



2023-2024

Code of Student Conduct
Delsea Regional Middle School
Franklinville, NJ 08322

(856) 694-0100
FAX: (856) 694-4417

School Emergency Closing Number
812

Franklin Township Schools
813

Elk Township Schools
819

The Delsea Regional High School District does not discriminate based on race, color, gender, national origin, sexual orientation, or disability in programs, services, and activities.

WELCOME

Welcome to Delsea Middle School. All students attending the Delsea Regional School District will adhere to those rules and regulations as presented and explained in this handbook. This handbook is designed to provide parents and students with information regarding regulations and procedures followed by the school district. Students, you are responsible for the information found in this student handbook.

Throughout the school year, you have the responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to your conduct to and from school, as well as the building itself.

It is our hope that you will be proud of your school and that your experience here will be pleasant and rewarding.

DMS has

We value **H** ealthy hearts, minds
and bodies

We will **E**ncourage ourselves and each other

All are welcome here

We will **R** espect ourselves, our surroundings
and **ALL** of our voices

We all can **T**each and learn from one another



Delsea Regional High School District



Our Vision

Educating, inspiring, and empowering our students and staff to excellence. The pride of the community. The BEST in the nation.

Our Mission

The Delsea Regional High School District is a collaborative learning community that is passionately committed to educating all students; our mission is to develop life-long learners who demonstrate character and become valuable members of our community, country, and world.

DIRECTORY

BOARD OF EDUCATION

Mr. David J. Piccirillo, President
Mr. Joseph Darminio, Sr., Vice-President
Mr. William DiMatteo
Mr. Frank Borelli
Mr. Gary Lightfoot, Jr.
Mr. Charles DeWoody
Ms. Cheryl Beck
Ms. Ellen Gaglianone

GUIDANCE

Mrs. Melissa Haigh, 8th grade
Mr. Daniel Cardona, 7th grade

CHILD STUDY TEAM

Mrs. Jackie Scerbo, Director of CST &
Special Services
Mrs. Rachele Weichmann, Case Manager &
School Psychologist
Ms. Kim Collins, Case Manager & School
Social Worker

OFFICE EXTENSION NUMBERS

Board Office	203
Superintendent	216
Child Study Team	260/251
Transportation	296
Athletic Director	231
Student Assistance Coordinator	234
Principal	299
Assistant Principal/Discipline	241
Guidance	233/212
Nurse	246
Attendance	275

STUDENT COUNCIL

Advisor - Ms. Jessica Urban

EIGHTH GRADE CLASS OF 2027

Advisor - Mrs. Heather Brescia

SEVENTH GRADE CLASS OF 2028

Advisor - Mrs. Kristine Jiannotti

MIDDLE SCHOOL ADMINISTRATION

Dr. Piera Gravenor, Superintendent
Dr. Anthony Fitzpatrick, Assistant
Superintendent
Mr. Joseph Collins, Business
Administrator
Mr. John Bertolino, Principal
Dr. Lisa Niemi, Assistant Principal
Mrs. Jackie Scerbo, Director of CST
Dr. Mike Berner, District Supervisor
Ms. Brianna Rucci, District Supervisor
Mr. Ken Schoudt, District Supervisor,
Athletic Director

COORDINATORS

Dr. Lisa Niemi, Affirmative Action, Civil
Rights
Ms. Margaret Durham, Right to Know
Officer/Supervisor of Buildings and
Grounds
Mrs. Jackie Scerbo, 504 Compliance
Mr. Ken Schoudt, Title IX
Ms. Tina Basile-Feoli, Student Assistance
Coordinator (SAC)
Ms. Maureen Smashey, Transportation

IMPORTANT DATES

MARKING PERIOD DATES

First	September 5, 2023 - November 3, 2023
Second	November 6, 2023 - January 18, 2024
Third	January 19, 2024 - April 10, 2024
Fourth	April 11, 2024 - June 14, 2023

MIDDLE SCHOOL PARENT CONFERENCES

Back to School Night - September 28, 2023

Parent Conferences - November 7, 2023 & November 16, 2023

Conferences can be set up at any time through the Guidance Office

MIDDLE SCHOOL ASSESSMENT DATES

NJSLA Testing - May 6-10, 2024

DELSEA MIDDLE SCHOOL - RULES AND REGULATIONS

All students attending the Delsea Regional School District will adhere to those rules and regulations as presented and explained in this handbook.

Development of this Code of Student Conduct has included parent, student, staff and community involvement based on the locally determined Core Ethical Values of Honesty, Respect and Responsibility.

A student who has reached the age of maturity or is an emancipated adult, possesses the full rights of an adult and may authorize those school matters previously handled by his/her parents or guardian. Accordingly, this student shall assume full responsibility of his/her attendance, scholastic performance, and compliance with school rules and regulations. Note carefully that the law still allows a school to contact parents, regardless of age.

ATTENDANCE

Attendance in school is a prerequisite to successful completion of respective grade promotion requirements. In the evaluation of grades, teachers are obligated to follow the attendance policy. **When able, students are expected to be in school.** An individual student's attendance may incorporate the wording from an IEP plan, 504 plan, or Individual Healthcare plan.

A student having an absence has the privilege of making up any work missed. However, logically it can be assumed class participation cannot be made up. For all absences, the student must approach his individual teachers for make-up assignments. It will not be considered the teacher's role to contact the student.

Work missed due to absences, including truancy, suspension or other disciplinary reasons, will be considered as work missed due to negligence or non-compliance on the part of the student. The work assigned the day or period of the infraction(s), whereby the student has voluntarily missed class, will not be made up. **The student with an absence must turn in his/her missed work within the same number of days he/she was absent.** At the close of the school year, however, all school work, term papers, and exams must be made up or work will be considered a failure.

The parents and students should be made aware that the school cannot and will not condone any involvement in class cut days of any kind. This type of absence will be considered truancy for those validated.

Absences

Parents and guardians are requested to call the school prior to the pupil's session (before 8:15 AM) to inform the attendance office of a proposed absence.

Since there is a tolerance for 12 absences in the attendance policy, a student is not required to bring notes to the school for each absence. However, it is advisable for students to bring in some form of documentation following an absence to verify that he/she was not truant. **(Any doctor's note verifying an absence must be turned into the central office within 3 school days and contain the time of the appointment.) Any notes from a dentist, orthodontist, eye doctor, counselor, lab technician, etc. will not excuse the entire day unless specifically stated in the note. These notes will excuse lateness to school or an early dismissal only.**

Delsea Middle School will offer the following interventions for unexcused absences as they accumulate:

- 4th unexcused absence--Letter home to the parent/guardian
- 6th unexcused absence --Letter home to the family **(The administration will require a parent meeting if the 6th unexcused absence occurs at a time early enough in the school year that the student's attendance is becoming a hindrance to his/her education.)**
- 8th unexcused absence--Letter home to the parent/guardian
- 10th unexcused absence--Court warning issued to the parent/guardian
- 12th unexcused absence--Court warning issued to the parent/guardian
- 13th unexcused absence--Delsea Regional School District will file a court complaint against the student's parent/guardian. * **Student retained pending administrative review.**

- **Subsequent unexcused absence will result in further warnings from the Delsea's attendance administrator, and the district reserves the right to contact the NJ Department of Children and Families.**

Attendance and Extra-Curricular Participation

When a student is absent from school for any reason, he/she is excluded from school property and is not able to attend any school activities, including rehearsals, practices, and athletic events on the day the student is absent. A student is ineligible for extra-curricular participation until he/she is in attendance at the school for one complete day. Friday absences will also negate participation in Saturday and Sunday activities. Pupils may be denied participation in co-curricular activities if their attendance falls beyond the allotted 12 days of absences. Participation in extra-curricular activities will be decided at the discretion of the building principal for extenuating circumstances.

Students must be in school by 10:30 a.m. and remain in attendance until the end of the school day to be eligible for extra-curricular participation. Early dismissals, unless for medical reasons, will also make the student ineligible to participate in evening activities, including dances. A note is required from a physician upon return on the same day. If early dismissal takes place before 1:30 p.m., the student will also be marked absent for the day. Students must be present for 4 instructional hours during the school day to be counted present.

Attendance and School Trips and Activities

If a student has exceeded 12 unexcused absences, they may not be permitted to attend school trips or other end of year events such as dances.

N.J. Dept. of Education Excused Absences

Religious observances recognized by the New Jersey Department of Education

Bedside tutoring and extended/chronic illnesses verified by a doctor

All other absences are categorized into unexcused absences; examples of unexcused absences include, but are not limited to, the following: **Family Obligations, Driver's Test, Vacations, Hunting, College Visitations, Illness (without Doctor's Note), Appointments, Contests, Business Trips, Working, Dentist, Eye Doctor, etc.**

If a student is sent home from the school nurse, it will count as an excused absence/early dismissal.

Excessive Absences and Student Marks

The marking period report card grades will not be affected by the absences of students. Students must make up missed work due to non-attendance. However, it must be understood that certain classroom activities cannot be made up when a student is absent. These classroom activities can have a negative impact on the student's grade when he/she is not present in class. Educational services will be provided for students absent 5 or more consecutive days.

Extended Illness

Students with extended illnesses missing 10 or more consecutive school days, including hospitalized students, as verified by a physician's statement, may request bedside tutoring as per policy. In such cases, the absences will not be included in the accumulated credit-deduction absences. Students who have a chronic illness, medically documented by a physician, will not

receive credit deduction absences for those non-attendance days which are a result of the student's illness. Each of these instances shall be reviewed by the appropriate administrator for final dispensation. Parents are requested to notify the school, in writing, of the student's chronic or potentially chronic illness as soon as possible after diagnosis.

Students absent for **five or more consecutive** school days must have a doctor's note for re-entry to Delsea. The school will be responsible to call DYFS if a student is absent five consecutive days or more without any form of communication from the parent.

Student/Parent Notification

Parents will be notified daily of their child's absence through our automatic calling procedures, Global Connect. Parents will be notified in writing of the student's precarious absence classification at the fourth, eighth and twelfth days of student non-attendance. On the thirteenth absence, parents will be mailed a letter inviting them to meet with their child's guidance counselor. The purpose of this meeting is to review the effects of the excessive absences with respect to meeting promotion requirements. The district board of education shall adopt policies and procedures for notification of the appropriate law enforcement and child welfare authorities when there is reasonable cause that a potential missing or abused child situation is detected pursuant to N.J.A.C.6A:16-11.

Record Keeping/Administrative Responsibilities

All record keeping on student absences and parent/student notifications will be under the jurisdiction of the central office. It will also be the obligation of this office to maintain constant communication with the attendance officer, guidance department, and health office. Parents are responsible to keep their contact information updated by notifying the central office of any changes as soon as possible.

Appeal Process

Students and parents are granted the right to appeal the absences and credit completion classification by following the established procedures contained in the Board of Education's policy on "appeals."

- A. The student and parent may appeal the student's absences. All appeals must be in writing. Failure to submit a written appeal within five school days of notification shall constitute acceptance of the absence/credit completion classification. The exception to this 5 day period will pertain to those students who do not exceed the 15 day limit until the last 5 days of the school year.
- B. The appeal process shall follow the progressive sequences as indicated below:
 - + To the assistant principal in charge of attendance
 - + If not resolved, to the building principal.
- C. A written summary, including final dispensation and decisions, shall be maintained at each level of appeal and forwarded to:
 - + The student's cumulative and attendance folders;
 - + The next step of the appeal process.

DISCIPLINE

The Board of Education believes that the conduct of pupils at Delsea should enable them to derive the greatest possible benefits from the educational program. Furthermore, the school recognizes that it acts "*in loco parentis*," that is, in place of the parent while the student is attending school. The school realizes that the best discipline is self-discipline. With this in mind, the school will endeavor to develop in students characteristics that enable them to act as responsible citizens in the school and in the community.

It is the position of the school that the punitive aspect of discipline should be a last resort. Preventive discipline and behavior modification through a close working relationship between the school and home should be the first step. We realize consistent communication with home will allow parents and teachers to work together for the benefit of the student. It is expected that teachers and administrators will employ as many intervention strategies as possible.

The school realizes that unfortunately, there are times when punitive discipline is necessary. It is the position of the school that discipline be administered in a way that is speedy, fair and consistent. It is also this school's position that the imposed discipline will not impinge on a student's dignity, feeling of self-worth, and will be administered in such a way that a student's right to be treated with respect will not be affected.

Students are reminded that all teachers, staff employees or persons acting in a capacity of supervision authorized by the school administration, *i.e.*, chaperones, coaches, advisors in the building, from either school at any time, have the authority to enforce rules and regulations. Teacher authority is not in any way limited to the classroom and particular students. Students are reminded that they are to show respect to all Delsea employees whether professional or non-teaching. In time of any type of disorder in school, infractions cannot be ignored where positive identification is established. Offenders will be disciplined. (It must be recognized that not all the offenders will or can be identified.) Verbal insubordination as well as physical acts will be recognized.

Students and parents must recognize that in order for the administration to have control of the school, it must have knowledge of incidents where disciplinary infractions are taking place. It is impossible for three or four administrators to be physically present in all areas of the school, **therefore, the administration must be, and is obligated to recognize the teachers' and support staff's authority and judgment in situations where an administrator has not been physically present.**

The building principal or designee shall have the authority to assign discipline to pupils. Discipline shall be applied at the discretion of the administration. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability or any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, administration will take into account, at least, the severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2.

School authorities have the right to impose consequences on a pupil for conduct away from school

grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Student Accountability

It is the responsibility of the student to secure a pass from a teacher and to have the pass in possession when passing in the halls. This applies to movement by an individual in the hall at any time other than that provided between classes on the daily time and bell schedule. Students should expect to be challenged by any faculty or staff member for a pass when out of the classroom.

Students are required to have a pass to enter the central office. No student should be allowed to drop in without an appointment or reason verified by the administration or a teacher. Lateness to class and lingering in the halls, or refusal to move into classes, thereby challenging the authority of the teachers, will not be tolerated.

Rules of conduct relate to students not only when they are present in the school building or on school grounds, but also while they are being transported to and from school, and to school-sponsored activities. Rules of conduct also apply to after-school related activities: practices, meetings, etc..

School bus drivers, while performing their duties, have the same authority as a member of the teaching staff. Due to the possible hazard of transporting students, improper conduct will not be tolerated at any time on school buses during activity runs or regularly scheduled runs to and from school. Delsea School related activities and athletic events, whether held in this school or outside of the school, are included.

Unlawful assembly of students will not be permitted. Students who refuse to move will be suspended, and those who refuse to leave the school grounds will be considered trespassing and will be treated accordingly.

Illegal entry or unlawful entry of the building or the school grounds by anyone will not be tolerated. For the purpose of this rule, illegal entry or unlawful entry is interpreted to mean: being on school grounds without permission, as established by not having official business to be conducted on the premises as dictated by the student class and activity schedule. Non-enrolled visitors must have permission of the administration, or delegated authority, to be in the building or on school grounds. This rule is a civil law, enforceable and punishable by the courts.

Students are not immune from prosecution in the courts for their actions in school. Complaints may be filed by the school, and offended students and their parents. Those students who are under 18 years of age will appear in the Juvenile and Domestic Relations Court of Gloucester County. In some instances, the offenders may be tried as adults and receive punishment as such. Each individual student is expected to exhibit high standards of conduct and show evidence of self-discipline. In general, students are expected at all times to respect the rights of others, to take care of school property, and to be courteous and thoughtful.

Realizing that there are rare degrees of misconduct, a detention system of discipline has been instituted along with internal suspension. Through the use of such a system for disciplining violators of less serious offenses, the loss of classroom time has been reduced.

Teacher or administrative detention will be held immediately after school hours. Time changes may be necessary due to transportation changes during the term resulting in a longer detention period.

Students assigned are to report to the detention area by the time detention is to start. Each student is to bring books so that assignments can be completed or materials reviewed in preparation for regular classes. If the student is not on time, or is not prepared to use this time wisely, he/she will receive additional discipline. Should a student not conduct himself properly during the detention, he/she will be suspended.

Detentions will not be rescheduled. If a student misses a detention without prior notification to the assistant principal, or is removed from detention, he/she will receive Friday School plus makeup the detention. Students that miss detention due to a valid medical reason need to notify the assistant principal before the detention is missed and present a valid note from the doctor to the central office the next school day.

If a student becomes ill during the day and will be unable to stay for detention, a written note from the nurse must be presented in the discipline office prior to the student leaving the building. If a student simply goes home without having notice sent to the central office, he or she will be considered cutting detention and will face the appropriate discipline. If a student missed detention due to an absence from school, he/she will automatically be scheduled for the next available detention day.

Work or participation in activities will not be considered valid excuses for missing detention nor will assigned detention days be altered. Detentions may be consecutive.

Suspensions may also result in, under the discretion of school authorities, the loss of all school activity privileges, not only during the period of suspension, but for a period of time after the student returns to classes.

Parental contacts will be made with the parent of all suspended students under 18. In most cases, conferences will be held with the parent or legal guardian of the suspended student prior to the time the individual student will be allowed to return to class. Parents and guardians should contact the school in order to establish an appointment for such a conference. The responsibility for the follow-up regarding a parental conference after a suspension, rests with the individual students, parents or guardian and not with the school. If a parental contact is not made within the stated period of time of the suspension, appropriate action will take place. Conferences may be scheduled, by appointment, between the hours of 9:00 a.m. and 3:00 p.m.

In the event detention or internal suspension is missed due to absence, illness or the cancellation of school, the assigned discipline will be served the next available school day.

Students being placed on suspension or detention will be given a letter to take home to the parent explaining the cause for the disciplinary action. Parents of students being placed on detention will

be contacted by the carry-home notification at least one day prior to the detention day assigned.

Habitual offenders of offenses (individually or collectively) covered by detention may have their detention right removed and placed on internal suspension. Parents and students are reminded that if school is canceled, this action does not erase the assignment of detention and/or suspension; i.e., a snow day off from school does not count towards a day of suspension, rather the next school day will be served as the day of suspension.

At the end of the school year, the serving of detention and internal suspension will cease. Notification to the parent and/or student will be made prior to the stopping. All offenses from that day on will then require the student to serve their assigned discipline during the credit completion program.

- It is understood that the administration of this code must include some administrative judgments where the cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.
- Each student, as is true for every citizen, is entitled to due process. Therefore, a request for a hearing in the presence of parents, if underage, will be honored. Eighteen year olds are also entitled to a hearing.
- Concerns about equal application of the code should immediately be brought to the attention of the administration. In cases where two students commit the same offense, it is still possible that their discipline will be different since only a review of the student's disciplinary records will indicate whether they have been guilty of the same infractions in the past and which punishment by the code is most appropriate. You will need this information to confirm equal application of the code.

Over the years, parents/guardians became accustomed to the same discipline code for all students in the district.

Several factors have prompted the district to move toward a differentiated discipline system. The first consideration is the differences that exist between middle school and high school age students, especially the allowance for growth and development that should be made for our younger students. As a result, there will be different discipline codes for the high school and middle school.

A second concern is the impact the Individualized Educational Programs, as mandated by the State of New Jersey, have on the administration of our discipline code. Adherence to such statutes may result in a deviation from the prescribed disciplinary procedures.

Student code of Conduct

If every student were to adopt the policy that the main purpose of school is an education and strive toward that goal, disciplinary problems would be non-existent. However, growing up presents obstacles, challenges and at times poor decisions. Each individual student is expected to exhibit high standards of conduct and show evidence of self-discipline. In general, students are expected at all times to respect the rights of others, to take care of school property, and to be courteous and thoughtful. While writing this Code of Student Conduct, the district has taken into account the health, safety, social and emotional well-being of students. Delsea Regional supports the establishment and maintenance of a civil, safe, secure, supportive and disciplined school environment conducive to learning, promotes achievement of high academic standards and prevents the occurrence of problem behaviors. Staff has taken measures to establish parameters for the intervention and remediation of student problem behaviors at all stages of identification.

