



DELSEA REGIONAL HS DISTRICT

Student Handbook & Code of Conduct

812 School Emergency Closing Number

833 Vocational School Closing Number

813 Franklin Elementary Schools

819 Elk Township Schools

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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 lifelong learners who demonstrate character and become valuable members of our community, country, and world.

Information contained in this document is a part of the administrative rules and regulations of this district. As such, this information and any revisions, amendments, or changes thereto should be followed completely and consistently.

Should any inconsistencies exist in this handbook and board policy, adopted Board Policy supersede

OFFICE EXTENSION NUMBERS

| | | |
|--------------------------------------|--------------------|--------------------|
| Board Office | 203 | |
| Superintendent | 216 | |
| Assistant Superintendent | 270 | |
| Child Study Team | 251/260 | |
| Transportation | 254 | |
| Athletic Director/Activities | 231 | |
| Student Assistant Coordinator | 234 | |
| | <u>H.S.</u> | <u>M.S.</u> |
| Principal | 225 | 299 |
| Attendance/Discipline | 224/275 | 280/275 |
| Student Activities | 231 | 231 |
| Guidance | 277 | 233/212 |
| Nurse | 217 | 246 |
| Maintenance | 238 | 238 |

ADMINISTRATION AND KEY COMMUNICATORS

BOARD OF EDUCATION

Mr. David Piccirillo - President
Mrs. Cheryl Beck
Mr. Frank Borelli
Ms. Barbara Doherty
Mr. David Dempsey

Mr. Joseph Darminio Sr. - Vice President
Mr. William DiMatteo
Mrs. Ellen Gaglianone
Mr. Gary Lightfoot Jr.

ADMINISTRATION

Mr. Francis Ciociola Jr., Superintendent
Dr. Anthony Fitzpatrick, Asst. Superintendent
Mr. Joe Collins, Bd. Secretary/Bus Admin.
Mrs. Michele DePasquale, High School Principal
Ms. Mary Beth Warfield, Director of Special Services
Ms. Jessica Cardella, H.S. Vice Principal
Mr. Paul Berardelli, H.S. Vice Principal
Mr. John Bertolino, M.S. Principal
Dr. Lisa Niemi, M.S. Vice Principal
Mr. Michael Berner, District Supervisor- History, English, World Language
Mrs. Brianna Rucci, District Supervisor-Math & Science
Mr. Kenneth Schoudt, District Supervisor-Phys.Ed.& Health
Ms. Kelsey Wertz, Evaluation and Research Coordinator

GUIDANCE COUNSELORS

Mrs. Melissa Pilitowski, Director of Guidance
Mr. Daniel Cardona
Ms. Sarah Jones
Mr. Brian D'Ottavio
Mrs. Molly Huntsinger

CHILD STUDY TEAM

Ms. MaryBeth Warfield, Supervisor of Special Services/CST
Mrs. Tara Branco, School Psychologist
Mrs. Lisa Elisio, Social Worker

COORDINATORS

Dr. Lisa Niemi, Affirmative Action, Civil Rights Coordinator
Mr. Kenneth Schoudt, Athletic Director, Activities Director
Ms. MaryBeth Warfield, Director CST and Special Services, 504/ADA Coordinator
Mrs. Tina Basile, Student Assistance Coordinator
Mr. Kenneth Schoudt, Title IX Coordinator

DELSEA REGIONAL HIGH SCHOOL DISTRICT

Rules and Regulations

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

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. Any student who is 18 years or older will be expected to continue following all existing school rules and policies as defined by the Board of Education. Of course, as a student 18 years of age or older, you must still obey all school rules and regulations. The law changes your status only in that you, rather than your parents are responsible for your actions.

It is our philosophy that our obligations to parents and students do not end when a child becomes 18 years of age. Therefore, school practice supersedes and we will continue, as we have in the past, to keep parents informed in all areas of significant importance to the continued education, wellbeing, and growth of the student.

Attendance

The Board of Education of the Delsea Regional High School District recognizes the educational significance of the student's attendance in class and, as mandated by NJAC 6:8-4, 2(d) legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session. The Board of Education will not permit absence from school for any reason not specified in this policy and will not grant the student maximum class credit if his/her attendance, as defined in this policy, is not adhered to.

The Board directs the administration to provide a minimum of 180 well planned instructional days for students, under the tutelage of certified and competent teachers, and to implement this attendance policy which involves a deduction of credits if not in attendance, excluding absences for religion. **In accordance with the attendance policy, students are limited to twelve (12) unexcused absences during the school year. There is no summer credit completion.** Exceeding 12 unexcused absences during the year may result in the retention of the student. Please refer to the Crusader Handbook attendance policy.

1a. Attendance in School

Attendance in school is a prerequisite to the successful completion of respective grade promotion requirements. In the evaluation of grades, teachers are obligated to follow the attendance policy. Vocational school students have the responsibility of attending both schools during the day. A student may not attend vocational school without attending Delsea or vice versa on the same day unless given prior approval by the Attendance Office Administrator of the student's session.

Next Step Program students are required to meet the same attendance policy with our district.

*Note: if you are a next step student and you are late to school it will count as a day absent.

For all absences (excused or unexcused), students will have one day for every day missed to turn in their work. Students must approach their teachers for make-up assignments. For missed assessments, students must work with the teacher to establish a make-up date. Accommodations will be made for those without internet access at home.

The parents and students should be made aware that the school cannot and will not condone any involvement in student or Senior Cut Days of any kind. This type of absence will be considered truancy for those validated.

1b. Absences:

Parents, guardians are requested to call the school prior to the pupil's session to inform the attendance office of a proposed absence. Any student who alters or presents false documentation (doctor's note) will be considered altering school records and those days we are considered unexcused absences.

Altering School Records

If a student alters a grade or class record, the original grade will be resubmitted. If a student alters or presents false documentation (doctor's note) those days will be considered unexcused absences. These offenses will also have the following discipline:

- First Offense: Three days internal suspension
- Second Offense: Five days of internal suspension
- Third Offense: Seven days of internal suspension

DOCTOR'S NOTES WILL NOT BE ACCEPTED AFTER THE MONTH OF MAY. (WITH THE EXCEPTION OF ABSENCES IN JUNE)

1c. Early Dismissal/Sign-out Procedures:

Students are not to leave school grounds without permission. Permission to leave school early will only be granted by the administration, the nurse, or the parent/guardian of the student. Note: 18-year-old students must secure parental permission via contact through the central office or an administrator before they are permitted to sign out.

2. Attendance and Extra-Curricular Participation

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.

High school students must be in school by 9:30 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. A note is required from a physician upon return on the same day.

3. Excused absences require that students submit doctor notes (with the time of appointment) to the central office upon returning to school. Excused absences include such reasons as:

- Religious observances recognized by the New Jersey Department of Education;
- Bedside tutoring and extended illnesses verified by a doctor;
- Communicable diseases as mandated by the New Jersey Department of Health and Board Policy
- Each student will be permitted three college visits in their senior year and one in their junior year. The student will need proof of the visit when they return to school.

All other absences are unexcused absences: examples include, but are not limited to, the following:

Vacations, Hunting, Illness, Contests, Business Trips, Working, and Family Obligations. Dental/Orthodontist and or Chiropractor notes will not count for the entire day unless specifically stated in the doctor's note.

The dispensation/classification of absences or early dismissals is an administrative decision based upon

individual circumstances. Decisions will be made upon the student's return to school.

4. Failure to Attend the Assigned Credit Completion Session

Students who elect to earn their lost credits from latenesses/early dismissals through the school's credit completion session must attend the session for their assigned time or they shall lose their right to redeem the lost credits. Students who fail to attend their assigned time, skip a day, or fail to satisfy make-up assignments may be retained. However, circumstances do warrant administrative decisions concerning this matter.

5. Excessive Absences and Student Marks

Grades will not be affected by the recognized absences of students beyond the standard policy on student obligations who 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.

6. Extended Illness

Students with extended illnesses missing 5 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.

7A. Unexcused Late to School

Students who incur *five* unexcused late to school receive 1 (one) day absent added to their attendance calendar. Each subsequent 3rd day of unexcused late to school after first period will incur an additional one day absent added to the attendance calendar.

Students will then be notified by communication from the school, informing them of the student's ability to erase the days absent by attending a credit completion detention. This will be held after school on a designated date and time to be determined by the vice principals.

A. Late to homeroom (7:18-7:23)

1st - 4th offense - a verbal warning from the homeroom teacher

5th offense - 1 day of Delsea One detention

6th - 9th offense - a verbal warning from the administration

10th offense - 1 day of Delsea One detention

B. Late to school during first period

1st - 4th offense - a verbal warning from the first period teacher

5th offense - 1 after school detention

6th - 9th offense - a verbal warning from the administration

10th offense - 1 after school detention

7B. Unexcused Early Dismissals

Unexcused Early Dismissals students who incur five unexcused early dismissals receive 1 (one) day absent added to their attendance calendar. Each subsequent 5th day of unexcused early dismissals will incur an additional one day absent added to the attendance calendar. Students who are late to school unexcused three times, after period one but before 9:30, will incur one day of absence to their attendance calendar. Every third unexcused late will result in a day absent added to their calendar. Students will then be notified by a letter sent home, informing them of the student's ability to erase the days absent by attending a credit completion detention. This will be held after school on a designated date and time to be determined by the vice principals.

8. Student/Parent Notification

Parents will be notified in writing of the student's precarious absence classification at the fourth and eighth days of student non-attendance. On the twelfth absence, parents will be mailed a letter. The purpose of this letter is to review the effects of excessive absences with respect to meeting promotion/graduation requirements.

9. Class Rank/Credit Reduction:

The class ranking of students who receive credit reduction will be based on their potential credits in that course.

10. Recordkeeping/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.

11. 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 12-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 vice 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.

12. Late Entries/Credits/Courses:

Students entering Delsea after the start of the school year who have not attended another school may not be able to earn full credit for courses taken. The number of credits that a student will be eligible to receive for successful completion of a course entered after the start of the school year will be determined by calculating the amount of time the student is enrolled in each of his/her new courses.

In addition, any Delsea student who leaves one course to enter another after the start of the school year will be subject to the same credit deduction procedures.

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| DISCIPLINE |
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Incoming Students/Transfers: Academic and disciplinary records will be assessed to determine appropriate placement. Disciplinary infractions from a previous institution may lead to a 90-day placement in our Alternative/Bookbinders program. Additionally, attendance and credit history will be reviewed as part of the placement decision process."

Due to the varied nature of any infraction, the administration reserves the right to alter a suspension from internal suspension to external suspension more or less the prescribed discipline stated, on a case by case

basis if warranted otherwise it will be as stated.

INTERNAL SUSPENSION

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.

In an order to preserve a safer and proper academic atmosphere, the school district has sanctioned the usage of surveillance cameras within the interior/exterior sections of the property. Tapes may be used for disciplinary and legal purposes.

The school realizes that the best discipline is self-discipline. With this in mind, the school will endeavor to develop 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 the home should be the first step. We realize that consistent communication with the 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 disciplinary action is called for. It is the position of the school that the discipline is 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 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 times 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.**

Parental contacts will be made with the parents of all suspended students. Conferences will be held with the parent or legal guardian of students who have been externally suspended, prior to the time the individual student will be allowed to return to school. 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 guardians and not with the school. If 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 2:00 p.m.

If a student exceeds 18 days of Internal/External suspension combined, he/she will be

considered for placement in an alternative program.

Suspension 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 school.

DETENTION

Realizing that there are 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 his 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 cuts detention, they will receive 10 days Delsea One Detention. No exceptions except when a valid medical note is submitted to the administration 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. Work or participation in activities will not be considered valid excuses for missing detention nor will be assigned detention days be altered. "Detentions may be consecutive."

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

Students being placed on suspension or detention will be given a report 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; e.g., 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. If the assigned discipline is not served, it will continue on into the following school year.

- 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 years old 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 the equal application of the code.

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 the middle school.

A second concern is an impact that 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.

Appeal Process

A. Definition:

The appeal process may take place after due process and disciplinary action are administered, relative to short term suspension from school. Detentions are not considered appealable in that they do not deprive a student of his/her educational program.

