



## **2023-2024 STUDENT / PARENT HANDBOOK GLOUCESTER MIDDLE SCHOOL**

*The Gloucester City School District does not discriminate in admissions or access to, or treatment, or employment on the basis of race, color, national origins, sex, disability or age in its program and activities.*

This Parent/Student Handbook is designed to assist parents/guardians throughout the school year and contains much information that you will find helpful to you and your children. The handbook contains many of the school's guidelines, rules, regulations, activities, as well as the names of school personnel. It is important that parents/guardians form a strong bond with the school in order to provide guidance, direction, and support for every student to attain his or her maximum educational benefits. This handbook and all other information pertaining to the Gloucester City School District can be found on our school website by clicking [here](#). Wishing you all a wonderful and success-filled year!

**NOTE:** THE PROCEDURES AND POLICIES STATED IN THIS DOCUMENT (OTHER THAN THOSE MANDATED BY N.J. STATUTE) ARE SUBJECT TO CHANGE DURING THE SCHOOL YEAR AT THE DISCRETION OF THE BOARD OF EDUCATION AND/OR SCHOOL DISTRICT ADMINISTRATION.

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
I. School Operation Information	
Academic Calendar: Marking Periods	17
Affirmative Action Statement	16
Bell Schedule	17
Board Of Education Members	6
Breakfast/Lunch for Students	26
District and School Calendars	17
Emergency School Closings	13
Highly Qualified Teachers	16
Instructional Staff	9
Office of Special Services	10
Parental Responsibilities	11
OnCourse Parent Portal	13
Principal's Message	8
School Administration	9
School Messenger	13
SRO and Community Policing in Schools	37
Superintendent's Message	7
Telephone Numbers	9
GCSD Vision Statement/Beliefs	5
II. Code of Behavior	
Bus/Transportation Conduct	37
Expectations for Pupil Conduct - Policy # 5500	34
Hazing	21
Multiple Suspension Rule	36
Offenses and Consequences	40
Sexual Harassment Policy # 5751	16
Student Code of Conduct	34
Student Discipline Code Information	40
Suspensions and Expulsions - Policy # 5610 and #5620	35
III. Attendance	
Attendance Policy #5200	23
Notification of Student Absence	25
IV. Academic Achievement	
Curriculum and Instruction	18
Grading	18
Graduation Requirements	18
Honor Roll	18
National Junior Honor Society	20
Promotion and Retention Policy # 5410	22
Report Cards	18
Student Recognition	19
Summer School	22
Testing: State and Standardized	18

V. Health Services	
Illness while at School	29
Sports Physicals	29
Administration of Medicine - Policy #5330	29
Youth Helpline	32
VI. Registration: Admission and Transfer	
VII. School Procedures	
Arrival and Dismissal Procedures	12
Bicycle Safety	12
Chromebooks and Laptops	28
Early Dismissal Information for Parent-Pick-Up	25
Emergency Procedures	13
Field Trips	26
Grievance Procedures	11
Phones, Earbuds, and Personal Electronic Devices	14
School Property Guidelines	27
Skateboards and Scooters	12
Student Backpacks and Bookbags	14
Student Entrance into the Building	12
Textbook School Property	27
Unpaid Meal Charges/Outstanding Food Service Charges	26
Visitors	12
VIII. Extracurricular Activities	
Attendance and Extracurricular Activities	25
Eligibility for Participating in Middle School Athletics	21
School Dances and Evening Events	25
IX. Policy	
Acceptable Use of Computer Networks, Computers & Resources Policy #2361	28
Care of School Property - Policy # 5513	27
Family Education Rights and Privacy Act (FERPA) - Policy # 8335	22
Harassment, Intimidation and Bullying - Policy # 5512	36
Home Instruction - Policy # 2414	32
Insurance - Policy #8760	26
Integrated Pest Management - Policy # 7422	33
Intervention and Referral Services (I&RS)	30
Parents Rights under Section 504	31
Release of Student Information - Policy # 8330	22
School Nutrition Policy # 8505	27
Section 504 - Policy #2418	31
Student Dress Code Policy # 5511	14
Substance Abuse - Policy #5530	32
Use of Electronic Communication and Recording Devices Policy # 5516	28
X. SOAR Program Overview	41

# **GLOUCESTER MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**



**SCHOOL COLORS**

Blue & Gold

**SCHOOL MASCOT**

Lion

Donna Lacovara- Principal  
Chris Lauber- Assistant Principal  
Shane McNichol - Assistant Principal  
Andrea Dougherty - Assistant Principal

**500 Market Street  
Gloucester City, NJ 08030  
Telephone: 456-7000  
Emergency Closing # 561  
Click [here](#) for School Website**



Empowering our students to be confident, well-rounded, happy individuals who positively impact society

