

WEST DEPTFORD HIGH SCHOOL STUDENT-PARENT HANDBOOK



The mission of the West Deptford Public Schools, valuing our tradition of excellence, is to develop well rounded, motivated, 21st century thinkers. As a result, learners will transition from competent students to productive and responsible citizens.



BELL SCHEDULE
(Full Day)

Building Opens		7:15
Homeroom		7:27 - 7:42
Period 1		7:46 - 8:30
Period 2		8:34 - 9:18
Period 3		9:22 - 10:06
Period 4	LUNCH **10:10-10:32 * 10:34-10:54	10:10 - 10:54
Period 5	LUNCH **10:58-11:20 * 11:22-11:42	10:58 - 11:42
Period 6	LUNCH * *11:46-12:08 * 12:10-12:30	11:46 - 12:30
Period 7	LUNCH * *12:34-12:56 * 12:58- 1:18	12:34 - 1:18
Period 8		1:22 - 2:06
Busses Leave		2:16
Late Bus Leaves		3:05
	** 11th and 12 th Grade Lunch * 9th and 10 th Grade Lunch	

Early Dismissal (1/2 Day Schedule) (LUNCHES WILL BE SERVED)

Building Open	7:15
Homeroom	7:31 - 7:36
Period 1	7:39 - 8:09
Period 2	8:12 - 8:41
Period 3	8:44 - 9:13
Period 8	9:16 - 9:45
Period 4	9:48 - 10:17
Period 5	10:20 - 10:49
Period 6	10:52 - 11:21
Period 7	11:24 - 11:51

NO LUNCHES SERVED

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STUDENTS: WELCOME TO WEST DEPTFORD HIGH SCHOOL

On behalf of the administration, faculty and staff, I welcome you to the 2018-2019 school year at West Deptford High School. Whether you are a returning student, a freshman, or a transfer student I encourage you to review the contents of this handbook, since there have been some changes in procedures from previous years.

The character theme for the high school this year is based on the district's mission statement. Our goal is to give our students the skills, knowledge, guidance and support necessary to help them to become "productive and responsible citizens." Responsible citizens act in a kind, compassionate way toward the peers and adults that they encounter, and it is our goal to make sure that you act that way in your day-to-day encounters with your fellow students and our staff. Responsible citizens make informed decisions about their actions, and they do so with the understanding that their actions have consequences. We encourage you to review our rules and procedures so that you can make decisions accordingly and avoid the negative consequences that result from making poor choices. Our school will be a better place if everybody functions as a responsible citizen.

To our incoming ninth graders and transfer students, I would like to offer some suggestions to you so that you can get the most from your high school experience here at WDHS:

- Familiarize yourself with the location of classrooms, shops, cafeteria, gymnasium and the offices (Guidance, Nurse, Attendance, and Main).
- Memorize your schedule and become familiar with the school's program of studies.
- Take advantage of every educational opportunity available to you. Study, work hard, and learn all that you can while you are here.
- Become actively involved in our school by participating in the many activities available to you, and by attending the numerous events that occur during the year.
- Talk with your parents, teachers and counselor to set your goals for life after high school, and to plan your academic program accordingly. Set your sights high and you'll accomplish a great deal.

In closing I would like to wish each and every student a successful school year. The four years of high school will go very fast, and I encourage you to make the most of them.

Dr. Brian C. Gismondi
Principal

FOREWORD

This Handbook contains information compiled for the students, parents, and teachers of West Deptford High School. We trust the material will be helpful to all persons interested in our school.

The Handbook is intended to be of use to every student at West Deptford High School. It should help each one to understand the school--its regulations and rules and its various activities. The information contained will serve the purpose of aiding in orienting new students and in guiding all students in understanding of our plans and policies.

Parents and teachers will find this Handbook helpful in understanding their contributions toward the effective functioning of our school. We publish this Handbook with the hope that it will challenge everyone concerned with our school in maintaining and in advancing the highest standards for the education of all students. It is our sincere wish that you might get the greatest possible amount of help from this Handbook.

To Parents:

From time to time, in any school district, parents will hear things about the school, the students, or procedures, which they would like clarified. Parents should feel free to contact the school (848-6110) at any time during regular office hours to have their questions answered. The school offices are open from 7:10 a.m. to 4:00 p.m. (3:30 p.m. on Fridays). Parents may access the school website at www.wdeptford.k12.nj.us.

We also extend a standing invitation for any parents to visit the school during school hours. Naturally, if you want to speak to a specific individual, it's a good idea to call ahead and make sure that person is available.

PHILOSOPHY

The West Deptford Public Schools shall offer an educational program that is designed to perpetuate and improve our democratic way of life. To this end, the schools shall develop in our students the appropriate knowledge, skills, attitudes, appreciation, understandings, and character traits necessary for successful living in today's complex society. Of utmost importance is to achieve with our students a respect for their fellow man, a disciplined approach to the varied responsibilities in life, a building of sound moral character, and love of home and country. In order to fully achieve the aforementioned, it is essential to develop a cooperative and close relationship with the student's home.

The West Deptford Board of Education affirms its responsibility to ensure all students in its schools an equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, natural origin, and social or economic status. To fulfill this responsibility, the Board shall establish a program to review and modify, as may be necessary, its present school and classroom programs.

SCHOOL ENVIRONMENT

West Deptford High School shall endeavor to maintain the type of educational environment that every student is entitled to - one that is free from harassment or bullying, both physical and verbal.

Harassment or bullying may take many forms. It can be in the nature of name calling, verbal abuse, continual pushing or shoving in the halls, or a threat of fighting. It may also take on sexual overtones. Sexual harassment

consists of any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature made by staff members or other students.

Even minor harassment or an incident of bullying can eventually create serious problems. The staff at West Deptford High School will address and make every effort to resolve any incidents of harassment or bullying brought to our attention. **Any student who believes he or she is a victim of harassment or bullying should report the allegations to a staff member, guidance counselor, or assistant principal as soon as possible.**

AFFIRMATIVE ACTION PLAN

The West Deptford School District has an Affirmative Action Officer and an Affirmative Action Plan. Copies of the plan are available in the offices of the High School Principal and the Business Administrator.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

In the event of the school's closing due to inclement weather or other emergency, announcements will be made by 7:00 a.m. on all Philadelphia radio and television stations, especially KYW (1060 AM). All students will be notified of a school closing or two hour delayed opening via *School Messenger* communication system. Students are not to call the school or members of the staff. Under certain unusual weather conditions, (i.e. icy conditions, where it is reasonable to believe that roads will be clear for safe passage in two hours), the school may have a two hour delayed opening. All buses will start their routes two hours later than scheduled.

THE SCHOOL EMERGENCY CLOSING NUMBER IS 804

GUIDANCE SERVICES

The guidance office is located at the front of the school, on the right side of the building. Here each student will find someone who is interested in him/her as a person--a counselor who is ready and willing to help students work out their academic, vocational, or social problems.

Guidance Counselors

Each student is assigned to a counselor, but he/she may also talk to other counselors if he/she so desires. Periodically, each student will be called to the guidance office for a conference with a counselor; but, in addition, the student is free at all times to request a conference if he/she feels one is necessary. To do this, a student may stop in the guidance office between classes and request that a pass be issued for a study hall at a time when the counselor is available.

Phone: 856-848-6110

Mr. Baillie (Ext. 2226)

Mrs. Bonzella (Ext. 2231)

Mrs. Canna (Ext. 2228)

Mrs. Quindlen (Ext. 2227) – Department *Chair*

Student Assistance Counselor / Social Worker

A Student Assistance Counselor is available to help students with any severe problem in a confidential setting. Any student who would like to talk to the Student Assistant Counselor should stop in the guidance office and ask for a conference. **Mrs. Sanford (Ext. 2232)**

Academically Gifted Advisor

An advisor is available to work with students in the Academically Gifted Program. Students will be scheduled to meet with this advisor on a regular basis.

Guidance Office Passes

The Guidance Department will use a pass when the counselor desires to see a student or when the student requests an appointment. It is a legitimate hall pass and must be honored by the staff and used by the student appropriately.

Tutoring

If a student is absent for a short period (one week or less), he/she should check the teachers' websites for information on assignments missed. The student can also email the teacher directly with questions or concerns. Should a student be absent for an extended period of time (**ten days or more**), he/she should contact his/her guidance counselor to arrange for a home tutor. Details on the steps to be taken will be provided at this time.

PROGRESS REPORTS

Report Cards/Interim Reports

Report Cards will be issued to all students in homeroom at the end of the first three marking periods. At the end of the school year, the fourth marking period report cards are mailed to the homes of all students.

Report Card Distribution Dates:

- 1st Quarter – November 7, 2018
- 2nd Quarter – January 31, 2019
- 3rd Quarter - April 5, 2019
- 4th Quarter – Report Cards Mailed Home (3-5 days after last day of school)



Approximately four weeks prior to the distribution of report cards, interim reports will be distributed to all students, which will indicate areas of commendation and/or deficiencies.

Interim Report Distribution Dates:

- 1st Quarter - October 9, 2018
- 2nd Quarter - December 14, 2018
- 3rd Quarter - March 5, 2019
- 4th Quarter - May 9, 2019

POWER PARENT

Parents and guardians of high school students have been able to access their child's records via a program called Power School. The internet based software is a multi-faceted database that stores student information. Parents are able to view assorted information ranging from total school absences to daily class attendance and from current course averages to scores on individual assignments.

Using any ISP (Internet Service Provider) contact the West Deptford School District site at www.wdeptford.k12.nj.us. From here one can navigate to the Power Parent link and log on. Each student has a unique username and password which allows parents to view the information on the various screens. You may obtain this information during **Back to School Night** or by contacting the office and providing proper identification to receive your child's information.

GRADE SCALE

The following marking symbols are used in all subjects:

A+ 99 –100 A 94 98 Excellent A- 92 –93	C+ 81–82 C 76–80 Average C- 74–75	F 0 – 64 Failure
B+ 90–91 B 85–89 Good B- 83–84	D+ 72 – 73 D 67 – 71 Poor D- 65 – 66	I - Incomplete

PRINCIPAL'S LIST AND HONOR ROLL

Principal's List

A student's name will be placed on the Principal's List when he or she earns a 92 or above in all courses ("A's" for all courses).

Honor Roll

A student's name will be placed on the Honor Roll when she or he earns an 83 or above in all courses ("A's" and "B's" for all subjects).

RENAISSANCE PROGRAM

The Renaissance Program recognizes, respects, and rewards academic achievement and good school citizenship for our students. The program provides students with incentives to achieve success academically, socially, and behaviorally. Students will qualify for recognition by maintaining good grades (with no failures), coming to school regularly and promptly, maintaining a clean, mature discipline record, and by contributing to the school community in some way. Students will have the opportunity to earn cards for different levels of achievement each marking period. The color of the card will entitle students to various incentives such as discounts to school events, discounts at participating Renaissance stores, luncheons, etc. The academic achievement levels criteria for earning a gold or silver card are as follows:

GOLD

1. 92 – 100 Weighted GPA
2. Maximum of 1 absence/1 lateness per marking period
3. Participation in school sponsored club, sport, or service organization
4. No discipline referrals

SILVER

1. 83-91 Weighted GPA
2. Maximum of 2 absences/2 latenesses per marking period
3. Participation in a school sponsored club, sport, or service organization
4. No discipline referrals

***NOTE: In the event that a student believes that he/she has met the requirements for one of the cards but has not received the card, he/she may meet with the assistant principal who will have the final decision in the matter.

