

**GLOUCESTER CITY JR.-SR. HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2010-2011**



EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and board of education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often a problem in our schools. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions, which contribute to the effectiveness of schools and the work of their learning experiences. Commensurate with their maturation levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we, the students, parents, teachers, administrators, and the board of education of this school district, expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as members of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

At the end of every school day students are expected to exit the building in an appropriate manner. Students may remain in the building for reasons such as: extra help from a teacher(s), sports, clubs, tutoring, student meetings, the extended day program, or any other school sponsored activity.

Students that leave the school building at the end of the school day which includes early dismissal days are expected to: cross at locations that have crossing guards, go directly home, notify your parent/guardian if you are not going directly home, act responsibly.

NOTE: the school's power extends beyond the school zone but its obligations do not. Students who act inappropriately to and from school are subject to discipline measures

BELL SCHEDULES

REGULAR BELL SCHEDULE

9th – 12th Grades

08:00 – 08:08	HR
08:08 – 08:55	1 st Period
08:58 – 09:45	2 nd Period
09:48 – 10:35	3 rd Period
10:38 – 11:25	4 th Period
10:41 – 11:03	(L-09) (STUDY 10)
11:03 – 11:25	(L-10) (STUDY 09)
11:28 – 12:15	5 th Period
12:18 – 01:05	6 th Period
12:18 – 12:40	(L-11) (STUDY 12)
12:43 – 01:05	(L-12) (STUDY 11)
01:08 – 01:55	7 th Period
01:58 – 02:45	8 th Period

7th – 8th Grades

08:00 – 08:08	HR
08:08 – 08:55	Block 1A
08:58 – 09:45	Block 1B
09:48 – 10:35	Block 2A
10:38 – 11:25	Block 2B
11:28 – 12:15	Block 3A
11:28 – 11:50	(L-07) (STUDY 08)
01:53 – 12:15	(L-08) (STUDY 07)
12:18 – 01:05	Block 3B
01:08 – 01:55	Block 4A
01:58 - 02:45	Block 4B

EARLY DISMISSAL SCHEDULE

9th – 12th Grades

08:00 – 08:06	HR
08:06 – 08:35	1 st Period
08:38 – 09:07	2 nd Period
09:10 – 09:39	3 rd Period
09:42 – 10:11	5 th Period
10:14 – 10:43	7 th Period
10:46 – 11:15	4 th Period
10:46 – 11:15	(L-9/10)
11:18 – 11:47	6 th Period
11:18 – 11:47	(L-11/12)
11:50 – 12:20	8 th Period

7th – 8th Grades

08:00 – 08:06	HR
08:06 – 08:32	Block 1A
08:35 – 09:00	Block 1B
09:03 – 09:29	Block 2A
09:32 – 09:57	Block 2B
10:00 – 10:26	Block 3A
10:29 – 10:54	Block 3B
10:57 – 11:23	Block 4A
11:26 – 11:51	Block 4B
11:51 – 12:20	(L – 7/8)

DELAYED OPENING

9th – 12th Grades

10:00 – 10:33	HR/1 st Period
10:36 – 11:09	2 nd Period
11:12 – 11:45	3 rd Period
11:48 – 12:21	4 th Period
11:48 – 12:21	(L- 9/10)
12:24 – 12:57	5 th Period
12:24 – 12:57	(L – 11/12)
01:00 – 01:33	6 th Period
01:36 – 02:09	7 th Period
02:12 – 02:45	8 th Period

7th – 8th Grades

10:00 – 10:02	HR
10:02 – 10:31	Block 1A
10:34 – 11:02	Block 1B
11:05 – 11:38	(L – 7/8)
11:41 – 12:09	Block 2A
12:12 – 12:40	Block 2B
12:43 – 01:12	Block 3A
01:15 – 01:43	Block 3B
01:46 – 02:15	Block 4A
02:18 – 02:45	Block 4B

Global Connection Communications System –

Our ability as a School District to communicate with our students, students’ parents, faculty and staff has now entered the 21st century. Through our relationship with Global Connect and their School Communication System you will be receiving personalized telephone messages which will keep you informed of school activities, important dates, parents or student or student events, etc.

This very unique communication tool can also be used in the event of an emergency situation. A message describing the event or providing specific instructions can be created and sent within minutes of its occurrence.

It has been proven that parental knowledge plays a key role in student achievement. Our partnership with Global Connect will reinforce and fulfill this precedent as well as supporting our responsibilities under the “No Child Left Behind Act”. It is imperative therefore; that no one day goes by that the district does not have a valid phone number to reach every parent/guardian in case of emergency.

Classroll – Gloucester City High School is pleased to present Classroll.com to the community. This program provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service, students and parents now have online access to teacher contact information, student assignments, homework and current student grade information. You will need a secure log-in to access your student’s information.

Contact Information – User name and passwords can be requested through Mrs. Levins at extension 1510, Mrs. McQuaid at extension 1511, or Mrs. Reinhart at extension 1519.

**GLOUCESTER CITY JR.-SR. HIGH
SCHOOL
PARENT/STUDENT HANDBOOK
2010-2011**



Jack L. Don, Ed. D. – Principal
Christine Trampe- Assistant Principal
Pat Gismonde, Ph. D. - Assistant Principal

**1300 Market Street
Gloucester City, NJ 08030
Telephone: 456-7000
Emergency Closing # 561
This handbook belongs to:**

Student Name: _____

PRINCIPAL’S MESSAGE

This handbook is designed to assist parents throughout the school year and contains much information that you will find helpful to you and your children. The handbook contains many of the guidelines, rules, regulations, activities, and the names of school personnel. It is so important that parents form a strong bond with the school in order to provide for guidance, direction, and support for every student to attain his or her maximum educational benefits. I extend my appreciation to the many people who worked to make this Parent Handbook possible and hope that you, as parents, will use it frequently.

PARENTAL RESPONSIBILITIES

The Board of Education of Gloucester City believes that the education of children is a joint responsibility, one it shares with the parents/guardians of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

Therefore, parents/guardians need to recognize their responsibilities to their children and to the school and community. Parents should understand that if their children hear them speak positively about principals, teachers, and the school system in general, they are encouraging respect for authority. This will, in turn, result in good behavior in the classroom and will contribute to a positive attitude toward learning.

Parents can help insure proper discipline in school by:

- Showing interest in their child's school progress and working with school personnel to solve disciplinary and academic problems
- Getting to know their child's school, its staff, curriculum, programs, and activities and by attending parent-teacher conferences and school/parent functions, such as Family and Friends and/or School Advisory Committee meetings.
- Teaching their child how to dress neatly and to be clean, well-groomed and wear clothes which are appropriate for school.
- Making sure their child goes to school, on time, every day unless their child is ill or has a contagious disease.
- Maintaining up to date telephone numbers at the school, including home, work, and emergency telephone numbers, addresses and health data.
- Contacting the school and explaining why their child is absent, as is required by New Jersey Statutes and School Board Policies.
- Teaching their child, by work and example, respect for law, for the authority of the school and for the rights and property of others.

NOTE: Students will not be called from class to speak with their parents/guardians for NON-EMERGENCY reasons.

STUDENT BEHAVIOR EXPECTATIONS

1. TO SPEAK RESPECTFULLY TO STAFF

This means:

- Speaking quietly and in a polite tone of voice;
- Thinking before you speak;
- Speaking when it is appropriate to do so;
- Using polite language.

You will not:

- Swear at or verbally abuse a member of staff;
- Shout at a member of staff;
- Threaten a member of staff;
- Interrupt a member of staff.

2. TO BEHAVE RESPECTFULLY TO STAFF

This means:

- Doing as you are asked or told without argument;
- Accepting that members of staff have authority over students because they have responsibility for your welfare;
- Treating staff as professionals;
- Showing that you want to learn;

- Listening carefully and following instructions.

You will not:

- Refuse to do as you are asked;
- Physically threaten or intimidate a member of staff;
- Touch a member of staff – including pushing past them;
- Walk away when you are being spoken to or told to do something;
- Refuse to hand over an item to be confiscated.

3. TO SPEAK RESPECTFULLY TO OTHER STUDENTS

This means:

- Speaking politely to other students;
- Thinking before you speak;
- Keeping quiet if you have nothing pleasant to say;
- Keeping “street language” out of school.

You will not:

- Swear at or verbally abuse other students;
- Threaten another student;
- Make offensive or insulting comments to or about another student;
- Spread rumors.

4. TO BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means:

- Showing consideration in the corridors;
- Avoiding physical contact with other students;
- Respecting other students’ space;
- Sitting where you are asked to in class;
- Telling a member of staff if there is a problem with another student.

You will not:

- Intimidate another student;
- Physically threaten or abuse another student;
- Take or tamper with someone else’s possessions;
- Persuade another student to do wrong.

5. TO RESPECT THE SCHOOL ENVIRONMENT

This means:

- Putting rubbish in bins – in and out of classrooms;
- Looking after and having pride in your classrooms;
- Reporting any damage to a member of staff;
- Making sure you are in the right place at the right time.

You will not:

- Damage or graffiti school property;
- Enter classrooms without permission;
- Bring illegal or forbidden items into the school environment.

6. TO HAVE RESPECT FOR YOUR OWN LEARNING

This means:

- Wanting to succeed and valuing success;
- Being on time to school and classes;
- Having the proper supplies;
- Doing the work to be the best of your ability;
- Doing your homework/coursework to deadline;
- Asking for help if you need it;

- Taking responsibility for your learning and being honest with yourself;
- Knowing what you need to do to improve.

You will not:

- Waste time in or be late to classes;
- Rely on the teacher to do everything for you;
- Blame anyone else if you don't make good progress;
- Settle for just doing enough to get by.

7. TO HAVE RESPECT FOR OTHER STUDENTS' LEARNING

This means:

- Valuing other people's ideas, values, work and contributions;
- Co-operating with and supporting other students;
- Being able to assess other students' work;
- Helping to create a positive classroom environment.

You will not:

- Distract other students;
- Make other students feel uncomfortable about their work or progress;
- Be intolerant of other people's values, ideas or beliefs.

BOARD OF EDUCATION

Ms. Louisa W. Llewellyn, President

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Mr. Bruce Darrow – Brooklawn Representative

Margaret McDonnell, Secretary/Business Administrator

Parker/McCay, LLC, Solicitor

Mrs. Bonnie Brooks, Budget Coordinator

Mrs. Gail Sacchetti, Secretary

MEETINGS:

Caucus - 7:00 PM

Thursday before scheduled meeting

Regular Meeting - 7:00 PM

Second Tuesday of each month

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

(856) 456-7000, Ext. 2166

Mr. Paul Spaventa,

Superintendent of Schools

Mrs. Kimberly Ludwick, Secretary

SUPERINTENDENT'S MESSAGE

I am happy to have finished my third school year as your Superintendent and I anticipate the continued success of the many fine programs in place within our school district. In the area of student achievement, we continue to make positive climbs in mathematics and reading scores. Gloucester City continually improves our instruction with ongoing professional development and scientifically based research on student learning. This year, our youngest students will be expanding their learning of digital imaging skills and various other computerized programs in their technology classes. For example, they will produce and publish content area projects in cooperation with the classroom teacher. At the middle school level, the district will expand the use of thematic skill-based reading units to our sixth grade. This program has been very successful at the junior high level. In addition, the implementation of diagnostic/prescriptive software at our middle grades will supplement language arts and mathematics while improving problem solving skills. In our middle and junior high grades, students will be able to build on both technology and content area proficiencies through the use of computerized programs such as Success Maker and Study Island – an internet based program that focuses on language arts, mathematics and technology instruction.

Our Early Childhood Center continues to grow and is a model program for Camden County. New legislation mandates pre-school programs for targeted students across the state, and our program exemplifies excellence. Many districts are encouraged by the county administration to structure their new programs after Gloucester City. Our experienced staff has offered help and advice to those who have visited our site. Early education is a recognized key factor in the developmental years of young children. We encourage parents to enroll their three and four-year-old children in our pre-school program to ensure success throughout their child's entire school career.

In our continuing efforts to enhance the opportunities of our high school students, we will expand the district's curriculum choices by participating in online courses with Virtual High School. In addition, the issuance of laptop computers to juniors and seniors and wireless environment at the High School will continue to support instruction and expand opportunities for learning. Camden County College has formed a partnership with Camden County Technical Schools to provide a career pathway in the field of Information Technology. This multi-faceted school/college partnership program provides high school students with various opportunities to earn college credit for college level work completed while in high school. In addition, the Camden County Board of Chosen Freeholders sponsors the One-Stop Career Centers where graduating students can perform a skills assessment, choose a college or technical institute, or search for Financial Aid. They provide quality, easily accessible and comprehensive employment, and supportive service information.

Our new Middle School is approved by the state under the School Development Authority and currently under review by the State Department. You will also notice a much needed new track and new field lighting at the High School this year.

There are many wonderful opportunities and activities available in the Gloucester City School District. We invite you to join the school communities in all our schools.

Paul A. Spaventa
Superintendent

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Bold Print means their have been important changes made in information

SCHOOL COLORS

Blue & Gold

SCHOOL MASCOT

Lion

STUDENT PARKING PRIVILEGE

ONLY SENIORS upon permission from the administration are permitted to park their cars in the designated parking area (white lines only for students) during regular school hours.

Seniors driving to school must register their vehicle with the main office and have "displayed" their student driving permit.

Depending on space availability, the opportunity may be offered to juniors.

Please note that the use of the parking lot is a privilege and failure to abide by safe driving guidelines and student rules and regulations set forth in the discipline code could result in the loss of the parking privilege for the duration of the student's enrollment at Gloucester City Junior-Senior High School.

BICYCLE SAFETY

Students may ride bicycles to school. Bicycles must be walked on the school sidewalk and courtyard. Bicycles must be locked to the racks provided. Bikes are not to be parked in any other location other than on designated racks. The school cannot assume any responsibility for bicycles.

SKATEBOARDS AND HEALIES

All skateboards and healies are banned on school property – both during school hours and when school is not in session.

All students age 14 and under riding bicycles are required by state law to use helmet protection.

STUDENT PLANNERS/STUDENT PASSES

No students are permitted to leave their classrooms for the first ten minutes or the last ten minutes. This gives the instructors time to start their classes without unnecessary interference and close their lessons the same way.

Anytime it becomes necessary for a student to leave a classroom, it is necessary for the student to obtain a pass from the teacher. Students are not permitted to wander aimlessly about the school. Used passes must be given to the teacher supervising the area to which the student was sent.

Student Planners are provided free of charge to all students. The planner is an excellent instrument for recording daily assignments and to assist with time management. Please note that **STUDENT PASSES** are inscribed into the planner. The teacher can only issue a pass requested by a student if the student submits the planner for the teacher to sign. Lost planners can be purchased for \$2.00.

ATTENDANCE POLICY

The Gloucester City Board of Education has a policy that a student must attend 181 days to obtain a thorough and efficient education as promised to every student by the New Jersey Constitution.

DAYS OF ABSENCE	CONSEQUENCE
3 DAY	Letter
6 DAY	Letter/conf. guidance or administrator
9 DAY	Letter & parent/student conference with attendance officer
10 DAY	Parent/student conference with guidance & administrator
11 DAY	Non-credit status: student will receive normal class work & grading. But he/she will not receive credit until a student completes an administrative credit completion session.

ALL ABSENCES, DOCUMENTED AND UNDOCUMENTED, COUNT TOWARD A STUDENT'S OVERALL ATTENDANCE AND CREDIT STATUS.

- **PARENTS MAY LOGIN TO CLASSROLL TO CHECK STUDENT ATTENDANCE.**

SCHOOL ATTENDANCE:

- Students who are absent more than 10 instructional days (excused or unexcused) from school will be placed on “**NON-CREDIT STATUS**”. If your child does not make up the days by attending credit completion, your child may **not receive any credit for the year**, and may have to **repeat the school year**.
- **ALL** absences count towards credit status.

- Students who exceed the 10 instructional day limit can attend one credit completion day (ie: Saturday, 8 am to 12 noon) for each absence above the 10-day limit to regain credit status, if the calendar permits.
- Students who arrive to school after 10:45 am or leave prior to 12:00 pm will lose an instructional day. A student must be in school a minimum of 4 hours to earn an instructional day.
- Six tardies and/or early dismissals from school is the equivalent to the loss of an instructional day resulting in the need to complete a credit completion day.
- Any student on non-credit status may be prohibited from participating in any school-sponsored activity until the student returns to credit status.

