



# Cinnaminson High School

Commitment, Honor, Spirit: Pirate Pride

## 2019-2020

1197 Riverton Road  
Cinnaminson, New Jersey 08077-2497  
Phone: (856) 829-7770  
Fax Number: (856) 829-7777

Web Site: [www.cinnaminson.com/chs](http://www.cinnaminson.com/chs)

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## DEPARTMENT CHAIRPERSONS

Supervisor of Mathematics .....	Ms. Anna Marie Bearint
Supervisor of Social Studies.....	Mr. Robert Becker
Supervisor of Art & Physical Education .....	Mr. Matthew Digney
Supervisor of Business, Technology & Music.....	Ms. Kathleen Hennelly
Supervisor of English & Reading.....	Mr. Charles Kind
Supervisor of Counseling Services K-12 .....	Ms. Donna Lobascio
Supervisor of Science & Related Arts.....	Mr. Edward Palmer
Supervisor of World Languages .....	Ms. Suzanne Kerr
Lead Teacher of Special Education .....	Mrs. Susan Bennett

## SCHOOL COUNSELING PERSONNEL

School Counselor/504 & I&RS Chair .....	Mr. Anthony Ferrante
School Counselor .....	Mrs. Gwen Luecke
School Counselor .....	Mr. Michael Repsher
Social Worker/Crisis Counselor .....	Mr. Anthony Faltz

## WHO TO SEE ABOUT

Accidents, Illness, Injuries, Physicals .....	Mrs. Simpson
Athletics, Activities .....	Mr. Meile
Attendance .....	Mrs. Neuman
Discipline .....	Mrs. Rohrer/ Mr. Meile
Home Instruction .....	School Counselors
Report Cards, Student Records, Transfers .....	School Counselors
Schedule Changes .....	School Counselors
School Policy/Program .....	Mr. Ryan Gorman
State Lunch Program/Working Papers .....	Mrs. Sullivan

## ACCESS TO STUDENT INFORMATION (FERPA)

The Family Educational Rights and Privacy Act protects the privacy of student education records.

- Parents, legal guardians or eligible students (18 or over) have the right to inspect or receive copies of the student's education records maintained by the school. An authorized person must make the request in writing using a district approved form. The school will provide copies and may charge a fee.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, schools may disclose those records, without consent under the following conditions:

- School officials with legitimate educational interests/other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to state law
- Colleges, universities, coaches, unions, military, and any post-secondary program.

## **AFFIRMATIVE ACTION STATEMENT**

All members of the student body, staff and community are reminded that, according to Title IX and N.J.A.C. 6A:7, Cinnaminson Township Public Schools shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the district. Cinnaminson is an equal opportunity employer.

Mr. Robert Becker, Supervisor of Social Studies, is the building-level Affirmative Action Officer. He can be reached at (856) 829-7770 ext. 3886, or write him at Cinnaminson High School, 1197 Riverton Road, Cinnaminson, NJ 08077. Mr. Frank Goulburn, Director of Curriculum, is the district Affirmative Action Officer. If you have a question or concern, you may call him at (856) 829-7600, ext. 2104, or write to him at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077, or the Director of the New Jersey Division on Civil Rights, Trenton Regional Office, Office of the Attorney General, 140 East Front Street - 6th Floor, Trenton, New Jersey 08625-0090, (609) 292-4605.

## **ALMA MATER**

Praise, love, and honor  
To our Alma Mater,  
Sing we our gratitude  
Pride and admiration,  
With every step we take,  
A better world to make,  
Our lives we offer thee

## **SECTION 504**

Mrs. Darlene Llewellyn Director of Special Services, is the 504 Coordinator: Section 504 is the Rehabilitation Act which prohibits discrimination on the basis of physical or mental handicap. If you have a question or concern, you may call her at (856) 829-7600, ext. 2118, or write to her at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077.

## **ARMED FORCES ACCESS TO STUDENT INFORMATION**

Parents who do not wish the district to provide this information must notify the school in writing. A sample opt-out letter is available at <http://chs.cinnaminson.com/> by clicking Families then click Annual Parent/Guardian Policies, then click Parent Objection to Release Student Information to Military Recruiters.\*

## **ATHLETICS/ACTIVITIES**

Cinnaminson High School offers a wide range of sports, clubs, cultural programs, and other activities. We encourage all students to participate fully in the co-curricular program.

Cinnaminson Township Public Schools requires all of its students and personnel to adhere to the highest ethical standards. The district recognizes the inherent value and the direct relationship of good behavior and positive ethical decisions to the success of our programs. Participation in our programs is a privilege. To be eligible to participate, all students and parents of students participating must adhere to and sign the Co-Curricular District Rules.

1. Students will demonstrate good sportsmanship and good behavior at all times.
2. Students will meet all athletic and co-curricular eligibility requirements of the New Jersey State Interscholastic Athletic Association and/or the Board of Education as identified in the Cinnaminson School District Student Handbooks, including, but not limited to enrollment, attendance, and academic standards. If a student does not meet these standards, the student will not be eligible to participate in athletic and co-curricular activities.
3. Students will conduct themselves in an orderly manner with good conduct at all times during and after school hours.

4. Students must observe the district rules and the organizational rules imposed by coaches, directors and advisors. Both sets of rules must be signed by the student and the parent/guardian. Students will not participate in the activity until both sets of rules are returned to the Athletic Director.
5. Students shall not participate in any bullying, hazing, harassment or inappropriate activities of any kind.
6. Students shall not participate in any type of gang or gang related activity.
7. Students shall not use, possess (actual or constructive), buy, distribute or sell any prohibited substance including alcohol, tobacco, vape pens, juuls, steroids, or any other controlled substances unless prescribed by a student's doctor for the student's personal use.
8. Students are responsible for all equipment issued to them and will return equipment when requested per school procedure. Students are aware that they will be ineligible for any ensuing season or activity if they have not met their obligation to return or make prompt restitution for any equipment issued after the end of the season or activity.
9. Students will refrain from any unlawful acts. Actions taken by the police will not preclude disciplinary action on behalf of the school district or suspension/expulsion from athletic and co-curricular activities. Actions taken by the school district will not preclude actions taken by the police.
10. Students must serve any Detention, Wednesday School, and suspension before participating in or attending any athletic or other co-curricular activities. Detentions will not be rescheduled.
11. To participate in any school related activity, students must be in school by **10:00 AM** and be present for a minimum of 4 hours. Students with an unexcused early dismissal cannot participate in after school activities on the day of the dismissal.
12. All athletes must complete the season to be eligible for an award. Athletes must attend all practices, team functions and State tournament games.
13. Students may not have any outstanding fines; classroom or from the athletic department.

Students understand that failure to comply with the rules will result in disciplinary actions as determined by the building administration consistent with Board Policy, and all applicable regulations and state and federal law. Actions shall include suspension or expulsion from all teams, clubs, activities or organizations. Expulsion from any team, club, activity or organization for any reason may also result in forfeiture of any or all team-club-individual awards for that activity.



Listed below are many of the activities that are available:

### **Student Government**

Student Council  
Freshman Class Cabinet  
Sophomore Class Cabinet  
Junior Class Cabinet  
Senior Class Cabinet

### **Clubs and Activities**

Adventure Fitness Club  
Amaranth  
Battle of the Books  
Buccaneer (Yearbook)  
Chamber Choir  
Chamber Ensemble  
Color Guard  
Concert Band  
Concert Choir  
Community Arts  
Dance Club  
Debate Club  
Drama Club  
E-Sports  
Future Educators of America  
French Club  
Gay and Straight Alliance  
Girls Who Code  
Global Economic Forum  
Homecoming Committee  
International Student Summit  
Interact Club  
Jazz Band  
Marching Band  
Math League  
Mock Trial  
Multicultural Club  
National Honor Society  
Percussion Ensemble  
Physics Olympics  
Pit Orchestra  
Play Unified  
Robotics  
Spanish Club  
S.T.O.P.  
String Ensemble/Orchestra

Prom Committee  
S.A.D.D.  
Science League  
The Ship's Log  
Senior Class Cabinet  
Stage Crew

### **Athletics**

#### **FALL**

Cheerleading (Co-ed) Varsity, JV  
Cross Country (Boys) Varsity, JV, Freshmen  
Cross Country (Girls) Varsity, JV, Freshmen  
Field Hockey (Girls) Varsity, JV, Freshmen  
Football Varsity, JV, Freshmen  
Soccer (Boys) Varsity, JV, Freshmen  
Soccer (Girls) Varsity, JV, Freshmen  
Tennis (Girls) Varsity, JV  
Volleyball (Girls) Varsity, JV

#### **WINTER**

Bowling (Boys) Varsity, JV  
Bowling (Girls) Varsity, JV  
Cheerleading (Co-ed) Varsity  
Basketball (Boys) Varsity, JV, Freshmen  
Basketball (Girls) Varsity, JV, Freshmen  
Swimming (Co-ed) Varsity  
Track (Co-ed) Varsity, JV, Freshmen  
Wrestling Varsity, JV, Freshmen

#### **SPRING**

Baseball (Boys) Varsity, JV, Freshmen  
Golf (Co-ed) Varsity  
Lacrosse (Girls) Varsity, JV, Freshmen  
Lacrosse (Boys) Varsity, JV  
Softball (Girls) Varsity, JV, Freshmen  
Tennis (Boys) Varsity, JV  
Track (Boys) Varsity, JV, Freshmen  
Track (Girls) Varsity, JV, Freshmen  
Volleyball (Boys) Varsity, JV, Freshmen

**NOTE: STUDENTS MAY ONLY PARTICIPATE IN ONE SPORT PER SEASON.**

# ATHLETIC REGISTRATION

All families are required to complete the school's registration in order to participate in their sport. Registration can be located on the athletic website or directly at <https://cinnaminson-ar.rschoolday.com/>. All athletes must complete a state mandated physical form and have it approved by the district's physician before participating in team practices or games.

## ATHLETIC ELIGIBILITY

Students in grade 10, 11, and 12 must earn a minimum of 30 credits during the preceding school year to be eligible to participate in interscholastic sports during the fall and winter seasons. Any summer work for makeup purposes for failed courses may be used for eligibility purposes if completed and approved by the school before the sixth school day in the fall semester. To be eligible for a spring sport, students must earn 15.0 credits during the first semester of the current academic year. Eligibility is based upon the number of credits required by the New Jersey Department of Education for graduation.

**Students must schedule enough courses each year to conform to this requirement!**

**NOTE: To be eligible to practice or play, students must be in school by 10:00 AM and be present for a minimum of 4 hours. Furthermore, any student on Administrative Probation will be ineligible to participate in athletics. In addition, students must first serve any scheduled after school detentions and/or Wednesday Schools. Students are not eligible to practice or play the day of serving an ISS or OSS.**

## ATTENDANCE POLICY

Absence from class seriously affects the opportunity for students to learn all that is prescribed in our courses of study. In addition, the laws of the State of New Jersey require regular school attendance (NJSA 19A-38: 25-26). Recognizing that it cannot succeed in providing proper instructions unless students attend classes on a regular basis, Cinnaminson High School, with the approval of the Cinnaminson Board of Education, has established the following attendance policy. This policy is not meant to be punitive. It recognizes the legitimate instances for which students must be absent from class and makes provisions for these situations. This policy, however, does underscore the necessity for students to regularly attend classes. It is designed to discourage excessive daily absence from school. **Students who are in good academic standing will have two days for each day missed to make up the work.**

### Attendance Requirements

1. Any student with **14 or more unexcused absences** for a full year course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences.
2. Any student with **7 or more unexcused absences** for a semester course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences.
3. Any student with **4 or more unexcused absences** for a quarter course will be in violation of the attendance policy and on Administrative Probation. He/she will not be permitted to make up any class work or turn in projects for any additional unexcused absences.
4. Any student on Administrative Probation will lose parking privileges, field trip privileges, athletic eligibility, and will not be able to participate in grade-level activities.
5. For a student on Administrative Probation, any missed test or quiz not completed within two school days of return to school will result in a zero for the test or quiz. While on Administrative Probation, a student will not be permitted to make up any work. However, for any student on Administrative Probation, every **20 consecutive school days a student attends school**, two unexcused absences will be removed from his/her unexcused absence total. Once the student's unexcused absences reaches 14 or less for a full year course (7 or less - semester course and 4 or less - quarter course), the Administrative Probation will be removed and above privileges (in #4 and #5) will be reinstated. This will be effective until the attendance policy is again violated.
6. After a student reaches **14 days of unexcused absences** he/she may appeal the violation of the Attendance Policy by following the procedures outlined below under "Appeals."



7. Any student who is absent for **20 unexcused days or more**, in addition to the above loss of privileges, he/she will not be permitted to attend senior or freshmen/sophomore class trips, the cotillion, prom, and senior-year activities including but not limited to senior day and senior night. In addition, Students with 20 or more unexcused absences will be ineligible for Sr. Privilege. For every **20 consecutive school days a student attends school** without an unexcused absence, lateness or early dismissal, two unexcused absences will be removed from his/her unexcused absence total. Once the student's unexcused absence total reaches 20 or less, he/she will be permitted to attend freshman/sophomore class trips, prom, senior year-end activities, and senior trip. This will be effective until the student again exceeds **20 unexcused days or more**.

Note: The removal of unexcused absence days is only for the purpose of gaining privileges and ability to make up work. The student's attendance record will reflect the actual number of missed days. Assignments students received zeros for while on Administrative Probation are ineligible to be made up even after the status has been removed. These maximums should not be construed as "permissible absences." Any absence is harmful to student achievement. Rather, these maximums acknowledge times when illness, serious personal or family business, college visitations, or professional appointments (which cannot be scheduled during non-school hours) make it impossible for students to attend school. For the purpose of this policy, students shall not be considered absent in the following situations:

1. Participation in school-sponsored activities
2. Response to fire/ambulance calls if the student is an approved fireman or ambulance corpsman. Student volunteers will be required to provide written documentation from a responsible fire/ambulance official and written permission from his/her parent
3. Religious holiday observances as permitted by NJSA 19A:36-14 to 16 (Must be verified in writing by a Parent/Guardian)

Furthermore, for the purposes of this policy, students will receive an excused absence in the following circumstances:

1. Legal obligations verified in writing by the appropriate court official
2. College Visitation (limit of 3 days, only 11 or 12 grade students are eligible, must be confirmed in writing by college)
3. Road test for a driver's license (Early dismissal for lateness only. Full day absences will not be excused.)
4. Out of school suspensions
5. Death in the immediate family (must be verified in writing)
6. Illness or unavoidable physician's appointments (must be certified in writing by a physician).

