

DELRAN HIGH SCHOOL STUDENT/PARENT HANDBOOK 2016 - 2017

Daniel S. Finkle
Principal

Lena F. Galati
Assistant Principal

Brian M. Stolarick
Assistant Principal

School Address	50 Hartford Rd. Delran, NJ 08075
School Telephone	856-461-6100
School Fax:	856-764-6177
School Closing Number:	666

Website: dhs.delranschools.org

CEEB Code: 310-264

Student Name

Grade

*The cover for the 2016-2017 DHS Student Handbook was designed by
Cole Hamlin -member of the Class of 2018.*

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Delran Township School District Board Of Education

Glenn Kitley, *President* Thomas Jackson, *Vice President*
Joseph Biluck, Jr. Robert Porreca Mary Melvin Mark Oberg
Tyler Seville Amy Rafanello Eileen Wachter

Delran Township School District Administration

Dr. Brian Brotschul Superintendent of Schools
Dr. Christopher Russo Business Administrator & Board Secretary
Paulette Bearer Director of Student Services
Kari McGann Director of Curriculum and Instruction

Delran Township School District Supervisors

Eileen Baker English, World Language & ESL
Anthony Guidotti Health and Physical Education
Mary-Jo Hutchinson Mathematics, Business Technology
Erica DeMichele Science, Engineering, Family & Consumer
Science & Technology Education
Christine DeSimone Social Studies, Visual & Performing Arts

Delran Middle School/High School PTA

Debbie Szymanski President
Denise Klein Vice President
Christie McBrearty Treasurer
Lynn Aguanno Corresponding Secretary
Maureen Mesisca Recording Secretary

FREQUENTLY CALLED NUMBERS

Principal Daniel Finkle Ext. 3005
Assistant Principal Lena Galati Ext. 3014
Assistant Principal Brian Stolarick Ext. 3014
Athletic Director Anthony Guidotti Ext. 3016
Attendance Office Donna Love Ext. 3003
Guidance Office Kitty Newman Ext. 3022
Health Office Cindy Mignogna Ext. 3011
Main Office Denise Stellwag Ext. 3000
Transcript Request Kitty Newman Ext. 3008
Athletic Office Secretary Barbara Edwards Ext. 3222
Guidance Office Fax 856-461-3157

A MESSAGE FROM THE PRINCIPAL

I hope that all of the returning students have had a great summer! I would also like to welcome our incoming freshmen and transfer students to DHS. I am looking forward to an amazing school year with challenges and learning for everyone. Here at DHS our goal is to challenge you intellectually and support you in every way that we can. We have a building filled with energetic students, a dedicated and talented faculty, and a very supportive community. I look forward to continuing an open dialogue with all stakeholders in the coming year.

This handbook is filled with information regarding our school community from our Rules and Regulations to all of the activities that you can take part in while a student at DHS. Your number one responsibility is to come to school prepared to learn and understand that respect and responsibility will be at the core of expectations each and every day. As we all know, the foundation for behavioral expectations is when students have a clear understanding of what is expected.

Personal responsibility, respect for self, respect for others, and respect of our environment will help create a partnership within the learning community. Remember that maturity doesn't come with age; it comes with the acceptance of responsibility.

Further, we will continue and expand on our home/school partnership by working closely with the PTA and maintain the wonderful relationship that already exists.

Students will be challenged academically and expected to improve each and every day in all disciplines. The faculty at DHS is committed to helping your child succeed and will continue to maintain high academic and behavioral standards while creating a positive, engaging and exciting learning community.

I am proud to be a BEAR and will work each and every day to see that DHS is the best school that it can be!

With Bear Pride and Spirit,

Mr. Daniel S. Finkle
Principal

OUR PHILOSOPHY

Delran High School, operating under the auspices of the Delran Township Board of Education, is dedicated to a democratic system, affording all students the opportunity for intellectual, emotional, and physical growth.

Servicing a diverse ethnic, religious, racial, and socio-economic population, the high school promotes an atmosphere that encourages an understanding and respect for cultural diversity.

Delran High School bears the responsibility of fostering the intellectual development of each individual. Recognizing that each student has special abilities, interests and needs, the high school offers a comprehensive program that addresses a wide range of educational alternatives.

The top priority at Delran High School is to prepare students for useful careers and enriched cultural lives. To effectively meet this need, the school must promote the following goals:

1. Students must acquire the skills of reading, writing, speaking, mathematical computation, scientific investigation and research.
2. Students must receive the skills needed to solve problems, think critically, communicate, and exhibit appropriate social behavior, achieve economic independence, and maintain a state of physical well-being.
3. Students must develop an appreciation for the interrelationship between academics and fine, performing, and practical arts.
4. Emphasis will be placed upon the development of the total educational experience by exposing students to both academics and the arts.
5. Students must become familiar with and have the confidence to apply the latest technology to industrial endeavors, careers, and vocational opportunities.
6. Students must become aware that they are responsible for the consequences of their actions.



THE EDUCATIONAL CONTRACT

PARENT'S RIGHTS AND RESPONSIBILITIES

When a parent/guardian registers a child for school, that registration document becomes the official and binding educational contract between the parent and the school district. The parent is obligated to send the student to school and the school district is obligated to provide the student with an education through grade twelve (12). This educational contract is not completed until the child is graduated from grade twelve (12). The contract can be terminated only by official withdrawal or removal from the school district.

As the official client of the school district, the parent is entitled to all the rights and is bound by all the responsibilities of the educational contract.

Those rights include the right to:

1. know the progress of the student.
2. have access to the records of the student.
3. confer with the school district personnel regarding the performance of the student.

The responsibilities include the responsibility to:

1. see that the student attends school every day.
2. see that the student abides by all the rules and regulations of the school district.
3. confer with school district personnel regarding the performance of the student.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have a right to a free and full education through high school in the State of New Jersey from ages five through twenty, unless they graduate before that age. They are required by law to regularly attend an approved educational institution until the age of sixteen (16).

Students may not be asked to leave school merely because they have reached sixteen (16) years of age as long as they are fulfilling their responsibilities as students as outlined in the student handbook.

These responsibilities also require students to follow and complete the course of study prescribed by the Board of Education.

If it is determined that students are not fulfilling their responsibilities as students, they are subject to the appropriate disciplinary action.

Students who have reached sixteen (16) years of age and do not attend school regularly may be dropped from the roll as outlined in the attendance procedures.

HOTLINES/HELPLINES

Alcoholics Anonymous of South Jersey	1-800-486-4444
Teens of Alcoholics/ALA-Anon	1-888-425-2666
Contact (Crisis) Mobile Response	1-856-234-8888
Children’s (Crisis) Mobile Response	1-877-652-7624
Hope for (Delran) Families of Addiction	1-856-461-7674
Teen Line (After school hours 4-8pm)	1-856-234-0634
Gamblers Anonymous	1-855-222-5542
Domestic Violence	1-800-572-7233
Sexual Assault Hotline	1-800-234-8888
24-Hour Substance Abuse Help	1-844-276-2777
NJ Connect-Recovery (heroin and prescription painkillers)	1-855-652-3737
Tenn LGBT Support Group	1-856-417-4572
Suicide Hotline	1-800-784-2433
NJ Child Abuse Hotline (DCCP)	1-877-652-2873

GUIDANCE COUNSELORS

Justine Carey (A-Dr)	x3012
Andrea James (Ds-KM)	x3010
Gretchen Patrick (Kn-Re)	x3229
Brian Croly (Rf-Z)	x3006
Stephanie Scanlon (Student Assistance Coordinator)	x3009



INTERVENTION PROCEDURES PURSUANT TO SPECIAL EDUCATION REGULATIONS

INFORMATION REGARDING INTERVENTION PROCEDURES

Staff of the general education program shall maintain written documentation including data setting forth the type of interventions utilized the frequency and duration of each intervention, and the effectiveness of each.

Intervention and Referral Services (I&RS) is a state-mandated system of clearly defined steps that are taken to assist a struggling student in improving educational outcomes. These steps are taken by a multi-disciplinary team which meets regularly to monitor the success of students identified through the referral process as needing specific academic and/or behavioral “interventions” in order to be successful.

When it is determined through analysis of the said documentation above that the interventions have not adequately addressed the educational difficulties, and it is believed that the student may have a disability, the student shall be referred for evaluation to determine eligibility for special education and services.

REFERRAL PROCEDURES:

PARENT INITIATED REFERRAL: When a parent makes a written request for an evaluation to determine eligibility for special education programs and services, the written request shall be received and dated by the building principal or designee. This request shall be immediately forwarded to the Child Study Team office (Attn: Director). The CST will request a summary of progress from teacher(s) (i.e. the completion of a CST Referral Form; also, a request for health & medical information from the school nurse. A “Notice of an Identification Meeting” (to be held within 20 calendar days) will be sent to the parent, along with a copy of “Parental Rights in Special Education.”

SCHOOL INITIATED REFERRAL: Referral of a student may be made by administrative, teaching or other professional staff when it is determined through the I&RS Committee that interventions in the general education program haven’t adequately addressed the educational difficulties and it’s believed a disability may be present. A CST Referral Form is completed by the referring staff member. I&RS documentation including, but not limited to teacher summaries, intervention record, grades, etc. shall be forwarded with the referral. The CST will initiate a file and process (as listed above under “Parent Initiated Referral”).

If it can be documented that the nature of a pupil’s difficulties are such that an evaluation to determine eligibility for services is immediately warranted, there is no prerequisite that the referral “must” go through the I&RS Committee.

Thus, in these circumstances a student may be directly referred to the CST.

AFFIRMATIVE ACTION ASSURANCE

No student in Delran High School shall on the basis of sex, race, creed, national origin, economic status or disability be subjected to discrimination under any educational program or activity.

Affirmative Action concerns should be addressed to:

Mrs. Lena Galati
Affirmative Action Officer
Delran High School
Delran, New Jersey 08075
Phone: 856-461-6100
lgalati@delranschools.org

DISCLAIMER

The procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Board of Education and/or the high school administration.



GENERAL INFORMATION

A. Accidents

Each accident and/or injury occurring in the school building, on the school grounds, at practice sessions or any event sponsored by the school must be reported immediately to the person in charge and the nurse and/or athletic trainer.

B. Arrival to School & Waiting for the Late Bus or Ride Home

Supervision of students by teachers begins at 7:15 a.m. However, students arriving before 7:15 a.m. are to report directly to the cafeteria. Be advised that classes begin promptly at 7:30 am. On Monday-Thursday, a late bus will be provided for bus students at 3:00 p.m. (No late bus on Friday) The late bus will pick up students by the cafeteria entrance/morning bus drop-off area. Only those students who are assigned to ride a school bus may ride the late bus in the afternoon. -

C. Driving and Parking on School Campus

Seniors are eligible for a parking permit if they have a certified New Jersey driver's license and have completed a parking form. Once this form is signed by the student and parent, he/she will be permitted to drive to school and park within assigned spot on campus upon receiving a parking hang tag.

Juniors will be eligible to drive to school and park on campus once senior tags have been distributed. Permits are subject to availability.

One parking permit will be issued to each driver, after a vehicle registration card is completed and signed by the parent/guardian and student. Cost of the permit will be \$10.00 and must be displayed on the rear view mirror while parked on campus.

Miscellaneous information:

- Cars must be properly parked in each white-lined space.
- Speeding, careless, or reckless driving will not be tolerated.
- Students are not to loiter in or at their cars or in the parking lot either upon arrival or after school.
- Students **will not** be permitted to go to their cars during the school day.
- Students are expected to be **on time** for school each and every day.
- The speed limit on the school parking lot is 10 mph.
- Smoking in cars is not permitted while on school district property.

Failure to comply with any of the above rules and regulations may result in the loss of your parking privilege and/or having the vehicle towed at the owner's expense.

NOTE: Practice driving is no longer permitted on the school parking lot. This includes practice driving with a certified driving school instructor or a non-certified instructor such as a parent, guardian, friend, etc.

D. Family Life Education

A Family Life Education Program has been mandated by the State of New Jersey (NJAC 6:29-7.1). As defined by the State: a “family life education program” means . . .”instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development; sexuality, and reproduction, at various stages of growth; the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing a strong family life for themselves in the future thereby contributing to the enrichment of the community.”

Any student whose parent/guardian presents to the school principal a signed statement that any part of the instruction of Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course when such instruction is being given and there will be no penalties as to credit or graduation.

E. Fire Drills, Evacuations, Lockdowns, and Shelter in Place

As per state law, one (1) fire drill will be conducted each month. When the alarm sounds, everyone is to promptly and quietly clear the building by the prescribed route as quickly as possible. Do not block exit doors. All students are to remain with the adult in charge until they are released back to the building.