Disciplinary Procedures

The building principal or designee shall have the authority to assign discipline to pupils.

Discipline shall be applied at the discretion of the administration. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability, or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, administration will take into account, at least, the severity of the offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Referral of a student to the assistant principal is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures such as parent contact, student conference, referral to counselor, etc. Once a student reaches the assistant principal's office, the seriousness of the case will speak for itself.

When a student is suspended, the parents may be required to attend an in-school conference appointment with the assistant principal as soon as possible. After the student and his parents have conferred with the assistant principal, the student will be readmitted to class.

It is understood that during a day of absence, internal or external suspension the student may not attend classes or participate in any school activities. Students on external suspension will not be permitted on the school grounds or a trespassing complaint may be filed. Any student who is suspended before the end of the school day will lose their privilege to participate in or attend any after school activities that day. (i.e., dances, concerts, plays, fairs, athletic events, etc.) in addition to the school eligibility requirements related to assigned consequences.

Infraction	Description	Consequences	
Inappropriate Conduct or Language / Failure to Follow a Reasonable Request of a Staff Member	Any conduct or language that interferes with the principal objective of the school district, which is to maintain an educational environment, will result in discipline. Examples such as, but not limited to: excessive talking, forgery, running and roaming in hallways, misuse of lavatory, eating/drinking outside of the cafeteria, throwing objects, personal grooming, spraying of any material in an enclosed space, teasing/name calling, using technology inappropriately.	First offense	Written warning Parental contact by teacher
		Second Offense	One day detention Parental contact by teacher Team meeting with student Referral to student support services
		Third Offense	Two days detention Parental contact by teacher and admin Team meeting with student and admin Referral to student support services
		Fourth Offense	One day Friday School Parent conference with admin Referral to student support services
		Subsequent offenses	One day internal suspension Parent conference with admin Referral to student support services
Horseplay	Rough or boisterous play which may pose a disruption in the hallway / classroom or may pose a danger to the safety of students or staff.	First offense	Written warning Parent contact by teacher
		Second Offense	One day detention Team meeting with student Parent contact by teacher
		Third Offense	Two days detention Parent contact by teacher Parent conference with assistant principal Team meeting with student

		Subsequent offenses	One day internal suspension (minimum) Parent conference with assistant principal Referral to student support services
Inappropriate Physical Contact	Any student who makes intentional, physical contact with another student in an inappropriate manner. Examples, such as, but not limited to; pushing or tripping another student, causing an event that requires medical review, etc.	First offense	Two days detention Parent Conference with assistant principal
		Second Offense	Two days internal suspension Parent Conference with assistant principal
		Third Offense	Three days internal suspension Parent conference with principal Referral to student support services
		Subsequent offenses	Three days external suspension
Integrity / Inappropriate Use of Technology	It is absolutely prohibited for students to make any audio or video recordings of staff without their permission while at Delsea Middle School or while riding the bus. Recording (audio or video) or photographing another student or a staff member is strictly prohibited. If a student is found to have photographed or recorded a crime or any violation of our code of conduct or policy on any device, that student may be assigned to serve the same discipline as the student who violated the policy or committed the crime.	First offense	Two Days Internal Suspension Parent Conference with assistant principal
		Second Offense	Three Days Internal Suspension Parent Conference with principal Referral to student support services
		Third and Subsequent Offenses	Three days External Suspension Parent conference with principal Referral to student support services

Severe Misconduct	Any action or speech that, by its very nature, severely limits the ability of an administrator or faculty member from performing their prescribed job. Overt, reckless, and obvious improper conduct of an individual toward others, insubordinate behavior toward faculty or staff, removal from class*, written or verbal profanity toward a staff member, also inciting a riot situation will be considered under this heading. Examples, such as, but not limited to: food fights, stink bombs, throwing snowballs, instigating a fight, confrontation with another student, etc.	First offense	Friday School and parent contact by teacher Referral to student support services
		Second Offense	Two days internal suspension Parental contact with assistant principal Referral to student support services
		Third Offense	Five days internal suspension Parental conference with assistant principal Referral to student support services
Fighting/Disorderly Conduct	At the outset, an exchange of blows, physical altercations or fisticuffs between students will be treated as a fight. Students involved will be removed from school for safety. Disrupting the educational environment (causing a ruckus), impeding a teacher and/or an administrator from maintaining order in the school, being out of control, etc. will also be considered a fight/disorderly conduct.	First offense	Ten days suspension – -Includes five external suspension and five days internal suspension Parent conference with assistant principal Possible court complaint: assault Placement into school Anger Management Program School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Second Offense	Seven days external suspension and three days internal suspension. Parent conference with principal Court complaint: assault CST review/Alternative Program/ Behavioral Assessment Placement into school Anger Management Program Not able to participate or attend after school activities - remainder of school year School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Subsequent offenses	External suspension pending Board hearing and expulsion procedures (Minimum 10 days. Educational services will be provided within 5 days of the removal) Parent conference with superintendent Court complaint due to willful and continued disobedience will be

			signed School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
Aggressive Physical Contact/Assault	Any student who makes intentional, physical contact with another student in an overly aggressive manner will face disciplinary action.	First offense	Ten days suspension -Includes five external suspension and five days internal suspension Parent conference with assistant principal Court Complaint: assault Placement into school Anger Management Program School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Second Offense	Seven days external suspension and three days internal suspension. Parent conference with principal Court complaint: assault CST review/Alternative Program/ Behavioral Assessment Placement into school Anger Management Program School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Subsequent offenses	External suspension pending Board hearing and expulsion procedures (Minimum 10 days, Educational services will be provided within 5 days of the removal) Parent conference with superintendent Court complaint due to willful and continued disobedience will be signed School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
Academic Integrity - Cheating, Plagiarism and/or Fabrication	Students will NOT: Copy homework Discuss test or quiz questions with students who haven't taken the test Use another student's essay/work and claim ownership	First Offense	Detention Parent contacted by teacher Zero for assignment Referral to student support services

	Use Internet essays/website material and claim ownership Use cheat sheets/text messages or any other electronic equipment for answers on tests/quizzes. Willful collaboration of a second party will be viewed as being equally guilty of cheating.	Second Offense	Friday School Parent contacted by teacher Zero for assignment Referral to student support services
		Subsequent offenses	Three days Internal Suspension Parent contacted by teacher Zero for assignment Referral to student support services
	If a student alters a grade or class record (hacking), the original grade or class record will be resubmitted. *Depending on the severity of the offense law enforcement will be involved.	First Offense	Three days internal suspension Parent contact by assistant principal
		Second Offense	Five days internal suspension Parent contact by assistant principal
		Subsequent Offenses	Three days external suspension Parent contact by principal CST review
Overt and Unusual Outward Physical / Display of Affection or Irregular Behavior Toward or With Another Student	In order to maintain an educational environment, the above mentioned behavior will not be tolerated. The concept of consent will have no bearing on the dispensation of discipline.	First Offense	Written warning sent home Referral to student support services
		Second Offense	One day detention Parent contact by assistant principal Referral to student support services
		Subsequent Offenses	Two days of detention Parent contact Referral to student support services
Obscene/Indecent Behavior	Any behavior that is obscene or indecent, this includes, but is not limited to, language, song, gesture, actions, behavior and writing.	First Offense	Two days internal suspension Parent conference with assistant principal Referral to student support services
		Second Offense	Three days internal suspension Parent conference with principal Referral to student support services

		Subsequent offenses	Three days external suspension Parent conference with superintendent CST review pending
Lateness to School	Lateness to school is defined as arriving to homeroom classroom after the homeroom bell rings at 8:25 a.m. Lateness to school count will reset after the start of the third marking period	First Offense	Central Office warning to student
		Second Offense	Central Office warning to student
		Third Offense	Written warning sent home
		Fourth Offense	Written notice sent home One day lunch detention to be served the same day
		Subsequent offenses	All subsequent offenses: Written notice sent home, One day detention
Lateness to Class	Late to Class -It is the responsibility of all students to be in the classroom on time, applies to all classes. Lateness to class count will reset after the start of the third marking period. Teacher will provide notice to admin of lateness status when milestones are reached.	First Offense	Teacher verbal warning to student
		Second Offense	Teacher written warning to student
		Third Offense	Written warning to student, parental contact by teacher
		Subsequent offenses	FourthOffense: One day detention Parent contact All subsequent fourth offenses: Written notice sent home, parental contact Two days detention
Damage to Property / Vandalism	Any willful destruction of school property will be considered vandalism.	First offense	Three days internal suspension Compensation for damage Court complaint if compensation is not made within 30 days Parent conference with assistant principal Referral to student support services

		Second Offense	Three days external suspension Compensation for damage Court complaint Parent conference with principal School Resource Officer - contacted immediately. Parent or guardian contacted immediately to come to the school and meet with the SRO
		Subsequent offenses	Five days external suspension Compensation for damages Court complaint Parent conference with superintendent C.S.T. review pending School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
	Causing the destruction of school property through negligence or improper use will result in repayment by the student.	Each offense	Three days internal suspension Compensation Parental contact Court complaint may be filed if compensation does not take place School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
Cutting a Class or an Assigned Area	A. Any student who misses a class or an assigned area without permission will be considered cutting. B. More than five minutes late to class or missing from class five or more minutes without teacher permission will be considered cutting. C. Presenting false information so a class can be missed will be considered cutting.	First Offense	Student receives a zero in class work and it cannot be made up Two days detention School counselor referral Parent contact by assistant principal
		Second Offense	Parental contact by telephone from assistant principal Student receives a zero in class work and it cannot be made up Friday School School counselor referral
		Subsequent Offenses	Parental conference with student, assistant principal, teacher and school counselor Student receives a zero in class work and it cannot be made up Minimum one day internal suspension

Leaving School Building or Grounds Without Permission		First Offense	Parental contact by assistant principal Five days internal suspension Police notification
		Second Offense	Parental contact by assistant principal Three days external suspension Police notification
		Subsequent offenses	Five days external suspension Parent conference with administration Police notification.
Loitering on School/Adjacent Properties	Applies to before and after scheduled school hours – In the interest of safety for all students, it is required that students arriving at the school early must come directly into the school building and proceed to the central office. Students are not permitted in the building or on school grounds before 8:00 a.m. Students must not stay after school or come to school early unless they are with a staff member for a supervised activity. Students who are unsupervised before or after school will face disciplinary action. NOTE: MIDDLE SCHOOL STUDENTS ARE NOT PERMITTED AT THE HIGH SCHOOL AND HIGH SCHOOL STUDENTS ARE NOT PERMITTED AT THE MIDDLE SCHOOL UNLESS THEY ARE PARTICIPATING IN A SUPERVISED ACTIVITY WITH A STAFF MEMBER. <i>Students may attend after school events (as a spectator) only if they are accompanied by their parent/guardian.</i>	First Offense	One day detention Parent contact by assistant principal
		Second Offense	One day Friday School Parent contact by assistant principal
		Subsequent Offenses	Two days internal suspension Mandatory Parent Conference before returning to classes
Improper Bus Conduct (Bus Report)	When a student does not conduct himself/herself properly on the school bus, the bus driver will notify the appropriate administrator and file a written description	First Offense	Warning (except for serious/overt disciplinary problems)
		Second Offense	One day detention Parental contact by assistant principal

	<p>of the problem on the bus discipline form. At the discretion or interpretation of the assistant principal, a conference between the bus driver, the student and his/her parent/guardian will ensue.</p> <p>Improper conduct on the bus will be treated in the same manner as conduct in the school and the same rules will apply.</p> <p>Use of the incorrect bus and not wearing seat belts when required will be treated as improper bus conduct. Riding the bus is a privilege that may be revoked if the student does not follow the rules. If a fight occurs on the school bus, all students involved will be off the bus until their suspension has been fully served.</p> <p>Returning to the bus requires a parental conference with the driver, administration, and student. Also students must attend school where bus removal days exceed suspension days - parents are responsible to provide transportation under provisions of N.J. Statutes, Section 18A:25-2.</p>	Third Offense	Two days detention Parental contact by assistant principal
		Fourth Offense	One (1) day Friday School Three (3) days removal from bus
		Fifth Offense	Five (5) days removal from bus One (1) day Friday School Parental conference
		Sixth Offense	Ten (10) days removal from bus Two (2) days internal suspension Parental conference
		Seventh Offense	Twenty-five (25) days removal from the bus Three (3) days internal suspension Parental conference
		Eighth Offense	Removal from the bus for the remainder of the school year
Theft	Possession of or taking another person's private/personal property or belongings without consent or related involvement which includes keeping valuables and failure to turn in valuable property found to the assistant principal or authorized school authority.	First Offense	Three days internal suspension Restitution or complaint signed if restitution does not take place Parent contact by assistant principal. Referral to student support services
		Second Offense	Five days internal suspension Complaint signed and restitution Parent conference with assistant principal Referral to student support services
		Third Offense	Five days external suspension Complaint signed Parent conference with principal

			Referral to student support services
		Subsequent offenses	10 days external suspension Parent conference with superintendent CST review pending
Unauthorized, Unlawful Assembly and/or Civil Disturbance	In order to clarify standards and regulations of authority which are expected here, the Delsea Regional School Board of Education resolves that any students who participate in unauthorized assemblies, or any unauthorized occupation of school property, will be subjected to suspension or expulsion. The Board of Education further resolves that any persons attempting to incite pupils to commit acts of delinquency, encourage pupils to leave school buildings, incite or attempt to incite pupils to disobey school authorities, or otherwise interfere with the orderly educational process shall be arrested immediately. In addition, this Board of Education and any of its authorized representatives will not negotiate with anyone or any groups, no matter what they want, under conditions of duress.	First Offense	Three days internal suspension Parent conference with assistant principal
		Second Offense	Three days external suspension Parent conference with principal
		Subsequent offenses	Five days external suspension Parent conference with superintendent CST review pending
Theft of/Tampering with Fire Alarms/ Extinguisher/ Security and Safety Devices	Since this act affects the students' safety and the safety of the community at large, it will be dealt with in the severest way possible.	First Offense	Ten days suspension -Includes five external suspension and five days internal suspension Complaint signed Parent conference with assistant principal
		Second Offense	External suspension pending Board hearing regarding future educational placement (Educational services will be provided within 5 days of removal) Complaint signed Parent conference with principal

		Subsequent Offenses	External suspension pending Board hearing Parent conference with superintendent CST review. (Educational services will be provided within 5 days of removal)
Possession of Weapon / Sale or Distribution of a Weapon (NJDE Reportable)	A. N.J.S.A. 2C:39-5e prohibits weapons on or near schools. B. Deadly weapon: within meaning of 2C:39-1r, any device capable of lethal use or of inflicting serious bodily injury; including knives, bludgeons, leather bands, studded with metal filings, etc., tear gas, mace, pepper gas or any other substance to produce temporary physical discomfort. C. Be advised that even non-traditional items such as books, pens, pencils, when used as projectiles or to cause bodily injury may be considered weapons. <i>Replica or toy weapons will be considered in violation of policy.</i> School authorities may use detection devices in school or at school functions/activities in order to ensure a safe school environment.	First Offense	Minimum 5 days internal suspension (Educational services will be provided within 5 days of removal) Court complaint will be signed Parent conference with principal CST review pending/ possible Behavioral Assessment School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Subsequent Offenses	Parent conference with superintendent Exclusion from school pending results of CST evaluation (Minimum 10 days external suspension, Educational services will be provided within 5 days of removal) Court complaint School Psychiatrist review School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
NJDE Reportable Offenses: Needs to be Reported to the NJ Violence and Vandalism System	Offenses which fall under the categories of: Assault on a student without a weapon, computer trespass , verbal and/or written terroristic threats, threats to staff.	Each offense	Minimum Ten days internal suspension Court complaint Parent conference with principal CST review/ possible behavioral assessment Possible educational program change School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
Additional NJDE reportable offenses which fall under the categories of:	Appropriate remedial action for a student who commits an act of arson, false public alarm, bomb offense, assault with a weapon or sex offense will take into account the	Each offense	External suspension pending Board hearing recommending one calendar year home instruction Court complaint Parent conference with principal

Arson, false public alarm*, bomb offense, kidnapping , assault on a student with a weapon, sex offenses as defined by the state of New Jersey, assault on a staff member with or without a weapon.	nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial action may include a behavioral assessment through the district's Threat Assessment Specialist, child study team review, I.R.&S. involvement or other appropriate measures. *False Public Alarm: Causing a deliberate evacuation of the building with terroristic intent.		Behavioral assessment through the district's Threat Assessment Specialist Reinstatement to extra-curricular activities after the one calendar year of home instruction will be at the discretion of the building principal School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
Harassment	Investigated and determined by the district Affirmative Action Officer (outlined in this handbook)	First Offense	Three days internal suspension Parent conference with principal Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions. Possible court complaint, possible behavioral assessment, possible schedule change or possible change in educational setting Loss of extra-curricular activities for 30 days Parts B & C will be reported to proper authorities School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Second Offense	Five days external suspension Parent conference with principal Counseling services through Delsea Middle School Guidance, I & RS Team, Peer Leaders and group sessions. Court complaint and behavioral assessment, possible student schedule change or possible change in educational setting Loss of extra-curricular activities for remainder of school year Referred to proper authorities School Resource Officer contacted immediately Parent or guardian contacted immediately to come to the school and meet with the SRO
		Subsequent Offenses	Ten days external suspension Parent conference with superintendent CST review pending

			Court complaint Parent or guardian contacted immediately to come to the school and meet with the SRO Loss of extra-curricular activities for one calendar year.
Dating Violence	Any pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. Dating violence will not be tolerated at school, in a classroom or anywhere on school property, on a school bus or other school-related vehicle, at an official school bus stop, or at any other school-sponsored activity or event whether or not it is on school grounds.	First Offense	Five days internal suspension Parent conference with principal Police may be contacted
		Second Offense	Ten days external suspension Parent conference with principal Police contact.
		Subsequent Offenses	Ten days external suspension Parent conference with Superintendent CST review Expulsion hearing with Board of Education

Truancy	Any student regardless of age who is absent from school without the knowledge of his parent or guardian will be considered truant. Any student who cuts three or more classes in the same day will be considered truant and will be recorded as an unexcused absence for the day. It should be clear to all that attendance is the first step to success in school. With this in mind, it is hoped that all parents and guardians will closely monitor student attendance and will not allow absences for inappropriate reasons. The administration asserts the right to use legal remedies to rectify excessive truanies.	First Offense	Assistant principal contacts parent Two days internal suspension Zero for class work in all classes missed – cannot be made up
		Second Offense	Assistant principal contacts parent Three days internal suspension Zero for class work in all classes missed – cannot be made up
		Third Offense	Parent conference with assistant principal Four days internal suspension Zero for class work in all classes missed – cannot be made up
		Subsequent Offenses	Parent conference with principal Five days internal suspension Zero for class work in all classes missed – cannot be made up CST review pending

Penalties for Involvement with Alcohol, Tobacco and Other Drugs – Intervention and Referral Services All students should be aware that school authorities will take all reasonable steps to prevent the use and possession of alcohol, tobacco, and other drugs. These steps will include: A. Locker and personal searches when there is reason to believe that inspection is warranted B. Required immediate medical examination and urine and/or blood test to verify the student is medically able to return to school and to determine the presence of alcohol or other drugs when the observation of student behavioral indicators suggests the possibility of intoxication. C. Failure to comply with Delsea Policies/Timelines and New Jersey State mandates, NJSA 18A:40 and NJAC 6A:16 and the following regulations will be considered an admission of guilt and a violation of the Board policy on Substance Abuse. The student will be subject to the following disciplinary measures listed below. This includes altering any drug test results. D. Alcohol, Tobacco, and Other Drug violations are accumulated year to year while in attendance in the Delsea Regional School District. E. Any person who reports a substance abuse violation shall be held harmless.