**NOTES:** (1) Family vacations are considered unexcused absences  
(2) **Absences resulting from students participating in athletic competitions for an outside athletic teams will be considered unexcused.**  
(3) Students absent from school may not participate or attend any sports/school activities on the day of the absence. If the absence is the day before scheduled day(s) off from school, students will also not be eligible on the day(s) off unless approved, in advance, by an administrator.

### **Consecutive Absences for Personal Illness Beyond Ten (10) School Days**

When it is necessary for students to be absent for more than ten (10) consecutive school days because of personal illness, parents/ guardians may apply for home instruction. (**Home instruction may begin seven (7) days after the student becomes eligible. To become eligible, it must be determined by a physician that a student will be out at least ten (10) days.**) Application for home instruction must be made through the Counseling Department. A note from a medical examiner certifying that the student is unable to attend school and giving the expected date of duration of the illness must accompany this application. Home instruction is provided under regulations set forth by the New Jersey State Board of Education. Once students have been placed on home instruction, their attendance will be maintained in the district's records accordingly, but they will not be considered absent for the purpose of this policy. Teachers of these students will be notified.

### **Excessive Non-Consecutive Absences**

The parents/guardians of pupils who miss **over thirty (30) days** of school, non-consecutively, during a school year will be notified in writing of a required conference with the high school principal. The conference will be held to determine the reasons for the absences and should take place within five (5) school days of the written notice. If the student is under the compulsory attendance age of sixteen (16), legal action may be taken against those who do not provide adequate explanation for the absences. Pupils over sixteen (16) years of age will be referred to the Superintendent of Schools for a possible hearing before the Board of Education to consider expulsion from school.

## Absence Record-Keeping

1. Written verification to satisfy the provisions of "Attendance Requirements" **must be submitted to the Attendance Office within two (2) school days, by 8:00 AM on the third day**, if the parent of the student requests that the absence(s) be considered excused. **This applies to physician's notes as well.** Physician notes are subject to school verification.
2. Parents should contact the Attendance Office 7:30 – 9:30 a.m. to report absences. Parents should maintain a log of all absences, latenesses and early dismissals. Parents should periodically review their child's attendance on Genesis as well for accuracy.
3. Homeroom and classroom teachers will be responsible for keeping accurate attendance records.
4. Tardiness and absences from school will be recorded on student report cards.

## Appeals

For students and/or parents who wish to appeal loss of credit due to absences, the following process has been established in keeping with the dictates of fairness and procedural due process.

1. **Petition for Hearing** - A written petition for a hearing must be presented to the principal by the parent/guardian of the student within ten (10) days of notification of loss of credit. The student must continue to attend all classes during the appeals process.
2. **Hearing by Appeals Committee** - An Appeals Committee will be established to hear cases. The committee has the power to excuse one or more absences for circumstances it feels are extenuating.
3. The high school principal will select the committee
4. The committee will be comprised of five (5) people:
  - a. One (1) High School Principal
  - b. One (1) Assistant Principal
  - c. The student's School Counselor
  - d. Two (2) Teachers
5. Decisions of this committee will be rendered within twenty (20) days after the Petition of Hearing has been received.
6. **Review by the Superintendent** - Decisions of the Appeals Committees may be reviewed by the Superintendent of Schools. A written request for such a review must be filed by the parent/guardian within seven (7) days of the receipt of the Appeals Committee decision. The Superintendent's decision will be rendered within twenty (20) days after written request is received.
7. **Appeal to the Board of Education** - Decisions of the Superintendent may be appealed to the Board of Education if a written request is received by the Board Secretary within ten (10) days of receipt of the Superintendent's decision.
8. **Further Appeals** - Board of Education decisions may be appealed to the Commissioner of Education.

## AFTER SCHOOL ACTIVITIES

Students are only permitted to stay in the school building after 2:11 PM with staff supervision and for an approved purpose. Those activities include the following: athletic practice, a school sponsored club or activity, extra help with a teacher, and tutoring. In addition, students may stay after school to utilize the library until 3:00 PM or the computer lab in B224 until 2:45 PM. Students taking the late bus home will need a late bus pass signed by a staff member in order to gain access to the bus. All other students must go home on the regular bus. Loitering in the building without permission may lead to discipline consequences.

## PERFECT ATTENDANCE

Perfect attendance will be defined as having zero (0) unexcused absences, zero (0) excused absences, zero (0) unexcused latenesses, zero (0) excused latenesses, zero (0) unexcused early dismissals, and zero (0) excused early dismissals within an academic year. Students who participate in **Take Your Child to Work Day** and provide a signed form by their parent or guardian to the Attendance Office will have that day count as an unexcused absence. However, students who participate in **Take Your Child to Work Day** will not be eligible for perfect attendance.

# BELL SCHEDULE

## CHS Bell Schedule

Full Day												Lunch Period	
41 minute classes													
Per.	4th Lunch		Per.	6th Lunch		Per.	8th Lunch		Per.	10th Lunch			
HR	7:35	7:45	HR	7:35	7:45	HR	7:35	7:45	HR	7:35	7:45		
1	7:49	8:30	1	7:49	8:30	1	7:49	8:30	1	7:49	8:30		
2	8:34	9:15	2	8:34	9:15	2	8:34	9:15	2	8:34	9:15		
3	9:19	10:00	3	9:19	10:00	3	9:19	10:00	3	9:19	10:00		
4	10:04	10:29	4/5	10:04	10:45	4/5	10:04	10:45	4/5	10:04	10:45		
5/6	10:32	11:13	6	10:48	11:13	6/7	10:48	11:29	6/7	10:48	11:29		
7/8	11:16	11:57	7/8	11:16	11:57	8	11:32	11:57	8/9	11:32	12:13		
9/10	12:00	12:41	9/10	12:00	12:41	9/10	12:00	12:41	10	12:16	12:41		
11	12:45	1:26	11	12:45	1:26	11	12:45	1:26	11	12:45	1:26		
12	1:30	2:11	12	1:30	2:11	12	1:30	2:11	12	1:30	2:11		

Early Dismissal												No Lunches	
29 minute classes													
Per.	4th Lunch		Per.	6th Lunch		Per.	8th Lunch		Per.	10th Lunch			
HR	7:35	7:45	HR	7:35	7:45	HR	7:35	7:45	HR	7:35	7:45		
1	7:48	8:18	1	7:48	8:18	1	7:48	8:18	1	7:48	8:18		
2	8:20	8:49	2	8:20	8:49	2	8:20	8:49	2	8:20	8:49		
3	8:52	9:21	3	8:52	9:21	3	8:52	9:21	3	8:52	9:21		
5/6	9:24	9:53	4/5	9:24	9:53	4/5	9:24	9:53	4/5	9:24	9:53		
7/8	9:57	10:26	7/8	9:57	10:26	6/7	9:57	10:26	6/7	9:57	10:26		
9/10	10:29	10:58	9/10	10:29	10:58	9/10	10:29	10:58	8/9	10:29	10:58		
11	11:01	11:30	11	11:01	11:30	11	11:01	11:30	11	11:01	11:30		
12	11:33	12:02	12	11:33	12:02	12	11:33	12:02	12	11:33	12:02		

2 Hour Delay												Lunch Period	
30 min classes													
Per.	4th Lunch		Per.	6th Lunch		Per.	8th Lunch		Per.	10th Lunch			
1	9:35	10:05	1	9:35	10:05	1	9:35	10:05	1	9:35	10:05		
2	10:07	10:37	2	10:07	10:37	2	10:07	10:37	2	10:07	10:37		
3	10:39	11:09	3	10:39	11:09	3	10:39	11:09	3	10:39	11:09		
4	11:11	11:31	4/5	11:11	11:41	4/5	11:11	11:41	4/5	11:11	11:41		
5/6	11:33	12:03	6	11:43	12:03	6/7	11:43	12:13	6/7	11:43	12:13		
7/8	12:05	12:35	7/8	12:05	12:35	8	12:15	12:35	8/9	12:15	12:45		
9/10	12:37	1:07	9/10	12:37	1:07	9/10	12:37	1:07	10	12:47	1:07		
11	1:09	1:39	11	1:09	1:39	11	1:09	1:39	11	1:09	1:39		
12	1:41	2:11	12	1:41	2:11	12	1:41	2:11	12	1:41	2:11		



# CODE OF STUDENT CONDUCT

Our major goal is to prevent discipline problems, not punish students. Repeated discipline problems can interfere with learning. Therefore, it is the responsibility of each student, teacher, parent, and administrator to ensure proper individual and collective behavior.

Students who exhibit positive behavior and meet the standards will be rewarded with our Winner's Circle Program. See Winner's Circle for more information.

**Card Playing and Other Gambling Activities:** Card playing, use of dice and/or any activity that may be identified as gambling is not permitted. Student's playing cards or gambling will be subject to confiscation of all items and disciplinary sanctions may follow.

**Lunch:** Students may not leave the campus for lunch nor may they leave the cafeteria without a pass. Students requesting to leave lunch for the library must have work to complete. All students must report to the cafeteria during their assigned lunch period. Failure to do so will result in disciplinary action.

**Parent involvement:** In addition to students, teachers and administrators, parents have a responsibility for discipline and the right to be informed when disciplinary action has been taken by administrators.

**Major or recurring disciplinary actions will require a parent conference.** Parents are encouraged to check their child's conduct information in Genesis.

**Restriction List:** Any student assigned an ISS or OSS is placed on the restriction list on the day(s) of the suspension. Any student placed on the restriction list is restricted from all extra-curricular activities until the completion of the last suspension day or restriction day. He/she will **NOT** be permitted to resume activities until the following calendar day. He/she will **NOT** be permitted to participate, attend or represent the school, including but not limited to, athletic events, school dances, plays, assemblies, awards dinners and special events including prom, trips, graduation, etc. Anyone on this list is not permitted on school grounds or near the vicinity where the activity is taking place. Students suspended near the end of the school year will be required to complete the restriction in the following year.

**Searches:** For the 2019 – 2020 school year, the administration reserves the right to conduct a search of the student's locker(s), car, or other personal property for just cause. The administration also reserves the right to request police intervention. Canine search or other search techniques may be utilized.

**Study Halls:** All students are assigned to study halls when not assigned to a class or lunch. Students must attend study halls or they will be disciplined.

**Infractions:** The following list is intended to be a guide for students and staff; it is not all encompassing. Other behavioral problems not precisely defined will be handled at the discretion of the staff and administration. All out-of-school suspensions are preceded by parent notification and require a parent conference. Students may not participate in or attend any school function during the time of an in-school or out-of-school suspension. Numbers in parentheses refer to the number of days assigned.

SPECIFIC INFRACTION	ADMINISTRATIVE ACTION
<p><b>Alcohol/drug abuse (including steroids), purchase or possession of drugs and/or alcohol, drug paraphernalia, or THC products of any kind: coming to school, a school activity, on school grounds, or on the bus after consuming or possessing alcohol and/or drugs.</b></p>	<p><b>First offense:</b> Out of school suspension [OSS] (5) and In-School Suspension [ISS] (5) up to 20 days OSS, placement on the Restricted List for an additional 10 school days following the suspension, loss of parking privileges for 30 calendar days, police referral; disciplinary hearing before the Board of Education</p> <p><b>Subsequent Offense:</b> OSS (5) and ISS (5) up to 20 days OSS, placement on the Restricted List for an additional 20 school days following the suspension, police referral, loss of all dances, prom, trips, and senior activities during the current school year, loss of parking privileges for the remainder of the year, disciplinary hearing before the Board of Education</p>

SPECIFIC INFRACTION	ADMINISTRATIVE ACTION
<b>Refusal to take a Drug Test</b> (Will be considered an admission of guilt)	<b>First Offense:</b> OSS (10), Referral to Department of Child Protection and Permanency; Private test and Doctor's clearance to return to school. <b>Subsequent Offense:</b> OSS (10), Referral to Department of Child Protection and Permanency; Private test and Doctor's clearance to return to school, disciplinary hearing before the Board of Education
<b>Selling alcohol and/or drugs, attempting to distribute them in the school building, on school grounds, a bus or at a school activity</b>	OSS (20), mandatory drug test, loss of prom and all activities, police referral required; permanent loss of parking privileges, disciplinary hearing before the Board of Education for expulsion.
<b>Cell Phones during school hours, use/possession of other electronic devices</b> *Students who fail to turn in their cell phones/electronic devices to a staff member when prompted will be viewed as insubordinate and will be suspended.	<b>First Offense:</b> Teacher Detention (discretion) <b>Second Offense:</b> 1-3 Detentions <b>Subsequent Offenses:</b> Wednesday school (confiscation/parent pick-up) progressing to OSS/ISS options.*
<b>Violation of Headphone/ Earbud policy</b>	<b>First Offense:</b> Teacher Detention (discretion) <b>Second Offense:</b> 1-3 Detentions <b>Subsequent Offenses:</b> Wednesday school (confiscation/parent pick-up) progressing to OSS/ISS options.*
<b>Cutting homeroom, class, lunch or study hall</b>	<b>First Offense:</b> Wed School (1) <b>Subsequent Offense:</b> Wed School (2)
<b>Cutting detention</b> (Teacher or Administrative) * When a student cuts detention, more severe penalties will be assigned in addition to the missed detention.	<b>First Offense:</b> Detention (2) <b>2nd Offense:</b> Wed School * + detention <b>3rd Offense:</b> ISS (1)* + detention <b>Subsequent Offenses:</b> ISS (1-3)* and/or OSS (1-3)* + original detention
<b>Misconduct in Detention/ Wednesday School</b>	<b>First Offense:</b> Wed School (1-3) <b>Subsequent Offense:</b> ISS (1-5)
<b>Cutting Wednesday School</b> * When a student cuts Wednesday School, more severe penalties will be assigned in addition to the missed Wed School.	<b>First Offense:</b> Wed School (2) <b>2nd Offense:</b> ISS (1)* + Wed School <b>Subsequent Offenses:</b> ISS (1-3)* and/or OSS (1-3)* + Wed School
<b>Disrespect to staff</b> (language that does not include profanity, but is inappropriate)	<b>1st Offense:</b> Wed School (1-3) and/or ISS (1-3) <b>Subsequent Offenses:</b> ISS (1-5) and/or OSS (1-5)
<b>Food and drink in classroom</b>	<b>First offense:</b> Detention (1) and confiscation of food and/or drink <b>Subsequent offense:</b> Detention (1-3) and /or Wed School and confiscation
<b>Fighting, Physical Assault, Physical Contact</b>	<b>First Offense:</b> OSS (1-5) and/or ISS (1-5), police referral <b>Subsequent Offense:</b> OSS (1-5) and/or ISS (1-5), police referral
<b>Instigating a Fight</b>	<b>First Offense:</b> Wed School (1-5); ISS (1-5) and/or OSS (1-5) <b>Subsequent Offense:</b> ISS (1-5) and/or OSS (1-5)