An evacuation drill is also required. It is essential that when notification is given, everyone is to promptly and quietly clear the building by the prescribed route as quickly as possible. All students are to remain with the adult in charge until they are released back to the building.

Lockdown drills and shelter-in-place drills are required by state law. It is imperative that when notification is given, all students and staff are to promptly initiate the prescribed actions required. Everyone is to remain where they are until they are released.

F. Flag Salute and the Pledge of Allegiance

New Jersey law requires the student to show respect to the flag of the United States of America. If a student is conscientiously opposed to the pledge and the salute, or the child of an accredited representative of a foreign government to whom the United States Government extends diplomatic immunity, he/she may abstain from the pledge and salute but shall be

required to show full respect to the flag while the pledge is being given merely by standing at attention.

G. Hall Pass System

- **Hall and Lavatory Passes** – Students must ask their teacher for a pass whenever they wish to leave class, study hall, homeroom, cafeteria or the media center.
- **Nurse’s Office Pass** – Students must receive a pass from their teacher before reporting to the school nurse. The nurse will notify the parent/guardian of any student who must be sent home. The parent must go to the main office in order for the student to be signed out and dismissed from school.

H. Lockers

- A hall locker equipped with a built-in combination lock is assigned to each student.
- Each student is also assigned a box locker with a built-in combination lock in the gym locker room.
- **Each student at Delran High School is assigned a locker for their individual use only.**
- All personal belongings must be secured with a lock at all times. Students should not bring valuables or a sizable amount of money to school. Lockers and locker combinations should not be shared with anyone.
- Students are not to be at lockers during class periods unless a pass is obtained. Students should go to their lockers at the beginning of their lunch periods.
- If a hall locker is not working properly with the combination, the student should report the problem to the main office.
- Please remember that lockers are the property of the Board of Education and thus subject to random searches by school and/or law enforcement officers.

The school will not be held responsible for any thefts nor held liable for reimbursement. You are responsible for the security of your personal property.

I. Lost and Found and/or Thefts

Students who have lost an article should inquire at the main office and return after a few days to see if the article has been found. Students who find articles are requested to take them to the main office. Any theft of money and/or personal property should be reported to the classroom or gym teacher and to the main office, where a theft/vandalism form should be completed.

J. Photo Identification Cards

Delran High School provides every student with a personal identification card (I.D.). This card displays a picture of the individual and his or her name.

- a. The I.D. cards allow school personnel to quickly recognize and deal with unauthorized visitors. Therefore, the cards become an important component in the overall school safety program.
- b. Students are required to have their I.D. cards.
- c. Students may also be required to use their I.D. cards to use the Media Center as well as to move throughout the building. The I.D. card should also be presented at school events when a ticket is needed in order to receive the student rate.
- d. A lost or defaced card may be replaced for a replacement fee of \$5.00.

K. Physical Education

Students will be required to dress appropriately for Physical Education classes. Required attire is as follows: sneakers, t-shirt, and athletic shorts. Any students not properly attired will not be able to participate and will have their grade adjusted for the day. Each student is assigned a combination locker in the locker room. Report any problems with your locker to your gym teacher. DHS is not responsible for lost/stolen property.

L. Physical Examinations

Parents/guardians are encouraged to obtain physical examinations for their child at least once during the high school years. Physical examinations should be done at the student's medical home, which is defined as a healthcare provider and that provider's practice site chosen by the student's parent/guardian for the provision of healthcare.

M. School Bus Rules & Regulations

Students who ride our school buses to and from school are to abide by the following rules and regulations:

- Follow the driver's directions the first time they are given.
- Keep all parts of your body as well as objects such as books, paper, etc. inside the bus.
- No eating, drinking or smoking on the bus.
- No loud talking, screaming, shoving, or fighting at any time.
- Obscene or abusive language will not be tolerated.

Failure to obey these rules and regulations may result in loss of your bus privilege and/or other disciplinary action. Parents/guardians will be notified of all such incidents. Bus evacuation drills will be scheduled as required throughout the school year.

N. Telephone Messages and Deliveries

Classes will not be interrupted for messages or deliveries (except in verified emergencies) during the school day. If an emergency exists in which a parent/guardian must get in touch with a student, the school should be called and the message will be given to the student. Deliveries sent to school for students on special occasions may be picked up at the main office after school. *Food deliveries to school are strictly prohibited*

O. Textbooks

The school will provide the necessary textbooks for the student to use during the year. If a book is damaged or lost, the student will be required to pay its replacement cost. No marks are to be made in school textbooks.

P. Working Papers

Those students under the age of 18 who have been promised employment must possess working papers as issued by the State of New Jersey. These papers may be obtained in the main office.

Q. Fundraising

No student, parent, or staff member shall collect money or distribute items for personal or private benefit in school, on school property, or at any school-sponsored event. The appropriate assistant principal must approve fundraisers. This form can be obtained from the club advisor.

R. Cafeteria and Food Services

The high school operates a closed cafeteria program. This means that all students must eat lunch in the high school cafeteria and that no one is permitted to go home or out for lunch. Any student observed leaving the building during cafeteria period or any other time without permission will be subject to disciplinary action.

General Guidelines

- The school provides a cafeteria where students may purchase all or part of their lunch at nominal prices.
- All students should do their share in maintaining the cleanliness of this common area. This includes placing all trash in trash containers and returning trays to the window in order to leave a comfortable eating area for the next group.
- Attendance will be taken during each lunch period.
- No food or drink may be taken into other areas of the building from the cafeteria.
- Seats may be assigned when deemed necessary by the administration and/or teachers supervising the cafeteria. Failure to comply with such an assignment may result in disciplinary action.
- Tables and chairs are not to be re-arranged or moved together.

S. Age of Majority

The Age of Majority Law considers eighteen-year-old students adults in New Jersey; however, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year old students may sign their own dismissal notes: however, an assistant principal must approve these notes in order for the student not to be counted as truant. The student then signs out in the attendance office at the approved time and parental notification will be made.
2. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
3. Eighteen-year-old students may review their official school records.
4. Eighteen-year-old students are subject to all other regulations according to school policy.



ACADEMICS AND CURRICULUM

A. Our Philosophy

Delran High School, operating under the auspices of the Delran Township Board of Education, is dedicated to a democratic system, affording all students the opportunity for intellectual, emotional, and physical growth. Servicing a diverse ethnic, religious, racial, and socio-economic population, the high school promotes an atmosphere that encourages an understanding and respect for cultural diversity.

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The top priority at Delran High School is to prepare students for useful careers and enriched cultural lives. To effectively meet this need, the school must promote the following goals:

1. Students must acquire the skills of reading, writing, speaking, mathematical computation, scientific investigation and research.
2. Students must receive the skills needed to solve problems, think critically, communicate, exhibit appropriate social behavior, achieve economic independence, and maintain a state of physical well-being.
3. Students must develop an appreciation for the interrelationship between academics and fine, performing, and practical arts.
4. Emphasis will be placed upon the development of the total educational experience by exposing students to both academics and the arts.
5. Students must become familiar with and have the confidence to apply the latest technology to industrial endeavors, careers, and vocational opportunities.
6. Students must become aware that they are responsible for the consequences of their actions.

B. Our Curriculum

As today's society becomes more complex, the demands placed upon schools to educate young adults to take their rightful place in society become equally as complex. This complexity is mirrored in the rigorous and relevant curricular offerings that have been developed for Delran High School. In addition to preparing for education or employment beyond high school, each student has individual desires and goals. Because each of you has individual interests, a variety of courses has been developed to assist you in examining these interests. Take advantage of the curricular offerings not only to pursue your goals, but also to broaden your background and explore new and different ideas and concepts.

As a student at Delran High School, you should be aware that prospective employers and college admissions directors look at your total educational

record, including your scholastic achievement, attendance records, and your participation in co-curricular offerings.

C. Testing Schedule

To avoid students having three or more tests on a single day, teachers will follow the departmental testing schedule below during the last 3 days of each marking period. Teachers will announce all other tests 5 days in advance.

1	2	3
Science	Health	Math
World Language	English	Social Studies
	Electives	Business

Seniors who earn a 90 or better in all four marking periods within an academic class, are exempt from taking that final exam.

(Note- Students must have 4 A's in each of the 4 marking periods to be considered exempt)

D. The Delran High School Program of Studies

Students and parents should be advised that an updated Program of Studies is available on the high school website. The Program of Studies provides specific information about the complete high school curriculum, sequencing of courses, and a description of how GPA is determined. Please reference the guide for more information about these topics:

- Assistance with course selection
- Graduation Requirements
- Information about adding, dropping, and switching courses
- Help in the determination of grade point average (GPA)
- Assistance with the criteria for honor roll
- Determining graduation requirements and college entrance requirements

E. Honor Roll

Each marking period all students have the opportunity to attain recognition for either of two levels of academic achievement. The Honor Roll for each marking period will consist of the following:

- **PRINCIPAL'S LIST** - students who have attained "90" or above in all subjects
- **HONOR ROLL** - students who have attained "80" or above in all subjects

Students who achieve the Honor Roll and their parents/guardians will receive a special Honor Roll pass. This pass will provide free admission to an athletic event and earn admission to a special recognition event within the school. The Honor Roll pass will not be accepted for the prom, NJSIAA play-off games, or activities sponsored by the PTA or outside agencies.

The Honor Roll pass will be valid for activities held during the following marking period; e.g. a student who achieves the Honor Roll for the first marking period will be issued an Honor Roll pass good for the activities during the second marking period. In order to take advantage of this privilege, the Honor Roll pass must be presented at the time of the activity.

F. College Accelerated Program (CAP)

Delran High School, in partnership with Rowan College at Burlington County (RCBC), offers students taking select courses an opportunity to earn both high school and college credit. Please refer to the DHS Course of Studies to assess CAP opportunities.

Students selecting to take the CAP courses have the opportunity to earn high school credit, as well as RCBC credit. These courses are taught during the regular school day by members of the Delran High School staff, who are also certified as RCBC Adjunct Professors. Students who would like to receive college credits will be required to complete the RCBC registration process and pay the RCBC tuition. This process will be explained in more detail during the first weeks of the course. Please direct any CAP questions your Guidance Counselor.

It is recommended that you research the policies of any private or out-of-state colleges you are considering to find out their position regarding transfer credits. As per New Jersey Statute 18A:61-C-8, all public New Jersey higher education institutions must accept credits earned for college courses taken under articulation agreements between district Boards of Education and New Jersey colleges and universities. Once the payment and application have been sent to RCBC, there will be no refunds given.

G. Summer School

The Delran Township School District does not offer a standard summer school; however, the Guidance Department does have information regarding offerings at neighboring schools as well as online options. A complete list can be found on the Guidance Department's webpage. When it is necessary or desirable for a student to attend summer school, students are expected to consult with their Guidance Counselor.

Students who take a course for remediation may enroll at any accredited college/university or through another high school or approved virtual high school courses. Students who wish to take advantage of this program **must** contact their counselor and be approved. Upon completion of the course, an official transcript must be procured by the student and presented to his/her counselor in order for the credit to appear on the transcript and proper courses scheduled. This process must be completed by August 15, 2016. No more than one outside course per subject area will be applied to required graduation credits.

H. Academic Honor Societies

National Honor Society – The National Honor Society is an organization of students who demonstrate the highest level of character, service, and leadership at Delran High School. In the junior year, students who qualify will be invited to join. Student members must maintain these high standards: A minimum weighted GPA of **4.80** or better to be calculated at the end of sophomore year for junior eligibility and at the end of junior year for senior eligibility; an exemplary discipline record and good character; participation in various service projects and activities; and leadership positions in school activities.

International Thespian Society – The International Thespian Society is the honor society of dramatic clubs. Students interested in joining may do so by earning the 10 points necessary for admission. Points are awarded by participation in any phase of drama.

Quill and Scroll – Quill and Scroll is an international honorary society for high school journalists. Students are eligible if they write for one of DHS’s student publications: *Images*, *The Bear Facts*, or *Spirit* and are nominated by their advisor. They must also be in the upper third of their class.

I. End-of-Year Awards

1. **Principal’s List Award for Academic Excellence** -This award is given to any student who has maintained 90 or above in all subjects on every report card.
2. **Principal’s Award for Service** – This award is given only to senior students who have given outstanding service to Delran High School as demonstrated by their participation in class or club activities. This award requires nomination by a class or activity advisor.
3. **The #1 Club Award**

A. Background

In keeping with our spirit motto, “Delran is #1,” Delran High School offers the **#1 Club** Award. The **#1 Club** is:

- a. A motivational vehicle to help instill a genuine sense of pride in accomplishment;
- b. A method of recognizing and rewarding all aspects of positive contribution to our school; and
- c. Another way to promote our school’s image of excellence, spirit, and pride.