EXCUSED ABSENCES:

- The following excused absences need to be authorized by the High School Assistant Principal:
 - Verifiable doctor's notes
 - Death in the family
 - Religious holidays
 - Court appearances
- College Visitations
 - Students must notify guidance and administration prior to a scheduled visit for approval.
 - Upon return to school, students must present official documentation from a college official stating the student's name, date of visit, and contact information.

INDIVIDUAL CLASS ATTENDANCE POLICY:

- Any student who accumulates more than 10 losses of an instructional period in an individual class will be placed on non-credit status for that class (ie: tardies to school, early dismissals from school, cutting class). As a result, the student would be required to make-up the class time missed after school with that particular teacher or a grade of non-credit may be assigned for the year.
- Six tardies and/or early dismissals from an individual class is the equivalent to the loss of an instructional period.
- Arriving to class after ten minutes without proper authorization will equate to a loss of an instructional period .
- Any student on non-credit status may be prohibited from participating in any school-sponsored activity until the student returns to credit status.

ATTENDANCE APPEALS COMMITTEE:

- Please be advised that parents/guardians may petition the Attendance Appeals Committee at Gloucester City Jr.-Sr. High School concerning loss of credit status. The committee **may** reinstate credit status.
- To appeal the "Non-Credit Status" of your child, you must present a **written letter to the Senior High Assistant Principal no later than five (5) school days after notification of violation of the policy**. Any and all material to be considered as a basis for an appeal must be delivered to the Senior High Assistant Principal prior to the assigned hearing date. Data should include documentation for all days absent, not just for those days in excess of the policy. **Doctor's notes and any pertinent materials not received upon the student's return to school could affect the outcome of the appeal.**

CREDIT COMPLETION DAY:

- Students who lose more than 10 instructional days can attend one credit completion day for each instructional day above 10 days, if the calendar permits (i.e. student who has lost 13 instructional days but there are only two (2) credit completion days remaining on the calendar, the student would only be able to make up two days, therefore not enabling the student to obtain credit status.)

- It is the student's responsibility to have school work to complete during the entire 4 hour credit completion day. Failure to do so will result in dismissal from credit completion.
- Please note that a student cannot use a credit completion day to fulfill an attendance make-up and a discipline infraction concurrently.

TARDINESS FROM SCHOOL

- LATENESS TO SCHOOL FROM 8:01 – 10:45 AM
- 1ST OFFENSE: DOCUMENTED/NO PENALTY
- 2ND OFFENSE: DOCUMENTED/NO PENALTY
- 3RD OFFENSE: DOCUMENTATED/NO PENALTY
- 4TH OFFENSE AND EVERY SUBSEQUENT STUDENT LATENESS WILL RESULT IN AN ASSIGNED SAME DAY DETENTION. STUDENTS HABITUALLY LATE MAY BE SUBJECT TO A MUNICIPAL COMPLAINT FILED.

NOTIFICATION OF STUDENT ABSENCE:

Parents will be notified of student absence two hours after the beginning of the school day via an automated calling system. Therefore, it is imperative to provide the main office with updated and accurate phone numbers. Please complete and return emergency cards. In the event a phone number is changed during the school year, parents must provide written documentation of the new phone number in order to authorize the change in the data system. For your convenience, new contact cards are available under the "Parents" section on the district website.

EARLY DISMISSAL FROM SCHOOL

Recent court decisions and State law hold school administrators and certified teachers responsible for the health, safety, and welfare of all students. In order to fulfill this responsibility, students are not allowed to leave school early during the school day. Regardless of students' age, they may not "sign themselves out."

THE CORRECT PROCEDURE FOR HAVING A STUDENT DISMISSED EARLY FROM SCHOOL IS AS FOLLOWS:

Parents who have arranged a doctor, dentist, or court appearance must write a note requesting permission for the student to be dismissed and the reason. The name of the doctor and/or dentist and the phone number is required. The note should be brought to school before homeroom period of the day of the request. School officials will review the notes and grant approval. Please do not be offended if the school contacts your home for confirmation.

In the event of an emergency, only the parents or legal guardian of the student may sign their student out of school. To do this you must come to the school personally, present proper identification or documentation of guardianship, and sign your child out. **Under no circumstances will students be dismissed over the telephone or be allowed to leave school with neighbors, family friends, or other relatives.** As stated in the School Attendance Policy, students who attend for less than the four hour minimum school day will lose an instructional day. **Therefore, students are encouraged to return to school after the doctor or dentist appointment. All such appointments should be scheduled after school hours whenever possible.**

EMERGENCY CLOSINGS

Our school code is #561.

In the event of inclement weather or other emergencies, school may be closed for the entire day or opened two hours later. Information about emergency closings or late openings will be given on Radio Station KYW - 1060.

Please do not call the school to seek information about closings or delayed openings since our telephone system cannot handle the volume of incoming phone calls.

EMERGENCY PROCEDURES

Gloucester City Junior-Senior High School has plans in place for Crisis Emergency Procedures. These plans include, School Lockdowns and School Building Evacuations. Throughout the school year drills will take place to assure compliance with various codes and to keep students and staff familiar with their responsibilities. The use of various emergency responders from town and the county will be involved when needed.

Starting in November 2010, all New Jersey public school are required to administer one fire drill and one lockdown per month

K-9 DOGS IN BUILDING

Ensuring your child is safe from drugs required a drug free school. Gloucester City Junior-Senior High School will use Drug Sniffing Dogs periodically and unannounced, on our premises to “sniff” out hallways, lockers, locker rooms, gyms, parking lots, etc. as one means of ensuring a drug free school.

VISITORS

All visitors are to report to the security desk and provide appropriate identification and will receive a visitor’s pass. Unauthorized visitors will be subject to trespassing laws. Visitors and parents are not to visit a teacher's classroom unless the principal has given prior permission. Visitors must schedule appointments with teachers after 2:45.

STUDENT DRESS CODE: BOARD POLICY 5132

The Teaching Staff and Administration maintain that grooming and dress habits are important to a student's academic success and well-being. Therefore, it is the intention of this code that students be expected to be clean, neatly attired, and that their dress is such as not to immediately being disruptive to other pupils or the school program. MODESTY AND AVOIDANCE OF DISTRACTING INFLUENCES ARE THE KEY TO AN ATTRACTIVE APPEARANCE. In any case not covered by this code, or in the event of interpretation of the code, the below shall be the basic consideration. The Administration/Faculty shall enforce the dress code with the Administration having the final decision regarding all matters concerning the dress code. Students who are inappropriately dressed will be sent home to change their attire. Any classes missed due to inappropriate attire will count toward the student being considered absent as per the Attendance Policy. Parents have primary responsibility for the dress and grooming of their children.

CELL PHONES, HEAD PHONES AND IPOD’S ARE PROHIBITED FROM BEING ON ONE’S POSSESSION DURING THE SCHOOL DAY (7:55 A.M. – 2:45 PM). STUDENTS MUST KEEP THESE ITEMS IN THEIR LOCKER.

- A. Footwear - Footwear that violates the acceptable Dress Code Policy:
 - *Footwear without a back may be worn as long as the shoe does not create a disturbance.
 - 1. Slippers
 - 2. Untied shoelaces.
- B. Shirts, Blouses, Tops - Shirts, blouses, or tops that violate the acceptable Dress Code Policy:
 - 1. Spaghetti strap tops (Tank top are permitted if the strap is two inches wide).
 - 2. Tube tops
 - 3. Mid-drift tops
 - 4. Off the shoulder tops
 - 5. Tops that breach good taste or are obscene
 - 6. Sheer tops/see-through
 - 7. Any top that exposes the abdominal area.
 - 8. Sleeveless shirts-males
- C. Shorts, Pants, Dresses - Shorts, pants, and dresses that violate the acceptable Dress Code Policy:
 - 1. **PANTS MUST BE WORN NO LOWER THAN “WAIST LEVEL”.**

2. Shorts that are not longer than the fingertips when the arms are placed to the student's side.
 3. Tight fitting or immodest.
 4. Spandex shorts
 5. No attire can have writing of any kind on the buttock.
 6. Sleepwear
- D. Hats and Other Accessories - Hats and other accessories that violate the acceptable Dress Code Policy:
1. Hats of any kind
 2. Headbands/bandanas/head covers
 3. Sunglasses
 4. Jewelry that could be considered a safety hazard
 5. Clothing of any kind that depicts bias (i.e. Confederate Flag), or hate.
 6. The wearing of the hoods (hoodies) is the same as wearing a hat.

NOTE: ALL HEAD WEAR MUST BE KEPT IN THE STUDENT'S LOCKER DURING THE SCHOOL DAY.

Note: BECAUSE NO DRESS CODE CAN BE ALL INCLUSIVE, THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE FINAL DECISION ON ALL ATTIRE.

BOARD OF EDUCATION POLICY #6141.4

Adopted March 11, 1997

INTERNET

Internet access is available to students and teachers in the Gloucester City School District. We believe it offers valuable and unique resources to both students and teachers. Our goal in providing this service is to promote education excellence in the district.

The purpose of this policy is to ensure that use of Internet resources is consistent with the district's mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must follow strict guidelines. If a Gloucester City School District user violates any of these terms, the user account will be closed and future access could be denied.

To gain access to the Internet, all students under the age of 18 must obtain parental permission which would be legally binding.

Terms and Conditions

1. Users are responsible for good behavior on the school computer networks, just as they are in the classroom or a school hallway. General school rules for behavior apply.
2. Internet access is provided for students to conduct research and to communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Inappropriate use will result in a suspension or cancellation of Internet privileges.
3. Users are expected to conduct themselves in a responsible, ethical, and polite manner while online.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges.
7. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
8. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connections, you must notify the system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another person's files without written permission is

prohibited. Attempts to log on to Internet as anyone but you may result in a cancellation of user privileges.

9. Gloucester City School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any damage a user may suffer. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
11. Absolutely no food, drink, chewing gum, or candy is permitted in any of the classrooms where computers are utilized.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws. A student may be removed from the class, therefore resulting in loss of credit(s).

1TECHNOLOGY USE POLICY 6141.4

Internet access is available to students and staff in the Gloucester City School District. We believe it offers valuable and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in the district.

The purpose of this policy is to ensure that use of the Internet resources is consistent with the district's mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the users who must follow strict guidelines. If a Gloucester City School District user violates any of these terms the user account will be closed and future access could be denied.

To gain access to the Internet, all students under the age of 18 must obtain parental permission, which would be legally binding.

Terms and Conditions –

- 1) Users are responsible for good behavior on the school computer networks, just as they are in the classroom, or a school hallway. General rules for behavior apply.
- 2) Internet access is provided for users to conduct research and to communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right.
- 3) Users are expected to conduct themselves in a responsible, ethical, and polite manner while online.
- 4) Users are not permitted to use the computing resources for commercial purposes, product
- 5) Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- 6) Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.
- 7) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
- 8) Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the system

administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another person's files without written permission is prohibited. Attempts to logon to the Internet as anyone but yourself may result in a cancellation of user privileges.

- 9) Gloucester City School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any damage a user may suffer. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence of your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 10) All communication and information via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- 11) Students are not permitted to engage in text messaging during school hours. At no time are any members of the school community to use technology to harass and/or bully others.
- 12) Students are not permitted to use cell phones during school hours.
- 13) Students are not permitted to connect portable digital storage devices to school technology resources, including portable flash memory or memory sticks, disks or personal music devices such as iPods and MP3 players.
- 14) Students are not permitted to access the Internet while on school property or during school hours using cell phones or other personal handheld digital devices.
- 15) Students are not permitted to create and/or transmit digital data including emails and digital photos using portable handheld devices including cell phones with cameras and Bluetooth enabled devices on school property or at school sponsored events.
- 16) Students are not permitted to access commercial message boards, social networking, peer-to-peer messaging or multi-user role playing sites using school or personal devices on school property or during school hours.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

STUDENTS

Drugs, Alcohol, Steroids and Tobacco Policy 5131.6 "Zero Tolerance"

The Gloucester City Board of Education will have a policy of a "Zero Tolerance" for the use of Drugs, Alcohol, Steroids and Tobacco by students that attend Gloucester City Schools. The Superintendent has been directed by the Board of Education to create procedures that will enforce the policy of "Zero Tolerance."

"Zero Tolerance" is defined as:

1. If a student is involved with substance abuse as defined as involvement in incidents of possession or consumption of alcohol and/or drugs as defined in N.J.S.A. 18A:40 A9, anabolic steroids and any prescription drugs, except those for which permission for use in school has been granted. Additionally, this definition includes all consumption of alcohol and/or drugs prior to participation in a school function.
2. School functions shall be defined as (a) on school property; (b) at any place where any interscholastic athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Education or its authorized agents; and (e) upon school transportation vehicles at any time.

- I. Students exhibiting behaviors that may indicate presence of substance use.
 - A. Whenever it shall appear to any staff member that a student exhibits behaviors that may indicate the presence of alcohol or a controlled dangerous substance, such person must:
 1. Report his/her observations describing the incident to the building principal or his/her designee, who in turn will bring the student to the school nurse
 2. Staff member completes the Student Substance Abuse Assessment Referral Form.

ANY STAFF MEMBER WHO, IN GOOD FAITH, REPORTS A PUPIL TO THE PRINCIPAL OR HIS/HER DESIGNEE IN COMPLIANCE WITH PROVISIONS OF THIS SUBSECTION, SHALL NOT BE SUBJECT TO CIVIL DAMAGES AS A RESULT OF MAKING SUCH A REPORT AS SPECIFIED IN N.J.S.A.18A:40A-13 AND N.J.S.A. 18:40A-14.

- B. The principal or his/her designee will:
 1. Attempt to notify the student's parents/guardian.
 2. Arrange for an immediate medical examination by a doctor that will include drug screening of the pupil.
 - a. The parent or guardian may choose a physician. Parents must adhere to the Student Substance Abuse Physician Assessment Form that will be given to them before leaving the school to go to their doctor or hospital.
 - b. If the parent or guardian cannot be reached immediately, or chooses to have the school arrange for the assessment, the principal will contact Kennedy Health Systems, Cherry Hill.
 - c. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education N.J.S.A. 18A:38-25, 18A:38-31 and/or child neglect N.J.S.A. 9:6-1 et. Seq. Laws.
 3. Request that the examining physician and parents/guardians furnish the written results of the medical examination within 24 hours. The physician will indicate any restrictions deemed necessary.
 4. Refer to the school's discipline code for consequences of a positive substance screening.
 - C. Upon returning to school, the appropriate administrator(s) and the Student Assistance Coordinator will meet with the student and parents/guardians to agree upon strategies to help the student successfully avoid future substance abuse problems.
- II. If a student voluntarily admits to the use of drugs and wants to seek help, the student will be referred to the Substance Abuse Counselor. If it is deemed that the student's health or welfare is in danger then the student's parent/guardian will be contacted as soon as possible; further action will be taken as warranted to protect the child's safety.
 - III. If a student is under the influence and medical assistance must be brought to the school, the administrator or his/her designee will go the hospital with the student. The hospital staff will be asked to give a drug test and provide the results to the school.
 - IV. If the student is at a school function:

Defined as (a) on school property; (b) at any place where an interscholastic activity contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Education or its authorized agents; and (e) upon school transportation vehicles at any time.

The administrator shall call the police and the student's parents/ guardians and tell them what has happened. If a student must be transported to the police station or hospital, the administrator/designee should accompany them until a parent/guardian is present. The hospital staff will be asked to give a drug test and provide the results to the school.

NO CHILD LEFT BEHIND INFORMATION (NCLB)

The federal No Child Left Behind (NCLB) legislation requires that all teachers be or become highly qualified in the core academics subject(s) they teach (English, Math, Science, Social Studies, the Arts and World Languages). This has been considered the best way of making sure that all students can achieve at high levels. The law also requires schools receiving federal funds to inform parents of their rights to ask about the qualifications of their child's teachers.

