school days ineligibility of extra curricular	OSS 10 30 school days ineligibility of extra-curricular	OSS 10 45 School days ineligibility of extra-curricular
Possession of a Dangerous Object/Imitation Weapon	Up to 3 Days OSS and police notification	OSS 3-5 and police notification	Mandatory meeting with parent/guardian and Principal to discuss consequences
Possession of a Weapon	Mandatory meeting with the parent/guardian and the Principal to discuss consequences and police notification		
Possession and/or Use of Water Pistols, Snappers, Laser Pointers, or Similar Objects	AD 1	AD 2	SD 1
Smoking/Use/Possession/Electronic Devices(Vape)/Chewing Tobacco/Nicotine Product Students who enter a program can apply for reinstatement of eligibility upon successful	1ST OFFENSE – 1-day in-school suspension; or attendance at a	2ND OFFENSE – 3-day in-school suspension; Ineligible to participate in extracurricular	3RD OFFENSE – 5-day external suspension; Ineligible to

completion of a program to stop smoking. Students who choose to attend a smoking cessation program can contact the school nurse to make the arrangements.	program to stop smoking. Ineligible to participate in extracurricular activities for 15 days.	activities for 30 days.	participate in extracurricular activities for 45 days.
Vandalism/Damage to Property – #5513 Full restitution of damages plus application of inappropriate behavior regulations. The parents of any minor committing damage or injury shall be liable for the cost of said damages, as per N.J.S. 18A:37-3.	Up to 3 days ISS/OSS; may result in police action; full restitution of damages.	Up to 5 days ISS/OSS; may result in police action: full restitution of damages	May require consultation with CST or other services
Criminal or Hazardous Acts			
Possession of Fireworks/Incendiary Materials	Up to 3 Days OSS and police notification	OSS 3-5 and police notification	Mandatory meeting with parent/guardian and Principal to discuss consequences
Arson	Mandatory meeting with parent/guardian and Principal to discuss consequences and police notification		
Bomb Threat or Creating a False Alarm	Mandatory meeting with parent/guardian and Principal to discuss consequences and police notification		
Discriminatory or Sexual Misconduct			
Sexual Harassment	2-5 Days of OSS and parent meeting (pending additional investigation if deemed necessary)	6-10 Days of OSS Mandatory meeting with the Principal, school counselor, and parents/guardians. Discipline will be determined based on severity.	Mandatory meeting with the Principal, school counselor, and parents/guardians. Discipline will be determined based on severity.
Bias Crimes and Bias-Related Acts - Policy 8465 A “bias crime” means any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color; religion; gender; disability; sexual orientation; gender identity or expression; national origin; or ethnicity. A “ bias-related act ” means an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religion, or	OSS 1-3 Days Parents notified Mandatory anti-bias Training Notification to the Haddonfield local police department and the bias investigation officer for the county prosecutor's office,	OSS 4-10 Days Parents notified Mandatory anti-bias Training Notification to the Haddonfield local police department and the bias investigation officer for the county prosecutor's office, where there is reason to believe that a	OSS pending BOE hearing-possible expulsion Parents notified Notification to the Haddonfield local police department and the bias investigation officer for the

<p>sexual orientation, gender identity or expression; national origin; or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense.</p>	<p>where there is reason to believe that a bias crime or bias-related act that involves an act of violence, per policy/regulation 8465</p>	<p>bias crime or bias-related act that involves an act of violence, per policy/regulation 8465</p>	<p>county prosecutor's office, where there is reason to believe that a bias crime or bias-related act that involves an act of violence, per policy/regulation 8465</p>
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Other

Any action by a student that is not specifically referred to in the handbook. Discipline will be determined by the severity of the event and the number of occurrences.

Searches

Per BOE policy #5525, lockers are subject to administrative searches in the interests of school safety, sanitation, discipline, and enforcement of school regulations. A school official may search a pupil and his or her possessions when there is reasonable suspicion that the pupil has violated or is violating the law or the rules of the school.

Surveillance - [Policy 7441](#)

Initial viewing or listening to recordings will be done by the Building Principal or designee in the event of vandalism, inappropriate or illegal activity report, or other need to examine surveillance video.