SPECIFIC INFRACTION	ADMINISTRATIVE ACTION
<p><b>Harassment/Intimidation/Bullying/Sexual Harassment</b> (You may find a more thorough explanation of the definition in the HIB section. Please refer to the table of contents for the page number.)</p>	<p><b>First Offense:</b> OSS (1-5) and/or ISS (1-5), police referral, parent contact <b>Subsequent Offense:</b> OSS (1-5) and/or ISS (1-5), police referral, parent contact</p>
<p><b>In restricted area/outside of building without written permission</b></p>	<p><b>First Offense:</b> Detention (1-5), Wed. School (1-5), ISS (1-5), and/or OSS (1-5) <b>Subsequent Offense:</b> ISS (1-5) and/or OSS (1-5)</p>
<p><b>Insubordination</b> (deliberate and willful refusal to obey the directions of a staff member)</p>	<p><b>First Offense:</b> OSS (1-5) and/or ISS (1-5) <b>Subsequent Offense:</b> OSS (3-5) and/or ISS (3-5)</p>
<p><b>Lateness to class</b></p>	<p><b>First Offense:</b> Warning and/or detention (1-3) <b>Subsequent Offense:</b> Detention (1-3) and/or Wed. School</p>
<p><b>Lateness to school</b> (There is more information on lateness in that section of the agenda. Please refer to the table of contents for the page number. (Values are listed per semester) (Students with more than 2 lates per semester will be disciplined administratively.)</p>	<p><b>2nd Lateness:</b> Warning <b>3rd Lateness:</b> Loss of Winner's Circle <b>4th Lateness:</b> Detention (1) <b>5th Lateness:</b> Detentions (2) <b>6th Lateness:</b> Wed School (1), loss of parking privileges for 30 calendar days <b>7th Lateness:</b> Wed Schools (2) and loss of parking privileges for 30 calendar days <b>8th Lateness:</b> ISS (1), loss of parking privileges for 60 calendar days and loss of Sr. Privilege for duration of semester <b>9th Lateness:</b> Parent conference with an administrator</p>
<p><b>Unexcused Early Dismissal from school</b> (Values are listed per semester) (Students with more than 3 unexcused early dismissal per semester will be disciplined administratively.)</p>	<p><b>2nd Unexcused Early Dismissal:</b> Warning <b>3rd Unexcused Early Dismissal:</b> Loss of Winner's Circle <b>4th Unexcused Early Dismissal:</b> Detention (1) <b>5th Unexcused Early Dismissal:</b> Detentions (2) <b>6th Unexcused Early Dismissal:</b> Wed School (1), loss of parking privileges for 30 calendar days <b>7th Unexcused Early Dismissal:</b> Wed Schools (2) and loss of parking privileges for 30 calendar days <b>Subsequent Offense:</b> : ISS (1-5) and loss of parking privileges for 60 calendar days, Parent Conference with an administrator</p>
<p><b>Leaving campus without permission/truancy</b></p>	<p><b>First Offense:</b> Wed School (2), loss of parking privileges for 30 calendar days <b>Subsequent Offense:</b> ISS (1-3), permanent revocation of parking privileges</p>
<p><b>Leaving class without permission</b></p>	<p><b>First Offense:</b> Wed School (1) <b>Subsequent Offense:</b> Wed School (2)</p>
<p><b>Misbehavior/misconduct in class, halls, cafeteria</b></p>	<p><b>First Offense:</b> Detention (1-3) <b>Subsequent Offense:</b> Wed School and/or ISS (1-3)</p>

<b>SPECIFIC INFRACTION</b>	<b>ADMINISTRATIVE ACTION</b>
<b>Misuse of parent/teacher note</b> <b>Forging notes of parent/staff</b> <b>Misrepresenting parent permission/notification</b>	<b>First Offense:</b> Detention (1-3) and/or Wed. School, parent conference <b>Subsequent Offense:</b> Wed School (1-3)
<b>Misuse of pass, not having a pass when required, using an invalid pass</b>	<b>First Offense:</b> Detention (1-3) <b>Subsequent Offense:</b> Wed School (1-3)
<b>Offensive language</b> (referring to or directed at students or staff) <b>Verbal Assault</b>	<b>First Offense:</b> OSS (1-5) and/or ISS (1-5) <b>Subsequent Offense:</b> OSS (3-5) and/or ISS (3-5)
<b>Parking and traffic violations</b>	<b>First Offense:</b> Detention (1), loss of parking privileges for 30 calendar days, police referral <b>Second Offense:</b> Wed School (1), permanent revocation of parking privileges, police referral <b>Third Offense:</b> OSS (1-3), Police referral
<b>Public displays of affection</b>	<b>First Offense:</b> Detention (1-3) <b>Subsequent Offense:</b> Wed School and/or ISS (1-3)
<b>Reckless/Careless Driving</b>	<b>First Offense:</b> ISS and/or OSS, loss of parking privileges for 30 calendar days, police referral <b>Subsequent Offense:</b> ISS and/or OSS, permanent revocation of parking privileges, police referral
<b>Vaping, smoking, chewing tobacco, or possession of vaping or tobacco products in school, on grounds, on the bus, or at a school activity</b>	<b>First Offense:</b> ISS (1), police referral/student subject to administrative search <b>Subsequent Offense:</b> ISS (1-3), police referral/student subject to administrative search
<b>Tampering with fire alarms/fire equipment or setting a fire</b> <b>Threat to Public Health/Safety</b> <b>Disruption of school environment</b>	OSS (20); loss of prom and all activities; police referral required; permanent loss of parking privileges; disciplinary hearing before the Board of Education for expulsion.
<b>Threat to student/staff</b>	<b>First Offense:</b> OSS (1-5) and/or ISS (1-5), police referral <b>Subsequent Offense:</b> OSS (1-5) and/or ISS (1-5), police referral
<b>Unauthorized/misuse of school computers</b>	<b>First Offense:</b> Wed School (1), temporary loss of computer privileges, parent conference <b>Subsequent Offense:</b> Wed School (2), Permanent loss of computer privileges, parent conference
<b>Use of profanity</b> (not as a verbal assault, but used in conversation among students outside of class)	<b>First Offense:</b> Detention (1-3) <b>Second Offense:</b> Wed School (1-3) <b>Subsequent Offenses:</b> ISS (1-5)
<b>Theft</b> <b>Vandalism</b> (Including defacing, damaging or tampering with personal or school property. Vandalism resulting in OSS will also include loss of parking privileges for 30 calendar days)	<b>First Offense:</b> OSS (1-5) and/or ISS (1-5), restitution, police referral <b>Subsequent Offense:</b> OSS (1-5) and/or ISS (1-5), police referral, disciplinary hearing before the Board of Education\

SPECIFIC INFRACTION	ADMINISTRATIVE ACTION
<b>Violation of bus safety procedures</b>	<b>First offense:</b> Detention (1-3) and/or Wed School <b>Subsequent Offense:</b> Wed School/ISS
<b>Violation of school dress code</b> *Students who fail to comply with directions from administrators with regard to correcting inappropriate dress will be viewed as insubordinate and will be suspended.	<b>First Offense:</b> Warning/ Detention (1) & Change of clothing* <b>Second Offense:</b> Detention (3) & Change of clothing* <b>Subsequent Offense:</b> Wednesday School/ISS & Change of clothing*
<b>Violation of school safety</b> <b>Procedures:</b> Leaving locker unlocked Storing belongings in another student's locker Not carrying agenda Disorderly conduct during Evacuation/crisis drill	<b>First Offense:</b> Warning/Detention (1-3)/Wed School <b>Subsequent Offense:</b> Detention (1-3)/Wed School/ISS <b>Third Offense:</b> ISS (1-5)

**Disciple Points:** Students will be given two (2) disciplinary points for each day they are suspended out-of-school (OSS). One (1) disciplinary point will be given for each day they are suspended in-school (ISS). Students who have accrued **13 points** by the time of the events noted above will be prohibited from participating. All suspensions (ISS & OSS) from grade 9 through 12 will count toward the total. However, each year on the day before the prom, all students will have four (4) points subtracted from the total number of points they have accrued. In addition, students who have not been disciplined in the first semester will also have two (2) points removed on February 1st.

**Weapons:** No weapons of any type are permitted in school, on school grounds, on busses, or at any school activity. This rule includes all types of firearms, explosives, knives (including penknives) martial arts equipment, or any other item that could be classified as a weapon. Further, no object may be used as a weapon or used to intimidate other students or cause them to feel threatened. Any student who violates this rule will be subject to parental notification, police notification, and disciplinary action ranging from out of school suspension to expulsion, depending upon the severity of the situation. Furthermore, any student in possession of a firearm will be placed in an alternative educational program of no less than one year pending Board hearing for expulsion.

**Detention:** Detentions may be assigned to students by any teacher or administrator when they violate classroom or school rules. Teacher assigned detentions will be served in a classroom designated by the teacher. Administrative detention assigned by an administrator will be held in a designated detention room on Tuesdays and Thursdays from 2:15 PM to 2:40 PM. A late bus departs at 2:45 PM for students needing transportation following detention.

1. No student will be permitted to leave the detention room except for emergencies.
2. Talking and socializing will not be permitted. Students **must** do homework, study, or read. Sleeping will **not** be permitted.
3. Students dismissed from detention for disruptive behavior will be subject to additional disciplinary consequences.
4. Students assigned detention will be given twenty-four hours notice.
5. Students must serve detention regardless of employment, babysitting, or participation in school activities (athletic or non-athletic). Detentions will not be scheduled to accommodate the schedules of offenders. Detentions will be rescheduled if a student:
  - a. Is absent from school.
  - b. Has an excused early dismissal or is sent home by the nurse.
  - c. Has a mandatory court appearance (verified in writing).
  - d. Has an appointment with a physician (verified in writing).
6. Students are expected to serve their detentions (25 min or 3-hour). Those who repeatedly fail to serve their sanctions will ultimately be suspended.



**Wednesday School:** Wednesday School is for students who have violated the rules of the high school's Code of Student Conduct. Students must report to each of their assigned sessions on time. The program begins precisely at 2:20 PM and lasts until 5:20 PM. Students who report late (after 2:20 PM) will not be admitted and will be referred to an administrator. While attending Wednesday School, students must obey all of the rules of the program. Students assigned to the program receive the rules when given written notice of the detention. In addition to these rules, if a student leaves a Wednesday School without prior administrative approval, he/she will face disciplinary consequences. A late bus departs at 5:30 PM for students needing transportation following Wednesday school. Similar to detention, Wednesday Schools are not scheduled to accommodate work or extracurricular activities of the student. The reasons for rescheduling Wednesday Schools are listed above in the detention section and are the same.

### **In-School Suspension (ISS)**

1. Each student will get a copy of the rules at the time of assigning the ISS.
2. Students report directly to the ISS room by 7:35 AM. Students will serve all 12 periods regardless of their schedule.
3. Students may not request an early dismissal or sign out of school on day where they have been assigned an ISS without prior administrator approval. Students who leave school without administrative approval while assigned to ISS will receive an OSS the following school day and re-serve the ISS on the day they return to school.
4. Students will be assigned work through the office. If the student does not have enough work for each period, additional work will be given. Unfinished assignments will be assigned a zero.
5. For each period of unsatisfactory behavior one (1) detention will be assigned. Students removed from ISS for behavior will be reassigned the original ISS plus an additional OSS. Students who violate any school rules while in ISS will be assigned an additional day of ISS.
6. Two bathroom breaks, one during period 3 and again during period 7/8. Any additional bathroom breaks will require administrative approval and an escort.
7. Students should bring a lunch and eat or drink only during the assigned lunch period. Students who do not bring a lunch will have the option to purchase a bagged lunch from the cafeteria.
8. Students who serve more than five (5) days in ISS per marking period will be required to have a mandatory parental meeting with an administrator.
9. Any student serving an ISS will be placed on the restriction list until the end of that day. A student serving an ISS will not be permitted to resume activities until the following day.

## **COMMUNITY SERVICE AWARD CRITERIA**

The purpose of the CHS Service Award is to identify and recognize those students who give of their time and talent to help others without receiving financial compensation and thereby to encourage all community members to volunteer as well.

Service credit will be given for any approved activity involving service to a township, school or community. Those community service activities, which result in the receipt of financial compensation, are not eligible to receive community service hours. High school students in all grades should report their service hours to Mrs. McKinley and complete all necessary documentation. Students who have a total of the following hours in four years will receive a Community Service Award:

100 Hours – 150 Hours – Bronze Pin

151 Hours – 200 Hours – Silver Pin

201 Hours or More – Gold Pin

The following examples are described only to help clarify what activities are acceptable and unacceptable:

- Attending Boy Scout or Girl Scout meetings will not count, although participating in a community service activity will count.
- Attending a church-sponsored youth retreat will not count, although helping to organize such a retreat will count.
- Travel time to and from a service will not count.
- Court assigned service will not count.

Any student wishing to be eligible for a Service Award must submit a properly completed Community Service Log. The Community Service Log must be completed by a teacher, advisor, or adult leader, attesting to the number of hours and the type of service given by that student. Furthermore, the log must be completed by someone other than the student's parent or guardian.

The deadline to submit forms is May 1st of the student's senior year. Please submit the completed form(s) to Mrs. McKinley. The Log/tracking forms are available on the CHS website under Community Service Award. (The program started 9/1/2016, therefore hours before this date will not be eligible.)