Possession of drug paraphernalia	Possession of (rolling papers, pipes, vaping devices, etc.), not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1.	First offense	a. Parent/Guardian notification. b. Police notification c. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services. d. 3 days of internal suspension e. Immediate medical examination, including urinalysis and/or blood test to verify use. Verification from the doctor that the student is mentally and physically able to return to school. f. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.
		Second Offense	a. Same as a, b, c, e and f as in First Offense b. 10 days internal suspension
		Third Offense and subsequent offenses	a. Same as a, b, c, e and f as in First Offense b. Five days external suspension, five days internal suspension
Possession of alcohol, other drugs, or substances as defined in N.J.A.C. 6A:16-4.1.		First offense	a. Parent/Guardian notification b. Police notification and appropriate legal action taken c. Ten days suspension -Includes five external suspension and five days internal suspension d. Conference with parent, student, administrator, and SAC e. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services f. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed. g. Immediate medical examination, including urinalysis and/or

			blood test to verify use. Verification from the doctor that the student is mentally and physically able to return to school. h. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.
		Second Offense	a. a, b, d, e, f, g and h as in First Offense. b. Five days external suspension, five days internal suspension
		Third Offense and subsequent offenses	a. a, b, d, e, f, g and h as in First Offense. b. Exclusion from school pending Board hearing for expulsion. (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)
Under the influence of alcohol, other drugs or substances as defined in N.J.A.C. 6A:16-4.1	Any educational staff member or other professional to whom it appears based upon observed behaviors, that a student may be currently under the influence of alcohol or other drugs shall report the matter as soon as possible to the principal and the school nurse pursuant to NJ Law. Please be aware that an effort will be made to contact the parent/guardian and give the opportunity to immediately take their child to a physician of their choice. If the parent is not available immediately, the school will invoke “in loco parentis” and take the student to the emergency room.	First Offense	a. Parent/Guardian notification. b. Immediate medical examination, including urinalysis and/or blood test to verify use. c. Verification from the doctor that the student is mentally and physically able to return to school. If the immediate examination and/or drug screening indicates that the student is under the influence then: d. Ten days suspension -Includes five external suspension and five days internal suspension e. Conference with parent, student, administrator, and SAC. f. Referral to SAC and I.R.& S for assessment, intervention and possible extended services. g. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed. h. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.
		Second Offense	a. a, b, c, e, f, g, and h as in First Offense b. Five days external suspension, five days internal suspension
		Third Offense and subsequent offenses	a. a, b, c, e, f, g, and h as in First Offense b. Exclusion from school pending Board hearing for expulsion. (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)

<p>Distributing, transferring, or selling alcohol, other drugs or substances as defined in N.J.A.C. 6A:16-4.1</p> <p>*The student's offenses are cumulative year to year while in attendance at Delsea Regional School District.</p>		First Offense	<p>a. Parent/Guardian notification</p> <p>b. Police notification and appropriate legal action taken</p> <p>c. Conference with parent, student, administrator, and SAC</p> <p>d. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services</p> <p>e. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed.</p> <p>f. Minimum of 10 days suspension -Includes five external suspension and five days internal suspension</p> <p>g. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.</p> <p>h. Immediate medical examination, including urinalysis and/or blood test to verify use. Verification from the doctor that the student is mentally and physically able to return to school.</p>
		Second Offense	<p>a. a, b, c, d, e, g and h as in First Offense</p> <p>b. Exclusion from school pending Board hearing for expulsion (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)</p>
<p>Students who are found smoking tobacco products, using smokeless tobacco, possessing tobacco products or smoking paraphernalia (including lighters, E-cigarettes, homemade items or items made in school)</p>	<p>Any possession of a vaping device or its accessories will result in the student being sent out for drug screening. Students who do not comply or submit to the requirements of the local policy and state statutes will be considered to be in violation of said policy.</p>	First Offense	<p>a. Parent/Guardian notification</p> <p>b. Referral to SAC for cessation program</p> <p>c. 3 days internal suspension</p>
		Second Offense	<p>a. Parent/Guardian notification</p> <p>b. Referral to SAC for cessation program</p> <p>c. Report to local enforcement agency regarding ordinance violations and imposing mandatory fines.</p> <p>d. 5 days internal suspension</p>
		Subsequent offenses	<p>a. Parent/Guardian notification</p> <p>b. Referral to SAC for cessation program</p> <p>c. Report to local enforcement agency regarding ordinance violations and imposing mandatory fines.</p> <p>d. 3 days external suspension</p>

Intent to sell or purchase any substance NOT defined as N.J.A.C. 6A:16-4.1		First Offense	a. Parent/guardian notification b. Possible referral to SAC c. Three days of internal suspension
		Second Offense	a. Parent/guardian notification b. Referral to SAC for continued services c. Five days of internal suspension
		Subsequent offenses	a. Parent/Guardian notification b. Referral to SAC for cessation program c. Report to local enforcement agency regarding ordinance violations and imposing mandatory fines. d. 3 days external suspension

Penalties for Involvement with Alcohol, Tobacco and Other Drugs – Intervention and Referral Services

All students should be aware that school authorities will take all reasonable steps to prevent the use and possession of alcohol, tobacco, and other drugs. These steps will include:

- A. Locker and personal searches when there is reason to believe that inspection is warranted
- B. Required **immediate** medical examination and urine and/or blood test to verify the student is medically able to return to school and to determine the presence of alcohol or other drugs when the observation of student behavioral indicators suggests the possibility of intoxication.
- C. Failure to comply with Delsea Policies/Timelines and New Jersey State mandates, NJSA 18A:40 and NJAC 6A:16 and the following regulations will be considered an admission of guilt and a violation of the Board policy on Substance Abuse. The student will be subject to the following disciplinary measures listed below. This includes altering any drug test results.
- D. Alcohol, Tobacco, and Other Drug violations are accumulated year to year while in attendance in the Delsea Regional School District.
- E. Any person who reports a substance abuse violation shall be held harmless.

***1. Possession of drug paraphernalia** (rolling papers, pipes, vaping devices, etc.), not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1.

First Offense:

- a. Parent/Guardian notification.
- b. Police notification
- c. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services.
- d. 3 days of internal suspension
- e. **Immediate** medical examination, including urinalysis and/or blood test to verify use. Verification from the doctor that the student is mentally and physically able to return to school.
- f. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.

Second Offense:

- a. Same as a, b, c, e and f as in First Offense
- b. 10 days internal suspension

Third Offense:

- a. Same as a, b, c, e and f as in First Offense
- b. Five days external suspension, five days internal suspension

***2. Possession of alcohol, other drugs, or substances as defined in N.J.A.C. 6A:16-4.1.**

First Offense:

- a. Parent/Guardian notification
- b. Police notification and appropriate legal action taken
- c. 10 days suspension - five external and five internal suspension
- d. Conference with parent, student, administrator, and SAC
- e. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services
- f. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed.
- g. **Immediate** medical examination, including urinalysis and/or blood test to verify use. Verification from

the doctor that the student is mentally and physically able to return to school.

- h. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.

Second Offense:

- a. a, b, d, e, f, g and h as in First Offense.
- b. Five days external suspension, five days internal suspension

Third Offense:

- a. a, b, d, e, f, g and h as in First Offense.
- b. Exclusion from school pending Board hearing for expulsion. (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)

***3. Under the influence of alcohol, other drugs or substances as defined in N.J.A.C. 6A:16-4.1**

Any educational staff member or other professional to whom it appears based upon observed behaviors, that a student may be currently under the influence of alcohol or other drugs shall report the matter as soon as possible to the principal and the school nurse pursuant to NJ Law. Please be aware that an effort will be made to contact the parent/guardian and give the opportunity to immediately take their child to a physician of their choice. If the parent is not available immediately, the school will invoke "*in loco parentis*" and take the student to the emergency room.

First Offense:

- a. Parent/Guardian notification.
- b. **Immediate** medical examination, including urinalysis and/or blood test to verify use.
- c. Verification from the doctor that the student is mentally and physically able to return to school. If the immediate examination and/or drug screening indicates that the student is under the influence then:
- d. 10 days suspension - five external and five internal suspension
- e. Conference with parent, student, administrator, and SAC.
- f. Referral to SAC and I.R. & S for assessment, intervention and possible extended services.
- g. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed.
- h. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.

Second Offense

- a. a, b, c, e, f, g, and h as in First Offense
- b. Five days external suspension, five days internal suspension

Third Offense

- a. a, b, c, e, f, g, and h as in First Offense
- b. Exclusion from school pending Board hearing for expulsion. (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)

***4. Distributing, transferring, or selling alcohol, other drugs or substances as defined in N.J.A.C. 6A:16-4.1**

First Offense

- a. Parent/Guardian notification
- b. Police notification and appropriate legal action taken
- c. Conference with parent, student, administrator, and SAC
- d. Referral to SAC and I.R.&S. for assessment, intervention, and possible extended services
- e. Loss of eligibility to participate in or attend extra-curricular activities for one calendar year. This penalty may be reduced if intervention recommendations are followed.
- f. Minimum 10 days internal suspension pending expulsion hearing before the Board of Education. (Educational services will be provided within 5 days of the removal)
- g. Random urine screenings. If a random urine screening is positive for alcohol or any other type of drug then the student will be recommended to the Board of Education for expulsion.
- h. **Immediate** medical examination, including urinalysis and/or blood test to verify use. Verification from the doctor that the student is mentally and physically able to return to school.

Second Offense

- a. a, b, c, d, e, g and h as in First Offense
- b. Exclusion from school pending Board hearing for expulsion (Minimum 10 days external suspension, Educational services will be provided within 5 days of the removal)

***The student's offenses are cumulative year to year while in attendance at Delsea Regional School District.**

***5. Students who are found smoking tobacco products, using smokeless tobacco, possessing tobacco products or smoking paraphernalia (including lighters, E-cigarettes, homemade items or items made in school)**

First Offense

- a. Parent/Guardian notification
- b. Referral to SAC for cessation program
- c. 3 days internal suspension

Second Offense

- a. Parent/Guardian notification
- b. Referral to SAC for cessation program
- c. Report to local enforcement agency regarding ordinance violations and imposing mandatory fines.
- d. 5 days internal suspension

Any possession of a vaping device or its accessories will result in the student being sent out for drug screening. Students who do not comply or submit to the requirements of the local policy and state statutes will be considered to be in violation of said policy.

***6. Intent to sell or purchase any substance NOT defined as N.J.A.C. 6A:16-4.1**

First Offense

- a. Parent/guardian notification

- b. Possible referral to SAC
- c. Three days of internal suspension

Second and subsequent offenses:

- a. Parent/guardian notification
- b. Referral to SAC for continued services
- c. Five days of internal suspension

Theft of/Tampering with Fire Alarms/Extinguisher/Security and Safety Devices

Since this act affects the students' safety and the safety of the community at large, it will be dealt with in the severest way possible.

First Offense:

- 1. Five days internal suspension, five days internal suspension
- 2. Complaint signed
- 3. Parent conference with assistant principal

Second Offense:

- 1. External suspension pending Board hearing regarding future educational placement (Educational services will be provided within 5 days of removal)
- 2. Complaint signed
- 3. Parent conference with principal

Each subsequent offense will result in:

- 1. External suspension pending Board hearing
- 2. Parent conference with superintendent
- 3. CST review. (Educational services will be provided within 5 days of removal)

Possession of Weapon

- A. N.J.S.A. 2C:39-5e prohibits weapons on or near schools.
- B. Deadly weapon: within meaning of 2C:39-1r, any device capable of lethal use or of inflicting serious bodily injury; including knives, bludgeons, leather bands, studded with metal filings, etc., tear gas, mace, pepper gas or any other substance to produce temporary physical discomfort.
- C. Be advised that even non-traditional items such as books, pens, pencils, when used as projectiles or to cause bodily injury may be considered weapons. Replica toy weapons will be considered in violation of policy.
- E. School authorities may use detection devices in school or at school functions/activities in order to insure a safe school environment.

First Offense:

- 1. Minimum 10 days suspension - five external and five internal suspension (Educational services will be provided within 5 days of removal)
- 2. Court complaint will be signed
- 3. Parent conference with principal
- 4. CST review pending/ possible Behavioral Assessment
- 5. School Resource Officer contacted immediately

6. Parent or guardian contacted immediately to come to the school and meet with the SRO

Each subsequent offense will result in:

1. Parent conference with superintendent
2. Exclusion from school pending results of CST evaluation (Minimum 10 days external suspension, Educational services will be provided within 5 days of removal)
3. Court complaint
4. School Psychiatrist review
5. School Resource Officer contacted immediately
6. Parent or guardian contacted immediately to come to the school and meet with the SRO

18A:37-7. Short title. This act shall be known as the Gun-Free Schools Act 20 USC 7151

18A:37-8. Offense by pupil involving firearm, removal from school's regular education program.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case-by-case basis by the chief school administrator.

For the purpose of this section "firearm" means those items enumerated in N.J.S.2C:39-1f and 18 .S.C.921

Any pupil that is removed from the regular education program pursuant to this section shall be placed in an alternative education program. If placement in an alternative education program is not available, the pupil shall be provided home instruction or other suitable facilities and programs until placement is available. The provisions herein shall be construed in a manner consistent with 20 U.S.C.1400 et seq. Nothing herein shall be construed as prohibiting the expulsion of a pupil.

18A:37-9. Responsibility for removal, report.

The principal or his or her designee shall be responsible for the removal of any pupil pursuant to section 2 of P.L.1995 c. 127(C.18A:37-8). The principal or his or her designee shall immediately report the removal of any pupil to the district's chief school administrator. The district's chief school administrator may modify such removal of a pupil on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

18A:37-10.Hearing.

- a. Any pupil removed pursuant to section 2 of P.L. 1995 c. 127 (C18A:37-8) shall be entitled to a hearing before the local board of education to determine if the pupil was convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or is guilty of knowingly possessing a firearm on any school property, on a school bus or at a school-sponsored function. If it is found that the pupil is not guilty of these offenses the pupil shall be immediately returned to the regular education program.
- b. The hearing shall take place no later than 30 days following the day the pupil is removed from the

regular education program. The hearing is not subject to the provisions of the “Open Public Meetings Act,” P.L. 1975, c. 231 (C. 10:4-6 et seq.)

- c. The decision of the board shall be made within five days after the close of the hearing. Any appeal of the board’s decision shall be made to the Commissioner of Education within 90 days of the board’s decision.

18A:37-11. Determination of pupil’s preparedness to return.

The chief school administrator shall determine whether the pupil is prepared to return to the regular education program or whether the pupil shall remain in an alternative education program, home instruction or other suitable facilities and program, in accordance with procedures to be established by the Commissioner of Education.

18A:37-12. Non Applicability of act.

This act shall not apply to any pupil who has obtained the written authorization of the chief school administrator to lawfully possess a firearm while participating in a school sponsored function. The chief school administrator shall not provide such authorization to any pupil who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.

Harassment

The Delsea Board of Education prohibits acts of harassment or intimidation toward a student, school staff member or their property. 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. 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.

- A. It is the duty of the administration, teaching, and support staff to create a safe environment for both employees and pupils. Students and staff are expected and required to report harassment or intimidation to the office. Staff members are immune from any damages caused in any remedy to the reported issue. Student to student threats will receive severe discipline. Appropriate remedial action for a student who commits an act of harassment or intimidation will take into account the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Remedial action may include a behavioral assessment through the district’s Threat Assessment Specialist, child study team review, I.R.&S. involvement or appropriate measures.
- B. The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil or of any employee of the district. Sexual harassment includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature, whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.
- C. Bias Acts – Any material that creates ill will or hatred. A confirmed offense or unlawful act which occurs to a person, private property, or public property, on the basis of race, color, creed, ethnicity, religion, or sexual orientation.

- D. Suspected Gang Activity: Pupils that initiate, advocate, or promote activities and/or threaten the safety of others, disrupt the school environment or are harmful to the educational process will be disciplined. Any physical or verbal harassing, intimidating or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils will not be tolerated.

Procedure for Reporting an Act of Harassment:

1. Any information regarding the actual or perceived harassment or intimidation of a student or staff member by a school employee or other student must be reported to the school building principal. The district has means of anonymous reporting through Delsea's website.
2. The building principal will forward the report to the district Affirmative Action Officer (AAO).
3. The AAO shall notify the parents of the victim and alleged harasser or intimidator of the issue. To facilitate the resolution of the problem, a description of the complaint procedure as well as the avenues for formal and informal action will be explained. A discussion of desired outcomes or responses to the behavior will also be initiated.
4. The AAO must conduct a prompt, thorough and impartial investigation, including gathering information and documenting data, to confirm or deny any harassing or intimidating behaviors. Formal disciplinary action cannot be based solely on an anonymous report.
5. School district administrators may take interim measures during the AAO's investigation. The AAO may contact outside agencies or law enforcement. The district prohibits and will make appropriate responses to any act of retaliation. Filing false harassment charges is also prohibited. False harassment accusations and any act of retaliation against victims/witnesses will be subjected to the same disciplinary measures as outlined in the following harassment procedures.
6. The AAO will present a summary of his/her findings to both parties. A determination of whether or not HIB behaviors were present will be made. Depending on the outcome of the investigation, the school district will take reasonable, age-appropriate and effective corrective action aimed at the prevention and elimination of the behaviors and protection of the victim/witnesses. Counseling services for victims of harassment are always available through guidance. Follow up inquiries and staff training may be needed.
7. An appeal process is available for any person not satisfied with the findings of the AAO.

First Offense:

1. Three days internal suspension
2. Parent conference with principal
3. Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions.
4. Possible court complaint, possible behavioral assessment, possible schedule change or possible change in educational setting
5. Loss of extra-curricular activities for 30 days
6. Parts B & C will be reported to proper authorities

7. School Resource Officer contacted immediately
8. Parent or guardian contacted immediately to come to the school and meet with the SRO

Second Offense:

1. Five days external suspension
2. Parent conference with principal
3. Counseling services through Delsea Middle School Guidance, IRS Team, Peer Leaders and group sessions.
4. Court complaint and behavioral assessment, possible student schedule change or possible change in educational setting
5. Loss of extra-curricular activities for remainder of school year
6. B & C referred to proper authorities
7. School Resource Officer contacted immediately
8. Parent or guardian contacted immediately to come to the school and meet with the SRO

Each subsequent offense will result in:

1. Ten days external suspension
2. Parent conference with superintendent
3. CST review pending
4. Court complaint
5. Parent or guardian contacted immediately to come to the school and meet with the SRO
6. Loss of extra-curricular activities for one calendar year.

Corrective actions for continued systemic problems may be implemented (assemblies, new programs, professional training).

Dating Violence

Dating violence will not be tolerated, which means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

Therefore dating violence will not be tolerated at school, in a classroom or anywhere on school property, on a school bus or other school-related vehicle, at an official school bus stop, or at any other school-sponsored activity or event whether or not it is on school grounds.

First Offense:

1. Five days internal suspension
2. Parent conference with principal
3. Police may be contacted

Second Offense:

1. Ten days external suspension
2. Parent conference with principal
3. Police contact.

Each subsequent offense will result in:

1. Ten days external suspension
2. Parent conference with Superintendent
3. CST review

4. Expulsion hearing with Board of Education

Application of Delsea's Code of Student Conduct is at the discretion of the administration.

The building principal or designee shall have the authority to assign discipline to pupils.

Discipline shall be applied at the discretion of the administration. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical or sensory disability or by any other distinguishing characteristics pursuant to N.J.S.A. 10:5. Before dispensing disciplinary measures, administration will take into account, at least, the severity of offenses, age and developmental level of the student offender, and student history of inappropriate behavior in accordance with N.J.A.C. 6A:16-7.2.