ADDITIONAL DISCIPLINARY PROCEDURES

Any combination of suspensions for these offenses could result in a recommendation for expulsion and a Board of Education hearing.

Searches

Lockers are subject to administrative searches in the interests of school safety, sanitation, discipline, and enforcement of school regulations. A school official may search a pupil and his or her possessions when there is reasonable suspicion that the pupil has violated or is violating the law or the rules of the school.

Assault

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

ALCOHOL, DRUG, PARAPHRNALIA, AND VAPING/SMOKING/NICOTINE USE
(Per Board Policy [#5530 SUBSTANCE ABUSE](#))

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

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

First Offense - Five-day external suspension. Ineligibility to participate in extracurricular activities for fifteen school days. Parent(s) or legal guardian(s) notified. A medical evaluation and report returned to the Principal is required within twenty-four hours. Referral to a Substance Abuse Counselor, the Early Intervention Program, and to the police. After fifteen days, a student may apply for the reinstatement of eligibility. A committee composed of the Principal and/or Assistant Principal, school nurse, Substance Abuse Coordinator, and Substance

The Abuse Counselor shall review the pupil's request.

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

Second Offense - Ten days external suspension. Thirty school days of ineligibility to participate in extracurricular activities. Parent(s) or legal guardian(s) notified—referral to a Substance Abuse counselor and the police.

Third Offense - Ten days external suspension, forty-five school days ineligibility to participate in extracurricular activities. Parent(s) or legal guardian(s) notified—mandatory counseling and referral to the police.

- b. **Use, provision, possession, or being under the influence of drugs.** Under recent amendments to the New Jersey State Criminal Code, any person convicted of distributing or dispensing a controlled dangerous substance or controlled dangerous analogue while on school property or a school bus, or within 1,000 feet of school property or a school bus, may be subject to a mandatory prison term as prescribed by law and may be fined up to \$100,000. The Board of Education and school administrators will cooperate fully with law enforcement agencies to enforce this criminal statute. Due to the severity of the offense, any violation can result in a more serious penalty than stated.
2. **Possession of drug paraphernalia not containing any controlled dangerous substance.**

First Offense – Ten days external suspension. Parent(s) or legal guardian(s) notified. Fifteen school days of ineligibility to participate in extracurricular activities.

Second Offense - Long-term suspension. Thirty school days of ineligibility to participate in extracurricular activities. Parent(s) or legal guardian(s) notified.

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

First Offense - Ten days external suspension. Fifteen school days of ineligibility to participate in extracurricular activities. Parent(s) or legal guardian(s) notified. Medical evaluation and doctor's note required to re-enter school. Referral to a substance abuse counselor. Police referral for appropriate legal action. A committee composed of the Principal and/or Assistant Principal, school nurse, substance abuse coordinator, and substance abuse counselor shall review the pupil's commitment to counseling and/or rehabilitation, and a willingness to perform community or school service will be considered.

Second Offense - In addition to the above, a long-term suspension/expulsion hearing before the Board. Ineligibility for extracurricular activities forty-five school days.

4. **Distributing, transferring, selling controlled dangerous substances, or possession of controlled dangerous substances with intent to distribute, transfer, or sell, or proof of intent to distribute, transfer, or sell.**

First Offense - Ten days suspension. Parent(s) or legal guardian(s) notified. Minimum of ninety days of ineligibility to participate in extracurricular activities. Long-term suspension/expulsion hearing before the Board. Referral to police for appropriate legal action.

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

7. **Use Of Tobacco or Nicotine In Any Form Or Amount**

First Offense – One day in-school suspension; or attendance at a program to stop smoking. Ineligible for extracurricular activities for fifteen school days. Pupils who enter a program can apply for reinstatement of eligibility upon successful completion.

Second Offense - Three days in-school suspension; ineligible for extracurricular activities for thirty school days.

Third Offense - Five days external suspension; ineligible for extracurricular activities for forty-five school days.