B. Procedure

Each year in the spring, nomination forms for the **#1 Club** are distributed to each advisor, coach, sponsor, club, and activity. Each is asked to identify one (1) outstanding member of their organization. (In certain instances a limit of 2 per organization may

be nominated.) These persons then forward the nomination form, which includes a brief description of the nominee's experience and the reasons why the student is worthy of the award, to the Principal's office by the prescribed date.

C. **Qualifications**

The **#1 Club** will be open to all students and limited to students only. Nominations may be based on the overall contribution to said organization, not necessarily upon performance. The nominees should be reflective of dedication to the organization and good citizenship. Members may also be the "Unsung Hero" of an organization. Membership is permanent. Once admitted, a member may not be nominated again, even by a different organization. Exception: The **#1 Club** will also include any team that wins a State championship. All members will receive a **#1 Club** pin.

D. **Presentation**

Awards will be distributed at an awards ceremony honoring all new members. This presentation will be held in the spring. Parents of nominated students will also be invited to attend. In addition, each member will receive a gold **#1 pin**, a **#1 Plaque** and will have their names placed in a framed scroll and added to the Wall of Honor in the front lobby. Each recipient is encouraged to wear the **#1 Club pin** as a visible sign of pride in our school and as a means to encourage others to excel in school activities.

J. **Graduation**

1. In order to be eligible to receive a Delran High School Diploma and participate in commencement ceremonies, students must complete all coursework as prescribed by the State of New Jersey and Delran Township Board of Education policies and regulations.
2. A student is eligible to participate in graduation if he/she meets all academic, attendance, and disciplinary requirements.
3. Graduation speakers: Valedictorian and Salutatorian (students ranked number 1 and number 2, respectively, in the class) as determined by weighted GPA calculated at the end of 3rd quarter of their senior year, will deliver speeches at graduation. In addition, seniors in the top 10 percent of the class will be invited to submit a speech to a committee of faculty members. The committee will select a third speaker from this group.

SCHOOL SERVICES

GUIDANCE

A. Purpose & Responsibilities of the Guidance Department

The philosophy of the Guidance Department of Delran High School is based on the premise that each student is an individual and has individual needs, desires, and goals. Therefore, counselors respect this individuality. Because of this commitment to the concept of individuality, the counselors have flexibility with the guidelines of propriety in their approach to help students solve problems.

It is the function of the Guidance Department to assist students to advocate for themselves and to become independent and responsible citizens. The counselors will work with students, parents, and teachers to utilize all available information to help the students accomplish their goals. Students may request an appointment by completing a form in the Guidance Office.

B. College and Career Development

The Guidance Department meets with all grade levels via small groups and individual meetings to disperse grade appropriate information and to assist with developing individual goals that will help to focus beyond high school. Application procedures for any type of post high school education, as well as financial aid information and career decision-making skills, are presented. All students are urged to be aware of the requirements for graduation and their academic standing.

The primary resource to assist students is NAVIANCE (www.connection.naviance.com/delhs). Students are introduced to this resource during their freshman year and are encouraged to update and explore throughout their high school experience.

Additional resources may include:

- College Admission Representative Meetings
- Computerized Career Search
- Spring College Fair at Burlington County Community College
- Scholarship Search Engine Career
- College Information
- Financial Aid Information
- Program of Studies

C. Parent Conferences

Parent Conferences initiated by student, parent/guardian or teacher may be arranged by the counselor. These conferences may touch upon school, social, personal or family concerns. Conferences may also be arranged for discussing college, career, or general information.

D. Scholarship Information

All information about local, county, state, and national scholarships is available on the Guidance website.

E. Financial Aid Night

The Guidance Department also hosts an evening meeting in the fall on financial aid for students planning to attend college, trade, business, or technical school. This workshop is open to all parents as well as students. The evening focuses on completion of the Free Application Federal for Student Aid (FAFSA), Higher Education Student Assistance Authority (HESAA), available grants and scholarships, work study options, and loans.

F. Transcripts

The Guidance Department maintains accurate and updated transcripts on each student. These transcripts may be sent to a prospective employer, technical school or college at the student’s request after a Transcript Release Request Form has been signed. Should you need a transcript sent, please contact the Guidance Secretary.

G. Testing Program

The testing and vocational services offered by the Guidance Department include voluntary and mandated tests.

<p><u>Voluntary Testing That is Administered:</u> PSAT/NMSQT (Preliminary Scholastic Aptitude Test)</p> <p>ASVAB (Armed Services Vocational Aptitude Battery)</p> <p>NAVIANCE Assessments:</p> <ul style="list-style-type: none"> • Learning Style Inventory • Personality Inventory • Career Interest Profiler • Career Cluster Finder • SAT/ACT Practice Modules 	<p><u>Mandated Testing</u> <u>Includes:</u> PARCC (Partnership of Assessment of Readiness for College and Career) NJBCT- The New Jersey Biology Competency Test (NJBCT) is a state test given to students to measure whether they have gained the knowledge and skills identified in the Biology section of the Science Core Curriculum Content Standards</p>
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The results of these tests and vocational assessments are distributed through the Guidance Department and are used in the process of helping students make intelligent career and/or goal-oriented decisions.

HEALTH SERVICES

A. School Nurse

The school nurse, under the direction of the school physician, provides services in the areas of first aid, vision, hearing, blood pressure and scoliosis screenings, immunization compliance, control of communicable disease, encouragement of physical and dental examinations and promotion of sound mental health.

The school nurse administers all medications, including prescription and non-prescription. All student medication must be kept in the nurse's office along with a medication permission form, completed and signed by the parent/guardian and family physician.

Prescription medications must be in labeled pharmacy containers; over-the-counter medication must be in the original container. The school nurse is available throughout the day for health services and consultation with students, staff, and family members.

B. Student Assistance Program

Services provided by the Student Assistance Program include evaluation, short term counseling and referral services for any type of problem. This includes peer, family and self-esteem issues, as well as drug/alcohol related problems.

Students may be referred by teachers, staff, parents, other students, or on a self-referral basis. Referral sources will not be revealed without permission.

The Student Assistance Program operates under the federal laws of confidentiality. Information discussed by the student cannot be divulged without the student's written consent. The only instance when confidentiality may be broken without consent is in the event of serious danger to the student or others, such as child abuse or threatened suicide.

C. Athletic Trainer

The athletic training center is located behind the gymnasium. The certified athletic trainer, under the direction of the school physician, provides healthcare services to our student/athletes. This includes prevention, recognition, evaluation, and immediate care of disorders and injuries. In addition, the certified athletic trainer provides rehabilitation and reconditioning for injuries sustained by our student/athletes. The certified athletic trainer will be available at practices, games, and during parts of the school day.



LIBRARY/MEDIA CENTER

The library/media center assists student in developing the skills to utilize information effectively and is an essential part of teaching and learning. Flexible access allows students to research, do presentations, tutor, study, and read.

General Guidelines:

- All students entering the library during class time must have a pass.
- The pass must be signed by the subject area teacher requiring library resources.
- Students are required to sign in upon entering the library/media center.
- Students are to exhibit proper conduct and behavior while working in the library/media center. Unacceptable behavior and non-compliance with rules stated in the Student Handbook may result in removal from the library/media center and/or a written disciplinary referral submitted to administration.
- Eating and drinking in the library/media/center is prohibited.
- Students not working on assigned school work will be sent back to class.

The Media Center is open extended hours on Tuesdays and Thursdays until 3pm.

EXTRA-CURRICULAR ACTIVITIES

PHILOSOPHY OF EXTRA-CURRICULARS

The primary goal of the Delran Board of Education is to educate the youth of the community via the curricular program. This must be kept foremost in view when establishing eligibility requirements for various co-curricular activities that are integral parts at Delran High School.

The co-curricular eligibility procedure is not to restrict student participation. It is designed to be a subtle, yet constant, reminder to the student those requirements and standards must be maintained to participate in activities beyond the academic program. It should be noted that the procedures listed here do not restrict present organizational and/or team requirements that are more extensive and demanding.

ATTENDANCE

As per school policy, students are expected to be present every day school is in session. This is important for students who devote a considerable portion of time to extra-curricular activities. On the day of an event, a student must be in school for (4) hours in order to be eligible to participate. If the activity occurs on a non-school day (weekends or holiday), the student must attend school the last school day prior to the activity. Students will become ineligible to participate if they reach 12 or more unexcused absences. Any exception to this rule requires validation by the Administration or Athletic Director.

CITIZENSHIP & GENERAL CONDUCT

Students are expected to follow established rules and regulations. Students who represent the school in co-curricular activities not only present themselves, they also present to the public an image of Delran High School. At Delran High School any student failing 2 or more subjects is ineligible until the following grade reporting. A student with 12 or more unexcused absence is ineligible for all extracurricular activities, including athletics, and a student with more than 15 discipline points may be ineligible for all extracurricular activities, including athletics. (B.O.E. Policy 2430)

Students who find themselves with discipline difficulty shall have their privilege of participation in co-curricular activities suspended in accordance with administrative procedures. Students holding class office and/or student council office who are suspended may be removed from office.

ATHLETICS

A. Introduction

The aim of athletics in Delran High School is to develop a wholesome attitude toward the school program, teams, participants and officials; to develop the qualities of loyalty, unselfishness, responsibility, cooperation, citizenship, leadership and sportsmanship; to compete successfully in a sportsmanlike manner; and to encourage the growth of morale, health and self-discipline of boys and girls.

Athletics are an important part of the overall educational program at Delran High School. Participation in athletics is a privilege available to all eligible students. This privilege carries with it serious personal responsibilities to the team, school and the community that the athlete represents. Student-athletes will understand that an emphasis on academic achievement is of primary importance and that athletic achievement is secondary to this responsibility.

Successful competitive performance in combination with educational consideration provides the cornerstone for our athletics program. At the varsity level in particular, full efforts are made to win the various competitions. Within this framework, however, all athletes are given ample opportunity to demonstrate their skill levels in order to earn starting positions on the various teams. Within their roles as team members, athletes accept the following:

- Long hours may be spent in practice with no guarantee of participation in games
- Self-discipline and cooperation with others are integral parts of competition

B. Athletic Policy

The Supervisor of Athletics is appointed by the Board of Education with the recommendation of the Superintendent. He/She is responsible for the administration of the entire athletic program.

The coaching staff is appointed by the Board of Education upon the recommendation of the Superintendent. They are responsible for implementing their individual athletic programs.

The interscholastic program of Delran High School is based upon the premise that athletics are an integral part of the educational process of the total school program. The program shall be administered in accordance with the constitution and bylaws of the NJSIAA and Burlington County Scholastic League.

C. Athletic Eligibility

The Board of Education has adopted as Board Policy the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). The Board reviews the rules annually to ascertain that they continue to be in conformity with the objectives of the Board.

The bylaws of NJSIAA cover a broad spectrum of eligibility regulations, ranging from preserving the amateur athletic status of students to prohibiting athletic recruitment among member schools. But, the eligibility standards which are most frequently applied by NJSIAA deal with age, academic standards, the semesters of eligibility and transfers. An athlete cannot

participate in interscholastic athletics if he or she has reached the age of nineteen (19) prior to September 1 of any year.

Eligibility for athletic competition is based on requirements established by NJSIAA. Failure to attain the required number of credits will cause an athlete to be ineligible for competition.

D. Athlete's Code

Given our belief that high school athletics provide a unique opportunity for the development of physical conditioning, athletic skill, and character traits, we expect every Delran athlete to strive for the following:

Competence

- Develop the skills necessary to participate competently in the game.
- Demonstrate knowledge of the rules and conventions of the game.
- Demonstrate knowledge of the strategies of the game.
- Demonstrate a level of physical conditioning and fitness sufficient to participate competently in the game.
- Demonstrate knowledge of healthy behaviors including nutritional issues.
- Understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics.

Character

- Be dependable in fulfilling obligations and commitments.
- Accept responsibility for consequences of actions w/out excuses or blaming others.
- Be committed and strive to excel.
- Persevere, give 100% effort and not give up in the face of setbacks.
- Demonstrate truthfulness.
- Play by the rules of the game.
- Control anger and frustration and refrain from displays of temper and bad language.
- Accept losing and winning graciously; by congratulating opponents and by not sulking or displaying other negative behaviors.

Civility

- Practice good manners on and off the field.
- Refrain from “trash talk” and other put-downs of opponents and teammates.
- Treat all persons respectfully, regardless of individual differences and to show respect for legitimate authority (e.g., Coaches, Officials, Captains).

- Be fair and treat others as one wishes to be treated.
- Listen to and try to understand others.
- Be compassionate and sensitive to others.
- Actively support teammates and others.

Citizenship

- Be faithful to the ideals of the game, including sportsmanship.
- Keep commitments to the team.
- Show team spirit, encourage others and contribute to good morale.
- Put the good of the team ahead of personal goals.
- Set a good example for teammates, younger athletes, fans, and school community.