PROMOTION

A student should earn at least 30 credits each year in order to satisfactorily complete each grade level. However, in order to be promoted to 10th grade, students must earn a minimum of 29 credits. In order to be promoted to 11th grade a students must earn 58 credits. Students will be placed in a 12th grade homeroom only if they will be able to earn a high school diploma by the following August; otherwise, they will return to an 11th grade homeroom.

All students must earn 120 credits to graduate

REMOVAL FROM CLASS/FORFEITURE OF CREDIT

Procedures have been adopted to remove a student from class if the student appears to be deliberately working below his/her ability after the receipt of at least one passing marking period grade. This procedure involves referral to the Principal and Assistant Principal of Curriculum and Instruction AND can lead to loss of credit for the course.

GPA / CLASS RANKING

Every course at WDHS is included in determining a student's grade point average and class rank. WDHS uses a **weighted** system in the computation of the GPA and rank. Courses are "weighted" according to the academic rigor required.

- Advanced Placement courses will receive a weight factor of 115%, all Honors courses will receive a weight factor of 110%, all CP classes will receive a weight factor of 105%, and all Special Education classes will receive a weight factor of 100%. For instance, if a student earns a numerical grade of 93 in AP Biology, that grade will be multiplied by 1.15 (weight factor) to compute a weighted grade of 106%. The weighted GPA is calculated by the following equation:
- **Weighted GPA** = Sum total of the Final Grade for each course x weight factor x credits earned for the course and then divided by the total credits attempted. A more detailed description of this calculation system can be explained via your child's guidance counselor.

MINIMUM GRADE

The grading policy allows a minimum 59% average for Marking Period 1 only for all full year courses and Marking Periods 1 and/or 3 only for all semester courses. As students transition from one year (or one semester) to the next, we want to give them the opportunity and support to adjust to a new teacher and new course. However, after that initial marking period, the grade your child earns in the course will be reflected as such on his/her report

card. Please remember to check Power Parent daily for your child's grades and stay in contact with your child's teachers.

STUDENT ATTENDANCE PROCEDURES

Provisions of New Jersey State Law and policies of the West Deptford Township Board of Education require that all students are to be present on all days that school is in session. The only acceptable reasons for absences from school are: death in the family, religious holiday, family emergency (interpreted to include family vacation which cannot be taken when school is not in session), personal illness with medical documentation, and short-term participation in certain special meetings, events, etc. of an educational nature which are consistent with Board policy. Parents cannot legally give permission for absences which violate school and state policies. A student absent for any other reason may be considered truant and subject to disciplinary action including a referral to Municipal Court at 10 unexcused absences.

Advanced Absence Notification

Students who know in advance that they will be absent for such things as family vacations, participation in special meetings, etc., should present a note signed by the parent or guardian approximately one week prior to the absence. The note should state the exact date of the absence and the reason for the absence. It should be delivered to the principal's office. The principal will send a letter to the parent or guardian advising of the student's academic standing and the possible effect of the proposed absence. The student must assume responsibility for obtaining and making up any work missed.

Students who are absent are allowed one day for each day's absence to make up assignments missed. Upon return to class, students must determine, from their teachers, work to be made up. When a student fails to complete the work missed during an absence, he/she receives a zero for those assignments.

Absence Verification

School attendance is the responsibility of the student and parent/guardian. The parent/guardian **MUST** call the W.D.H.S. Attendance Office (848-6110 #2639) to report their child's absence. Upon returning to school, a student may submit a note/verification of the absence to the Attendance Office. **Notes will only be accepted up to 3 days upon returning to school.** Acceptable reasons for an excused absence:

1. *Verified Illness*
2. *Death in the immediate family.*
3. *College Visitation – approval through Guidance and Administration with the receipt of the college documentation.*
4. *Religious holidays as prescribed by the Department of Education.*
5. *Driver's Test (verification of scheduled appointment and return time to school.*
6. *Family vacation – approved by administration*
7. *Court appearance (documentation must be provided)*

ALL ABSENCES, EXCUSED OR UNEXCUSED, WILL COUNT TOWARD LOSS OF CREDIT.

- When a student over the age of 16 years misses ten (10) consecutive days, and has failed to comply with the Attendance Policy, the parent/guardian and student must meet with the Principal. A parent/guardian conference is also required when any student has 25 cumulative absences.

Violation of the Attendance Policy (Truancy)

Truancy is defined to be any absence other than those defined by New Jersey laws and the West Deptford Board of Education policies. Absence for any reason other than those listed under the attendance procedure may subject a student to disciplinary action regardless of parental approval. Any student who misses the entire school day due to oversleeping, car trouble, missing the bus, etc., will be subject to disciplinary action. **It is the student's responsibility to get to school regardless of transportation problems.**

A student who is in violation of the attendance policy (i.e. truant) will be assigned a Saturday School session or Internal Suspension. It is important that each student understand that truancy is illegal and legal action may be taken against his/her parents for truancy.

ATTENDANCE REQUIREMENTS/LOSS OF CREDIT

Cumulative absences include excused and unexcused, full-day and partial-day absences. All work missed must be made up at the initiative of the individual student. One day for each day absent is allowed for make-up work. **Students who arrive to school after 9:45 a.m. will be marked absent for the day.**

NOTE: A STUDENT WILL NOT BE GRANTED CREDIT IN A SCHEDULED COURSE WHEN HE/SHE HAS ACCUMULATED THE FOLLOWING TOTAL ABSENCES:

Full-Year Courses and Physical Education -----16 days

Semester Courses----- 8 days

Health -----4 days

Notification:

Full-Year Courses and Physical Education – 1st warning letter (after 5 days), 2nd warning letter (after 10 days) and non-credit status letter (after 15 days)

Semester Courses – after 5 days (warning letter) and after 8 days (non-credit status letter)

If a student accumulates more than the maximum allowed absences for the entire school year, the student will receive his/her earned grade, but **will not** receive any credit until the student has attended the mandatory number of Credit Completion sessions. (See “Credit Completion” for details)

Students with twenty-six or more absences for the school year may not be eligible for any credit redemption program.

CONSEQUENCES OF NON-CREDIT STATUS

Students assigned to Credit Completion sessions are required to attend due to their non-credit status. Students who remain in the non-credit status until the end of the school year will not be:

1. Eligible to participate in fall/winter activities and athletics.
2. Grade 12 students in non-credit status may be denied the opportunity to participate in graduation ceremonies.

Appeal Process for Loss of Credit

Students and/or their parents/guardians may appeal school action as indicated below:

1. Petition for Hearing – A written notice of appeal must be presented to the High School Principal by the student and his/her parent/guardian within ten (10) days of notification of non-credit status.
2. Appeals will be reviewed by an Attendance Appeal Committee.
3. Decisions of the Principal may be further appealed in writing to the Superintendent of Schools within seven (7) days of receipt of the Principal’s decision. The Superintendent will respond in writing to the petition within seven (7) days from receipt of the appeal in his/her office.
4. Appeals to the Board of Education may be made in writing within ten (10) school days of the decision rendered by the Superintendent. The Board of Education shall respond in writing to the petitioner within five (5) days after the next regular scheduled public meeting.
5. Board of Education decisions may be appealed to the Commissioner of Education.

CREDIT REDEMPTION PROCESS

The West Deptford High School maintains a consistent obligation requiring students to be present in school in order to receive an education. The non-credit status is a temporary condition based upon the attendance performance of the student. The student may rectify this condition by making up the school hours to the extent possible in a supplemental credit completion program offered by the high school.

- The student will be granted the opportunity to regain the lost credits through the following approved procedure:
 1. **For 9th through 11th graders**
 - Summer Credit Completion – 8 to Noon daily (4 hrs.)
 - 16-20 total absences – 1 week of Credit Completion
 - 21-25 total absences – 2 weeks of Credit Completion

Note: Students in an elective with 8 absences in the first semester will receive the opportunity to earn those credits back in the evening prior to 2nd semester.

2. **For 12th graders only**
 - 16-20 absences – 5 Saturday/Evening Credit Completion Sessions
 - 21-25 total absences – 10 Saturday/Evening Credit Completion Sessions
3. **Repeat all required courses the following year**

*Seniors may be granted permission to regain their credit status in an accredited summer credit completion program approved by the West Deptford Board of Education.

- **Note:** Students with **cumulative** absences of **twenty six (26) or more days** for the school year **may not be eligible for any credit completion make up time.**
- Parent/guardian will be notified that a conference will be scheduled with the Principal. The Board of Education may exclude a student with excessive absenteeism from school. Parent/guardian may submit a written appeal to the Principal within 10 days of receipt of notification of loss of credit.

LATENESS TO SCHOOL

PROCEDURES

School begins at 7:27 A.M. Students who arrive to school after 7:31 A.M. will be marked late to school and must report to the Attendance Office.

Penalties

Students who arrive to school after 7:31 A.M. and before 8:30 A.M. will receive a one (1) hour administrative detention. On the second instance, students who arrive after 8:30 A.M. and before 9:45 A.M. will receive a two

(2) hour administrative detention. Any student who arrives after 9:45 A.M. will be marked absent for the day and receive a two hour detention.

Pupils arriving late to school who have a verified appointment with a doctor, court appearance, or driver's test will receive an excused lateness. Only medical notes and State documentation may serve as verification. Lateness may be excused under certain other unusual circumstances at the discretion of the administrative staff. The absences, which are a result of unexcused lateness to school, will count towards a reduction of credits due to a significant number of absences.

Some specific occurrences for which lateness will not be excused: oversleeping, car trouble, and failure of another person to pick up the student on time.

Lateness which results from leaving the school grounds without permission once a student has arrived for the day, will result in disciplinary action per Code of Conduct. This infraction is a severe violation of the student Code of Conduct not merely violations of the school lateness/attendance policy.

LATENESS TO CLASS

High school students have a responsibility to be at their assigned places at the proper time including classes, study halls, lunch and all other assignments. Teachers will assign consequences for lateness (1-5), including detentions, parent contacts, etc. Students who are chronically late to their assignments may be referred to the disciplinarian for additional action.

EARLY RELEASE

When it is necessary for a student to leave school early, he/she must present a note from home, signed by a parent, to the Attendance Office BEFORE homeroom begins. These notes must state the type of appointment, phone number of parent (work number if possible), and name of adult picking student up. Before students sign-out, notes may be checked for authenticity. Students who leave during a class period will be given a pass, which they must show, to the teacher at the beginning of the period. A student is not usually excused from school unless a parent or an adult designated by the parent picks him/her up. Exceptions are made upon mutual agreement of the parent and a school administrator.

The school realizes that it is sometimes difficult to secure appointments with orthodontists and other specialists except during school hours, but parents are encouraged to make regular doctor and dentist appointments after school or on weekends.

The West Deptford School District recognizes certain situations, which require a legitimate need for an early release from school,

- 1) Illness, which manifested itself after having reported to school
- 2) Verified appointment with a physician/dentist
- 3) Driver's test with verification of an appointment
- 4) Court issued orders
- 5) College visitation
- 6) Death in the immediate family
- 7) Approval from the Principal or Assistant Principal

Students released prior to 11:45 A.M. will be counted absent and not as an early release for the purpose of this policy. This absence will count toward loss of credit status. A student who is signed out after 11:45 A.M. without providing verification as required, will be counted as an unexcused early release. Students will be charged with a disciplinary consequence for every (5) days of unexcused early release, for the purpose of this policy.

LATE ARRIVAL/EARLY RELEASE PRIVILEGE

Students in Grades 11/12 who are scheduled for study hall in the beginning and/or at the end of the school day may apply to arrive at school late (at the end of study hall) and to leave school early (after their last regular class). Applications to participate in this program will be distributed by the Assistant Principals. **There is no late arrival or early release on half days.** If you have any questions, please contact **Mr. Cammarota**.