In that the vice 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.
- Detentions are not considered appealable.

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

_ An appeal must be processed on the form provided by and approved by the district. _ An appeal must be filed in the principal's office by the third school day after the incident and due process conference.

- All suspensions will be served immediately.
 - 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.

- 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.
- Both parties may bring a tape recorder to the appeal hearing.
- 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:

- 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.
- Cross-examination will not take place between parties as all questions must be directed to the hearing officer.

C. Disposition of an Appeal

- 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.

- Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the hearing officer.

- 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

- The procedure will remain the same as A, B, C above; however, the superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the principal's level with a 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.

ELIGIBILITY:

Students who incur **twelve** or more suspension days are considered not in good standing, therefore are ineligible to participate in end-of-year grade level field trips or activities; i.e., class field trips, senior trip, Project Graduation, school-sponsored sports events, dances, prom, semi-formal, Mr. Delsea, Talent Show, etc. However, students can "buy back" one day each month if he/she does not receive any suspensions.

EFFECT OF SUSPENSION ON ELIGIBILITY:

All students will be considered ineligible for participation in every activity, meeting, and event, clubs and co-curricular activities (nonacademic) during the dates they are suspended. Any student who is suspended before the end of the school day will lose their privilege to participate or attend any school activity that day (dance, athletics, plays, etc.) Suspension days are day's school is in session; i.e., snow days, holidays, strikes, student walkouts, days absent or illness do not count as suspension days served. A student is not eligible until completion of suspension and reinstatement by the vice-principal.

1. Vocational School Students

Vocational school students are responsible for their conduct at both Delsea and the Gloucester County Institute of Technology. Delsea students may be assigned detention or suspension for disruptive behavior at either school or discipline will be honored at both facilities.

2. Cooperative Education Students

Cooperative Education students who have been assigned detention or internal/external suspension for disruptive behavior are to inform their employer that they will be unable to work while attending the suspension or detention. Students will remain in school until the end of the day for internal suspension. Students on external suspension will be given credit for the hours that they work while on suspension. Students with detention will begin their time after their last class and will remain in the internal room until they complete their regular schedule, or adjusted bell schedule days unless they are given other specific directions.

3. POLICE PROCEDURES:

It may be necessary for law-enforcement agents to enter the building, and on occasion, interview students. This will be done in the presence of an administrator. Every effort will be made to contact parents/guardians prior to questioning (students under 18 years). Students will receive their legal protection as mandated by a court decision.

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| STUDENT CODE OF CONDUCT |
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Referral of a student to the vice principal is used as a last resort after teachers have exhausted all other appropriate preventive and corrective measures. Once a student reaches the vice principal's office, the seriousness of the case will speak for itself. In all instances, parents will be contacted.

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

It is understood that during a suspension the student may not attend classes, participate in school activities, or visit the school grounds. Students on external suspension will not be permitted on school grounds. A trespassing complaint may be signed and the student will receive three additional days of internal suspension.

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 have to 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.

When criminal charges are filed against a student, from an incident that occurs on or off campus (For example but not limited to aggravated assault, aggravated sexual assault, restraining orders, or other court orders), administration reserves the right to change the educational setting of the alleged perpetrator pending the outcome of the criminal investigation.

1. Inappropriate Conduct, Profanity` and or Failure to follow Reasonable Request of 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, throwing objects, name-calling, cutting a teacher detention, ordering Door-Dash or any other food delivery service to the school, disruptive use of cellular phones and or any other electronic device. For example: talking on the phone, and any other inappropriate use of a device deemed by the administration, including the unauthorized snapping or posting of pictures or videos of another student or staff.

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| First Offense: | Two days detention; Teacher contact if class-related |
| Second Offense: | One-day internal suspension with parent contact |
| Third Offense: | Two days of internal suspension and appearance with parent or guardian for a conference |
| Subsequent Offense: | Three days internal suspension |

2. Academic Integrity – Cheating, Plagiarism and/or Fabrication

The fundamental values of academic integrity are honesty, responsibility, integrity, trustworthiness, self-respect, and justice.

The misuse of Artificial Intelligence (AI) is regarded as a form of presenting someone else's work as your own. It is strictly prohibited to employ any form of AI to complete assignments, tests, or any coursework within a course without proper citation.

CHEATING: An act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercises (www.rowan.edu) This misrepresentation can be accomplished through some of the most common examples of cheating: using cheat sheets, “text-cheating,” discussing test questions before taking a test with a student who has taken the test, copying answers from another student’s paper during a test.

PLAGIARISM: The representation of the words or ideas of another as one’s own in any academic work (www.academicintegrity.rutgers.edu). This misrepresentation can be accomplished by using some of the most common examples of plagiarism: using another student’s essay or lab and claiming that it is yours,

using internet material and claiming it as yours, using “essay-generator” websites (free or pay), and claiming that the essay is yours. *Rules to follow – If it is not common knowledge, not your original thought, or not your original words – USE A CITATION! For help with determining when to use citations, visit Purdue University’s On-Line Writing Lab.

FABRICATION: The falsification or invention of any information or citation in an academic work (www.academicintegrity.rutgers.edu) This falsification can be accomplished by using some of the most common examples of fabrication: falsifying data collected in the conduct of research, making up or presenting falsified data in papers, manuscripts, books, or other documents submitted as course requirements, making up a source as a citation in an assignment, citing a source one did not use, falsifying

material cited (www.quinnipiac.edu) The fundamental values of academic integrity are honesty, responsibility, integrity, trustworthiness, self-respect, and justice. (www.academicintegrity.org) What do these values mean in a high school setting?

Students will **NOT**:

- *Use another student’s essay/work and claim ownership.
- *Use internet essays/website material and claim ownership
- *Use cheat sheets/text messages or any other electronic equipment for answers on tests/quizzes.

The willful collaboration of a second party will be viewed as being equally guilty of cheating.

First Offense: Ten days of Delsea One detention. Parent contacted by teacher / zero on the assignment

Second Offense: One day of internal suspension. Ten days of Delsea One detention. Parent conference / zero on the assignment

Third Offense: Three days of internal suspension. Ten days of Delsea One detention. Parent conference / zero on the assignment

3. Altering School Records

If a student alters a grade or class record, the original grade will be resubmitted. If a student alters or presents false documentation (doctor’s note) those days will be considered unexcused absences. These offenses will also have the following discipline:

First Offense: Three days internal suspension

Second Offense: Five days internal suspension

Third Offense: Seven days internal suspension

4. Overt and Unusual Outward Physical Display of Affection or Irregular Behavior Toward or with Another Student

A. In order to maintain an educational environment, the above-mentioned behavior will not be tolerated.

B. The concept of consent will have no bearing on the dispensation of discipline.

First Offense: Two days detention

Second Offense: Two days internal suspension

Each subsequent offense will result in three days of internal suspension and parent contact.

5. Improper use of a vehicle on school property

At any time, the administration reserves the right to revoke student parking privileges if rules are not adhered to. Student parking is a privilege, not a right. The administration retains the right to contact police and file charges against an unsafe driver. Since student and staff safety is paramount, all violations of safe driving standards will be disciplined.

- A. Driving recklessly, peeling out, driving through the gas/ bus lane, parking in the inappropriate area (i.e. teacher lot)
- B. Vehicles parked without parking permits will be referred to the central office.
- C. All motor vehicles must be inspected and registered with the NJ Department of Motor Vehicles.

First Offense: Two Delsea One detentions.

Second Offense: Two after-school detentions.

Third Offense: One day internal.

6. Vandalism

A. Any willful destruction of school property (including Chromebooks) will be considered vandalism. (Policy also applies to other school's properties.)

First Offense: Three days internal suspension, compensation for damage, court complaint if compensation is not made within 30 days and a parent conference with the vice principal.

Second Offense: Three days external suspension, compensation for damage, court complaint and parent conference with the principal

Third Offense: Five days external suspension, compensation for damage, and court complaint.

B. Causing the destruction of school property through negligence or improper use will result in repayment by the student.

1. Compensation
2. Parental contact
3. Court complaint may be filed if compensation does not take place

7. Fighting

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 until the administration are able to properly make a determination. The disciplinary action for fighting will be applied unless it is clearly evident that an unprovoked assault had taken place. Those found guilty of instigating or provoking a situation that results in a fight will also be dealt with accordingly. (Mediation will be mandated for all involved in confrontation prior to returning to their regular schedules.) Due to the unique circumstances of each individual altercation, the administration reserves the right to alter a suspension from external suspension to internal suspension, more or less the prescribed discipline stated, on a case by case basis if warranted, otherwise, it will be as stated. **(Disciplinary actions will also be applied when attending other school's functions)**

The disciplinary action for fighting will be applied unless it is clearly evident that an unprovoked assault had taken place.

Those found guilty of instigating or provoking a situation that results in a fight will also be dealt with accordingly. **(Mediation will be mandated for all involved in confrontation prior to returning to their regular schedules.)**

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| First Offense: | Parent/Guardian notified to pick-up student at the school. Ten days suspension (5 days external suspension & 5 days internal suspension), a parent conference with vice-principal, court complaint and disorderly conduct |
| Second Offense: | The parent/Guardian notified to pick-up student at the school. Ten days external suspension, CST review/Alternative Program/Parent conference with principal, court complaint: disorderly conduct. |

NOTE: An **extreme violent act (assaults)** will be treated differently than a fight – possible removal from the normal school setting to an alternative school and/or home instruction for the remainder of the school year. This decision will be based on the administration's discretion.

Fighting offenses will be accumulated over the length of a student's high school career. An incentive to correct this repeated behavior is to erase one offense from a student's record for every full school year (Sept. 1 to June 30) if there is no repeat of a fighting incident.

8. Disorderly Conduct

Students exhibiting uncontrollable behavior; i.e. causing a ruckus, loud, obscene abusive language, open defiant behavior, 911 hang-up calls. (Continued on next page)

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| First Offense: | Police contacted, student removed to police station. Parent/Guardian notified to pick-up student at police station. Five days internal suspension, parent conference with vice principal, court complaint and disorderly conduct |
| Second Offense: | Police contacted, student removed to police station. Parent/Guardian notified to pick-up student at police station. Seven days external suspension, parent conference with principal, court complaint: disorderly conduct |
| Third Offense: | Police contacted, student removed to police station. Parent/Guardian notified to pick-up student at police station. Ten days external suspension, CST review pending, court complaint due to willful and continued disobedience will be signed. |
| Fourth Offense: | Police contacted, student removed to police station. Parent/Guardian notified to pick-up student at police station. External suspension and expulsion proceedings. |

9. Severe Misconduct

Any action or speech, by its very nature, that severely limits the ability of an administrator or faculty member from performing their prescribed job. Overt and obvious improper conduct of an individual toward others, insubordinate behavior toward faculty or staff/students, written or verbal profanity toward a staff member or students, also inciting a riot situation will be considered under this heading. Examples, such as but not limited to possession of fireworks, smoke bombs, stink bombs, snowballs, etc., food fights, instigating a fight, physical and/or verbal confrontation with other students, and performing or receiving body piercing. Refusal to leave the classroom when instructed, attending school-sponsored events while on suspension, letting students in locked doors or propping open locked doors, or loitering after school on a day of suspension:

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| First Offense: | Three days internal suspension and parental contact with vice Principal. |
| Second Offense: | Five days internal suspension and parental contact with vice principal. Each subsequent offense will result in seven days internal Suspension and parental conference. |

10. Inappropriate Social Media Use

Any student who knowingly and purposely creates a social media account that is derogatory and demeaning to students or staff will be subject to disciplinary action. A HIB investigation will be completed to determine the severity of the offense.

Students found guilty of filming and/or posting altercation or fight between students, via social media, will receive 5 days Internal Suspension (Resending, subtweeting – if shared or posted through other electronic communication – will receive additional 5 days Internal Suspension). Posting inappropriate, inflammatory, or threatening remarks via social media about another student or situation.

First Offense: Five days of internal suspension and parental contact with the vice-principal.

Second Offense: Seven days of internal suspension and parental contact with the vice-principal. Each subsequent offense will result in seven days of internal suspension and parental conference.

11. Unauthorized, Unlawful Assembly and/or Civil Disturbance

In order to clarify standards and regulations of authority which are expected here, the Delsea Regional High 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.