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Contact Information

Delsea's harassment procedures are always available through the website. Each year, a committee of Employees, parents, students and community members meet to review Delsea's Student handbook, including harassment procedures, and assist in the completion of the district reports. Please email lniemi@delsearegional.us if interested in serving on this important committee. The Code of Student Conduct is available on the Delsea website.

Delsea Regional HS District Affirmative Action Officer:

Dr. Lisa Niemi
Delsea Middle School
242 Fries Mill Road
Franklinville, N.J. 08322
(856) 694-0100 ext. 241
lniemi@delsearegional.us

Delsea Regional HS District Title IX Officer:

Ken Schoudt
242 Fries Mill Road
Franklinville, NJ 08322
(856) 694-0100 ext. 231
kschoudt@delsearegional.us

Harassment, Intimidation (HIB) and Bullying

The Delsea Board of Education prohibits acts of bullying toward a student, school staff member or their property. Students are not permitted to tease, frighten, threaten or inflict physical, verbal or emotional abuse on another. The Board of Education prohibits acts of cyber-bullying. Cyber-bullying involves the use of electronic information and/or communication devices including but not limited to: e-mail messages, instant messaging, text messaging, cellular telephone communication, Internet blogs, Internet chat rooms, Internet postings, including YouTube and defamatory websites.

Delsea Middle School expects students to be good citizens, not passive bystanders. Students and staff are expected and required to report bullying to the office. Staff is immune from any damages caused in any remedy to the reported bullying.

Definition:

Definition of Harassment, Intimidation, or Bullying:

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is 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 by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 P.L. 2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
- b. has the effect of insulting or demeaning any student or group of students;
- c. creates a hostile educational environment for the student by interfering with a student's education by severely or pervasively causing physical or emotional harm to the student.

Not all conflict between students is considered bullying.

School authorities have the right to impose consequences on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A: 16-7.6. This authority shall be exercised only when it is reasonably necessary for a pupil's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

First Offense:

1. Possible Administrative Mediation
3. One day of detention
4. Counseling services through Delsea Middle School Guidance, I.R.&S. Team, Peer Leaders and group sessions.

Second Offense:

1. One day Friday School
2. Parent contact by assistant principal
3. Counseling services through Delsea Middle School Guidance, I.R.&S. Team, Peer Leaders and group sessions.

Third Offense:

1. Two days internal suspension
2. Parent contact
3. Counseling services through Delsea Middle School Guidance, I.R.&S. Team, Peer Leaders and group sessions.

What do I do if I see bullying?

1. Stop it if you can.
2. Report it – through oral, written or electronic means (<http://delsearegional.us>).

Bullying or teasing can be reported verbally to any adult staff member at Delsea Middle School. Students or parents can report bullying by contacting administration through email via the link on Delsea's website. Counseling services for victims of bullying are always available through guidance. Delsea Middle School will take corrective action aimed at the prevention and elimination of bullying and the protection of the victims/witnesses.

3. Email Iniemi@delsearegional.us

Contact Info: Delsea Middle School Anti-Bullying Coordinator

John Bertolino, Principal
Delsea Middle School
242 Fries Mill Road
Franklinville, N.J. 08322
(856) 694-0100 ext. 299
jbortolino@delsearegional.us

Contact Info: Delsea Middle School Anti-Bullying Specialist

Dr. Lisa Niemi
Delsea Middle School
242 Fries Mill Road
Franklinville, N.J. 08322
(856) 694-0100 ext. 241
Iniemi@delsearegional.us

Delsea Middle School prohibits and will make appropriate responses to any act of retaliation with regards

to bullying or reporting it. False bullying complaints and any act of retaliation against victims or witnesses will also be subjected to the same disciplinary measures as outlined in the above procedures.

Corrective, remedial actions for continued systemic problems may be implemented (assemblies, new programs, professional training) to combat bullying.

Dress Code

The Delsea Middle School dress code has been devised with the idea of promoting a positive learning atmosphere and wholesome attitude for each student and the school as a whole. Any clothing or accessory that is considered contrary to good hygiene, distracting, or disruptive in appearance, or detrimental to the educational environment or the public image of the school, will not be permitted. **The administration has the right to determine if attire or appearance is inappropriate for school.** All students (male and female) should follow these guidelines:

Any dress considered too revealing or tight will not be allowed. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, tank tops, halter-tops, mesh shirts or “spaghetti strap” shirts are not permitted. No skin should be visible between shirts and pants while sitting or extending hands overhead. Undergarments must be covered.

Clothing and accessories with slogans, symbols, or displays about (or suggestive of) drugs, alcohol, sex, obscenities, bias or hate, gangs, or which prove to be a disturbing influence shall not be allowed.

Sleep and loungewear are not appropriate.

Sunglasses are not to be worn inside the building except when prescribed by a doctor for inside wear.

Hats, scarves, stocking caps, bandanas, headbands and other head coverings may not be worn in school. Religious headwear can be worn.

Administrators have the final word in determining appropriate dress. When the administration has determined that a student is improperly or inappropriately dressed, that student will be given the opportunity to change into appropriate attire if it is available. If appropriate attire is not available, the district will provide appropriate clothing in exchange for the inappropriate clothing.

Continued violations will be considered failure to follow a reasonable request and addressed as per discipline code.- If a student has questions on any item, he/she may bring it to the central office for prior approval.

The administration reserves the right to alter this policy to insure the safety of the student and school community; however, any alterations will be appropriately announced.

Members of the Board of Education and school administrators have the right to adopt and enforce rules governing students, but these rules must have a rational and substantial relationship to some legitimate purpose, such as the correction of health, and safety or the maintenance of order in the

educational process.

When going on a school trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the administration due to the nature of the outing.

The administration is authorized to modify the dress code in order to sponsor school spirit day activities, related to special dress.

Homework Clinic Rules and Expectations

After school homework clinic is designed to offer teacher help and guidance to students who require extra help in order to complete their assignments. All students who attend homework clinic are expected to wait in the cafeteria for the homework clinic monitor to retrieve them and bring them to the classroom. All students will sign in and quietly work on their assignments. Any student who interferes with the teacher's ability to assist another student by being disruptive will deal with the following consequences.

First Offense:

1. Verbal warning

Second Offense:

1. Removed from homework clinic; may not return for a full week

Third Offense:

1. Removal from homework clinic for a full month

Fourth Offense:

1. Removal from homework clinic for the remainder of the school year

Detention

For a complete description, refer to the section on discipline. Administrative detention for minor infractions of school rules will be held immediately after school. The location of the specific rooms may be adjusted and students will be notified where they are assigned. Students can be transported home on the activities bus or be picked up by a parent. Students will receive reminder slips on the day of the detention. Detention is held Monday through Friday every week. Students are responsible for bringing enough productive work to complete during detention time. Students who do not attend a scheduled detention without prior administrative approval will face Friday School in addition to the originally scheduled detention. Students who do not follow the rules of detention will be removed and receive Friday School in addition to correctly serving the originally scheduled detention.

Friday School

In an effort to maintain a focus on instruction and to provide a layer of discipline between Detention and Internal Suspension, Delsea Middle School has implemented "Friday School." This program will allow disciplined students to remain in class as much as possible, therefore, avoiding an interruption to instruction. Friday School will be held in the Middle School Central Office (or another appropriate location) every Friday or the last school day of the week. Friday School must be served in one session and must be completed when assigned. Friday School will only be rescheduled once for a legitimate excuse with proper documentation. The Friday School must be served within two weeks of the incident. Failure to do so will result in internal suspension plus the originally scheduled Friday School. Students will be required to bring and complete enough of their own work during the entire session. Students who are not properly prepared for Friday School, will be assigned an additional Friday School session. Students assigned to Friday School will not be permitted to attend or participate in any after school activities (i.e.: athletic events, dances, etc.) on the day of their Friday School. Students who do not attend a scheduled Friday School without prior administrative approval will face internal suspension in addition to the originally scheduled Friday School. Students who do not follow the rules of Friday School will be removed and receive internal suspension in addition to correctly serving the originally scheduled Friday School.

Internal Suspension

The Board of Education of Delsea Regional School District recognizes its responsibility for providing a thorough and efficient education for the students of the district. The Board cannot fulfill this obligation to all students if some individuals are severely disruptive and contemptuous of the rights of others to obtain an education. The Board also acknowledges that temporary suspension from school, as a result of misconduct, is detrimental to the suspended student's thorough and efficient educational process. Therefore, the Board will enact a system of in-school suspension in which those students qualifying for suspension as determined by the discipline policy, shall serve this time in an in-school study session, or "internal suspension." In internal suspension students will be given work daily by their individual classroom teachers. Students are required to complete this work. Internal Suspension will be held every day school is in session from the start of homeroom until dismissal. Dismissal time for Internal Suspension will be later than the normal dismissal time. However, when a student ceases to exhibit the behavior necessary to promote his/her learning, the internal suspension, as a form of discipline, will be removed. This removal process will mean a student will be sent to the office, parents will be notified, and the student will be sent home. The student will then have to re-serve that day in internal no matter what time of the day the removal takes place. Students who regularly get removed from the internal suspension room will serve their internal time in an alternate location at the discretion of an administrator.

Any internal suspension time missed due to lateness to school or early dismissal will be made up the following school day.

Students who are absent, or are serving external or internal suspensions are not permitted to attend or participate in after school events or activities.

If a student exceeds 20 days of internal or external suspension combined, he/she may be removed from the regular education setting and placed into an alternative program.

Appeal Process

A. Definition: The appeal process may take place after due process and disciplinary action are administered. Detentions are not considered appealable in that they do not deprive a student of his/her educational program.

Keep in mind that through the appeal process, as always, administrators are not permitted to discuss a student's discipline with any parent/guardian other than their own.

In that the assistant principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the principal.

The appeal process terminates with the superintendent and his determination at the district level will be final.

An appeal may be considered if:

- The specific nature of the incident and facts support an appeal. Based on the merits of the written report filed by the complainant, the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied.

B. Hearing of Appeals - Procedure

1. An appeal must be processed on the form provided by and approved by the district.
2. An appeal must be filed in the principal's office by the third school day after the incident and due process conference.
3. Suspensions will be served immediately following the due process conference while the appeal process is in progress.
4. Clear and concise reasons must be written on the appeal form as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. If the appeal process form is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.

If the information provided on the appeal form has merit, the person hearing the appeal will establish the date and time in conjunction with both parties. If the appeal is deemed to be without merit, the person to have heard the appeal will reply in writing noting the reason for rejecting the appeal.

6. Both parties may bring a tape recorder to the appeal hearing.
7. The hearing officer will direct all questions to persons present and may elect to dismiss parties to the conference on a temporary or final basis if he/she chooses as the situation warrants.

The hearing officer may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The hearing officer may elect to request if additional information can be added to the statement.

An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she may speak to the complainant and offer advice, without interruption or annoyance to the process. The hearing officer may remove the advocate if this procedure is violated.
2. Cross examination will not take place between parties as all questions must be directed to the hearing officer.

C. Disposition of an Appeal

1. The hearing officer will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision, in writing, within three school days on the form approved by the Board of Education.
2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the hearing officer.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

D. Appeals Beyond the Principal's Level

1. The procedure will remain the same as A, B, C above; however, the superintendent may elect to render a decision based on evidence presented from the due process hearing and the appeal at the principal's level with review of facts and further investigation, if necessary. A formal appeal conference may or may not take place. The superintendent's level of appeal is the highest level of the appeal process at the district level.

Grievance Procedures Concerning Affirmative Action, Title IX, and/or 504:

If, at any time, a student feels that his or her rights have been violated with regard to Affirmative Action, Title IX, and/or 504 as it is described above, here is what to do:

1. There are two different ways to submit a grievance: a downloadable/printable pdf or an online submission form. Both can be found at <http://delsearegional.us/cms/one.aspx?portalid=327626&pageid=10397655>
2. This grievance should be submitted within 10 days of the incident.
3. The student will make an appointment to meet with the district Affirmative Action Officer (AAO), Title IX Coordinator, or Section 504 Coordinator. (If the district Officer/Coordinator is the person who allegedly violated your rights, seek out an administrator whom you trust and begin the process with him or her.) All grievants can expect a personal and confidential meeting with the Officer/Coordinator within two school days of the initial report.
4. At that meeting, the student will confidentially share with the Officer/Coordinator the alleged violation.
5. The student should also be prepared to share the names of witnesses who may be able to aid in the investigation.

Once the initial grievance is submitted to the Officer/Coordinator, he/she will conduct a thorough

investigation of the alleged violation and report all results to the Superintendent within ten school days. (If the Superintendent is the one who allegedly violated the student's rights, the findings will go to the Assistant Superintendent.)

1. The Superintendent will issue a report to the grievant within 10 school days.
2. The grievant may appeal the decision to the Board of Education within five school days.
3. The appeal will be heard by the Board of Education at the next regularly scheduled meeting.

Contact Information is as follows:

Affirmative Action Officer: Dr. Lisa Niemi, MS Assistant Principal

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
856-694-0100, Ext. 241

Title IX Coordinator: Ken Schoudt, Athletic Director

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 231

Section 504 Compliance Officer: Jackie Scerbo, Director of CST and Special Services

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 243

U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov
<https://www2.ed.gov/about/offices/list/ocr/index.html>

GENERAL STUDENT INFORMATION

Passes

No student is permitted to leave class without specific permission from the teacher (signing out of class) to whom he/she is assigned. Students are to travel to their destinations taking the most direct route. A student is not to wander to other areas of the building.

Lavatory Procedures

Students who wish to use the lavatory must ask and receive permission from their teacher to leave the room. Since children are expected to miss as little class time as possible, they should use the facilities quickly and safely. Lavatories will either be open and monitored by a staff member or locked to restrict access. Students must legibly sign in and out of the lav registry with the indicated time when using the bathroom.

Individuals who are looking for added privacy may choose to use the A wing lavatories as those facilities will accommodate only one child at a time. The restrooms in the D wing will permit up to three people at a time. All students will be given the opportunity to use either the A or D wing bathrooms. Delsea Middle School will not assign students to a specific lavatory or require students to use a restroom in which they feel uncomfortable.

At any time, if the youngster's preferred bathroom is not open, a lavatory can be made available as long as the central office is notified. Any student involved with vandalism or inappropriate conduct while in the lavatory will face consequences as explained in the Code of Student Conduct.

Building Maintenance

All students are expected to cooperate in keeping the building clean and in good condition. Carelessly discarding papers on floors, marking the walls and lockers and the spilling of food makes the job of maintenance more difficult. No eating of candy, lollipops, or other food items during school time is permitted other than in the school cafeteria. Gum chewing is not permitted in any area of the school.

Buses

Each student is assigned to a specific seat on a designated bus and should ride only on buses that they are assigned. Every student is expected to ride the bus to and from school. Students are not to walk or bike home (or any place else). It is expected that all students take the bus home immediately after school unless they are staying for supervised activity. Any student who misses the bus or is being picked up after the buses are dismissed, must come to the central office for supervision while waiting for their ride. The driver has complete authority and responsibility for the safety of his/her students. To aid the driver in keeping a safe and orderly environment on the school bus, all school buses are equipped with videotaping capabilities. A student's failure to abide by a bus driver's rules will result in disciplinary action and possible removal from the bus and subsequent parental responsibility for the student's transportation to and from school. Students are not permitted to ride another student's bus without the explicit written consent from both sets of parents/guardians. Notes should be brought to the central office during homeroom.

Students are expected to be punctual when meeting their bus. Students are required to be at their bus stop ten minutes before their scheduled pick up time to allow for adjustments in traffic conditions. A bus will not wait for a late student. Pupils are to board and leave their buses at designated stops. Drivers are not obligated to make special stops and should not be asked to do so. In order

to provide for the safe evacuation of the school bus in the event of an emergency, bus evacuation drills will be conducted periodically by the bus driver. Students who do not cooperate or otherwise misconduct themselves during these drills will be reported to the disciplinary officer.

Upon admittance to school, all students are to report directly to their homeroom. No one is permitted to roam the halls before school commences. Students will be permitted to enter the building at 8:10 a.m.

The following items are not permitted on the school bus: cell phones, CD players, radios, toys, skate boards, food, drinks, sprays/cologne or large projects/fundraiser items. Any items brought on the bus must be able to fit on the student's lap due to space constraints.

Students must obtain from their teacher, advisor, or coach a fully signed pass in order to ride the activities or sports buses after school. The activities and sports buses serve only those students involved with athletics, teacher conferences, tutoring, and school sponsored extracurricular activities, not spectators. Students who are involved in a supervised activity are granted the privilege of riding these buses.

Due to the fact that the after school activities buses have to cover a larger geographic area than the regular bus, the students on these runs may or may not be dropped off at their original bus stop. Students may have to walk farther to their house when they are dropped off from the activities buses.

Once the buses start to move from in front of the school building, they will not stop to pick-up students. If a student misses the bus at dismissal time, he is to report to the central office immediately. When a student misses the bus, the responsibility for transportation home will rest with the parents.

If a fight occurs on the school bus, all students involved will not be permitted to ride on the bus until their suspension has been fully served. **Riding the school bus is a privilege. Students who repeatedly do not follow proper bus procedures will not be allowed to ride the activities buses.**

Dismissal Time/Early Dismissals

Students will be dismissed at the end of each day. Once dismissed, students are required to report to their bus or the cafetorium immediately. Students who report to the cafetorium are getting a ride home from school. Students are required to have a note written by their parent if they are not riding the bus home. Parents who are picking up their children are required to wait in a parking space in the parking lot until their child is dismissed. This will occur after the buses pull away from the school building. **UNDER NO CIRCUMSTANCES ARE STUDENTS PERMITTED TO WALK OR BIKE FROM SCHOOL.**

If a student is going home with another student, written permission from both sets of parents is required to be submitted to the office during homeroom.

Students who must be excused early from school are to bring a note from home. The note should identify

the date, time, reason for the early dismissal, name of party who will be taking the student from school, as well as any other pertinent information. This note must be signed by the parent/guardian. All requests for early dismissals should be received in the Central Office prior to the start of first period. Requests for early dismissals, when granted, are limited to medical and professional appointments. A Middle School student receiving an early dismissal before 1:30 p.m. will not be given credit for attending school that day. Students who leave school for an early dismissal are not permitted to attend or participate in any after curricular activities on that day without a Doctor's note. This particularly applies to all after school dances.

Early dismissals cause the student to miss classroom instruction for part of the school day. Early dismissals disrupt the educational program for the student. The administration and the teaching staff urge students and parents to schedule appointments either after or before the school day. Students accumulating four early dismissals will be charged with an unexcused absence.

Textbooks and Equipment

Textbooks and other school materials are assigned to students on a lending basis. It is expected that the materials are to be returned in reasonably the same condition as when issued. Each book must be properly covered. All records, transcripts, and schedules of pupils who lose or damage books or equipment will be retained until payment is made.

Homeroom

Each homeroom is a separate unit based alphabetically by grade level. Students must report to homeroom at the beginning of each school day. Students must treat these few minutes as one of the most important times of the day, for it serves as a necessary media through which pupils are informed of school activities and also as notification of attendance. The school will not tolerate impudence or any other such antisocial attitudes during homeroom period, especially during the Flag Salute ceremony.

The pupils in each school in the district on every school day will salute the United States Flag and repeat the Pledge of Allegiance to the Flag. The salute and the pledge of allegiance shall be rendered with right hand over the heart, except those pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States extends diplomatic immunity, shall not be required to render such salute and pledge; **however, all students are required to stand and show respect.**

Hall Discipline

Students are permitted to talk while changing classes, but they are not to shout, push, run, or in general, do anything which will cause undue disturbance or possible injury. Students are not permitted to use cell phones or wear earbuds while in the hallway. Traffic is to flow on the right side of the halls. Students are responsible for reaching their next class before the late bell; failure to do so will result

in an unexcused late to class. Students, staff and parents are to be reminded that the hallways, school buses and surrounding grounds of Delsea Middle School are under closed circuit television surveillance at all times for the safety and organization of all. Anyone viewed being disruptive anywhere on school grounds shall face disciplinary action.