The federal definition of a Highly Qualified Teacher has three parts. Teacher must have:

- A four-year college degree;
- A regular (not emergency) teaching certification; and
- Proof of their content knowledge for the subject(s) they teach.

Teachers who are new (in their first year of teaching) or newly hired (in their first year in the school district) must meet these requirements at the time they are hired. Veteran teachers were given until the end of the 2005-2006 school year to either take a State test of content knowledge for the subject(s) and level(s) they teach or demonstrate their content expertise through a combination of college coursework, professional development activities and experience.

GLOUCESTER CITY JUNIOR-SENIOR HIGH SCHOOL DEPARTMENT ORGANIZATION 2010-2011 SCHOOL YEAR

BUSINESS EDUCATION

9- 12 Bennett, Denise – Dept. Head
9- 12 Hagan, Patrick
7- 12 Hubler, Sandy

ENGLISH

9- 12 McKibban, Bud – Dept. Head
9- 12 Brandt, Virginia
7- 8 Cipriani, Susan
7- 8 Costello, Rita
9-12 Egerton, Patricia
9- 12 Gorman, Barbara
9- 12 Iannetti, Peter
7- 8 Kerns, Mariellen
9- 12 Lawson, Amy
7- 8 Poppa, Cari
9-12 Sulpizio, Michelle
9-12 Wolk, Mindy

FOREIGN LANGUAGE

9- 12 Capinha, Sofia
9- 12 Kuzyk-Smith, A.
9- 12 Miller, Georgeann
7 -8 Wright, Duncan

ADMINISTRATION

Don, Jack, Principal
Gismonde, Pat, Asst. Principal
Trampe, Christine, Asst. Principal

CULTURAL ARTS

9- 12 Bennett, Denise - Dept. Head
7- 12 Bennett, Fletcher
9- 12 Emerle, Ray
9- 12 Lane, Mary Ellen
7- 8 Light, Kati
7- 12 Motson, Glenn
9- 12 Palaia, Beverly

MATHEMATICS

9- 12 McWilliams, Robert-Dept. Head
7 - 8 Blessinger, Wally
9- 12 Brach, Theresa
9- 12 Brumbach, Michael
9- 12 Burch, Ella
7- 8 Peeke, Anna
9- 12 Ekimoglou, Susan
7- 8 Fahy, Kevin
7- 8 Herman, Gwen
7- 8 Carchidi, Lauren
9- 12 Souza, Tami

GUIDANCE

Gorman, Sean – Dept. Head
Adair, Joye
DiPatri, Joseph

SRO

Blackiston, Harlan

SCIENCE

9- 12 Finley, Sarah - Dept. Head
9- 12 Clancy, Shannon
7- 8 Cohn, Nancy
7- 8 Lattanzio, Mark
9- 12 Lesse, Steve
9- 12 Little, Kristen
9- 12 Rossiter, Neil
9- 12 Whitecar, Matthew

SUPPORT SERVICES

Benham, Janice - Lunch Aide
Blackiston, Bud - S.R.O.
Dolson, Cindy – Secretary
Elwell, Irma – Librarian
Gruff, Linda Jo - Lunch Aide
Kitchenman, Kristen – SAC
Levins, Debbie – Secretary
McQuaid, Jody - Secretary
Rebstock Dawn – Secretary
Reinhart, Roxanne - Secretary
Stafford, Barbara - Lunch Aide
Stone, Larry – Day Security
Stewart, Linda - School Nurse

SPECIAL EDUCATION

Labbree, Lisa - Dept. Head
Clancy, Rachel
Alibrando, Nicole
Enright, Christy
Dybus, Susann
Fahy, Jamie
Freedman, Melissa
Gallo, Daniella
Gorman, Joseph
Grelle, Jennifer
Keys, Karen
Magner, Dennis
McConnell, Thomas
McWilliams, Jaimi
Moody, Dechlin
Peeke, Anna
Sloan, Steve
Velez, Natalie
Walsh, John

Technology

Kauffmann, Janet, Director of Technology
Technology Coordinators
Collins, Bernie
Cunningham, Thomas

HEALTH/PHYSICAL EDUCATION

7- 12 Small, Erin - Dept. Head
7- 8 Alloway, Frank
9- 12 Bennett, Rhonda
7- 8 Burnett, Joanne
9- 12 DiAmore, Julia
9- 12 Light, Charles (David)
9- 12 Thorndike, Riley
9- 12 Urbanski, Don

SOCIAL STUDIES

7- 8 Gorman, Keith – Dept. Head
9- 12 Fitzpatrick, James
9- 12 Galbraith, Gregory
9- 12 Lifested, Michael
9- 12 Malone, Edward
9- 12 Peck, Kelly
9- 12 Walker, Timothy

ATHLETIC DIRECTOR

Leon Harris
McLaughlin, Bill, Athletic Trainer

PARAPROFESSIONALS

Clements, Lorraine
Colvin, Virginia
Darrow, Jill
Hagan, Kevin
Keck, Joanne
Kraft, Betty
Pierce, Christine
Rafferty, Kathy
Sacchetti, Barbara
Savage, Robert
Young, Kevin
Young, Thomas

Cross Curriculum Coach

Hughes, Sandra

District LA and Literacy Coach

Fiorini, Nancy

ESL

Nagas, Agatha

ISS

James, Ian

DEPARTMENT OF SPECIAL SERVICES

Nina Longer – Director (ext. 2168)

Helen Duffy – Secretary (ext. 2169)

Tamra Boyle-Flinn – Secretary (ext. 2172)

Special services are available to all students who have been evaluated by the child study team and demonstrate specific disabilities based on State regulated criteria. These services include individualized or modified instruction, occupational therapy, physical therapy, speech/language therapy, counseling, adaptive physical education or recreation, specialized transportation and case management by a child study team member. Special services vary from student to student and are outlined in Individualized Educational Plans (IEPs), which are developed by IEP teams consisting of child study team representatives, teachers, parents, and others as necessary.

A child study team consists of a school psychologist, a learning disabilities teacher-consultant, a school social worker and, for preschool students, a speech-language specialist. There are currently three child study teams on staff in Gloucester City Public Schools. The child study team (CST) may receive a referral from school personnel, the Intervention and Referral Services Team, or a parent, for students who are experiencing academic, physical, sensory, emotional, communication or social difficulties. School personnel and the Intervention and Referral Services Team refer students by submitting completed referral forms to the CST. Parents refer their children by submitting letters requesting evaluations of their children to the CST.

Pre-K through 3rd Grade Child Study Team:

LDTTC – Kathy Adams

Psychologist – Jessica Lovinsky

Social Worker – Melorra Stevenson

4th through 8th Grade Child Study Team

Psychologist – Helen Rupp

Social Worker – Lauren Williams

High School Child Study Team:

LDTTC – Nancy Schetter

Psychologist – Glenn Brown

Social Worker – Tamie Hobbs

Related Services Personnel -

Occupational Therapist – Karen Donahue

Physical Therapist -- Jane Sippel

Speech/Language Specialists --

Rebecca Bodner, Colleen Ott

Behavior Specialist – Kathryn Field

STUDENT ASSISTANCE COORDINATOR

The office of the Student Assistance Coordinator, Kristen Kitchenman, is open to all students at Gloucester City Junior-Senior High School. Although the primary focus is to assist students who are either involved with or affected by substance abuse, other emotional and social issues are also discussed. These topics can include bullying and harassment, family issues, peer relationships, eating disorders and gay and lesbian issues. Confidentiality is always a priority! For the safety of our students, when issues such as suicide, homicide, and abuse are brought to the SAC's attention, the proper authorities must be

notified. Assemblies and programs focusing on drug prevention and character education are also the responsibility of the SAC. Parents are encouraged to contact the SAC office with any questions or concerns or if they like any type of assistance from the SAC office.

STUDENT ENTRANCE INTO BUILDING

The main entrance doors to the building are open at 7:30 AM. All students are allowed to enter the building at this time. Students eating breakfast are to report to the cafeteria and all other students are to report to the old gymnasium. Students are not to be in the hallway before 7:52 AM.

Once students have entered the building they are not permitted to leave without administrative permission.

STUDENT BREAKFAST – Price .95

Breakfast is available in the cafeteria from 7:30-7:55 AM.

STUDENT LUNCH – Price \$2.05

Lunch is served daily to all students during an assigned period. PLEASE NOTE that there is a \$5.50 credit maximum after which the student will not receive lunch unless paying in full.

ILLNESS WHILE AT SCHOOL

In the event that your child shows illness, which warrants that he/she is excused from school, the school nurse will issue a permit for him/her to go home. In emergencies the school nurse will report this to the high school office. The parent or guardian must be notified if it is necessary to send a student home.

WORKING PAPERS

Students below the age of 18, who are seeking employment or have a promise of employment, must complete working papers. Forms and information are available in the High School Main Office. Students should see their counselor for the particulars of processing working papers.

STUDENT PHOTOS

SENIOR CLASS - Senior portrait appointments are made during the summer. Davor Photography, Inc will mail complete sitting information home to each senior. There is an initial \$5.00 sitting fee. Seniors wishing to have additional poses made (retakes) may do so at a charge of \$10.00 for 6 poses.

UNDERGRADUATES - Each undergraduate will be photographed individually on a prepaid basis. There is not sitting fee. Prior to the date of student photos, a flyer will be sent home explaining the available packages in more detail.

TELEPHONE NUMBERS

The school is equipped with an automated telephone system. The system will allow parents to call directly to the person or office they are seeking to contact. It is most important that parents know the extension number of the person being contacted. Each office will be equipped with office "voice" mail where a brief message can be left if the person is unavailable. All phone calls and messages will be returned as soon as possible.

The following is a list of the extensions at Gloucester City High School.

Extension:	Name
1510	Debbie Levins, Main Office
1511	Jody McQuaid, Main Office
1512	Christine Trampe, Senior High School
1513	Dawn Rebstock, Principal's Office
1514	Jack L. Don, Ed. D., Principal

- 1515 Kristen Kitchenman, S.A.C. Counselors
- 1545 Joseph DiPatri, Guidance Counselor
- 1517 Sean Gorman, Guidance Counselor
- 1518 Joye Adair, Guidance Counselor
- 1519 Roxanne Reinhart, Guidance Office
- 1521 Linda Stewart, School Nurses
- 1522 Child Study Team Conference Room
- 1524 John Kenney, Facilities Director
- 1525 School Cafeteria
- 1526 Nutri-Serv, School Cafeteria
- 1527 Leon Harris, Athletic Director
- 1528 Girls Gym Offices
- 1529 Boys Gym Offices
- 1530 Irma Elwell, Librarian
- 1531 School Social Worker
- 1532 Cindy Dolson, Junior High School Office
- 1533 Pat Gismonde, Ph.D., Junior High School
- 1535 Denise Bennett, Cultural Arts/Technology Education
Department
- 1536 Nancy Schetter, Child Study Team
- 1537 Glenn Brown, Child Study Team
- 1539 Robert McWilliams, Math Department
- 1540 Tamie Hobbs, Child Study Team Counselor
- 1541 Joseph McKibban, English Department
- 1542 Janet Kauffmann, Computer Technology
- 1543 Community Education
- 1546 Bernie Collins, Computer Technology
- 1547 Stacey Levins, Maintenance/Shipping
- 1548 Sarah Finley, Science Department
- 1550 Linda McGlinchey, Secretary Director of Curriculum
- 1558 Keith Gorman, Social Studies Department
- 1703 Liz Curry, Ed.D., Director of Curriculum
- 1705 Lisa Labbree, Special Education Department

In the event of an emergency, or if further assistance is necessary, you may dial "0" to contact the main office.

GUIDANCE

Students are encouraged to come to the guidance office to discuss academic concerns or problems of a personal nature, which may occur. Students are scheduled to come to the guidance office at least once a year for regular conferences, but they may request appointments with their counselor as the need arises.

The guidance counselor's assignments for students in grades 7 – 12 are alphabetized by last names as follows:

- Mr. Sean Gorman, Department Chair A – G
- Mr. Joseph DiPatri H – M
- Mrs. Joye Adair N – Z

STATE AND STANDARDIZED TESTING

Required New Jersey State Tests and commercial standardized tests are administered each year at the Junior-Senior High School. Tests for this school year are scheduled for the following dates:

HSPA 11 - GRADE 12 Re-Takes & Transfers

SPRING (HSPA)

Tues., March 1, 2011

Wed., March 2, 2011

Thurs., March 3, 2011

HSPA MAKE-UP TESTS ARE THE FOLLOWING WEEK

NJ ASK 8

The following areas will be tested: Science, Math, and Language Arts Literacy.

Tues., April 3, 2011

Wed., April 4, 2011

Thurs., April 5, 2011

Fri., April 6, 2011

ASVAB TEST (ARMED SERVICES VOCATIONAL APTITUDE BATTERY)

This test is administered to 11th and 12th grade students who choose to take this test.

Further information and schedules concerning the administration of each of these tests will be distributed at appropriate times during the year.

APPEAL OF FINAL GRADES

A student may appeal his/her final grade. The time factor for this appeal will depend upon the nature of the alleged error.

1. Miscalculation of the Final Grade:

A student who feels that the final grade is not an accurate evaluation of the cumulative average for the year's work may appeal through the guidance department during the period of time of the receipt of his/her report card in June, and the first day of the second semester of the next school year. Final grades during this time may be recalculated by the teacher, and if in error, are subject to change. If a change is to be made by the teacher, the teacher must first make a recommendation to the principal. Final grade changes are subject to approval of the principal. Once a final grade is appealed through this process, whether it is changed or not, it is then certified for accuracy in both calculation and recording, and is not subject to any further appeal or change.

2. Error in Recording Final Grade:

A student may appeal the final grade on the basis that there was a recording error on either the official school transcript or the report card. Such clerical errors may be reviewed at any time between the receipt of the report card in June of any given school year and the fourth marking period of the senior year when the final class rank is determined. A review of this nature will be limited to a simple verification of the "certified grade" as indicated in the teacher's Classroom Record Book. If a discrepancy is found, then the final grade on the school transcript and report card may be changed upon approval of the principal. It should be clearly understood, however, that this appeal process is only for verification of recording accuracy and not for the recalculation of the final grade during any one school year.

REPORT CARDS

Report cards are issued four times during the school year. Report cards will be mailed home using computer assisted grade reporting.