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| First Offense: | Three days external suspension, parent conference with vice-principal, notify police. |
| Second Offense: | Three days external suspension, parent conference with principal, notify police. |
| Third Offense: | Five days external suspension. CST review pending, notify the police |

12. Obscene/Indecent Behavior

Any behavior that is obscene or indecent, this includes, but is not limited to, language, song, gesture and writing messaging, or social media posts.

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| First Offense: | Three days internal suspension, parent conference with vice-principal. |
| Second Offense: | Five days internal suspension, a parent conference with the principal. Referral to high school counseling services. |
| Third Offense: | Five days external suspension. CST review pending. |

12a. Consensual Sexual Acts

- First Offense: Ten days internal suspension, parent conference with vice-principal, referral to counselor
- Second Offense: Ten days suspension (5 days external suspension/5 days internal suspension), conference with the principal
- Subsequent Offenses: Ten days external suspension.

13. Theft of/Tampering with Fire Alarms/ Extinguisher/Security and Safety Devices Since this act affects the student's safety and the safety of the community at large, this act will be dealt with in the severest way possible.

- First Offense: Ten days internal suspension, complaint signed, parent conference with the vice principal
- Second Offense: Ten days internal suspension. Parent conference with the principal. Each subsequent offense will result in ten days external.

14. 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 invaluable property found to the vice- principal or authorized school authority.

- First Offense: Three days internal suspension, restitution or complaint signed if restitution does not take place, parent contact by the vice-principal.
- Second Offense: Five days internal suspension, complaint signed and restitution, parent conference with the vice-principal.
- Third Offense: Five days external suspension, complaint signed, parent conference with the principal.
- Each subsequent offense: 10 days external suspension.

15. False public alarm

Causing a deliberate evacuation of the building with terroristic intent, inappropriate comments that create a panic including bomb offenses.

- First Offense: Immediate external suspension until the administration and police are able to properly make a determination. Placement in alternative school for a minimum of 90 calendar days from the time of the infraction. Complaints will be signed if warranted by our resource officer and or local police. Students will be required to have a psychological evaluation to return to the day school setting. The privilege to participate in any extra-curricular activities will be permanently suspended until the student is cleared to return to school.
- Second Offense: Immediate external suspension until the administration and police are able to properly make a determination. The student will be placed on home instruction for one calendar year from the time of the infraction. Reinstatement after the calendar year will be at the discretion of the administration and will be determined on a case by case basis. Suspected students will be educated at home

until the administration and police will be able to properly complete a final determination. Students will be required to have a psychological evaluation to return to the day school setting. The privilege to participate in any extra-curricular activities will be permanently suspended until the student is cleared to return to school.

16. Cutting a Class or an Assigned Area

- A. Any student who without permission misses a class or an assigned area will be considered cutting.
- B. More than five minutes late to class will be considered cutting as reported by the teacher.
- C. Presenting false information so a class can be missed will be considered cutting.
- D. Students must obtain a pass from their scheduled classroom teacher to be out of any class.
 - First Offense: Two days detention. Written parental contact sent via student, student will receive a zero in classwork and it cannot be made up.
 - Second Offense: One-day internal suspension. Parental contact by telephone from the vice- principal, student will receive a zero in classwork and it cannot be made up, guidance referral.
 - Third Offense: Two days internal suspension. Parental conference with the student, vice-principal, teacher, and guidance, the student will receive a zero in classwork and it cannot be made up.
 - Fourth Offense: Three days internal suspension. Parental notification of consequences, students will receive a zero in classwork and it cannot be made up.
 - Fifth Offense: Subsequent offenses, three days internal.

17. Leaving School Building or Grounds without Permission

Leaving the school building or grounds without permission, loitering in an automobile, or on school grounds during the school day will be considered an offense. Once the student has entered school property, students are not allowed to leave school property, i.e. driving, walking, bike, and/or any form of transportation. This also applies to student lunch periods. Students who are 18 yrs old must sign out when leaving the building or it will be considered an offense.

- First Offense: Three days internal suspension. Parental contact by vice-principal,
- Second Offense: Five days internal suspension. Parental contact by vice-principal,

Each subsequent offense: five days external suspension, a parent conference with the administration.

18. Loitering on School Property and Adjacent Properties to the School

This applies to before and after school scheduled hours. In the interest of safety for all students, it is required that all students who arrive at the school site must come directly on to the school property and proceed to the front entrance till permitted to enter the building.

- First Offense: Two days detention,
- Second Offense: One day internal suspension
- Subsequent Offense: One day internal suspension and mandatory parent conference before returning to classes

19. Improper Bus Conduct

When a student misconducts himself/herself on the school bus, the bus driver will notify the appropriate administrator and file a written description of the problem on the bus discipline form. At the discretion or interpretation of the vice-principal, a conference between the bus driver, the student, and his/her parent/guardian will ensue.

Improper conduct on the bus will be treated in the same manner as to conduct in the school and the same rules will apply.

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| First Offense: | Warning (except for serious/overt disciplinary problems) |
| Second Offense: | One day detention |
| Third Offense: | Two days detention |
| Fourth Offense: | One day internal, parental conference |
| Fifth Offense: | Three days internal suspension, and parental conference. <u>Administrative review and possible removal from the bus for the remainder of the year.</u> |

The use of the incorrect bus and not wearing seat belts when required will be treated as improper bus conduct.

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.

20. Truancy

- A. Any student regardless of age who is absent from school without the knowledge of his parent or guardian will be considered truant.
- B. Any student who cuts more than three classes in the same day will be considered truant and will be recorded as an unexcused absence for the day.
- C. 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.
- D. The administration asserts the right to use legal remedies to rectify excessive truanancies.

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| First Offense: | One day internal suspension. Vice-principal contacts parent, zero for classwork in all classes missed, the appropriate number of cuts will be recorded for all classes missed |
| Second Offense: | Two days internal suspension. Vice-principal contacts parent, zero for classwork in all classes missed, the appropriate number of cuts will be recorded for all classes missed |
| Third Offense: | Three days internal suspension. Parent conference with vice-principal, zero for classwork in all classes missed, the appropriate number of cuts will be recorded for all classes missed |
| Fourth Offense: | Parent conference with principal, three days external suspension, zero for classwork in all classes missed, an appropriate number of cuts will be recorded for all classes missed |

Each subsequent offense: three days external, parent conference with the superintendent, and CST review pending.

Note: Any combination of truancy or cuts that result in four or more unexcused absences from any class will require attendance at summer completion as stated in our cut policy.

21. Lateness

A. **Late to School** - Lateness is defined as arriving after the 7:18 A.M. bell. **(Refer to PAGES 7-8) B.**

Failure to sign in late:

First Offense: One day internal suspension

Subsequent Offenses: One day internal suspension

C. **Late to Class**

It is the responsibility of all students to be in class on time.

First - Third Offense: Verbal warning from teacher.

Fourth Offense: One detention. Written notice sent home, teacher contacts parents.

Fifth - Seventh Offense: One detention each. Teacher contacts the parents.

Eighth Offense: Two detentions. Written notice sent home, teacher contacts parent.

Ninth - Eleventh Offense: Two detentions each. Teacher contacts the parents.

Twelfth - sub-sequential Offense: One day internal suspension. Written notice sent home, parent Contacted.

D. **Late to Class Immediately After Delsea One**

First Offense: Five days lunch detention

Second Offense: Five days lunch detention

Third Offense: Ten days lunch detention

Fourth Offense: 30 days lunch detention

Fifth Offense: Indefinite lunch detention

ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY

Possession or Use of Alcohol or other Controlled Substances.

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 medical examination and urine and/or blood test to determine the presence of alcohol and other drugs when the observation of student behavioral indicators suggests the possibility of intoxication.
- C. Failure to comply with New Jersey State mandates, NJSA 18A:40 and NJAC 6A:16 and the following regulations will be considered a violation of the Board policy on Substance Abuse.
- D. Alcohol, other drug violations are accumulated year to year while in attendance in the Delsea Regional School District.
- E. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such

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

FIRST OFFENSE:

- a. Parent/Guardian notified
- b. 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 see under the influence. If not then:
- c. Police are notified.
- d. The student will then be referred to SAC for assessment, intervention, and possible extended services.
- e. 5 DAYS INTERNAL SUSPENSION
- f. 30 days of Delsea One detention
- g. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such.

*Random urine screening for one calendar year.

SECOND OFFENSE:

- a. Parent/Guardian notified
- b. 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 see under the influence. If not then:
- c. Police are notified.
- d. The student will then be referred to SAC for assessment, intervention, and possible extended services.
- e. 10 DAYS INTERNAL SUSPENSION
- f. 30 days of Delsea One detention
- g. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such.

*Random urine screening for one calendar year.

THIRD OFFENSE:

- a. Parent/Guardian notified
- b. 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:
- c. Police are notified.
- d. Student will then be referred to SAC for assessment, intervention, and possible extended services.
- e. 10 DAY EXTERNAL SUSPENSION
- f. 30 days of Delsea One detention
- g. Students who knowingly and purposely attempt to alter a urine screening will

automatically be considered guilty of a positive drug screening and disciplined as such.

*Random urine screening for one calendar year.

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

FIRST OFFENSE:

- a. Parent/Guardian notified.
- b. Police are notified.
- c. Student will be placed on external suspension until he or she is placed in Delsea's Alternative School for a minimum of 90 days. When the student has completed his/her mandatory days in Alternative School and all documented interventions are met, the student will have an exit meeting with the SAC, Guidance Counselor, Assistant Principal, and parent/guardian. In this meeting, the team will develop an action plan for transition back to day school. Extended services will be available at the request of the parent or guardian. The transfer back to the Delsea Regional HS day school will occur at the end of the marking period in which the 90th day falls. Students who fail to comply with the interventions will remain in Alternative School for 1 calendar year from their initial violation. Students found in possession while attending Alternative School will remain in Alternative School for the remainder of his/her career at Delsea Regional HS.
- d. List of interventions:
 1. Students will be drug tested randomly at a minimum of 1 time per month for one calendar year. (A failed test will result in non-compliance)
 2. Mandatory drug counseling with our SAC Counselor
- e. Loss of eligibility to participate in or attend extra-curricular activities while attending alternative school.

SECOND OFFENSE:

- a. Parent/Guardian notified
- b. Police are notified
- c. The student will be placed on external suspension until he or she is placed in Delsea's Alternative School for the remainder of that student's career at Delsea Regional HS.
- d. Loss of eligibility to participate in or attend extra-curricular activities while attending Delsea Regional HS.
- e. Random urine screenings for one calendar year.

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

FIRST OFFENSE: (Admission of guilt supersedes any drug test results)

- a. Parent/Guardian notification.
- b. Verification from a doctor that the student is mentally and physically able to return to

school. If the results of the immediate examination and/or drug screening are positive for alcohol, or other drugs or substances then:

1. Conference with the parent, student, administrator, and SAC.
 2. Referral to SAC for assessment, intervention, and possible extended services.
 3. Loss of eligibility to participate in or attend extra-curricular activities for at least 90 days if the student follows the re-entry contract given to him or her by the SAC counselor. If the student does not follow the re-entry contract he or she will lose eligibility to participate in or attend extra-curricular activities for 1 calendar year.
 4. 10 DAYS of INTERNAL SUSPENSION.
- c. 30 days of Delsea One detention
 - d. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such.

*Random urine screening for one calendar year. If a random urine screening is positive for alcohol or any other type of drug then the student will serve a second offense.

SECOND OFFENSE:

- a. Parent/Guardian notification
- b. Verification from a doctor that the student is mentally and physically able to return to school. If the results of the immediate examination and/or drug screening are positive for alcohol, or other drugs or substances then:
 - c. The student will be placed on external suspension until he or she is placed in Delsea's Alternative School for a minimum of 90 days. When the student has completed his/her mandatory days in Alternative School and all documented interventions are met, the student will have an exit meeting with the SAC, Guidance Counselor, Assistant Principal, and parent/guardian. In this meeting, the team will develop an action plan for transition back to day school. Extended services will be available at the request of the parent or guardian. The transfer back to the Delsea Regional HS day school will occur at the end of the marking period in which the 90th day falls. Students who fail to comply with the interventions will remain in Alternative School for 1 calendar from their initial violation.
 - d. List of interventions:
 1. Students will be drug tested randomly at a minimum of 1 time per month for one calendar year. (A failed test will result in non-compliance)
 2. Mandatory drug counseling with our SAC Counselor
 - e. Loss of eligibility to participate in or attend extra-curricular activities while attending alternative School.
- f. 30 days of Delsea One detention
- g. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such.