CONDUCT AND DISCIPLINE

Philosophy

School, like society in general, is founded on reasonable rules of behavior, which are intended to provide for the well-being and safety of its citizens.

The purpose of the discipline code is to assure that West Deptford High School continues to provide a positive educational environment for learning and a desirable place for social interaction among students, staff, and the community. To maintain these goals within our school society, the responsibility for success must be shared by all -- the students, parents, teachers, staff members, and administrators.

It is the function of the discipline code to provide for fair and effective practices, which would promote appropriate social behavior. In the event of inappropriate behaviors, consequences will be administered with the intent of promoting a positive change in student behavior. Therefore, a Renaissance Program has been implemented to provide students with positive reinforcement incentives and activities to recognize appropriate behavior.

The disciplinary guidelines contained herein are not all-inclusive. Administrative discretion will be taken when constructive disciplinary action is deemed necessary.

Hall Regulations

Each student should display self-control and courtesy at all times to contribute to the well-being and comfort of his/her fellow students. **When passing to class during the day, students should not gather in the halls in groups so as to impede the movement of traffic.** Students should walk at all times and arrive at class on time. During building evacuations, observe absolute silence and follow directions.

No one is to be in the hall while classes are in session without a pass. The pass will indicate the destination of the student, such as to one of the offices, to the nurse, or to see another teacher.

Handling of Discipline

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referred to the office for a disciplinary matter may be assigned a penalty as stated on the charts on the following pages.

A student will be suspended if he/she commits a major infraction or persists with continual disruptive behavior as shown on the charts. The length of the suspension and whether it is from class (in-school), from school (external) or on an Evening or Saturday will be determined by the assistant principal according to the rules established for each specific type of suspension.

Listed below are some of the major offenses which will result in a suspension from school on the first infraction unless there are unique and mitigating circumstances in the judgment of the disciplinarian and/or building principal: extortion/intimidation; leaving school grounds without permission; abusive language directed at staff; open defiance, disruption of school or any action which could lead to the disruption of school; possession and/or

consumption of alcoholic beverages; possession and/or use of any Controlled Dangerous Substances or drug paraphernalia; possession of any weapon including, but not limited to pen knives; possession or exploding of firecrackers; destruction of school property; serious antisocial behavior; any action which could lead to bodily injury to any student or staff member. The charts on the following pages give a summary of specific offenses and penalties. A point system has been established in conjunction with the discipline code in West Deptford High School. Students who receive discipline referrals which result in a suspension or Saturday School Suspension will receive discipline points.

Disciplinary conferences will be conducted at the following point accumulation levels: four points, eight points, twelve points, and eighteen points. (REFER TO DISCIPLINE CHART FOR AN EXPLANATION OF EACH DISCIPLINARY CONFERENCE.)

No student, regardless of age, shall be permitted to attend any school functions, on or off school property, if evidence exists that the student is under the influence of some intoxicant. Any student who consumes an intoxicant or who is found to be in possession of or under the influence of any intoxicant while participating in a school activity, on or off school property, shall be subject to disciplinary action. Consumption of any amount of alcoholic beverage is considered to be "under the influence".

Standard of Behavior

Students are expected to:

- *Attend school and class regularly.*
- *Demonstrate respect for self and others.*
- *Demonstrate respect for school property and property of others.*
- *Take advantage of all educational opportunities.*

STUDENT RIGHTS	STUDENT RESPONSIBILITY
<i>Students have the right to be treated with respect by peers and staff.</i>	<i>Students have the responsibility and are expected to treat peers, staff, and oneself with respect.</i>
<i>Students have the right to an education in positive and safe school climate.</i>	<i>Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate.</i>
<i>Students have the right to present information that has a bearing on disciplinary action.</i>	<i>Students have the responsibility to respect school property and help maintain an orderly environment.</i>
	<i>Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.</i>

WHEN IS THE CODE IN FORCED

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.
- While students are on the school bus for any purpose.
- At all school-sponsored events and other activities.
- To protect school buildings and grounds.

Additionally, school administrators are authorized to take administrative action when a student's misconduct to and from school has a harmful effect on the other students or on the orderly educational process.

A. THE FOLLOWING ARE OFFENSES THAT DO NOT USUALLY LEAD TO A SUSPENSION ON THE FIRST OFFENSE.

CAFETERIA MISCONDUCT (Actions which disrupt the orderly management of the cafeteria, i.e. throwing food, failure to clean up)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention (1 hour) b. Removed to a time-out area	a. Saturday School and/or Internal Suspension(1) b. Parent notification c. Removal from cafeteria (1-3 days) (1 point)	a. Saturday School Suspension and/or Internal Suspension(2) b. Parent notification c. Suspension from cafeteria up to 30 days (2 points)
<i>*Severe cases of misconduct will result in external suspension</i>		
BUS MISCONDUCT (Actions which disrupt the orderly management of the bus, i.e. out of seat, horseplay, eating)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention (1 hour)	a. Saturday School Suspension and/or Internal Suspension(1) b. Parent notification (1point)	a. Saturday School Suspension and/or Internal Suspension (2) b. Parent notification c. Suspension from bus per referral (2 points)
<i>*Severe cases of misconduct will result in external suspension</i>		
PARKING VIOLATIONS		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Warning	a. a. 30 day forfeiture of parking privilege	a. Loss of parking privilege
*Any underclassman who violates these procedures may forfeit future driving privileges		
DISRUPTIVE BEHAVIOR (Language, gestures or actions which interfere with the learning process)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention (1 hour) b. Parent notification c. Advisor/coach notification	a. Saturday School Suspension and/or Internal Suspension (1) b. Parent conference c. Counselor notification d. Advisor/Coach notification (1 point)	a. In-school suspension(up to 3 days) b. Parent conference w/A.P. c. Counselor notification d. Advisor/Coach notification (1-3 points)

FORGERY/FALSE DOCUMENTATION (possession of an altered document from a parent/guardian/teacher/doctor)		
*1 st Offense	*2 nd Offense	*3 rd & Subsequent Offense
a. Administrative detention (1) b. Parent conference c. No pass privilege for a determined period of time	a. Saturday School Suspension and/or Internal Suspension(1) b. Parent notification c. Counselor notification (1 point)	a. External suspension (1-3 days) pending administrative conference b. Parent notification (1-3 points)
<i>*ADMINISTRATIVE DISCRETION IN MORE SERIOUS MATTERS</i>		
LATE TO CLASS (Same Teacher) (Starting with the 6 th lateness to class and every third offense thereafter)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Saturday detention and/or Internal Suspension-2 hrs b. Parent notification c. Counselor notification	a. Saturday Suspension and/or Internal Suspension(1) b. Parent notification c. Counselor notification (1 point)	a. In-school Suspension/ <i>Evening Suspension</i> – 2 days b. Parent conference w/A.P. a. Counselor notification (2 points)

DRESS CODE VIOLATION		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Warning b. Student to change c. Parent notification	a. Administrative detention (1 hour) b. Student to change c. Parent notification	a. Saturday School Suspension and/or Internal Suspension (1) b. Student to change c. Parent conference w/A.P. (1 point)

(In a case where the clothing is inappropriate, the student will remain in the office or ISS until the clothing is changed.) If the student refuses to change, it will result in a discipline referral for insubordination.

ELECTRONIC DEVICES (cell phones, pagers, hand-held games, unauthorized cameras, portable audio devices, Ipods)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention (1 hour) b. Confiscation of the device, return at the end of the day c. Parent notification	a. Saturday Suspension and/or Internal Suspension b. Confiscation of the device, return to parent c. Parent notification (1 point)	a. In-School suspension/ <i>Evening Suspension</i> (2 days) b. Confiscation of the device, return to parent c. Parent notification (2 points)

FAILURE TO ATTEND TEACHER DETENTION (Same Teacher)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention (1 hour)	a. Administrative detention (2 hours) b. Parent notification c. Counselor notification	a. Saturday School Suspension and/or Internal Suspension(1) b. Parent conference (1 point)
FAILURE TO FOLLOW RULES AND REGULATIONS (i.e. inappropriate conduct in halls, public display of affection, in the hall without a pass, general horseplay, food or drinks in the halls, loitering, unsupervised in the building, gambling, playing cards)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Administrative detention b. Parent notification	a. In-school suspension (1) b. Parent notification (1 point)	a. External Suspension/ <i>Evening Suspension</i> (1-3 days) b. Parent conference (1-3 points)
LATENESS TO SCHOOL /UNEXCUSED EARLY RELEASE PROCEDURES		
Students who arrive to school after 7:31 a.m. are late to school and must sign in with attendance personnel. Below please find the following disciplinary assignments for unexcused lateness to school/unexcused early release:		
3 unexcused latenesses/ 3 unexcused early release	Notification/Warning by Assistant Principal of Discipline	
6 unexcused latenesses/ 6 unexcused early release	1 Hour Detention Parental Contact Advice Guidance Counselor	
9 unexcused latenesses/ 9 unexcused early release	One 2 Hour Detention Parental Contact	
12 unexcused latenesses/ 12 unexcused early release	Two 2 Hour Detention Parental Contact	
15 unexcused latenesses/ 15 unexcused early release	One <i>Evening Suspension</i> or Internal Suspension (equivalent time) Parental Conference with the Principal (1 points)	
16 unexcused latenesses/ 16 unexcused early release	One <i>Evening Suspension</i> or Internal Suspension (equivalent time) One day Summer program for each subsequent offense. Parental Contact (2 points)	
*Students who arrive to school between 9:00 a.m. and 9:45 a.m. will receive a one hour administrative on the second infraction and every subsequent infraction. Additionally, students arriving to school after 9:45 a.m. will be marked absent for the day.		

*Any students who arrives to school after 9:00 am and is considered unexcused may not participate in any after school activities (athletics, clubs, etc.). This includes the first instance of said infraction.

*Students, who leave early unexcused, may not participate in any after school activities (athletics, clubs, etc.) without administrative approval.

B. THE FOLLOWING ARE OFFENSES WHICH RESULT IN A SUSPENSION ON THE FIRST OFFENSE:

ABUSIVE LANGUAGE (Written or spoken language, gestures that are offensive, obscene or vulgar directed toward students and others)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension or In-school suspension (1 day) b. Parent notification (1 point)	a. In-school Suspension (2 days)/ <i>Evening Suspension</i> b. Parent notification c. Counselor notification d. Parent conference w/A.P. (2 points)	a. In-school suspension (3-5 days)/ <i>Evening Suspension</i> pending parent conference with administrator (3-5 points)

ATTENDANCE POLICY VIOLATION (Absence from school without prior authorization or approved reason)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. One (1) Saturday School Suspension or two (2) days In-school suspension b. Parent notification c. "0" grade for missed classes. (1 point)	a. Two (2) Saturday Schools or three (3) days In-school suspension/ <i>Evening Suspension</i> b. Parent conference c. "0" grade for missed classes (2 points)	a. In-school suspension pending conference with Principal or Superintendent (minimum of 4 days In-school suspension/ <i>Evening Suspension</i>) b. Board action possible c. May refer to CST d. "0" grade for missed classes e. Student may be removed from classes without credit (4 points)

CUTTING ADMINISTRATIVE DETENTION *(See note below)

1 st Offense	2 nd and subsequent Offenses
a. Saturday Suspension (1 day) or Internal Suspension (equivalent time) b. Parent notification (1 point)	a. In School Suspension (1 day) b. Parent conference w/A.P. (1 point)

*Any student who fails to attend an administrative detention **will not** be permitted to participate in any after school activity for that day.