## **COURSE SELECTION & SCHEDULE CHANGES**

Students have ample opportunities to make adjustments to their schedules prior to the beginning of the school year. It is necessary to keep roster changes to a minimum once the school year begins. Nevertheless, there are times when a change is necessary. **Students should be advised that courses/schedules will not be adjusted to accommodate senior privilege at any point during the school year.**

**Approval:** Students submit schedule change requests to their school counselor after discussing the change with their parents and teachers. Before a change is made, a conference between the student, parent, teacher, and school counselor may be required. If the reason for the change is academic difficulty, the student may be required to complete the marking period to fully evaluate the situation. During this time, the teacher will offer extra help. Classified students, students covered under the 504 ADA Act, and students new to the district will be handled on an individual basis. Whenever a student adds a course after the first class meeting, it is the student's responsibility to make up all missed work.

**Deadline:** The deadline for dropping a full year or first semester course before it will affect class rank and GPA is October 15th. The deadline for dropping a second semester course before it will affect class rank and GPA is March 1st. If October 15th and/or March 1st fall on a non-school day, the deadline will be the next day school is in session. If this deadline is adhered to, there will be no historical record of the course on report cards and transcripts. Please be advised that withdrawing from a course after this date could negatively impact your class rank and GPA. Additionally, withdrawing from a course may affect sports eligibility. Please refer to the previous section on Athletic Eligibility and contact your school counselor to discuss the effects of withdrawing from a specific course on your athletic standing.

**NOTE:** Students must follow their present schedule until they have met with his/her counselor.

**Report Card/Transcript:** After the deadline stated above for schedule changes, all courses will be recorded on a student's report card and official high school transcript. The following notations will apply to a course that is dropped after the deadline for schedule changes:

- W** – A notation of “**W**” will appear on a student's report card and transcript when he/she withdraws from a course with a passing grade or there is not enough information to determine a grade. This change will negatively affect class rank and GPA.
- WF** – A notation of “**WF**” will appear on a student's report card and transcript when he/she withdraws from a course with a failing grade. A “**WF**” notation will be present even if the student replaces the dropped course with another course. This change will negatively affect class rank and GPA.
- WR** – A notation of “**WR**” will appear on a student's report card and transcript when he/she withdraws from a course and replaces it with a different level of a comparable course. “**WR**” course withdraws will not affect a student's class rank or GPA.

### **Standardized Grade Reporting for Students who Drop/Add Classes:**

1. If a student moves up/down a level in the middle of the marking period his/her grade will remain the same and be averaged into the new course.
2. If a student moves up a level at the end of the first marking period his/her grade will remain the same and be averaged into the new course.
3. If a student enrolled in an Honors or AP course moves down a level at the end of a marking period, ten points will be added to his/her final marking period average. If a student moves down in the middle of a marking period he/she will not receive any extra points in his/her grade or any quality points towards his or her GPA.
4. If a student is “waived” into a course over the summer, he/she must remain in the course until the end of the 1st semester to receive the ten (10) extra points.
5. If any change is made to a student's schedule that does not coincide with the above time frames, he/she will not receive any additional points.

## Waivers

The school's goal is to provide your child with the most appropriate course placement in an effort to maximize the opportunity for a challenging and meaningful learning experience. Teachers will be making recommendations for all students' course selection after the second marking period. These recommendations will be made with the parameters set by the department found in the Course Selection Booklet, which is available online. Every student will have the opportunity to meet with his/her counselor to discuss the courses recommended for the following year. If a student or parent disagree with a recommendation made by a teacher and want to change their placement into a higher class, a waiver must filled out, signed, and returned to his/her school counselor no later than June 30th. Please note that this change could impact credits or graduation requirements and should be taken into consideration. It should also be noted that this change may also jeopardize your child's athletic eligibility. If your child is not successful in the course you choose his/her options will be limited. Thus, students should make sure that the course and/or level selected, or waived into, is the course he/she intends to keep for the duration of the school year. A prerequisite for a course can not be waived.

### Your signature on a waiver will indicate that you . . .

- Understand that you wish to waive your child into a course, against the school's established criteria.
- Understand that a student may not waive into a course unless his/her final grade is within 5–points of the required grade determined by the department.
- Understand the master schedule is developed each year based on the number of students recommended for the courses, staffing, and class size. Space in a class will not be adjusted for those who waive into a course.
- Are aware that if your request is honored, and your child is not successful in the course you choose, his/her options will be limited.

## DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

Individuals who believe they have information regarding dating violence should file a complaint with the building principal who will investigate the complaint with the school crisis counselor, Mr. Anthony Faltz.

To find further information on the Cinnaminson Township Schools Board of Education Dating Violence Policy, visit [www.cinnaminson.com](http://www.cinnaminson.com).

N.J.S.A. 19A:35-4.23a.; 19A:37-33; 19A:37-34; 19A:37-35; 19A:37-37

N.J. Department of Education Model Policy and Guidance for Incidents Involving Dating Violence - September '11

## DRESS AND GROOMING

The purpose of Cinnaminson High School's dress code is to provide an environment free from distractions and conducive to learning. To that end, students will be expected to adhere to the following rules:

- 1) Student attire must be neat, clean, modest and safe.
- 2) Students must not wear revealing clothing, including but not limited to items that are: tight-fitting, strapless, sheer or low-cut. Exposed midriffs, tank-tops, tube-tops, halter-tops, short-shorts and mini-skirts are also prohibited. As a general rule, shorts, skirts, etc. should reach the tip of the extended fingers when the arms are hanging normally at one's side, and shirt straps must be at least two finger-widths wide.
- 3) Students must wear undergarments, but not as outer garments. Undergarments must not be visible.
- 4) Students must not wear head coverings anywhere in the building (exceptions made for religious requirements). All head coverings are to be removed immediately upon entering the building and must be kept in lockers for the duration of the school day.

- 5) Students must not wear outdoor jackets or carry them to class. All jackets are to be removed upon entering the building and must be kept in lockers for the duration of the school day.
- 6) Students must not wear sleep wear, including slippers, to school as everyday outerwear.
- 7) Physical Education uniforms may only be worn during scheduled physical education classes.
- 8) Students may not wear/carry garments or jewelry which depict bias symbols, hate messages, or is intended to harass, threaten, intimidate or demean an individual or group because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration has a risk of creating a disruption to the environment and/or school operation. Included in this are articles of clothing, apparel, and/or accessories such as display of colors, symbols, signs, etc. indicating affiliation with any gang or group associated with criminal activity. The administration will collaborate with local authorities to keep updated with current information.
- 9) Students may not wear/carry graphics that are suggestively obscene or offensive. These include, but are not limited to, reference to violence, evil, death, destruction, alcohol, tobacco, drugs, obscenities and words/phrases with double meaning. Lewd figures and profanity are also unacceptable.
- 10) Students' dress must not present a threat to the safety or physical-well being of themselves or others. As such, students may not wear fashion accessories that could be used as weapons including but not limited to chains, dog collars, studded belts and spikes. Students must wear appropriate footwear. Students must not wear ripped or torn clothing.
- 11) Students may not draw or write on clothing.
- 12) Face/Body paint, as well as color hair sprays are prohibited.
- 13) Students should conduct personal grooming at home or in an appropriate area, not in classrooms or hallways.
- 14) No Costumes.

## **EARLY DISMISSALS**

Students who want to leave school early must present a written request to the Attendance Clerk **not later than 8:15 a.m. on the day of the early dismissal. When possible, the request should be made a day in advance.** The request must include the date, the time of dismissal, the reason for dismissal, a parent signature, and a telephone number where a parent can be reached. Provided proper written verification accompanies the request, early dismissals will be approved for medical appointments, driving tests (behind the wheel only), religious services, funerals, legal obligations, or other emergency circumstances. Students under the age of 18 years old will only be released to parent/guardian or emergency contact. Unexcused early dismissals will not allow students to participate in after school activities on the date of the dismissal. .

## **ELECTRONIC DEVICE POLICY**

**Electronic devices**, including, but not limited to: Cell/Smart phones, tablets, laptop computers, iPods, Smart-watches, may be used appropriately and respectfully during non-instructional times (before school, after school, during lunch, in common areas, and at school sponsored events).

Teachers have the discretion to allow the purposeful use of **electronic devices** in support of curriculum learning objectives, but should never allow them to cause a distraction or a disruption in the instructional process. Students shall not use cellular phones or other **electronic devices** in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work, or violating copyright policy. Students must turn off and put away **electronic devices** when requested by a teacher. Teachers also have the authority to secure cellular phones at the beginning of a class to ensure there are no interruptions during the instructional period.

Students ARE NOT permitted to accept phone calls at any time during school hours. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which will be made available to students with appropriate permission.

In order to preserve the privacy of students and staff, taking photographs, videotaping, and/or audio recording is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects. Students who violate this protocol will be considered insubordinate.

Students may use **electronic devices** in the cafeteria, senior court, and in study hall at the teacher's discretion. Furthermore, students may use one earbud in these locations. Students should be cautious when using their **electronic devices** in the hallways – students should not walk and text, etc.

Students are **STRICTLY PROHIBITED** from using **electronic devices** in the Main Office, stairwells, locker rooms, restrooms, during assemblies, or during a crisis or drills. Students may not use over the ear/noise cancelling headphones. Students may not have more than one(1) earbud in at a time.

Students found using their **electronic devices** or **earbuds** in unauthorized areas or at unauthorized times are subject to disciplinary action. Students who violate this policy will surrender their **device** to a staff member upon request and will receive disciplinary action. Failure to turn over the **device** or arguing prior to turning over the **device** will result in additional disciplinary action.

Any unauthorized use of **electronic devices** or noncompliance with these guidelines will result in disciplinary consequences as described in the discipline code. On a subsequent offense(s), the parent of the student will be contacted and the item will be held for release to the parent or guardian.

**Students bringing electronic devices to school do so at their own risk.** These **devices** should NEVER be left unattended for ANY period of time. When necessary, they should be secured in your locker. Cinnaminson School District will not assume any liability for any lost, stolen or damaged **electronic devices**.

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

## **ELIGIBILITY FOR DANCES, PROM, TRIPS, SENIOR ACTIVITIES AND COMMENCEMENT**

Students will be ineligible to attend any of the above activities unless they are present on the day of the activity.

In addition, any student **with 20 or more unexcused absences**, will not be permitted to attend field trips, any school sponsored dance (including homecoming), freshmen/sophomore class trips, the prom, and senior-year activities including but not limited to senior trip, senior day and senior night.

Students also will be ineligible to attend field trips, any school sponsored dance (including homecoming), the cotillion, prom, or participate in class trips such as but not limited to, senior and freshmen/sophomore trip if they have accumulated an excessive number of suspension days. Furthermore, participation in senior activities, including Senior Day, Senior Night, Commencement and Project Graduation will be denied to seniors if the limits are exceeded.

Students will be given two (2) disciplinary points for each day they are suspended out-of-school (OSS). One (1) disciplinary point will be given for each day they are suspended in-school (ISS). Students who have accrued **13 points** by the time of the events noted above will be prohibited from participating. All suspensions (ISS & OSS) from grade 9 through 12 will count toward the total. However, each year on the day before the prom, all students will have four (4) points subtracted from the total number of points they have accrued. In addition, students who have not been disciplined in the first semester will also have two (2) points removed on February 1st.

## **BREATHALYZER POLICY**

In keeping with its commitment to protect all students and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the student's active participation. The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Principal or designee has reason to believe the use of alcohol by students may be present.

## **FIELD TRIPS**

Field trips offer valuable academic experiences. However, students and parents should evaluate the benefits of the trip against the impact of missed classes in other subjects before making the decision to participate. Students who are excused for field trips are responsible for the missed work. For trips of one day or less, the work will be due on the day the student returns. For extended trips, students will have two days for each day missed to make up the work. Any student who is on Administrative Probation, has thirteen (13) or more discipline points, owes an outstanding fine, or is failing one (1) or more classes will be ineligible to attend all field trips.

## FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey law (19A:36-3) requires students to show respect for the flag of the United States of America by reciting the pledge of allegiance each day. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies, but they are required to stand quietly and not disrupt the ceremonies.

## GOLD PASS PROGRAM

Members of the National Honor Society receive a gold pass. Their pass is valid as long as they remain members in good standing of the Society and do not abuse the privilege. **The pass can only be used for academics.** Also, any student who is placed on the Principal's List (all 90's) will be given a gold pass for the following marking period. Passes must be validated after each marking period. Listed below are the responsibilities of gold pass participants.

1. It is the student's responsibility to decide when the gold pass should be used. Teachers may advise, but the student is responsible for the final decision. Teachers will respect that decision.
2. While using a gold pass, teachers must write a hall pass with a destination, date, time and signature.
3. Students are responsible for all tests, as well as all required reports and homework assignments. It is not the teacher's responsibility to tutor any student with work missed while using a gold pass.
4. The use of the gold pass is limited to the facilities of Cinnaminson High School. Students are required to remain in the building, unless they obtain special permission from the principal.
5. Students may not gold pass out of class during a testing situation.

## GRADING PRACTICES

Numerical averages will be reported for all subjects. The averages will reflect the actual numerical grade earned for each marking period as well as for the midterm and final exams. The grading scale is as follows: 90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 and below = F. The letter grade equivalents will appear in a scale on a section of the report card and interim report. The final exam will only include instructional material from the third and fourth marking periods. **For most courses, each marking period grade will count as 22.5% (total of 90%) of the final grade. The final exam will count as 10% of the final grade.** For courses without exams and for semester courses, the grades will be weighted accordingly. **(Note: Starting in the 16-18 school year, CHS will no longer be offering school-wide Midterm exams. All student grades will be calculated using the formula described above.)**

All seniors who earn an average grade of 90 or above in a subject will be exempt from taking the final exam for that subject. Furthermore, any AP student who takes the AP exam will be exempt from the final exam.

**Students absent from school will receive 2 days to make up work for each day absent. This rule does not apply to unauthorized absences (cutting class) or students on Administrative Probation.**

All incomplete grades must be resolved by ten school days after the marking period ends. After the tenth school day all incomplete work will be given a grade of zero.

**Cheating (including plagiarism):** Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to: copying another student's work; working with others on projects that are meant to be done individually; looking at or copying another student's test or quiz answers; allowing another student to look at or copy answers from your test or quiz; using any other method to provide/receive test or quiz answers; taking or copying a test or quiz in part or in whole to use or to give others; copying information from a source without proper attribution; and taking papers from other students, publications or the Internet. Students caught cheating or plagiarizing will receive a zero (0) for the assignment, test or quiz. The student's school counselor, the administration, and the student's parents will be notified by the teacher. (Note: See the section on the CHS Honor Code Policy for more information.)