THIRD OFFENSE:

- a. Parent/Guardian notified
- b. Police are notified
- c. The student will be placed on external suspension until he or she is placed in Delsea's Alternative School for the remainder of that student's attendance at Delsea Regional HS.
- d. Loss of eligibility to participate in or attend extra-curricular activities while attending Delsea Regional HS.

- e. Random urine screenings for one calendar year.
- f. 30 days of Delsea One detention
- g. Students who knowingly and purposely attempt to alter a urine screening will automatically be considered guilty of a positive drug screening and disciplined as such.

4. Students who are found smoking tobacco products, using smokeless tobacco, using an electronic cigarette, possessing tobacco products, smoking paraphernalia (pipes, rolling papers etc.), or electronic cigarettes, vapor/or possession of vapor paraphernalia:

FIRST OFFENSE:

- a. Parent/Guardian notification.
- b. Referral to SAC for the cession program.
- c. 3 DAYS of INTERNAL SUSPENSION.
- d. 30 days of Delsea One detention

SECOND OFFENSE:

- a. Parent/Guardian notification.
- b. Referral to SAC for the cession program.
- c. Report to local enforcement agency regarding ordinance violations and imposing mandatory fines.
- d. 5 DAYS of INTERNAL SUSPENSION.

5. Vaping

First offense with a vape - 3 days internal & Aspire program to be completed in internal suspension.

- The student may be tested if there is suspicion of a controlled substance or visible student impairment

Second offense - 5 days internal suspension. Mandatory drug test. Aspire program

- A positive test moves internal suspension to 10 days

Third offense - 10 days of internal suspension. Drug testing. Alternative school recommendation.

*** Students who fail to complete the Aspire program will be assigned to Delsea One detention until the program has been completed

6. Intent to sell or purchase any substance NOT defined as N.J.A.C. 6A:16-4.1 immediate medical examination and urine and/or blood test to determine the presence of alcohol and other drugs when the observation of student behavioral indicators suggests the possibility of intoxication.

FIRST OFFENSE:

- a. Parent/guardian notification
- b. Possible referral to SAC
- c. 5 days of internal suspension

SECOND OFFENSE AND SUBSEQUENT OFFENSES:

- a. Parent/guardian notification
- b. Referral to SAC for continued services
- c. 10 days of internal suspension

7. Distribution of vaping devices not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1.

FIRST OFFENSE: a. Parent/Guardian notified b. If the immediate examination and/or drug screening indicates that the student is under the influence then see under the influence. If not then: c. Police are notified. d. The student will then be referred to SAC for assessment, intervention, and possible extended services. e. 10 DAYS INTERNAL SUSPENSION f. 30 days of Delsea One detention. Second offense: The student will be referred to our alternative program.

If vaping devices contain a controlled dangerous substance, ex. Marijuana pen, our distribution policy will supersede.

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| POSSESSION OF WEAPONS |
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Possession/Of Weapon/Zero Tolerance for Guns Act

18A:37-7 Short Title. This act shall be known as the “Zero Tolerance for Guns Act”
 Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year **18A:37-8. Offense by pupil involving a 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 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 not less than one calendar year subject to modification on a case-by-case basis by the chief school administrator.

For the purposes of this section “firearm” means those items enumerated in N.J.S.2C:39-1f and 18 U.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 the 20 U.S.C.1400 et seq. Nothing herein shall be construed as prohibiting the expulsion of a pupil.

Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year. **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.2 Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year

18A:37-10. Hearing.a. Any pupil removed pursuant to section 2 of P.L. 1995c. 127 (C.18A: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. Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year

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.

Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year **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. Adopted.L. 1995, c. 127,s2, effective June 22, 1995, and it shall first apply to the 1995-96 school year.

- A. N.J.S.A. 2C:39-5e prohibits weapons on or near schools.
- B. Deadly weapon: within the 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.
- D. 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 ensure a safe school environment.

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| First Offense: | Minimum 10 days external suspension, court complaint will be signed, a parent conference with principal, CST review pending |
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Each subsequent offense will result in 10 days external suspension, parent conference with the superintendent, CST review pending.

HARASSMENT/INTIMIDATION/BULLYING (H.I.B.)

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 High 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 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 student’s; or
- 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.

Due to the varied nature of any infraction, the administration reserves the right to alter the discipline pending the results of the HIB investigation.

When an individual is found guilty of a HIB violation discipline will be assigned based on the severity of the infraction.

Possibilities include:

- Mediation
- Detention
- Suspension
- Possible change of academic setting
- Or any applicable discipline found in the code of conduct

What do I do if I see bullying?

1. Stop it if you can.
2. Report it – through oral, written, or electronic means (www.delsearegional.us) Bullying or teasing can be reported verbally to any adult staff member at Delsea High School. Students or parents can also report bullying by contacting administration through email via the link on Delsea’s website under “Students” then “Comments.”

Counseling services for victims of bullying are always available through guidance.

Delsea High School will take corrective action aimed at the prevention and elimination of bullying and the protection of the victims/witnesses.

3. Contact Info: Delsea High School Anti-Bullying Coordinator

Tina Basile-Feoli

Email: tbasile@delsearegional.us

(856) 694-0100 ext. 234

Delsea High 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.

HARASSMENT

Harassment

The Delsea Board of Education prohibits acts of harassment toward a student, school staff member or their property. A safe and civil environment in the school is necessary for pupils to learn and achieve high academic standards. Harassment, 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. The Delsea Regional High School District does not discriminate in its employment practices, business actions, and/or educational opportunities based on race, creed color, national origin, ancestry, marital status, sex or handicap.

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 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 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 18 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 verbal, written, or material (example: racial slur) that creates ill will or hatred. Confirmed offenses can include written, verbal, physical, or electronic communications related to race, gender, color, creed, religion, ethnicity, ancestry, national origin, 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.

E. 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 school-sponsored activity or event whether or no it is on school grounds. Dating violence should be reported immediately to any staff member.

First Offense:

1. Five days external suspension
2. Parent conference with the principal
3. Counseling services through Delsea High School Guidance, IRS Team, Peer Leaders and group sessions.
4. Possible court complaint, possible behavioral assessment, possible schedule change, or possible change in an educational setting
5. Parts B, C, D, and E will be reported to proper authorities

Second Offense:

1. 10 days suspension (5 days external suspension/5 days internal suspension)
2. Parent conference with the principal
3. Counseling services through Delsea High School Guidance, IRS Team, Peer Leaders and group sessions.
4. Court complain and behavioral assessment, possible student schedule change or possible change in an educational setting
5. B, C, D, and E referred to proper authorities

Each subsequent offense will result in ten days' external suspension, court complaint, and loss of extra-curricular activities for one calendar year. Corrective actions for continued systemic problems may be implemented (assemblies, new programs, professional training).

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, the 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 and forms are always available through the website.
 Delsea Regional HS District Affirmative Action Officer: Dr. Lisa Niemi, Vice Principal
 Delsea Middle School
 242 Fries Mill Road
 Franklinville, N.J. 08322
 (856) 694-0100 ext. 241
lniemi@delsearegional.us

Delsea Regional HS District 504/ADA Coordinator: Mary Beth Warfield, Director of CST and
 Special Services Delsea Middle School
 242 Fries Mill Road
 Franklinville, NJ 08322
 (856) 694-0100 ext. 243
mwarfield@delsearegional.us

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| STUDENT INFORMATION |
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1. Passes:

No student is permitted in the halls during class time unless he/she has a pass from a teacher. In the event a pass is issued, the destination is to be reached by the closest route; the student is not to wander to other areas of the building. All faculty or staff members have the responsibility and authority to check students for a pass. For students who are repeat offenders of our lateness and cut policy the administration reserves the right to put them on a restricted hall pass.

2. 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.

In an effort to keep our school clean of waste wrappers, and inappropriately discarded gum and foodstuff, all students are expected to cooperate and refrain from drinking or eating in classrooms. Students will be warned once, but continued disregard for this policy will be treated under school discipline policies.

3. Bus Transportation

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. Each student is assigned to a specific seat on a designated bus and should ride on only buses that they are assigned. The driver has complete authority and responsibility for the safety of his students. A student's failure to abide by a bus driver's rules will result in removal from the bus and subsequent parental responsibility for the student's transportation to and from school.

All of the buses run on a very rigid schedule; each individual is expected to be punctual when meeting their bus. A bus will not wait for a late student. Pupils will 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. The bus driver will be directed when to perform these drills by the bus transportation coordinator.

Any items brought on the bus must be held on the student's lap.

Students who do not cooperate or act inappropriately during these drills will be reported to the disciplinary officer.

School bus drivers have been instructed to assign students to specific seats.

The plan for such assignments is that the first students who enter the bus will be seated in the front. This plan has been instituted based upon safety considerations and as a method to hasten service. Pupils are expected to ride only their assigned buses and should not request special assignments or adjustments.

Upon arrival at school, all students are to report directly to their homeroom. No one is permitted to roam the halls before school commences. If conditions necessitate the late arrival of a bus (after homeroom has started), the students are to report directly to the Attendance Office for notation of their presence.

The Activities and Sport Buses serve those students involved in athletics, teacher conferences tutoring, detention and school-sponsored extracurricular activities. Only students who are involved in a supervised activity are granted the privilege of riding these buses.

Activities buses may or may not drop students off at a different stop – due to the fact that they have to service a wider geographic area than the regular buses at dismissal.

Students must obtain from their teacher, advisor, or coach a daily, fully signed bus pass in order to ride the activities or sports buses after school. The passes shall be collected by the school bus driver and returned to the District Transportation Coordinator. Upon request, the District Transportation Coordinator will distribute the passes to individual teachers, advisors, and coaches.

Responsibility for any damages to school buses which are the result of the improper conduct of students will be placed directly upon the individual or groups involved.

Conduct on the school bus is of the utmost importance because of the risk of injury or death to all students riding the bus. For this reason, students who continue to be involved in improper conduct are removed from the school bus and refused school-provided transportation.

Once the buses start to move from in front of the school building, they will not stop for any reason, in order to pick up late students. If a student misses his bus at dismissal time, the responsibility for transportation home will rest with his parent/guardian.

BUCKLE UP -- IT'S THE LAW!

In accordance with Public Law 1992, Chapter 92, all students who ride school buses equipped with seat belts must wear those belts as of September 1994.

Buses will not move until all passengers are seated and buckled in. This applies to all times students ride a district school bus; trips, sporting events. Etc.

4. Early Dismissals

Students who must be excused early from school are to bring a note from home. The note should identify the reason for the early dismissal as well as other pertinent information. All requests for early dismissals should be **received in the Central Office prior to the start of the first period**. Requests for early dismissals, when granted, are limited to medical and professional appointments. A High School student receiving an early dismissal before 12:30 p.m. will not be given credit for attending school that day.

As early dismissals cause the student to miss classroom instruction for part of the school day, **students**

with an excessive number of early dismissals (4) will be charged with a day of evening credit completion.

Early dismissals disrupt the education program for the student. The administration and the teaching staff urge students and parents to schedule appointments either after or before the school day.

5. Dress Code

Although the school recognizes the prerogatives of parents and guardians for determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. In making the determination for appropriate school dress, the administration has considered the three important areas of modesty, cleanliness, and safety. The building principal shall have full discretion to temporarily suspend this dress code during school activities and or special theme days, i.e. School Spirit Week. Examples of inappropriate attire, as applied to all students, include, but are not limited to the following:

1. Footwear must be worn at all times and should be appropriate and safe for each activity. Sneakers are the only approved footwear for physical education classes.

2. Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through, low cleavage or fishnet fabrics, tube tops, low cut tops, and bare midriffs, barebacks are prohibited. "A" shirts are not allowed to be worn. Dresses, skirts, and shorts must be appropriate for an educational setting. Undergarments are not to be worn as outer garments. Tank tops may be worn, undergarments cannot be visible.