GRADING

The following grades are used in the junior/senior high school. No other method to report student progress may be used:

1. 92 – 100
2. 83 – 91
3. 74 – 82
4. 65 – 73
- F- Below 65

(KEY: MP=Marking Period; MEX=Mid Term Exam; FEX=Final Exam)

Below are the formulas used to determine final grades for respective courses:

7th & 8th Grade Courses:

FULL YEAR: LANGUAGE ARTS, MATHEMATICS, LIFE SCIENCE & EARTH SCIENCE

$$\text{Semester 1 } \frac{40\% \quad 40\% \quad 20\%}{5} (\text{MP 1} \times 2) + (\text{MP 2} \times 2) + (\text{MEX})$$

$$\text{Semester 2 } \frac{40\% \quad 40\% \quad 20\%}{5} (\text{MP 3} \times 2) + (\text{MP 4} \times 2) + (\text{FEX})$$

$$\text{Final Average } \frac{50\% \quad 50\%}{2} (\text{Semester 1} \ \& \ \text{Semester 2})$$

EXAMPLE

$$\text{Semester 1 } \frac{(80 \times 2 = 160) + (70 \times 2 = 140) + 85}{5} = 385 \text{ divided by } 5 = 77 = C$$

$$\text{Semester 2 } \frac{(90 \times 2 = 180) + (85 \times 2 = 170) + 90}{5} = 440 \text{ divided by } 5 = 88 = B$$

$$\text{Final Average } \frac{77 + 88}{2} = 165 \text{ divided by } 2 = 82.5 = 83 = B$$

SEMESTER: CIVICS, GEOGRAPHY & PHYSICAL EDUCATION

$$1^{\text{st}} \text{ Half Average} = \frac{80\% \quad 20\%}{5} (\text{MP} \times 4) + (\text{MEX})$$

$$2^{\text{nd}} \text{ Half Average} = \frac{80\% \quad 20\%}{5} (\text{MP} \times 4) + (\text{FEX})$$

$$\text{Final Average} = \frac{1^{\text{st}} \text{ Half Average} + 2^{\text{nd}} \text{ Half Average}}{2}$$

EXAMPLE

$$1^{\text{st}} \text{ Half Average} = \frac{(90 \times 4 = 360) + 80}{5} = 440 \text{ divided by } 5 = 88 = B$$

$$2^{\text{nd}} \text{ Half Average} = \frac{(80 \times 4 = 320) + 80}{5} = 400 \text{ divided by } 5 = 80 = C$$

$$\text{Final Average} = \frac{88 + 80}{2} = 168 \text{ divided by } 2 = 84 = B$$

MARKING PERIOD: MUSIC, SPANISH, ART & HEALTH

$$\frac{80\% \quad 20\%}{5} \quad \frac{(\text{MP} \times 4) + (\text{FEX})}{5}$$

EXAMPLE

$$95 \times 4 = 380 + 90 = 470 \text{ divided by } 5 = 94 = \text{A}$$

HEALTH:

$$\text{Final Average} = \frac{80\% \quad 20\%}{5} \quad \frac{(\text{Health MP} \times 4) + (\text{FEX})}{5}$$

EXAMPLE

$$\text{Final Average} = 99 \times 4 = 396 + 100 = 496 \text{ divided by } 5 = 99.2 = \text{A}$$

9TH THROUGH 12TH GRADE COURSES:

Full Year 5 Credit Courses

$$\text{Semester 1} = \frac{40\% \quad 40\% \quad 20\%}{5} \quad \frac{(\text{MP} 1 \times 2) + (\text{MP} 2 \times 2) + (\text{MEX})}{5}$$

$$\text{Semester 2} = \frac{40\% \quad 40\% \quad 20\%}{5} \quad \frac{(\text{MP} 3 \times 2) + (\text{MP} 4 \times 2) + (\text{FEX})}{5}$$

$$\text{Final Average} = \frac{50\% \quad 50\%}{2} \quad \frac{\text{Semester 1} + \text{Semester 2}}{2}$$

EXAMPLE

$$\text{Semester 1 } \underline{(80 \times 2 = 160) + (70 \times 2 = 140) + 85 = 385 \text{ divided by } 5 = 77 = \text{C}}$$

$$\text{Semester 2 } \underline{(90 \times 2 = 180) + (85 \times 2 = 170) + 90 = 440 \text{ divided by } 5 = 88 = \text{B}}$$

$$\text{Final Average } \underline{77 + 88 = 165 \text{ divided by } 2 = 82.5 = 83 = \text{B}}$$

**Gloucester City Jr.-Sr. High School
Advanced Placement (AP) Course Criteria
Gloucester City Jr.-Sr. High School
Advanced Placement (AP) Course Criteria**

AP COURSE	CRITERIA / REQUIREMENTS
AP Biology	<p>Prerequisite(s): A grade of B or better in Honors Biology and Honors Chemistry</p> <p>Summer Assignments: Completion of summer work is mandatory; students will not be allowed to enter class in September if not completed.</p> <p>Grading: Tests: 60 % (includes the average of all the quizzes into a test grade for the quarter) Lab: 25% Essay: 15%</p>
AP Calculus	Prerequisite(s):

	<p>A grade of B or better in Honors Pre-calculus. Before studying calculus, all students should complete four years of secondary mathematics designed for college-bound students: courses in which they study algebra, geometry, trigonometry, analytic geometry, and elementary functions. Any student not meeting this requirement is to get a letter of approval from his/her pre-calculus teacher as well as a letter from a parent or guardian stating that you are capable of the workload and will put forth the effort needed to succeed in this class. Any student who does not want to participate in the AP test should not take this class.</p> <p>Summer Assignments: Completion of summer work is mandatory; students will not be allowed to enter class in September if not completed.</p> <p>Grading: Tests / Quizzes / Projects: 60% Homework: 25% AP Problem Sets: 10% Notebook: 5%</p>																				
AP English IV	<p>Prerequisite(s): A grade of B or better in Honors English III.</p> <p>Summer Assignments: Completion of summer work is mandatory; students will not be allowed to enter class in September if not completed.</p> <p>Grading: Homework: 30% Tests / Essays: 50% Quizzes / Written or Oral: 10% Notebook: 10%</p>																				
AP U.S. History II	<p>Prerequisite(s): A grade of B or better in Honors US History I. If the student has not taken Honors US History I and wishes to take AP U.S. History II, the student must get a letter of recommendation from their English and History teachers and a have a B or better average in the course.</p> <p>Summer Assignments: Completion of summer work is mandatory; students will not be allowed to enter class in September if not completed.</p> <p>Grading:</p> <table> <tr> <td>123 points summer work</td> <td>10</td> </tr> <tr> <td>points AP key terms</td> <td></td> </tr> <tr> <td>1-18 points (2) summer essays</td> <td>1-9</td> </tr> <tr> <td>points essays</td> <td></td> </tr> <tr> <td>10-20 points each quest (combination of a quiz and test)</td> <td>100</td> </tr> <tr> <td>points research paper</td> <td></td> </tr> <tr> <td>5 points each class work</td> <td>140</td> </tr> <tr> <td>decades project</td> <td></td> </tr> <tr> <td>5 points homework</td> <td>10</td> </tr> <tr> <td>points extra credit (maximum each marking period)</td> <td></td> </tr> </table>	123 points summer work	10	points AP key terms		1-18 points (2) summer essays	1-9	points essays		10-20 points each quest (combination of a quiz and test)	100	points research paper		5 points each class work	140	decades project		5 points homework	10	points extra credit (maximum each marking period)	
123 points summer work	10																				
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points research paper																					
5 points each class work	140																				
decades project																					
5 points homework	10																				
points extra credit (maximum each marking period)																					
AP World History	<p>Prerequisite(s): A grade of B or better in Honors US History II AP US History as a prerequisite for taking AP World History, or if the student has not taken Honors US History II and wishes to take AP World History, the student must get a letter of recommendation from their English and History teachers and a have a B or better</p>																				

	<p>average in the course.</p> <p>Summer Assignments: Completion of summer work is mandatory; students will not be allowed to enter class in September if not completed.</p> <p>Grading: Test: 35 % (test are usually unit test, 5 total units in course, or test on multiple chapters) Projects: 30 % (essays (DBQ's, Change over Time, Comparative), Powerpoints etc.) Quizzes: 25 % Homework: 10% (chapter questions, primary source readings & questions, etc.)</p>
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College Credit: In order to receive college credits students will be required to take the Advanced Placement Test in May. The AP test is graded on a 1-5 point system. A five is considered a perfect score. A grade of three is considered passing. However, students should consult the college they are seeking credit from. Some colleges may require a four or five to receive college credit.

MARKING PERIOD/PROGRESS REPORTS

1st Marking Period	September 7 - November 12
Progress Report -	October 6
2nd Marking	Period November 13 – January 28
Progress Report -	December 17
3rd Marking Period-	January 29 – April 4
Progress Report –	March 2
4th Marking Period-	April 5 - June 13
Progress Report -	May 10
Mid-Term Exams-	January 24 – 27
Underclassmen Final Exams-	June 8 – 13

Please note: That these dates could change due to a change in the school calendar as a result of emergency school closings.

FINAL EXAM EXEMPTION FOR SENIORS

Seniors will be exempt from taking the final exam in classes, where they meet the following criteria:

- o An “A” (92-100) was earned for the 1st, 2nd, 3rd, and 4th marking periods, as well as for the mid-term examinations.

This only applies to 5 credit courses and Physical Education. However, a student receiving a “medical” from any Physical Education marking period is not eligible to be exempt from the Physical Education final examination.

PROCESSING OF COLLEGE AND SCHOLARSHIP APPLICATIONS

College and scholarship applications must be submitted to the guidance office two (2) weeks prior to the application deadline to assure timely processing. Students wishing to have a college and/or scholarship application forwarded prior to the winter break must submit the respective application(s) to the Guidance Office by December 1.

GRADUATION REQUIREMENTS AND GUIDELINES FOR COURSE SELECTION

ONCE COURSES ARE ASSIGNED, NO CHANGES WILL BE MADE AFTER SEPTEMBER 17, UNLESS EXTENUATING CIRCUMSTANCES ARE PROVIDED TO THE GUIDANCE COUNSELOR. REQUESTS WILL BE CONSIDERED ON A CASE-TO-CASE BASIS.

1. A minimum of 120 credits is required for graduation.
2. Students will be placed into the next grade level if they meet the following requirements:
 - o 10th grade - 30 credits accumulated
 - o 11th grade - 60 credits accumulated
 - o 12th grade - 85 credits accumulated

and can meet all graduation requirements at the end of the senior school year or during the summer session after the graduation date.

3. All students must be enrolled in a minimum of five subjects plus Physical Education and Health.
4. Students should not enroll in a course for credit that they have previously taken, passed, and earned credit. The course may be retaken, but only to improve the grade. Courses that have been previously taken and passed cannot count a second time towards the credit requirement for athletic eligibility or advancement to the next grade level.
5. Students intending to go to college should follow the recommended core college courses. Students who choose not to follow the recommended core college curriculum are not likely to be admitted to a four year college and will not have the requirements to participate in college athletics.
6. Students planning to enter a New Jersey State College as a freshman must complete a "minimum of 16 units of college preparatory subjects including 4 units of English; 3 units of college level math; 3 units of social studies, and 2 units of laboratory science. The five additional units of academic electives must be selected from the above courses and foreign languages."
7. Students interested in Engineering or Engineering Technology who have not completed Geometry in 9th grade should take both Geometry and Algebra II in 10th grade to be able to complete 5 years of Academic Math. Approval by the Mathematics Department and a grade of "A" or "B" in Algebra I is required.
8. Students must pass the High School Proficiency Assessment (HSPA) in the areas of reading, mathematics, and writing. Students must demonstrate proficiency in all sections of the Grade 11 High School Proficiency Assessment (HSPA). All students who have earned 50 or more credits must take the HSPA. If a student does not demonstrate proficiency in any areas of the HSPA, he/she will be required to take remediation courses in the areas in which his/her deficiencies exist.
9. Beginning with the Class of 2013, all incoming 9th grade students must pass the End of Course Biology exam in order to graduate.
10. Beginning with the Class of 2014, all incoming 9th grade students must pass the End of Course Algebra I exam in order to graduate.
11. In accordance with our school's Attendance Policy, students must attend school regularly in order to remain enrolled and to earn credits.
12. Students in the following courses should have a minimum grade of "C" if the student is to continue advanced work in these areas.
 - a. All college math and science courses.
 - b. All world languages.
 - c. All honors courses
13. It is the student's responsibility to confer with the Guidance Department to reschedule failures from the previous school year to make up subjects that are required for graduation, athletic eligibility, and placement in the next homeroom level.
Students must successfully complete the following for graduation:
 - a. 4 years of English
 - b. 2 years of U.S. History
 - c. 1 year of World History/Cultures
 - d. 3 years of mathematics
 - e. 3 years of science
 - f. Physical Education & Health for each year of attendance.
 - g. 1 year of visual, practical, or performing arts. (This requirement can be fulfilled in grades 9 to 12).
 - h. 1 year of World Languages
 - i. 1 semester of Economics and 1 semester of Practical Money Management.
14. Class Rank used in our school is a weighted class rank that is used to determine the final class standing for graduates as well as class valedictorian, salutatorian, and third honors, the top ten students and National Honor Society eligibility.
The weighted rank is used for scholarships, college admissions and National Honor Society. There are four levels of courses at Gloucester City Junior-Senior High School with level I carrying the least weight and level IV carrying the most weight for courses.

Level I	Level II	Level III	Level IV
All subjects	College English	World History/Cultures	All
Excluding	Art IV	Intro to Social Services I, II	Advanced
Courses	Portfolio Prep	Law & Public Safety	Placement
Listed in	Band IV	Sociology	courses
Levels I,II,	Chorus IV	American Fed. Government	
III, IV	Graphic Com III	Spanish I, II	
	College Biology	Integrated Alg. I	
	Physics	Pre-Calc Trigonometry	
	Chemistry	Integrated Adv. Math	
	Calculus	Integrated Geometry	
	Col U.S. History, I, II	Economics	
		All Honors Courses	
		World Lang. III, IV	

15. If you have any questions concerning your child’s schedule for next year, please call the Guidance Department at 456-7000 extension 1519.

16. The following guidelines for grades and credits shall apply when a student is removed from a course:

- During the first marking period - students will be rescheduled into another class for credit, if possible. No indication of dropping a course will appear on the official transcript.
- During the first half of the second marking period - students will be rescheduled into another course “if possible” and shall not receive credit for the course dropped. No indication of dropping a course will appear on the official transcript.
- During the second half of the second marking period and the second semester (third and fourth marking periods) - students will be scheduled into a study hall, if possible, shall not receive credit for the course dropped, and will have "Withdraw/Failing" (WF) entered for the course dropped on the report card and official transcript, **which affects GPA, class rank and National Honor Society status.**

17. Students will be given courses that they have requested, whenever possible. If a substitution has to be made, the student will be scheduled into one of his/her alternative subjects.

18. The School District reserves the right to revise students' programs of study to insure that all students comply with graduation requirements.

CHANGING OR DROPPING SUBJECTS

Every effort will be made to place students in the subjects they select. Once courses are selected, students must remain in their courses, except under exceptional circumstances. Students who drop a course must have the approval of the guidance department; his/her subject teacher and parent(s). The final approval will be done by the high school principal. These guidelines for grades and credits shall apply when dropping a course: During the 1st marking period - students will be rescheduled into another class. No indication of dropping a course will appear on the official transcript. During the 1st half of the 2nd marking period - students will be scheduled into another class and shall not receive credit for the course dropped. No indication of dropping a course will appear on the official transcript. During the second semester (3rd and 4th marking period) - students will be scheduled into a study hall, shall not receive credit for the course dropped, and will have "withdraw/failing grade" entered on the report card and official transcript for the course dropped, which affects GPA and class rank. **NOTE: ANY COURSE CHANGES MAY AFFECT ATHLETIC ELIGIBILITY.**

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Gloucester City School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The Gloucester City School District has a grievance procedure that asks that initial notice of any discrepancies be directed to the building's Compliance Officer.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

PARENTS RIGHTS UNDER SECTION 504

Parents have the right to:

1. have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
2. have the school district advise them of their rights under federal law.
3. receive notice with respect to identification or evaluation of, or service to, their child.
4. have their child with a disability receive free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school-related activities.
5. have their child with a disability educated in facilities and receive services comparable to those provided students without disabilities.
6. have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
7. have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.
8. have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.
9. have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
11. obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
12. receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
13. request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents within a reasonable time and advise them of the right to a hearing.
14. request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.

15. ask for payment of reasonable attorney fees if they are successful on their claim.
16. file a local grievance or citizen complaint with the school district, the state board of education and/or the Office for Civil Rights.
17. appear the impartial hearing officer's decision.
18. receive all information in their native language and primary mode of communication.
19. expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

For help in understanding your rights, you may contact any of the following:

Cold Springs School – Mrs. Karen Kessler, Ext 3261
 Mary Ethel Costello School – Mr. William O’Kane, Ext. 2152
 Gloucester City High School – Mr. Sean Gorman, Ext. 1517
 District Section 504 Coordinator – Ms. Nina Longer, Ext. 2168
 Superintendent of Schools – Mr. Paul Spaventa, Ext. 2166
 NJ Department of Education – Camden County Office 856-401-2400

INTERVENTION AND REFERRAL SERVICES TEAM (I & RS)

Family Support is an integral part of the SFA Middle School concept. Intervention and Referral Services Teams has the prime responsibility for developing services that go beyond regular instructional practices to ensure success for every child. This includes preventative programs which serve the entire student body, as well as specific plans for regular education students who are experiencing academic, behavioral, social, or emotional difficulties. In addressing a child's needs, the Intervention and Referral Services Team can involve parents, student peers, teachers, counselors, or other individuals and organizations. Students are referred to Intervention and Referral Services through a number of different avenues (teachers, counselor, etc.). If you would like to meet with the Intervention and Referral Services Team and/or would like the team to review your child's educational program, please call Mrs. Kitchenman's office at 456-7000, ext. 1534.