# GRADUATION REQUIREMENTS

## Section I. New Jersey State Assessment Requirements

- A. This document reflects the high school graduation assessment requirements for the Classes of 2020, 2021 and 2022 (2023 TBA), pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of NJ on June 5, 2019.

English Language Arts	Mathematics
Passing score on a NJSLA ELA Grade 9 $\geq$ 750 (Level 4) <i>or</i>	Passing score on NJSLA Algebra I $\geq$ 750 (level 4) <i>or</i>
Passing score on a NJSLA ELA Grade 10 $\geq$ 750 (Level 4) <i>or</i>	Passing score on NJSLA Geometry $\geq$ 725 (Level 3) <i>or</i>
Passing score on a NJSLA ELA Grade 11 $\geq$ 725 (Level 3) <i>or</i>	Passing score on NJSLA Algebra II $\geq$ 725 (Level 3) <i>or</i>
SAT Reading $\geq$ 450 / 22 <i>or</i>	SAT Math $\geq$ 440 / 16 <i>or</i>
ACT Reading or ACT PLAN Reading++ $\geq$ 16 <i>or</i>	ACT Math or ACT PLAN Math++ $\geq$ 16 <i>or</i>
Accuplacer Write Placer = 6 <i>or</i>	Accuplacer Elementary Algebra $\geq$ 76 <i>or</i>
PSAT10 Reading or PSAT/NMSQT Reading** $\geq$ 40 <i>or</i>	PSAT10 or PSAT/NMSQT** $\geq$ 40 <i>or</i>
PSAT10 Reading or PSAT/NMSQT Reading** $\geq$ 22 <i>or</i>	
ACT Aspire Reading ++ $\geq$ 422 <i>or</i>	PSAT10 Math or PSAT/NMSQT Math*** $\geq$ 22 <i>or</i>
ASVAB-AFQT Composite $\geq$ 31 <i>or</i>	ACT Aspire Math++ $\geq$ 422 <i>or</i>
Meet the criteria of the NJDOE Portfolio	ASVAB-AFQT Composite $\geq$ 31 <i>or</i>
Meet the criteria of the NJDOE Portfolio Appeal	Meet the criteria of the NJDOE Portfolio Appeal
Accuplacer Writeplacer ESL $\geq$ 4	Accuplacer QAS $\geq$ 255

Note: \*SAT taken prior to March 2016; \*\*PSAT taken prior to October 2015; \*\*\*PSAT taken after October 2015. The College Board will establish new “threshold scores” in May 2016 for the new SAT.

Note: + for the Class of 2020, students can demonstrate graduation assessment proficiency through the same alternative means as those listed above, provided that students in the Class of 2020 take all NJSLA assessments associated with the high-school level courses for which they were eligible. “Eligible” is defined as a student who is enrolled in a high-school level course for which there is a NJSLA test. This includes all of these courses: Algebra 1, Algebra 2, ELA 9, ELA 10, and ELA 11. ++ Test is no longer administered but can be used for the graduation year.

Beginning, January 28, 2019, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

B. Updated Graduation Requirements for the class of 2020 and beyond:

<b>English Language Arts (ELA)</b>	<b>Mathematics</b>
NJSLA ELA Grade 10	NJSLA Algebra 1
<p>If passing score is not met on NJSLA ELA Grade 10, Then the student <u>must have taken</u> NJSLA ELA Grade 9 and NJSLA ELA Grade 10 and NJSLA ELA Grade 11 before they can Meet the criteria of the NJDOE Portfolio Appeal</p>	<p>If passing score is not met on NJSLA Algebra 1, Then the student <u>must have taken</u> NJSLA Algebra 1 and NJSLA Geometry and NJSLA Algebra 2+ before they can Meet the criteria of the NJDOE Portfolio Appeal</p>

Note: Starting with the class of 2020, students will need to meet the high school graduation assessment requirements by passing NJSLA ELA Grade 10 and NJSLA Algebra 1.

Note: + “Eligible” is defined as a student who is enrolled in a high-school level course for which there is a NJSLA test. This includes all of these courses: Algebra 1, Geometry, Algebra 2, ELA 9, ELA 10, and ELA 11.

- C. Each student must satisfactorily demonstrate proficiencies in all the required subject areas listed below. (NJSA 19A:7C-1)
- D. Classified special education students must meet the above requirements unless specified in their Individual Educational Plan (IEP). The IEP must specifically address all state and local requirements. In these cases, fulfillment of the IEP requirements will qualify the classified student for a diploma. (NJSA 19A:46-1)

**Section II. Curriculum Requirements**

- Students must earn a total of 130 credits to receive a diploma.
- Within the necessary credits needed for graduation, each student must earn the specified minimum credits in the following areas:

<b>English</b> .....	20 credits	
<b>Mathematics</b> .....	15 credits	
(Including Algebra I & Geometry)		
<b>Social Studies</b> .....	15 credits	
(World History, U.S. History I and II)		
<b>Science</b> .....	18 credits	
(Biology for all students; 2 of the following: Chemistry, Physics or Environmental Science)		
<b>World Language</b> .....	10 credits	
<b>Physical Education</b> .....	12 credits	(3 each yr)
<b>Health</b> .....	4 credits	(1 each yr)
<b>Visual &amp; Performing Arts</b> .....	5 credits	
<b>21st Century Life &amp; Careers or Career Technical Education</b> .....	5 credits	
<b>Financial, Economics, &amp; Entrepreneurial Literacy</b> .....	2.5 credits	

All students must take one of the following to satisfy financial, economics, & entrepreneurial literacy credits:

- Financial Readiness
- Business Math
- Introduction to Economics

**Section III. Credits Needed for Promotion for 2019-2020 school year**

Class of 2021-2022 .....	32.5 credits
Class of 2020-2021 .....	65 credits
Class of 2019-2020 .....	97.5 credits



# SCHOOL COUNSELING DEPARTMENT

The School Counseling Department at Cinnaminson High School is responsible for aiding students in the resolution of education and personal problems related to school and the planning of realistic vocational goals through a self-appraisal of individual interests, needs and potential. Please contact the assigned school counselor for further assistance at (856) 829-7770, Ext. 3831. A Social Worker/Crisis Counselor is also available to all students on an as-needed basis.

## Our counselors' caseloads are arranged as follows:

Sophomores, Juniors and Seniors (Class of 2020, 2021 & 2022)

Mr. Anthony Ferrante ..... A - J

Mr. Michael Repsher..... K - S

Ms. Donna Lobascio, Supervisor..... T - Z

Freshmen (Class of 2023)

Mrs. Gwen Luecke..... A - Z

Mr. Anthony Faltz..... Crisis Counselor

## NJ STARS PROGRAM

Any student who graduates in the top fifteen percent of their class will be eligible for a full-tuition scholarship to a NJ community college through the NJ STARS program. For more information please see [www.njstars.net](http://www.njstars.net).

## COMPLETE SCHEDULES

Students must have seven (7) courses, including PE, in order to have a complete schedule. However, those students who are enrolled in: Cooperative Business Education or Careers in Marketing may have five (5) courses, including PE & CBE or CIM, provided they have the corresponding work experience course in their schedule. Any student seeking a schedule that does not meet these criteria must get administrative approval.

## OPTION TWO PROGRAM

N.J.A.C.6A:8-5.1(a)1ii, commonly known as “**Option Two**”, permits district boards of education to establish curricular activities or programs aimed at achieving the New Jersey Student Learning Standards for promotion and graduation purposes. **Option Two** serves as an alternative to traditional high school courses. The following programs are available to students at Cinnaminson High School as an alternative means of obtaining the necessary credits for graduation:

- College (campus, online or blended)
- Work/Internship
- Online HS courses or Summer School for Original Courses

**Option Two Programs** will allow students to obtain credit for learning experiences outside of the traditional classroom environment. These experiences provide real-world connections not available in the school setting. Students may be permitted late arrival or early release from the school day in order to participate in some of the approved **Option Two Programs**. **Administrative approval is required for all Option Two Programs**. Please see your school counselor for details and application procedures. Any expense incurred for courses taken outside of the regular school day will be at the student/parents' expense.

**THREE YEAR PROGRAM**- It is possible to graduate high school in three years by participating in an accelerated curriculum. **Administrative approval is required for this track**. See your school counselor for details and application procedures. Students considering the Three-Year Program must apply in writing to the principal by August 15th of their second year in high school. Students considering the Three-Year Program will need to participate in various **Option Two Programs**.

## HALL OF FAME

This tradition is designed to give honor and recognition to ten seniors who have contributed to the curricular and extracurricular programs at Cinnaminson High School. This award is bestowed upon graduating seniors who are characterized as “outstanding” by their peers and by faculty members. The selection is based on five criteria: student vote, faculty vote, activity/athletic participation, academic record and discipline record. The ten inductees are announced at a special assembly at the end of the school year. In addition to receiving recognition from a teacher at the assembly, each inductee receives a plaque. The pictures of the inductees are hung on the Wall of Fame in the main corridor of the high school.

## HALL PASSES

**Students must carry their school agendas for use as a hall pass.** Students who wish to leave the room will ask the teacher for permission. If permission is granted, the teacher will date and sign the hall pass page that the student will then carry. Upon return, the teacher will record the time. Students must have their agenda in school every day and may not leave the room without it. Teachers will monitor the number of times students leave the room. Students should report lost or stolen agendas to an assistant principal. Students may replace an Agenda for a fee of \$5.00.

## HARASSMENT/INTIMIDATION/BULLYING

The Cinnaminson Township Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal, or physical act, or electronic communication, as defined in N.J.S.A. 19A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 19A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Individuals who believe they have been harassed should file a complaint with the building principal who will investigate the complaint with the Building Affirmative Action Officer, Mr. Robert Becker and/or the Building Anti-Bullying Specialist, Mr. Anthony Faltz.

The District Affirmative Action Officer and Anti-Bullying Coordinator, Mr. Frank Goulburn, shall also be informed immediately of all such complaints. All HIB complaints will be investigated in accordance with Board policy 5512. All investigations will be private and remain confidential.

To read more on New Jersey's "Anti-Bullying Bill of Rights Act" visit the following website: [http://www.njleg.state.nj.us/2010/Bills/PL10/122\\_.PDF](http://www.njleg.state.nj.us/2010/Bills/PL10/122_.PDF). To find further information on the Cinnaminson Township Schools Board of Education Harassment, Intimidation, and Bullying Policy, visit [www.cinnaminson.com](http://www.cinnaminson.com).

## HEALTH SERVICES

Cinnaminson High School provides these health services:

1. Height, weight, vision, hearing and blood pressure screening as per state guidelines.
2. A skin test for tuberculosis (Intradermal PPD Mantoux) on all students entering the district who are identified by the State Department of Health and Education.
3. A biennial scoliosis screening by the school physician or nurse on all students ages 10 to 19. Screenings will take place in grades 10 and 12. Scoliosis is a curvature of the spine, most commonly found during the adolescent growth period.
4. Students in grades K, 4, 8, & 10 are recommended to have a physical. Student physical exams shall be performed by each student's personal physician. Students who participate in school sports or intramurals are required to have a sports physical. Physical forms are available in the nurse's office. For students without a family doctor/pediatrician, please contact NJ Family Care at 1-800-701-0710.

5. In case of accident or serious illness, all reasonable efforts will be made to contact the parent/guardian. If necessary, 911 will be instituted and your child will be taken to the nearest hospital. The Board shall not be responsible for the diagnosis and treatment of the pupil illness.
6. The school physician has written orders for the nurse to give acetaminophen (generic Tylenol) with parent permission. Please indicate Yes or No on the School Health Service Form. In granting permission the parent/guardian relieves the Board and its employees of any liability for the administration of medication.
7. If your child will need to take other medication in school, medication permission forms are available on the District and High School websites or from the nurse's office. Regular medication forms require the nurse to administer the medication; self-administration of medication forms allow a student to self-administer their life threatening emergency medication (asthma inhaler, EpiPen, insulin). In granting permission the parent/guardian relieves the board and its employees of any liability for the administration of medication.
8. The high school has several AEDs (Automated External Defibrillator). They are mounted to the wall in several places throughout the building. Only employees that are currently certified in CPR/AED are permitted to use this device in an emergency situation.

## **HEALTH PROTOCOL**

We cannot risk the possibility of infection to the other students when a sick child is sent to school or becomes ill at school. If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day.

1. Fever of 100° F or higher. The temperature should be normal for 24 hours without the use of fever-reducing medications before returning to school.
2. Congestive cough.
3. Vomiting and/or diarrhea.
4. Discharge that is other than clear from nose, eyes, mouth, ears or any other areas.
5. Skin rash.
6. The student had a previously controllable medical condition and that condition has become unmanageable (e.g. asthma, seizures).
7. The student exhibits unusual pallor or a flushed face.
8. The student is unable to function/participate in the school activities due to observed health status.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is composed of parents, guardians and staff. The primary purpose of the organization is the improvement of education and service to the students. To this end, the HSA serves in a building advisory capacity to make recommendations for improvements to benefit our children. All parents are invited to participate in this organization.

## **HONOR ROLL AND PRINCIPAL'S LIST**

To be placed on the Honor Roll, students must be full-time (registered for thirty (30) credits) and must earn grades of 80 or above in all subjects for the marking period. To be placed on the Principal's List, they must earn a 90 or above in all subjects for the marking period. Students on the Honor Roll or Principal's List for the first three marking periods are recognized at the Academic Recognition Reception held each spring.

## **HONOR CODE POLICY**

A vital feature of the Cinnaminson High School is its' commitment to academic excellence and integrity. Here at CHS all students are entrusted with the responsibility of upholding and contributing to an atmosphere of mutual respect, honesty and fairness. At Cinnaminson High School we recognize and acknowledge our responsibility to develop character in our students. We identify the following eight pillars of good character: **Responsibility, Integrity, Compassion, Cooperation, Pride, Citizenship, Perseverance and Acceptance**. Our pillars of character education promote the overall positive environment and deter academic dishonesty. The Honor Code is part of each student's responsibilities and rights.

No work is discussed, borrowed, and/or copied without giving credit to the person with whom the student discussed the work, borrowed the work, and/or copied the work. At the beginning of each school year, the honor code will be reviewed and all students will sign the pledge.