3. Clothing or jewelry which displays obscene, profane, vulgar, or lewd words, pictures, messages, designs, pictures depicting alcohol or drugs, or double-meaning slogans will be prohibited. 4. Any item of clothing or jewelry which depicts bias symbols, hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation and which, in the judgment of the administration, has a substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited. 5. Hats or head covers may NOT be worn in the building; religious headwear may be worn. The administration reserves the right to address any student's attire that they deem to have a negative impact on the educational process.

6. Outdoor jackets and coats are not to be worn indoors except when entering or leaving the building or when there is a defect in the heating system.

7. Pants, shorts, or skirts worn below the hip, (spandex or stretch skirts) are banned. Pajamas and other clothing intended as sleepwear or slippers shall not be worn to school as outer garments. 8. Non-prescription sunglasses, glazed and tinted glasses, except as prescribed by the pupil's doctor, are not to be worn indoors.

9. Chains, cables, or other accouterments, which could be used as weapons, are not to be worn. 10. Clothing, apparel, and/or accessories, which indicate affiliation with any gang associated with criminal activity, are prohibited.

11. Body adornments, including but not limited to body piercing jewelry which may jeopardize the safety and wellbeing of the student or others are prohibited during physical education classes. The administration reserves the right to address any student's attire that they deem to have a negative impact on the educational process.

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 and if it is the student's first offense. If appropriate attire is not available, the student will be removed from class and the parents notified. If a parent cannot be contacted, students will be placed in the internal suspension room for the remainder of the school day. If a student is inappropriately dressed the student will receive a written warning. If the student is inappropriately dressed more than once it will be considered an inappropriate conduct violation and students will be disciplined accordingly.

The administration reserves the right to alter this policy to ensure the safety of the student and the 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.

- First Offense - Delsea One Detention
- Second Offense - Two After School Detentions
- Third Offense - One Day Internal

6. Textbooks

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. Some covers may be provided by the school. Individual teachers will normally control, supervise, and evaluate the conditions of their respective textbooks when they are distributed and collected. Books requiring rebinding due to student's mistreatment will be charged to the student.

For students who lose their text, payment must occur before a grade is issued.

7. Homeroom

Each homeroom is a separate unit based alphabetically by grade level. If students are late to homeroom it is considered late to school. 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 the 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

8. DELSEA ONE CODE OF CONDUCT

All infractions that occur during Delsea ONE carry all of the code of conduct penalties with the addition of a Delsea ONE lunch penalty.

- 1.) Inappropriate conduct - Code of conduct applies.
Additional punishment
 - First Offense - 5 days of lunch detention
 - Second Offense - 10 days of lunch detention
- 2.) Overt and unusual display of affection - Code of conduct applies
Additional punishment
 - First Offense - 5 days of lunch detention
 - Second Offense - 10 days of lunch detention
- 3.) Improper use of vehicle on school property - Code of conduct applies
Additional punishment
 - First Offense - 5 days of lunch detention
 - Second Offense - 10 days of lunch detention
- 4.) Vandalism - Code of conduct applies
Additional punishment
 - First Offense - 10 days of lunch detention

- Second Offense - 20 days of lunch detention
- 5.) Fighting - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - NA
- 6.) Disorderly conduct – Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - Indefinitely
- 7.) Severe misconduct - Code of conduct applies
Additional punishment
First Offense - 10 days of lunch detention
Second Offense - 20 days of lunch detention
- 8.) Unauthorized, unlawful assembly or disturbance - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - Indefinite
- 9.) Obscene or indecent behavior - Code of conduct applies
Additional punishment
First Offense - 5 days of lunch detention
Second Offense - 10 days of lunch detention
- 10.) Consensual Sexual Acts - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - Indefinitely
- 11.) Theft - Code of conduct applies
Additional punishment
First Offense - 15 days of lunch detention
Second Offense - 30 days of lunch detention
- 12.) NJDE Reportable Offenses - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - Indefinitely
- 13.) Laser pointers - Code of conduct applies
Additional punishment
First Offense - 3 days of lunch detention
Second Offense - 10 days of lunch detention
- 14.) Unassigned Area - Code of conduct applies
Additional punishment
First Offense - 5 days of lunch detention
Second Offense - 10 days of lunch detention
- 15.) Leaving school grounds without authorization - Code of conduct applies
Additional punishment
First Offense - 15 days of lunch detention
Second Offense - 30 days of lunch detention
- 16.) Loitering/Unassigned Area - Code of conduct applies
Additional punishment
First Offense - 5 days of lunch detention

- Second Offense - 10 days of lunch detention
- 17.) Alcohol, Drug, Other (Possession of paraphernalia) - Code of conduct applies
Additional punishment
First Offense - 15 days of lunch detention
Second Offense - 30 days of lunch detention
- 18.) Alcohol, Drugs, Other - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - NA
- 19.) Tobacco products - Code of conduct applies
Additional punishment
First Offense - 10 days of lunch detention
Second Offense - 20 days of lunch detention
- 20.) HIB Violation - Code of conduct applies
Additional punishment
First Offense - 20 days of lunch detention
Second Offense - Indefinitely
- 21.) Harassment - Code of conduct applies
Additional punishment
First Offense - 30 days of lunch detention
Second Offense - Indefinitely
- 22.) Cutting a lunch Detention or thrown out of lunch detention
Punishment
First Offense - 1 day of internal and 5 days of lunch detention
Second Offense - 3 days of internal and 10 days of lunch detention
- 23.) Failure to attend a teacher mandated Delsea One tutoring session:
Punishment
First Offense - Warning
Second Offense - 5 days of lunch detention
Third Offense - 10 day lunch detention
Fourth Offense - 30 days of lunch detention
- 24.) Late to Class Immediately After Delsea One
First Offense: Five days lunch detention
Second Offense: Five days lunch detention
Third Offense: Ten days lunch detention
Fourth Offense: 30 days lunch detention
Fifth Offense: Indefinite lunch detention

9. 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 cafeteria or gymnasium. When the program is about to begin, 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.

10. 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.

11. 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 money, watches, or other valuables in a locker room. If you must leave your belongings in a locker room locker, it is strongly recommended that you use a combination padlock to secure the items. However, the school district is not responsible for any lost or stolen items. Under teacher supervision locker clean-outs will be regularly; once a month, or more often if needed.

12. Educational Trips

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

A. 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 and must be in school the day prior to 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 carriers. (No student may be refused a trip during school time for lack of funds).

Students attending class trips must be in good standing with their attendance and academics. Students may not attend if they are failing 1 or more classes.

Attendance record needed to attend field trip:

- First marking period: No more than 4 unexcused absences.
- Second marking period: No more than 8 unexcused absences.
- Third marking period: No more than 12 unexcused absences.
- Fourth marking period: No more than 15 unexcused absences.

B. 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 the Board of Education approval. C.

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 chaperon(s) find it impossible to fulfill his pledged commitment, a trip or activity may be canceled.

13. 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/she 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.

14. Other Recreational Areas

At no time is a student to enter the outside recreational area unless under the 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.

15. Student Cars

Students are permitted to drive their cars to school providing they have received proper authorization from the Attendance Office. To obtain authorization to drive to school. A student must be 17 years of age and must complete an application from the Attendance Office. The completed application, along with the following, must be presented to the appropriate administrator to be considered.

- A. Evidence of a valid New Jersey Driver's License;
- B. Parent/Guardian must sign parking permit application;
- C. Proof of liability insurance
- D. All vehicles must be properly registered and tagged as per the Division of Motor Vehicles/Licensing
- E. Student vehicles are subject to inspection at any time.

****Any student suspected of having any dangerous controlled substance in their vehicles will be subject to inspection at any time as defined in NJAC, 6A:16.***

It must be noted that due to the limited facility for parking, not all applicants will receive a parking permit. Students who receive permission to drive to school must park in the student parking area in their assigned spot. Students are not to park at the middle school, or in the teachers' parking lot. Students must leave their cars immediately after parking and are not to return until time to leave the school grounds. The students who drive to school must obey all of the previously noted rules as well as observe safe driving procedures.

In order to provide for the safety of those students, faculty members, and parents/visitors who use the student parking lot, it is imperative that a uniform procedure for entering and exiting the parking area be established and followed.

Any student driving across the grass in front of the stadium, or entering/exiting through the bus pump station lane, will result in the immediate loss of parking privileges for the entire school year. Students moving their vehicles from the student lot for athletic participation are to follow all traffic rules.

16. PARENT PICK-UP - DROP OFF:

For safety reasons, students cannot be dropped off in the front teacher's parking lot. They must be left off or picked up in designated areas.

17. Physical Education

Proper dress for physical education is an important component of the physical education grade; therefore, it is imperative that students make every effort to be prepared for class. Physical education uniforms may be purchased at any time during the school year. The physical education staff will explain the purchasing process.

Students are not assigned a personal locker, but it is important that students place their own lock on a locker during their physical education period. It must be removed when the student leaves for their next class. ****Students are reminded not to bring valuables of any type into the locker room.**

18. Dances

The type of dress prescribed for each dance will be strictly enforced. Students not meeting the dress requirements will not be admitted to the dance. Dances are held for only Delsea students and their invited guests. This guest is confined to a single individual - the date, and not to other couples or stags. A guest must be approved by the dance advisor or an administrator prior to the event.

Delsea students and their guest, before being admitted into the dance, must present their student I.D. Card. No one will be admitted to the dance after one hour of its starting time; the doors will be closed at this time. Anyone leaving the building after the dance has started will be expected to sign a sign-out sheet with his/her name and departure time. These students must leave the school grounds and not re-enter the dance. Under no circumstances may an unapproved non-Delsea student attend a dance at Delsea. When such a situation develops, the individual or group will be requested to leave, not only the building but the school grounds as well.

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.

Students are to leave the school grounds at its conclusion. Students will be disciplined for loitering otherwise.

18a. PROM FINANCES:

The Prom is a Junior class function held for both the Junior and Senior class. This places financial responsibility on the Junior Class. Therefore, rules and regulations regarding financial structure lends itself to the elimination of refunds once a commitment has been made by a Prom goer. The Junior Class in turn, must make timely reservations that must guarantee the number of couples and specified funds.

18b. PROM RULES

All Prom goers must be aware that they must acknowledge rules in writing in order to go to the Prom. This applies to members of the student body as well as visiting guests who may be accompanying them. It must be realized that all Delsea rules and regulations apply. However, an additional definition of existing rules will be outlined where and when necessary to ensure control of the activity. Attendees must be 9th graders and no older than 20 years old, with the exception of a current Delsea High School student.

18c. SENIOR TRIP AND OTHER BOARD APPROVED OVERNIGHT TRIPS:

All students who make commitments to attend Board approved trips/overnight which obligate the school administration to pay sums of money in advance to guarantee travel and other arrangements must realize that they are subject to forfeitures in the event they cancel or do not attend either by choice or by policy for attendance and discipline. These are usually mentioned in the permission slip prior to signing for the trip/event (Also see Prom) ...(this may apply to other activities as well).

19. 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 initiated by the coordinator of student activities. Only posters advertising Delsea, municipal activities, or Delsea elementary sending functions may be displayed in the school on the assigned bulletin boards, in the cafeteria, and halls.

20. 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 they will not be able to allow.

21. 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. Approval for date from the director of student services
3. Administration
4. 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.

22. Fire Drills/Building Evacuations

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 a single file. Doors and windows are to be closed before the room is vacated.

In the event an exit or stairway 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. The student/parent is also held responsible for restitution of all damages to school or personal property.

23. 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 is satisfied.

All records, transcripts, and schedules of pupils who have outstanding fines are retained by the central office until the payment and/or other arrangements are made with the designated office or the Board of Education secretary.

24. 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 an evening school function or event. For some events, 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 serving suspensions are not permitted to attend or participate in after school events or activities.

25. Student Grievance Procedures (General)

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 he cannot resolve the problem, he may invite the pupil and his 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.