### **Mission Statement**

*Rooted in history, the Gloucester City School District embraces our unique traditions and growing community as we inspire each student to become an independent thinker, lifelong learner, and passionate, responsible member of society who strives to be the best version of themselves.*

*We accomplish this mission in a fun, safe, and caring environment. We nurture enduring relationships built on trust, eliminate barriers, and seek growth and inclusivity...one Lion at a time.*

**BOARD OF EDUCATION**

Michelle Wright, President

Jacquelyn Borger

Leon Harris

Bernadette James

Keith O'Donnell

Kelly Rivas

Michael Smollock

Harry Ulmer

Kathleen Maass – Brooklawn Representative

Sarah Bell, Secretary/Business Administrator

Parker/McCay, LLC, Solicitor

**MEETINGS:**

**Regular Meeting - 7:00 PM**

Second Tuesday of each month

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**(856) 456-7000, Ext. 1110**

**Mr. Sean Gorman**

Mrs. Donna Struss, Secretary to Superintendent

**(856) 456-7000, Ext. 1315**

Dr. Kimberley Chiodi, Assistant Superintendent

Affirmative Action Officer and Title IX Coordinator

Mrs. Rosa Piccone, Administrative Assistant

## SUPERINTENDENT'S MESSAGE

We are proud of our Gloucester Public Schools' many successful accomplishments during the 2022-2023 school year. Our district was recently named one of the "Best School Districts in America" by Niche.com. This achievement is based on rigorous analysis of key statistics and millions of reviews from students and parents using data from the U.S. Department of Education. Ranking factors include state test scores, college readiness, graduation rates, SAT/ACT scores, teacher quality, public school district ratings, and more. We achieved placement in the top 5 school districts in Camden County, the top 15 in South Jersey, and the top 25% in the United States & Canada.

We are excited about the completion of our strategic planning process that we completed throughout the past year and thankful for all of the contributions made by many students, staff members, parents, and community members. We will begin to pursue our new vision this year: The Gloucester City School District Family empowers our students to be confident, well-rounded, happy individuals who positively impact society. This worthy pursuit will require daily commitment and contributions from nearly all of us. Programs such as AVID, Responsive Classroom, and the New Jersey Tiered Reading will continue to be critical to our future progress.

As we experienced the challenge of our middle school being closed for two months this past school year, we are proud of everyone's collective efforts to work together to continue to provide the best education possible to our students. We are thrilled to be able to expand bussing to include Cold Springs School students living on Broadway and west of it. This will improve the lives of many students & families in addition to attendance and punctuality and the traffic flow and safety in town. We were recently informed that all district students will now receive free breakfast and lunch at school daily as our application for the federal Community Eligibility Program has been approved. The return of Industrial Arts instruction to the school district has gone really well in the first year. We've also been able to maintain expanded academic support and remediation at all three district schools during both the school year and this summer. We've continued to offer more mental health supports and clubs and activities for students than ever before. Girls Wrestling is now an officially State-sanctioned sport by the NJSIAA; our girls and coaches performed valiantly in their first year of team competition. All 8th through 12th grade students continue to take the PSAT and SAT at no cost during our school day; we are one of very few school districts who provide this opportunity to families. This year, we also partnered with Green Light Driving School to ensure that we continue to lead our students through the pursuit of their driver's license at no cost to families. Our partnerships with both Camden County College and Rowan College of South Jersey are growing and remain invaluable in providing our students with the opportunity to achieve college credits & experience and/or career certifications while in high school, again at no cost to families. Graduates from the Class of 2023 achieved industry credentials in electric, barbering and cosmetology, culinary arts, and more. Multiple Seniors enlisted in various military branches. Our students continue to be accepted by some of the best colleges and universities in the nation; this year's acceptances included the University of Miami, the University of Alabama, Xavier University, St. John's University, The College of New Jersey, Rowan University, Rutgers University, the University of Delaware, Villanova University, Muhlenberg University, Drexel University, Penn State University, Clemson University, Seton Hall University, Temple University, University of Maine, University of Rhode Island, University of Maryland, and more.

Maximizing the safety of all three of our campuses daily will forever be a priority. This past year was the first in which a full-time police officer was assigned to each of our district schools. We are fortunate and grateful to have such a high-quality partnership with the Gloucester City Police Department. We established a partnership this school year with ChanceLight alternative school; this program will continue to serve students in grades 6 through 12 who consistently exhibit concerning behaviors. We remain committed to

providing our community with schools that are safe, caring, and fun, leading students to look forward to coming to them each day.

Sincerely,  
Mr. Sean Gorman  
Superintendent/GHS Principal  
GHS Graduate (Class of 1998)

## PRINCIPAL'S MESSAGE

Dear Parents, Guardians, and Students,

On behalf of Gloucester Middle School, welcome to the 2023-2024 school year! It seems that I was just introducing myself and my new administrative team to you yesterday. It is another reminder of how quickly time passes and the importance of making the best of every moment. Last school year we had our “Best Year Yet” and are proud of the strides we have made in our building and school community. We celebrated a high number of students for their academic achievements, cheered on an incredible amount of student athletes throughout the year, and watched involvement in student activities grow. We are excited to begin this year with the theme, “PAWSitive vibes only” to continue our good work at GMS.