Any work produced in violation of the honor code policy will receive a "0". Furthermore, if the teacher sees a questionable violation of the honor code, the teacher can make a referral to the Administration. The teacher discusses the questionable violation with the student, calls the student's parents, fills out the referral form, and gives a copy of the referral form to the student and the chair of Honor Code Council (HCC). Any student that violates the honor code will automatically be ineligible for winner circle for the entire school year in which the violation occurred. In addition, any referral that the HCC receives will be passed on to the National Honor Society School Council.

Cheating involves a willful and fraudulent act on the student's part. It includes, but is not limited to, the following:

- Copying answers from another student's quiz or test
- Allowing another student to copy answers from a quiz or test
- Orally communicating answers during a test or quiz
- Transmitting answers by use of non-verbal signals during a test or quiz
- Using notes or other unauthorized materials during a test or quiz
- Gaining access to test questions or answers before a test without permission of the teacher
- Violating test or assignment procedures established by the teacher
- Copying the homework of another student and submitting it as one's own
- Collaborating with others or with written materials in take-home assignments unless authorized
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work

## **HONOR CODE PLEDGE**

***"As a Cinnaminson Pirate, I will not lie, cheat, steal or bear witness to those that do."***

Cinnaminson High School students pledge to endorse the values of academic integrity with each submission of student work.

"I pledge that any work I submit in 2019-2020 school year is my work and my work only."

***Please note that the signature on the Cinnaminson High School District Parent/Guardian Consent and Agreement form validates the full understanding and compliance with the honor code policy.***

## **LATENESS TO SCHOOL**

Homeroom begins at 7:35 AM. If a student enters school after homeroom, he/she will receive a cut for each class missed unless a parent/guardian calls. If a student enters school during homeroom or after homeroom with a parent/guardian call, the resulting lateness will be considered an excused lateness or unexcused tardy depending upon the circumstances.

## **LIBRARY/RESOURCE CENTERS**

We encourage students to use our Computer Centers, Career Resource Center and Library. Check the rooms for scheduled times. The Library is open from 7:30 A.M. to 3:00 P.M. Students may come to the library during open periods or by special permission from subject teachers during their regularly scheduled class periods.

## **LOCKERS**

Here are a few cautions to assure the safety of valuables and textbooks.

1. Be certain that you keep your locker locked, and do not share the combination with other students.
2. When you leave a classroom, take your valuables and textbooks with you, or leave them with the teacher or a friend.
3. Do not tape or glue posters or other items to the lockers, inside or outside.
4. If you lose something, check your classrooms. If you cannot find it, report the loss to the Main Office staff.
5. Lockers are the property of the Cinnaminson School District. For the 2019 - 2020 school year, the administration reserves the right to open and search them at any time. Canine search teams may also be utilized.

# NATIONAL HONOR SOCIETY

The National Honor Society seeks to recognize and promote scholarship, character, leadership and service. Membership is an honor bestowed upon a student. To become a candidate for NHS membership, a student must have the following:

- A Grade Point Average (GPA) of 90% or higher for the graduating classes 2020 & '21.
- A Grade Point Average (GPA) of 93% or higher beginning with the graduating class of 2022, 23.
- A good disciplinary record (2 or less Office Detentions, no Wednesday School, ISS or OSS)

A student who becomes a candidate will then need to complete an Activity Packet indicating his/her activities, clubs, and/or sports that he/she has been involved in during his/her high school years. As part of the Activity Packet, a student must show the following:

- Evidence of a leadership role in at least one activity or class
- Documentation of a total of at least 25 hours of volunteer service outside of school during his/her Freshman, Sophomore, or Junior years

*Please note that no more than 20% of activities can come from service outside of Cinnaminson High School.*

In addition to the completed Activity Packet, there will be a faculty character rating. The candidate must have an above average faculty character rating (3.5 on a scale of 1 to 5).

The credentials for each candidate are then reviewed by the Faculty Council, which makes the final decision for membership. Any junior denied membership due to discipline in Junior year will be reconsidered in their senior year provided he/she does not have any new disciplinary infractions. The candidate must also meet the other requirements for candidacy.

Once becoming a member of the Cinnaminson Chapter of NHS, a student must continue to maintain the GPA, discipline, and character requirements. Any student who is placed on school Administrative Probation will also receive a National Honor Society Probation letter and has twenty (20) school days to be removed from Administrative Probation. Failure to have the Administrative Probation removed will result in a dismissal hearing with the Faculty Council.

NHS members must also provide service hours which can include assistance at school sponsored activities, assistance with the annual Red Cross Blood Drive, tutoring high school students and participation in the "Service Day" for teachers and staff.

## NUTRITIONAL GUIDELINES

To promote good health among students, the State Legislature requires that schools serve only food with high nutritional value. Hence, the following may not be served, sold, or given freely anywhere on school property 30 minutes before until 30 minutes after the end of the school day: items listing sugar in any form as first ingredient; candy; food with > 35% of calories from fat; saturated fat > 10% of calories; any item that contains Trans fat. Calories for snack items are supposed to be ≤ 200 calories and sodium for snack items should be ≤ 230 mg. Food and beverages served 30 minutes after school are exempt.

## PHYSICAL EDUCATION DEPARTMENT POLICIES

All students must take and pass four years of Health and Physical Education to graduate.

**Long term medical excuses:** All medical excuses (doctor notes) must be approved by the nurse. Any student who is physically unable to participate in physical education do to a medical illness or injury will be assigned into a medical study hall. Students will be issued a written assignment to be graded by their physical education teacher. Failure to complete the written assignment could result in failing for the quarter. Students with medical excuses must report to their physical education teacher for their alternative assignment.

**Missed classes:** Students absent for more than four classes per marking period for any reason must make up those classes to receive credit.

**Tardiness to class:** Students will have six minutes before and after class to get changed

**Preparation/Participation:** Students will lose five points from their preparation and participation grades for every time they are unprepared or do not participate during class.

**Note: Preparation, alone, does not ensure a passing grade. Rather, a grade is based upon the level of achievement in all of the grading criteria.**

**Proper dress/Preparation:** Students are required to wear the school purchased physical education shirt along with athletic shorts or pants and sneakers.

## Reminders:

1. Only students scheduled for PE should be in the PE locker rooms.
2. Students should make sure they lock up their belongings after they change for class.
3. After class the students should remain in the gym lobby until the bell rings.
4. Food and drinks are not permitted beyond the gym lobby area

## RANK IN CLASS

An official class rank is calculated for students with senior credit status only. It is available in September of the senior year (at the end of the 6th semester) and is recalculated in January (at the end of the 7th semester). Class rank will not be recalculated for students after the 7th semester. Graduation awards are based on the 7th semester rank, which is considered the final official rank. Any class ranking information distributed before senior year should be treated as unofficial. In order for a course to be included in the class rank, the student must be enrolled at CHS; the course must have been taken at CHS; and, must have been taken during the normal school day. This does not apply to Homebound Instruction. Courses taken on a pass/fail basis, taken at a college, or online will not be included in a student's Grade Point Average (GPA). Transfer credits of any kind will not be included when calculating class rank. Only students who begin their junior year at CHS will be included in an official senior class rank. Note: The only exception will be that Algebra I taken at the Cinnaminson Middle School will be counted for credits and towards the GPA.

Class rank is computed in the following way:

1. The "numerical average" earned in each course is multiplied by the "credit earned" for the course to yield the "Quality Points" for that course. If a student fails a course, zero credits are earned.
2. The sum of "Quality Points" is divided by the total number of "credits attempted" to yield the "weighted grade point average (GPA)".
3. Students who take Honors and Advanced Placement courses will have ten (10) additional points added to their "numerical averages" for those classes before the number of "Quality Points" is determined.

## SCHOOL CLOSINGS

To avoid clogging lines needed for emergencies, students should not call the police or the high school for information on school closings. Instead, students should consult area radio and television stations and check the district website ([www.cinnaminson.com](http://www.cinnaminson.com)). **THE SCHOOL DISTRICT'S CLOSING NUMBER IS 652.**

## SCHOOL LUNCHES

School lunches for the 2019-20 school year are as follows:

\$2.85 Basic Lunch

\$3.10 Specialty Lunch

\$3.35 Wrap Station

## SAFETY AND SECURITY

Safety and security is everyone's responsibility. **Do not** prop doors open or open any doors to allow **anyone** in the building. All students and visitors entering the building must use the main entrance. Surveillance equipment may be used to monitor the school facility or buses for the purpose of safety.

## SOME IMPORTANT RULES AND REGULATIONS

The purpose of these regulations is to help the organization of the school. Please read them carefully.

**Injury/Illness:** Students should notify their teachers and go to the nurse. They should not go to a lavatory directly or leave school grounds without permission.

**Evacuation of Building:** Drills for building evacuation are conducted regularly. When the bell sounds (a pulsating ring) signaling a drill, students must come to attention and listen for announcements or look for a scrolling message on the clock following the bell. Students should leave the room in single file and follow the directions posted in each room. During the drill, there should be no conversation. Students should walk to their designated area so that roll can be taken. Complete directions for drills are posted in each room.

**Posters and Exhibits:** These must be approved in advance by the administration and displayed on ceramic tile areas only!

**Fundraising:** Fundraising programs must be approved by the Assistant Principal/Athletic Director.

**Scholarships:** Many are available. Students should consult their school counselors and check the school's website regularly.

**Bulletins and Announcements:** Daily bulletins are available via email. Morning announcements are made over the PA system.

**Lost and Found:** This is located in the main office.

**Student Visitors:** No one is permitted to visit without the approval of an administrator.

**Fines:** Student fines will be assessed for students who lose or damage school property. Student fines can be accessed in the Genesis parent portal. Students with outstanding fines will not be eligible to attend field trips, dances or participate in activities & athletics.

**Food and Beverages:** No outside food orders, deliveries, or drop offs will be accepted during school hours. Also, drinks and open containers will not be admitted into school. (water bottles are acceptable)

## **STUDENT DRIVING/PARKING POLICY**

We have a limited number of parking spaces for students. Parking is a **privilege**. Priority will be given to seniors and Co-op students first. Juniors' ability to receive a parking spot will depend on availability and available spots will be assigned by lottery. All automobiles parked on school grounds must be registered and display a current decal while on school grounds. The school is not responsible for the automobile or its contents.

**Obtaining a parking permit:** Students must have the following items:

1. Student Parking Permit/Application Form signed by parent/guardian indicating permission to drive to school (regardless of student's age)
2. Signed copy of Driving Parking Policy
3. Current NJ Driver's License
4. Insurance card or policy covering the car to be driven
5. Car registration card

**Rules and regulations:**

1. Drivers must obey all traffic signs and the speed limit. (10 mph)
2. Only the student assigned the permit may drive to school.
3. Only the car registered may be parked on campus. (If a different car will be used, inform the Assistant Principal/Director of Athletics/Activities immediately.)
4. Parking permits must be displayed at all times.
5. Students may not go to their vehicles during the school day without a written pass from an administrator.
6. Students must not loiter in the parking lot.
7. Do not create a new parking space.
8. Do not park in crosswalks, handicapped spots, visitors' spaces, and the teachers' lot, behind the building or on the grass.
9. **Students are not permitted to drive behind the school, regardless if the fence is open.**

**Penalties:**

1. Students who drive or park on campus during normal school hours without a permit will be disciplined and will be ineligible for future parking privileges.
2. Students who have had their privileges suspended or revoked, and continue to park on school grounds, will be suspended.
3. For the 2019 - 2020 school year, the administration reserves the right to search student vehicles if there is reason to believe that the vehicle contains drugs, alcohol, stolen property or evidence of their unlawful acts or violations of school regulations. Canine search teams may be utilized.
4. Students who are parked illegally will be ticketed.
5. After two referrals to the office for parking violations, students will be suspended for insubordination.

**NOTE: The Cinnaminson Police Department has been given authority via local ordinance to enforce the parking and traffic regulations on campus. Any person who violates these regulations may be issued a citation by the Police Department. Students who receive citations on school grounds will also be disciplined by the school.**

**Driving Related to Student Activities:** Normally, students must use the transportation provided by the district en route to school activities. If special circumstances require a student to drive, or to be driven or picked up by a parent or guardian, inform the Assistant Principal/Director of Athletics Activities in advance and follow these procedures:

1. Students who drive to an activity must complete a Permit for Use of Private Vehicle on School Business Form and submit a copy of the first page of the insurance policy covering the vehicle prior to the activity.
2. Parents/guardians who want to drive or pick up students must complete a Travel Release Form. It is available online or in the Main Office. They must sign the bus roster accepting responsibility for their child. They must also have identification to show the coach/chaperone. The chaperone will release students only if proper identification is provided.
3. This policy may not be used for the wholesale release of students from activity buses.

## **STUDENT ELECTIONS**

Student elections are held on an annual basis. Specific policies and procedures are available from Student Council Advisors.

## **STUDENT OF THE MONTH**

Each month a student from each class will be selected as "Student of the Month". The student chosen exemplifies one or more of the following: effort or achievement above his/her norm; good citizenship; good sportsmanship; kindness, and leadership skills.

## **STUDENT ATHLETE OF THE MONTH**

Each month two student-athletes', one male and female, participating in the current season will be selected by the Varsity coaches as the Cinnaminson Student Athlete of the Month. The students chosen exemplify athletic excellence, leadership, sportsmanship, and Pirate Pride.

## **STUDENT SAFETY**

Any student making a suicidal/homicidal threat or ideation will be excluded from school until the administration receives a full psychiatric report for consideration for reentry. In addition, any student making a homicidal threat or ideation will be suspended out-of-school. The parent or guardian will sign a release authorizing school staff to discuss the reason for the referral with the psychiatrist. The district maintains a list of psychiatrists approved for district payment. Parent/guardians may elect to use a psychiatrist of their choosing but must assume all expenses. The school district or parents reserve the right to seek a second opinion if either are not in agreement with the findings.

## **SUBSTANCE ABUSE PROCEDURES/POLICY**

1. A staff member who observes behavior indicating intoxication or drug use must contact the office and request an administrator or designee to escort the student to the nurse for assessment. The staff member must also fill out a Student Reasonable Suspicion Form.
2. If alcohol is suspected, the student will be required to take a breath test using an alcohol breath tester. After the assessment, the parent will be notified.
3. If drugs are suspected, the parent will be notified immediately that an on-site urine drug screen will be performed by the school nurse. If the parent/guardian is not able to be notified, the administrator/designee shall arrange for the urine drug screen to be performed. The nurse will perform a physical assessment of the student and complete the required forms. After the assessment, a parent/guardian must pick up the student immediately from school.
4. The on-site urine sample (both positive and negative) will be sent by courier to an independent laboratory for confirmation.
5. The parent/guardian must take the student for an **IMMEDIATE** medical assessment by a physician. The physician must complete the Physician Instruction Sheet.
6. Regardless of the results of the initial urine drug screen, the parent/guardian must submit a written report of the medical examination to the principal or designee by the next school day.
7. If the initial assessment is negative, the student will be permitted to return to school with the appropriate doctor's clearance until the results from the laboratory are received.