Cafetorium Conduct

The specific rules of conduct pertaining to all students in regard to the lunch period are:

1. Students must report to the Cafetorium during their assigned lunch only. They must be inside the Cafetorium before the late bell rings.
2. Reasonable order must be maintained. This refers to such actions as extraordinary shouting, physical movements and pranks.
3. Each student has an individualized account in the cafeteria. Parents may deposit money into this account. Under no circumstances are students to buy food/drinks for other children using their account.
4. Students must clearly display to the cashier any items they wish to purchase.
5. Purchased lunches include: Main entrée, one container of milk and a piece of fruit or a container of juice. Extra items may be purchased for an additional fee. Students are to get all lunch items the first time they go through the line. Students are not permitted to go through the line a second time for items they forgot.
6. Students must enter the lunch line through one side. No cutting in line will be tolerated. Students are not permitted to go through the lunch line with book bags.
7. Students are not permitted to receive food deliveries (i.e. DoorDash, GrubHub, local restaurant, etc.) during the lunch period or any other time during the school day. Any food deliveries will be kept in the main office until dismissal.
8. The combing of hair and the application of make-up is not permitted.
9. No food or utensils are to be removed from the Cafetorium.
10. All trays, uneaten food, and waste materials are to be returned to the appropriate Cafetorium area.
11. All tables must be completely cleared and any objects removed from the floor.
12. Physical education equipment is not permitted to be used during the lunch periods; nor are any students permitted in the gym or unassigned areas.
13. Students must remain in the cafetorium during the entire lunch period.
14. Students should not stand by the doorways before the bell rings. They should remain in their seats.
15. Students will be given assigned tables in the lunchroom, visiting other tables is prohibited.
16. The throwing of food, drink and utensils is prohibited.
17. Any inappropriate conduct during lunch periods will result in lunch detention or removal from the Cafetorium. A restricted lunch place will be provided to students requiring an alternative setting. Students removed from lunch or serving lunch detention will eat their lunch in the Internal Suspension room. Infractions of the aforementioned will be treated under school discipline policies.
18. Lavatories will either be open and monitored by a staff member or locked to restrict access. Students must legibly sign in and out of the lav registry with the indicated time when using the bathroom.

Assemblies

Students are to report to an assembly as directed by the PA system. There is to be no loud talking while other classes are entering the Cafetorium or gymnasium. When the program begins, students are to remain quiet and attentive. Loud whistling and rhythmic stomping of feet are not acceptable

types of conduct during assembly programs. Unless an emergency prevails itself, students are not to leave the assembly area during a program.

Students who are unable to properly conduct themselves during assemblies will forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action.

Gymnasium

During, before and after school hours, no student may use the gym, weight room or locker rooms unless directly supervised by a faculty member physically present in the assigned area of activity. Under no circumstances is apparatus or equipment to be used between classes or when the gym is vacant.

At no time are individuals to wear street shoes on the gym floor. When attending an athletic contest, spectators should walk only on that part of the floor directly in front of the bleachers.

No food or beverage is to be brought into the gym.

Locker Rooms

Locker rooms are to be used by students only when a faculty member is present. During gym periods, the locker areas shall be locked by the teacher in charge. At no time should a student either enter or remain in a locker room unless a teacher is present.

Students may put a lock on a gym locker temporarily only during (1) the immediate physical education class; or (2) after-school athletic events or activities. The lock must be removed when the student leaves the area. Locks that are not removed will be cut off in order that other students may have the opportunity to use the lockers involved.

Under no circumstances are students to leave, at any time, money, watches, or other valuables in a locker room. It is the responsibility of the student to see that their belongings are securely locked. Spraying of any aerosol container or cologne is not allowed in the enclosed space of the locker room.

Educational Trips

Groups of students, under faculty supervision, are often granted the privilege of participating in educational excursions which are related out-growths of classroom or school activities.

SCHOOL DAY TRIPS

1. Students must obtain a permission slip signed by the parent or guardian.
2. Students must be a member of the class or organization taking the trip.
3. The trip must be of an educational nature and approved by the administration.

4. Advisors must notify the teachers five days in advance by publishing a list of those going on the trip. The trip does not excuse the student from outside class requirements and assignments.
5. This procedure applies to trips using school transportation or private carrier. (No student may be refused a trip during school time for lack of funds).
6. Students may be denied permission to attend a school trip based on attendance, grades or behavior.

TRIPS BEYOND SCHOOL DAYS

1. All trips scheduled at times other than the school day must be approved by the administration and/or the Board of Education regardless of school or private transportation.
2. Overnight trips involving the missing of school time must be with administrative and Board of Education approval.
3. Rules and regulations must be in writing prior to Board of Education approval.

Students who are ineligible as per their discipline record, will lose the privilege to participate in any school trip or end of the year activity offered to his/her class or grade level. Only those students previously decided by the disciplinarian are ruled ineligible to participate in field trips. This is a decision of the disciplinarian and/or administration and not of an advisor or teacher.

CHAPERONES

All chaperones must be approved by the administration. Chaperones and/or an adult family member or a private coach must be approved. However, those chaperones in charge of student control must be approved by the administration and/or Board of Education. In the event no qualified replacement can be found, should a chaperone(s) find it impossible to fulfill his pledged commitment; a trip or activity may be canceled.

CLUB ASSOCIATION MEMBERS

A member in "good standing" must have attended at least 80% of the meetings prior to attending the trip.

Faculty Room

The faculty lounge and faculty dining room are not available to students. If a pupil wishes to see a teacher who is in one of the faculty rooms, he should knock on the door and await an answer. At no time is a student permitted to enter the faculty room for use of the soda or snack machine.

Other Recreational Areas

At no time is a student to enter the outside recreational area unless under direct supervision of a faculty member. While attending an athletic contest, the students are to go directly to that area of participation and not wander to other parts of the school grounds.

Student Bicycles

Students are not permitted to ride bicycles or walk to school for safety reasons.

Other Modes of Transportation

Students are not permitted the use of skateboards, hoverboards or wheeled sneakers (Heelies) on school property.

Physical Education Apparel

The acceptable code of dress for the physical education program consists of socks, T-shirt, gym shorts and sneakers. A regulation uniform will be made available to every student to purchase at the start of the school year. Additional uniforms may be purchased through the school store. It will be mandatory to purchase the uniform from the school and students will be required to follow the color code of red, white, or gray combinations for their shirts and shorts.

Students who either fail or refuse to follow the acceptable code of dress for physical education will be penalized in the grade scores. Therefore, it is imperative that students should make every effort to be prepared for gym.

Students are reminded not to bring valuables of any type into the locker room.

Dances

Dances are held for Delsea Middle School students only. Attendance at the dance will require student and parent/guardian signature on the ticket upon admittance. On signing the ticket, the student and parent/guardian agrees to the following:

1. Dances are held for Delsea Middle School students only. Under no circumstances may an individual non-Delsea student or a group of non-Delsea students attend a dance at D.M.S. When such a situation develops, the individual or group will be requested to leave not only the building, but the school grounds as well.
2. No one will be admitted to the dance one hour after dance begins. The doors will be closed at this time. Dress code applies at all dances unless otherwise approved.
3. Students are not permitted to leave the building, unless a parent or guardian accompanies them.
4. No student will be permitted to use the outside telephone to contact parents about arrangements to be picked up. This should be done prior to the evening of the dance.
5. Emergency calls home will be supervised by a head chaperone and be made in the central office.
6. Anyone showing evidence of smoking, fighting, use of narcotics or intoxication while on school grounds will suffer the same penalties as pertain to this conduct during regular school hours.
7. Any student who is not picked up by end of the dance may lose the privilege of attending succeeding dances.
8. If a student is absent from school the day of the dance, he/she will not be permitted to attend. Any early dismissal on the day of the dance must be excused with a doctor's note or the child will not

be permitted to attend the dance. Students who are ineligible for after school and extracurricular activities as per their discipline record will not be permitted to attend the dance.

9. No ticket sales will be made at the door.

Mechanical/Electronic Gadgets And Toys

In that the school does provide a wide variety of AVA equipment for school and classroom use, there is no need for students to bring such items as radios, tape players, portable televisions, cameras etc. to school. Any of these items, if required for class, will be provided.

Similarly, students should not bring playing cards, “grillz”, “Heelies” or other toys to school. These items are not necessary for school and can be dangerous and cause undue injury. Please leave these items at home as they will be confiscated if found at school.

Laser Pointers

Students are not permitted to use or have a laser pointer while they are attending Delsea. If a student is found in possession of a laser pointer, the device will be confiscated and returned only to a parent or guardian.

Cell Phones And Other Electronic Devices

STUDENT POSSESSION & USE OF PERSONAL ELECTRONIC DEVICES

This program is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We at Delsea Regional Middle School acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty, and the educational process.

1. Students will be permitted to use cell phones, iPods, iPads, and Mp3 players, PSP's, e-readers, laptops, etc. during their scheduled lunch period for **online gaming, listening and texting purposes only**. Recordings of any kind (pictures, videos, etc.) are not permitted. Students will also not be allowed to view videos on their electronic devices.
2. Use of any device (including Chromebooks) during classroom instruction **will be at the discretion of that teacher and ONLY** when the purpose is for academic reasons to enhance the lesson.
3. Students may also use any and all devices mentioned before and after school.
4. Use on school buses will be permitted unless said use compromises the driver's ability to maintain the safe operation of the bus.
5. Students **will not** be permitted to use electronic devices **in the locker rooms, in the lavatory or during homeroom time**. However students are permitted to use their e-readers during SSR.

6. If it is the judgment and discretion of a teacher or administrator that a student using any of these devices is causing a distraction to the safe and academic environment, the student's device may be confiscated and discipline may be administered.
7. Those bringing their own laptops will need to log in with their own network account. The district IT will not support the needs of those personal laptops.
8. All policy and rules found in our "Acceptable Use" Contract will continue to be enforced. Personal media items cannot disrupt the educational environment, undermine academic integrity or violate confidentiality/privacy rights.
9. Students **MAY NOT** use their personal electronic devices to take pictures or to record audio or video. Also, viewing videos on personal electronic devices is prohibited.
10. Students in classes will continue to follow the rules regarding cell phone use as presently stated and enforced; shut off devices and store them in their backpack or locker. Messages can be retrieved during lunch periods or afterschool, but, not in class, the locker rooms, or lavatory.
11. Parents should not be contacting (calling or texting) students during class time. If an emergency should arise, adults can contact the Central Office, and the student will be contacted immediately. Students should use the office phones if they need to make a phone call. Phone calls home to parents regarding a sick or injured child should come from the school nurse ONLY.
12. The use of cell phones, iPods, Mp3 and/or other electronic devices is a privilege. If one abuses it, that privilege can also be taken away. Delsea Regional Middle School teachers and faculty members have the final say, if they feel that a student is abusing the policy, they may confiscate the devices at any given time.
13. Delsea Regional Middle School is **NOT** responsible if cell phones, iPods, MP3's or other personal electronic devices are lost, stolen, or damaged; they are brought in at the risk of their owner.

First Offense:

1. One day of detention
2. Confiscation of device; the device will be returned to the student at the end of the school day.

Second Offense:

1. One Friday School detention
2. Confiscation of the device; the device will be returned to the student at the end of the school day.

Third Offense:

1. One day of Internal Suspension
2. Confiscation of device; the device must be picked up by a parent/guardian.

Integrity with the Use of Technology

All students at Delsea Middle School will be held to the highest standards with regard to the use of all technology. If a student is found to have photographed or recorded a crime or any violation of our

policy on any device, that student will serve the same discipline as the student who violated the policy or committed the crime.

It is absolutely prohibited for students to make any audio or video recordings of staff without their permission while at Delsea Middle School or while riding the bus.

First Offense:

1. Two Days Internal Suspension
2. Parent Conference with assistant principal

Second Offense:

1. Three days Internal Suspension
2. Parent Conference with principal

Third Offense:

1. Three days external suspension

Delsea Middle School and its employees will not be held responsible for any lost, missing, broken or stolen cell phones or electronic devices.

Chromebook Care and Responsibilities

At the discretion of the administration, if a student is suspected to have caused damage to a chrome book because of irresponsible use, they will be held financially responsible for repairs. If it appears that these damages were done on purpose, the administration is within its rights to enforce its vandalism policy.

Use of Delsea-issued Email Accounts

All students will receive an email account from the district's Technology Department. It is important to be aware that when using that account, there should be no expectation of privacy by the user. Delsea's administration will have access to all correspondence made through the school's email account.

Decorations and Posters

School-wide or classroom decorations must receive administrative approval. No students are to arrange for any decorations unless they receive approval. All posters must be approved and initialed by the assistant principal. Only posters advertising Delsea, municipal activities, or Delsea elementary sending functions may be displayed in the school on the assigned bulletin boards, in the Cafetorium, and halls.

Gifts to Teachers and Class Parties

Student gratitude expressed in the form of gifts to faculty members is not permitted. Students should not embarrass a teacher by presenting him with a gift, for he will be unable to accept it. Teachers have been instructed not to allow any parties to take place in their rooms. Again, do not embarrass a

teacher by requesting a party because he will not be able to allow it.

Social Functions

At no time is a student, or group of students, to arrange for a social function before obtaining official sanctions from the following areas:

1. Faculty sponsor
2. Administration
3. Names and signature of faculty chaperones

Always plan to allow for at least two weeks advance notice for scheduling and approval. Only the advisor can finally schedule any activity.

Fire Drills/Critical Incident Drills

Fire drills are held monthly to prepare the students for an actual emergency. The alarm consists of a continuous ring of the fire alarm bell. At this signal, all occupants will leave the building by the regularly assigned exits. Pupils are to pass quickly, quietly, and in single file. Doors and windows are to be closed before the room is vacated.

In the event an exit is impassable, those affected will reverse their direction and proceed to the nearest open exit. On the "all clear" signal, the groups will return to the building in the same manner in which they left.

Directions for fire exits are conspicuously noted in each classroom. According to N.J. Statute 2A:170-9, a person found guilty of giving a false fire alarm will be charged as a disorderly person and subject to a fine and/or imprisonment. Any student who tampers with the fire alarm systems and purposely sounds the fire alarm will be prosecuted to the fullest extent of this law.

In the event a student is caught starting a fire on school grounds or in the school building, he/she will be suspended for no less than three days and the administration shall file a court complaint. Parent or guardian will be contacted immediately to come to the school and meet with the SRO. The student/parent is also held responsible for restitution of all damages to school or personal property. In addition to fire drills Delsea will also hold Critical Incident (Lock Down) drills monthly.

Student Fines

Students owing fines for books or other materials are not to be issued report cards, books or materials until the fines are paid or the obligation satisfied. All records, transcripts, and schedules of pupils who have outstanding fines are retained by the central office until the payment is made to the designated office or the Board of Education secretary.

Student Attendance at Evening Events

Both parents and students should note that even though the school encourages all students to attend evening school functions, the school does not desire to have students in and around the school

building or on the school grounds once the event is over. Parents should arrange to pick up their children immediately upon the conclusion of such an event.

The school cannot and does not desire to have the responsibility of supervising students who have to wait for extended periods of time for rides home after attending a school function. This applies to after school activities as well. Students that are not picked up from an after school activity in a timely fashion will be placed on the activities buses.

Students will not be allowed to enter the school building or remain on school grounds unless they are directly accompanied by a parent or guardian. It will not, however, be necessary for parents to accompany students who are actively participating in the program. Students attending evening events are subject to all everyday rules and regulations and may be subject to suspension.

Students who are absent or ineligible as per their discipline record are not permitted to attend or participate in after school events or activities. Students who have an early dismissal on the day of an after school event (i.e. dance) will not be permitted to attend the after school activity without a doctor's note excusing the early dismissal.

Student Grievance Procedures

If at any time, a student feels that his or her rights have been violated with regard to Affirmative Action, Title IX and/or 504 as it is described above, here is what to do:

Pupils and the parents can make their concerns known and have them considered and disposed of fairly by using the regular chain of command within the school, in the following order:

1. The pupil and/or his parents are to begin by scheduling a conference with the following appropriate personnel: either singularly or jointly, the appropriate administrator and a teacher and/or counselor, as determined by the building principal.
2. If this does not result in a satisfactory resolution, the administrator will refer the matter to the next responsible administrator or the principal depending on the area of concern.
3. If this does not result in a satisfactory resolution, the principal will refer the matter to the superintendent. If she cannot resolve the problem, she may invite the pupil and his/her parents to the next regular meeting of the Board of Education for their consideration.
4. The concerned pupil and parent will be notified no later than the day after the next regular board meeting of the board's disposition in the area of concern, through the superintendent or his designee.

When a group of students has a grievance regarding and relating to a school-wide matter or situations dealing with numerous pupils, they should make this known through the formal structure of the Student Council.

Contact Information is as follows:

Affirmative Action Officer: Dr. Lisa Niemi, MS Assistant Principal

Delsea Regional School District

242 Fries Mill Road, Franklinville, NJ 08322

Title IX Coordinator: Ken Schoudt, Athletic Director

Delsea Regional School District

242 Fries Mill Road, Franklinville, NJ 08322

Telephone: 856-694-0100, Ext. 231

Section 504 Compliance Officer: Jackie Scerbo, Director of CST and Special Services

Delsea Regional School District

242 Fries Mill Road, Franklinville, NJ 08322

Telephone: 856-694-0100, Ext. 243

Authorized Persons on School Property

The following persons will be considered authorized persons lawfully on school property and no others:

1. Students during school hours and while participating in authorized school activities after or before school hours.
2. Parents or legal guardians of students while participating in parent-teacher conferences or other authorized activities. Please stop by central office to obtain a visitors' pass before proceeding to your designated area. (Guardianship shall be court appointed or through the Bureau of Children's Services. Proof of said guardianship shall be exhibited upon demand.)
3. Teachers, administrators and other school employees while in the performance of their duties.
4. All other persons shall first obtain authorization from the Board of Education at its regular meeting.

Individuals in categories 2 and 4 shall first apply in the main office of the school, state their reason for being there, and receive permission from the principal or his designated deputy to proceed further.

Any person or persons not complying with this policy shall be considered a trespasser and as such shall be prosecuted to the fullest extent of the law and shall be immediately removed from the school - the word school shall include all the surrounding grounds.

For the benefit of students, parents, and interested parties, we include a copy of the law dealing with disruption of classes, or interfering with peace and good order of the school, being N.J.S.A. 2A:149a-1, 2 and 3.

2A:149a-1

Any person who enters any building, structure or place used for any educational purpose with the intent of committing therein any indictable offense shall be guilty of a high misdemeanor, punishable by imprisonment for not more than 5 years, or a fine of not more than \$10,000.00 or both.

2A:149a-2

Any person, other than a bona fide student therein or parent or legal guardian of such student or a teacher, administrator, or other school employee while in the performance of his/her duties who

enters any building structure or place used for any educational purpose with the intent of disrupting classes or otherwise interfering with the peace and good order of the place shall be guilty of a misdemeanor.

2A:149a-3

Any person who obstructs, interferes with, assaults, or threatens bodily harm to any student, teacher, administrator, school employee, or parent or legal guardian of any student, or any other person lawfully seeking to enter a school building, structure or place used for any educational purpose shall be guilty of a high misdemeanor, punishable by imprisonment for not more than 5 years, or a fine of not more than \$10,000.00 or both.

Unauthorized Persons on School Property

Students or other persons are not to be in the building or on school grounds without permission or authorization when school is not in session or any activity scheduled.

Students are expected to clear the school grounds at the dismissal bell, unless they are actively involved in extracurricular activities specifically and directly supervised by a faculty advisor or coach.