CUTTING CLASS (Absence from any assigned area - class, study hall - without authorization or approved reason) *See note below

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension (1) or Internal Suspension (equivalent time) b. Parent notification c. "0" grade for the day in any class(es) missed will be issued (1 point)	a. Saturday School Suspension and/or Internal Suspension(2) b. Parent notification c. "0" grade for the day in any class(es) missed will be issued d. Counselor notification e. Parent conference w/A.P. (2 points)	a. In-school/ <i>Evening Suspension</i> (2 days) suspension pending parent conference with Administrator b. Parent notification c. "0" grade for the day in and class(es) missed will be issued *STUDENT MAY BE REMOVED FROM A CLASS, WITHOUT CREDIT, AFTER 4 CUTS OF THAT CLASS. (2 points)

*Any student who arrives to class after 10 minutes without a pass will be processed for cutting class.

CUTTING SATURDAY DETENTION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In School Suspension (1 day) b. Saturday Detention will be reassigned c. Parent contact (1 point)	a. In School Suspension (2 days)/ <i>Evening Suspension</i> b. Saturday Detention will be reassigned c. Parent contact (2 points)	a. In School Suspension / <i>Evening Suspension</i> (2 days) b. Parent conference c. Student may be assigned to attend one or more sessions of summer suspension at the end of the school year. (3 points)

CUTTING SATURDAY SCHOOL SUSPENSION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In School Suspension/ <i>Evening Suspension</i> (2 days) b. Saturday Suspension will be reassigned c. Parent contact (2 points)	a. In-School Suspension <i>Evening Suspension</i> (3 days) b. Saturday Suspension will be reassigned c. Parent contact (3 points)	a. In-school/ <i>Evening Suspension</i> (3 days) pending conference with parent. b. Student may be assigned to attend one or more sessions of summer suspension at the end of the school year (3 points)

DISRESPECT/OPEN DEFIANCE OF AUTHORITY/INSUBORDINATION

(Verbal or non-verbal refusal to comply with a reasonable directive. Refusal to leave an area when requested.)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension (1) or Internal Suspension (equivalent time) b. Parent notification c. Parent conference w/A.P. (1 point)	a. In-school/ External/ <i>Evening Suspension</i> (2 days minimum) b. Counselor notification c. Parent notification d. Principal's conference with Parent (2 points)	a. External Suspension (3 to 5 days) pending conference with Administration and/or Superintendent b. Parent notification c. Counselor notification (3-5 points)

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In School Suspension/ <i>Evening Suspension</i> (2 days) b. Parent notification c. Parent conference w/A.P. d. Student will have additional penalties per class cut policy (2 points)	a. In School Suspension (3 days)/ <i>Evening Suspension</i> b. Parent notification c. Parent conference w/A.P. d. Loss of parking privileges e. Loss of late arrival and/or early release f. Student will have additional penalties per class cut policy (3 points)	a. External Suspension (5 days minimum) pending parent conference with administrator b. Parent notification c. Possible Board of Education action d. Student will have additional penalties per class cut policy (5 points)

LEAVING THE BUILDING WITHOUT PERMISSION (Unauthorized)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In School Suspension (1 day) b. Parent notification c. Parent conference w/A.P. (1 point)	a. In School Suspension (2 days)/ <i>Evening Suspension</i> b. Parent notification c. Parent conference w/A.P. d. Loss of parking privileges e. Loss of late arrival and/or early release (2 points)	a. In School Suspension (3-5 days)/ <i>Evening Suspension</i> pending parent conference with administrator b. Parent notification (3-5 points)

SMOKING ON SCHOOL GROUNDS USE AND/OR POSSESSION OF TOBACCO PRODUCTS		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. Saturday School Suspension (1) or Internal Suspension (equivalent time) b. Parent notification (1 point)	a. In School/ <i>Evening</i> Suspension (2) b. Mandatory counseling with SAC c. Parent conference d. Loss of privileges to be determined by the Administrator e. Complaint will be filed (2 points)	a. In-school/ <i>Evening</i> Suspension (3 days) b. Mandatory counseling with SAC c. Parent conference d. Loss of privileges to be determined by the Administrator e. Complaint will be filed (3 points)
THEFT/VANDALISM (minor offenses)		
1 st Offense	2 nd and Subsequent Offense	
a. In-school/ <i>Evening</i> suspension (1-3 days) b. Restitution c. Parent notification (1-3 point)	a. In-school/ <i>Evening</i> suspension (3-5 days) b. Restitution c. Parent notification (3-5 points)	
VERBAL ALTERCATION		
1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. In-school/ <i>Evening</i> suspension (2 days) b. Parent notification c. Mediation (2 points)	a. In-school/ <i>Evening</i> suspension (3-days) b. Parent notification c. Refer to counselor for anger management group d. Mediation (3 points)	a. External Suspension (1-3 days) b. Parent notification c. Parent conference with Administration d. Mediation (3 points)

**C. THE FOLLOWING ARE SERIOUS OFFENSES WHICH RESULT
IN EXTERNAL SUSPENSION FROM SCHOOL:**

BIAS ACTS (Any action by a student intended to insult, offend, demean, threaten or intimidate another person because of that person’s race, religion, gender, ethnic background, disability, etc. Such actions include, but are not limited to: verbal or written slurs, drawings, and gestures.)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. External suspension (3-5 days) b. Parent notification c. Parent conference w/A.P. d. Counselor notification e. Legal action may be taken (3-5 points)	a. External suspension (5-10 days) b. Parent notification c. Parent conference with Superintendent d. Legal action may be taken (5-10 points)	a. External suspension (minimum 10 days) pending Board of Education hearing b. Possible expulsion hearing c. Legal action may be taken (10 points)

FIGHTING OR ASSAULT/BATTERY AGAINST ANOTHER STUDENT

(Aggressive, physical conflict between two or more individuals where one or both assault the other)

1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
a. External suspension (1-5 days) b. Parent conference c. Mediation d. Counselor notification e. File complaint with Police. (1-5 points)	a. External suspension (5-7 days) b. Parent conference c. File complaint with police (5-7 points)	a. External suspension (not less than 10 days) pending conference with Principal/ Superintendent b. BOE action possible c. File complaint with police (10 points)

FOUL AND ABUSIVE LANGUAGE DIRECTED TOWARD ANY SCHOOL EMPLOYEE (Written or spoken language, gestures that are offensive, obscene, or vulgar.)

1 st Offense	2 nd and Subsequent Offenses
a. Immediate removal from school by parent/guardian b. External suspension (3-5 days) c. Parent conference w/A.P. d. Possible Principal’s conference e. Counselor/SAC referral (3-5 points)	a. Immediate removal from school by a parent/guardian b. External suspension (minimum 5 days) c. Parent conference d. Superintendent may refer to BOE for action (5 points)

HARASSMENT (Type of language, behavior or gestures which attempt to elicit fear or anxiety.)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. External suspension (1 day) b. Parent notification c. Mandatory meeting with counselor upon return to school (1 point)	a. External Suspension (3 days) b. Parent notification c. Parent conference w/A.P. d. Mandatory meeting with counselor upon return to school (3 points)	a. External suspension (minimum of 5 days) b. Parent notification c. Principal's conference upon re-entry (5 points)
HARASSMENT DIRECTED TOWARD ANY SCHOOL EMPLOYEE (Threats by a student to a teacher or staff member referring to bodily harm, mental anguish, or personal property damage.)		
1 st Offense	2 nd and Subsequent Offenses	
a. Immediate removal from school b. External suspension (5 days) c. Parent notification d. Referral for counseling e. Employees may file charges with police f. Parent conference with administrator/staff member g. S.R.O. Notification h. Letter of apology upon return. (5points)	a. Immediate removal from school b. External suspension (10 days) pending BOE action c. Parent notification d. Police notification e. Employee may file charges with police f. Parent Conference with administrator/staff member g. S.R.O. Notification h. Letter of apology upon return. (10 points)	
SEXUAL HARASSMENT (Unwelcome sexual advances or suggestions, requests for favors, and verbal or physical contacts of sexual nature.)		
1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. External suspension (3-5 days) b. Parent notification c. Parent conference w/A.P. d. Counselor notification e. Legal action may be taken. f. S.R.O. Notified (3-5 points)	a. External suspension (5-10 days) b. Parent notification c. Parent conference with Superintendent d. Counselor notification e. Legal action may be taken. f. S.R.O. Notified (5-10 points)	a. External suspension Minimum 10 days pending BOE hearing b. Possible expulsion hearing c. Legal action may be taken d. Counselor notification e. S.R.O. Notified (10 points)
THEFT (Possession of property that does not belong to the individual without permission of the owner.)		

1 st Offense	2 nd and Subsequent Offense
a. External suspension (5 days) b. Parent conference with Administrator before student re-enters c. Police may be notified; charges may be filed d. Restitution; (if necessary) (5 points)	a. External suspension (10 days) pending conference with Administration and/or Superintendent b. Police notification; charges filed c. Restitution; (if necessary) (10 points)

VANDALISM (Intentional destruction or defacing of school property or property of others.)

1 st Offense	2 nd and Subsequent Offenses
a. External suspension (3 days) b. Parent notification c. Parent conference with Administration d. Restitution e. Police may be notified; charges may be filed (3 points)	a. External suspension (5 days) b. Parent notification c. Possible BOE action/ expulsion hearing d. Restitution e. Police notified; charges filed (5 points)

*Note: Any student who has been assigned Internal Suspension three times during the school year will be assigned External Suspension on the fourth and subsequent offenses.

SUBSTANCE ABUSE (OTHER THAN ALCOHOL)

1. Possession of Vaporizers/E-Cigarettes

1 st Offense	2 nd Offense	3 rd and Subsequent Offense
a. Automatic Drug Screening (pending result will follow Possession/Consumption or Code B - <i>Smoking</i>) b. Parent notification	a. Automatic Drug Screening (pending Result follow Possession or Code B) b. In School Suspension (1 day) c. Parent notification d. Mandatory SAC counseling e. Loss of privileges determined by Administrator	a. Automatic Drug Screening (pending result follow Possession Or Code B) b. In School Suspension (3-5 days) c. Parent notification d. Mandatory SAC Counseling e. Loss of privileges determined by Administrator.

2. Possession of Substance Paraphernalia: (no drugs)

1 st Offense	2 nd Offense	3 rd and Subsequent Offense
3 days external suspension	5 days external suspension	BOE expulsion hearing and external suspension

(3 points)	(5 points)	
3. Possession OR Suspected consumption of a controlled dangerous substance		
1 st Offense	2 nd and Subsequent Offense	
a. Automatic Drug Screening (Pending Positive Result :) a. <i>4 days External Suspension & 6 days Evening Suspension</i> b. Police notified c. Parents notified d. Referral to SAC e. Entrance into treatment center required f. Appropriate legal action taken <p style="text-align: right;">(10 points)</p>	a. All of the above and BOE expulsion hearing	
<i>Note: Student will be subject to random drug testing throughout his/her high school career.</i>		
4. Distributing, transferring or selling substances (drugs) or possession of amounts of substance large enough to indicate possible intent to distribute, transfer or sell:		
a. External suspension until BOE hearing b. Police notified c. Referral to SAC d. Entrance into treatment program		
5. Conviction for substance violation - off school property:		
School will take action it considers appropriate.		
SUBSTANCE ABUSE (STEROIDS)		
In addition to the penalties above, anyone using steroids shall be subject to removal from athletics for remainder of the season and until a medical clearance is received from a doctor.		
SUBSTANCE ABUSE (ALCOHOL)		
Consumption of a substance (alcohol) resulting in intoxication or providing for consumption of a substance (alcohol) by other students:		
a. Automatic Drug Screening Pending result will follow: a. <i>4 days External Suspension & 6 days Evening Suspension</i> b. Referral to SAC c. Entrance into a treatment program required d. Appropriate legal action will be taken and charges will be filed <p style="text-align: right;">(10 points)</p>		

NOTE: Any substance abuse infractions occurring at co-curricular activities will result in all appropriate penalties listed above plus a hearing to determine participating in future Co-curricular activities. This hearing may be before the school administration or Board of Education.