8. In accordance with N.J.A.C. 6A:16-4.1(c), disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

TECHNOLOGY SERVICES AND GUIDELINES
(Per Board Policy # [2361](#), [2363](#),[5468](#), [5516](#), [5512.02](#), [5516](#), [5516.01](#))

Haddonfield Public Schools' Acceptable Use Policy (AUP) can be accessed from the district's Home Page or by going to:
<https://boe.haddonfieldschools.org/wp-content/uploads/2019/01/Policy-2361-Acceptable-Use-of-Computer-Networks-Computers-and-Resources-M.pdf>

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

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

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

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

Note: When logging on to the computer every day you are accepting the terms of the AUP. (Also see pages 21 to 22)

ELECTRONIC COMMUNICATION DEVICES OR PERSONAL PORTABLE DEVICES

In accordance with Haddonfield Board of Education Program Policy#[2361](#), regarding Acceptable Use of Computer Network/Computers and Resources, Haddonfield Public Schools (HPS) offers World Wide Web Internet access to your child his/her school. HPS provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence in Haddonfield Schools. The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, email, computers, and the network.

The Board recognizes that during school hours and on school property, computers and other personal portable devices may be the property of the school, or may be the personal property of staff or students. Students may thus access information sources via wireless internet that have not been pre-screened by district filtering software...

Personal portable devices brought to school are the responsibility of students and parent/guardian. The Haddonfield Board of Education is not responsible for the loss or theft of any portable devices that students bring into school..

Activities that are permitted and encouraged include investigation and research in support of school studies, related to community service, employment, or college information...

Refer to Haddonfield Board of Education Program Policy # [2361](#) Acceptable Use of Computer Network/Computers and Resources for specific definitions, regulations, and penalties for misuse.

ASSEMBLIES

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

PUBLICATIONS

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

FIRE DRILLS, ALARMS AND DEVICES, AND EMERGENCY EVACUATION PROCEDURES

To ensure a quick and safe response to emergency situations, practice drills are conducted throughout the school year. We will conduct one fire drill and one safety drill each month.

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

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

FIRE ALARM DEVICES, AEDS, AND EXTINGUISHERS

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

SIGNS AND POSTERS

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

HEALTH SERVICES

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

MEDICATION PROCEDURES **(Per BOE Policy # 5305-5331, 5338)**

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

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

HEALTH SCREENING

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

7TH GRADE PHYSICALS

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

SPORTS PHYSICALS

One physical per year is required to participate in all Middle School Interscholastic Sports. New Jersey statute requires that a health care provider perform this examination. If you do not have a health care provider, please contact Mrs. Michele Barranger, School Nurse, at extension 228. Mrs. Michele Barranger will give you the phone number of the school doctor to make an appointment. Sports forms are located online on the HMS homepage under SPORTS (in red area). Click on "Important Athletic Trainer News: Sports Forms for Fall Sports." Parents must register their children for sports online.

IMMUNIZATIONS

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

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

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

MEDICATION

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

to meet these needs in the highest professional manner.

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

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

MEDICATION ON FIELD TRIPS

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

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

EXCEPTIONS

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

EXTRACURRICULAR CLUBS, SPORTS, AND STUDENT ACTIVITIES

STUDENT LIFE

(Per BOE Policy #5500)

STUDENT ACTIVITIES

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

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

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

In order to retain eligibility, a student must maintain a scholastic average of 77 during each of the four marking periods.

A student will be declared ineligible if he or she receives two or more grades below 70 during any marking period, regardless of his/her total scholastic average.

A student may have eligibility reinstated by raising his/her scholastic average during the next reporting period to 77 while passing all but one course.

Student Behavior Requirements

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

The co-curricular program is regarded as an integral part of school life. Students are urged to give consideration to those extra-curricular activities that the school sponsors and to become involved. Check out HMS Activities: [HMS](#)

STUDENT GRIEVANCE PROCEDURES

Board policy # **5710** establishes grievance procedures for students. The primary purpose of these procedures is to clarify channels of communication available to students who have grievances about action, policies or procedures in Haddonfield Middle School. The secondary purpose is to provide ways for students to present suggestions and to become involved in the decision-making process involving high school policy and procedure.

Prior to engaging in the formal grievance procedure, the student should discuss his/her grievance informally with the person involved. Most grievances will be settled in this manner.

Student grievances generally fall into one of three categories: academic matters, disciplinary action, and student social, physical, and operational conditions.