8. If the laboratory test is confirmed positive, the parent/guardian must take the student for an **INITIAL** substance abuse evaluation by a licensed mental health professional/agency at Healthmark Counseling Services (856-829-3385). The student will be suspended from school as per school policy and the police will be notified.
9. The parent/guardian must sign a release of information regarding the results of the initial substance abuse evaluation to be shared with the school crisis counselor or other designated school employee.
10. If alcohol or drugs are suspected and the appropriate test or personnel is unavailable, EMS will be notified and the student will be transported to the nearest available emergency room. A school staff member will accompany the student until a parent/guardian is available. Law enforcement will also be contacted. Drug test results must be submitted to the principal or designee by the next school day. If the test is positive or if the results are not provided by the next school day, the student will be subject to school discipline procedures.
11. A staff member will supervise the student while waiting for the parent/guardian to take the student to the physician selected by the parent/guardian.
12. Once suspended for substance abuse of any kind, a student must present a certificate of fitness completed by a physician to return to school. The administration may also require another screening to determine that the student is drug/alcohol free.
13. Upon return to school, the parent and student must schedule an appointment with the Crisis Counselor to develop an individual plan for the student.

**Note:** If a student or parent/guardian refuses to comply with these assessment procedures, the student will be presumed guilty. The student will be subject to the same discipline procedures as a person who is found to be under the influence of alcohol or drugs.

In addition, the Superintendent of Schools or designee will refer a parent/guardian who refuses to comply with these procedures to the Division of Youth and Family Services for investigation.

## **SUMMER SCHOOL POLICY/GRADES**

Students may attend summer school/credit recovery classes to recover credits for up to **two** failed classes at an **accredited summer school**. To make up failed subjects, students may also take classes at any state approved school, a college (2 or 4 year), a private certified teacher, or a commercial learning center (online or in person). **All of these options require prior approval of the School Counselor and/or Principal.**

For courses taken at a commercial learning center or from a private tutor, students must show proof they received **60 hours** of instruction for a full year course, **30 hours** for a semester course, and **15 hours** for a quarter course. In all cases, the instructors must be fully certified.

Once Cinnaminson High School receives a final grade for the completed class, the grade will be added to the student's transcript. Both the original failed course, and the grade for the summer school course will show on the transcript. Grades from any outside sources are recorded on the transcript, with a notation that the courses were not taken at Cinnaminson High School. **These courses will not count in the computation of grade point averages (GPA).**

Cinnaminson High School will accept the credits and grades given by an Adult High School or a college. For courses taken at a commercial learning center or from a private tutor, students must show proof they received **30 hours** of instruction for a full year's course, **15 hours** for a semester course, and **8 hours** for a quarter course. In all cases, instructors must be fully certified. Full credit for the subject completed at a learning center or with a tutor will be granted only upon successful completion (60 or higher) of a Cinnaminson High School final examination. The exam will be administered and scored at the school. The final transcript grade will be determined by the student's grade on the final exam. (For a score of 90 or higher, students will receive a 70; for all other passing scores, students will receive a 60.)

From time to time, students with special circumstances seek to take courses for original credit from an outside source. Cinnaminson High School will make every effort to accommodate these students.

Before starting an original credit course, students should consult their school counselor and receive approval from the principal. Rules governing how we will grant credit for these courses are the same as specified above for make-up courses. We will accept grades from accredited institutions. For courses taken at a learning center or with a tutor, the student grade on the final exam will determine the final grade.

Grades from outside sources are recorded on the transcript, with a notation that the courses were not taken at Cinnaminson High School. **These courses will not count in the computation of grade point averages (GPA).**

# TECHNOLOGY

## Software Copying and Usage

No person shall install or use privately owned software, Shareware, or Freeware on District computer systems, except where permitted by District procedures.

## Acceptable use of Computer Systems.

1. The district neither condones nor permits the use, creating, or viewing of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal materials on District computer systems.
2. No person shall engage in activities that do not advance the purposes for which district computer systems are provided.
3. No student shall make use of the user account or password of another person.
4. No person shall connect privately owned computer devices (including but not limited to laptops, handheld devices, network analyzers or game systems) to the district network without written consent of a network administrator.

## Security and Expectation of Privacy

1. All persons shall take reasonable and prudent precautions to safeguard computer passwords against usage by others, and shall notify a network administrator immediately if a password is lost or possibly compromised.
2. Any person who suspects a security violation, or a potential or actual security problem, must notify a network administrator immediately. No person shall communicate this information to anyone other than a network administrator or another designated member of the District staff.
3. There shall be no expectation of privacy for any materials created, viewed or otherwise used on District computer systems, including, but not limited to, files, internet access, and email.
4. Students and their parents/guardians must sign an acknowledgment of these rules. This acknowledgment will be kept on file in the high school library.
5. Students who violate any of these guidelines will be subject to disciplinary action. (See Code of Student Conduct Section)



# TESTING DATES 2019 - 2020

## PSAT/NMSQT

(Preliminary Scholastic Assessment Test/  
National Merit Scholarship Qualifying Test) ..... October 16, 2019

## SAT/SAT SUBJECT TEST DATE

August 24, 2019 ..... SAT I and SAT Subject Tests  
October 5, 2019\* ..... SAT I and SAT Subject Tests  
November 2, 2019\* ..... SAT I and SAT Subject Tests  
December 7, 2019 ..... SAT I and SAT Subject Tests  
March 14, 2020\* ..... SAT I Only  
May 2, 2020\* ..... SAT I and SAT Subject Tests  
June 6, 2020 ..... SAT I and SAT Subject Tests

## ACT ASSESSMENT TEST DATES

September 14, 2019 ..... April 4, 2020  
October 26, 2019\* ..... June 13, 2020\*  
December 14, 2019\* ..... July 18, 2020  
February 8, 2020\*

## ADVANCED PLACEMENT

May 4, 2020\* ..... Physics C: Mechanics  
Physics C: Electricity & Magnetism  
May 5, 2020\* ..... Calculus AB/BC  
May 6, 2020\* ..... English Literature & Composition (12th)  
European History  
May 7, 2020\* ..... Chemistry  
Physics 1: Algebra-Based  
May 8, 2020\* ..... United States History  
Computer Science A  
May 11, 2020\* ..... Biology  
Environmental Science  
May 12, 2020\* ..... Spanish Language & Culture  
Psychology  
May 13, 2020\* ..... English Language & Composition (11th)  
Music Theory  
May 14, 2020\* ..... World History: Modern  
May 15, 2020\* ..... French Language & Culture  
Statistics

## NEW JERSEY STATEWIDE ASSESSMENTS

ASVAB ..... January 8, 2020\*  
NJSLA (ELA & Algebra 1 & 2 and Geometry) ..... May 18 - May 21, 2020\*  
NJSLA (ELA & Algebra 1 & 2 and Geometry) MAKE-UPS ..... May 26 - May 29, 2020\*  
NJSLA - Science (11th GRADE) ..... May 18 - May 21, 2020\*  
NJSLA - Science (11th GRADE) MAKE-UPS ..... May 26 - May 29, 2020\*  
Finals ..... TBD

**NOTE:** An (\*) asterisk indicates testing offered at Cinnaminson High School.

## WINNER'S CIRCLE

The Winner's Circle is designed to recognize students for outstanding effort. The goals of the Winner's Circle are to increase grade point average, to increase attendance, to reduce discipline referrals, and to raise school spirit. Students earn rewards depending on the criteria in each level. The cards are awarded to students for receiving good grades, exhibiting positive behavior, having excellent attendance and exhibiting civic pride. A Winner's Circle designation, regardless of level, qualifies students for certain incentives.

**In light of the elimination of the school-wide midterm exams, Cinnaminson High School is modifying the entrance criteria and incentives associated with the Winner's Circle program. Please read the following section carefully to identify the criteria necessary for participation in the program.**

**Transfer students must see the principal's secretary, Mrs. Baker, to determine if they are eligible for Winner's Circle and will be held accountable to all established deadlines.**

2019-2020 CRITERIA	2019-2020 INCENTIVES
<p>The students' eligibility for each level below will be analyzed against their record from the 1st– the 4th marking period of the prior school year. Cards will be valid in the current school year from the first day of school through June 1st.</p> <p>For final exams only, the eligibility will be analyzed against their record from the 1st marking period through May 31 of the current school year. Final exam exemptions will be redeemed in the current school year.</p>	
<p><b>RED</b></p> <ol style="list-style-type: none"> <li>93+ GPA</li> <li>Maximum two (2) unexcused latenesses per marking period</li> <li>Maximum two (2) unexcused absences per marking period</li> <li>No discipline referrals / no office detentions, Wednesday Schools, ISS, OSS</li> <li>Participation in two (2) school-sponsored clubs, sports, service organizations or similar community-based organizations approved by the school.</li> </ol>	<p><b>RED</b></p> <ol style="list-style-type: none"> <li><b>Four (4)</b> late Homework Passes (not to be used in same class, must be pre-approved by teacher)</li> <li>Free Admission to <b>ten (10)</b> Home Athletic Contests (NJSIAA tournament does not apply)</li> <li>Three (3) Additional excused latenesses to school (at administrative discretion)</li> <li>Eligibility for Student of the Month</li> <li>Certificate of Recognition</li> <li><b>Exemption for the final exam in two (2) classes. Exemption will be redeemed in the current school year. (See clarification below for more details.)</b></li> </ol>
<p><b>WHITE</b></p> <ol style="list-style-type: none"> <li>86-92 GPA</li> <li>Maximum two (2) unexcused latenesses per marking period</li> <li>Maximum two (2) unexcused absences per marking period</li> <li>No more than 1 office detention; no Wednesday Schools, ISS, OSS</li> <li>Participation in two (2) school-sponsored clubs, sports, service organizations or similar community-based organizations approved by the school</li> </ol>	<p><b>WHITE</b></p> <ol style="list-style-type: none"> <li>Three (3) late Homework Passes (not to be used in same class, must be pre-approved by teacher)</li> <li>Free Admission to seven (7) Home Athletic Contests (NJSIAA tournament does not apply)</li> <li>Two (2) additional excused lateness to school (at administrative discretion)</li> <li>Eligibility for Student of the Month</li> <li>Certificate of Recognition</li> <li><b>Exemption for the final exam in two (2) classes. Exemption will be redeemed in the current school year. (See clarification below for more details.)</b></li> </ol>
<p><b>GRAY</b></p> <ol style="list-style-type: none"> <li>78- 85 GPA</li> <li>Max two (2) unexcused latenesses per marking period</li> <li>Max two (2) unexcused absences per marking period</li> <li>No more than two (2) office detentions; no Wednesday Schools, ISS, OSS</li> <li>Participation in two (2) school-sponsored clubs, sports, service organizations or similar community-based organizations approved by the school.</li> </ol>	<p><b>GRAY</b></p> <ol style="list-style-type: none"> <li>Two (2) late Homework Passes (must be pre-approved by teacher)</li> <li>Free Admission to four (4) Home Athletic Contests (NJSIAA tournament does not apply)</li> <li>Exemption from Final Exam in one (1) class</li> <li>Eligibility for Student of the Month</li> <li>One (1) additional excused lateness to school (at administrative discretion)*</li> <li>Certificate of Recognition</li> <li><b>Exemption for the final exam in one (1) class. Exemption will be redeemed in the current school year. (See clarification below for more details.)</b></li> </ol>

### Criteria Clarifications:

1. **Calculation of GPA** – Eligibility is based upon calculations using grades from the 1st through the 4th marking period of the prior school year. For final exams only, eligibility will be based upon calculations using the 1st through the 3rd marking period and grade to date on the day the forms are due to the principal's office during the current school year.
2. **Attendance/Lateness/Early Dismissals** – Students may not have had more than two (2) unexcused lateness or early dismissals in the 1st, 2nd, 3rd, or 4th marking period of the 16-18 school year. Caution: Three unexcused lateness in the same semester will result in a detention. For final examinations only, lateness for the 4th marking period will be assessed on May 31.
3. **Discipline** – Suspension for any reason during the 18-19 school year will result in immediate revocation of any card and its privileges.

### Incentive Clarifications:

1. When using an excused lateness to school, the student must sign in before the beginning of 1st period.
2. Late homework passes are for daily homework assignments, not major projects. The pass can only be used one time in a class per semester and must be pre-approved by the teacher. The deadline to turn in the assignment must be agreed upon by the teacher.
3. Final exam exemption will be redeemed during the 16-18 final exams. While eligibility for exemption will be assessed on May 31 of that year, students may forfeit the privilege if they exceed the following parameters in the remaining days of the school year:
  - No more than two (2) unexcused latenesses in the 4th marking period of the current school year
  - No more than two (2) unexcused absences in the 4th marking period of the current school year
  - Be within the discipline guidelines for the appropriate Winner's Circle level in the 4th marking period of the current school year.
4. For exam exemption, students will receive a form to be completed by their teachers(s) for the class(es) that they wish to use the exemption(s). Teachers must verify that the students have met the grading criteria described above. **If the exam exemption form is not returned to the principal's office by the day it is due, the student will forfeit his or her final exam exemption(s).**
  - Students must have a class average of 90% or higher at the time the form is due to the principal's office in order to be exempt from the final.
5. Once a student has been exempted from an exam, he or she CAN NOT elect to take the exam.
6. Some AP courses may not allow participation in the Exemption Policy.
7. A student's Winner's Circle card will be revoked if they are caught cheating or plagiarizing.