This year you will meet new teachers, make new friends, and have many opportunities to get involved in our school community. If you have any questions regarding involvement in athletics and/or activities, please reach out to our District Athletic Director, Mr. Rob Bryan ([rbryan@gcsd.k12.nj.us](mailto:rbryan@gcsd.k12.nj.us)) or our Vice-Principal in charge of athletics and activities, Mr. Shane McNichol ([smcnichol@gcsd.k12.nj.us](mailto:smcnichol@gcsd.k12.nj.us)) and they will be happy to assist you.

Classes begin each morning at 7:53 a.m. and end at 2:39 p.m. Breakfast will be available each day to students in the cafeteria each morning between 7:30-7:50 a.m. Students are to enter in the back of the building. Arriving on time and being present each day is a critical component of your child's education. Your support in helping them establish a positive morning routine is appreciated.

As always, building relationships and keeping open lines of communication between our school community and families continues to be the key to a successful year. Please do not hesitate to reach out with any questions or concerns.

I look forward to a “PAWSitive” school year at GMS!

In partnership,  
*Mrs. Danna Lacavara*  
Principal GMS



**GLOUCESTER MIDDLE SCHOOL FACULTY  
2022-2023 SCHOOL YEAR**

For individual staff contact information, visit our school website or click [here](#)

**ADMINISTRATION**

Lacovara, Donna- Principal  
Bathurst, Angela – Secretary

Lauber, Chris - Vice-Principal  
Zearfoss, Nicole – Secretary

Dougherty, Andrea, Vice-Principal  
Schleicher, Brittany-Secretary

McNichol, Shane - Vice-Principal  
Zearfoss, Nicole - Secretary

**INSTRUCTIONAL STAFF**

Barnow, Anna  
Bellwoar, Melissa  
Billings, Emma  
Bruno, Gina  
Bryson, Trisha  
Christinzio, Melissa  
Cohen, Kristen  
Ekimoglou, Jack  
Ernst, Vicki  
Fagin, Melissa  
Lott, Kristina  
Gandy, Caryn  
Segrest, Jennifer  
Kelly, Giselle  
Kramer, Julie  
Lattanzio, Mark  
McDonnell, Maureen  
MacAdams, Colin  
Malone, Kelly  
Mellul, Lauren  
Peck, Kelly  
Peeke, Anna  
Pino, Vanesa  
Poppa, Cari  
Ritucci, Jamie  
Ruble, Ryan  
Ryan, Laney  
Sbrocco-Startzell,  
Josephine  
Schili, Jamie  
Segrest, Jennifer  
Seternus, Dana  
Skipper, Kerri  
Sosna, Lisa  
Steedle, Sandy

Tomasetto, Rocco  
Wrigley, Natalie

**PHYSICAL EDUCATION/ HEALTH**

Alloway, Frank  
Athey, Lori  
Burnett, Joanne  
Thorndike, Riley  
Melfi, Jason

**ELECTIVES**

Doherty, Katelyn – Art  
Ventura, Katie - Art  
Puskar, Jason – Music  
Graham, Brianna – STEAM  
Cintron-Cardozo, Raquel - Spanish

**SPECIAL EDUCATION**

Adu, Timi  
Archut, Lauren  
Beese, Michael  
Boykin, Janice  
Bryson, Trisha  
Sosna, Lisa  
Crocetti, Cristina  
Devereaux, Lea Anne  
Fox-Fuchs, Darcy Lynn  
Freedman, Melissa  
Gansert, Laila  
Jackson, Jennifer  
Latimer, Matthew  
Mann, Annemarie  
McMahen, Kyle  
Pederson, Brett  
Sidoti, Tony

**COUNSELING**

Anderson, Matthew (7-8)  
Charles, Kristen (4-6)  
Mason, Paige (Student Support  
Specialist)

**SERVICES**

Damato, Kelsey - CST  
DePrince, Lisa - Nurse  
Field, Kathryn - CST  
Klein, Rebecca – Speech  
McGlenn, Karen - Nurse  
Nagas, Agatha – ESL

**OFFICE OF SPECIAL SERVICES**

Jennifer Connell– Director (ext. 1415)

Tamra Berry – Secretary (ext. 1410)

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.