Any student who is suspended during the year for violation of the Alcohol/Drug Policy will not be permitted to attend the prom that year or participate in any non-curricular school trips.

Any senior who has been suspended for violation of the Alcohol/Drug Policy will not be permitted to participate on the senior trip, may not attend the senior prom, and will not participate in convocation and commencement exercises.

Any student who tests positive for a CDS (other than students who are involved in random drug testing for athletes), will be subject to random drug testing for the remainder of his/her high school career. A second positive test result will result in an expulsion hearing.

The disciplinarian will use the above as a guideline. In specific cases, circumstances might warrant a greater or lesser penalty than the one indicated. In such cases, the extenuating circumstances shall be noted and the appropriate penalty invoked.

******Failure to submit to a Drug/Alcohol screening will be considered an admission of guilt, resulting in disciplinary action per the student code of conduct. *******

Any combination of 2 suspensions for these offenses could result in a Board of Education Hearing!

WEAPONS/DANGEROUS INSTRUMENTS (POSSESSION/CONCEALMENT)

1. Possession of any type of instrument capable of inflicting bodily harm (i.e. knives, mace, explosives, laser pointer, etc.)

EACH OFFENSE:

- a. **Parent notification/immediate removal from school**
- b. **External suspension (4-16 days)**
- c. **Police notified, complaint may be filed**
- d. ***Conference to be held with Principal and/or Superintendent or his/her designee**
- e. ***Student may be referred to a Board of Education hearing (4-16 points)**

**At the discretion of the Administration, a student may only meet with the Principal regarding the incident. The Administration will make a determination as to whether or not the weapon was brought to school inadvertently; and/or there was no indication that the intent was to use the weapon in a threatening or malicious manner.*

2. Possession of a firearm (any type)

- a. **Parent notification/immediate removal from school**
- b. **Removal from school (not less than one year) pending Board of Education hearing**
- c. **Police notified, complaint filed**

3. Assault with a firearm or weapon

- a. **Parent notification/immediate removal from school**
- b. **Removal from school for not less than one year/BOE Hearing**
- c. **Police notified, complaint filed**

ANY VIOLATION REQUIRING POLICE INVOLVEMENT MAY RESULT IN POSSIBLE EXPULSION PENDING BOARD OF EDUCATION HEARING. THE LIST BELOW INCLUDES SUCH VIOLATIONS, BUT MAY NOT BE LIMITED TO ONLY THOSE VIOLATIONS LISTED.

- FALSE FIRE ALARM/BOMB THREAT
- ARSON (Any act utilizing fire, firecrackers, or explosives which causes alarm or danger to life; and/or willful or malicious burning of school property or its contents or the personal property of others)
- TAMPERING WITH ANY FIRE SAFETY DEVICE
- AGGRAVATED ASSAULT (An unlawful physical attack upon another with a dangerous instrument)
- RAPE OR ATTEMPTED RAPE (Forced sexual contact without consent of the victim)
- ACTIONS ENDANGERING THE SAFETY AND WELFARE OF STUDENTS/STAFF/ SELF (to include unsafe behaviors and safety infractions in the classroom and halls)

- THIS LIST IS NOT ALL-INCLUSIVE. A STUDENT COMMITTING AN ACT OF MISCONDUCT, WHICH IS NOT LISTED, WILL BE SUBJECT TO DISCIPLINARY ACTION, WHEN AND WHERE APPROPRIATE. IT SHOULD ALSO BE NOTED THAT ANY STUDENT(S) INVOLVED IN ANY INCIDENTS OUTSIDE OF SCHOOL HOURS RESULTING IN POLICE INVOLVEMENT MAY BE, AT THE DISCRETION OF THE ADMINISTRATION, SUBJECT TO DISCIPLINARY ACTION AS DEFINED IN THE STUDENT CODE OF CONDUCT. THIS ACTION MAY INCLUDE NOTIFICATION OF APPROPRIATE SOCIAL SERVICES AGENCIES WHEN NECESSARY.
- ANY FEDERAL, STATE, OR MUNICIPAL REGULATIONS AND/OR POLICIES WILL SUPERCEDE DISTRICT POLICIES RELATIVE TO DISCIPLINARY ISSUES.

DISCIPLINARY POINTS AND CONFERENCES

A point system has been established in conjunction with the discipline code in West Deptford High School. Students who receive discipline referrals, which result in an Internal/External Suspension(s) or Saturday School Suspensions, will receive discipline points. The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two points per twenty (20) consecutive school days.

Disciplinary conferences will be conducted at various point accumulation levels. The purpose of the conference will be to review the student's progress and to provide interventions involving the student, administration, counselor and parents/guardians.

Four Point Conference- Guidance Counselor

Upon accumulating the fourth (4) discipline point, the guidance counselor will be notified. Subsequently any review of the student's progress will include discussion of current status with regard to discipline to reinforce and make the student aware school rules and regulations.

Eight Point Conference – Assistant Principal

Upon accumulating eight (8) discipline points or more, the student may be suspended, at the discretion of the building administrator, until a meeting can be held with the parents, guidance counselor, building administrator and student. At this conference, the student's academic progress, disciplinary record, and attendance will be reviewed and recommended courses of action will be discussed with the parents for improved student performance.

After the accumulation of eight (8) discipline points, the student will no longer have the privilege of participating in interscholastic athletics, attend any school-sponsored events, or any co-curricular activities, which include **Homecoming, the Prom, and the Senior Trip**, until the student's discipline point total is less than eight (8) points.

Twelve Point Conference - Principal

Upon accumulating twelve (12) discipline points or more, the student may be suspended, at the discretion of the building administrator, until a meeting can be held with the parents, guidance counselor, principal, assistant principal, and the student. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parents for improved student performance. Any senior who has accumulated 12 discipline points at the time of Convocation and Commencement will not be permitted to participate in these exercises.

Eighteen Point Conference – Superintendent of Schools

Upon accumulating eighteen (18) discipline points or more, the building administrator may suspend the pupil until a meeting can be held with the parents, a building administrator, and the superintendent or his designee. At this conference, the student's academic, disciplinary, and attendance records will be reviewed and recommended courses of action will be discussed with the parent, which may include an expulsion hearing before the Board of Education.

NOTE: Case managers of classified students may be required to attend conferences at the eight, twelve, and eighteen point levels.

Reduction of Points

In order to motivate pupils toward more positive social behavior, the following procedure has been instituted: The student, who shows good behavior in terms of not receiving any referrals, will be entitled to a reduction in the total number of points he/she has accumulated. The reduction will be at the rate of two (2) points per twenty (20) consecutive school days. **At the end of each school year, discipline points are removed. Students will begin each school year with no points.**

PARTICIPATION IN PROM AND SENIOR TRIP

***Student who appears before the Board of Education for disciplinary action may be denied participation in the Prom and/ or Senior Trip as a result of that appearance.**

****Any student who is suspended during the year for violation of the Alcohol/Drug Policy will not be permitted to attend the prom that year. Any senior who has been suspended for violation of the Alcohol/Drug Policy will not be permitted to participate on the senior trip and may not attend the prom.**

*****Any student having a record of Class 'C' offenses, may be denied participation in any activity (including commencement). Students may appeal and petition the administration on an individual basis.**

******Any student participating in a "school prank" could be held to disciplinary action and/or loss of commencement activities (including walking in Graduation).**

ACADEMIC DISHONESTY

Dishonesty is a serious matter that carries consequences in the area of academics. It can result in lowered grades, parent contacts and deprivation of awards and honors.

Academic dishonesty can take different forms – including the copying of another’s work, giving improper assistance to another student, submitting someone else’s work as your own, or not giving proper credit to the original author of written material.

INCIDENTS OF ACADEMIC DISHONESTY WILL BE DEALT WITH IN AN APPROPRIATE MANNER.

CELLULAR PHONES/RADIOS/IPODS AND OTHER ELECTRONIC DEVICES

Non-educational use of electronic equipment is prohibited except in designated areas i.e. the cafeteria and during study hall. Students are not to bring IPODs, PDAs, radios, CD Players or similar devices to school without prior administrative permission. Such equipment will be taken from a student.

Laser pointers can cause serious injury to the eyes and are not permitted. **(A student in possession of a laser pointer will be disciplined for possession of a weapon – See discipline policy).**

Students may have cellular phones. The cellular phones should not be visible and should be on silence during school hours. – See discipline policy under electronic devices.

STUDENT DRESS CODE

The teaching staff and the administration maintain that grooming and dress habits are important to a student's academic success and well-being. However, since it is also recognized that the regulation of student dress is essentially a parental responsibility, the following code represents a minimum standard:

Standards for Dress Code:

1. Students should dress in a way as to not present a risk to themselves or others. For this reason, protective eyewear must be worn in science lab classes and appropriate footwear must be worn. Spiked jewelry, apparel, or accessories are prohibited. No outerwear, headwear, or sunglasses may be worn indoors. Any exception will be made by Administration (Religious, spirit days, etc)
2. Students should dress in such a ways as not to distract from teaching or learning.
- 3.

SHIRTS/TOPS

All shirts must cover shoulders.

Examples of inappropriate dress which are prohibited include, but are not limited to:

- Low-cut revealing tops,

- Clothing that is tight as to be form fitting is modest and, therefore, inappropriate.
- Bare midriff or bare shoulder attire such as halter, spaghetti strap, tank or tube tops, muscle shirts, see-through tops, sleepwear.

Pants/Shorts/Skirts/Skorts/Dresses

The lowest point of clothing shall be fingertip length with arms at rest.

Examples of inappropriate dress which are prohibited include, but not limited to:

- Pants, shorts, and skorts worn lower than the hip resulting in exposure of undergarments or inappropriate exposure of the body, sleepwear.
- Excessively short skirts, skorts, or shorts. All shorts, skorts, shirts, and slits in outfits must touch the bottom of the fingertips when arms are resting at the sides,
- Cut-offs and clothing with holes,

Students should dress in such a way as to not give offense or intimidate. Examples of prohibited attire include but are not limited to:

- T-shirts, shirts, sweatshirts with inflammatory symbols or statements or clothing bearing words or images that may be deemed offensive,
- Have sexually suggested writing/pictures,
- Advocate violence,
- Advertise or promote the use of tobacco, alcohol, drugs,
- Have double meaning wording or obscene language/gestures,
- Disrespectful in nature.

The Administration reserves the right to alter this code in order to guarantee that an orderly classroom academic environment exists. The above dress code applies when attending a school-sponsored concert, play, variety show or similar activity. When going on a school-sponsored trip, the aforementioned dress code also remains in effect unless the sponsor of the trip has requested specific modifications from the Administration due to the nature of the outing.

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. The administration is authorized to modify the dress code in order to sponsor school spirit day activities related to special dress. Student Council, in concert with representatives of the teaching staff and administration, shall continue to review these regulations and may make recommendations to the Board of Education for possible revisions as conditions and fashions change.