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:

- 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>
- This grievance should be submitted within 10 days of the incident.
- 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.**
- At that meeting, the student will confidentially share with the Officer/Coordinator the alleged violation.
- 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
- The Officer/Coordinator will conduct an investigation 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.)
- The Superintendent will issue a report to the grievant **within 10 school days**.
- The grievant may appeal the decision to the Board of Education **within five school days**.
- 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 Vice Principal

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

Title IX Coordinator: Kenneth Schoudt

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

Section 504 Compliance Officer: Mary Beth Warfield, 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

New York Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900; Fax: 646-428-3843; Tdd: 800-877-8339
Email: OCR.Newyork@Ed.Gov.

26. 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 of students while participating
in Parent/Teacher Conferences

3. Legal guardians of students while participating in parent-teacher conferences or other authorized activities. (Guardianship shall be court-appointed or through the Bureau of Children's Services. Proof of said guardianship shall be exhibited upon demand.)

4. Teachers, administrators, and other school employees while in the performance of their duties. 5. 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 the 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 another school employee while in the performance of his duties who enters any building structure or place used for any education 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 seeing 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.

27. Unauthorized Students 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 extracurricular 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.

28. 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.

29. 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 non-controversial, popular, majority point of view expressions of opinion, but might well include materials representing any kind 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.

30. Announcements

During every homeroom session, via the public address system, pertinent announcements are made which pertain to the student body. Students are to remain attentive to these notices, for important information is transmitted in this manner.

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

31. Awards & Scholarships

Awards and scholarship grants 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 and scholarships offered must be approved by the administration that reserves the right to refuse the granting of any award or scholarship which is not considered to be in the best interest of the school. Awards are any recognition to a student, monetary or otherwise, whose value is less than \$100. The presentation of awards will be made during an assembly or special student gathering. Scholarships consist of any recognition to a student in which the offering is valued greater than \$100. These will be presented in a similar fashion as the awards, for only the members of the current senior class are eligible for scholarship grants. Many civic and business associations offer awards or scholarships to deserving Delsea students. Awards given to students by such civic groups, etc, are selected by a volunteer committee of teachers and the chairperson designated by the Principal. The committee follows the criteria given to them by the donor of the award to the fullest extent where and when possible. In cases where this is not possible, the donor is contacted, if available. In cases where academic average/ranking is determined, the average for those selections must be determined by the 11th grade ranking and estimation of grades up to and including the time of selection...this is usually four or five weeks prior to graduation (in order to properly print the program, etc) and includes up to the third marking period. Therefore, it is possible that the course examination grade, fourth marking period grade, could have a significant impact on the final per course grades in the senior year, reflecting in a considerable change in ranking for the ten to fifteen percent of students and/or those usually considered for academic and achievement awards (See Ranking/Class Standing under Senior High Guidance and Curriculum in this Handbook). Delsea Regional High School believes that, within reasonable limits, student achievements and service to the school should be recognized in a tangible way. This is done by granting such awards as letters, pins, charms, trophies, plaques, etc.

An athletic letter and certificate will be awarded to a student upon his completion of a season's service in an interscholastic sport. This award is based upon the recommendations of the coach and athletic director. A certificate and bar will be given for each additional year of varsity service. Smaller letters and awards will be offered for freshmen and junior varsity participants as recommended by the coach and athletic director. Only one letter per season will be awarded to a student throughout his/her high school career. A symbol will be added to the letter signifying service in various sports or years of varsity service.

Students who serve with such organizations as the Yearbook Delsonian, Band, Cheerleading, etc., which perform a service for the school may be recognized by the granting of an appropriate award, such as a letter of appreciation, pin, charm, or medal. Students who receive these awards must be recommended by the faculty advisor and the form must also be approved by the principal.

In organizations where an individual distinction is recognized, such as in tack, weight-lifting, wrestling, inter-school musicals, cheerleading, debating, or other competitions, individual plaques, trophies or other awards may be presented. These are limited in number, modest in price, and must receive the approval of the principal before being awarded.

Students who have served in organizations that are local affiliates of state or national groups, such as the

National Honor Society, Future Teachers of America, Key Club, etc., will receive the appropriate insignia or award approved by the parent organization.

Awards for the most valuable participant in a given sport may be given. Selection of the most valuable

play will be determined by the coaches.

32. A.P. EXAM REIMBURSEMENT

- Pre-exam reimbursement: The district will pay the full exam fee if the student achieved an "A" (93% or higher) for the first semester of the AP course.
- Summer reimbursement policy: The district will reimburse any student who receives a "B" (85-92%) as of S1 in their respective AP Class and then achieves one of the following:
 - Students who have a S1 "B" and score a 5 will be reimbursed 100% of their exam fee.
 - Students who have a S1 "B" and score a 4 will be reimbursed 75% of their exam fee.
 - Students who have a S1 "B" and score a 3 will be reimbursed 50% of their exam fee.

33. THE CTE CERTIFICATION EXAM REIMBURSEMENT

- Pre-exam reimbursement: The district will pay the full exam fee if the student achieved an "A" (93% or higher) for the first semester of the third year of the CTE course sequence (or whatever year of the sequence that the certification is linked to).
- Post exam reimbursement: The district will reimburse any student who receives a "B" (85-92%) as of S1 in their respective CTE class and successfully completes the exam requirements/passes the exam at 100% of their exam fee. (If the assessment follows a structure similar to the AP exams with scores of 1-5, the student will be reimbursed accordingly).

STATEMENT OF NON-DISCRIMINATION PRACTICES

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, English proficiency, gender, gender identity or expression, religion, disability or socioeconomic status.

No qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity, or vocational opportunities sponsored by this Board.

For information including plans, student/staff grievance procedures, and issues of equal access, contact district Title IX/Affirmative Action Officer, Dr. Lisa Niemi, 242 Fries Mill Road, Franklinville, NJ, 08322, Phone Number: 694-0100, Ext. 241, and/or 504 Compliance Officer, Mary Beth Warfield, 242 Fries Mill Road, Franklinville, NJ, 08322, Phone Number: 694-0100, Ext. 243.

32. 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 High School Activity Funds) in the First National Bank of Newfield, NJ. 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 ensure 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.

33. 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.

Students 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 arriving after the school year have opened must be filled out after a schedule of classes for a said student is completed. This will be part of the signing-in procedure.

34. 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 initiated by the administration.

35. 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.J. 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 wish services should report with a pass to the central office.

The school recognizes that a student may need to be excused from a participant in physical education classes due to certain medical conditions. In this situation, the student is to submit a note from his doctor describing his 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.

EFFECTIVE SEPTEMBER 4, 2004: all students entering grades 9 through 12 must meet the new State of New Jersey immunization requirements for Hepatitis B vaccination. The vaccination is a series of injections given over a period of six months.

All pupils are required to submit proof that they have started the series of injections in order to be admitted to the school in September. A student can be exempt from receiving the immunizations for medical or religious reasons only, as long as the necessary documentation is completed.

If your child has received the 2-dose series of hepatitis B vaccine your health care provider must indicate that on the records. Documentation from your child's health care provider of the following vaccination(s) is required in order to complete our records:

- Hepatitis B #1
- Hepatitis B #2
- Hepatitis B #3

If you do not have medical insurance at this time you may obtain the vaccination series from the Gloucester County Division of Public Health. Call 856-262-4100 for an appointment.

Please forward all proof of immunization directly to the Delsea High School Nurse's office. Proof must be submitted before your child begins the school year. **Students will not be permitted to start school without completion of immunization or proof that the series has been started.**

All incoming students will be required to show proof of the following immunizations, dates included unless a religious or medical exemption from a family physician is documented: 3 D.P.T. plus boosters in last 10 years, recommended by not required; 3 oral polio, third given at least 6 months after second; measles vaccine (Rubeola), Rubella German Measles and mumps must be given after the first birthday, a one-line dose is required or laboratory evidence of immunity. Any religious exemption must be documented by a notarized letter. Medical exemptions must have a letter from a licensed physician and will be reviewed and updated periodically; to be sure medical reason still applies. Other requirements per health office may be invoked where necessary. 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 must 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** (such as aspirin, Tylenol, cough syrup, cough drops, etc.) **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 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 in the original container** appropriately labeled by the pharmacy or physician.
- D. If the school nurse has any concern about administering the medication, the school doctor will be contacted for advice or direction.
- E. The certified school nurse or parent/guardian is the only one permitted to administer medications in school.
- F. If a student needs to take medication on a school approved trip, the parent/guardian must provide written authorization to designate a staff member, school administrator, or other identified adult to administer medications. Without this authorization, the student will not be permitted to participate in the school trip.
- G. Parents/guardians should notify the school nurse that the student will be bringing medications to school.
- H. 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.
- I. 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-prescription 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.

36. Health Examination

The Board of Education requires that pupils enrolled in this district submit to physical examination in accordance with the 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.

Pupils enrolled in grade 11 and pupils classified as handicapped, shall annually submit to a health examination conducted by the school medical inspector, except that the parent may submit to the school medical inspector the examination report of the personal physician.

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, but it must be filled out on the proper school form. No other form will be accepted.

A dental examination shall be conducted in grade 11 as part of the regular physical examination. Each pupil between the ages of ten and eighteen years shall be examined annually for scoliosis by a school employee

trained in scoliosis screening.

Auditory screening will be conducted for pupils enrolled in grade 10, 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 grades eight and ten, 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 health, safety, or physical education course required by law.

37. Student Accident Insurance

Your school has purchased School Time Accident coverage to protect all students. This insurance covers from 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 Markel Insurance Company.

The maximum benefit is \$1,000,000.00 and usual and reasonable benefits are provided on a full excess basis for the covered expenses incurred within 18 months 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, Accident Dismemberment, Loss of Sight, and Loss of Use Benefit. The Loss of Use Benefit is unique in that it provides payment of the loss of use of a limb without physical dismemberment.

A catastrophe benefit is provided for interscholastic sports (including football) participants which pay benefits for six (6) 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 hours 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 available from the homeroom teacher.

Benefits provided under this part of the plan are payable for expenses incurred within 365 days after the accident at the maximum benefit of \$250,000.00. 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, are guaranteed renewable and convertible term life insurance and a \$50,000.00 Extended Dental Benefit.

CLAIM PROCEDURE

All claim forms are available in the school 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. Do not leave a claim form in the 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 the Claim Form and mail to **Markel Insurance Company**, give reasonable time and be certain that you, the parent/guardian, follow-up to see that it has been accomplished.

- D. 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 as 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, NJ 07747
1-800-445-3126

38. MEDIA CENTER

The school media center is a service agency offered to all students. Students are encouraged to utilize the outstanding facilities of the media center, for its effectiveness is developed through use.

PROGRAM

Hours of Service: The media center is open daily during each school day. In addition, after school hours can be arranged for students who need to complete academic work by speaking with the media center staff before the end of the school day.

Attendance: As students at Delsea High School, it is your privilege to use the media center as often as time and your schedule will allow. Media center attendance is made possible by several different means: 1.

Teacher/Classroom - During any classroom period, your teacher may allow you to use the media center by issuing a media center pass during the classroom period. After receiving the pass, students should follow these steps:

- a. After the pass is issued, come directly to the media center.
- b. Go directly to the circulation desk. Your pass will be checked for accuracy by the media center staff.
- c. Put your name, grade, date, and the period in the sign-in book located at the circulation desk.

Please sign in completely, giving all of the above information.

2. Classroom sign up-Teachers are encouraged to sign up their classes to use the media center as a group.

NOTE: The Sign In Book Is The Official Record Of Attendance. Failure to sign in could result in administrative detention or other disciplinary action.

CIRCULATION PROCEDURES

Check Out: Library material is checked out at the circulation desk by a media center staff member. No library card is needed.

Loan Periods: Most books circulate for a two-week period. Reference books do not circulate and are labeled accordingly.

Check-In: Books may be returned before, during, or after school. All books should be returned in the book return located on the front, the right side of the circulation desk.

Overdue: At the circulation counter, the due date of all books will always be stamped on the pocket or card in the back of each book. When a book is not returned on or before the due date, it is considered late or overdue. If for some given reason school is closed, students should promptly return the book(s) on the very next school day.