1. a. When a student is unable to resolve a grievance regarding **academic matters**, a conference should be scheduled through the guidance office with the faculty member, student, and parent.

If the decision is still unsatisfactory, then the parent and student may appeal within five days.

If the principal's decision is still unsatisfactory to the parent, the parent and student may appeal step by step to the following:

- Superintendent
- Board of Education
- Commissioner of Education
- State Board of Education

Such appeals must be made in writing **within five school days** of notification of the decision.

1. When a student feels that **disciplinary action** has been applied unfairly, the student may file a written request with the principal for a review of the action. If such a decision by the principal is unsatisfactory, then a parent conference may be arranged with the principal to resolve the matter. If the decision is still unsatisfactory to the parent, then the parent should follow the process listed above.
2. When a student wishes to see a **social, physical, or operational** condition in the school modified, provided, or removed, the student should contact the student council or advisory council.
3. Suggestions or complaints must be in writing, and the student may request or be requested to attend a student council meeting. The student council will take appropriate action, including referral to the principal.
4. If the student council is dissatisfied with the principal's decision, they may refer the issue, in writing, to the Superintendent. The Superintendent will reply in writing.
5. If the council remains dissatisfied, a further appeal may be made within 5 school days, in writing, to the Board of Education.
6. The Board's decision will be final except in matters where state law permits appeal to a higher authority:
 - If a student feels that the council has failed to take appropriate action he/she may appeal through step 1c.
 - A time limit of 5 days is established for each step in the procedure, with the exception of 3b, which has a 10 day limit.

ACTIVITY FEE

The yearly activity fee of \$100 per student or \$150 per family (two or more students), payable to HMS Activities, must be paid before a student may participate in a club, sport, or activity. Families pay this fee through My School Bucks.

Note: The activity fee does not apply to Band, Jazz Band, Orchestra, or Choir.

Failure to pay the fee will result in denied access to Genesis.

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

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

A student who has an average of less than 77 in any class or a report card grade below a 77 may be placed on probationary status.

ATHLETICS

All information and registration for HMS Athletics is accessible via: <http://haddonfieldathletics.org/>

Within 60 days of the first practice for each sport in which a student wishes to participate, the student must return a completed permission form (white) and a completed medical questionnaire (blue) to the school nurse's office before they can be cleared to participate. Medical forms are available online by accessing our homepage and clicking on sports.

All students who wish to participate in sports must receive a physical once a year and submit a completed physical form (yellow). The physical form must be dated within 365 days of the first official day of practice for each season, specific to each sport.

FIELD TRIPS

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

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

Note:

We have a computerized "debit" cash register system that allows parents to pre-pay for lunches and snacks. This system helps to keep the lunch line moving and affords students more time to eat and socialize. We encourage all parents to take advantage of this service and manage their student's account. Create and manage your child's lunch account through the "LunchTime Payment Portal." The link to the Portal is located in the middle of the district webpage: <https://www.lunchtimeaccount.com/lunchtime/LoginPage.aspx?DistID=61>

LOST AND FOUND

The/Middle School Lost and Found is located in the Middle School Cafeteria. Lost items will be held for 3-4 weeks in hopes they are claimed by the owners. Announcements are made to remind students to check the lost and found bins. Unclaimed items are donated every 6-8 weeks to a local charity. If you work with a charity in need, please contact the administrators to make arrangements to receive a clothing donation. Lost books should be reported immediately to the classroom teacher. The school cannot be responsible for lost items.

Please label all personal belongings with your name.

LAVATORIES

HMS Lavatories are accessible to students throughout the day. Students are expected to maintain appropriate decorum in the bathrooms at all times.

MIDDLE SCHOOL PTA

The objectives of the Middle School Parent-Teacher Association include: to promote the welfare of our students in the home, school, and community. The PTA works closely with the school to provide quality education for students. The PTA is an important partner in the decision-making process of the school. The Middle School PTA meets 4 times throughout the school year. All Middle School parents are encouraged to support the PTA by joining, serving on committees, and attending the meetings.

All contents of this book have been board-approved. Additional information on board information and policies can be found at:

Additional Student Policies

<https://boe.haddonfieldschools.org/policies/series-5000-pupils/>

Additional District Policies

<https://boe.haddonfieldschools.org/policies/>