We also expect every student athlete in our Athletic Program to abide by all rules and regulations developed for each individual sports team, and also all rules and regulations approved by the Board of Education. For any violation of the Code of Conduct or any other rule or regulation of the Board of Education, student athletes may be subject to additional discipline, including but not limited to exclusion from extracurricular activities, suspension, and/or expulsion, consistent with law, regulation, and/or Delran Board policy.

All questions about the Athletic Program should be addressed to the Athletic Director. Many answers to your questions can be found in the Athletic Handbook. Copies are available in the Athletic Director's office or by calling the Athletic Secretary.

E. Coach's Code

The Athletic Director and Coaches are leaders, dedicated to more than the X's and O's of competition. As professional educators, leaders and role models for students, Delran's coaches and Athletic Director will:

- Exemplify the highest character as a role model for young people.
- Recognize the individual worth and reinforce the positive self-image of each team member.
- Establish a realistic team goal or vision for each season and communicate that to the athletes and parents.
- Encourage and assist team members to set personal goals to achieve their highest academic and athletic potential.
- Create a set of training rules for athletes that reflect the positive values of abstaining from the use of alcohol, tobacco and other drugs.
- Strive to develop the qualities of competence, character, civility and citizenship in each team member.
- Provide a safe, challenging and encouraging environment for practice and competition.

- Gain an awareness of the importance of prevention, care and treatment of athletic injuries.
- Respect the integrity and judgment of the game officials.
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.

F. **Parent’s Code**

Parents play a vital role in the development of student athletes and the success of Delran’s program. Therefore, we expect parents to do the following:

- Be a positive role model through their own actions to make sure their child has the best athletic experience possible.
- Be a “team” fan, not just a “my child” fan.
- Weigh what their children say; they will tend to slant the truth to their advantage.
- Show respect for the opposing players, coaches, spectators and support groups.
- Be respectful of all officials’ decisions.
- Refrain from instructing their children before, during or after a game, because it may conflict with the coach’s plans and strategies.
- Praise student-athletes in their attempt to improve themselves as students, as athletes and as people.
- Gain an understanding and appreciation for the rules of the contest.
- Recognize and show appreciation for an outstanding play by either team.
- Help their child learn that success is experienced in the development of their skills and that they can feel good about themselves, win or lose.
- Take time to talk with coaches in an appropriate manner, including proper time and place, if there is a concern. Be sure to follow the designated chain of command (Coach, Athletic Director, Principal, Superintendent, and Board of Education).
- Reinforce our alcohol, tobacco and other drug-free policies by refraining from the use of any such substances before and during athletic contests.
- Remember that admission to a school athletic event is a privilege to observe the contest.

G. **Spectator’s Code (Family and Friends)**

The larger school-community has an interest and investment in the success of our Athletic Program. These adults play a key role in reinforcing the

educational goals of our program. Therefore, we expect these important program supporters to do the following:

- Remember that admission to a school athletic event is a privilege to observe the contest.
- Be a positive role model through their behavior at athletic contests.
- Show respect for the opposing players, coaches, spectators and support groups.
- Be respectful of all officials' decisions.
- Recognize and show appreciation for an outstanding play by either team.
- Praise student-athletes in their attempt to improve themselves as students, as athletes and as people.
- Gain an understanding and appreciation for the rules of the sport.
- Reinforce our alcohol, tobacco and other drug-free policies by refraining from the use of any such substances before and during athletic contests.

H. Sports Offered At Delran High School

<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
Boys' Cross Country	Boys' Basketball	Baseball
Girls' Cross Country	Girls' Basketball	Softball
Football	Bowling	Golf
Field Hockey	Co-Ed Swimming	Boys' Lacrosse
Boys' Soccer	Wrestling	Girls' Lacrosse
Girls' Soccer	Cheerleading	Boys' Tennis
Girls' Tennis		Boys' Track
Cheerleading		Girls' Track

CLUBS AND ACTIVITIES OFFERED AT DELRAN HIGH SCHOOL

A wide variety of clubs and student organizations are available at Delran High School to supplement the curriculum and satisfy the diverse interests of our students. All students are encouraged to become involved in an activity at the beginning of the school year. All clubs and activities are open to all students of DHS. Students may start a club by securing an advisor, completing a club approval form, and speaking to the Assistant Principal in charge of club applications.

Ally Club

The Ally Club is a student-run organization that brings together LGBT students and their straight friends to support equal civil rights, gender equality, and LGBT social movements.

Animal Lover's Club

This club is for students who enjoy working with animals. The club works with NGAP, the largest greyhound rescue in the country, walking greyhounds every

Sunday morning. The club also sponsors trips to the Pop Corn Zoo and the Central Park Zoo. Issues relating to animal welfare are also discussed.

Anime Club- This Club is open to all students in grades 9-12. It was created for students who have an interest in exploring animation within film and print. Students meet regularly and attend local conferences and seminars.

Art Club

The Art Club is open to all students in grades 9-12 who have an interest in art or art related activities. Members will be involved in individual projects as well as group projects. Students will also participate in a fund-raiser activity that will benefit seniors who plan to major in art in college. A trip to visit the Metropolitan, Modern or Philadelphia Art Museum will be planned for late spring for active members.

Bel Canto / Chamber Choir

Bel Canto / Chamber Choir is a small highly select group of singers who rehearse all year long twice a week. They perform difficult music for school and community events. Participation in this ensemble is by audition, only and students involved must participate in and remain in good standing with the DHS Concert Choir.

Color Guard/Pom-Poms and Twirlers

These groups work together to design routines to be performed at football games, pep rallies, and special events during the fall and winter seasons. The music used to develop the routine is both taped and live. Clinics will be held for those students interested but not experienced. A group trip is scheduled in the spring and awards are given at the end of the year banquet.

Culinary Arts Club

The cooking club delves into culinary arts practices and works to hone student's skills in the kitchen. This club works to cater for different events hosted by the high school.

Cultural Club

The Cultural Club is perfect for students who want to enjoy cultural events in the Metropolitan area, for example, attending Broadway theatre performances in New York City, visiting museums, and dining in foreign restaurants.

Delran Players

The Delran High School Players produce the Fall Play. On stage and behind the scenes, students' interests and talents are put to good use. Auditions for the cast are held in late September and open to everyone. Students can also join the stage, lighting and sound crews, and work on costumes, make-up, ticket sales and publicity. This year, the performances will be Friday and Saturday nights, November 18 and 19, 2016.

Green Team

The Delran Green Team is dedicated to education and leadership training in environmental issues and activities. They work to increase awareness of sustainability.

Film Club

The Film Club works to document important school events and activities and teaches students the skills necessary to produce and distribute both live and edited events.

French Club

The French Club is open to any student who is interested in the French people, including their customs, culture, history, and cuisine. Members visit museums, theaters, and restaurants with the group. Meetings are held monthly.

German Club

The purpose of the German Club is to promote interest and learning about the German people and German culture. The club visits German restaurants, view movies about Germany, and attends Festivals throughout the year.

History Club

The History Club is for students who have an interest in history and a desire to sponsor school-wide events related to history. Students will participate in field trips, Veteran's Day, Memorial Day remembrances and Sporcle Tournaments.

Images

"Images" is a literary magazine that accepts poetry, short stories, essays, and pen and ink drawings from any student.

Student readers choose those materials that will be published.

Interact Club

The Interact Club is a social-service organization sponsored by the Delran Rotary and is open to any student. The Club fosters friendship and caring. Some of the club's activities include: 1. Service to the needy; 2. Group fund-raisers; 3. Foreign exchange programs; 4. Parties, dinners, Pancake Day.

Jazz-Rock Ensemble

Anything goes in this unique performance group, from screaming guitars to hot jazz horn sections. Music selected for performance is a mix of jazz and rock from today and yesterday, and, some student compositions that may look to tomorrow. Instrumentation is not limited and auditions are not required. This group begins after football season.

Marching Band

The Marching Band is designed to perform at football games, parades, and competitions during the fall season. The band is an extra music experience for

those students not involved in other fall activities or sports. The music selected is taken from popular music of today and yesterday. The student does not have to be in the concert band class to perform with this group.

Math Team

Students participate in five inter-county meets. Questions are of varying degrees of difficulty ranging from Algebra I through Geometry to Pre-Calculus. Math team students are also involved in the New Jersey Mathematics League.

Mock Trial/Forensics

The students will work in conjunction with an attorney to develop arguments surrounding a court case. They then compete against other high schools and are judged and critiqued by legal professionals. The club meets in the evenings throughout the fall and winter.

New Jersey Science League

The New Jersey Science League promotes achievement in science through competitive testing. Each year teams are set up in 1st and 2nd year Chemistry, Biology, Physics, and Earth Science. Four students from each team compete by taking an examination once a month for four months (January through April) against other students in the county and the State.

Ornithological Club

The Ornithological Club strives to promote the enjoyment and exploration of nature through bird watching. We are dedicated to finding as many avian species as we can observe on a given outing. Although we primarily search for bird species we also take note of trees, shrubs, insects, and any other fascinating aspects of nature that we find along our hikes.

Spring Musical

Auditions are held in December for the annual school musical. Performers are selected by the Director, Vocal Director, and Orchestra Director by considering the quality of the show, the stature that best fits the role for that character, and the acting, vocal, and instrumental capabilities of the students. Auditions for the various roles of the play are open to everyone. Actors, singers, dancers, stage, and lighting crew, make-up, and costume people are needed for this production that involves the entire school. The production takes the stage by storm in early March.

Sound/Lighting Crew

Crew members handle the sound and lighting needs for stage productions throughout the school year. Any student with an interest in theater, music, platform skills, or audio-visual technology is welcome to join.

Spanish Club

The Spanish Club is open to all students who enjoy learning about Spanish language and culture. Students meet to participate in community service projects

and to celebrate Hispanic holidays, such as Día de los Muertos and Cinco de Mayo. Meetings are held monthly.

Stage Crew

The Stage Crew is an organization whose purpose is to assist in the production of plays and some musical events. The “crew” designs and builds the sets and scenery. Anyone with a willingness to learn and the ability to follow directions is welcome to join. If a student is considering a career in theater, advertising, or media, then a good place to begin is by joining the Stage Crew.

Yearbook

Yearbook students publish a book that represents all phases of school life. Opportunities exist for students to become involved in photography, writing, editing, layout work and marketing as the yearbook is developed. The final product, “Spirit,” is a permanent record that students treasure, especially in later years. The yearbook is distributed annually to graduating seniors first on Senior Night in June, then to underclassmen.



STUDENT COUNCIL OFFICERS

Student Government

President	Liam Murray
Vice President	Liam Pauli
Recording Secretary	Lily Schlosky
Treasurer	Shannon Glover

Class of 2017

President	Kenneth Coluzzi
Vice President	Shannon Croly
Recording Secretary	Gabriella Kaiafas
Corresponding Secretary	Matthew Murphy
Treasurer	Philip Rogers

Class of 2018

President	Braydon Hunter
Vice President	Vincent Nocito
Recording Secretary	Zeel Patel
Corresponding Secretary	Roy Kerstetter
Treasurer	Kevin Tidmore

Class of 2019

President	Makayla Heisler
Vice-President	Tati White
Recording Secretary	Larissa Hatzold
Corresponding Secretary	Brigid Doherty
Treasurer	Haleigh Olsen

Class of 2020

TBD

ATTENDANCE POLICY & PROCEDURES

The Delran Board of Education considers regular attendance essential for success in school. To attain maximum benefit from activities that take place in the classroom, a student must have regular attendance. We encourage students and parents/guardians to check the parent portal frequently for attendance status.

The State of New Jersey requires that students attend school each day that school is in session. Consequently, the Delran Board of Education has adopted a policy (B.O.E Policy 5200) that emphasizes the importance school attendance. It should be emphasized that the policy is based on attendance and not actual performance in the class. Students are expected to make up all work following an absence.

A. ATTENDANCE POLICY

Attendance is taken in every class period at DHS. Excessive unexcused absences and/or tardies in any single period will result in loss of credit and an appearance before the Student Attendance Review Committee. (SARC)

In order for a student to be eligible to take part in a co-curricular activity, a student must be in attendance for (4) hours of the school day according to N.J.A.C. 6A:32-8.3 and B.O.E. Policy 2430.

B. EXCUSED VS. UNEXCUSED (new)

Student absences can either be excused or unexcused.