Fines: There is a .5 cent per day fine per book for overdue books:

- 1st & 2nd week - notice sent to homeroom
- 3rd week - notice sent to parents or guardians asking for the safe return and payment for fines incurred or payment of the book if it is lost or damaged.
- 4th week - referral to an administrator
- 5th week - withhold diploma or summer reading until the book(s) is returned

Note: There is a replacement fee for books that are damaged while on loan to students. Instances include broken binding, wet, or stained.

CIRCULATION POLICIES

Circulation: Only 4 items can be checked out at a time. Books circulate for a two week period and can be renewed.

Lost Books: Any student choosing to borrow materials from the media center then becomes solely responsible for their return. This applies to situations when, for example, a book is lost or stolen from the borrower. Replacement of the material must be made by either payment or the safe return of all media center materials.

Stolen Books: The theft of any media center materials will result in that student receiving disciplinary action from the school administration. In addition, the theft of a library book is a state offense according to State Law #L1985; Chapter 373; Section 4. This crime carries a fine of not less than \$100 if convicted of the same.

CIRCULATION RULES

- The student is responsible for all materials that are out in his/her name.
- Retribution must be made for lost or damaged material.
- Do not deface or mar the property in any way.
- Students who are found confiscating materials from the media center will be suspended for stealing or possession of stolen goods.

SERVICES

Interlibrary Loan: The media center is a member of the South Jersey Regional Library Cooperative. One of the services of the Regional is Interlibrary Loan (ILL). Via this service, the media center gains immediate access to other larger library collections statewide. Books may be requested via the ILL. To request a book a student may obtain a form located at the circulation desk and fill it out completely or speak to a media center staff member for assistance. Only one book can be requested at a time during each student loan. Please allow 3 to 10 school days to receive the requested material. The time of arrival will depend upon where or how far the requested materials are sent. ILL materials have a check-out period of 2 weeks. ILL books should be returned to the media center in the book return. ****Warning**** If an interlibrary loan book is lost and therefore not returned, the student may be subject to pay more than the actual cost of the book as assessed by the lending library. The media center encourages all students to use the ILL service as often as necessary.

Use of Computers:

- Logon to the computers using student name and ID number.
- Printing will be permitted for research purposes. There will be no charge for printing for school projects. However, please be careful not to waste toner or paper. Proofread and spell check your document prior to printing.
- Student work can be saved to their student drive.
- Please see one of the media center staff if a problem occurs.
- Prior to using the Internet Lab, you and your parent(s) or legal guardian(s) must sign and return a Consent

& Waiver Agreement Form for use of the computer network and Internet access. This is a document required by the District Board of Education.

- District policies for use of Internet and computer networks will be enforced.

Acceptable Use of Computer Network/Computers and Resources

The particular consequences for violations of this policy shall be determined by the system administrator in matters relating to the use of computer networks/computers and by the school administrator in charge of discipline in matters related to disciplinary action. The Superintendent or designee and the Board shall determine when school expulsion and or legal action or actions by the authorities are the appropriate courses of action.

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

1. Use of computer network/computers only under direct supervision;
2. Suspension of network privileges
3. Revocation of network privileges
4. Suspension of computer privileges
5. Revocation of computer privileges
6. Suspension from school
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities
9. Restitution of damages
10. Specific disciplinary consequences for violations of computer network and computer resources include the following actions depending on the severity of the violation.
 - 1st offense: 2 days detention
 - 2nd offense: 2 days detention and 30 days revoking computer privileges (This includes computer classes).
 - 3rd offense: 1-day internal suspension and 1 year revoked computer privileges (1 year= 10 months and may cover over into next school year).

Decisions of the appropriate certified staff member may be appealed in accordance with Policy on Pupil Grievances.

POLICIES

- No student without a pass will be admitted to the media center after the late bell has rung.
- Upon entering the media center, place all book bags in the cubicles.
- When leaving the media center, exit the doors by the cubicles next to the circulation desk.
- There is absolutely no gum chewing, eating, or drinking, permitted in the media center. ●
- Have courtesy for your classmates and work quietly.
- Students are not permitted behind the circulation desk.
- Furniture should not be moved to different locations.
- Exiting the media center through the fire door is not permitted.
- Phones and personal devices may only be used for educational purposes. No texting or phone calls in the media center.

39. 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 that**

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.**

A canine unit may be used during the school year for the purpose of doing random searches. Pupils who either misuse or mistreat their assigned lockers are subject to discipline and a maintenance fine at the conclusion of the school year.

40a. 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.

A. Authority

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. **Student Vehicles are subject to inspection at any time.**

B. Delegation of Responsibility

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 in Possession 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.

40. 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.

41. Lunch Program/Nutrition

A complete lunch will be served in the school cafeteria 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.

It shall be the policy of the school to assure eligible 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 school lunch are governed by the State Department of Education and are posted weekly in the legal newspaper, cafeteria, 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 Nutritional Division.
- C. An appeal on the decision 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 lunchroom but not a

42. Telephones

*The office phones are for official use and cannot be used for pupil's personal phone calls. **Only student emergency calls will be received through the school phones.***

43. Visitors

In order to maintain the safety of all occupants of the school on a daily basis, we will be utilizing the following questions when screening a visitor at the main entrance door.

1. May I help you?
2. What is the reason for your visit?
3. What is your name? (provide ID, drivers license)
4. What is your child's name?

After the visitor has entered the building the visitor will be asked to sign in at the front desk. Additional questions may be necessary in order to thoroughly determine the reason for the person's visit to the school. Visitors will be directed to the office in which they are visiting. Guests of classroom teachers are not permitted during classroom hours unless previously approved by administration. Students are not to bring visitors into the school with them during the school day. Teachers have to sign in and sign out all guests.

44. 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 pupils recorded 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.

A. Notification of Rights

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. **B. Content of Records**

Mandated records include the pupil's personal descriptive data, daily attendance records, progress 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 the 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.

C. Access to Pupil Records

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.

D. Release of Student Directory Information

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.

45. 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

45a. ALTERNATIVE/HOMEBOUND INSTRUCTIONAL PROGRAM

A. SCOPE OF PROGRAM

The Alternative/Homebound Instructional Program is designed to serve as an interim program to provide for those students with 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 with complete records, etc., and an immediate placement can not 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 to the school as pertains to:

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

46. Affirmative Action

A. 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.

B. A copy of the district's affirmative action plan and grievance procedure is available for review from the affirmative action office upon request.

C. Dr. Lisa Niemi is the affirmative action officer and as such is responsible for monitoring the plan as approved by the Board.

D. Alleged grievances of discrimination should be presented promptly to the affirmative action officer. Any questions or concerns regarding affirmative action should be addressed to Dr. Lisa Niemi, Assistant Principal, Delsea Middle School, 242 Fries Mill Road, Franklinville, NJ 08322.

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 original, place of residence, handicap, or socioeconomic background.

A district vice 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 original 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

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 tend to create an intimidating, hostile, or offensive educational environment.

The superintendent, or his 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 instigate 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. Date Adopted 7/20/89

Homeless Students

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

Contact Information

Delsea Regional HS District Affirmative Action Officer: Dr. Lisa Niemi

Delsea Middle School

242 Fries Mill Road

Franklinville, NJ 08322

lniemi@delsearegional.us

Delsea Regional HS District Homeless Coordinator: Ashley Dolan

Delsea Regional High School

242 Fries Mill Road

Franklinville, NJ 08322

(856) 694-0100 ext.275

dadams@delsearegional.us

47. 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. Where and when 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**. Gloucester County Vocational School's code is **833**. The Global Connect system will be put into effect and homes will receive a phone call notifying you of the closure. Parents must also realize that there may be occasions to send students home early for emergency reasons, also at this time the Global Connect system would be put into effect. For the most part, activities are canceled on emergency school closing days. The school website (www.delsearegional.us) will also offer further information in regard to an emergency closing situation. If in doubt, please feel free to contact the school after 9:30 a.m.

48. Summer School/Correspondence Courses/Tutorial

Students who have a subject failing of 50 to 64 may enroll in an accredited summer school to gain credit for the course. Credit will be given for the course providing that permission from the Delsea Administration has been received by the student prior to enrolling in the courses. It shall also be the prerogative of the Delsea High School administration to require a student who presents a summer school course for credit, to pass an examination prepared by Delsea High School.

Summer school is designed to make up work only for courses failed and is not intended to be used to acquire credit for a course unless a student has been previously enrolled and attended at least 90% of the meeting time of the course (proportionately for a transfer in).

The cost 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. Credit will not be extended or a diploma granted until official notification of course completion is received by the Guidance Director and all Delsea requirements are also fulfilled.

All tutorial courses must be approved by the building principal, administrative assistant, and the prescription of the Child Study Team.

The credit system and promotion/graduation requirements are based on a unified structure of credits as based on the number of minutes per year a subject meets. This formula is: 1 credit equals 1440 minutes per year. A student may have more than the required courses and credits needed for graduation; however, unless the requirements of English,

Science, Health and Physical Education, History, Math, World Language, Personal Finance and "The Arts" are met, a student is not eligible for this diploma. In addition, diploma policies are related to minimum proficiency levels in basic math and reading skills via standardized testing.

Students are required to pass each sequential course before they will be allowed to take the next course. Students will be permitted to carry two sequential courses in the same year. However, students may take English III and IV in their graduation year.

Students are assigned to their homeroom according to the number of credits accumulated. For this reason, a student may carry junior subjects but still be enrolled in a sophomore homeroom.

48a. 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 and 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.

48b. 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. N.J.A.C. 6:4-1 et seq., 6:8-4.3(a)9.

48c. Program 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, 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© Date Adopted: 7/20/89

50. Fifth Year Students (grade 9-12) or Post-Graduate Students

It is possible that a student may desire to return to Delsea Regional High School to complete Diploma Requirements. This student may enjoy the privileges of the senior if it is determined that he/she may meet diploma requirements by the end of the year.

The student may not participate in other than senior class activities and is authorized in the building for those assigned classes. The student must attend four (4) hours of school or otherwise comply with state standards.

50a. 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. Students reaching their 18th birthday who move from the school district will be expected to attend school in their area of residency. Students emancipating themselves from their parents at the age of 18 will be required to provide continual documentary evidence of residency in the Regional School District in order to attend classes in the district. This may be requested from the landlord or persons owning the dwelling in which the student resides.

51. 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. (No 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.

52. 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.

53. 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.

54. DYFS REPORTING REQUIREMENT

District policies and procedures must require the person suspecting the "alleged" incident of child abuse or neglect to make the report to DYFS and to law enforcement authorities.

School employees (including volunteers or interns) must notify **both** law enforcement and child welfare authorities, (DYFS), in all instances of potentially missing, abused or neglected child situations.

N.J.A.C. 6A:16-11.1

55. CONDUCT AWAY FROM SCHOOL GROUNDS

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for the reasons relating to the safety, security, and

well-being of other pupils, 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. Consequences shall be handled in accordance with Policy and Regulation.

N.J.A.C. 6A:16-7.6

56. STUDENT RECORDS

Upon a student's transfer to another public school district the student's disciplinary records follow the student. The records shall be provided within two weeks of the date the student enrolls in the receiving district with notice to the parent, but without the need for parental consent. Upon a student's transfer to a private school the student's disciplinary records shall be provided upon the written request of the private school with notice to the parents, but without the need for parental consent. **N.J.A.C. 6A:16-7.10**

School Activities And Athletics

ACKNOWLEDGMENT OF ACTIVITIES

The school will only acknowledge activities for those groups/clubs/organizations approved by the Board of Education.

A. To be eligible for participation in clubs, student organizations, or other co-curricular activities during the first semester (September 1 to January 31st), a student must have passed 30 credits at the end of the previous year.

B. To be eligible for participation in clubs, student organizations, or other co-curricular activities during the second semester (February 1st to June 20th), a student must have passed at least 15 credits at the close of the first semester or at the mid-year point. (January 31st)

Causes of Ineligibility

A. A student may be declared ineligible if his citizenship or behavior at any time falls below the accepted standards.

B. The eligibility of any student may be suspended at any time by the Superintendent or Principal for school infractions or for other causes they feel would be detrimental to the welfare of the individual or others on the respective team.

C. Any student absent the day of a scheduled event practice, meeting, trip, etc. or Friday before any Saturday contest, must have administrative approval to be able to participate. The advisor of each activity shall be responsible for the enforcement of this rule.