**Gloucester City School District Child Study Team**

**Psychologist**

Kathryn Field

LizAnn Ward

Kelsey Damato

**LDTTC**

Tracy Weist

**Social Worker**

Tamie Hobbs

MaryAnn McNally

Melorra Stevenson

**Speech/Language Specialist**

Rebecca Klein

Rosemarie Fitzpatrick

Alicia O'Donnell

**ESL**

Agatha Nagas

Jessica Ruskoski

## 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:

- o Showing interest in their child's school progress and working with school personnel to solve disciplinary and academic problems
- o 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.
- o Teaching their child how to dress neatly and to be clean, well-groomed and wear clothes which are appropriate for school.
- o Making sure their child goes to school, on time, every day unless their child is ill or has a contagious disease.
- o Maintaining up to date telephone numbers at the school, including home, work, and emergency telephone numbers, addresses and health data.
- o Contacting the school and explaining why their child is absent, as is required by New Jersey Statutes and School Board Policies.
- o 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.**

### **GRIEVANCE PROCEDURE - Chain of Command**

When a problem arises, please follow the proper chain of command:

1. Request a meeting first with the teacher and/or counseling department.
2. If the teacher and/or guidance department are unable to resolve the problem, you may request a meeting with administration.
3. If the problem is still not resolved to your satisfaction, you may request a meeting with the Superintendent of Schools.
4. *Only after attempting to resolve the problem in this manner should the Board of Education be consulted.*

## **BUILDING VISITORS**

In order to ensure the safety of our students and staff, ALL visitors to the building must sign in at the security desk with the appropriate photo identification. Visitors will be issued a visitor's pass which must be visible at all times while on school grounds, and must be accompanied by a staff member AT ALL TIMES. Visitors not wearing the pass will be stopped by staff and asked to proceed to the security desk immediately. Unauthorized visitors will be subject to trespassing laws.

Parents and guardians wishing to meet with any staff member are requested to make an appointment in advance. Lunch money and other belongings must be left with security to be picked up by the student. Visitors and parents are not to visit a teacher's classroom unless the principal has given prior permission.

## **ARRIVAL AND DISMISSAL BY VEHICLE AT GMS**

Parents bringing their students to school by car are requested to pull onto the campus via 5<sup>th</sup> Street into our bus lane on the 5<sup>th</sup> Street Parking lot, and pull up as far as traffic will allow. For safety, students should exit the vehicles on the passenger side of the vehicle. Students are requested to be prepared to exit the vehicle swiftly so that the flow of traffic is not held up.

When picking up your student during the school day please park in one of the spaces located in our GMS Visitor Parking Lot on the corner of 5<sup>th</sup> and Market Street.

When picking students up at dismissal, please maintain caution and utilize the coned area available on the 6<sup>th</sup> Street side of the building. Please pull up into the left coned area, nearest the building sidewalk.

## **BICYCLE SAFETY**

Students may ride bicycles to school. Bicycles must be locked to the racks provided, and are not to be parked in any other location other than on designated racks. The school will not assume any responsibility for bicycles. All students age 17 and under are required by state law to use helmet protection.

## **SKATEBOARDS AND SCOOTERS**

Students are discouraged from bringing skateboards and scooters to school, as there is no designated means of securing them. The school will not assume responsibility for skateboards or scooters that cannot fit inside a locker/cubby. Students are not permitted to use skateboards or scooters on school property. All students age 17 and under are required by state law to use helmet protection.

## **STUDENT ENTRANCE INTO BUILDING**

The main entrance doors to the building are open at 7:25 AM. All students are allowed to enter the building at this time. Students eating breakfast are to report to the cafeteria. Once students have entered the building they are not permitted to leave without administrative permission.

\*Please see our website for the most up to date information as this may change throughout the school year.\*

## **EMERGENCY CLOSINGS**

### **SCHOOL CODE #561**

In the event of inclement weather or other emergencies, school may be closed for the entire day or opened following a delay. Information about emergency closings or late openings will be relayed via School Messenger and displayed on the school webpage. Additionally, information will be provided to local radio and television outlets.

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.

## **ONCOURSE PARENT PORTAL**

OnCourse provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service, students and parents will have access to teacher contact information, student attendance, student assignments and homework, as well as other information important to student success.

## **SCHOOL MESSENGER**

Gloucester City Public Schools use School Messenger to notify our community about important events and news. Parents can elect to receive messages via text messaging and email as well as a phone call. Please provide a cell phone number if you would like to receive text messages and an email address if you would also like to receive email alerts.

## **EMERGENCY PROCEDURES**

Gloucester City Middle School has specific plans in place for crisis and emergency situations. These plans cover situations calling for school lockdowns and school building evacuations, as well as other emergencies. Throughout the school year, drills will take place to assure compliance with various administrative regulations and to keep students and staff familiar with their responsibilities. Emergency responders from the city, county, and state levels will be involved when needed.

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.

## **K-9 DOGS IN BUILDING**

Gloucester City Middle School will use K-9 dogs periodically and unannounced on our premises to inspect hallways, lockers, locker rooms, gyms, parking lots, etc. as one means of ensuring a safe school.