The following are excused absences and do not count toward a student's overall number of absences:

- **Student Illness (must provide a note from a certified health professional within 5 school days)**
- **Family Illness or Death in the Family**
- **Administrative Exclusion or Prerogative**
- **Suspension**
- **Take Your Child to Work Day (documentation required on business letterhead)**
- **Court Appearance** (must supply court documents)
- **Religious Observance** (as documented by the parent/guardian and approved by State guidelines)
- **New Jersey Driving Exam** (½ day only)
- **School-sponsored Field Trips**
- **School-provided Home Instruction**
- **College Visitation** (12th – 3 visits, 11th – 3 visits, 10th – 2 visits, 9th - 1 visit) (official documentation required)
- **Required College Orientation**
- **Extraordinary Educational Opportunities** (These include those tied to the student's course of study and may not be of a duration which unduly disrupts the continuity of student instruction. These will only be considered for approval when a student has exemplary attendance.)

- **Provisions of an IEP, where applicable**

All other absences are unexcused absences and will count towards a student's overall total. Students, parents, teachers, and the administration all share the responsibility for keeping accurate records of classroom attendance. Each student is responsible for being in class every day, every period.

C. EARLY DISMISSAL

An early dismissal must be prearranged through the Main Office. **A written note is required from the Parent/Guardian. Students are still subject to the attendance policy. Parent/Guardian notes serve to release the student and do not solely excuse their absence.**

D. LOSS OF CREDITS

If students have excessive absences, they will be in danger of losing credit.

Loss of Credit Status – when a student exceeds twelve (12) unexcused absences in an individual course, 9 per Physical Education Course, 6 per semester course, or 3 per Health Course.

Parental Notification- A phone call will be made for every student absence. Correspondence will be sent after an accumulation of 4 and again after 8 absences. A loss of credit letter will be sent after 12 absences in any course.

*Semester and Health Course absences will be calculated after each marking period. We encourage parents and students to monitor attendance via the parent portal.

E. CREDIT APPEALS

1. Should a student reach 12 absences in any course, a certified letter will be sent home informing the student and his/her parent/guardian of loss of credit. The Attendance Officer will contact the parent/guardian to arrange an appeal meeting with the Student Attendance Review Committee (SARC). The committee will consist of the student's Assistant Principal, Guidance Counselor, and a teacher. Students and parents will be afforded the opportunity to share with the committee the reasons for excessive absences and should bring any and all documentation to that meeting. The committee will then deliberate and reach a decision. If a student is granted the appeal, an attendance contract will be put in place for the remainder of the school year. The decision of the SARC Committee is final and can be appealed to the Principal per Due Process (*See Section B on page 44*).
2. If an appeal is not granted or the contract has been broken, a student may enroll in a credit recovery/original credit program at the student's

expense. This and other options may be discussed with the Assistant Principal and Guidance Counselor.

F. CLASS TRUANCY

Truancy is defined as absenting oneself without permission from scheduled periods. This includes classes, lunch, or activities such as assemblies.

Administrative action as it relates to a cut from an assigned instructional or non-instructional period will be addressed as outlined below:

<u>Offense</u>		<u>Consequences</u>
1 st Offense	-	Written parental notification
	-	All work missed will result in loss of credit
	-	Two after school detentions
	-	Potential loss of extra-curricular activities
2 nd Offense	-	Written parental notification
	-	All work missed will result in loss of credit
	-	One Saturday Detention
	-	Attendance Agreement
	-	Potential loss of extra-curricular activities, such as prom, senior trip, and athletics
3 rd Offense	-	Written parental notification and/or conference
	-	The student will be denied credit for the course for the year in which the accumulated 3rd cut occurred. Students must remain in class in order to be eligible for summer school.
	-	The 3rd overall occurrence will result in the loss of extra-curricular activities (including prom, field trips, and athletics) for the remainder of the year.
	-	Two (2) Saturday Detentions

G. LATENESS TO SCHOOL OR CLASS

3 tardies = 1 absence BOE Policy #5240

(Excused Lateness include: *See Section B on page 39*)

H. RESPONSIBILITES FOR ABSENCES

Students, parents, teachers, and administrators all share the responsibility for keeping accurate records of classroom attendance. Each student is responsible for being in class every day, every period.

Parents should call the Attendance Office (856-461-6100, ext. 3003) for each day that your son/daughter will be absent or late. **Early dismissals require a parent/guardian note.** Calls regarding absence

should be made prior to 8:20 a.m.

I. CONSECUTIVE ABSENCES

A student missing five (5) consecutive days, not on home instruction, or medically verified, will have a letter sent to his/her parents/guardians directing the student to attend school. A student reaching 10 consecutive absences without notification from parental/guardian, will be dropped from the roles. If the student fails to return to school and is:

1. **Under 16 years of age** – parents/guardians can be deemed disorderly and subject to a fine. Prior to this action, a mediation session will be arranged between the high school administration, parents/guardians, and student.
2. **Over 16 years of age** – parents/guardians will be directed to explain to the Principal the reason(s) for the absences within (10) days.

J. HOME INSTRUCTION

1. A student is eligible for home instruction if a doctor or administrator deems it necessary. A doctor's note should state the illness, the need for home instruction, and the duration. Home instruction will commence within five days after receipt of the school physician's verification of the student's physician's note.
2. A student on homebound instruction is considered absent from school, and therefore, may not participate in co-curricular activities.

K. SCHOOL PHYSICIAN

Chronic illness resulting in intermittent absences from school may require verification from the school's physician. The Board of Education-approved physician will have the final decision regarding all physicians' excuses from school.

L. PROM

School attendance is **mandatory** the day of Prom in order for a student to be eligible to attend. Students **MUST** be present from 7:30am to 12:00pm. There will be no exceptions to this without prior administrative approval.

DISCIPLINE

PHILOSOPHY

Every student is entitled to a safe, pleasant and socially comfortable school environment. Delran High School ensures the rights of our students by safeguarding a culture where students are informed of expected behavior and held accountable if they disrupt, act inappropriately or violate a safety procedure.

Students are expected to treat others with respect and dignity and must be held responsible and accountable for their actions. Violations of school regulations may impede an individual's chances for academic success and inhibit the achievement of other students. Students are encouraged to work toward their potential and appropriate behaviors should be acknowledged.

Students must demonstrate an understanding of their inappropriate behavior(s) and its impact on others or the educational setting. Maintaining appropriate behaviors and discipline is the shared responsibility of students, parents, teachers, and administrators.

Delran High School disciplines with dignity, consistency and an understanding of the developmental levels of students.

PROCEDURES

A. TYPES OF DISCIPLINARY ACTIONS

1. **Teacher Assigned Detention (TD)** – A teacher may detain a student provided the student is given a 24-hour notice.
2. **Administrative Detention (AD)** – An Administrative Detention may only be assigned by an administrator. A 24-hour notice will be given to enable students to make necessary transportation arrangements with their parent/guardian. These detentions will be held from 2:20 p.m. until 2:55 p.m.
3. ****Saturday Detention (SD)** –(New 2016/2017 school year) Students may be assigned a Saturday Detention for multiple offenses or more serious breaches of the discipline code. These will be held from 8:00 a.m. until 11:00a.m.
 - a. Before a student is assigned a Saturday Detention, the student will meet with a principal or assistant principal.
 - b. Parents/guardians will be contacted and notified in writing prior to the Saturday Detention.
 - c. Students will have the opportunity to do school work or reading of books or magazines while serving a Saturday Detention. Students WILL NOT be allowed to use an electronic device of any kind.
 - d. Students who fail to attend a scheduled Saturday Detention will automatically be suspended out of school (OSS). A re-entry

meeting will be held Tuesday morning at 7:15 a.m. where a parent must be present.

4. **Out-of-School Suspension –** Students may receive an Out-of-School Suspension (OSS).
 - a. Before a student is suspended he/she will be afforded due process rights with school administration.
 - b. Parents/guardians will be contacted and notified in writing of any suspension and will be required to participate in a re-entry conference before their son/daughter can return to classes.
 - c. Students will have the opportunity to make up work missed while on suspension. Work will be collected and be available to be picked up from school or other arrangements can be made.
 - d. Students will not be allowed to participate or attend co-curricular or after-school related activities.
 - e. **Students are not permitted on any school property within the school district.** Further disciplinary or legal action may be taken if this rule is violated.
 - f. In the event a suspension lasts more than four(4) days, the Principal or designee will arrange for home instruction to be provided as per NJAC 6A:16-10.1(c).

B. APPEALS PROCEDURE (DUE PROCESS)

Disciplinary action that is administered to a student may be appealed by that student and/or his/her parent/guardian in the following manner: The appeals process must be followed in the identified order below.

1. Action imposed by a teacher would be appealed to an Assistant Principal and/or Principal, and then, if necessary, to the Superintendent, then to the local Board of Education (BOE)
2. Action imposed by an Assistant Principal would be appealed to the Principal, and then, if necessary, to the Superintendent, then to the Board of Education (BOE)
3. Action imposed by the Principal would be appealed to the Superintendent, then to the local Board of Education (BOE)

C. POINT SYSTEM

Each discipline disposition is assigned points per occurrence. The number of points assigned for each type of discipline disposition is as follows:

- **Administrative Detention.....1.5 points**
- **Saturday Detention3 points**
- **Out-of-School Suspension.....5 points**

If a student exceeds fifteen (15) points the student is ineligible to participate in co-curricular activities and athletics. (For example a student who earns 15.5 is ineligible) Students are entitled to an appeal to the building Principal within thirty (30) school days after the imposition of this exclusion from activities. It will be the responsibility of the student and/or parent/guardian

to initiate this process. At that time, the student, parent, and principal will review the current discipline record, grades, and attendance. A decision to either continue the exclusion from activities, to rescind the suspension, or to establish conditions for future participation may be made at that time.

Any senior excluded from commencement exercises for violation of the suspension/referral rule may appeal this decision to a building based committee and then the superintendent.

PLEASE NOTE: Parent(s)/Guardian(s) will be notified of the date, time and location for the appeals meeting.



D. DISCIPLINE INCIDENTS (new)

The list of infractions/incidents subject to resolution is shown below. When adjudicating specific instances of misconduct, prior disciplinary records may be considered. This may aggravate or mitigate the disciplinary judgment. The decision to move from one level of resolution to another is at the discretion of the administration depending upon the severity of the infraction, even without prior disciplinary incidents. (See page 43-45 for an explanations of abbreviations).

INCIDENTS	1st Offense Resolution	2nd Offense Resolution	3rd Offense Resolution	Additional Resolution(s)
Inappropriate dress	Warning and change of clothes	AD 1	AD 2	See page 56.
Being in halls and/or any area of the school building at any time without a proper pass or misuse of pass.	AD	AD 2	SD/OSS	
Truancy (Cutting class, homeroom, lunch, study hall, etc.)	AD 2	SD 1	SD 2	Loss of credit may occur. See page 40.
Disrupting class/Disruptive behavior	AD	AD 1-3	SD 1	
Electronic Devices (Cell phone, iPad, iTouch,	AD	AD 2	SD 1	Parent to pick up device on the 2 nd offense. See page 50.
Videotaping	AD 2	SD	SD/OSS	
Failure to report to Teacher Assigned Detention	AD	AD 2	SD	
Failure to sign-in upon arriving late to school.	AD	AD 2	SD	
Horseplay, running, pushing/shoving, verbal confrontation, inappropriate physical contact, excessive noise in any area of the school at any time.	AD /SD 1-3	SD	OSS	
Inappropriate affectionate behavior	AD	AD 2	SD	
Possession and/or use of water pistols, snappers, lasers or similar objects	AD 1-3	AD /SD 1-3	SD	

Skipping administrative detention	AD 2	SD	SD/OSS	Plus make-up of missed detention.
Using profane, obscene and/or inappropriate language/writing/drawing, gestures or photos.	AD	AD/SD	SD/OSS	
Soliciting money from other students	AD 1-3	AD/SD	OSS	
Uncooperative/Disrespectful/Argumentative behavior to a staff member. This includes faculty, staff, maintenance, and substitutes.	AD 2	SD	SD/OSS	
Academic Integrity	AD	AD/SD 2	SD	<i>See page 58.</i>
Deliberate deleting, defacing or destroying computer programs, files, etc., or other computer related incidents	AD/SD depending on severity	SD/OSS	OSS	<i>See page 63.</i>
Hazing/HIB (see p. 51) Harassment/Intimidation/Bullying	AD /SD/ OSS depending on severity	OSS	OSS	<i>See page 54.</i>
Misrepresenting the truth to a staff member	AD 2	SD	OSS	
Continuous violations of school rules	SD	OSS	OSS	
Distributing/possessing obscene literature, photos	SD/AD 1-3	SD	OSS	
Endangering the health and/or safety of others	AD/SD/ OSS 1-3	SD	OSS	
Ethnic and/or racial intimidation/Harassment	SD	OSS	OSS	HIB case
Ethnic and/or racial slurs and/or slurs of any kind/Harassment	SD	SD	OSS	HIB case
Failing to report to or serve time assigned in Saturday Detention.	OSS	OSS	OSS	Mandatory student/parent re-entry meeting on