We believe it should not be necessary to enter into debates with students about whether a specific article of clothing is acceptable or not. We expect all students to adhere to the intent of the dress code as well as the specific wording of the code. If you have any doubt whether a specific article of clothing is a violation of the code, it probably is and you shouldn't wear it until you are certain it is acceptable. If you want an opinion before wearing something, please discuss the matter with the Administration.

Students in violation of the dress code will be required to obtain a change of clothing before being permitted to attend classes. Administrative detentions may also be issued for repeated violations.

STUDENT DISORDER/DEMONSTRATIONS

It is the policy of West Deptford Township Schools to focus attention on preventing student disorder or demonstrations.

Such a policy is best implemented through meaningful student government and continued dialogue between staff and student body. Following is a list of vehicles contributory to understanding and discussion between the staff and the students.

1. Active student government representing all student groups.
2. An open door policy at all staff levels, to encourage discussion and constructive criticism:
 - a. Teachers
 - b. Administration
 - c. Guidance Counselors
 - d. Nurse
 - e. Student Council Suggestion Box
3. A grievance procedure which gives students a step by step procedure to follow in order to solve any problems which are within the scope of this policy.

A. PROBLEMS CONCERNING INDIVIDUAL STUDENTS

An individual student with a personal grievance which arises out of his or her association with the school should try to solve the problem with the staff member involved. If this is not successful, he or she should consult with the appropriate guidance counselor. In the event the grievance is still unresolved, he or she may seek help from one of the Assistant Principals. A decision reached at this level may be appealed to the Principal. The Principal's decision, under normal circumstances, will be given within 5 days after receiving the problem. If the Principal's decision is not satisfactory to the student, a further appeal may be made to the Superintendent of Schools. This appeal must be in writing and state the reasons for disagreement with the Principal's decision. The Superintendent will under normal circumstances, render a decision within 10 days after receiving the appeal.

If the student feels that further action is necessary, he/she may request a hearing before the Board of Education or its appropriate committee. Such a request shall be submitted in writing to the Secretary to the Board of Education. It is understood that the student or the school may involve the parent at any step in this procedure.

B. PROBLEMS CONCERNING GROUPS OF STUDENTS

Any group of students who wish to offer suggestions or express concerns which apply directly to the school should do so through the Student Council. If the Student Council considers the matter to be worthy of support, it shall take action according to the Constitution of that organization in cooperation with and under the direction of the faculty advisor. If the Student Council should deny its support to the cause or proposal, a delegation of students in favor of the cause or proposal may appeal by requesting a meeting with the Principal to discuss the matter. Further appeals, if necessary, may be made to the Superintendent of Schools and the Board of Education in the manner prescribed for handling individual student grievances.

VIOLATION OF THIS POLICY WILL BE HANDLED IN THE FOLLOWING MANNER:

A. OPERATIONAL PROCEDURE

At the first sign of disorder: Any individual, group, or organization who violates school policy by encouraging or conducting unlawful protest will be immediately identified and given 60 seconds to discontinue and disperse.

B. PUNITIVE PROCEDURE

1. a. Students who refuse to comply with the warning (See A. Operational Procedure) shall be dismissed from the school premises by the police.

b. Following investigation by school authorities, students in a leadership capacity will be suspended or expelled, others will be suspended, pending a conference with their parents and subject to their degree of participation.

c. Proof of inciting violence shall result in automatic expulsion by the Board of Education.

2. a. Suspensions related to this policy shall result in exclusion from all co-curricular activities for a minimum of 60 days.

b. Suspension will carry over to the following school year, when applicable.

If disruption takes place before, or after school hours, or at school sponsored activities:

a. Names shall be taken.

b. Participants shall be ordered from the premises.

c. Upon refusal to obey, police will remove them from premises.

d. The punitive procedure described in Section B will be in effect.

OTHER INFORMATION

20 YEAR OLD STUDENTS

No student shall be allowed to begin a school year after reaching the age of 20 years without official approval of the West Deptford Board of Education.

18 YEAR OLD STUDENTS

Parents/guardians of an adult student (student who is 18 years of age or older) have the right to view records of their son/daughter without consent, if he/she is financially dependent upon them.

SCHOOL OFFICIALS MAY CONTINUE TO COMMUNICATE WITH PARENTS ON CERTAIN MATTERS WHEN THEY DETERMINE IT IS ADVISABLE TO DO SO.

BUILDING EVACUATION

The signals for building evacuation will be the fire alarm bell or a P.A. announcement. Directions for leaving the building will be given by the teacher. At the ringing of the alarm, students and teachers must move quietly and quickly out of the building by the nearest exit in orderly lines away from the building.

If doors are blocked, move quickly and quietly to the next nearest exit. The last group should clear the building by a distance of at least fifty feet.

The signal to return to class will be given orally or by arm motion by an administrator or another representative, but always an adult. There shall be no talking during a building evacuation.

BULLETIN AND MORNING ANNOUNCEMENTS

Announcements pertaining to the entire student body or to a large number of students will be included in the morning announcements which are broadcast during the morning news show via closed circuit T.V. as part of the opening exercises during homeroom. These announcements will also be included in the daily bulletin that can be accessed through Power Parent as well.

CAFETERIA

Students can buy a lunch at reasonable cost in the school cafeteria. Whether you buy or bring your lunch from home, the cafeteria is the only place in the building to eat it. **NO ONE MAY LEAVE THE SCHOOL DURING LUNCH TIME.** All students must adhere to these regulations concerning lunch:

- There is to be no "saving" of places.
- No one is to leave the cafeteria during lunch without permission of a teacher on duty. (Lavatory needs should be taken care of before and after lunch).
- No one is to leave tables until dismissed by the teacher in charge. All tables are to be cleaned before leaving the cafeteria.
- Take trays to the dirty dish window when finished eating, remain seated, and leave the cafeteria when dismissed by the teacher in charge.
- Keep in proper place when in line for food.
- Students are to eat their lunches in the cafeteria only. No food is to be taken from cafeteria without prior administrative approval.
- Any misconduct, throwing of food, or leaving of trash or food will be subject to disciplinary action.

CLASS RINGS

Students may order class rings during the sophomore, junior or senior year. A deposit is usually required and is paid at the time the ring is ordered. No order can be canceled after a deposit has been made.

EXPECTANT MOTHERS

If a student becomes pregnant, she should notify the school nurse. Any necessary modifications of the student's educational program will be made at that time.

FOOD

In order to maintain a clean, healthy, and safe school environment, the following rules pertaining to food and beverages in the building must be followed:

1. **No glass bottles may be brought into the building at any time.**
2. **Students may carry water bottles throughout the day.**
3. **No food is permitted to be eaten in the classrooms or hallways at any time.**

(Exception: Medical)

1. **Students may not take food out of the cafeteria.**

*Students who have band and choir or have other extenuating circumstances during the lunch periods may need to eat lunch in the classroom, with administrative approval.

GYM EXCUSES

A student will be excused from physical education classes for a maximum of one class - on a written parental excuse, upon the discretion of the school nurse or principal in the absence of the school nurse. A request by a physician is required for longer periods of time.

A student unable to participate in physical education classes for a period of one week or longer (including full year excuses) must bring a note to the nurse from his/her physician stating the reason and the current date.

Notes from the previous year will not be valid.

Students will be given alternative assignments when excused from physical education activities due to medical reasons. (See H/PE website) Students with P/E excused status must follow reassignment protocol or be subject to disciplinary action.

ILLNESS IN SCHOOL

Students who feel ill in school should report to the nurse's office. If it is during an assigned class, study hall or lunch period, permission should be obtained from a teacher first. Do not go to the lavatory if you are ill. There are lavatory facilities in the nurse's office. Students cannot leave school when they are ill without permission from the nurse.

MEDIA CENTER

The Media Center is open on school days from 7:34 a.m. to 2:06 p.m. with use as per classroom teacher supervision (activity/club). All students and faculty have the privilege and are urged to use the Media Center.

Lending

Students have the privilege of borrowing two books at a time. Books are loaned for a period of two weeks and may be renewed with discretion. Reference books and periodicals (magazines and newspapers) are not to be taken from the Media Center.

Temporary reserved books (material which is in temporary demand as the result of an assignment) may be borrowed overnight and must be returned to the Media Center by 7:45am the following morning.

Lost or Damaged Material

All lost material must be paid for. The sum to be charged is the replacement price for the item lost. A charge is assessed for damaged material.

LOCKERS

All students will be assigned a locker at the beginning of the school year. To protect your books/laptops and other materials, **keep your combination confidential**. Students are permitted to go to their lockers between assignments and/or before and after school, but must get to class on time.

LOCKERS ARE LOANED TO STUDENTS, BUT ARE THE PROPERTY OF THE SCHOOL. THEY ARE SUBJECT TO INSPECTION BY SCHOOL AUTHORITIES AT ANY TIME. LOCKERS ARE PROVIDED AS A CONVENIENCE, HENCE, NO STUDENT IS REQUIRED TO USE ONE. STUDENTS ARE RESPONSIBLE FOR THE CONTENTS OF THE LOCKER ISSUED TO THEM. ONLY MASTER LOCKS V67, V55, MAY BE USED TO SECURE LOCKERS. Locks may be purchased for \$5.00 from the Attendance Office.

Students are not to write on nor place stickers or tape on the inside/outside of the lockers.

LOST AND FOUND

All articles which are found, including books, should be turned into the Student Activities Office. Students may claim lost articles by giving proper identification. An item will be disposed of if held one month or more.

MEDICATION PROCEDURES

All prescription and non-prescription medication must be registered with the nurse. The parent or guardian (not the child) must bring the medication to the school. Should any student be found to have medicine or drugs in his/her possession, these shall be delivered to the nurse and contact made with the parent. The medication must be labeled by a pharmacist or physician and the label must contain the name of the medicine, the strength and the dosage and the time of day the medication is to be given. The parent must also submit a completed Parent Permission for the Administration of Medication Form.

Most medication must be administered by the nurse. Exception to this rule may be made for students with certain illnesses. More detailed information regarding self-medication is available from the school nurse.

Disciplinary action may be taken for students in violation of this procedure.

OFF-LIMIT AREAS/LOITERING

Students not involved in co-curricular activities under the direct supervision of a staff member, are not to loiter in the school building after school hours and WILL BE SUBJECT TO DISCIPLINE.

Among the off limit areas during school are the woods adjacent to the shops and the area in front of the building near the main parking lot. **Students found in these or other areas deemed off limits during school WILL BE SUBJECT TO DISCIPLINARY ACTION.**

Students using the blacktopped walkway to Oakview School are to do so in an orderly manner and are not to be unruly, boisterous or disturb the classes in session. Students are not to enter the Oakview School.

Students are **not** to visit the Middle School after dismissal from the high school unless they have a previously made appointment with a member of the staff.

Students who walk to school are not permitted to cross Route 130/I-295 except by using the appropriate overpass or underpass. Parents of students who violate this regulation will be contacted.

Students are reminded that Board policy states that school properties are off limits from dusk to dawn except when a student is involved in Board authorized activities.

PASSIVE BREATH ALCOHOL SENSOR DEVICE

The P.B.A.S.D a non-invasive device that detects the presence of alcohol, will be utilized at various school events to encourage students to attend school activities without being under the influence of alcohol. This device may be used before, during, or after school activities including but not limited to dances, athletic events, Prom, class trips, drama productions, graduation ceremonies and when the Principal or designee has reason to believe student use of alcohol may be present.

RESIDENCY

In order to attend West Deptford High School, a person must actually reside in West Deptford Township or apply to the Board of Education for permission to attend as a tuition paying student. There will be no senior privilege granted to any student as per Board of Education Policy.