## **LOCKER USAGE**

The school provides lockers for the purpose of storage of students' possessions. Students are permitted to use their assigned locker at any time between classes. However, it is recommended that students organize themselves so that locker usage is kept to a minimum. Lockers are provided by the school and as such students do not have an expectation of privacy as to prevent examination by a school official with reasonable suspicion that there has been a violation of the law or district policy. In addition, random inspections of lockers and other such storage facilities on school district property may be conducted by school officials.

**NOTE:** Usage of locker between classes is not an excuse to be late to class. The administration reserves the right to alter the above locker usage procedure if students are reporting late to classes.

### **STUDENT BACKPACKS AND BOOKBAGS**

All student backpacks and bookbags must be secured in the student's assigned locker during school hours. Students are prohibited from carrying book bags from class to class, although students may carry a small *purse or handbag*. In addition, students may carry their laptops in the cases provided.

### **PHONES, EARBUDS, AND PERSONAL ELECTRONIC DEVICES**

Students are prohibited from using cell phones, earbuds, and personal electronic devices during school hours unless authorized for a specific instructional purpose. Such items should be stored in a student's locker or laptop bag, and are subject to confiscation for inappropriate or unauthorized use (Discipline Code Offense #27).

**NOTE:** Such devices are strictly forbidden to be used in the halls between classes, as this constitutes a serious safety violation.

### **GYM LOCKER ROOM**

Gym lockers are only to be used for athletic practice and games. Any locks left on a locker overnight without prior approval may be removed at the direction of administration.

### **FOOD AND BEVERAGE**

During the hours in which classes are in session students are not permitted to have open food or beverage containers in the hallways. Closed, sealed containers for lunch may be kept in lockers during the school day and retrieved prior to moving to the cafeteria. Students are not to leave the cafeteria with open food or beverage containers.

**NOTE:** Under no circumstances are students permitted to place calls for delivery of meals to outside fast-food establishments. Any violations will be disciplined accordingly.

### **STUDENT DRESS CODE: [BOARD POLICY #5511](#)**

Dressing appropriately for school shows pride in oneself and the school. Thus, clothing should be clean, appropriate, and not extreme. Students whose attire, in the judgment of teachers or administrators, does not meet this requirement may be sent home to change. Good judgment should dictate what to wear in an educational environment. Any classes missed due to inappropriate attire will count toward the pupil being considered absent as per the Attendance Policy.

The administration/faculty shall enforce the dress code with the administration having the final decision regarding all matters concerning the dress code. Garments or accessories that depict bias or hate are strictly prohibited.

A. **Footwear** – Students may not wear footwear that would be potentially hazardous during an emergency or evacuation. Students are prohibited from wearing the following:

- Slippers
- Flip flops or thongs

- Shoes with a heel higher than 1”
- Shoes with untied or missing shoelaces
- Shoes without straps
- Shoes with a sole thicker than 1”

**NOTE:** Students should change into appropriate athletic footwear for PE class.

B. **Shirts, Blouses, Tops** – Shirts/blouses should extend downward and either over or under the bottom garment. A student’s stomach and lower-back areas should not be visible. Shirts, blouses, or tops that violate the acceptable Dress Code Policy:

- Midriff tops
- Tank tops and/or tops with enlarged armholes that do not provide coverage of the upper body may not be worn unless another shirt is worn underneath that does provide appropriate coverage (males & females)
- Spaghetti straps (straps must be at least two inches wide)
- Tube tops or off the shoulder tops
- Sheer or see-through tops
- Sheer tops/see-through tops
- Shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.) or sexual violence
- Any top that breaches good taste or is obscene (administrative discretion)

C. **Shorts, Pants, Dresses** – Appropriate length shorts, skirts, and dresses may be worn. All dresses, skirts, and shorts, and skirts must be at least mid-thigh in length. The following are considered inappropriate and therefore are prohibited:

- Pants worn lower than waist level
- Tight fitting or immodest shorts, pants, or dresses (administrative discretion)
- Spandex used as outer garments (including leggings that are skin tight)
- Underwear worn as outerwear
- Pajamas
- Items that are frayed/cut-off or have tears or unsightly holes

**NOTE:** Leggings may be worn if underneath shorts, skirts, tunics, dresses, etc.

D. **Hats and Other Accessories** – The following violate the acceptable Dress Code Policy and are therefore prohibited:

- Hats and caps (including the wearing of hoods) or head coverings not governed by religious belief
- Bandanas, head scarves, or sweat bands
- Sunglasses
- Chains as belts or other accessories

**NOTE:** All head wear must be kept in the student’s locker during the school day!

E. **Outdoor Coats** – Outdoor coats and jackets should not be worn in the classroom except in emergency conditions directed by the principal or with the permission of the classroom teacher.

F. **Jewelry** – Students are discouraged from wearing jewelry, especially earrings and other body piercings, during PE classes. PE teachers may request a student to remove jewelry during class if they deem it to be potentially hazardous to the student’s safety.