Students found in and around the building, at a time other than they are regularly scheduled for a class or an extra-curricular activity, will be subject to discipline. Students or other persons found in the building either before or after regular school hours, in the evening, or on weekends, or holidays, without authorization, or when activities are not scheduled will be treated as trespassers and will be prosecuted to the fullest extent of the law.

Outside Organization/Persons Having Fundraisers Within the School

At no time is an outside organization/person allowed to sell candy, jewelry, etc. as a fundraiser within the school. This is done to preserve the school's own club or organization sales.

Distribution of Materials

Any proposal to distribute items from the student body such as student expression pamphlets, handbills, leaflets, advertisements, etc. must be submitted to the administration a minimum of two school weeks in advance of the proposed distribution date.

The administration will evaluate the material to ascertain whether or not it is suitable for distribution. Suitability should not be read to mean only noncontroversial, popular, majority point of view expressions of opinion, but might well include materials representing any kinds of opinions on a variety of subjects.

Anything aimed at creating hostility and/or violence, hard-core pornography, and/or similar materials, are not suitable for distributing in the schools.

The administration will, within two school weeks, determine whether said materials may be distributed and also define the times and places for distribution so as not to interfere with the working of the

school.

This policy seeks to accommodate the maximum degree of freedom of expression by means consistent with the preservation of good order in the schools.

Chewing Gum/Eating in Classrooms

No food, candy, gum, or beverages other than water in containers **that cannot be sealed** are permitted to be eaten outside of the school Cafetorium without permission. Students may carry sealable water bottles with them to class. In an effort to keep our school free of pests, clean of waste wrappers and inappropriately discarded food and beverage items, all students are expected to cooperate and refrain from drinking or eating in the classrooms or hallways. Gum and glass containers are not allowed in Delsea Middle School at any time. Students that are addressed on more than three occasions for eating or drinking outside of the Cafetorium will be failing to follow a reasonable request as outlined in the Delsea Middle School code of conduct.

Announcements

During every homeroom session, teachers will display the morning announcements, which contain pertinent information to the student body. Students are to remain attentive to these notices, for important information is transmitted in this manner. Parents and students also have online access to these announcements through the Delsea website on the Middle School home page.

Students themselves are not permitted to have announcements made unless they are signed by a faculty member. The school principal or assistant principal will further approve any information a student wishes to have broadcasted.

Awards

Awards are offered for student participation and achievement. Each award is given in the name of Delsea and is associated with validity and purpose.

All awards offered must be approved by the administration. They reserve the right to refuse the granting of any award which is not considered to be in the best interest of the school. An athletic letter and certificate will be awarded to a student upon his completion of a season's service. This award is based upon the recommendations of the coach and athletic director.

All Extra-Curricular and Class Finances

All receipts and disbursements of clubs, classes, athletics, organizations, publications, and other activities will be handled through a single checking account, (Delsea Regional School Activity Funds) in the Newfield National Bank. No student organization is to open a separate checking account. This account will also handle monies received from field trips and other activities not usually having

funds.

Each organization may be required to have a treasurer, who will maintain detailed books of all expenditures and receipts for transactions of the organization. These books are to be set-up under the direction of the Custodian of Student Funds. It is the direct responsibility of the sponsor of the activity to see that the finances of the organization are handled in such a way as to insure a balanced account at all times and a positive balance at the end of the school year.

All receipts are to be deposited with the Custodian of Student Funds by the advisor who will, in turn, be given a receipt for the funds. The necessary entries are to be made in the treasurer's book.

Whenever money is received from an advisor, a receipt must be given by the Office of the Board of Education. This does not apply to the sale of tickets, since a ticket is a form of receipt. Students, other than class/club treasurer, advisor, or person designated to receive monies.

The Custodian of Student Funds will keep accurate books on all organizations and activities receiving and expending money. At the end of each month, the Custodian of Funds will prepare a statement of finances for each activity. The advisor is to check in his books with this statement and consult the Custodian if there are any discrepancies.

Funds left unspent upon graduation will be held in the general activity funds until the first fifth (5th) year reunion of the class. After that period, they will be placed in a savings account by at least two authorized members of the class residing in Elk or Franklin Townships.

Emergency Cards

At the beginning of each school year, and during the year for new students, each individual is to complete an emergency card. This is a brief form requesting parental names, addresses, phone numbers, family physician, and a relative or friend who could substitute for a parent in the event of an emergency.

Parents are requested and expected to fill in these cards exactly and completely as they are extremely important to the school authorities when an emergency situation arises.

The emergency cards for students' enrolling after the school year begins must be completed along with their schedule of classes. This will be part of the transferring-in procedure.

School Messenger

This system is used on a daily basis to inform parents by phone or email when students are absent from school, when some discipline matters occur, and in the event of any unforeseen school wide early dismissals due to inclement weather or emergencies. All after school activities will be canceled in the event of an emergency early dismissal. Each parent will be asked to submit one phone number and one email address for their School Messenger contact.

Hall Displays

Bulletin boards throughout the school add an attractive touch of appeal and information for the student body. The responsibility for the material is designated to certain school organizations.

Members of the student body should remember that much time and effort is put into these displays. Any defacing or destroying of the arrangements will result in disciplinary action.

Any posters or signs to appear on hall bulletin boards or in the cafeteria must be initialed by the administration.

Health Services

The health services at Delsea are available to any student who becomes ill or injured during school hours or during a school related activity. State law prohibits schools from the treatment of injuries that are not school related. Therefore, first-aid procedures afforded to students will be those which conform to policies advocated by the school physician and state regulations.

When a student requires medical attention, every effort will be made to comfort the student. However, the school is not permitted to supply aspirin in any form to students. The parents or guardians of sick/injured students requiring additional medical attention will be notified immediately. In the event that a legal guardian cannot be reached, the person on the student's emergency card designated as the emergency contact person will be notified. No student will be sent home to an empty house. Except in emergency situations, any student who is ill shall obtain a pass from his classroom teacher before going to the nurse's office. Students are to refrain from going to the nurse's office during the changing of classes. The nurse's office is a medical treatment center and the facilities are restricted to those students with a medical problem.

Students visiting the nurse's office continually for the same illness may be considered chronically ill and excluded under the provisions of Title 18A:40-10 N.C. Statutes until the school health office has been satisfied with the proper certificate from a medical examiner as the case may present itself.

Any student who is ill or injured and requires treatment by the school nurse or school authorities during the day will not be eligible to participate in after-school activities, athletic contests, or practices in the afternoon, evening, or day of the injury or treatment. This rule is designed to protect the health of the student involved.

In the event that the nurse is not available, students who require services should report with a pass to the central office.

The school recognizes that a student may need to be excused from participation in physical education classes due to certain medical conditions. In this situation, the student is to submit a note from his/her doctor describing his/her condition and restriction to the nurse's office. The nurse will then schedule the student to an alternate physical education program.

Students excused from participation in physical education classes are also restricted from participation in school athletics.

The period of restriction will end when the student submits a note from the doctor informing the school that the condition causing the restriction no longer persists.

All incoming students will be required to show proof of the following immunizations, dates included, unless religious exemption has been properly documented by the parent/guardian or medical exemption from the family medical provider has been provided:

- Diphtheria, Tetanus and Pertussis (DTP, DTaP, DT or Td): Three doses of appropriately spaced vaccine will be acceptable as adequate immunization. Boosters are recommended as appropriate, but not required in this age group.
- Polio (IPV or OPV): Three appropriately spaced combination of live or inactivated polio vaccine will satisfy this requirement
- Measles: Two doses of a live measles containing vaccine, or any vaccine combination containing live measles vaccine, such as the preferred measles, mumps, rubella (MMR) vaccine are required. The first dose shall have been administered on or after the child's first birthday, and the second dose shall have been administered no less than one month after the first dose.
- Rubella: One dose of live rubella virus vaccine or any vaccine combination containing live rubella virus vaccine, administered on or after the child's first birthday.
- Mumps: One dose of live mumps virus vaccine, or any vaccine combination containing live mumps virus vaccine, administered on or after the child's first birthday.
- Hepatitis B: The appropriate complete two or three dose vaccine series is mandatory for all students born after January 1, 1990.

Religious Exemption: A child shall be exempted from mandatory immunization if the parent/guardian objects thereto in a written statement submitted to the school, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the pupil's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Medical Exemption: A child shall not be required to have any specific immunization(s) which are medically contraindicated. A written statement submitted to the school from a licensed physician or advanced practice nurse indicating the reason for the medical exemption. This exemption shall be reviewed periodically to determine if the exemption is still appropriate.

Any illness or disability should be reported to the health office so the nurse is aware of the problem. Any injury occurring in school must be reported to the classroom teacher and the school nurse. An accident form, which is kept on record in the health office, must be filled out immediately. If medical attention is deemed necessary, a medical form from the central office will be given to the student to take with him for presentation upon receiving medical care.

The Delsea Board of Education, in keeping with the recommendations of the American Medical Association and the State Department of Education, discourages the administration of medication in school. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to do so would jeopardize the health of the pupil or the pupil would be unable to attend school if the medication were not given during school hours.

In order for **any medication** (including over-the-counter drugs such as aspirin, Tylenol, cough syrup, cough drops, etc.) to be administered to a student in school, the following conditions must be met:

- A. Parents or guardians may administer medications to their children at school. This should be coordinated by the parent or guardian with the school nurse.
- B. If a parent or guardian is unable to assume this responsibility, only a certified school nurse or physician may administer the medication.
- C. For both *prescription* and *non-prescription* drugs **we must have**:
1. A written order from the prescribing physician which shall state: child's name, name and dosage of medication, time of day to be given, duration of therapy, and any special instructions of which the nurse should be made aware.
 2. A signed permission note from the parent or guardian giving the nurse permission to administer medication as ordered by the physician.
 3. The medication, prescription or non-prescription, **must be brought to school by the parent or guardian in the original container** appropriately labeled by the pharmacy or physician.
- NOTE:** Students are not permitted to bring medication to school.
- D. If the school nurse has any concern about administering the medication, the parent will be notified.
- E. The certified school nurse or parent/guardian is the only one permitted to administer medications in school.
- F. If a prescription medication is to be given on a regular basis (e.g., Ritalin, asthma, bee sting, etc.) the doctor's written order and parent note shall be renewed and re-submitted to the nurse at the beginning of each school year.
- G. The school nurse shall maintain a record of students receiving medications, names of prescribing doctors, dose and times. If the school nurse is not available, parents shall be responsible for administering medications.
- Note:** Should students be found to have prescriptions or non-prescriptions in their possession, said medicines will be taken from them and given to the nurse and the nurse will contact the parent relative thereto. The building principal or his designee shall be informed of this transgression and appropriate action taken if warranted.

Health Examination

The Board of Education requires that pupils enrolled in this district submit to physical examination in accordance with law in order that the learning potential of each child is not diminished by a remedial physical disability, and that the school community is protected from the spread of communicable disease.

Each pupil entering school for the first time and each pupil who transfers to this district and cannot present evidence of a physical examination conducted previously shall be examined for physical defect by a personal physician, whose report will be given to the school medical inspector.

In order to ensure continued health and proper growth and development it is important that subsequent medical examinations be obtained on a regular basis, not less than once during each

developmental stage (i.e. pre-adolescence, adolescence). The parent/guardian should take the student to the personal health care provider for this examination. A copy of the findings of this exam may be submitted to the school in order to be included in the student's health records. Dental examinations are also strongly recommended during this time period.

Each candidate for an interscholastic athletic squad or team shall submit to a physical examination by the school designated team physician. Students may obtain a sports physical from their own doctor and it must be filled out on the proper school form. No other form will be accepted.

Each pupil between the ages of ten and eighteen years shall be examined bi-annually for scoliosis by a school employee trained in scoliosis screening.

Auditory screening will be conducted for pupils enrolled in grade eight, those at risk for hearing impairments, and those referred for screening by a teacher, parent, or the pupil.

Vision screening will be conducted for pupils enrolled in grade eight, those referred by a teacher, parent, or pupil, and all sports candidates.

A pupil who presents a statement signed by his or her parent or guardian that a medical examination interferes with the free exercise of his or her religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or to determine fitness to participate in a health, safety, or physical education course required by law.

Student Accident Insurance

Your school has purchased School Time Accident coverage to protect all students. This insurance covers for the hours and days when school is in session, and while attending school sponsored and supervised activities. This includes all interscholastic sports, including football. Coverage is provided by Berkley Life and Health Insurance Company, administered by Bob McCloskey Insurance/BMI Benefits L.L.C.

The maximum benefit is \$1,000,000.00 and usual and reasonable benefits are provided on a full excess basis for covered expenses incurred within 3 years after the date of the accident. Additional expenses will be paid only when they are in excess of those paid by another plan providing medical expense benefits. The first expense must be incurred within 90 days after the accident. Also included is an Accidental Death and Dismemberment Benefit.

A catastrophe benefit is provided for interscholastic sports (including football) participants which pay benefits for ten (10) years after an accident after the deductible is satisfied. The catastrophe benefit also covers band members, cheerleaders, and majorettes.

Insurance coverage may be extended to provide 24 hour Wrap-Around Accident Coverage. If elected, coverage will be provided for accidents not covered under School Time Accident Coverage subject to the Exclusions. Twenty-four hour Wrap-Around Coverage is not automatic - you must complete an application and pay the premium. Enrollment envelopes are included in the student's First Day Red Folder.

Benefits provided under this part of the plan are payable for expenses incurred within 104 weeks from the date of the accident up to the maximum benefit per service as shown on the application form. The basis of benefits is primary and internal limits apply.

Additional insurance that is available on an optional basis and which is explained in the enrollment envelope is guaranteed renewable and convertible term life insurance and a \$50,000.00 Extended Dental Benefit.

Claim Procedure

All claim forms are available in the Central Office. In order to submit a claim form, the following procedure should be followed:

- A. Part I: Have the school nurse and/or advisor or coach complete Part I. Attached will be an instructional sheet from the Agency, which simplifies the procedure. All coaches, teachers, etc., must submit accident reports to the school nurse. These are forwarded to the Central Office staff of the building, and the secretary will extract this information and place it in Part I of the form, and then obtain the signature of the appropriate administrator. The form is then given to the legal parent/guardian or the student.
- B. Part II: The parent should complete Part II immediately if time permits depending upon the emergency and submit this directly to the doctor or institution providing the service. **NOTE: If the form is not submitted to the doctor or provider of service, there is, in fact, no claim initiated.**
- C. Back of Claim Form: Must be completed by doctor/dentist or provider of service.
- D. Do not leave claim form in hospital. Out-Patient treatment - Attach itemized bill to form with Part I and Part II completed and forward to the Agency. Hospital Confinement - Call agency if the provider states that they will complete the back of Claim Form and mail to BMI Benefits. Give reasonable time and be certain that you, the parent/guardian, follow-up to see that it has been accomplished.
- E. It is the responsibility of the student and/or his parents to file claim forms with the school insurance company and service provider within the specified time, usually no later than 90 days from the date of loss. Failure to do so may obligate the injured personally. The school provides no other type of insurance for this purpose, nor is it obligated to do such.

If you have any questions, please contact the local agency, as they will have the complete file and give you the proper instructions to avoid delay in payment of any claim:

BMI Benefits
P.O. Box 511
Matawan, N.J. 07747 Phone: 800-445-3126

Media Center

The media center will be open daily, except on such days that the media specialist is absent or the facilities are being utilized for administrative purposes.

Teachers may send students to the media center during class periods. A pass, with the time of leaving class and purpose for using the media center, must be initialed by the classroom teacher in order for the student to be admitted.

A weekly schedule will be maintained at the circulation desk. Teachers may schedule classes to visit the media center by signing in advance for an available period. These visits should be planned with the media specialist so that she and the students can make productive use of this scheduled time. Teachers can help their students use this time to full advantage and are to remain with their classes during the media center periods.

Teachers who plan to use media center materials in their classroom can request that a cart be prepared for their use. The materials will be signed out to the teacher, and the teacher is held accountable for the return of these materials.

When assigning research projects, it is a good idea to inform the media specialist of your plans, even if you don't plan on having your students use class time for research in the media center. Materials can then be reserved or set aside to enable students to find the information they need for their assignments easily.

Classroom teachers may bring groups to the media center for research purposes in the evening with the approval of the principal.

Former students and graduates may use the media center with the approval of the principal.

The school media center is a service agency offered to all middle school students. The facilities are available during school hours. Students are encouraged to utilize the outstanding facilities of the media center for information, study, and personal enjoyment, for its effectiveness is developed through use.

The general procedures are:

1. Obtain a pass from a teacher. No student without a pass will be admitted to the media center.
2. Upon entering the media center, present the pass to the media specialist and sign in.
3. Remain in the media center for the entire period.
4. Maintain behavior characteristic of a library atmosphere.

Procedures for borrowing material:

1. Report to the circulation desk with materials to check out. Explain your intentions to the media specialist.
2. State your name and present your student I.D. number/card.
3. Items borrowed will be scanned and information will be stored in the circulation computer until items are returned. Materials may be kept for ten school days.

Internet Use:

The Internet is available in the media center for **research** purposes. Students are not permitted to e-mail or conduct personal activities on the computers in the media center. The Internet can be used to access information for school assignments only. Only those students able to display the proper parental Internet permission label will be given access to the Internet.

Special Rules:

1. The student is responsible for all materials that are drawn out in his/her name.
2. Retribution must be made for lost or damaged material.
3. At no time are reference books, magazines, or materials that are contained on the reserved shelf to be removed from the media center. Only back issues of magazines may be checked out.
4. An overdue fine of five cents will be charged for each school day the book is overdue. (Absences are not excused).
5. Report cards/schedules will be held at the end of each marking period for students with outstanding obligations to the media center.
6. Disciplinary actions for failure to follow a reasonable request will be taken against students who ignore media center reminders regarding outstanding obligations. Serious offenders will not be permitted to attend dances or field trips.
7. Students who are found confiscating materials from the library will be suspended for stealing or possession of stolen goods.

Remember that the media center is for all members of the student body. Think of others as you use the materials and do not deface or mar the property in any way. The library is an excellent source of information and study to be used frequently, but respectfully.

Internet Access and Consent

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and parents must understand that the Board and System Administrators have no control over content. While most of the content available on the Internet is appropriate and valuable some objectionable material exists. The Board will provide pupil access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers still remain. The Board does not condone the use of such materials and does not permit the usage of such materials in the school environment. Some information may contain defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive or otherwise illegal material. In addition, information that is shared between home and school computers may contain the risk of contaminated or corrupted information. Pupils who knowingly bring such materials into the school environment will be disciplined in accordance with school policy and such activities may result in the termination of such pupils' accounts on the computer network and their independent use of computers while at school.

Specific conditions and services on the computer network and the Internet change from time to time. The Board makes no guarantees with respect to services and specifically resumes no responsibility for:

1. The content of any information or advice received by a pupil from a source outside of the school district or any cost that are incurred
2. Any cost, liability or damage caused by pupil use of the computer network or Internet
3. Any consequence of service interruptions or changes whether or not they were under the control of district staff
4. The privacy of electronic mail

The Board shall not be held liable for the use of the computer network and the Internet. All users will

abide by the following terms:

1. Use of the computer network and Internet shall be for educational purposes only.
2. Use of the computer network and Internet shall be for legal purposes only.
3. The computer network and Internet shall not be used to transmit threatening, obscene or harassing material in any form.
4. Pupils will not disrupt the computer network or the Internet services by any unauthorized personal action.
5. Pupils will not attempt to gain access or access any computer sites or files for which they do not have authorization.
6. Pupils will not copy any information in any form to which individuals or organizations hold copyright without specific written permission.
7. Pupils will not engage in game playing on computer networks except when authorized for educational purposes.
8. Pupils will print materials for educational purposes only and only to authorized printers.
9. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks and computers are provided.