				Tuesday at 7:15am
Filing False Report	SD	SD/OSS	OSS	Charges may be brought against student
Forgery	SD	SD/OSS	OSS	
Gambling, card playing, possession/use of cards, dice or other similar items to games of chance.	AD 1-3	SD	OSS	
Assault, including extortion	SD/OSS	OSS	OSS	
Insubordination – acts of defiance in language or action.	SD	OSS	OSS	
Leaving school building or premises without administrative permission	SD	SD/OSS 1-3	OSS 1-4	
Property defacement or abuse	AD/SD	SD	OSS	
Repetitive and/or cumulative offenses in one or more classes.	SD	OSS	OSS	
School bus problems	AD	AD 2	SD	Bus privileges will be suspended for a finite period of time.
Smoking/use/possession/ electronic devices/ (vape) chewing tobacco	SD	SD	OSS	Parental contact w/each incident; possible meeting w/ Supt. &/or BOE. Subject to referral to Delran Police Dept. & \$100.00 fine. <i>See page 55.</i>
Stealing/Theft	SD/OSS	OSS 5	OSS 10	
Using profane, obscene and/or inappropriate language, gestures, verbal and/or written and	SD/OSS 1-4	OSS 3-10	OSS 10	

directed at a staff member or student				
Vandalism	SD	SD/OSS	OSS	<i>See page 55.</i>
Actively leading or taking part in a riot or similar violent act	SD/OSS	OSS	OSS	
Assault/Violence	OSS 1-4	OSS	OSS	Police report/complaint filed.
Drug/Alcohol: Selling/Distributing/ Trafficking/ Paraphernalia	OSS - 10	OSS # of days pending Board of Education hearing	OSS	Complaint filed w/Delran Police Department; participation in counseling or other referral.
Fighting	OSS 4	OSS 10	OSS 10	Police report /complaint filed/report to BOE
Inciting other students to do any offenses	SD	SD/OSS	OSS	
Possession, selling or using harmful incendiary devices	SD/OSS	OSS	OSS	
Possession, use or being under the influence of alcoholic beverages and/or drugs	OSS - 10	OSS # of days pending Board of Education hearing	OSS	Complaint filed w/Delran Police Department; participation in counseling or other referral.
Possession/use of weapons on school grounds, including guns, knives, or other items that can be categorized as a weapon	OSS 4-10	OSS 10	OSS	Complaint filed w/Delran Police Department.
Self-protective devices - use, possession	OSS 4-10	OSS 10	OSS	
Setting off false fire alarm	OSS 4-10	OSS 10	OSS	Complaint filed w/Delran Police Department.

Threatening to do harm and/or bodily assault on a student or an employee of the school district	SD/OSS 1-4	OSS 5-10	OSS	Complaint filed w/Delran Police Department.
Threatening to do harm to the property or possessions of a student or an employee of the school district	SD/OSS 1-4	OSS 5-10	OSS	Complaint filed w/Delran Police Department.
Failure to uphold the conditions specified in the Senior Trip Contract inclusive of exceeding discipline points, and or absence policy.	Ineligible go on the trip.	Refund subject to terms and conditions		
Other Offenses as determined by the administration	AD/SD/ OSS 1-10			

E. CELL PHONES/ELECTRONIC DEVICES (NEW '16-'17)

Cellular phones may be used during non-instructional times (before school, after school, during lunch and passing times). Students cannot use their phone/electronic device in the hallway when classes are in session.

Additionally, students are not permitted to use headphones covering both ears and should only use a single earbud if they chose a listening device.

This allows emergency announcements to be heard. In order to ensure that cell phones do not cause a distraction or a disruption in the instructional process, students are required to place cell phones in the storage caddy located in each classroom at the beginning of each period. Students have the option of securing cell phones in their assigned locker. Students who refuse to comply will be charged with a cell phone violation as well as insubordination and/or misrepresenting the truth to a staff member. Teachers have the discretion to allow students to use electronic devices as assistive technology in the classroom.

**F. HARASSMENT, INTIMIDATION AND BULLYING (HIB)
(BOE Policy 5512)**

The Delran Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. (H.I.B. Policy 5512.01), available on the district website.) The following information is drawn directly from that policy:

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

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation,

- gender identity and expression, or mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
 3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
 4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

We would like to share with you some of our primary concerns, and we encourage you to discuss these with your children.

Bias:

Please help us by reminding your children that race, religion, ethnicity, disability, and sexual orientation are off-limits as topics for jokes, remarks, etc. Students need to understand that drawing a swastika, making a racial, ethnic, religious, disabled, or gay joke, using a pejorative term, or belittling students for these reasons are serious issues with strong disciplinary consequences here at school and potential legal consequences in the wider world.

Students need parents' help to develop good judgment regarding this issue. They may make the comment innocently, or feel that their intent was a "joke" and it's "no big deal." Or, "We're friends. He doesn't care." Some will make remarks about a group they belong to. Neither the intent, the reaction of the recipient, nor the identity of the speaker mitigates the inappropriateness of biased remarks.

Harassment:

Students need guidance to make sure they understand that laughter at their own expense or at a situation is fine, but laughter at someone else's expense can quickly cross the line to harassment. No student wants to be laughed at. We do not tolerate students who attempt to build their own status at someone else's expense.

Intimidation:

Students can sometimes speak in ways threatening violence, and then tell the adult who intervenes, "I was only kidding." Then students (and sometimes parents) are upset that the child faces discipline for the threatening language. Threats of violence, kidding or real, have no place in a school environment.

Bullying:

Students can be very physical with one another. Often horseplay is just that, horseplay between friends. It tips into the realm of bullying when one student puts hands on another child who is younger, smaller or in any way vulnerable.

Swatting the back of a friend's head can be a gesture with very little significance among two friends (resulting in an intervention or consequence, but not rising to the level of bullying), but swatting the back of a student's head can rise to the level of bullying if the students are not friends, and the one hit feels intimidated.

Cyber-bullying:

Harassment, intimidation and bullying occurring on-line is challenging for schools, but is a problem among teens. If there is an interaction you need us to be aware of, please capture screen shots, or cut and paste the entire exchange into an email or word document.

In cases of bias, harassment, intimidation and bullying, the situation is much worse if there is an imbalance of power or status between the two students. Working in the high school environment, we are well equipped to look for the nuance of the relative status of the students involved. It is part of what guides our range of responses. Vulnerable students should never be targets. Inappropriate words spoken from one friend to another will result in an intervention, but the same words coming from a perceived "popular" student to a vulnerable student who struggles to fit in are more likely to rise to the level of bullying.

G. SEXUAL HARASSMENT

It is the policy of the Delran Township Public Schools to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for students to harass staff members or other students through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, verbal harassment and/or abuse, request/pressure for sexual favors, repeated remarks to a person with sexual or demanding implications, unwelcome touching, suggestions, or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc., and other inappropriate verbal or physical conduct of a sexual nature.

Anyone so harassed may use the grievance procedure or may complain to his/her building Principal, Assistant Principals or to the District Affirmative Action Officer. All information obtained will be kept confidential. A substantiated charge will result in disciplinary action, including, in the case of student/student harassment, suspension, or expulsion, consistent with the student discipline code.

H. DATING VIOLENCE AT SCHOOL

The Delran Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with according to the district student code of

conduct. All acts or incidents of dating violence shall be reported to the Principal or designee in accordance with the provisions outlined in Regulations 5519. Acts or incidents may include, but are not limited to those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

I. DRUGS AND ALCOHOL (BOE POLICY #5530)

There may be no other student violation that is considered more serious at Delran High School than the use, possession, passing, selling, distributing, and general trafficking of drugs and/or alcohol. All students are subject to the state statutes as well as those of the Board Of Education Policy pertaining to drugs and alcohol.

The possession, use, passing, selling, distributing and general trafficking of alcoholic beverages and/or drugs, including anabolic steroids, by students is strictly forbidden on school property and at school sponsored activities, i.e. field trips, athletic contests, dances, etc.

Any student found in violation of this policy will be suspended from school after notification of the parent/guardian and the School Resource Officer or local police department, and will be required to participate in the Student Assistance Program for counseling or further referral.

Any drugs, drug remnants, drug paraphernalia, alcohol, etc. found on students, in their lockers, in a motor vehicle parked on school property, or in their possession while in school, on school property while attending school-sponsored activities, will be confiscated and forwarded to the Delran Police Department.

NOTE: The refusal to submit to an examination by a physician and/or drug/alcohol testing or submission of an unacceptable sample will result in immediate suspension as outlined below. Submission of a diluted or altered sample will require additional testing until an acceptable sample is provided.

1. POSSESSION/USE/UNDER THE INFLUENCE/DRUG PARAPHERNALIA

- **1st Offense:** Five (10) days Out-of-School Suspension (OSS) and a complaint filed with the Delran Police Department and participation in counseling or further referral.
- **Any subsequent offense:** To result in Out-of-School Suspension pending Board of Education (B.O.E.) disciplinary hearing.

2. SELLING/DISTRIBUTING/TRAFFICKING

- **1st Offense:** Ten (10) days Out-of-School Suspension (OSS) and charges filed with the Delran Police Department.

- **Any subsequent offense:** To result in an Out-of-School Suspension (OSS) pending a Board of Education (B.O.E.) disciplinary hearing.

J. HAZING

Hazing is considered to be any individual or group act of harassment of another individual or group by banter, ridicule, criticism, or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Delran Township Public schools. Students participating in hazing practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the level and severity of the discipline action, including detention, suspension, and/or removal from the team or school activity. Student leaders (team captains, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, and/or administrator.

K. PHOTOGRAPHING AND VIDEOTAPING

Students and staff have an expectation of privacy at school and, therefore, they are not to be photographed or videotaped on school grounds.

1. Students must have the permission of a teacher or staff member to have their picture taken, which would be granted on an appropriate day such as a field day, pep rally, or an educational reason such as a school project. Otherwise, students **MAY NOT** take photos in school. **Violations may result in suspension.**
2. Videotaping is also prohibited except in specific circumstances. Students must have the knowledge and agreement of those who are to be videotaped. A teacher's permission and supervision must be obtained and include a valid purpose to videotape any student or adult in the building. Otherwise, students **MAY NOT** videotape in school **nor** post online any video from school. **Violations may result in suspension.**

L. PROHIBITED DEVICES

Spray gas canisters such as pepper gas, tear gas, mustard gas, etc. and/or electrical protective devices are not permitted on school grounds. Students who bring such devices are subject to disciplinary action including suspension.

M. SMOKING AND TOBACCO REGULATIONS AND PROCEDURES

Smoking is a health hazard and is recognized as such by the Delran Board of Education. As a result, strict smoking regulations are in effect at Delran High School.

Students are not permitted to POSSESS or SMOKE cigarettes, electronic cigarettes, or use other tobacco products such as chew or dip, or carry matches, lighters, etc. while in school or on school property. This regulation extends to after-school activities such as club meetings, dances, concert programs, athletic contests, etc.

N. VANDALISM

Any student who is found guilty of damaging, destroying, defacing or in any way marking school property will be subject to the following disciplinary action:

- Immediate notification to parents/guardians
- Notification to the Police, if applicable
- Notification to the Superintendent and B.O.E.
- Payment in full for all damages, vandalism, etc.
- Suspension from school

NOTE: NEW JERSEY LAW STATES THAT IF YOU DEFACE ANY SURFACE WITH GRAFFITI:

- You may have your motor vehicle and/or motorized bicycle driving privileges postponed, suspended or revoked for one (1) year. The penalty begins on the day the sentence is imposed and ends one (1) year after your 17th birthday.
- A second graffiti conviction may entail a two (2) year penalty that begins immediately after the first penalty ends.
- For a graffiti offense, the court may also impose other penalties, fines, or sentences.

O. WEAPONS

Possession or use of weapons or dangerous instruments and/or any object that can reasonably be considered a weapon (including pen knives and BB guns) are prohibited. This includes objects made to look like dangerous instruments.

P. POLICE IN SCHOOL

Police may enter the school if asked by school officials, if they suspect a crime has been committed or have a warrant for search or arrest. If a student is questioned by the police, school officials must see that all questioning takes place privately, in the presence of the Principal or his/her designee. If the officer has a juvenile complaint or warrant, the Principal shall request that the questioning be delayed, if possible, until the parents/guardians can be present.

If the officer refuses, the Principal must attempt to have the parents/guardians informed immediately, and shall remain with the pupil during the questioning.

The School Resource Officer is a sworn police officer of Delran Township. His role in the schools is threefold:

- Safety expert and law enforcer
- Problem solver and liaison to community resources
- Resource for classroom presentations

DRESS CODE PROCEDURES

The dress code was developed through a committee of students, faculty and parents. This committee will remain in effect to meet and discuss fashion changes as the need arises. *Adopted:* July 2005.