**NOTE: Because no dress code can be all inclusive, the administration reserves the right to make the final decision on all attire.**

**AFFIRMATIVE ACTION POLICY**  
**STUDENT AFFIRMATIVE ACTION AND EQUAL EDUCATIONAL OPPORTUNITY:**  
**BOARD POLICY #1140**

**Affirmative Action Officer and Title IX Coordinator – Dr. Kim Chiodi**

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equality and Equity in Education. The Board’s affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

**SEXUAL HARRASSMENT POLICY: BOARD POLICY #5751**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil’s participation in an educational program or activity or bases an educational decision on the pupil’s submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil’s ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any “person” from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil’s sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment.

Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. Please see the Appendix for further information on sexual harassment.

**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 Student Learning Standards. As the State of New Jersey modifies or implements content standards, so too will the Gloucester City School District.

### **HIGHLY QUALIFIED TEACHERS**

All teachers must be or become highly qualified in the core academic 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.

### **ACADEMIC CALENDAR: MARKING PERIOD/PROGRESS REPORTS**

1 <sup>st</sup> Marking Period.....	September 5 - November 7
2 <sup>nd</sup> Marking Period.....	November 8 - January 25
3 <sup>rd</sup> Marking Period .....	January 26 - April 8
4 <sup>th</sup> Marking Period .....	April 9 - June 12

**NOTE:** All dates are subject to change due to the potential for inclement weather or other emergency school closings. To view the most up-to-date version of the **District Calendar for the Gloucester City Public Schools**, click [here](#).

### **2023-2024 GMS BELL SCHEDULE**

GMS Bell Schedule 2023-2024 click [here](#)

### **8th GRADE GRADUATION REQUIREMENTS**

Students are invited to participate in an 8<sup>th</sup> Grade Graduation Ceremony following successful completion of their 8<sup>th</sup> grade academic school year. The following are the minimum requirements in which a student may participate:

- Final passing score on all core academic coursework
- Within acceptable range of maximum allotted absences, does not exceed 9 days or has successfully fulfilled requirements of attendance remediation plan

- In good standing with behavioral expectation

## **STATE AND STANDARDIZED TESTING**

Required New Jersey State Tests and commercial standardized tests are administered each year throughout the Gloucester City School District. The schedule for testing will be posted on the District Calendar once information is received from the State Department of Education.

## **REPORT CARDS**

Report cards in Grades PreK-12 will have the numerical grades for all academic subjects with Grades K-8 denoting specific details regarding standards based proficiencies. Grades can be accessed through our OnCourse Parent Portal. Report cards will be emailed quarterly via School Messenger. A current email address must be on file with the school office.

## **GRADING**

Gloucester City School District uses the following grading system for grades 4-8:

### **Grade Ranges**

A = 92-100 B = 83-91 C = 74-82 D = 65-73 F = 64 and below

### **Semester, Marking Period, and Exam Values for Grades 6-8**

Semester 1 = (MP1 45% + MP2 45% + Mid-term Exam 10%)

Semester 2 = (MP3 45% + MP4 45% + Final Exam 10%)

FINAL GRADE = (S1 + S2) / 2

### **Marking Period Values for Grades K-5**

MP1 25% MP2 25% MP3 25% MP4 25%

### **Grade Point Average**

Level 1 Coursework GPA values will be based on 4 point scale – Elective Courses

Level 2 Coursework GPA values will be based on 4.5 point scale – Core Courses

Level 3 Coursework GPA values will be based on 5 point scale – Advanced Courses

## **QUARTERLY HONOR ROLL**

DISTINGUISHED HONOR ROLL - "A" in all subjects including Physical Education and Health.  
HONOR ROLL - "A's", "B's", and no more than 1 "C" in all subjects including Physical Education and Health.

## **STUDENT RECOGNITION PROGRAM**

### **PAWS program and our Monthly Above & Beyond Awards.**

GMS celebrates students' success in both academic and behavioral areas. Student achievement in specific areas such as academics, attendance, self-discipline, community involvement, and commitment. Every student who chooses to become a part of the PAWS program will be vetted by the staff to ensure adherence to the program ideals.

There are standards to be met in three levels: GOLD, BLUE, AND WHITE.

Each level will have specific standards in academics, attendance, self-discipline, and commitment.

Students will need to qualify or re-qualify each marking period for participation, starting in the second marking period (with data from the first marking period).