ELIGIBILITY FOR PARTICIPATING IN HIGH SCHOOL ATHLETICS

To be eligible to participate in interscholastic sports, a student athlete must pass a minimum of 27.5 credits at the end of the school year for fall and winter sports, and must be passing a minimum of 13.75 credits at the end of the second marking period (semester average grade) for spring sports.

ELIGIBILITY FOR PARTICIPATING IN COLLEGE ATHLETICS

“To be eligible to participate in intercollegiate sports in a Division I College program, students must complete 16 core courses. These students must meet the “sliding scale” core grade point average and S.A.T./A.C.T. score requirements that can be found at www.eligibilitycenter.org.”

“To be eligible to participate in the intercollegiate sports at a Division II College program, students must complete 14 core courses. These students must have minimum core grade point average of 2.00 and a minimum S.A.T. combined Math and Reading score of 820 or a minimum A.C.T. sum score of 68.”

“To be eligible to participate in intercollegiate sports at a Division III College program, students should check with the specific college they plan on attending for any requirements they have in place.”

“To participate in college athletics, students must be certified by the NCAA clearinghouse. All NCAA Clearinghouse certification documents can be found at www.eligibilitycenter.org. For further details, contact the high School Guidance Department.’

HONOR ROLL

DISTINGUISHED HONOR ROLL - "A" in all subjects including Physical Education and Health.

HONOR ROLL - "A" or "B" in all subjects including Physical Education and Health.

ACHIEVEMENT ROLL - A Quality Point Average of "B"

ACADEMIC AWARD HONORS CEREMONY

To be honored at the Annual Academic Awards Dinner, a student must achieve the Distinguished Honor Roll or the Honor Roll in each of the 1st three marking periods.

Regardless of academic average, no student who has earned a "D," an "F" or an "Incomplete" in any subject will be included on any of the above lists. Students must enroll in a minimum of five subjects to be eligible for the Honor Roll.

GOLD CARD PROGRAM

The Gold Card Program is an incentive program that rewards students based upon specific criteria within a marking period. The criterion is as follows:

- GPA of 3.0 or higher (No "F's", "D's", or "I")
- Two (2) absences or less
- One (1) or zero (0) latenesses
- No behavior referrals

Students meeting the criteria will receive a Gold Card for the following marking period.

Students receiving the Gold Card are permitted the following privileges:

- Free admission to all home athletic contests
- Discount to selected school activities (ie. dances, play, and musical)
- 10% discount from specific local establishments, where applicable.
- May leave school during student's lunch period to have lunch at King of Pizza

A student Gold Card privileges are based on the student meeting the criteria from the previous marking period.

NATIONAL HONOR SOCIETY CRITERIA

Membership candidates eligible for election to the Nassau Chapter of **NATIONAL HONOR SOCIETY** will be based on a weighted system 4.0. This scholarship level of achievement shall be required for candidacy. As part of the application, students will be asked to write an essay that demonstrates a student's worthiness for acceptance.

A student's eligibility shall then be considered based on his/her leadership, service, and character. Potential members must indicate any activities where he/she played a leadership role. Each student must have been actively involved in school or school/community activities. Potential members must list all activities on a Student Activity Form. Students must demonstrate integrity, positive behavior, ethics and cooperation with classmates and staff.

Selection for membership is by a faculty committee vote. All staff members contribute remarks to the committee. **Once selected, members have the responsibility to continue to demonstrate these qualities.**

NATIONAL JUNIOR HONOR SOCIETY

Membership into Gloucester City Junior-Senior High School's National Junior Honor Society is available to 8th graders who meet the initial cumulative academic average of 3.50 during their 7th grade year.

A student's eligibility shall then be considered based on his/her leadership, service and character. Each category is judged independently, and candidates must exhibit superior qualities in all areas.

STUDENT AFFIRMATIVE ACTION AND EQUAL EDUCATIONAL OPPORTUNITY

Gloucester City Junior-Senior High School provides equal educational opportunity for all students regardless of race, creed, color, national origin, sex, sexual orientation or handicap. Students who feel that written material or school rules and regulations violate personal civil rights with regards to affirmative action or equal educational opportunity may file an inquiry and appeal through the guidance office.

**STUDENT'S RIGHTS -
EIGHTEEN-YEAR-OLD STUDENTS**

All students who will attain their 18th birthday during the school year shall receive a written copy of all policies affecting adults in public schools, listing both the rights and responsibilities.

OR

With regard to the school, 18 year olds will no longer need parent/guardian consent, participation in athletics, or attendance on field trips.

However, school rules and practice applicable to students will still be applicable to 18 year old students.

The school will continue its cooperation with parents/guardians of 18 year old students, providing parents/guardians with copies of correspondence, keeping parents/guardians informed regarding their children.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT
(FERPA)**

Parents/Guardians have the right to review the student records of their children. Those wishing to do so should contact the appropriate guidance office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review that students education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company

with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

(Note: In addition, a school may want to include its directory information public notice, as required by 99.37 of regulations, with its annual notification of rights under FERPA.)

RELEASE OF STUDENT INFORMATION

The U.S. Department of Defense has the right to gain access to student information by soliciting the schools for this information. If you **do not** wish for the school to share information pertaining to your child, please submit a letter indicating this desire to the appropriate guidance office.

HOME INSTRUCTION

Home instruction will be granted to students pursuant to the Gloucester City Board of Education and the State Board of Education regulations. In all cases a homebound instruction application form specifically requesting home instruction will be required. Parents who anticipate their child to be absent more than ten (10) consecutive days should contact the High School Guidance Department and pick up a request form. Tutors will only be assigned after a homebound instruction form has been received, and the building principal approves homebound instruction.

SUMMER SCHOOL

All subjects failed for the year should be made up in a Summer School program (subject to Summer school course offerings). The report card is the official notification of failures. Parents should contact the Guidance Office for Summer School registration forms. If a student fails a subject and does not attend Summer School, he/she cannot advance to the next level (e.g. English I, English II), and the students' schedule will be adjusted for repeating the course(s). Gloucester City High School students may attend tuition-free Summer School classes (if offered), at the Junior-Senior High School. Courses that are not offered may be taken at any New Jersey State Department of Education approved Summer School program on a tuition basis.

NOTE: Failure to attend Summer School could have an impact on a student's class standing, eligibility in athletics and graduation status.

Gloucester City High School provides remedial classes for students who have received below average or failing grades. Students in grades 9-12 are required to spend a specific number of hours in each class taken in order to meet the state standard for credits. The state requirement is 60 hours contact time.

A STUDENT MUST HAVE A GRADE AVERAGE OF "50" OR ABOVE OVERALL IN THE SUBJECT HE/SHE DESIRES TO ENROLL IN FOR THE SUMMER. (NOTE: STUDENTS DENIED SUMMER CLASSES BASED ON THEIR NUMERICAL AVERAGE BEING BELOW 50 MAY APPEAL TO THE PRINCIPAL.)

With continued interest of parents and students and necessary funding, these summer programs can be continued.

JUNIOR HIGH SCHOOL PROMOTIONAL POLICY

Any 7th & 8th grade student that fails any course for the year may be retained unless the student makes up the course work via the after school program (if available), or through the summer school program if the course is offered.

SPORTSMANSHIP

Sportsmanship plays a major role in the development of our students and athletes through interscholastic athletics. Students who violate common standards of sportsmanship may and will be banned from all activities for any period of time up to the entire year, plus additional school sanctions may be considered. We appreciate and encourage your positive support of our student athletes, and your attendance at their contests.

POST-SECONDARY SCHOLARSHIPS/ LOCAL SCHOLARSHIPS

Financial aid is available for post-secondary education. The primary form used for financial aid is the Free Application for Federal Student Aid (FAFSA). Our Guidance Department will host a "Financial Aid Night" to be announced. Parents of juniors and seniors are encouraged to attend this worthwhile program.

Local scholarships are also available for seniors. Each senior receives a listing of all local scholarships in April and may pick up the appropriate applications in the Guidance Office. All completed applications must be submitted to the Guidance Office by the May 15th deadline. All local scholarship recipients should send a thank you note to the benefactors.

Parents should encourage students, to inquire about all local scholarship awards since many are awarded on the basis of school and community service and citizenship rather than just high G.P.A. (Grade Point Average).

In addition, various college and private sector scholarship opportunities are available to students. All such scholarship information is listed in the monthly Guidance Bulletin. If parents or students have any question(s) or concern(s), please contact your child's counselor.

GRIEVANCE PROCEDURE

(Chain of Command)

When a problem arises, please request a meeting first with the teacher. If the teacher is unable to resolve the problem, request a meeting with the principal. If the problem is still not resolved to your satisfaction, please request a meeting with the Superintendent of Schools. Only after attempting to resolve the problem in this manner, should the Board of Education be consulted.

CARE OF SCHOOL PROPERTY

1. Students are to maintain respect for school property at all times. There is to be no defacing of school property.
2. Use wastebaskets and other appropriate containers to discard trash.
3. Each student is responsible for his/her own books. He/She must pay for any book damaged, lost or stolen.
4. All books must be covered.
5. Students will be fined for damaged books. The amount of the fine will be determined from the extent of the damage, but will not exceed the cost of the book.
6. There will be a refund on lost books, which are later found.
7. Students that damage or destroy school property will pay the cost of repairs and/or replacement.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

a new book.....100% of cost
a 1 year old book..... 75% of cost
a 2 year old book..... 50% of cost
a 3 year old book..... 25% of cost

LOCKERS

Each pupil is provided with a locker for his/her belongings. Homeroom teachers will distribute to each pupil at the beginning of the school year a locker number. Students should only use assigned lockers. **Students are not permitted to share a locker.** Canned and bottled beverages and food are not to be stored in lockers. Administrators intend to respect the privacy of all students, specifically the right for students to store appropriate personal property in their assigned lockers. However, with reasonable cause, administrators may search a student or locker in order to protect the health, safety, and welfare of the entire student body. As a result of the United States Supreme Court decision, searches by public school officials of students or lockers will not be in violation of the Fourth Amendment to the United States Constitution, provided the school official has a reasonable basis for suspecting a violation of the law or the school rules. Note: The school district accepts no liability for unsecured items.

GYM LOCKER ROOM

Students are not permitted in the gym or locker room area unless they have the permission of the physical education teacher on duty or are accompanied by a teacher. (See Discipline Code)

Students are warned not to leave clothes, money, rings or other valuables in an unlocked locker. **The school cannot be held responsible for items that are removed or stolen from lockers.** Coats, books, etc. should be kept in the assigned hall locker during the day.

Students should bring only those items required for physical education class to the gym area. Money, valuables, watches, etc., should not be left in the gym lockers. Gym lockers should be secured with an appropriate lock.

Gym lockers are only to be used during physical education class, athletic practice and games. Any locks left on a locker overnight will be removed.

Students should refrain from taking more money to school than is necessary.

Students should pay all expenses (pictures, yearbook, trips, etc.) by check whenever possible.

LOCKER USAGE

Preparation and organization should be part of a student's daily routine. Students in grades 9 – 12 will be permitted to go to their lockers before school, after 3rd period, after 6th period and the end of the school day only. Students that do not abide by this regulation will be disciplined accordingly.

7th & 8th grade students will be permitted to use their lockers before school, after EAT periods and after school.

MEDICAL EXAMINATION

Your school is interested in students' physical well being. Medical examinations are held early in the school year. Problems, which are discovered, should be followed up by your family physician.

NOTE: A PARENT/GUARDIAN WHO DOES NOT WANT THEIR CHILD EXAMINED BY THE SCHOOL DOCTOR MUST SUBMIT IN WRITING TO THE SCHOOL NURSE THEIR REQUEST.

SPORTS PHYSICALS

Students who choose to participate in interscholastic athletics must receive a physical examination prior to their participation in a sport. A RECENT CHANGE IN THE NEW JERSEY STATE CODE N.J.A.C.

6A:16, STATES THAT THIS PHYSICAL EXAMINATION MUST BE GIVEN BY THE STUDENT'S "MEDICAL HOME" (FAMILY PHYSICIAN), THE GLOUCESTER CITY SCHOOL DISTRICT WILL CONDUCT PHYSICALS BEFORE EACH SPORT SEASON FOR STUDENTS WHO DO NOT HAVE A FAMILY PHYSICIAN. Only one physical examination is required for the school year, students need not receive a separate examination for each season.

Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. A list of the "banned substances" can be obtained from the athletic director or the athletic trainer.

USE OF MEDICATION BY PUPILS

"Medication" shall include all medicines prescribed by a physician, any patent drug or aspirin.

Before any medication may be administered to or by any student during school hours, the Board of Education requires the written order of the physician, which shall include the dosage and the time at which or special circumstances under which the medication shall be administered. This document shall be kept on file in the office of the school nurse.

The following procedures shall be used:

1. All medications (prescriptions and over the counter) shall be administered by the school nurse, the parent or the student where the parent so permits and the school nurse is present.
2. Medications shall be securely stored and kept in the original labeled container.

NO STUDENT SHOULD POSSESS ANY OVER-THE-COUNTER MEDICATIONS WHILE ON SCHOOL GROUNDS.

3. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration.
4. The building principal shall be notified of any unusual circumstance concerning the use of medication by a student in his/her building.

ENERGY DRINKS

Research has proven that, due to their high concentration of sugar and caffeine, the use of energy drinks may have a detrimental effect on young adolescents. These drinks include, but are not limited to, Redbull, Venum, Adrenaline Rush, Monster, RockStar, and Woopass.

Studies have shown these types of drinks "perk up" those who drink them BUT once the initial effects wear off students then become extremely "tired" and find it difficult to stay focused in school.

These types of energy drinks have been known to increase heart rate and blood pressure, cause palpitations, dehydrate the body and prevent sleep. Students are using energy drinks as mixers with alcohol allowing them to consume more alcohol. The energy drinks act as a stimulant-counteracting the drowsiness of alcohol, therefore allowing the individual to drink more.

Energy drinks should not be used while exercising as the combination of fluid loss from sweating and the diuretic quality of the caffeine in the energy drink can leave the user severely dehydrated..

INSURANCE

For the 2010 - 2011 school year, the Gloucester City Board of Education will provide every student, free of charge; "full excess" school time student accident insurance.

In the event of a school time accident, "full excess" coverage will cover the hospital or medical expense not covered by your own family health benefits (Blue Cross/Blue Shield, etc.).

If you desire coverage on the extended 24-hour insurance plan, please request a brochure from your school office. The brochure will outline the additional coverage and the premium charge.

Please contact the office of the School Board Secretary/Administrator if you should have any questions concerning the student insurance program please call 456-7000, ext. 2163.

YEARBOOK

The school yearbook is a popular activity with our students and offers many fine memories of high school. Yearbook orders will be taken in October with an initial deposit of \$10.00. Additional deposit money will be collected in November, February and March. Due to the popularity of the yearbook, students are encouraged to place their orders early since they will not be available for sale in June. Students placing deposits for yearbooks are held accountable to pay the full amount for the cost of the book by March 31st.

JUNIOR-SENIOR PROM

The Prom is a popular spring tradition at Gloucester City Jr.-Sr. High School. The Junior Class sponsors the Prom for both juniors and seniors to attend. Tickets to the Prom have ranged in price over the past 10 years between \$55 - \$90 per couple. Because the Prom is a formal affair, formal attire is required.

To attend, students must be members in good standing in either the junior or senior class. Any student from Gloucester City Jr.-Sr. High School wishing to bring a guest is required to complete the appropriate form before purchasing prom tickets. The administration reserves the right to deny guests. All guests must be **under** the age of 21 at the time of the prom. Students must also understand that once they enter the Prom, they must stay for the entire affair.

Students in grades 9 or 10 may attend the Prom if they are coupled with an 11th or 12th grade student who is attending the Prom. Under no circumstances can a 7th or 8th grade student attend the Prom.

Students must be on credit status to attend the Junior-Senior Prom.

SCHOOL DANCES

Dances are conducted in the cafeteria by the individual classes or organizations. Students will not be permitted to leave a dance early. Students will not be able to enter a dance thirty minutes after the official starting time. Students will be permitted to bring one outside guest to a dance provided they register their guest with the administration at least three school days prior to the dance. Please be advised that no guests are permitted at a Junior High Dance. Appropriate attire is required. All personal belongings of students, (ie. pocketbooks, book bags, coats, umbrellas, etc.) will be stored in a supervised and secured location during the dance.