CLUBS, TEAMS, AND ORGANIZATIONS

| | | |
|--------------------------------|---|------------------------------|
| Angler Club | Anime Club | Art |
| Athenaeum League | FCA - Fellowship of Christian Athletes | Black Cultural League |
| DECA | Delsonian | Delta Eta Sigma |
| Do It Yourself Club | Drama Club | FFA Future Farmers |
| Friends of "Save" | Future Educators | Gay Straight Alliance |
| GEM - Girls Empowerment | HS Musical | Interact Club |

| | | |
|-----------------------------------|---|-------------------------|
| Movement | | |
| Jazz Band | JROTC | Yearbook |
| Marching Band | M.E.N. Scholar | Mock Trial |
| National Art Honor Society | National Honor Society | Renaissance Club |
| Rowan Mentoring | Student Government Association - SGA | Step Team |

ATHENAEUM LEAGUE

The Board of Education of the Delsea Regional High School District will recognize and honor all students in grades ten, eleven, and twelve who, by virtue of their outstanding academic achievements, meet the scholastic criteria established for admission into the Athenaeum League. Eligibility for selection in the Athenaeum League will be determined by the students' cumulative academic average as computed at the mid-year of grades ten, eleven, and twelve. The students' unweighted cumulative average for admission into the program must be a 93 or higher.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society represents one of the highest awards a student can achieve. The society is a reward to those students who have proven themselves in attaining the highest perfection in four areas: service to the school, leadership, character, and scholarship. The perpetual flame on the seal symbolizes the spirit of these four qualities.

Academic standing is determined statistically by the guidance department. Students declared eligible academically with an 88 cumulative average are given applications to apply...if they do not apply, they are not considered. Leadership, service, and character are determined by a rating sheet given to all faculty members who may rate any candidate they choose and these ratings are tabulated. The leadership criterion is considered highly important for membership selection. Some faculty councils may wish to interpret leadership in terms of the number of offices a student has held in school or community organizations, although it is important to recognize that leadership in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified.

The criterion of service is often defined in terms of value of contributions. Common questions are: What contribution has this candidate made to school, classmates, and community? What is the student's attitude toward service?

Character is probably the most difficult criterion to define. The faculty council should consider the positive as well as the negative aspects of character. All judgments should be free of hearsay and rumor. Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are poor membership risks, but should not be automatically excluded from consideration for membership. A proper regard for adolescent growth and behavior is essential.

A selection committee composed of volunteer faculty members is used to make the final selection of candidates through the rating sheets and application of candidates.

The society membership is composed of those students in 11th & 12th grades who qualify academically. Keeping with the philosophy of maintaining academic excellence, the Honor Society cumulative selection average will be "88%" for the school year inductions. Those students already members will continue with the previous standard, a "B" cumulative average.

Students who meet the requirements of the Honor Society and would like to be a member must complete an application in order to be considered by the selection committee.

Induction into the Honor Society, which takes place in the fall, is a solemn affair presented to the parents and student body in an evening ceremony. Honor Society members will abide by the National Honor Society Constitution and the bylaws approved by the Board of Education.

LEADERSHIP

The student who exercises leadership:

- * Is resourceful in proposing new problems, applying principles, and making suggestions.
- * Demonstrates leadership in promoting school activities.
- * Exercises influence on peers in upholding school ideals
- * Contributes ideas that improve the civic life of the school
- * Is able to delegate responsibilities
- * Exemplifies positive attitudes
- * Inspires positive behavior in others
- * Demonstrates academic initiative
- * Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.

SERVICE

- * Maintains a loyal school attitude.
- * Participates in some outside activity; Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor or disadvantaged; family duties.
- * Volunteers dependably and are willing to sacrifice to offer assistance.
- * Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- * Cheerfully and enthusiastically renders any requested service to the school.
- * Is willing to represent the class or school in interclass and inter-scholastic competition.
- * Does the committee and staff work uncomplainingly?
- * Shows courtesy by assisting visitors, teachers, and students.
- * Paid positions are not considered service.
- * Activities done within JROTC and Learn & Serve may be considered as long as a grade is not earned.

CHARACTER

The student of character:

- * Takes criticism willingly and accepts recommendations graciously
- * Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- * Upholds principles of morality and ethics
- * Cooperates by complying with school regulations concerning property, programs, office, halls, Etc.
- * Demonstrates the highest standards of honesty and reliability.
- * Shows courtesy, concern and respect for others
- * Observes instructions and rules, punctuality and faithfulness both inside and outside of the Classroom.
- * Has powers of concentration and sustained attention as shown by perseverance and application to study.
- * Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- * Actively helps to rid the school of bad influences or environment.

SCHOOL PUBLICATIONS

The **Delsonian** is the school wide newspaper and is issued at least four times throughout the school year. The papers contain information on all school and community events which are of interest to the members of the student body.

Anyone interested in becoming a member of the newspaper staff is accepted regardless of the ability to write and compose clever articles. Positions other than reporters require many students to assist in the final form of the paper.

The only qualification for membership is the ability to remain after school for staff meetings, or work.

Editorship of the Delsonian is applied for by interested students who have served on the paper in other capacities.

The **Janus** is the school yearbook and thus is designed, arranged, and edited by those members of the senior class who are on the yearbook staff. Actual membership, however, is open to all students. In the manner, underclassmen are trained for the yearbook publication associated with their particular class. Those students who meet the following requirements are invited to join the yearbook staff;

- * Sincere interest and reliability

- *Availability after school for occasional meetings

A business staff has been developed to assist in all financial matters.

ATHLETICS

Delsea offers the following interscholastic athletic programs: Boys' soccer, girls' soccer, boys' cross country, girls' cross country, field hockey, football, boys' tennis, girls' tennis, wrestling, boys' basketball, girls' basketball, swimming, diving, winter track, softball, baseball, golf, boys' and girls' spring track and field. These programs are governed by the rules and regulations of the NJSIAA, Tri-County Conference, Delsea Regional School District and Athletic Department. Student-athletes must adhere to the rules, regulations, and codes of conduct, academic and disciplinary policies in order to participate.

All athletes must pass a physical examination and complete the required paperwork before participating. Students will go to their own doctor at their expense and it is expected that the school districts' forms will be used.

In order to participate in daily practice or competition, the student-athlete must be in school no later than 9:30 A.M. and must stay until 12:30 P.M. If these times cannot be met for any circumstances, a note provided by a professional is required stating the reason for absence. For Saturday competition, student-athletes must be in school the previous day.

If administratively suspended during the season, the student-athlete is ineligible to participate during the dates of the suspension and until reinstated by the vice principal. If a second suspension occurs during the same season, the student-athlete will be removed from the team.

Sportsmanship is good citizenship in action and is expected by all those involved in Delsea Athletics: athletes, coaches, parents, and spectators. Poor sportsmanship and lack of self-control will be dealt with promptly and appropriately.

GUIDANCE SERVICES

1. Description:

The Guidance Department of Delsea Regional High School is coordinated to facilitate 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, personal/social counseling, career counseling, post-secondary educational counseling, and program placement. These services are available to all students as a part of their general educational experience.

2. 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 who are transforming into young adults.

3. Scope and Sequence of the Guidance Services:

Grade:

- 9 - Comparing interest and abilities with possible career choices and planning a sequential academic program to prepare for those future plans.
- 10 - Researching specific careers, to obtain information with respect to working conditions, training and qualifications, salary, and job outlook.
- 11 - Researching schools and colleges to obtain information concerning admission requirements, college entrance exams, Financial Aid, major programs of study costs, etc.
- 12 - Completing applications for school; meeting applications deadlines, providing information concerning job opportunities and the military.

SPECIFIC GUIDANCE SERVICES

1. Policy and Procedures - Entrance Delsea Regional High 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, Franklin Township, or Newfield or be legally entered as provided by the 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 by the legal guardian as prescribed by the administration. These must be filed with the Director of Guidance and known to the building Principal before entrance rolls.
- 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 immunizations 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 items 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/she will report this immediately to the principal who may take the following action:
 1. He may temporarily postpone the placement of the child until adequate records are received from the former district.
 2. In case of 9th grade students, he/she may require that the child undergo achievement and/or intelligence tests in order to help in placement.
 3. Item two (2) above is not valid for grades 10 through 12, as a student's placement is dependent on previous history of credits earned and sequence of certain courses. In this case, a temporary assignment may be made subject to review and change, and then adjustments may be made to meet the requirements for a high school diploma. However, if the counselor responsible does not believe he/she can adequately make class placement, he/she will report this to the principal and the child will be subjected to the action of Item one (1) above.
- 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.

2. Transcript from Other Schools:

Transcripts from all other schools will be evaluated by the Guidance Department, and credits awarded based on Delsea's system. Transfer students are subject to placement or examination based on the transcripts from other schools.

Consideration in awarding credits will be extended to the student where State Laws or School Laws differ. Religious courses from parochial schools normally do not receive credit unless they are part of a history or philosophy course.

3. 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 transfer/drop 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 and JROTC equipment turned in. 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 a part of the Delsea Regional Board of Education Policy Handbook and are available, upon request, through the Administration. Grade levels will be determined by homeroom credit status prior to dropping out or transferring action.

4. Homework Sent Home:

When a student is ill for three consecutive days, parents may request through the Guidance Department that homework be sent home. However, it is to be at the teacher's discretion how much work can be successfully completed without the teacher's supervision.

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.

5. 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 Central Office and must be signed by the student in the presence of the issuing official. 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 school physical within the school year, the school nurse will validate the medical requirement.

6. Course Level Change Policy:

The course level change window is between days 20-25 of the first marking period. During this time, students may decide to move up or down a level only. No course drops will be permitted until the end of the first marking period (and at the end of the third marking period for semester based courses). Please be aware that changes are not guaranteed in either circumstance and are contingent upon space availability and parent/guardian permission. The only course changes that will

be made during the first week of school will be for students misplaced during the scheduling process. To change a course level or to drop a course, students must meet with their guidance counselor and file the appropriate paperwork.

IN-HOUSE INTERVENTION SERVICES

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, Crisis 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.

1. 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.

Population: 7th - 12th grades

2. Alternative School

Facilitator: Alternative School Staff

Purpose: To provide those students, identified by committee, to be at risk in traditional day time high school programs. Evening schedule provided to educate those students in high school required courses and proficiencies necessary for promotion and graduation.

Population: 9th - 12th grades

3. 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.

Population: 7th - 12th Grades

4. Parent Advocate Group:

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. The school and community work cooperatively to improve our individual programs.

Population: 9th - 12th Grades

5. Peer Mediation:

Facilitator: Administrator

Purpose: A proactive approach to school discipline and conflict negotiations

6. I&RS:

Facilitator: M.S. & H.S. Principals

Purpose: State mandated program to assist teachers 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.

Population: 7th - 12th Grades

7. Recovering Support Group:

Facilitator: S.A.C.

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

Population: 9th - 12th Grades

8. Franklin and Elk Townships Municipal Alliance:

Facilitator: S.A.C./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.

Population: 7th - 12th Grades and all community members

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 said" that "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 has 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 Activities Office. Take a few minutes to fill it out and return it to the Peer Mediation Request Box in the Activities Office. Within a day you will receive notification of the time and place of mediation. Mediations will be scheduled when the least amount of class time is missed.

*** WHY SHOULD I TRY MEDIATION?**

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

1. Conflicts that do not get resolved often end in fights, which result in suspension.
2. Conflicts that do not get resolved often result 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 school a more positive place to learn and grow.

According to N.J.S.A. 18A:36-14-16 and N.J.A.C. 6:20-1.3(k), regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law

Legal Services of New Jersey

1-888-LSNJ-LAW
(1-888-576-5529)
100 Metroplex Drive, Suite 402
P.O. Box 1357
Edison, NJ 08818-1357
(732)572-9100
President & General Counsel: Melville D. Miller, Jr.
<http://www.Isnj.org/index.cfm>
Gloucester County Bar Association
856-848-4589
www.gcbanj.org

GCBA Contact Information:

P.O. Box 338
Woodbury, NJ 08096
856-848-4071
Or email: baroffice@gcbanj.org

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.**

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