The levels and incentives/privileges/rewards are subject to be changed throughout the year. Please follow us on social media to have the most current incentives/privileges/rewards \*\* :

#### GOLD LEVEL

ACADEMICS - All "A" grades

ATTENDANCE - 1 unexcused absence - no tardies

SELF-DISCIPLINE - no behavior referrals - vetted by all teachers

COMMITMENT - Documented participation in one of the following: a sport, religious/civic/social organization outside of school, school club or activity, OR with the written recommendation of three GMS teachers

#### BLUE LEVEL

ACADEMICS - All "A" and "B" grades

ATTENDANCE - 2 unexcused absence - 1 tardy

SELF-DISCIPLINE - no behavior referrals - vetted by all teachers

COMMITMENT - Documented participation in one of the following: a sport, religious/civic/social organization outside of school, school club or activity, OR with the written recommendation of three GMS teachers

#### WHITE LEVEL

ACADEMICS - All "A" and "B" grades with 2 "C" grades

ATTENDANCE - 2 unexcused absence - 2 tardies

SELF-DISCIPLINE - no behavior referrals - vetted by all teachers

COMMITMENT - Documented participation in one of the following: a sport, religious/civic/social organization outside of school, school club or activity, OR with the written recommendation of three GMS teachers

#### **\*\*VIP AWARDS\*\***

How has this year been going? The first marking period started out not on your best foot, but you turned it around, made better choices, and improved? Then you may be a VIP!

If this is you and you missed one of the areas of academics, attendance, or self-discipline by one standard and two teachers write you a letter of recommendation talking about how they have seen such a change! Then you could be drafted onto the White Level.

What is one standard? Maybe you were absent by 4 unexcused days and/or 4 tardies? Maybe you have 4 C's? Maybe you received 1 discipline referral\*\*?

**\*\*Cannot be for fighting/ assault on a student or, inappropriate comments/ gestures/harming of a staff member**

#### **NATIONAL JUNIOR HONOR SOCIETY CRITERIA**

Membership candidates eligible for election to the Nassau Chapter of **NATIONAL JUNIOR HONOR SOCIETY** will be based on a weighted GPA system. 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. Failure to do so may result in removal from NJHS at the decision of administration, NJHS adviser, and faculty committee.**

	Level I Course	Level II Course	Level III Course
A: 99-100	4.00	4.50	5.00
94-98	3.50	4.00	4.50
92-93	3.25	3.75	4.25
B: 90-91	3.00	3.50	4.00
85-89	2.50	3.00	3.50
83-84	2.25	2.75	3.25
C: 81-82	2.00	2.50	3.00
76-80	1.50	2.00	2.50
74-75	1.25	1.75	2.25
D: 72-73	1.00	1.50	2.00
67-71	0.50	1.00	1.50
65-66	0.25	0.75	1.25

### **ELIGIBILITY FOR PARTICIPATING IN MIDDLE SCHOOL ATHLETICS**

Eligibility for Participating in Middle School Athletics: A student athlete must have a minimum GPA of 2.5 at the end of the school year for fall and winter sports, and must have a minimum of 2.5 GPA at the end of the second marking period (semester average) for spring sports. In addition, students must be in compliance with school attendance and discipline guidelines. They also must be fully registered and marked approved in the family ID sports registration system (which includes having a valid sports physical).

## **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.

## **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 a 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 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 were to remedy the past hazing behavior.

## **SUMMER SCHOOL**

Students who fail academic coursework for a final average will be required to complete a summer remediation program at the discretion of administration. Failure to successfully complete the remediated coursework will result in retention.

## **PROMOTION AND RETENTION: [BOARD POLICY #5410](#)**

The Gloucester City Board of Education recognizes that personal, social, physical and

educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The Superintendent shall direct development of and the Board shall adopt detailed regulations to govern progress of pupils through levels Kindergarten through twelve.

If a student in the elementary and middle school grades fails both Language Arts and Math they will be retained. Parents will be notified within 48 hours of the last day of school. Students who did not successfully complete their Math or ELA course the previous year will be placed in a marking period course specifically designed to help them be successful this year.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): [BOARD POLICY #8335](#)**

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. For more information, please review Board Policy #8335, or visit the U.S. Department of Education FERPA home page [here](#). The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

**RELEASE OF STUDENT INFORMATION: [BOARD POLICY #8330](#)**

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.

**ATTENDANCE: [BOARD POLICY #5200](#)**

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. Parents are asked to log into OnCourse regularly to monitor student attendance

<b>DAYS OF ABSENCE</b>	<b>CONSEQUENCE</b>
3 DAY	Electronic Letter via Email
6 DAY	Electronic Letter via Email & parent/student conference with guidance
9 DAY	Electronic Letter via Email & parent/student conference with guidance, administrator and/or attendance officer
10 DAY	Attendance Remediation Plan. Municipal attendance charges may be pursued.

**ATTENDANCE**

## A. Definitions

1. "Attendance is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
  
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness.
  - b. Family illness or death.
  - c. Education opportunities.
  - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. -794 and 705(20), and individualized health care plans pursuant to N.J.A.C.6A:16-2.3.
  - f. The pupil's suspension from school.
  - g. The pupil's required attendance in court.
  - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education.
  - i. Examination for a driver's license.
  - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
  - k. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.
  