SCHOOL RINGS

Students may order their rings in the spring of their sophomore year. A representative of Jostens comes to our school at this time to take orders for the rings. A deposit is required to place the order. Sample rings and the costs are exhibited at a special meeting. The date of this meeting will be announced.

GRADUATION AND SENIOR AWARDS LUNCHEON

Traditionally, seniors graduate on the 181st calendar day of the school year. This means that the date of graduation is not finalized until early spring when there is no longer a threat of inclement weather that could possibly close school. A Seniors Awards Luncheon is held for every member of the Senior Class and two adult guests. The purpose of the luncheon is to present individual awards and local scholarships earned by members of the class. Parents are urged to attend this popular event. Specific details about the date of Graduation, Baccalaureate Services, and the Senior Class Awards Luncheon are given to every senior through the Senior Class Advisor, and the Senior Class Homeroom advisors.

DRIVER EDUCATION (Behind the Wheel)

Rules and Regulations:

Age 16 - Course Requirements: Health 11 completed with 80% on State Motor Vehicle Exam, which is given during the health class.

Age 17 - You must have your own permit or driver's license.

When do you sign up?

The middle of each marking period, when announced.

What must you have to sign up?

1. Original copy of Birth Certificate or a raised seal copy
2. Green application card from guidance office
3. State Test card
4. \$10.00 permit cost for Motor Vehicle Agency

DRIVER'S TEST

A student should seek approval from the main office in advance if he/she must take a driving test. However, he/she will not be permitted to have another student excused to drive him/her to the test.

SENIOR CLASS TRIP

The Gloucester City School District sponsors a senior trip to Disney World, Orlando, Florida.

Determination of a student being eligible for the senior trip is: 1.) pass 13.75 credits for the 1st semester.

2.) must be on "credit status" regarding attendance. 3.) The two (2) suspension rule is in effect. The administration reserves the right to remove a student(s) from the trip for discipline reasons.

Specific senior class trip information is transmitted to seniors throughout the school year.

CURRICULUM AND INSTRUCTION

Gloucester City Public Schools are committed to a comprehensive process of curriculum planning and assessment to foster continuous improvement of student performance as measured by the local, state, national standards of excellence. Curriculum includes a scope and sequence of content, concepts, and skills taught in particular discipline, textbooks and other resource materials, identified measurable student learning objectives, and methods of assessing students performance of learning objectives. During the summer months, teachers and administrators participate in one or more summer curriculum committees. These committees revise existing curriculum and develop curriculum for new courses. All curriculum is aligned with the New Jersey Core Curriculum Content Standards.

Just as the State of New Jersey has raised its standards, so has the Gloucester City School District.

FAMILY LIFE CURRICULUM

A copy of the state-mandated Family Life Education curriculum is available for review.

If any part of the instruction in Family Life Education is in conflict with your conscience or sincerely held moral or religious belief, you may contact the office of the principal for a request form to have your child excluded from that particular part of the curriculum.

You may also review the entire curriculum by making an appointment to meet with the principal.

INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the superintendent of schools to implement Integrated Pest Management (IPM) procedures for each school to control pests and minimize exposure of children, faculty, and staff to pesticides.

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels

of pest damage by the most economical means and with least possible hazard to people, property, and the environment. Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

The school IPM plan is a blueprint of how the District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pest and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the IPM policy will be implemented at the school. The School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for each school.

The School Board shall designate an integrated pest management coordinator. The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. Records of pesticides use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Record shall also include, but are not limited to, pest surveillance data sheets and other non-pesticides pest management methods and practices utilized. The Principal of each school building, in collaboration with the District Facilities Director, will be responsible for timely notification to students, parents, or guardians and the school staff of pesticide treatment pursuant to the School IPM Act. Annually, the Facilities Director will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The full policy on Integrated Pest Management, Policy 3511 may be reviewed at the Office of Public Information.

STUDENT DISCIPLINE CODES INFORMATION

I. PHILOSOPHY

"The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of the other pupils, for the educational purpose underlying all school activities, and for the care of school facilities."

II. OVERVIEW

This procedural manual has been developed by the Gloucester City School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

The intent of this code manual is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, these codes are not intended to be all-inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Gloucester City School district is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society by developing each individual's ability to use higher thinking skills, logically solve problems and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment in which that education can take place. To that end, these codes seek to list those behaviors, and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and well-being of our students. It is our hope that this information will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. It should be noted that these codes also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

The school administration and/or Board of Education have the right to administer discipline for any other offense, which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students in the Gloucester City School District.

III. EXPECTATIONS FOR STUDENT CONDUCT

We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school.

We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. The school respects the rights of students:

1. To be heard;
2. To receive fair and consistent treatment;
3. To due process procedures

Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Defiance of adult authority, or verbal abuse of those adults employed in the school will not be tolerated.

1. Classroom Management of Student Behavior

Teachers are charged with keeping order and propriety in the classrooms. There are many techniques teachers should employ to bring about the desired change in student's behavior. Teachers should make use of the following strategies and techniques to correct unacceptable student behavior in the classroom:

1. Personal conferences with pupil
2. Teacher assigned detention
3. Parental contact In-person parent conference; by phone; in writing
4. Conference with other teachers
5. Conference with Guidance counselor, with or without the pupil
6. Teacher initiated performance contract
7. Informal conference with administration
8. Child Study Team referral, if warranted
9. Referral to proper grade level assistant principal

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9. Referral to proper grade level assistant principal

ONCE A STUDENT IS REFERRED TO THE ASSISTANT PRINCIPAL, THE ASSISTANT PRINCIPAL WILL EVALUATE THE SITUATION AND IN CONTEXT OF THE STUDENTS DISCIPLINARY HISTORY AND THE CONSEQUENCES OF HIS/HER MISBEHAVIOR, ASSIGNS THE APPROPRIATE DISCIPLINARY MEASURES AS NEEDED.

IV. STUDENT SUSPENSION AND EXPULSION

We hope that verbal reprimands, conferences, and detention would deter repeated misbehavior by students. When these tactics do not modify student behavior, we must then resort to suspension and, in cases of extreme seriousness, recommendations for expulsion.

The right of a school district to utilize these disciplinary procedures is defined in New Jersey Statutes: "Any student who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

Student conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him.
3. Conduct of such character as to constitute a continuing danger to the physical assault upon another pupil.
4. Physical assault on another student.
5. Taking, or attempting to take, personal property or money from another pupil, or from his person, by means of force or fear.
6. Willfully causing or attempting to cause, substantial damage to school property.
7. Participation in an unauthorized occupancy by a group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility.
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by the school district,
9. Incitement, which is intended to and does result in truancy by other pupils.
10. Use, possession, distribution, and/or selling of controlled dangerous substances.

A. Out-of-School Suspensions

(OSS) is assigned for repeated infractions or serious infractions such as fighting, threatening behavior, possession of alcohol or controlled substances, theft, etc. Out-of-school suspensions may be from one to ten days in duration, depending upon the seriousness of the offense and the past record of the student. Parent guardians are responsible for student during the OSS period. **Students are not allowed to return to school during the out-of-school suspension period, nor may they attend any school-sponsored events during a suspension.** A parental conference may be required before a student is permitted to return from a suspension.

- **TWO SUSPENSION RULE**

Any student, who receives two (2) out-of-school suspensions from school during the course of the year, will become immediately ineligible to participate in any extra-curricular and school sponsored events/activities for the remainder of the year. These events/activities include, but not limited to: athletics, all clubs, dances, Prom, field trips, and class trips.

- **RE-EARN ELIGIBILITY/TWO SUSPENSION RULE**

A student may re-earn his/her eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any Administrative disciplinary action within 45 school days. At the completion of the 45-day probationary period, the student can appeal to the Discipline Review Committee for reinstatement of privileges.

B. Expulsion

Expulsion is the most severe form of discipline that can be levied against a student by a New Jersey public school. The decision of a local Board of Education to expel a student has the effect of denying the student educational opportunities in any public school in the state. School administrators can only

recommend expulsion to the Board of Education and the Superintendent. Only the Board of Education can take action to expel a student.

C. Pupil Assault of Staff (NJ Statutes 18A: 37-2)

Any pupil who commits an assault as defined pursuant of NJS 2c: 12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties and in the situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.

D. Harassment, Intimidation, or Bullying

“Harassment, intimidation or bullying” means any gesture or written, verbal, or physical act that is reasonably perceived as being motivated either by an 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 handicap or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus and that:

- a. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student’s property, or placing a student in the reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in , or substantial interference with, the orderly operation of the school. N.J.S.A. 18A:37-15(3) (b) (2).

NOTE: Any student that feels they have been a victim of bullying or has seen bullying occur is asked to report it to an administrator. The administration will take all complaints seriously and proceed in a prompt and efficient manner.

The administration will assist the victim with the necessary support needed as a result of being involved in an incident of bullying.

The administration will investigate any anonymous reports of bullying; however, discipline will not be based solely on an anonymous report.

E. Physical Restraint of Student

School Law 18A: 6-1 states that any staff member may, within the scope of his/her employment, use and apply such amounts of force as reasonable and necessary in the following situations:

1. To quell a disturbance, threatening physical injury to others
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil
3. For the purpose of self-defense; and
4. For the protection of persons or property

F. Disciplining the Educationally Handicapped Students

6:28-2.8 Disciplinary action:

Educationally handicapped pupils are subject to the same district board of Education disciplinary policies and procedures as non-handicapped pupils, unless the pupil's individualized education program includes exemptions to those policies or procedures. The individualized education program shall be implemented.

Prior to affecting any discipline, which would result in a significant change in placement, the Child Study Team shall be contacted.

V. TRANSPORTATION

A. Student Bus Conduct Rules

1. Students must ride on the bus to which they have been assigned to and from their residence, only.
2. Students must show their bus pass to the driver upon boarding the bus.
3. Bus passes are not to be loaned to other students.
4. Students must remain SEATED; NO CHANGING SEATS OR WALKING AROUND is permitted.
5. Nothing is to be hung on or thrown out the windows or door.
6. SMOKING IS NOT PERMITTED ON THE BUS AT ANY TIME.
7. Screaming, shouting, hollering, eating, and drinking on the bus is prohibited.
8. The driver is in charge of students on the bus at all times, she/he has the authority to assign seats. Please respect her/him.
9. No temporary switching of buses will be allowed (busing is to and from the registered address ONLY).
10. Books, parcels, arms, and legs must not protrude into the aisle. Emergency equipment and exits must not be touched or fooled with and must be accessible always.

B. Revocation of Student bus riding Privilege

NEW JERSEY STATE STATUTE 18A: 25-2

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to school. The driver shall be in full charge of the school bus at all times and shall be responsible for order, she/he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the "unmanageable" pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his/her transportation to and from school during the period of such exclusion. This act shall take effect immediately. (Assembly Bill #18 approved 10-14-69).

VI. EMERGENCY EVACUATION OF SCHOOL BUILDING

Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evaluations? Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year. Students failing to follow procedures and/or emergency instruction will be disciplined.

THE SRO AND COMMUNITY
POLICING IN SCHOOLS
RATIONALE FOR LAW ENFORCEMENT
OFFICERS WORKING IN SCHOOLS

"When the School Becomes a Neighborhood"

Although school-based policing continues to grow throughout America, citizens sometimes question the need for providing on-site policing resources in the school setting. Sometimes a police presence is misinterpreted as a sign that schools are unsafe. Imagine a community within a city or county that did not have policing resources assigned to it every day. While families leave their homes each day to go to work and school, police officers patrol their neighborhoods in an effort to protect their property. At the same time these neighborhoods are being patrolled, most secondary schools house more citizens at any given moment than any other public setting in the community. To not have police resources routinely assigned to the school setting is to leave without protection the most populous community - our schools.

SRO AS COMMUNITY LIAISON/PROBLEM SOLVER

Establishing Links

A central principle of community policing involves the creation of partnerships between law enforcement and members of the community. The SRO will be expected to serve as a liaison between the school and the law enforcement agency and to provide information to students and school personnel about law enforcement matters. Additionally, the problem solving inherent in community policing requires the SRO to become knowledgeable about and use various school and community resources.

Experience has taught that once trust has been established, students and even parents will seek out the SRO for guidance in day-to-day problems. A SRO knowledgeable about school and community resources is better equipped to direct those seeking assistance to the appropriate resource.

STUDENTS 5000 series **STUDENT HARASSMENT, INTIMIDATION, OR BULLYING 5145.8**

The Gloucester City Board of Education firmly believes that all of its students are entitled to an educational environment conducive to learning and free of harassment. Students should have the opportunity to enjoy coming to school and they must look forward to learning in each of our schools.

The board prohibits acts of harassment/intimidation/bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

The board realizes that a part of growing, maturing and developing into a productive citizen requires learning the necessary social skills to be successful, the board will not accept harassment of students by other students and promulgates this policy to ensure that everyone is working toward an environment devoid of harassment.

Definitions of Harassment, Intimidation and Bullying: Harassment, intimidation, or bullying can be defined as unwelcome advances such as but not limited to: verbal or physical intimidation, bullying, extortion, name-calling, teasing or sexual harassment. Harassment, intimidation or bullying means a gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Verbal or physical intimidation is to hurt by treating wrongly, injure; to attack with course of insulting language.
Examples of verbal intimidation include name-calling, teasing, stating untrue or disparaging stories, screaming, demanding, or threatening. examples of physical intimidation include punching, hitting, pushing, slapping, prohibiting someone to walk to their destination, crowding around a student or group of students with the purpose to intimidate.
- Bullying - as with aggressive behavior generally, bullying intentionally causes hurt to the recipient. This hurt can be both physical or psychological, while some bullying takes the form of hitting, pushing, taking money, it can also involve telling nasty stories, teasing, and social exclusion. It can be carried out by one or a group. Three criteria particularly distinguish bullying: unprovoked, repeated action, and perceived intimidation by a stronger person.
Examples of bullying include taking money, making an individual walk a route to avoid confrontation, physical abuse, verbal abuse, threatening looks or insulting stories.
- Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment.
Examples of sexual harassment include unwelcome jokes, touching, verbal comments about parts of a person's body, clothing and looks, spreading sexual rumors, suggestive gestures, pressure for sexual activity, malicious activities such as pulling down a person's pants, or clothing.

Any behaviors which creates the perception of or actually causes a hostile environment for others.

The board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other student and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the board of education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

- a. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- b. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.
- c. Explain student rights; and
- d. Identify disciplinary sanctions and due process.

CYBER BULLYING

Cyber Bullying – when a student is tormented, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies or mobile phone.

Examples of cyber bullying includes repeatedly sending offensive, rude, and insulting messages; distributing or posting derogatory information or pictures about another student; impersonating someone; sending offensive messages; tricking someone into revealing embarrassing information; sending pictures of someone being beat up; discovering someone's internet account and sending out hateful or insulting messages; making it appear that someone has done something wrong and then reporting the wrong-doing to the authorities so the victim is punished.

Reporting and Investigating Procedures

Any student who believes that they are a victim of harassment by another student should report the alleged acts or circumstances to any staff member, school counselor or administrator.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteer, and visitors are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the

report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports, Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

All incident reports of harassment will be fully investigated and appropriate action will be taken.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificate and non-certified staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to these actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

A conference will be scheduled to address the situation and a proper course of action will be taken. This conference may include parental involvement at the discretion of the administrator. The administrator will implement an appropriate remediation plan.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Reprisal or Retaliation

The school district prohibits reprisal or retaliation against any person who reports and act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statues and regulations and district policies and procedures.

In an effort to minimize harassment from occurring, the district's health, guidance, family life curriculums as well as acceptable behavior standards will stress positive social behavior among all of our students.

Pursuant to N.J.S.A.: 37-17(5)(c), information and training regarding the district's policy against harassment, intimidation and bullying shall be incorporated into a school's employee training program .

Legal References:

N.J.S.A.:37-17(5)(a-c)

N.J.S.A.:18A:37-15(3)(b)(1-10)

Cross References:

2224, 5145.4, 6121, 6145

Adopted: September 10, 1996

Revised: September 9, 2003

HAZING:

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such and hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in the policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

The Building Principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The Building Principal will also report information received from anonymous sources, however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Building Principal who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of hazing.