Students of the Delran High School are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Students will be expected to observe modes of dress, styles of hair, and personal grooming, which support the learning environment. The purpose of this dress code is to assure that consistency and interpretation is implemented school-wide, thus providing equitable treatment for all students.

If a student has any doubt whether a specific article of clothing is in violation of the dress code, then it probably is. Be sure to discuss this matter with one of the administrators prior to wearing the garment in question.

DRESS CODE REGULATIONS AND REQUIREMENTS

1. All school attire shall be neat, clean, and reflect an appearance of modesty.
2. Due to variances in physical design of schools, principal's discretion will apply to wearing of outer garments, coats, and jackets. Students may wear coats/winter garments to school, but store them in their lockers during the school day. Students are encouraged to bring lightweight sweaters to wear in the building as changes in weather dictate.
3. Hats, scarves, towels, bandannas, sweat bands, sunglasses, combs, picks, goggles, or headgear of any kind may not be worn at any time in the building, including after-school activities and at evening events. Students may not be in possession of these articles during the school day. These items are to be kept in an individual's locker. Offenders will surrender inappropriate items and, upon request and have the items returned at the conclusion of the next school day. Repeat offenders will be subject to further disciplinary actions. These items should be removed upon entering the school building. These items are to be stored in the student's locker for the duration of the school day until dismissal.
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 substantial risk of creating a material disruption to the learning

- environment and/or school operation, shall be prohibited. Included in this are articles of clothing and/or accessories indicating affiliation with any gang or group associated with criminal activity. Graphics that are suggestively obscene or offensive on any garment, jewelry, etc. are prohibited. These include, but are not limited to, references to alcohol, tobacco, drugs, obscenities, and words/phrases with double meanings.
5. Non-prescription glazed or tinted glasses or sunglasses are not to be worn in the school building.
 6. Clothing is to be worn as the design was intended.
 - a. The waistband of pants and shorts should be fastened at the waist.
 - b. Clothing intended as sleepwear is not permitted.
 - c. Shorts are not to be shorter than the length of the arm to the **tips of the fingers** when the arm is fully extended at one's sides. Fringe does not count toward the length of the garment. Shorts must be hemmed. Clothing with holes, slits, etc. is not proper attire.
 - d. Cut-offs and spandex outfits are not permitted.
 - e. Undergarments must not show and may not be worn as outer garments.
 - f. Shirts, blouses, dresses must completely cover shoulders and cannot include plunging necklines.
 - g. **Tank tops and spaghetti straps are not appropriate.**
 - h. See-through type clothing is not appropriate.
 7. Footwear must be worn at all times and should be appropriate and safe for each activity and/or class. For example:
 - a. Areas of the school (e.g. gym classes, shop classes, classes that have required labs, etc.) have specialized dress requirements for reasons of student safety.
 - b. Pupils will be advised of these special requirements prior to the student's participation in that particular class or activity.
 - c. Bare feet and other footwear deemed unsafe by the Dress Code Committee and/or the high school administration are prohibited. This dress code applies during all school events.
 - e. When attending a school-sponsored concert, play, variety show or similar activity during or after school hours.
 - f. When going on a school-sponsored trip, the dress code remains in effect unless the sponsor of the trip has requested specific modifications and received permission 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.
 8. Personal grooming is to be done at home or only in an appropriate area in school (lavatory, gym locker room).
 9. **Purses cannot be large enough to hold a textbook or notebook.**
 10. High School Graduation is both an honor and a privilege, therefore, seniors are expected to dress appropriately; i.e. dresses for girls; shirts, ties and dress slacks for boys. Shoes are to be worn by all students. Sneakers, work boots, or similar footwear are not acceptable. **Seniors not dressed appropriately will be sent home to change.**
 11. The administration reserves the right to alter this code in order to guarantee that an orderly classroom academic environment exists. The administration reserves the right to address any student's attire that is deemed to have a

negative impact on the educational process and to exclude students from class or classes if inappropriately attired.

Other rules relative to dress may be established by the Administration on an "ad hoc" basis for certain classes or certain operations in some classes when necessary for safety reasons.

In all cases where a student's appearance is questionable, the Administration will evaluate and make the final decision.

ACADEMIC INTEGRITY

The success of each student is the ultimate goal of all those at Delran High School. Teachers, administrators, students, and the community all work together to help students become meaningful contributors to their school and community.

Fundamental to this development is the belief that students shall act from a position of honesty and integrity. Honest behavior is an expectation for all students at Delran High School. Each student is expected to accept responsibility for his or her personal conduct in both social and academic endeavors.

Academic honesty requires that each student produce work that is his or her own. In contrast, academic dishonesty is a student's attempt to gain and show possession of knowledge and/or skills that he or she does not possess. Whether or not a student intends to cheat or deceive is irrelevant. The Academic Honesty Procedures address behaviors and actions which are academically dishonest. Students will face disciplinary action based on their behaviors and not based upon what they "intended" to do.

Definitions of Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

Specific types of academic dishonesty are defined below:

- **Alteration of Materials:** Any intentional and unauthorized alteration of student, teacher, or library materials.
- **Cheating:** Giving, using, or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include: copying from another student's paper; receiving and/or providing unauthorized assistance during a quiz, test, or examination; sharing information with classmates in advance of the test; using books, notes, or other devices such as calculators when these are not authorized; acquiring without authorization copies of test or examinations before the scheduled exercise; copying/lending homework reports, laboratory work, computer programs, files from other students,

storing data on programmable calculators and retrieving the data to assist during an exam.

- **Fabrication/Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or lab procedures or utilizing translation software or internet translation site to complete tasks in foreign language. This also include the false citation of a source of information; altering grade reports or other academic records; altering a returned exam paper and seeking a better grade; or forging a parent signature on a returned test or assignment.
- **Forgery:** Any unauthorized signing of another person's name to school related documents.
- **Plagiarism:** An intentional representation of another's ideas, words, or work as one's own. This includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another person to copy, without the permission of the teacher, is also engaged in plagiarism. Examples of plagiarism can include, but are not limited to:
 1. Submitting work that you have done under someone else's name or submitting work someone else has done under your name.
 2. Purchasing essays/assignments/information from internet sites or individuals and passing the essay/assignment/information in as your own work.
 3. Quoting directly, or indirectly paraphrasing, summarizing, etc., from any source without proper citation. Any source does not simply mean books but can include television, radio and film; Internet sites; interviews, computer programs; images, and so on. Basically, you must cite anything that you did not come up with on your own.
 4. Writing an assignment for someone else or allowing someone to copy your assignment for them to submit for credit.
 5. Taking a test for someone else.
 6. Self-plagiarism is submitting work for a class that you have already submitted to another class for credit without obtaining the teacher's permission. The consequence for this is the same as other forms of plagiarism.
- **Tampering:** Tampering is interfering with, altering or attempting to alter school records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include:
 7. using a computer or false-written document to change or affect a grade;
 8. erasing records or information of a student;
 9. unauthorized access to a high school record or computer;
 10. unauthorized entry into an office or file; or
 11. obtaining information from the high school without proper authorization.

- **Theft:** Taking of materials without consent of the owner of the materials.
- **Transfer of Unauthorized Materials:** Any giving or selling of unauthorized materials.
- **Unauthorized Collaboration:** While collaboration is often encouraged, unauthorized collaboration is not permitted.
- **Other Academic Misconduct:** Examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the exam; collaborating on work with the knowledge that the collaboration will not be reported; or taking an examination or test for another student or signing a false name on an exam or paper.

Responsibilities of Students, Parents, teachers, and Administrators

The **student** is expected to uphold the spirit and the letter of academic honesty both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. The student is not to represent as his or her own the work of a parent, brother, sister, or anyone else. It is the student's responsibility to know the academic behaviors which are acceptable and which are dishonest and constitute a violation of academic honesty. It is also the student's responsibility to learn how to attribute work properly by citation, footnote, and bibliography. No assignment is exempt

The parent or guardian is expected to adopt the philosophical wholesomeness of academic honesty and uphold the spirit and the letter of it by reviewing it with his or her child and by encouraging the child to practice academic honesty throughout the student's years at Delran High School.

The teacher is expected to review with the students the specifics of academic honesty at the beginning of each marking period and other times during the year as deemed appropriate. The teacher is expected to teach the skills necessary to prevent a breach of academic integrity. The teacher is also expected to enforce the procedures in all instances of academic dishonesty following the process outlined. The **administrator** is expected to support the spirit of academic honesty with students, parents, counselors, teachers, and other staff members in conferences and in each classroom.

Process for Disciplinary Action

- The process whereby a student will be held responsible for infractions of academic honesty shall include the followings steps:
- The teacher of the class will confront the student where the infraction occurs.
- The student will receive an automatic zero (failing grade) on the assignment or test, and no make-up work will be offered to compensate for the zero.

- The administration will be informed via written referral.
- The teacher will contact the parent/guardian to state the issue, review this procedure, and explain disciplinary consequences.
- Disciplinary action may be affected by the school with the possible actions listed below.
- Infractions will be recorded on the student's discipline file for the school year.

Disciplinary Action for Student Violation of Academic Honesty

- If a student is referred to the administration for a violation of the Academic Dishonesty, the infraction becomes part of that student's disciplinary record and appropriate discipline will be enforced. Depending upon the severity of the offense, one or more of the following consequences may be issued:
 - Being dropped from the course with a grade of Withdraw Failing (WF).
 - Loss of all credit for the assignment or test with no make-up permitted.
 - Placement on probation with an administrative intervention, plan, or contract (in the class where the infraction took place) for the remainder of the school year.
 - Referral to the Assistant Principal and contact with the parent/guardian.
 - Removal from all elected or appointed leadership positions for the remainder of the school year.
 - Suspension from school.
 - The National Honor Society (NHS) will be notified of the infraction and the student may be required to appear before the faculty committee representing the NHS if the student is a member, or eligible for membership, in the NHS.
 - Plagiarism and/or cheating may result in dismissal from NHS.

COMPUTER NETWORK AND INTERNET ACCESS

The Delran Township School District access to the district computer network for electronic mail and the Internet may be accessed after the student obtains parental permission and returns the signed form to school.

By signing the **CONSENT AND WAIVER AGREEMENT**, each student along with their parent/guardian should have discussed the rights and responsibilities contained in the paragraphs written below.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

R 2361 Acceptable Use of Computer Network/Computers and Resources

Number: 2361 Statute:

Date: November 2001 to Code:

Group: PROGRAM Cadence: 1

Title: Acceptable Use of Computer Network/Computers and Resources

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrators referred to herein as employees of the school district who administer the school district computer network/computers and the system administrators reserve the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and pupil users and the parent(s) or legal guardian(s) of pupils are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network and elsewhere. The signatures of the pupil and his/her parent(s) or legal guardian(s) on the district-approved consent and waiver agreement are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under Policy and Regulation No. 2361.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may

review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. As outlined in Board policy and procedures on pupil rights and responsibilities, copies of these are available in school offices. Behavior including but not limited to the following are prohibited:

- a. Sending or displaying offensive messages or pictures;
- b. Using obscene language and/or accessing visual depictions that is obscene as defined in section 1460 of Title 18, United States Code;
- c. Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
- d. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- e. Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- f. **Cyber bullying;**
- g. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
- h. Harassing, insulting or attacking others;
- i. Damaging computers, computer systems or computer network/computers;
- j. Violating copyright laws;
- k. Using another's password;
- l. Trespassing in another's folders, work or files;
- m. Intentionally wasting limited resources;
- n. Employing the network/computers for commercial purposes; and/or
- o. Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

INTERNET SAFETY

Compliance with Children's Internet Protection Act

The school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene, child pornography and harmful to minors as defined in 2,3, and 4 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district enforces Policy 2361.

Compliance with Neighborhood Children's Internet Protection Act Policy 2361 and this Regulation establish an Internet safety policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web; The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
2. Unauthorized access, including - hacking and other unlawful activities by minors online;
3. **Cyber bullying;**
4. **Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;**
5. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
6. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the visual depictions defined in the Children's Internet Protection Act and as defined in 2, 3, and 4 above, the Board shall determine Internet material that is inappropriate for minors. The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361.

Information Content and Uses of the System

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the Board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having accounts on the system should be aware of the existence of such materials and monitor home usage of the

school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts on the computer network and their independent use of computers.

On-line Conduct

Any action by a pupil or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users and their parent(s) or legal guardian(s) specifically agree to indemnify the Delran School District and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the user.

Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.