Violations of Internet Access and Consent

Individuals violating this policy shall be subjected to the consequences as indicated in Regulation 2430 and other appropriate discipline which includes but not limited to:

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

Locks and Lockers

Each student will be assigned a hall locker. Hall lockers are equipped with the permanent type combination locks. The student will keep his books and personal belongings in this locker. At no time is a student permitted to use an empty locker.

At no time should valuables be locked in the lockers. The school cannot be responsible for items which might somehow be removed from the lockers. Students are not to give their combination to friends, and are to securely lock their lockers when they leave them. Students compelled to bring excessive amounts of money or other valuables to school may deposit these items in the central office with knowledge of the central office personnel.

Lockers must be kept clean. Periodic inspections and clean-outs will be conducted during the school year to check for health and safety reasons. All lockers are the property of Delsea Regional School District and are subject to inspection.

Delsea Middle School and its employees will not be responsible for any items that become lost, missing, broken or stolen from a locker that is not properly locked. This applies to both hall and gym lockers.

Pupils who either misuse or mistreat their assigned lockers are subject to discipline and a maintenance fine at the conclusion of the school year.

Search and Seizure Policy

The Board recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is cause to do so in accordance with the terms of this policy.

The Board acknowledges the need for the in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, the Board directs its administrators to investigate the presence of a substance or object, the possession of which is illegal or poses a hazard to the safety and good order of the schools, whenever there is just cause to suspect the presence of such a substance or object.

The Superintendent shall develop procedures to implement this policy which shall require:

1. All requests or suggestions for the search of a student or his/her possessions shall be directed to the school building principal.
2. Whenever possible, before conducting the inspection, the principal shall notify the student, who may call a parent, or another representative, or appoint a third party to be present.
3. The principal shall conduct a student search upon the request of a law enforcement officer only upon presentation of a duly authorized search warrant, or upon voluntary and knowing consent of the student, or when the principal has independent grounds to suspect the presence of an illegal or dangerous substance or object.
4. The school building principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student search or otherwise, except when charges are filed.
5. Whenever the search of a student and/or his/her possessions is prompted by the reasonable suspicion that a substance or object immediately threatens the safety and health of the student or others, the school employee in authority shall act with as much speed and dispatch as is required to protect persons and property in the school.

Lost and Found

Any stray articles should be turned into the central office. Students who have lost personal items should contact the office for recovery.

All members of the student body should make a concerted effort to care for their belongings and to immediately notify the central office when an article is missing.

Lunch Program/Nutrition

A complete lunch will be served in the school cafetorium on a non-profit basis, at a reasonable cost.

Students may buy a complete hot lunch, individual items to supplement their own lunches, or bring a full lunch from home. Milk is available at a minimum cost. A bag breakfast is also available for purchase each day. Students will need to use their ID number to purchase or receive lunch.

The school district offers individual student accounts to minimize the amount of cash handled by the pupils. Parents may deposit money into the account to prepay for lunches in two ways. Parents are encouraged to send checks for their children to be put on their account. Please send in a check with your child made payable to: Delsea School Cafeteria. Please include your child's full name and grade on the check.

Money can also be added to a pupil's account online via the Lunchtime Portal. Through Delsea's website, parents can find information about your child's lunch account, receive an email when your child's lunch account drops below a certain amount, add money to the account, check the balance and view transactions. Please go to Delsea's homepage, www.delsearegional.us, click "Lunchtime," then "Create Account," and follow the on-screen instructions.

In the event a pupil enrolled in the Delsea Regional School district does not have a lunch or money to purchase a lunch, and has a zero balance on their lunch account, the school district will provide the pupil a lunch to avoid a pupil going through the school day without proper nourishment. The cost of this lunch will be reimbursed by the parent/guardian.

- On the first and second occasions, the pupil will be served the meal of their choice.
- On the third consecutive occasion, the pupil will be served an alternate lunch consisting of a peanut butter and jelly sandwich, fruit, vegetable and milk. For documented allergies, a cheese sandwich will be substituted for peanut butter and jelly.
- If charges have not been paid after the third charge, a letter will be mailed to the parent/guardian followed by a phone call from the Food Service Director.

No a-la-carte purchases are allowed while the charge is open.

Any future charges will only be allowed on a case-by-case basis as determined by the Food Service Director.

For extenuating circumstances, the situation should be called to the attention of the Principal.

If lunch charges remain outstanding, parents/guardians will be required to contact the Principal for a conference.

If you have any questions regarding the above District Policy, contact Pat Rattell, Food Service Director, at 856-694-0100 ext. 265.

Free/Reduced Price Lunch Program

It shall be the policy of the school to assure that all needy children are provided free or reduced price meals on a consistent basis established by the current fiscal year guidelines for O.E.O.

Applications will be issued to all students at the beginning of the school term and to all new or incoming students throughout the school term.

Students not eligible during the beginning of the year as they enter, may apply at any time during the

school term if they feel they are eligible, by contacting the school nurse.

Components of a school lunch are governed by the State Department of Education and are posted weekly in the legal newspaper, cafetorium, and throughout the school by the cafeteria manager. Questions or guidelines may be directed to the school cafeteria manager. The following criteria shall be used to determine those eligible for assistance.

- A. That the family income is below the poverty level of the area with consideration to family size and number of children in school.
- B. The poverty level will be established by the current fiscal year guidelines of O.E.O. or other criteria as established by the State Department of Education Nutrition Division.
- C. An appeal on decisions regarding eligibility shall be made in writing to the principal who will review the decision.
- D. The Board of Education further agrees that the names of children determined to be eligible under the policy will not be published, posted, or announced. Eligible children will not be required as a condition of receiving such meals to:
 - use a separate lunchroom, entrance, or serving line.
 - eat a different meal, eat at a different time, or use a different medium of exchange than paying children
 - work for their meals. (Children may work in the lunch room but not as a condition of receiving the needy meal).
- E. To protect the anonymity of a child receiving a free or reduced price lunch, the child will be able to pass through the lunch line without paying or being identified as a free or reduced price lunch student.

Students will need to use their ID number to purchase or receive lunch. For more information regarding cafeteria services, call 694-0100 ext. 265.

Telephones

Students may use the office phones to make calls. Students must ask permission from their classroom teacher as well as office personnel to use the phone. Permission to use the phone will be given sparingly. Incoming calls to students will only be granted on an emergency basis.

Visitors

Permits are usually extended to visit the central office, guidance department, and health office. This permit must be granted by the principal through the central office.

Visiting of classroom teachers is not permitted during classroom hours.

Students are not to bring visitors into the school with them during the school day.

Pupil Records

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those pupil records mandated by law, rules of the State Board of Education, or authorized administrative directive and those records permitted by this Board. No liability will attach to any member, officer, or employee of this Board of Education for the furnishing of pupil records in accordance with law and rules.

The superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this policy and conform to applicable state and federal law and rules of the State Board of Education.

Parents and adult pupils will be informed annually in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Copies of applicable state and federal law, board policy, and administrative regulations governing pupil records will be made available to parents and adult pupils upon request.

When the parent's language is not English or the parent is deaf, the superintendent shall, whenever possible, provide interpretation in the parent's dominant language or assist the parent in securing an interpreter.

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports, disciplinary reports and physical health records; records required for educationally handicapped pupils, and all other records required by the State Board of Education.

Permitted records include observations and ratings by professional staff members. Access by parents and adult pupils may be denied only when the originator of the record can demonstrate to the Superintendent that its release would involve substantial risk of harm to the pupil or to the person whom the record concerns; any such denial of access may be appealed.

A request for access to the record or reproduction of any of its contents must be granted or denied within ten days but no later than any hearing or review to which the requested records are pertinent. No record shall be altered or destroyed between the time the written request is made and record is reviewed.

Information in a pupil's record may be released by a teaching staff member to the pupil, minor or adult, and to other appropriate persons in an emergency and for the purpose of protecting the health and safety of the pupil or other persons.

A pupil's record will be sent to the New Jersey school district to which the pupil transfers within ten days of the new district's verification of the transfer, in accordance with the State Board rules. The records of a pupil who transfers to a private school or to a school outside of New Jersey will be sent to the new school only upon the written permission of the parent or adult pupil. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any

information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, shall be provided to the receiving public school district.

The responsible custodian shall permit access to pupil records only by the following authorized persons:

1. The parent of a minor pupil, or the parent of a financially dependent adult pupil, or the parent of an emancipated adult pupil with the written permission of the pupil, or the parent of an adult pupil who has been declared legally incompetent;
2. A minor pupil with the written permission of his/her parents;
3. A pupil sixteen years of age who plans to terminate his/her education by graduation from high school or by withdrawal from school at the end of the term;
4. An adult pupil;
5. A teaching staff member who has assigned educational responsibilities for the pupil;
6. Representatives of accrediting organizations for the purpose of determining accreditation;
7. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibilities that necessitate the review of pupil records;
8. Officers and employees of a state agency responsible for protective and investigative services for pupils referred in cases of suspected child abuse;
9. Representatives and persons outside the school who have been authorized by the written consent of the parents or adult pupil, provided that the written request for review, together with the required authorization, is first submitted to the custodian of the record, and provided that the reviewer shall not transfer pupil record information to a third party without written consent of the parents or adult pupil;
10. Representatives and persons not otherwise authorized, upon the presentation of a court order, provided that, absent a judicial order to the contrary, the parent or adult pupil has been given at least three days written notice of the names of the requesting agency and the records requested;
11. Bona fide researchers approved by the superintendent after the requesting researcher has submitted a written request that sets forth the nature of the research, the relevance of the records sought, and the researcher's assurances that pupil anonymity and confidentiality will be strictly guarded.

Local school districts in New Jersey are directed to establish policies which would provide military recruiters the same access to school facilities and student information directories that is provided to educational and occupational regulations adopted by the State Board of Education pursuant to the "Administrative Procedure Act", P.L. 1968, c.410 (C.52:14B-1, et seq.). However, parents have the right to request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make this request on their own behalf.

Alternate/Homebound Instructional Program

A. Scope of Program

The Alternate/Homebound Instructional Program is designed to serve as an interim program to provide for those students with a documented and validated reason as follows:

1. Medical problems
2. Pregnancy
3. Behavioral difficulties
4. Academic regression
5. Others (as deemed appropriate through and in conjunction with the school principal, child study team, and discipline office)

B. Goals

1. To provide an interim alternate academic program which will permit a pupil to continue to work toward progression in his/her assigned program toward the next grade or to earn a diploma.
2. To provide an interim placement subsequent to an outside educational place and/or for a short period of time where a student enters the system during the course of the school term pending placement in a program. The aforementioned student is usually without complete records, etc. and an immediate placement cannot be ascertained.

C. Short-Term Objectives

While the homebound and alternative programs differ in terms of location of instruction, the program primarily attempts to maintain the responsibility of the school as pertains to:

1. Attendance
2. Academic responsibility
3. School rules
4. Social and emotional restructure, however, not limited to the above.

Homebound Instruction

The homebound and alternative programs are not designed nor intended to circumvent or supplant a student's academic program. The program is not advertised nor encouraged by the school nor is it to be considered a permanent type program. It is available for reasonable intervals of time to meet special pupil needs. It is consistently reviewed by the local Child Study Team Coordinator in conjunction with the county Child Study Team Supervisor.

An individualized education plan is prepared for all students indicating the:

- A. Recommended program
- B. Rationale and Description
- C. Evaluative criteria
- D. Implementation
- E. Specific guide
- F. Projected completion

Affirmative Action, 504 or Title IX

The Delsea Regional High School District Board of Education is an equal opportunity employer and does not discriminate in employment because of sex, race, color, creed, religion, handicap, domicile, marital or parental status, or national origin.

A copy of the district's Affirmative Action plan and grievance procedure is available for review and is also on Delsea's web site.

If, at any time, a student feels that his or her rights have been violated with regard to Affirmative Action, Title IX and/or 504 as it is described above, see page 42 for procedure.

Contact Information is as follows:

Affirmative Action Officer: Dr. Lisa Niemi, MS Vice Principal
Delsea Regional School District

242 Fries Mill Road, Franklinville, NJ 08322
856-694-0100, Ext. 241

Title IX Coordinator: Ken Schoudt, Athletic Director

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 231

Section 504 Compliance Officer: Jackie Scerbo, Director of CST and Special Services

Delsea Regional School District
242 Fries Mill Road, Franklinville, NJ 08322
Telephone: 856-694-0100, Ext. 243

Affirmative Action Program for School and Classroom Practices

The Board of Education declares it to be the policy of this district that each child resident in the district shall be provided an equal opportunity to achieve his or her maximum potential through the programs offered in these schools unhindered by discriminatory attitudes or practices based on distinctions of race, color, creed, religion, gender, ancestry, national origin, place of residence, handicap, or socioeconomic background. Delsea Regional School District practices open enrollment procedures.

A district assistant principal shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. It will be the responsibility of the Affirmative Action Officer to:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials to detect any bias based upon race, gender, religion, national origin, ancestry or culture and determine whether such materials fairly depict the contribution of both genders and the various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial, gender, religious, national, or cultural bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not segregated on the basis of race, color, creed, gender or national origin in any duty, work, play, classroom, or social practice except as may be permitted under regulations of the State Board of Education;
4. Insure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment and access to such facilities and equipment;
5. Insure that tests, procedures, guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not differentiated or stereo-typed on the basis of race, color, creed, gender or national origin.

Parents, pupils, staff members and members of the public shall be informed annually about the district's Affirmative Action Plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an Affirmative Action grievance may be filed and processed.

The Affirmative Action Officer shall report as required to the Board of Education on the progress made in the Affirmative Action Program for school and classroom practices.

The Board will annually review this progress toward the objectives of any state approved Affirmative Action Plan.

20 U.S.C.A. 1701

N.J.S.A. 18A:36-20

N.J.A.C. 6:4-1, et seq., 6:8-4.3(a)9 Date Adopted: 7/20/89

Dissection In Science Classes

Any student has a right to decline participation in dissection or capture/destruction of animals as part of their science class.

Students who choose to refrain from these activities will be given an alternate educational project designed to replace the “knowledge, information or experience required by the course.”

“The district will not discriminate in grading or in any other manner against a pupil who chooses to exercise his or her right not to participate in the dissection.”

Parents must notify the teacher of their child’s intention of non-participation within 2 weeks of notification of the project. Questions on any school projects should be directed to content area supervisor/building principal.

Sexual Harassment

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The superintendent, or her designee, shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to the district affirmative action officer.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately initiate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by the agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and

may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with the student discipline code.

Emergency School Closing

In the event it becomes necessary to close the school for inclement weather or an emergency, the announcement will be made from the Emergency Communication Headquarters in Philadelphia. If possible, Philadelphia and local radio and TV stations will then be notified. Students are to listen to the stations and are not to call the school or the local police. Delsea's code number is 812. If it becomes necessary to contact the school, the necessary information will be found by dialing 694-0100. Parents must also realize that there may be occasions to send students home early for emergency reasons without giving advance notice to parents. In those cases, the school will enable our Global Connect calling system. During those days, activities are canceled after school and all students would be required to go home at dismissal.

Summer School

Seventh and eighth grade students not promoted are not permitted to attend summer school unless specifically noted in the letter sent home to the parent or guardian. A student failing more than three subjects cannot attend summer school. A student failing two subjects must pass one summer school course to be promoted to the next grade level.

It shall also be the prerogative of the Delsea administration to require a student who presents a summer school course for credit, to pass an examination prepared by Delsea Middle School. Summer school is designed to make up work only for failed courses.

Since the course has already been failed, the highest grade that will be entered upon a student's record will be a "C". The cost and transportation of summer school or other courses beyond Delsea is the responsibility of the parent or student.

Correspondence courses must be approved by the building principal and are to be used only when a student has a minimum deficiency that would not permit him/her to graduate. Students are responsible for securing their own approved supervisor and all materials, textbooks, etc., needed for fulfillment of the course. Students may be subject to a final examination from Delsea Regional even though they successfully complete the course of the approved correspondence center.

All tutorial courses must be approved by the building principal.

Students with Family Type Responsibilities/Pregnancies

The Board of Education recognizes its responsibility to uphold and to treat all students the same as per established policy of the New Jersey State Board of Education and complies with the 1978 Federal Law against Pregnancy Discrimination, and the Pregnancy Nondiscrimination Sections of Title IX.

It is expected that all pregnancies be reported to school health officials & the administration as soon as possible. The expediency in reporting would enable the school staff and administration to help the student wherever and whenever possible relative to needs that may arise in the school environment to help manage her educational program in the best way possible. The child study team will assist in helping the pregnant student within the scope of its authority and will in consultation with the student's parents, and other medical officials monitor the educational program.

Health and safety is paramount overall and the decision to request homebound or alternate educational programs rests with the student and parents. It must be recognized that the school is able to provide only limited health services and it is incumbent upon the student and parent to request change in the educational program for reasons of health and safety. All requests for homebound instruction must be accompanied by a written doctor's note that validates such a need.

Marital Status and Pregnancy

The Board of Education will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.

A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's well being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or make-up her school work without prejudice or penalty. Pregnant pupils will be provided a special instructional program in accordance with School Board policy.

Programs for Pregnant Pupils

No pupil, married or unmarried, who is otherwise eligible to attend the schools of this district will be denied an educational program because of pregnancy, childbirth, pregnancy-related disabilities or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for participation in the regular instructional program and in the co-curricular program that a pregnant pupil present to the school principal her physician's written statement that such participation will not be injurious to her health or jeopardize her pregnancy.

The Superintendent or his designee shall develop a program of special instruction in health and nutrition and shall direct appropriate health teaching staff members to counsel the pregnant pupil, to assist her in securing necessary medical services, to cooperate with community resources on her behalf, and to encourage her toward the completion of an appropriate program.

A pregnant pupil who does not wish to attend the regular instruction program or is physically unable to do so during her pregnancy may, with her consent, be assigned an alternate instructional program.

The parents of a pregnant pupil under eighteen years of age shall be notified of any change in the pupil's regular educational program.

A pupil who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement that she is physically fit for attendance. N.J.A.C. 6:4-1.5(C)

Residency Change and Attendance at Delsea

Students must take the responsibility of reporting any change of address immediately to the central office. Students under 18 must be domiciled with a parent or a court-appointed guardian residing in Franklin or Elk Township. Students who do not comply with this rule will be excluded until the matter is reconciled.

A student whose parents or guardians move from the school district will not be permitted to attend Delsea. Continued attendance at Delsea will be dependent upon payment of tuition and providing transportation by the parents or new school district or by the establishment of legal guardianship for the student within the district.

Health and Physical Education

Any student who has a medical excuse from physical education which extends from a minimum of five days to six years shall be provided with a program of alternative education.

1. The student shall be assigned to the media center during his regularly scheduled physical education class.
2. Marks and credits shall be awarded based upon the student's written reports.
3. Failure to complete the assigned report(s) shall result in a failing grade on the student's records. (credits - no qualification for graduation).
4. A student with a gym medical excuse shall report to the school nurse with the excuse.

The procedures and methods for this alternative program shall be determined by administrative procedures.

Child Study Team - Special Education

The primary responsibility of the C.S.T. is to assist parents and teachers in identifying and serving students who are experiencing social, emotional or academic difficulties. The team is composed of a learning disability specialist, psychologist, social worker, and possible other consultant personnel.

Typically, the entire team is used to diagnose and develop a specialized education program for an individual student.

School Activities

Eligibility Procedures

A. Participation Policy

Delsea Regional Middle School's athletic and extracurricular activities are designed to develop and safeguard the student's character, morals, educational values, healthful living and enjoyment. In order to achieve these goals, all athletic teams and activities will institute an "equitable participation" policy. Every eligible student will be included on the active roster, and they will be given equal opportunity to participate in all activities and competitions. Coaches may institute their own "Team Policies" as long as they notify the office, the players and the parents.