The Building Principal or designee will immediately investigate any report of actual or planned hazing. If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to the end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was to remedy the past hazing behavior.

CROSSING THE LINE: Sexual Harassment in High Schools

What can I do if I'm being harassed?

- Trust your own judgment.
- Do not blame yourself – it's not your fault.
- Keep a journal of each time something happens, including dates, times, locations, witnesses and if you were able to stop it, include how the situation made you feel.
- Confide in a friend, family member or teacher about it and how it makes you feel.
- Tell the harasser to stop, either in person or in writing. Inform him/her which specific behaviors are inappropriate and unwelcome. If you feel too uncomfortable to confront the harasser yourself, seek the assistance of a trusted individual (friend, parent, teacher, principal, etc.) Regardless of how you choose to do it, the harasser must be told to stop and why.
- Does your school have a sexual harassment policy? If your school has a sexual harassment policy, be sure to follow it. If not, talk to school officials or a trusted adult about the harassment. If your school takes the appropriate actions, the situation is in the hand of your administrators. Be sure to cooperate with them to get the problem solved. However, if your school doesn't take the

appropriate actions, then you or someone acting for you may file a complaint with the Office of Civil Rights.

- Report the offensive behavior to a teacher, counselor or school administrator.
- If your school does not correct the problem, ask a trusted adult to contact:
 - Office of Civil Rights
 - US Department of Education
 - 600 Independence Avenue, S.W.
 - Washington, DC 20202-1100
- For additional information and a complaint form, ask a trusted adult to contact the New York office for Civil Rights at:
 - 75 Park Place
 - New York, NY 10007
 - (212) 637-6466
 - weekdays from 9:30am – 3:30pm
- You also can call the New Jersey Coalition Against Sexual Assault at 800-601-7200. A recorded message will list the local hotline in your county. When you call the local hotline, you may need to leave a name and a phone number for a counselor to return your call.

What can I do if I witness someone else being harassed?

- Say that you don't think it's funny.
- Tell the harasser to stop.
- Encourage the person being harassed to seek the help of a teacher, counselor, school administrator or hotline.

Are you a sexual harasser?

Take this test: Would you say or do the same thing in front of your parent, teacher or other respected adult? No? Then don't say it or do it at all! This behavior may very well be considered sexual harassment.

Important Numbers:

New Jersey Coalition Against Sexual Assault 800-601-7200	National Victim Center 800-FYI-CALL
National Organization for Women 609-393-0156 Division on Women 609-292-8840	Division on Civil Rights 609-292-4605

Definitions

Sexual harassment is:

- Any unwelcome behavior, gesture, look, comment or touching of a sexual nature. It is usually done on purpose to make someone feel uncomfortable, intimidated or threatened. It may even result in physical injury. The harasser can be another student, a team member, a leader or a teacher.
- Determined by the perception of the victim on a case-by-case basis. If you think you were sexually harassed, trust your instincts, even if others don't agree.
- A widespread problem facing people of all ages, regardless of their race or gender.
- Illegal.

Sexual harassment can take for form of:

- Sexual comments, jokes, gestures or looks
- Touching, grabbing and pinching
- Intentionally brushing up against you
- Flashing or mooning
- Spreading sexual rumors

- Showing, giving or intentionally leaving sexual pictures, photographs, illustrations, messages and notes
- Blocking your path in a sexual way
- Writing sexual messages or graffiti
- Forcing you to kiss or do something sexual to someone
- Pulling off, down or at your clothing
- Spying on you while dressing or changing

Effects

If you are being sexually harassed, you may feel:

- Uncomfortable
- Sad/depressed
- Self-conscious
- Confused
- Embarrassed
- Less confident
- Scared
- Guilty
- Alone

If you are being sexually harassed, you may experience:

- Difficulty paying attention in class
- Difficulty studying
- Lower grades
- Difficulty sleeping
- Self-doubt
- Withdrawal from friends and activities
- Eating disorders
- A weakened immune system

Did you know?

- Four out of five students have experienced sexual harassment in school
- Sexual harassment occurs everywhere
- One in two students has been sexually harassed by a peer
- People don't harass others out of affection; they do it to gain power and control over their victims.
- In New Jersey, any person over the age of 8 is subject to arrest and prosecution for sexual harassment and may be subject to harsh civil and criminal penalties.
- If left ignored, there is a 75 percent chance the harassment will continue or worsen.

Steps:

Sexual harassment differs from case to case. Many times it happens in different steps from sexist remarks to sexual assault. However, the steps may not always apply or happen in the same sequence.

Step 1 – Sexist remarks – convey degrading sexist attitudes

Step 2 – Seductive behavior – sexual advances

Step 3 – Sexual bribery – promise of reward in return for a sexual favor

Step 4 – Sexual coercion – uses of threats to force a sexual favor

Step 5 – Sexual assault – touching, physical assault, rape

NEW JERSEY YOUTH HELPLINE

2ND FLOOR

The New Jersey Youth Helpline, 2nd FLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2ND FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

<p>Police Notification There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary. The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.</p>
<p>A student facing suspension from school can have the duration of the suspension lessened or eliminated in <u>some cases</u> by the parent/guardian attending classes with their child. The administration reserves the right to afford this opportunity at their discretion in accordance with the infraction.</p>
<p>Community Service: Where applicable the administration will confer with parents/guardians to incorporate a "community service" designed to improve the school community. Opportunities such as performing community service in the school would alleviate the student being placed in an ISS or out of school suspension scenario. There will also be a signed contract.</p>
<p>Video Cameras: Please be advised that Gloucester City Junior-Senior High School's facility is monitored by video cameras and may be used in discipline infractions.</p>
<p>Daytime Curfew: No child over the age of five years and under the age of 18 years shall remain in or upon any public place or establishment outside any school grounds between the hours of 8:30 am and 3:00 pm every Monday through Friday while school is in session during the school year.</p>
<p>Disorderly Household Violation (State Code 41.11): When a child is at home during school hours and allows a truant student or students to remain in the home, then a charge will be filed for Disorderly Household Violation.</p>

Please Note: Detention times – single detention is 2:50 pm to 3:25 pm and a double detention is 2:50 pm to 4:00 pm.

The rules and regulations that follow are effective on school grounds before, during and after school hours; on school grounds at any other time when the school is being used by a school group; off the school grounds at any school and/or school related activity, function or event; on a school bus, school vehicle or school bus stop; and at the time or in any place, including off school grounds and during non-school hours, where students conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

Taking Compromising Photographs with Cell Phones

A student who receives compromising photos and then merely shows them to others can be criminally charged with invasion of privacy and endangering the welfare of a child. Additionally, this conduct can be characterized as the dissemination of child pornography and can have serious criminally consequences, such as compliance with Megan's Law, a significant stigma that would follow them for their entire lives. Even students who send pictures of themselves can be charged with distributing child pornography.

Abusive Behavior

	Event	Offense and Consequences
1.	Bullying and Harassment of verbal, cyber, physical or sexual nature toward another student(s)	In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, the following will be considered: the development and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or part of continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of harassment, intimidation or bullying requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for

		students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion and police notification.
2.	Verbal Assault, Obscene Gestures, Vulgar or Abusive Language (to other students)	1 st Offense – One-four day OSS (external suspension). Parent conference, Affirmative Action, A municipal complaint may be filed, must attend conflict resolution sessions. 2 nd Offense – Three-four day OSS (external suspension). Parent conference, Child Study Team, Affirmative Action. 3 rd Offense – Four-ten day OSS (external suspension). Superintendent hearing which may result in a Board of Education expulsion hearing. Municipal complaint filed, must attend conflict resolution sessions.
3.	Verbal Assault, Threat, Obscene Gestures, Vulgar or Abusive Language to (Gloucester City School Board Employee)	The administration will review the allegations and determine appropriate consequences.
4.	Scuffling – any shoving, pushing or horseplay that could result in a fight.	1 st Offense: Three Administrative single detentions and Conflict Resolution Session 2 nd Offense: Parent notified, 1 day ISS. 3 rd Offense: Parent notified, Saturday Detention 4 th & Subsequent Offenses: OSS with number of days to be determined.
5.	Fighting, General Disorder	Any offense will result in a 1-10 day external suspension. Parent conference and a Municipal Complaint may be filed. Must attend Conflict Resolution Program.
6.	Incitement to Fight	1st Offense - One (1) Day Instructional Support and Supervision. Must attend conflict resolution sessions/Peer Mediation 2nd Offense - Two (2) Day Instructional Support and Supervision. Must attend conflict resolution sessions/Peer Mediation 3rd Offense – Two (2) days of ISS and Saturday detention. Must attend conflict resolution sessions/Peer Mediation Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days. Must attend conflict resolution sessions. Possible Superintendent Review
7.	Aggravated Assault	1st Offense - Ten (10) Day External Suspension Parent Conference A Municipal Complaint will be filed. Must attend conflict resolution sessions. 2nd Offense - External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team A Municipal Complaint will be filed. Must attend conflict resolution sessions.
8.	Assault by Pupil on Gloucester City Board of Education Employee	18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended. Must attend conflict resolution sessions.

Academic

9.	Academic Dishonesty *Copying of other students work *Copying of <u>others</u> work	1st Offense: Saturday Detention. Parent Conference (zero for assignment) 2nd Offense: One (1) to two (2) ISS and Saturday detention. Parent Conference (zero for the assignment) 3rd Offense: One (1) to Four OSS/Parent Conference (zero for the assignment) (Student will receive a "0" on all class work that was acquired by academic dishonesty.)
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Arson

10.	Arson	1 st Offense: Police Notification and Suspension Pending Superintendent Hearing with Referral to Board of Education for Possible Expulsion.
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Behavior in the Cafeteria

11,	Throwing food or any objects in the cafeteria	1st Offense: Parent notification, warning and/or detention. 2 nd Offense: Two Administrative Detentions. 3 rd Offense: Two days ISS and One Saturday Detention. 4 th Offense: One day OSS, 1 week social restriction. 5 th Offense: Parent Conf., I & RS, 3 days OSS, 2 week social restriction.
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Cutting

12.	Leaving Class Without Permission; or cutting class. Leaving school grounds will result in a daytime curfew violation being filed with the municipality.	1st offense – Saturday Detention Parent Notification (zero for all class work) 2nd Offense - Saturday detention Parent Notification (zero for all classwork) 3rd Offense – 2 Saturday detentions Parent Notification (zero for all classwork) 4th Offense - One (1) Day I.S.S. Parent Notification (zero for all classwork) 5th Offense - Two (2) Days I.S.S. Parent Notification (zero for all classwork) 6th Offense – Two (2) Days I.S.S. & Saturday detention. Parent Notification (zero for all classwork) 7th Offense - Possible one (1) - five (5) Days O.S.S. Parent Notification (zero for all classwork) Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 5-10 Days Possible Superintendent Review (Students will receive a "0" on all class work that was missed)
13.	Truant, Cutting School – A daytime curfew violation will be filed with the municipality.	1st Offense - One (1) Day Saturday detention and Parent Notification (zero for all class work) 2nd Offense - Two (2) Days Saturday detention and Parent Notification (zero for all class work) 3rd Offense – Two (2) Days Saturday detention, 1 day ISS and Parent Notification (zero for all class work) 4th Offense – Two (2) Day I.S.S. and Saturday detention. Parent Notification (zero for all class work) 5th Offense – 1 to 2 days O.S.S. Parent Notification (zero for all class work) 6th Offense -Three (3) Days O.S.S. (Out of School Suspension) Parent Notification (zero for all class work) 7th Offense – Four (4) Days O.S.S. (Out of School Suspension) Parent Notification (zero for all class work) Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 10 Days. A daytime curfew violation will be filed with the municipality. Possible Superintendent Review (Students will receive a "0" on all class work that was missed)
14.	Cutting Your Assigned Conflict Resolution Program	1 st Offense – Saturday Detention and completion of Conflict Resolution Program 2 nd Offense – One (1) Day Out of School Suspension and completion of Conflict Resolution Program/Parent Conference. 3 rd Offense – Two (2) Day Out of School Suspension and completion of Conflict Resolution Program/Parent Conference. 4 th Offense – Three (3) Day Out of School Suspension and completion of Conflict Resolution Program/Parent Conference. Additional Offenses: Administrative and Child Study Team Review/Mandatory Parent Conference; Out of School Suspension 4-10 days; possible Superintendent review.

Computers

15.	Tampering with School Equipment, including computers and related paraphernalia	1st Offense: Two (2) Day Instructional Support and Supervision and Saturday detention. Parent Conference. Restitution for Loss. A Municipal Complaint may be filed. 2nd Offense: Three (3) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 3rd Offense: Four (4) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 4th Offense: Ten (10) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. External School Suspension (OSS) 10 Days - Possible Superintendent Review Any violation may result in loss of computer access, as well as other disciplinary or legal action. possibility of being dropped from computer class.
16.	Tampering with network resources	1st offense: Two (2) Day Instructional Support and Supervision and Saturday detention. Parent Conference. Restitution for Loss. A Municipal Complaint may be filed.

	including school, student or staff files.	2nd offense: Three (3) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 3rd offense: Four (4) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 4th offense: Ten (10) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. External School Suspension (OSS) 10 Days Possible Superintendent Review Any violation may result in loss of computer access, as well as other disciplinary or legal action. Possibility of being dropped from computer class.
17.	Accessing unauthorized or inappropriate sites and materials	1st OFFENSE: Two (2) Day Instructional Support and Supervision and Saturday detention. Parent Conference. Restitution for Loss. A Municipal Complaint may be filed. 2nd OFFENSE: Three (3) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 3rd OFFENSE: Four (4) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 4th OFFENSE: Ten (10) Day External Suspension. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. External School Suspension (OSS) 10 Days Possible Superintendent Review Any violation may result in loss of computer access, as well as other disciplinary or legal action. Possibility of being dropped from computer class.