SPECIAL EDUCATION

A wide variety of special education programs are available for students who require specialized instruction and/or related services such as speech/language services, occupational therapy and physical therapy in order to meet their educational needs. Educational program options include: instruction in a regular class with all the necessary and appropriate supports, supplemental instruction, resource center programs, and special class programs within the school district, special education programs in out-of-district public or private schools, individual instruction at home, in medical institutions or other appropriate facilities. If you have any questions about the specific programs or the referral process, please contact your building Principal or Mrs. Cheryl Fairchild Supervisor of Child Study Team at (856)848-6110 push 1 then ext. 2614.

SPECIAL PROGRAMS

Assemblies

An assembly is a school activity in which students and teachers participate for the unification and enrichment of school life. It is not an interruption in the working of the school day. Students are expected to act in a courteous manner at all assemblies and concerts. Whistling and loud yelling is a sign of immaturity and the inability to handle oneself in a social situation.

Each student is responsible for the proper conduct of himself/herself and other students near him/her under the guidance of the teaching staff. Proper assembly conduct does not include whistling, booing, talking, stomping feet, or any display of disrespect. Silence is required when someone approaches and appears on stage.

Pep Rallies

To promote school spirit and pride, Pep Rallies will be held in the stadium or gymnasium. Details will be given in advance as deemed necessary. Students will be called to their respective area in accordance with the established procedures. Students are expected to follow the directions of the cheerleaders and the adults who conduct the pep rally. All pep rally conduct must be in good taste and not disruptive to the program.

STUDENT ACCIDENT INSURANCE

Student accident insurance is provided by the Board of Education. This insurance covers accidental injuries which occur during school hours, while traveling to and from school, or while participating in school sponsored or supervised activities.

Student insurance is to cover the student only to the limit of the policy. All further financial responsibility is to rest with the parents. This insurance supplements the normal coverage parents usually carry.

TELEPHONES

Office telephones are for school business. Only emergency phone calls deemed appropriate and authorized by school personnel should take place on an office phone in the Discipline Office.

TEXTBOOKS/SUPPLIES

A student should keep in mind that textbooks are furnished by the school and loaned to him/her for the length of time that he/she is in the class in which the book is used. Lost or damaged books are the responsibility of the student. As soon as you receive a book, have it covered--any suitable material -- but covered.

Additionally, a student should keep in mind that laptops are provided by the school and loaned to him/her for the length of time that he/she attends West Deptford High School. Each year at the conclusion of the year the laptop will be turned in and then pick up will occur in the late summer prior to the commencement of the school year. While an insurance fee may cover the cost of a lost or stolen laptop, gross negligence and/or multiple damages incurred will result in a fine commensurate to the replacement item (examples: cracked screen/charger) . Students are strongly urged to use their laptop cover, be mindful of their laptop in their book bags and come to school each day with a fully charged laptop. More information can be found in our laptop policy handbook viewable online.



TRANSPORTATION

Student Driving Privileges

Students may be permitted to drive vehicles to school provided a request for permission is completed and signed by a parent/guardian and the student, and approved by the school administration. **A valid parking decal is required before students may park on school property.** The number of decals may be limited. Only seniors in good academic standing (no F's) and no outstanding fines will be permitted to park in numerically assigned spots on school property. For the beginning of the 2018 – 2019 school year, additional parking spots in the High School Event Parking Section will be available strictly for Junior Renaissance Card holders. Students qualifying and desiring can park there at their own risk and with the understanding that during inclement weather this lot may be closed. In those instances, the school grounds will not be a parking option. Any student who accumulates 8 or more discipline points will lose their parking privileges.

As per WD BOE Policy 5536, students who receive a parking decal will be subjected to random drug testing during the course of the year. Prior to students receiving their decal, students and their parents/guardians must sign off on the Student & Parent Consent Form on INFO SNAP. Students will not be issued a decal without this requirement fulfilled. See page 50 of this handbook for testing procedures.

A parking decal and parking space will be assigned following approval of the request for permission.

All drivers will respect the established rules for entering and leaving the driving areas and for any additional instructions from the staff member on duty in the parking area. **Students are discouraged from driving to school on days following a snowfall.** In addition to creating a traffic problem, the conditions in the parking lot may be such that it would be difficult to park cars.

These driving privileges are subject to review at any time and will be revoked if the student does not observe safe driving rules. Temporary or permanent revocation of driving privileges can be invoked as a result of a violation of school procedures involving motor vehicles.

Only Seniors, and Junior Gold Card holders, if access available may park in designated sections of the regular parking lot. Students who are not seniors who choose to drive to school may not park on school property during school hours. The “Bulldog” lot by the Lacrosse Field may be used for parking. **However, the school will not be responsible for cars parked in the “Bulldog” lot as this is not school property.**

Bicycles

Students who ride bicycles to school will keep them in the rack provided outside the band room (Room 1). Bicycles should be fastened to the rack with an appropriate locking device.

Bus Regulations



1. **Each student must ride in his/her assigned bus* and must board and leave at the designated bus stops.**
2. The bus driver shall be in full charge of the bus at all times and shall be in complete authority and responsible for order. Students are to conduct themselves in an orderly and well-behaved manner and follow the instructions of the bus driver.
3. Students are financially responsible for any marking or defacing of bus property.
4. Any smoking or misbehavior on a school bus will result in appropriate disciplinary action.

*Students who are eligible for transportation may ride a bus other than the one to which they are initially assigned in special situations. Any student who wishes to do this on an occasional basis should see the assistant principals in the discipline office for permission.

As per New Jersey State Law 18A:25-2, a pupil may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his/her transportation to and from school during the period of exclusion.

RIDING THE SCHOOL BUS IS A PRIVILEGE NOT A RIGHT!

Late Bus

A late bus will be provided every full school day unless an announcement is made to the contrary. This bus is for strictly for students who stay after school for clubs, make-up work, etc. This bus leaves at approximately 3:10pm. There are not as many stops as the regular bus so students may have to walk a little further. A student

must see the club advisor, teacher, or assistant principal for a pass in order to ride the late bus. A student attempting to board the late bus not involved in an authorized afterschool activity will be denied access.

VISITORS

Students are discouraged from bringing guests to our school. However, exceptions can be made in unusual circumstances with the approval of the administration prior to visitation.

WITHDRAWAL PROCEDURES

Any student who is 16 years of age or older who is planning to withdraw from school should discuss the matter with his/her guidance counselor. No students under the age of 16 may withdraw from school, and no student may withdraw unless the parents have discussed it with the guidance counselor. A student who withdraws from school while facing disciplinary action is not permitted to participate in co-curricular activities sponsored by the school. On the last day the student plans to be in school, he/she should report to the guidance office to get a withdrawal form from the secretary. The secretary will explain the procedure.

Any student who is planning to transfer from West Deptford High School to another school must follow the same procedure as outlined for withdrawal from school. Students planning to transfer should keep in mind the school will not forward transcripts or other information unless books, equipment, etc. have been returned or paid for.

WORKING PAPERS

In accordance with the New Jersey and Federal Child Labor Laws, the high school must issue an employment certificate (usually referred to as working papers) to any resident of West Deptford Township under the age of 18 before he/she may be employed. Forms are available in the main office.

STUDENT CO-CURRICULAR ACTIVITIES & ATHLETICS

Co-Curricular activities are such things as clubs, athletic events, dances, and other programs which take place after regular school hours and which are not an integral part of the curriculum. There are over fifty activities from which to choose. The high school principal may determine if a specific program is curricular or co-curricular in nature.

Students in the high school who wish to participate in a school sponsored athletic or co-curricular program will be assessed a yearly fee to help offset the costs associated with those programs. Students eligible for free or reduced lunch may be granted a waiver upon request through the principal's office. Check or money order should be made payable to the West Deptford Board of Education. Please do not send cash.

The fee structure for the 2016-2017 school year will be:

\$50.00 for one child

\$75.00 maximum family contribution (2 or more high school students)

*Due to the nature of the activity, the fee will NOT be assessed for service or academic organizations such as Student Council, Key Club, National Honor Society and Renaissance. Additionally, no fee is required for elected class officers, DECA, Talon, Friends of Rachel, Gifted and Talented, NAHS and Yearbook.

Eligibility Rules For All Co-Curricular Activities

Random Drug Testing

The Board of Education authorizes the Administration to conduct random drug testing of all students engaged in co-curricular activities, athletic programs and all students authorized to park on school premises. The intent of the program is as follows: (1) to safeguard the health, character, welfare and development of the students; (2) to deter drug and alcohol usage amongst students; (3) to undermine the effects of peer pressure by providing legitimate reason for students to refuse to use alcohol and drugs; (4) to provide alcohol and drug education to students; (5) to encourage students who use alcohol and drugs to participate in rehabilitative programs; and (6) to ensure the development of the students and the welfare of the learning environment of the entire school community.

All students and their parent/guardians are required to sign a form consenting to random testing in accordance with the District policy.

Academic

In order to be eligible to participate in co-curricular activities at the beginning of a school year, a student must have earned a total of at least 30 credits either through regular class or accredited summer school work during the previous school year. Newly placed ninth grade students are automatically eligible for co-curricular activities the first marking period. To remain eligible during the 2nd and 4th marking periods, a student must earn passing grades in at least three subjects during the 1st and 3rd marking period respectively. At the beginning of the 2nd semester, all student grade 9-12 must be passing subjects with a value equivalent to 15 credits. A copy of the complete rules for eligibility may be obtained in the Student Athletic and Activities Office.

	1 st Semester Eligibility	2 nd Semester Eligibility
Ninth Grade	*no requirement	15 credits
Tenth Grade	30 credits	15
Eleventh grade	30 credits	15
Twelfth Grade	30 credits	15

*The “no requirement” provision applies only to the first semester of the school year the student first enters ninth grade.

Students who run for leadership positions such as officers of a class or a major school organization/club must meet the minimum requirements stated for academic eligibility. In addition, these students must follow certain rules regarding standards of conduct. Please see the Assistant Principal of Athletics/Activities Director for more details.

Note: Any student who does not report to school within 1 ½ hours after the official start of the student's school day, who leaves school prior to the end of the student's school day, or who is absent the entire day, **will not be permitted to participate in or attend co-curricular activities for that day.** Exceptions to this rule will be made only in unusual circumstances as approved by a member of the administration. In the case of absence caused by a temporary illness, a doctor's certificate stating that the student had fully recovered and would not jeopardize his or her health by participating in the activity, may be required.

Meetings

Club meetings will be held after school hours, normally from 2:20 p.m. until 3:00 p.m. The established meeting day or days will differ among clubs as will the number of times a particular club will meet per month.

A student may participate in any club for which he/she is qualified and which his/her extra-curricular time schedule will permit.

Class Organizations (Grade Level)

Election of officers for the 9th grade is held as soon after the opening of the school year as is deemed possible by the advisor. Election of officers for the 10th, 11th and 12th grades are held in the spring for the following school year.

Class meetings and activities are subject to the approval of the Assistant Principal of Athletics/Activities and must be in accordance with existing regulations.

STUDENT COUNCIL

The Student Council of West Deptford High School, which consists of representatives and five officers elected by the student body, is the school organization which gives students a chance to participate in school government.

Through representatives, students may make suggestions for the welfare of the school. The Student Council will sponsor and finance certain school activities, receive reports and suggestions from committees, discuss such reports and suggestions, and make such recommendations and decisions as the Council deems wise.