Software Libraries on the Network

Software libraries on the network are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts on the school district computer network/computers (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material must not be placed on any system connected to the network/computers without the author's specific written permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use in accordance with Policy and Regulation Nos. 2531, Copying Copyrighted Materials. Any member may also non-commercially redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Public Posting Areas (Message Boards/Usenet Groups)

Usenet messages are posted from systems connected to the Internet around the world and the school district system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which Usenet groups are most applicable to the educational needs of the school district and will carry these groups on the school district computer network. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Board policies and regulations. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or Usenet groups, Real-time, Interactive, Communication Areas.

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).

Electronic Mail

Electronic mail (E-mail) is an electronic message sent by or to a member in correspondence with another person having Internet mail access. All messages sent and received on the school district computer network must have an educational purpose and are subject to review. Messages received by the system are retained on the system until deleted by the recipient or for a maximum of fifteen days. A canceled account will not retain its E-mail. Members are expected to remove old messages within fifteen days or the system administrators may remove such messages. The system administrators may inspect the contents of E-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulation or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer networks or computers.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his/her quota of disk space will be advised to delete files to return to compliance with predetermined quotas. A member who remains in noncompliance of disk space quotas after seven school days of notification will have their files removed by a system administrator.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he/she can identify a security problem on the computer network, the member must notify a system administrator. The member should not inform individuals other than the system administrators or other designated members of the school district staff of a security problem.

Professional staff may allow individuals who are not members to access the system through the staff personal account as long as the staff person does not disclose the password of the account to the individuals and understands that the staff person assumes responsibility for the actions of individuals using his/her account. Members may not otherwise allow others to use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have limitations placed on usage of the computer network/computers or may be terminated as a user and be subject to other disciplinary action.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Printing

The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited.

Internet Sites and the World Wide Web

The system administrator may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by the system administrator, who shall ensure that the content of the site complies with federal, state and local laws and regulations as well as Board policies and regulations, and is protected by a valid filtering capacity and internet access security program.

Violations

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation Nos. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations

The particular consequences for violations of this policy shall be determined by the Superintendent of Schools in matters relating to the use of computer

networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, 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.

Decisions of the building Principals may be appealed in accordance with Policy No. 5710 Pupil Grievances. *Adopted: July 2012*

2016-2017 Calendar of Events “Subject to Change”

SEPTEMBER 2016

Sep 1	1 st Day for Staff
Sep 2	School Closed - Staff In-service
Sep 5	School Closed - Labor Day
Sep 6	1st Day for students
Sep 6	Quarter 1 Begins
Sep 7	Underclassmen Pictures
Sep 8	Senior Trip Meeting - 6:00 p.m.
Sep 8	Back-To-School Night - 6:45 p.m.
Sep 8-13	Senior Portraits
Sep 12	BOE Meeting - DHS Cafeteria 7:30 p.m.
Sep 16	Bear Day - 1
Sep 20	Freshmen Elections
Sep 30	Activity - 2

OCTOBER 2016

Oct 4	Mid 1 st Quarter
Oct 5	RCBC Info Day - 9:00 a.m. - 10:00 a.m.
Oct 7	1 st Qtr. Interim Grades on Portal
Oct. 4-7	Homecoming/Spirit Week Begins
Oct. 8	Homecoming Day – Parade & Dance
Oct 10	BOE Meeting - DIS Cafeteria - 7:30 p.m.
Oct 11	BCC Info Day - 9:00 a.m. - 10:00 a.m.
Oct.11	Delran’s Got Talent Auditions
Oct 13	Junior College Parent Night - 6:30 p.m.
Oct 13	ASVAB test
Oct 14	Bear Day - 3
Oct 19	Senior Group Picture
Oct 19	PSAT test
Oct 19	Delran’s Got Talent
Oct 19	Steered Straight
Oct 20	Underclassmen Photo Make-ups
Oct 20-21	Senior Portraits make-ups
Oct 20	NHS Induction Ceremony – 6:30 p.m.
Oct 21	Bear Day - 1
Oct 27	Financial Aid Night - 6:30 p.m.

NOVEMBER 2016

Nov 2	1 st Quarter Ends
Nov 2	School Assembly - Steroids
Nov 3	2 nd Quarter Begins
Nov 4	Bear Day - 2
Nov 9	Diversity Day – John Morello
Nov 9	1 st Quarter Grades on Portal
Nov 10,11	School Closed - NJEA Convention
Nov 14	BOE Meeting - DHS Cafeteria - 7:30 p.m.
Nov 15	Honor Roll Breakfast 11,12
Nov 16	Honor Roll Breakfast 9,10

NOVEMBER 2016 (continued)

Nov 18 Bear Day - 3
Nov 18,19 Fall Play - 8:00 p.m.
Nov 23 Early Dismissal Bell Schedule
Nov 24-25 School Closed - Thanksgiving
Nov 28 School Closed - Staff In-service

DECEMBER 2016

Dec 9 Bear Day - 4
Dec 9 Mid-2nd Quarter
Dec 12 Blood Drive
Dec 12 BOE Meeting – Millbridge School - 7:30 p.m.
Dec 14 2nd Qtr. Interim Grades on Portal
Dec 16 Activity - 1
Dec 20 DHS Chorus/Band Winter Concert - 7:00 p.m.
Dec 21 Life After Delran
Dec 26-30 School Closed - Winter Recess

JANUARY 2017

Jan 2 School Closed – Winter Recess
Jan 3 School Re-opens
Jan 3 BOE Reorg Meeting – BOE Office - 7:30 p.m.
Jan 6 Bear Day - 2
Jan 9 PARCC Portfolio Appeals
Jan 9 BOE meeting - DIS - 7:30 p.m.
Jan 12 DC Genocide/Vietnam Trip
Jan 13 School Closed - Staff In-service
Jan 16 School Closed - MLK Day
Jan 19 Course Selection Assemblies
Jan 19 AP Night/8th Grade Parent Orientation - 6:00/7:30 p.m.
Jan 23 2nd Quarter Ends
Jan 24 3rd Quarter Begins
Jan 27 Activity - 3
Jan 31 2nd Quarter Grades on Portal

FEBRUARY 2017

Feb 1 NHS Volleyball 6:30 p.m.
Feb 3 Bear Day - 4
Feb 6 BOE Meeting - DHS Cafeteria 7:30 p.m.
Feb 7 Honor Roll Breakfast 11,12
Feb 8 Honor Roll Breakfast 9,10
Feb 15 BCC Accuplacer
Feb 15 Cap and Gown Measurements 6:00 p.m.
Feb 15 Florida Trip Parent Meeting 7:00 p.m.
Feb 17 School Closed – Staff In-Service
Feb 20 School Closed – President’s Day
Feb 22 Mid 3rd Quarter
Feb 24 Bear Day - 1
Feb 24-25 Spring Musical 8:00 p.m.

MARCH 2017

Mar 1	3 rd Qtr. Interim Grades on Portal
Mar 3-5	Spring Musical - 8:00 p.m.
Mar 6	Senior Trip Luggage Check 6:00-7:00 p.m.
Mar 7-11	Senior Class Trip
Mar 10	Bear Day - 2
Mar 15	Senior picture
Mar 17	Activity - 3
Mar 28	3rd Quarter Ends
Mar 29	4th Quarter Begins
Mar 31	Bear Day - 4

APRIL 2017

Apr 4	3 rd Qtr. Report Card grades on Portal
Apr 7	Prom Fashion Show
Apr 8	Freshmen-Sophomore Formal - 7:00 p.m.
Apr 11	RCBC Spring Ahead
Apr 11	NHS Volleyball
Apr 12	Quill & Scroll Induction Ceremony, 7:00 p.m.
Apr 14-21	School Closed - Spring Break
Apr 15	PTA Gift Basket Extravaganza
Apr 17-24	Band Trip
Apr 25	Student Council Executive Board Speeches
Apr 26	Student Council Elections
Apr 26	Academic Awards Evening - 6:30 p.m.
Apr 27	TYCTW Day
Apr 27	Honor Roll Dessert 11,12
Apr 28	Bear Day - 1
Apr 28	Honor Roll Dessert 9,10

MAY 2017

May 4	Mid 4 th Quarter
May 5	Bear Day - 2
May 10	4 th Qtr. Interim grades on Portal
May 12	Activity - 3
May 19	Single Session
May 19	Jr.-Sr. Prom
May 23	10, 11, 12 Student Council Speeches
May 23	DMS/DHS Spring Choral Concert - 7:00 p.m.
May 24	Student Council Class Elections
May 24	DHS Spring Band Concert - 7:00 p.m.
May 25	“Night of the Arts” Art Show - 6:00 - 8:00 p.m.
May 26	Memorial Day Picnic
May 29	School Closed - Memorial Day
May 30	Vietnam Dinner - 6:00 p.m.
May 31	Broadway Night - 7:00 p.m.

JUNE 2017

Jun 1	DHS Scholarship Night - 6:30 p.m.
Jun 2	Bear Day - 4
Jun 2	DC Genocide/Vietnam Trip
Jun 5	Vietnam Dinner - 6:00pm (Make-up Date)
Jun 6	Senior Night - 6:00 p.m.
Jun 7	DHS All-Star Banquet 6:00 p.m.
Jun 8	Locker Clean-out
Jun 9	4th Quarter Ends
Jun 9	Final Exams Begin - Period 2
Jun 12-16	Single Session - Final Exams
	<ul style="list-style-type: none">• Jun 12 - Periods 1 & 5• Jun 13 - Periods 3 & 7• Jun 14 - Periods 4 & 8• Jun 15 - Periods 6 & 9
Jun 15	Graduation Rehearsal - 12:00 p.m. (mandatory)
Jun 16	Graduation Rehearsal - 8:30 a.m. (mandatory)
Jun 16	Last Day for Students
Jun 16	Last Day for Staff
Jun 16	Graduation, - 7:00 p.m.
Jun 16	Project Graduation - 9:30 p.m.
Jun 17	4th Quarter Grades on Portal

Saturday Detention Schedule

8:00am - 11:00am

DHS Cafeteria

September 17

October 15 and October 29

November 5 and November 19

December 3 and December 17

January 21

February 4 and February 25

March 11 and March 25

April 8 and April 29

May 6 and May 13

June 3 and June 10

Academic Information Dates
2016 – 2017 Marking Periods

Quarter 1 September 6 – November 2

Qtr. 1 Begins..... September 2
Qtr. 1 Mid-Quarter..... ..October 4
Qtr. 1 Interim Grades on Portal ...October 7
Qtr. 1 Ends.....November 2
Qtr. 1 Report Cards on Portal...November 9

Quarter 3 January 24 - March 28

Qtr. 3 Begins.....January 24
Qtr. 3 Mid-Quarter.....February 22
Qtr. 3 Interim Grades on Portal...March 1
Qtr. 3 Ends.....March 28
Qtr. 3 Report Cards on Portal.....April 4

Quarter 2 November 3 – January 23

Qtr. 2 Begins.....November 3
Qtr. 2 Mid-Quarter.....December 9
Qtr. 2 Interim Grades on PortalDecember 14
Qtr. 2 Ends.....January 23
Qtr. 2 Reports Cards on Portal....January 31

Quarter 4 March 29 – June 9

Qtr. 4 Begins.....March 29
Qtr. 4 Mid-Quarter.....May 4
Qtr. 4 Interim Grades on Portal ...May 10
Qtr. 4 Ends.....June 9
Qtr. 4 Report Cards on Portal.....June 17

PARCC Testing Dates

PARCC (Window for testing). April 3- April 13

ACT Testing Dates & Registration

<u>Deadlines</u>	<u>Registration Deadline</u>
Test Dates	Registration Deadline
September 10	<i>August 5</i>
October 22	<i>September 16</i>
December 10	<i>November 4</i>
February 11	<i>January 13</i>
April 8	<i>March 3</i>
June 10	<i>May 5</i>

SAT Testing Dates & Registration

<u>Deadlines</u>	<u>Registration Deadlines</u>
Test Dates	Registration Deadlines
October 1	<i>September 1</i>
November 5	<i>October 7</i>
December 3	<i>November 3</i>
January 21	<i>December 21</i>
March 11	<i>February 10</i>
May 6	<i>April 7</i>
June 3	<i>May 9</i>

AP Exams Testing Dates

May 1	Chemistry	May 8	Biology (AM) Physics C (PM)
May 2	Spanish Language & Culture	May 9	Calculus AB
May 3	English Literature & Composition	May 10	English Language & Composition
May 4	US Government & Politics	May 11	Statistics (PM)
May 5	United States History (AM)	May 12	European History (PM)

Biology Competency Testing Dates

May 31 & June 1 - Test Dates

June 7 & June 8 - Testing Make-up Dates

Final Exam Testing Dates

Tuesday June 13	7:30 - 9:30 10:00 - 12:00	English Science
Wednesday June 14	7:30 - 9:30 10:00 - 12:00	Social Studies Mathematics
Thursday June 15	7:30 - 9:30 10:00 - 12:00	World Language Conflict Exams