Detention

18.	Missed Teacher's Detention (When at all possible a 24 hour notice will be given for the detention.)	1st Offense - Administrative Single Detention. 2nd Offense - Administrative Double Detention. 3rd Offense - Saturday Detention. 4th Offense - One (1) Day Instructional Support and Supervision 5th Offense - Two (2) Day I.S.S. and Saturday detention 6th Offense - Three (3) Day External Suspension Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS)3-5 Days Possible Superintendent Review
19.	Missed Administrative Detention	1st Offense - Detention Assignment is doubled. 2nd Offense - Saturday detention. 3rd Offense - Two (2) Saturday detentions. 4th Offense - One (1) Day I.S.S. and double detention. 5th Offense - Possible one (1) – four (4) days O.S.S. 6th Offense – Four (4) Day External Suspension 7th Offense - Ten (10) Day External Suspension Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 10 Days - Possible Superintendent Review
20.	Inappropriate Conduct at Daily Detention	1st OFFENSE: Saturday Detention. Parent Conference 2nd OFFENSE: One (1) to Two (2) ISS and Saturday detention. Parent Conference 3rd OFFENSE: One (1) to Three (3) OSS/Parent Conference
21.	Inappropriate Conduct at Saturday Detention	1st OFFENSE: Double Saturday Detention. Parent Conference 2nd OFFENSE: One (1) to Two (2) ISS and Saturday detention. Parent Conference 3rd OFFENSE: One (1) to Three (3) OSS/Parent Conference

Dress Code

22.	Dress Code Violation Top/Bottom Garment (Head covering will be confiscated)	1st Offense Administrative Single Detention REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy. 2nd Offense - Administrative Double Detention REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy. 3rd Offense - Administrative Saturday Detention REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy. 4th Offense – One (1) day Instructional Support and Supervision REQUIRED TO
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		<p>SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy.</p> <p>5th Offense – Saturday detention and (ISS) REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy.</p> <p>Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference</p> <p>External School Suspension (OSS) 1-3 Days. Any classes missed will count toward the student being considered absent as per the Attendance Policy. Possible Superintendent Review</p>
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Drug Policy

23.	<p>Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a)</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. 4 day suspension C. Police informed and municipal complaint filed. The student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense: All of the above.</p> <p>Suspension until Superintendent's Hearing which may result in a Board of Education disciplinary hearing.</p>
24.	<p>Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. 10 day suspension. C. Police informed and municipal complaint filed. The student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. Superintendent's Review which may result in a Board of Education disciplinary hearing <p>Second Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Police informed and appropriate action taken. The student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC). C. Drug test/doctor note needed to return to school. D. Suspension until Superintendent's Hearing which may result in a Board of Education disciplinary hearing.
25.	<p>Under the influence of alcohol, drugs, steroids or substance identified in N.J.S.A.C. 6:29-9.3(a)</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified. B. Police notified and municipal complaint filed (if drug test is positive). The student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC). C. Immediate medical examination including urinalysis to verify use and determine extent of use. D. Suspension 4 day external suspension upon verification of positive diagnosis of alcohol, drugs, or use. E. Medical statement substantiating a student's state of well being is required before re-entry after positive diagnosis of chemical use. This also pertains to students who are returning after completing a drug treatment program. F. Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan. G. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense:</p> <ul style="list-style-type: none"> A. All of the above B. Possible referral to Superintendent and Board of Education for disciplinary hearing.
26.	<p>Distribution, transferring or selling controlled dangerous</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parent/guardian notified.

	substance for possession of amount large enough to indicate possible intent to distribute, transfer or sell.	<p>B. Police informed and appropriate municipal complaint filed. The student will be required to attend drug-counseling sessions with the school Substance Abuse Counselor (SAC).</p> <p>C. Drug test and doctor's note are needed to return to school.</p> <p>D. Suspension pending Superintendent hearing with referral to Board of Education for disciplinary action.</p> <p>Second Offense: Superintendent hearing with referral to Board of Education for disciplinary hearing.</p>
27.	<p>Conviction for violation of the drug law committed off school property.</p> <p><i>As per Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i></p>	<p>First Offense:</p> <p>The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body.</p> <p>A. Parent/guardian notified.</p> <p>B. Drug test and doctor's note are needed to return to school.</p> <p>C. Superintendent hearing with referral to Board of Education for disciplinary hearing.</p>

Emergency

28.	Tampering with/or pulling fire alarm	<p>1st Offense – Four (4) Day External Suspension. Parent Conference. A Municipal Complaint will be filed.</p> <p>2nd Offense - Ten (10) Day External Suspension. Parent Conference. A Municipal Complaint will be filed.</p> <p>3rd Offense - Thirty (30) Day External Suspension. Parent Conference. A Municipal Complaint will be filed.</p> <p>Board of Education may seek reimbursement for fines incurred for false alarms.</p>
29.	Inappropriate conduct during evacuation and/or emergency	<p>1st OFFENSE: Saturday Detention. Parent Conference</p> <p>2nd OFFENSE: One (1) to Two (2) ISS and Saturday detention. Parent Conference</p> <p>3rd OFFENSE: One (1) to Three (3) OSS/Parent Conference</p>

Forgery

30.	Forging/altering/or falsifying school records, passes or documents	<p>1st Offense - Two (2) Day I.S.S. and Saturday detention. Parent Conference.</p> <p>2nd Offense - Three (3) Day External Suspension. Parent Conference.</p> <p>3rd Offense - Four (4) Day External Suspension. Parent Conference.</p> <p>4th Offense - Ten (10) Day External Suspension. Parent Conference Board Action.</p>
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Gambling

31.	Gambling (Use of playing cards is prohibited)	<p>1st OFFENSE: Saturday Detention. Parent Conference. Police Notification & Confiscation of Paraphernalia</p> <p>2nd OFFENSE: One (1) to Two (2) ISS and Saturday detention /Parent Conference. Police Notification & Confiscation of Paraphernalia</p> <p>3rd OFFENSE: One (1) to Three (3) OSS/Parent Conference. Police Notification & Confiscation of Paraphernalia</p>
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Insubordination

32.	Insubordination, defiance of authority, disrespectful, refusal to follow directions	<p>1st Offense - One (1) to two (2) days I.S.S. and Saturday detention</p> <p>2nd Offense – Two (2) days I.S.S. and 1 or 2 days of Saturday detention</p> <p>3rd Offense - One (1) to Three (3) days O.S.S. (External Suspension)</p> <p>4th Offense - Three (3) to Four (4) Days O.S.S.</p> <p>5th Offense – Four (4) to Ten (10) days O.S.S. (External Suspension)</p> <p>Superintendent's Hearing which may result in a Board of Education expulsion hearing.</p> <p>The degree of the offense could result in an immediate O.S.S. (external suspension) and/or the filing of a municipal complaint at any offense.</p>
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I.S.S.

33.	Unacceptable behavior in ISS	Failure to abide by the rules and regulations of I.S.S. will result in a 1-3 day O.S.S.
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Lateness

34.	Lateness to school from 8:00-10:30 Home Room Period	<p>1st Offense: Documented/no penalty</p> <p>2nd Offense: Documented/no penalty</p> <p>3rd Offense: Documented/no penalty</p> <p>4th Offense and every subsequent student lateness will result in an assigned same day detention. Students habitually late may be subject to a municipal complaint filed.</p> <p>6th Offense: 1 Charged Absence and assigned same day detention.</p>
35.	Lateness to school	Students cannot receive credit for attendance if not in school a minimum of four (4) hours.

	after 10:30am All students are to report immediately to the main.	Please be advised that teachers can reduce grades of a student that is consistently late to school without an excused note resulting in the student missing his/her class(es).
36.	Lateness to class	1 st Offense – Teacher detention 2 nd Offense – Single detention 3 rd Offense – Double detention 4 th Offense – Double detention 5 th Offense – Saturday detention Additional Offenses – will result in further discipline and an absence being accumulated in that specific class. Arriving 10 minutes late or later to class will be considered an absence/cutting

Possession/Use of Prohibited Items

37.	Use of electronic devices	1st OFFENSE: Confiscation of Device Return At The End of School Day. Administrative single detention. 2nd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offense: One (1) to Two (2) ISS and Saturday detention. Parent Conference Student is prohibited from using device in school. It is recommended that students secure device in their lockers to avoid possible interference with instruction.
38.	Possession of device emitting a laser beam	1st OFFENSE: Confiscation of Device Return At The End of School Day 2nd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offenses: One (1) to Two (2) ISS and Saturday detention. Parent Conference

Public Display of Affection

39.	Public display of affection (PDA)	1st OFFENSE: Warning 2nd OFFENSE: Administrative Warning 3rd OFFENSE: Administrative Single Detention 4th OFFENSE: Administrative Double Detention 5th OFFENSE: Saturday Detention 6th OFFENSE: One (1) Instructional Support and Supervision 7th OFFENSE: Two (2) Instructional Support and Supervision Additional Offense: Administrative and Child Study Review. Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review
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Racial Incidents

40.	Bias, racial or ethnic crimes	Students are cautioned as to the use of any verbal or written statements, pictures, or symbols directed to any members of our school community or made in a general or anonymous fashion. Any illegal incident of bias/racial/ethnic crimes will be reported to the appropriate local/county police authorities and may be consequence by school-passed sanctions. Any offense will result in the mandatory attendance of the student at Conflict Resolution Sessions. Suspensions will be determined in accordance with the degree of the bias, racial, or ethnic crime.
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Smoking

41.	Students who are seen exhaling smoke possessing lighted tobacco product or use of chewing tobacco Smoking on school grounds or vehicles on school grounds is prohibited by law	First Offense: 2 days (I.S.S.) and Saturday detention. Refer to S.A.C. for smoking cessation program. Municipal Complaint filed. For first offense a pass restriction will be in effect. Second Offense: 3-day suspensions (OSS). Refer to S.A.C. for smoking cessation program. Municipal complaint filed. Third Offense:
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		4-day suspensions (OSS). Refer to S.A.C. for smoking cessation program. Municipal complaint filed.
42.	Possession of Tobacco Products	First Offense: A. Confiscation and 1 day Instructional Support and Supervision (ISS). Refer to S.A.C. for smoking cessation program. Second Offense: A. Confiscation and 1 day ISS and 1 Saturday detention. Refer to S.A.C. for smoking cessation program.

Theft

43.	Theft/Stealing - individual or school property on school grounds or during school related activities.	1 st Offense – Four (4) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint may be filed. 2 nd Offense - Five (5) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint may be filed. 3 rd Offense - Ten (10) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint may be filed. Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 10 Days. Possible Superintendent Review.
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Trespassing

44.	Trespassing, being on school property when school is not in session without permission.	1st Offense – One (1) to ten (10) Day External Suspension. Parent Conference A Municipal Complaint will be filed. 2nd Offense – One (1) to ten (10) Day External Suspension. Parent Conference A Municipal Complaint will be filed.
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Unacceptable Behavior

45.	Unacceptable behavior	1st Offense - Administrative Single Detention 2nd Offense - Administrative Double Detention 3rd Offense - Administrative Double Detention 4th Offense - Saturday Detention 5th Offense - Saturday Detention 6th Offense - One (1) Day Instructional Support and Supervision 7th Offense - Two (2) Day Instructional Support and Supervision Additional Offenses: Administrative and Child Study Review/Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review
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Unauthorized Areas

46.	Eating in an unauthorized area No food or beverage is to be taken from the cafeteria	1st Offense – Administrative Single Detention 2nd Offense - Administrative Double Detention 3rd Offense – Saturday Detention 4th Offense – One (1) Day Instructional Support and Supervision 5th Offense – Two (2) Day Instructional Support and Supervision Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review
47.	In an unauthorized area, without permission, without proper pass (hallways, lavatories, outside the school building, etc.)	1st Offense – Administrative Single Detention 2nd Offense - Administrative Double Detention 3rd Offense – Saturday Detention 4th Offense - Saturday Detention 5th Offense – One (1) Day Instructional Support and Supervision 6th Offense – Two (2) Day Instructional Support and Supervision Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days - Possible Superintendent review.

Vandalism

48.	Destruction of property, vandalism, defacing property NJSA 18A:37-3 Liability of parent/guardian for willful destruction of property by student under 18	1 st Offense - Three (3) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint will be filed. 2 nd Offense - Four (4) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint will be filed. 3 rd Offense - Ten (10) Day External Suspension Parent Conference Restitution for Loss. A Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 10 Days. Possible Superintendent Review
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Vehicle

49.	Unsafe operation of vehicle on school property	1st OFFENSE: Saturday Detention. Parent Conference. PARKING PRIVILEGES REVOKED 30 DAYS POLICE COMPLAINT FILED. 2nd OFFENSE: One (1) to Two (2) ISS and Saturday detention. Parent Conference. PARKING PRIVILEGES REVOKED PERMANENTLY POLICE COMPLAINT FILED.
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Weapons

50.	Possession of weapons or weapon related paraphernalia NJSA2C:39	The Administration has the right to determine the nature and seriousness of the incident. Upon determining the seriousness of the incident-weapon-the following disciplinary action will be taken: External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal Complaint will be filed. This code also refers to imitation weapons.
51.	Assault with weapon, or infliction of bodily harm NJSA 2C:12-1	External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal Complaint will be filed.
52.	Personal possessions/ weapons and dangerous instruments	In the interest of the safety of personal possessions, the Board of Education asks the cooperation of parents and students to refrain from wearing or bringing expensive items to school. If arrangements are made to bring an expensive or fragile item for classroom purposes, they must be labeled or otherwise identified and secured with the teacher who teaches the class. The <i>Board of Education</i> prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent. For purposes of the policy , weapons or dangerous instruments include those that commonly represent crime and violence, (ie., knives, switch blade knives, gravity knives, stilettos, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp instruments, anything that the purpose is to administer bodily harm.) Any student found in possession of such shall be reported to an administrator immediately. The administrator shall proceed with appropriate procedures to confiscate the instruments and report to the Superintendent and the local police. In accordance with federal regulations (improving America's Schools Act 1994), any student found in possession of a gun on school property shall be suspended and referred to the Board of Education for one(1) year. Must attend conflict resolution sessions. The Board of Education prohibits the carrying of paging devices on school property unless approved for use by a student with a medical condition for which a physician orders monitoring. 2C:33-18; 18A:6-1; 18A372.1

Notes

Alma Mater

In the south of old New Jersey
Stands our Gloucester High.
Proudly all her banners waving
Upward to the sky.
School we love, ever dear,
Gloucester hail to thee.
Ever we thy loving students
Pledge our loyalty.

**GLOUCESTER CITY PUBLIC SCHOOLS
ACADEMIC CALENDAR 2010-2011**



Cold Springs

Mary Ethel Costello

Jr. Sr. High

Highland Park

School will be closed on the days specified. State law provides a minimum of 181 days per school year. This calendar represents 181 instructional days and 4.5 staff development days. Snow emergencies will be handled by opening at 10 AM when possible. Snow makeup days will be added to the end of the calendar starting with 6/14.

August 26.....New Staff Orientation
 September 1, 2 & 3.....Staff Development – School Closed For Students
 September 2.....7th Grade Orientation
 September 6.....Labor Day – School Closed
 September 7.....First Day of School for All Students
 September 7.....Pre-K Parent Orientation
 September 8.....First Day for Pre-K Students
 September 16.....Back to School Night CS Grades 1 - 3
 September 21.....Back to School Night CS Grades Pre-K-K
 September 22.....Back to School Night MEC Grades 4 - 6
 September 23.....Back to School Night – HS Grades 7 - 12
 October 5, 6 & 7.....HSPA 12
 October 6.....Progress Reports
 October 11.....Columbus Day – School Closed
 October 19.....Parent Conferences Evening – Early Dismissal HS
 November 2.....Staff Development – School Closed for Students
 November 4 & 5.....NJEA Convention - School Closed
 November 11.....Veteran’s Day. – School Closed
 November 12.....*End of First Marking Period
 November 15 & 16.....Parent Conferences Evening – Early Dismissal CSS
 November 16.....November Parent Conferences Afternoon – Early Dismissal MEC
 November 17.....Parent Conferences Afternoon – Early Dismissal CSS
 November 17 & 18.....Parent Conferences Evening – Early Dismissal MEC
 November 25 & 26.....Thanksgiving Recess – School Closed
 December 17.....Progress Reports
 December 24-31.....Winter Recess – School Closed
 January 11.....Parent Conferences Evening – Early Dismissal High School
 January 17.....Martin Luther King Day – School Closed
 January 24-27.....HS Mid-Term Exams – Early Dismissal HS
 January 28.....*End of Second Marking Period
 February 7.....Parent Conferences Afternoon – Early Dismissal MEC
 February 7 & 8.....Parent Conferences Evening – Early Dismissal CSS
 February 8 & 9.....Parent Conferences Evening – Early Dismissal MEC
 February 9.....Parent Conferences Afternoon – Early Dismissal CSS
 February 21.....President’s Day – School Closed
 February 22.....Staff Development – Early Dismissal for Students
 March 1,2 & 3.....HSPA 11
 March 2.....Progress Reports
 March 8.....Parent Conferences Evening – Early Dismissal HS
 April 4.....*End of Marking Period 3
 April 22-26.....Spring Recess – School Closed
 May.....NJASK 3-8
 May.....End of Course Biology and Algebra Assessments
 May 10.....Progress Reports
 May 24.....Parent Conferences Evening – Early Dismissal HS
 May 30.....Memorial Day – School Closed
 June 8-13.....HS Final Exams – Early Dismissal HS
 June 9-13.....CSS & MEC Early Dismissal for Students
 June 13.....*End of Marking Period 4 – Last Day for Students – Early Dismissal for Students
 June 14.....Teacher Checkout
 June 14, 15, 16 & 17.....Snow Days Makeup
 June 27.....Summer Classes Begin

STATEWIDE ASSESSMENTS

HSPA 12 – 10/5, 10/6, 10/7	MU - 10/12, 10/13, 10/14
HSPA 11 – 3/1, 3/2, 3/3	MU – 3/8, 3/9, 3/10
NJASK 6/7/8 – 5/3, 5/4, 5/5, 5/6	MU - 5/9, 5/10, 5/11, 5/12, 5/13
NJASK 3/4/5 – 5/9, 5/10, 5/11, 5/12, 5/13	MU – 5/16, 5/17, 5/18, 5/19, 5/20
EOC Biology – 5/17, 5/18.	MU – 5/19, 5/20
EOC Algebra I – 5/23 – 5/27 Flexible	

*Report cards will be distributed approximately one week after the close of each marking period