Student Council has placed a suggestion box in the Student Activities Office for students to use. They should place any suggestions in this box that would benefit the school. Suggestions will be discussed and considered by the Student Council.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is fourfold:

1. to create an enthusiasm for scholarship
2. to stimulate a desire to render service
3. to promote leadership
4. to develop character

Membership in the National Honor Society is based upon scholarship, service, leadership and character, with each characteristic of equal value. Any student in the junior or senior class with a cumulative average of "92" or better is scholastically eligible however; this is not the only criteria for membership.

A National Honor Society Selection Committee is appointed by the high school principal. This committee selects students for membership based on the ratings supplied by the faculty and other information supplied by the members of the committee at its meeting. A copy of the complete selection procedure may be obtained in the Student Activities Office. A formal induction is held once each year, usually in the fall.

SCHOOL DANCES (OTHER THAN SENIOR PROM)

Any school organization desiring to give a dance must submit a written request for that dance to the Assistant Principal of Athletics and Activities via its faculty sponsor at least one month prior to the proposed dance date. Students are to make no plans without the faculty sponsor's approval.

Dance decorations must not, in any way, deface school property or create a fire hazard. Decorations may not be removed during the dance. The sponsoring organization is responsible for removing all signs and decorations on or before the next school day.

The sponsoring organization may request that a dance be open to the whole school, a segment of the school, or to an individual class. **Any student who has been excluded from school activities or who is out of school due to suspension or expulsion shall be denied admittance to school dances.**

The hours of school dances will be determined by the advisor of the activity and the administration. **Once a student has left the dance, he/she may not return.**

Students are expected to leave the school premises as soon as possible after the dance has concluded. Arrangements for transportation from the school should be made in advance.

For purposes of recognition, students will be required to present their ID cards at the ticket table prior to being admitted to a school dance. Any student having lost his/her ID card will need to secure a temporary card from the Assistant Principal of Athletics and Activities prior to the dance. No student below the ninth grade level may attend regardless of guest status. Also, no student 21 or older may attend.

Dress regulations will be determined at the time that the dance is requested. The written request must include a statement of desired dress rules.

Chaperones have full authority at a dance. Any person whose conduct is unbecoming or improper may be evicted from the dance and recommended for disciplinary action.

SPECIAL REGULATIONS FOR HOMECOMING/JUNIOR-SENIOR PROM

The Prom is open to members of the Junior and Senior classes of West Deptford High School. A class member may bring a guest. **No one below ninth grade may be a guest.** Any person who has been expelled by the Board of Education or who left school while facing disciplinary action may not attend the prom.

No one will be admitted one hour after the Homecoming/Prom has begun, nor will anyone be permitted to leave until the pre-established time.

Student Council officers and class officers and their guests of classes other than those stated above may be invited by the sponsoring class as paying guests. No student below the ninth grade level may attend regardless of guest status. **Also, no student 21 or older may attend.**

Students are required to be in school the entire day of the activity. Anyone who is absent from school the day before or day of the prom without administrative approval, may be required to present a doctor's excuse in order to attend the Prom. Dress for the Prom shall be acceptable formal wear.

Girls will wear semi- formal attire or formal gowns/pantsuits. Strapless and Spaghetti strips will be permitted.

- Dresses may NOT be extremely low-cut in the front or the back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.
- Slits in dress may not be higher than 2 inches above the knee

The following will NOT be permitted:

- Dresses with revealing cut-outs.
- See through gowns. (This includes sheer/mesh overlays that do not have thick material underneath).
- Torn clothing

Boys:

Boys are encouraged to wear a suit, but at a minimum they are required to wear semi-formal wear such as dress pants and a dress shirt. Torn clothing will NOT be permitted.

All Students:

If attire is questionable, students are encouraged to show their evening wear to administrators beforehand to determine if it is prom appropriate.

The determination of the appropriateness of student dress shall rest with the principal/assistant principals. Students and their dates that are non-compliant will not be admitted to the dance or will be escorted out of the dance. No refunds will be given to students asked to leave due to dress code infractions.

MUSIC AWARDS

Band and choir students who gain All-State Honors shall receive an appropriate championship jacket. If a student has already been awarded a jacket during that school year, he/she will receive an appropriate award.

ATHLETICS

All students are encouraged to try out for a place on West Deptford High School athletic teams. Listed below are the necessary requirements:

1. Attend “formal coaches” meeting indicating desire to play a specific sport.
2. Pass the medical examination given by “medical home” physician.
3. Show written parental consent for you to become a candidate for a team and a waiver for a claim for damage in your behalf in case of personal injury.
4. Be scholastically eligible according to the current New Jersey State Interscholastic Athletic Association and the policy of the West Deptford Township Board of Education. Submit Activity Fee prior to the First “Official” practice.

A player on an interscholastic athletic team shall participate in only one strenuous high school sport at a time during the regular high school sports season.

A student dismissed for disciplinary reasons from an athletic team is ineligible for any sports for at least the remainder of that sports season.

NJSIAA ELIGIBILITY REGULATIONS

Credits:

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. For Grades 10 through 12 - 30 credits must be earned.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½% of the credits (15) required by the State of New

Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. For Grades 9 through 12 - 15 credits must be earned.

The NJSIAA does not establish grading policies or standards for granting credits. The local school's Board of Education has the exclusive authority to address such matters within the parameters of the State Board of Education guidelines. Therefore, the NJSIAA will not waive, either the standards set by a member school or the minimum standards set forth in Article V, section 4.E except as provided in Section 4.F (I).

Paragraphs 1 and 2 of NJSIAA Eligibility on the previous page shall not apply to incoming students from grammar school (8th grade).

Notwithstanding the provisions of Paragraph 1 and 2 above, a pupil who is eligible at the beginning of a sports season shall be allowed to finish that season. However, all student-athletes must pass 3 academic courses at the end of the 1st and 3rd marking period to maintain their eligibility during an athletic season.

According to regulations of the New Jersey State Board of Education, credit must be assigned equally to all secondary school courses. Thus, courses which at one time were considered "minor," e.g. physical education, art, music, industrial arts, etc. must be included in the determination of academic requirements.

ELIGIBILITY FOR ATHLETICS

The rules of eligibility are the same as for other co-curricular activities. This applies to participants in interscholastic sports, team managers, and cheerleaders.

DRUG TESTING FOR ATHLETICS/CO-CURRICULAR ACTIVITIES & PARKING PRIVILEGES

Students who wish to participate in the athletic/activities programs or park on school premises at West Deptford High School will be subject to random drug testing, which shall be administered by an authorized person. During the athletic season, a minimum of 25% of all athletes participating in a sport that season will be randomly selected for drug testing under the supervision of the principal and athletic director. Positive results in testing will lead to the following actions:

First Positive Test Result:

A student athlete shall be suspended from participation in the sports program *or extracurricular activity* for a period of not less than fifteen (15) days. *The student shall have any parking permit for on-campus parking revoked for a period of not less than fifteen days.* The student will only be eligible after serving the fifteen (15) day suspension and presenting to the appropriate administrator a certified laboratory urinalysis indicating the student has tested negative of controlled dangerous substances. Upon returning to the team, the student will be required to practice 2 weeks prior to competing in any interscholastic competition. Continued participation in the sports *or activities program* for the remainder of that sporting season/*activity year* shall require the student to provide weekly urine specimens for urinalysis. The student must also have attended at least three (3) counseling sessions with the high school SAC (to be verified by the SAC)

Second Positive Test Result:

Removal from participation in athletics, *co-curricular activities or parking on school premises* for a period of one (1) calendar year from the time of the positive testing. The student athlete would be ineligible for participation in sports for three hundred sixty-five (365) consecutive days from the date he/she is notified, inclusive of the notification date.

Third Positive Test Result:

May no longer participate in any sport *or co-curricular activity or park on campus* at West Deptford High School.

ATHLETIC AWARDS

The athletic award is a symbol of athletic accomplishment and good sportsmanship. An athlete will be eligible for an award when he/she participates in a sport in accordance with the eligibility rules established for that sport.

The coaching staff will determine the eligibility of players for awards. Injuries and other circumstances beyond the control of the students will be taken into consideration.

Letters or certificates shall be awarded for participation in all sports at each level of involvement.

The Board of Education will award championship jackets to teams or individuals who win or earn state championships. Eligibility for such jackets will be in accordance with the Board of Education policy and the procedures established for the particular sport. There are limitations on the number of jackets an individual will be awarded for a particular sport. The Athletic Director can provide specific information on this topic.

CHEERLEADER AND BAND FRONT MEMBERS

Membership on the cheerleading squads or band front groups will be limited to those students who achieve the highest scores in competitive tryouts. Tryouts are open to both male and female students.

When vacancies exist or when it is time to choose groups for a new school year, information regarding tryouts will be made available through the regular school announcements.

Selection for fall cheerleaders takes place the previous spring or summer.

Students must be in at least the ninth grade to be eligible for band front membership. All students shall meet the requirements of eligibility for co-curricular activities.

Prior to tryouts, training sessions will be held for all participating students. Each candidate will be judged according to a procedure approved by the administration.

Copies of the complete tryout procedures are available from the advisors of the groups. Students who indicate an intent to try out for one of the squads will be given a copy of the procedure automatically. Any interested student may get a copy from the advisor.

CLUB ADVISORS 2018-19

Academic Challenge	Mrs. Pence
Art-NAHS	Mrs. Richardson/Mrs. Lamelas
AVA	Mr. Yerkes
DECA	Ms. Newman
Friends of Rachel	Mrs. Sanford
Gifted and Talented	Mrs. Quindlen
I&RS	Mrs. Holloway/Mr. Vilary
Musical	Mr. Yerkes
Pride and Awareness of All Cultures	Mrs. Richardson
S.T.E.M Club	Mr. Pustie
Students Against Driving Drunk (SADD)	Mrs. Everwine
Talon - School Newspaper	Ms. Grossmann
Volleyball Club	Mr. Rumaker
Yearbook Aquila	Mrs. Pence/Mrs. Clark/Ms. Newman
Young Women Leaders	Mrs. Holloway, Ms. Cox, and Mrs. Czek
Class of 2019	Ms. Patton/Ms. Stetson
Class of 2020	Ms. Arra/Ms. Kappre
Class of 2021	Ms. Baklycki/Ms. Everwine
Class of 2022	Mr. McAndrew/Ms. Kolojejchick

SERVICE ORGANIZATIONS

Key Club Advisor	Mrs. Yeager
National Honor Society Advisor	Ms. Davis/Mrs. Stuart
National Arts Honor Society	Mrs. Richardson/Mr. Costa
Renaissance Advisors	Ms. Pence/Ms. Falcone
Student Council Advisor	Mrs. Robinson/Mr. Seeley
World Language Honor Society	Mrs. Gleason/Mrs. Cepurneac

MUSIC ORGANIZATIONS

Choir Director	Mr. Yerkes
Marching Band Director	Mr. Kershaw
School Musical Director	Mr. Yerkes
Stage Band Director	Mr. Kershaw
Women's Vocal Ensemble	Mr. Yerkes
Madrigals	Mr. Yerkes

ALMA MATER

*Oh, Alma Mater, thee we hail
The Eagles' strength shall e'er prevail.
Whose Book and Scroll has been inscribed
With words and deeds of solemn pride.
The legacy, preserved imparts
The gratitude within our hearts.
With deep esteem we hail the bright
Unfurling flag of Green and White.*

*O'er history sites our banner waves;
O'er Mercer and more glorious days.
Generations long shall be
Our guarantee of liberty.
As the Revolution spawned
Intrepid heroes fighting on
Virtue's deeds will long supply
The strength of thee, West Deptford High.*