B. Academics

1. Coaches and advisors will hold introductory meetings with all team or extra-curricular activity members. The purpose of the meeting is to stress the importance of academic achievement to all team or extra-curricular activity members. Coaches and advisors will closely monitor their members' academic progress throughout the year, depending upon the length of the athletic season or extra-curricular activity.
2. Coaches and advisors will provide a roster of all members of the team or extra-curricular activity to all teachers. Teachers will utilize this roster to inform the coach or advisor if one of their members is experiencing academic difficulty.
3. If the member of a team or extra-curricular activity fails two or more of seven classes, using the recent subject marking period average, he or she is ineligible to participate as a member of the team or extra-curricular activity. Reinstatement to the team or extra-curricular activity may occur if the student improves his academic performance. A passing grade must be recorded at the next mid-marking period progress report and/or report card. Academic interventions may be applied by the classroom teacher or coach.

C. Attendance

When a student is absent from school for any reason, he/she is excluded from all school activities, including rehearsals, practices, and athletic events on the day the student is absent. A student is ineligible for extra-curricular participation until he/she is in attendance at the school for one complete day. Friday absences will also negate participation in Saturday and Sunday activities.

Students must be in school by 10:30 a.m. and remain in attendance until the end of the school day to be eligible for extra-curricular participation. Early dismissals, unless for medical reasons, will also make a student ineligible for extra-curricular activities that day. In order for a student to return to school to participate in an after school activity after an early dismissal, a note is required from the physician, due upon return to school that day to the supervising staff member.

D. Discipline/Suspension

Eligibility Limitations for School Activities

Disposition Assigned	Days ineligible
Detention	Until disposition is completed

Friday School	Until disposition is completed
Internal Suspension - 1st offense	5 calendar days after suspension completed
Internal Suspension - 2nd offense	10 calendar days after discipline completed
Internal Suspension - 3rd and subsequent offenses	15 calendar days after discipline completed
External Suspension - 1st offense	30 calendar days after discipline completed
External Suspension - 2nd offense	60 calendar days after discipline completed
External Suspension - 3rd offense	90 calendar days after discipline completed

Students externally suspended are not permitted on school property. Violations of this rule will result in further administrative or even legal action.

Extra-curricular Activities

To create a better extra-curricular atmosphere, the administration feels that no student may hold the position of president in two or more club/class organizations, whether it be an elected or appointed position. This policy has been instituted not to discourage but to encourage more individuals to participate.

Notice to all members of Student Organizations: As performing organizations, any student who fails to meet the organization's requirements may be subject to removal from the organization.

Art Club

The art club was established to meet the needs of the students interested in exploring new facets of art, providing the time and facilities for these individuals who want to express themselves artistically in the areas of: painting, sculpture, pottery, printing, and design. The advisor plans meetings once a month on Wednesday all year long. Those students who are interested can inquire about details from the art teacher.

Junior Black Cultural League

Any student may join the JBCL. This club meets after school several times a year. The group focuses on cultural awareness for all students through guest speakers, field trips and various activities.

Drama Guild

The purpose of the Drama Guild is to introduce the Middle School students to the areas of the dramatic arts. Members meet regularly and holiday performances are planned. The highlight of the year is the Middle School play, when Drama Guild members organize and direct all parts of the production.

English Club

The Middle School English Club is designed to provide an opportunity for students with a love for Language Arts to meet and discuss ways to use their love for reading and writing to have a positive impact on Delsea Middle School while also having fun with friends playing games, discussing books, movies, and music. The English Club meets twice a month.

Homework Clinic

Students are welcome to attend a supervised, after-school homework clinic which offers students extra help in various subject areas. This program is offered Monday through Thursday after school. Transportation home on the after school activities bus is provided.

World Language Club

The World Language Club is designed so that Middle School students can have the opportunity to experience cultures from around the world. Club members meet monthly to learn about other languages and their cultures as well as sample foods from different countries.

Junior Athenaeum League

The Board of Education of the Delsea Regional School District recognizes the eighth grade students of Delsea Middle School who, by virtue of their academic achievements, meet the scholastic criteria for admission into the Junior Athenaeum League. The Board of Education considers scholarship to be the most important aspect of the total educational experiences and therefore honors those eighth grade students who have demonstrated academic excellence. Eligibility is determined by the students' cumulative average at the end of seventh grade. The criteria for eligibility is an A (93) average in all year-long, core subjects and nothing lower than an 85 in any subject. Each eligible member of the Junior Athenaeum League is awarded a certificate of meritorious achievement. Students in this group may be called upon to perform community service activities such as tutoring, clothing/food collections, welcoming committee, etc. for service to the district.

Math Club

The Mathematics Club is a motivational club that develops sound mathematical reasoning. Sequential skills, problem solving and critical thinking examples are stressed. The purposes of the club are to develop confidence as problem solvers and to promote inquiry, risk-taking, and mathematical dialogue.

S.U.R.E. Club

The Students United for Respect and Equality Club gives students a chance to thrive in a safe environment in which ALL people are accepted, cared for and heard from. Students will be empowered to do their part to affect positive change in this world.

Student Ambassador

The Student Ambassador program provides a great opportunity for 8th grade students to serve as student leaders at DMS. Students gain experience in problem solving, communication, and leadership skills. Through dedication and commitment, students positively promote their middle school while meeting new people and developing connections with administrators, teachers and fellow students. The Student Ambassador responsibilities are fulfilled during select school days and scheduled evenings. School day responsibilities may include conducting DMS tours for transfer students, leading tours for incoming seventh graders as well as welcoming and directing visitors for scheduled daytime events. The evening responsibilities may include welcoming and directing visitors, leading DMS tours for incoming students and parents and providing information from a DMS student perspective during orientation night, back to school night, parent conferences, 6th grade parent/student evenings, and any other scheduled nighttime event.

Student Council

The Student Council is an organization which serves the student body in all matters that directly concern the school, within the limits of its constitution. The council views the school from an improvement outlook and submits recommendations and requests to the administration, faculty, student body, or whoever is concerned, for their consideration.

Student Council Officers, Student Council Representatives, and Class Officers are elected. Elections are set-up and conducted by the Student Council. Anyone running for an office must obtain a petition as directed by the Student Council and follow its rules and regulations in order to have their name placed on the ballot.

Any student who is interested in becoming a member of the council must obtain a petition from the advisor and then proceed to obtain a specified minimum number of student signatures. Failure to follow the rules will invalidate the petition.

All candidates having submitted petitions in proper order will have their speeches presented to the student body representing his/her platform of qualifications and aims. Elections will be held on the same day following the candidate's platform presentations.

In the fall, 8th graders will elect the following 8th grade officers to serve that school year:

President - 8th Grader - must be in student council in 7th grade

1st Vice President - 8th Grader - must be in student council in 7th grade

In the fall, incoming 7th graders will elect the following 7th grade officers to serve the current school year:

2nd Vice President - 7th Grader

3rd Vice President - 7th Grader

Both seventh and eighth graders will elect homeroom representatives each fall.

Announcements of results will be made first to the candidates and then to the student body via the PA system. Ballots and tallies will be stored in the central office until the following year.

Those characteristics which qualify a student as eligible for seeking election into the Student Council are as follows: scholarship, leadership, and citizenship. Students in this group may be called upon to

perform community service activities such as tutoring, clothing/food collections, welcoming committee, etc. for service to the district.

Unified Friends of SAVE

The **Unified Friends of SAVE Program** is an organization created to bring students with and without disabilities together and create opportunities for students to meet, interact, socialize and make friends with the rest of the student population. The organization cultivates friendships and promotes acceptance of ALL students, particularly our students in the SAVE Program.

Athletics

The athletic program at Delsea is designed to develop and safeguard the student's character, morals, educational values, and healthful living and enjoyment. The program is divided into two categories: interscholastic, or varsity competition and intramural, which does not include competition against other schools.

The student who is interested in the interscholastic program must fully realize that membership on an interscholastic team requires endless hours of individual effort and conduct characteristic of good moral and ethical standards. These students represent Delsea; therefore, their action must represent outstanding values. Good sportsmanship on the part of the players and spectators is expected of all. Unsportsmanlike conduct shall subject the individual to disciplinary action.

Students involved in athletics must be present in school during the day in order to participate in or attend contests or practice. Students who are absent are not permitted to attend or participate in athletic events on the day of the absence. For Saturday games, participating students must be in school the previous day. Students must be in school no later than 10:30 a.m. in order to be eligible to participate. Students who are injured or ill must be checked by the doctor before they will be eligible to return to practice or to participate in a contest.

Informed Consent:

By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk of injury. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

Requirements for all sports:

School physical examination	Sound character
Sincere academic efforts	Adherence to the training rules
Good attendance record	Proper citizenship at all times
Flawless conduct: physical and verbal	

Interscholastic Athletic Offerings:

Basketball, Field Hockey, Soccer, Track & Field, Cross Country

Intramural Offerings

(Not during physical education class) Adjusted per interest level and availability of advisor.

Sportsmanship Policy

Activities are an important aspect of the total education/process in our schools. They provide the arena for participants to grow, to excel, to understand, and to value the concepts of SPORTSMANSHIP and teamwork. Activities provide an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement - this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. SPORTSMANSHIP IS GOOD CITIZENSHIP IN ACTION!

Fans are not at a game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and competition.

SPORTSMANSHIP is a general way of thinking and behaving. GOOD SPORTSMANSHIP includes the following:

- A. Be courteous to all (participants, coaches, officials, staff).
- B. Know the rules, abide by and respect the official's decisions.
- C. Win with character and lose with dignity.
- D. Display appreciation for good performance regardless of team.
- E. Exercise self-control and reflect positively upon yourself, team and school.
- F. Permit only POSITIVE behavior to reflect on our school and its activities.

Disregard for proper behavior will result in possible removal and/or disciplinary action.

Guidance Services

Description:

The guidance department of Delsea Regional Middle School is designed to facilitate the efforts of all participants in the learning process: students, teachers, parents, and administrators. The program is designed to include the following student services: individual and group counseling, occupational, educational, and financial aid information, testing and appraisal, school orientation, and program placement. These services are available to all students as a part of their general educational experience.

Purpose:

Guidance services are an integral part of the school program. The accumulation of essential data, with respect to individuals, and the use of this information in counseling sessions provide valuable assistance to students in their attempts to find solutions to their problems.

Major Thrust of Services

Grade Seven

Making a successful adjustment to junior high school; learning to succeed academically and socially, utilizing school personnel and available activities.

Grade Eight

Evaluating strengths and interests for possible career fields; making realistic course selection choices; enhancing self-esteem and succeeding educationally and socially.

Specific Guidance Services

Entrance to Delsea Middle School for New Students, Re-Entry and Transfer

- A. A transfer card from the former school district must be presented by the student - no action can be taken until this card is received.
- B. Students must report with the parent/guardian, who is legally and financially responsible for them. The adult must be domiciled in the school district - Elk or Franklin Township or be legally entered as provided by Board of Education record.
- C. If a child is not residing with a natural parent domiciled in this district as described in item B above, legal documentation must be submitted as to the legal guardian as prescribed by the administration. These must be filed with the director of guidance before entrance.
- D. Immunization and health records must satisfy the school health office before entrance. In some cases, a reasonable time will be allowed to complete health and immunization records. Students may be excluded until this is accomplished. The school will assist in securing records but the final responsibility rests with the parents.
- E. Class schedules or assignments begin only after A, B, and C have been satisfied.
- F. If a counselor cannot adequately schedule a student due to the insufficiency or inadequacy of academic records, he will report this immediately to the principal who may take the following action:
 - 1. He/she may temporarily postpone the placement of the child until adequate records are received from the former district.
 - 2. He/she may require that the child undergo achievement and/or intelligence tests in order to help in placement.
- G. Re-entries: All students who re-enter must be brought to the attention of the principal, disciplinarian, and child study team, prior to assigning classes.

Transcripts from other schools

Transcripts from all other schools will be evaluated by the guidance department. Transfer students are subject to placement or examination based on the transcripts from other schools.

Withdrawal from School

Permanent withdrawal from school includes rehabilitation, exclusion, dropping from school, or transferral. Any student who leaves school must report to the guidance office for a withdrawal clearance sheet and must have a conference with his/her counselor. Before the student is officially signed out, the clearance slip must be signed by all teachers with which the student is connected. The teacher's signature is given when all material has been turned in, locker emptied, books accounted for, and physical education equipment turned in. Failure to properly sign out will result in the guidance department labeling the student's record as "not transferable." This means that records will not be released for other schools, employees, or agencies.

If drop-outs occur, every effort should be made to discover the reason for the drop-out and ways by which the causes can be eliminated. The Board realizes, however, that despite efforts on behalf of the school, some students are not interested in pursuing education beyond the limits established by law. Therefore, should a student drop-out and wish to return to school, careful study of the reasons for re-entry shall be made by the guidance department, with recommendations made to the school administration.

In cases where the administration believes the student should not return to school, because of disciplinary or other reasons, it has the authority, within the limits of the New Jersey School Code, to deny readmission.

Readmission and exclusion policies pertaining to marriage and/or pregnancy are part of the Delsea Regional Board of Education Policy Handbook and are available, upon request, through the administration.

Tutorial services may be requested when it can be established in writing by a licensed medical doctor that the student will be absent from school for a period of no less than 10 days from the date of the doctor's note.

Working papers

The New Jersey State Law requires that all minors have working papers for any type of job held. These papers are issued in the central office and must be signed in the presence of the issuing official by the student. The papers must then be signed by the issuing officer.

Working papers require several weeks for processing because they must be forwarded to Trenton for final approval. In addition to the completed form, students must submit proof of age, a guarantee of employment signed by the employer, and a certificate of health by a physician. If the student had a sports physical within the school year, the school nurse will validate the medical requirement.

In-House Interventions and Services to Promote Positive Student Development

Teachers and administrators are encouraged to employ a variety of intervention strategies, if appropriate, in order to modify students' behavior and improve academic performance.

Along with our specialized staff of Guidance Counselors and Child Study Team Members, Substance Awareness Counselor, Affirmative Action Officer, and School Nurse, there are a number of intervention groups also available to our students. Their purpose is to provide for the varied needs of our diversified student population.

Affected Others Educational Support Group

Facilitator: Student Assistance Coordinator

Purpose: For students concerned about or affected by someone else's alcohol or other drug abuse or chemical dependency.

Drug Information Support Group

Facilitator: Student Assistance Coordinator

Purpose: To teach students about chemical abuse and dependence, encourage self-assessment and begin to make positive changes related to their use of alcohol and/or other drugs.

Natural Helpers

Facilitator: Student Assistance Coordinator/Staff Committee

Purpose: To help our students develop the capacity to intervene effectively with troubled friends and to help prevent some of the problems of adolescents. This group helps friends through a "helping network" composed of students who are picked by the student body.

Very Important Parents

Facilitator: Principal/Parents

Purpose: To improve communication between the school district and the community. To provide a forum for the parents of our township to ask questions and acquire answers. To have the school and community work cooperatively to improve our individual programs. To enhance the students' experiences in school through assemblies and fun activities.

Peer Mediation

Facilitator: Teacher

Purpose: A pro-active approach to school discipline and conflict resolution.

I&RS Team

Facilitator: Principal and Student Assistance Coordinator

Purpose: State mandated program to assist teachers with strategies for working with students with learning and/or behavior difficulties by seeking creative ways to increase and/or modify the use of available regular education resources. A pre-referral, intervention process to alleviate the need to refer the student to the Child Study Team.

Mission Statement:

"It is the mission of the Delsea Middle School Intervention and Referral Services Team to identify, intervene with and make appropriate referrals about at-risk youth in and outside of school. We pledge to follow through with our at-risk youth in the areas of academics, attendance, health, behavior, and performance."

New Jersey Lawyer Services

Facilitator: Administrator

Purpose: To obtain legal advice for parents, students and staff – 856.428.6190
www.njls.com or www.gcl.com

Recovering Support Group

Facilitator: Student Assistance Coordinator

Purpose: Focuses on maintaining abstinence from mind-altering chemicals for students who return from treatment or have stopped using.

Southern Gloucester County Municipal Alliance

Facilitator: Student Assistance Coordinator/Community Committee

Purpose: Organize, coordinate and provide awareness, education and outreach programs to all segments of the school and community concerning alcohol and other drug use and its related problems.

Target Program

Facilitator: Student Assistance Coordinator

Purpose: To mobilize parents, students, school staff and community members to take positive action to prevent chemical use problems and to promote positive chemical health.

SODAT's Teen Center

Facilitator: Student Assistance Coordinator

Purpose: To help teens deal with the daily issues of anger management, separation and divorce, and drug and alcohol issues.

Organizational Management

Facilitator: Media and Study Skills teacher

Purpose: To teach students study skills, decision making and problem solving.

Homework Clinic

Facilitator: Homework clinic monitors

Purpose: To provide students with a quiet place to study, do homework or get instructional help with a certified teacher.

Renaissance Program

Facilitator: Teacher/Administrator

Purpose: To recognize students for excellence in: academic success, good conduct and community involvement.

Junior Athenaeum League

Facilitator: Teacher/Administrator

Purpose: To recognize the eighth grade students of Delsea Middle School who, by virtue of their academic achievements, meet the scholastic criteria for admission. Eligibility is determined by the students' cumulative average at the end of seventh grade. Students in this group may be called upon to perform community service activities such as tutoring, clothing/food collections, welcoming committee, etc. for service to the district.

Peer Mediation/Conflict Resolution

- * Has someone made fun of you or teased you?
- * Did someone say, "Just wait and I'll get you after school?"
- * Did "he say" that and "she said" that "you said" . . . and a rumor is going all around school?

What is mediation?

Mediation is a chance for you to sit face to face and talk, uninterrupted, so each side of the dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed.

What is a student mediator?

A student mediator is one of your peers who have been trained to conduct the mediation meeting. The student mediator makes sure the mediation session is helpful and fair. Your fellow students were selected to help you resolve differences because they might better understand your point of view.

Are there any rules in mediation?

To make the process work, there are a few simple rules.

1. Mediation is a process that both students choose.
2. Everything said during mediation is kept confidential. What is said in the room stays in the room.
3. In mediation, students take turns talking and no one can interrupt.

4. The student mediator does not take sides.

****IF I HAVE A CONFLICT, HOW DO I GO ABOUT GETTING IT MEDIATED?****

It is very easy to request mediation. Just pick up a MEDIATION REQUEST form from the office. Take a few minutes to fill it out and return it to the Peer Mediation request box in the office. Within a day, you will receive notification of the time and place of mediation. Mediation will be scheduled when the least amount of class time is missed.

****WHY SHOULD I TRY MEDIATION?****

There are many reasons why mediation would be helpful to you. Here are a few:

1. Conflicts that do not get resolved often end in fights, which could result in suspension.
2. Conflicts that do not get resolved often end in hurt feelings, which could cause you to lose friends.
3. You will learn to choose a peaceful, responsible way to solve your own problems without an adult doing it for you.
4. Mediation will help you develop mutual respect and clear communications.
5. Mediation will make the school a more positive place to learn and grow.

If a student refuses peer mediation and the problem continues, the student will be subjected to the discipline code. Students who break an agreement to a peer mediation contract will be subjected to the appropriate discipline from the discipline code per the administrator in charge. Parents will be contacted.

Notice to All Parents/Guardians Regarding Use or Storage of Hazardous Substances

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.



ALMA MATER

Delsea Regional High School
We shall sing to you;
With our love and affection,
Alma Mater so true;
We are called the Crusaders,
We shall lead the way,
Doing things with conviction,
At our work or at play.

And our colors, Red and White,
beautiful to see;
Will inspire with all our might,
For Eternity -
Delsea Regional High School
With our love and affection,
Alma Mater True.