# **CINNAMINSON HIGH SCHOOL SCHOOL YEAR 2019 – 2020 REPORT CARD AND MARKING PERIOD DATES**

## **FIRST MARKING PERIOD**

November 6, 2019..... First Marking Period Ends

November 22, 2019.....Report Cards Available Online

## **SECOND MARKING PERIOD**

January 27, 2020..... Second Marking Period Ends

February 12, 2020 .....Report Cards Available Online

## **THIRD MARKING PERIOD**

April 2, 2020 ..... Third Marking Period Ends

April 23, 2020 .....Reports Cards Available Online

## **FOURTH MARKING PERIOD**

June 18, 2020..... Fourth Marking Period Ends

Week of June 24 2020.....Report Cards Available Online

## **FINAL EXAMS**

**Last Week of School TBA**

## **CINNAMINSON DISTRICT PHONE LIST**

*Central Office.....856 829 7600*

*Middle School.....856 786 8012*









*New Albany.....856 786 2284*









*Rush School.....856 829 7778*

*High School.....856 829 7770*


















## College Application Checklist

<u>Task</u>	<u>Time Frame</u>	<u>Where</u>
<p><b>Naviance Log in</b>  <b>go to <a href="http://student.naviance.com/cinnaminsonhs">student.naviance.com/cinnaminsonhs</a></b>  <i>User Name: last name, first initial</i>  <i>Password: student ID number</i></p>		
<p><b>Check Naviance Account :</b>  <i>Log into your Naviance account regularly. You will receive notifications throughout the year regarding scholarships, college rep visits, College Fairs, FAFSA, etc.</i></p>	Regularly	
<p><b>Senior Questionnaire:</b> <i>All seniors will fill out a questionnaire that will assist counselors in scholarship determination, awards, etc.</i></p>	September	
<p><b>Check Your School Email Account:</b> <i>Please check your school email account regularly for important notices, sholarship information and senior year events, etc.</i></p>	Regularly	
<p><b>Student Recommendation Form - Completed by Student:</b>  <i>This should be completed in your Naviance account. This information will help your teacher and counselor write a more personalized letter for you. This is available under "About Me" in Naviance. Select "My Surveys": Surveys in Progress, Surveys to be Completed, Surveys Not Started.</i></p>	By September 15th of senior year	
<p><b>Parent Recommendation Form - Completed by the Parent:</b>  <i>Completing this form will give the school counselor additional (anecdotal) information from parents that will assist him or her in a letter of recommendation. This is available under the "About Me" in Naviance. Select "My Surveys: Surveys in progress, Surveys to be completed, Surveys not started.</i></p>	By September 15th of senior year	
<p><b>Ask Teachers to Write a Letter of Recommendation:</b>  <i>Please speak with two teachers (face-to-face) to ask them to write your letters of recommendation. We recommend asking your English &amp; Math teachers. Otherwise, if you are going into a science field, a science teacher would be appropriate or if you are going into the arts, a fine arts teacher would be appropriate, etc.</i></p>	By September 15th of senior year	
<p><b>Invite Teachers to Complete the Letter of Recommendation in Naviance:</b>  <i>Click "Colleges" in upper right hand corner. Select "Home" then under the "Apply to Colleges" section click on "Letters of Recommendation". Then click on "add request" box, Select the teacher you would like to write your letter(s). and follow steps 1-3. Select - All current and future colleges . . .</i>  <i>Include a personal note of thanks to the teacher or counselor who will be writing a letter</i></p>	After you have asked them personally to write your letter	

<p><b>Colleges I Am Applying To:</b> Go to the “Colleges” in Naviance. Click on “Colleges I’m Applying To.” Click on “<b>+add to this list</b>.” then on pull down type in name of college to select. Next select app type (application type). There are different types of applications: Regular Decision, Early Action, Early Action II, Early Decision, Early Decision II, Rolling, or Priority. Understand the differences. Make sure your college offers the application type you are selecting. Choose how you will submit your application.</p>	As Needed	
<p><b>Deadlines:</b> Please meet all deadlines! Decide on how you are applying to your colleges (RD,EA, ED, ED/EAll, Priority or Rolling). Research each college for specific deadlines for applications, Honors Colleges, scholarships, etc. Make sure you check to see if there is an earlier scholarship consideration deadline. Your application may need to be submitted before the application deadline to meet the scholarship due date.</p>	ASAP	All College Websites
<p><b>College Application Types in Naviance:</b> Next to each college you have listed in Naviance, select the correct application type (RD, EA, ED, Rolling, etc.). Naviance defaults to Regular Decision/RD. You may need to change this if needed. Remember: Applications should be submitted 2 weeks before the deadline indicated.</p>	As Needed	
<p><b>College Essay:</b> Every senior English class will assign an essay that can be used for your college applications. Please check each college to determine which prompt(s) they use for an essay. Make sure you edit your version before uploading it to your application(s).</p>	Fall	
<p><b>Applying to Colleges Using the Common Application:</b> Go to <a href="http://commonapp.org">commonapp.org</a> to create a Common Application account. Please sign the FERPA waiver. To do this you must complete the education portion first, then go to Naviance to complete the match. Instructions on how to do this task will be sent via Naviance email in September. Please check your Naviance account for the Common Application essay prompts.</p>	Once you have completed the Education Section of the Common App	 
<p><b>Submitting College Applications (VERY IMPORTANT):</b> After you submit your college application you must also indicate in Naviance which schools you submitted those applications to and how you submitted them. Click on the edit  button and indicate the appropriate selection: via the Common Application, Coalition or directly on the college or university..</p>	After you submit any/all college applications	
<p><b>Update Resume:</b> Please log into your Naviance account and update your resume. You should include all activities you participate in and outside of school; work experience, community service, volunteer work, etc. Your transcript will only include activities you participated in school. You may have to send your resume to colleges via mail or email if a college does not give you the option to upload in a college application.</p>	By the end of September	



<p><b>Request ACT and SAT Scores to be Sent to Colleges:</b> Colleges require your ACT/SAT scores to be sent directly from ACT/SAT sites . Log into your ACT account at <a href="http://www.actstudent.org">www.actstudent.org</a> and follow the instructions to have your scores sent to your list of colleges. Log into your College Board account at <a href="http://www.collegeboard.org">www.collegeboard.org</a> and follow the instructions to have your SAT scores sent to your list of colleges. The guidance department does not send scores to colleges.</p>	<p>As soon as you finish testing or while registering</p>	 
<p><b>Fee Waivers for SAT/ACT &amp; College Applications:</b> Fee waivers are available for students on free and reduced lunches. Please see your counselor for information at least a month prior to ACT/SAT registration.</p>	<p>As Needed</p>	
<p><b>Register with NCAA Eligibility Center:</b> If you are planning to play a sport in college go to <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> and click on "New Account" in the upper right hand corner. Once you create an account, you must request an official transcript from the school by adding NCAA in your Naviance account under "Colleges I Am Applying To." Official SAT/ACT scores must be sent directly to NCAA. <b>NOTE:</b> When you commit to play DI or DII sports in your senior year, you must also request a Final Transcript from CHS to be sent to the NCAA.</p>	<p>Summer/ Fall</p>	
<p><b>FAFSA (Free Application for Federal Student Aid):</b> Students and parents must complete the FAFSA application after October 1st by going to <a href="https://fafsa.ed.gov">https://fafsa.ed.gov</a> or you can use the FAFSA4caster before 10/1.</p>	<p>After October 1st</p>	
<p><b>Complete a Senior Survey:</b> This will be done in May with the guidance department before final transcripts will be sent to colleges.</p>	<p>Spring of Senior Year</p>	
<h2><b>Additional Information</b></h2>		
<p><b>College Super Match:</b> When searching for colleges use the College Super Match in Naviance. It is a great resource for types of colleges, cost, distance, requirements for acceptance, majors, job opportunities, programs, practicums, internships, environment, size, etc.</p>	<p>Anytime</p>	
<p><b>College Rep Visits:</b> Emails will be sent through Naviance listing dates when reps will be visiting CHS during junior and senior lunches.</p>	<p>Fall</p>	
<p><b>College Information Sessions at Cinnaminson High School:</b> Occasionally college reps will come to speak to seniors in large groups. Students must sign up for these sessions in the guidance office. Announcements will be made in homerooms of dates &amp; times.</p>	<p>Fall/Winter</p>	
<p><b>Open Houses/Tours</b> There is a list of Open Houses/Tours in Naviance. Go to the homepage. Scroll to "View all from my School" to see the complete list. Posters with Open House information will be posted</p>	<p>Throughout the school year</p>	

<p><i>in the hallway outside the guidance. Students are allowed to have up to 3 college visits that will be considered excused absences. Please obtain a confirmation letter from any college you visit and submit to the Attendance Office upon return to school.</i></p>		
<p><b>Senior Parent Night – “College Application Process”:</b> The Counseling Department will conduct a presentation in September regarding college applications and important steps to take to ensure a smooth process. Please check the Counseling Department webpage for date, time &amp; location. Messages will also be sent to your school email accounts.</p>	<p>September</p>	
<p><b>Scholarships:</b> <i>There are several scholarship opportunities listed in Naviance. Please check the Colleges pull down and select “Scholarship and Money” section. Then select “Scholarship List” for details.</i></p>	<p>ongoing</p>	
<p><b>“Financial Aid” Parent Night:</b> <i>The CHS guidance department will hold a Financial Aid Night in October. Please check the guidance webpage for date, time &amp; location. Students are welcome and encouraged to come!</i></p>	<p>October</p>	
<p><b>Attending Military / 2-year College/Trade Schools:</b> <i>If you decide to enter the military, attend a 2-year college or trade school, please indicate in Naviance.</i></p>	<p>Before the end of the year</p>	
<p><b>Rowan College of Burlington County- Spring Ahead Program:</b> <i>If you are planning to apply to RCBC for any reason, please see your counselor for valuable information regarding RCBC’s Spring Ahead Program.</i></p>	<p>Program begins in October</p>	
<p><b>Naviance Email Blasts:</b> Please check out the weekly email blasts which will be sent to your school email account. There will be a host of information sent each week including volunteer opportunities, jobs, scholarships, deadlines, etc.</p>	<p>Ongoing</p>	

**September 2019 - June 2020**  
**Cinnaminson Township Public Schools**  
**BOE Approved: December 18, 2018**

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
				1	2	
3	4	5	6		9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27		30	

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22						28
29						

January						
S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Sept. 3..... Staff Orientation
- Sept. 4..... Teaching Staff Prof. Development Day
- Sept. 5..... First Day of Classes
- Oct. 9..... CLOSED—STUDENTS ONLY
- Nov. 5..... K-12 Prof. Development Day
- Nov. 7-8..... NIEA Convention—SCHOOLS CLOSED
- Nov. 19..... K-5 Single Session—Conference Prep.
- Nov. 27..... K-12 Single Session
- Nov. 28-29..... Thanksgiving—SCHOOLS CLOSED
- Dec. 2-6..... K-5 Single Session—Conferences
- Dec. 6..... Kindergarten—NO CLASSES
- Dec. 20..... K-12 Single Session
- Dec. 23-Jan. 1..... Winter break SCHOOLS CLOSED
- Jan. 2..... SCHOOLS REOPEN
- Jan. 20..... Martin Luther King—SCHOOLS CLOSED
- Feb. 14..... CLOSED—STUDENTS ONLY
- Feb. 17..... K-12 Prof. Development Day
- Feb. 17..... President's Day—SCHOOLS CLOSED
- March 24-26..... K-5 Single Session—Conferences
- March 24 and 25..... New Albany Afternoon Conferences
- March 26..... New Albany—Evening Conferences
- March 24 and 26..... Rush Afternoon Conferences
- March 25..... Rush—Evening Conferences
- March 30..... CLOSED—STUDENTS ONLY
- April 10-17..... Spring break—SCHOOLS CLOSED
- April 20..... SCHOOLS REOPEN
- May 22-25..... Memorial Week—SCHOOLS CLOSED
- June 18..... Last Day Gr. K-12 —STUDENTS ONLY
- June 18..... High School Graduation
- June 19..... Last Day Teaching Staff

**DO NOT MAKE IRREVOCABLE PLANS FOR VACATION**

NOTE: ANY DAYS BEYOND 180 will be made up starting with May 22, Feb. 14, March 30 and April 10; and any additional Spring Break days if necessary.

STUDENT DAYS: 180      TEACHER DAYS: 187

**BACK TO SCHOOL NIGHTS**

- High School..... Wed., Sept. 18
- Middle School..... Thurs., Sept. 26
- Rush School..... Wed., Sept. 25
- New Albany School..... Thurs., Sept. 19

**SCHOOL CLOSING INFORMATION**

Weather and/or Emergency Closing  
 Go To: [www.cinnaminson.com](http://www.cinnaminson.com)

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	29

March						
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29	30	31				

April						
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12						18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21		23
24		26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**TENTATIVE DATES**

**2019—2020**

**MARKING PERIOD ENDS**

<b>1st</b>	HS/MS Rush/NAS	Nov. 6 Nov. 18
<b>2nd</b>	HS/MS Rush/NAS	Jan. 27 March 6
<b>3rd</b>	HS/MS Rush/NAS	April 2 June 18
<b>4th</b>	HS/MS	June 18

**REPORT CARDS ISSUED**

<b>1st</b>	HS/MS Rush/NAS	Nov. 22 Dec. 2
<b>2nd</b>	HS/MS Rush/NAS	Feb. 12 March 24
<b>3rd</b>	HS/MS Rush/NAS	April 23 June 18
<b>4th</b>	HS/MS	June 24

**FINAL EXAMS**

**High School**      Friday, June 12 (World Languages)  
Monday, June 15 and Tuesday, June 16



**Cinnaminson Schools**

**Phone List**

*Central  
Office*

856-829-7600

**MENU OPTIONS:**

1. Staff Directory
2. Administration
3. Child Study Team
4. Student Activity Center
5. Computer Technology
6. Project Challenge
7. Telephone numbers of other schools

*High  
School*

856-829-7770

**MENU**

- OPTIONS:**
8. Transportation Dept.
  9. Maintenance Dept.

*Middle  
School*

856-786-8012

**MENU OPTIONS:**

1. Attendance Office
2. Main Office
3. Nurse
4. Guidance Office
5. Media Center
6. Athletic Director

*New  
Albany*

856-786-2284

**MENU OPTIONS:**

1. School Closing Info
2. Attendance Office
3. Main Office
5. Guidance Office
6. Nurse
7. Library
8. Cafeteria

*Rush  
School*

856-829-7778

**MENU OPTIONS:**

1. School Closing Info
2. Attendance Office
3. Main Office
4. Guidance Office
5. Nurse
7. Library
8. Cafeteria

Revised 1/16/19  
publgt:rcelal

For Emergency Closing Information:  
[www.cinnaminson.com](http://www.cinnaminson.com)

# CALENDAR YEARS

## 2019

<b>January</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2020

<b>January</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2021

<b>January</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