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
  - a. Leaves school at lunch time without a pass.
  - b. Leaves school without permission when school is still in session.
  - c. Leaves class because of illness and does not report to the school nurse as directed
  - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

**NOTE:** 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.
  
4. On the day a student returns from an absence, he/she should confer with each teacher about class work and assignments missed. The teacher and student should agree mutually upon a schedule to complete all missed work. In most cases, the student will receive one day to complete work for each day absent.

## B. Notice to School of Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Guidance Office, who will assist in the arrangement of make-up work.

### C. Readmission to School After an Absence

1. A pupil returning from an absence of any length must present to the Attendance Officer a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than 1 school day must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the Attendance Officer written evidence of being free from communicable disease, in accordance with Policy No. 8451.

### D. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of a (3) three day school duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed in grades six and above, the pupil is responsible for requested missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

### **ATTENDANCE APPEALS COMMITTEE:**

- Please be advised that parents/guardians may petition the Attendance Appeals Committee at Gloucester City Middle School regarding student attendance status.
- To appeal the attendance status of your child, you must present a written letter to the school administration 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 a school administrator 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.

### **ATTENDANCE AND EXTRACURRICULAR PARTICIPATION**

Students who exceed the maximum allowable number of unexcused absences (9) yet show what administration deems to be an immediate, good faith effort to reduce absentee status may continue extracurricular participation with administrator approval. Students arriving at 12 or more unexcused absences will be prohibited from participation in school-sponsored extracurricular and athletic activities.

- Athletic events – all students must present student ID
- Students below 6<sup>th</sup> grade must be accompanied by an adult

### **NOTIFICATION OF STUDENT ABSENCE**

Regardless of whether or not they have contacted the school, parents will be notified of all



student absences 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.

### **EARLY DISMISSAL FROM SCHOOL**

Only the parents or legal guardian, or designated contact 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 (unless those individuals are previously designated contacts). 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 appointment. All such appointments should be scheduled after school hours whenever possible.

**SCHOOL DANCES AND EVENING / SOCIAL EVENTS: BOARD POLICY #5850** Individual classes or organizations may sponsor dances or other evening events. Students are not permitted to leave a dance early, and will not be able to enter a dance thirty minutes after the official starting time. Appropriate attire is required. All personal belongings of students, (i.e. pocketbooks, book bags, coats, umbrellas, etc.) will be stored in a supervised and secured location during dances. Any student with two or more out-of-school suspensions is not permitted to attend school dances, and students must be in good standing for attendance purposes. The administration reserves the right to prohibit a student from attending for additional disciplinary reasons.

NOTE: Students who are absent unexcused on the day of an extracurricular event will not be permitted to attend.

### **FIELD TRIPS AND CLASS TRIPS: BOARD POLICIES #2340 – FIELD TRIPS, #5850 – SOCIAL EVENTS, AND #9180 – SCHOOL VOLUNTEERS**

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the school. Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations. Parents who commit to chaperoning a field trip must follow school guidelines and expectations.

### **STUDENT PASSES**

Students are not permitted to leave the classroom for the first ten minutes or the last ten minutes of each instructional period. This gives the instructors time to start their classes without unnecessary interference and close their lessons the same way.

In the event it becomes necessary for a student to leave a classroom, a student must obtain a pass from the teacher. Students are not permitted to wander aimlessly about the school. Passes must be provided to the teacher / staff member supervising the area to which the student was sent.

### **PUPIL ACCIDENT INSURANCE – BOARD POLICY #8760**

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 at 456-7000, ext. 2160.

### **STUDENT BREAKFAST & LUNCH**

Breakfast is available to all students at no charge. The cafeteria will be open for breakfast service from 7:15 – 7:45 a.m. Unless there are extenuating circumstances, breakfast will not be served once homeroom has begun. Lunch is served to all students during an assigned period; there is no charge for the daily lunch. PLEASE NOTE: Although the breakfast and lunch meals are available at no cost, there is a fee for snacks and other a la carte items, so parents should be aware that there may still be a lunch account balance which may accrue over time (see "Unpaid Meal Charges/Outstanding Food Service Bill" below).

\*For more information on Food Services and to access the payment portal, [click here](#).\*

### **UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES:** **[BOARD POLICY #8550](#)**

In the event a student's school lunch or breakfast bill is in arrears, the student's account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, parents will be requested to meet with the Principal or designee to discuss and resolve the matter.

NOTE: Unpaid meal charges/outstanding food service charges may result in a student's inability to participate in extracurricular activities and/or other restrictions at the building administrator's discretion.

### **SCHOOL NUTRITION: [BOARD POLICY #8505](#)**

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness. The full policy may be viewed by parents and students at the district website.

## **CARE OF SCHOOL PROPERTY: BOARD POLICY #5513**

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

### **SCHOOL PROPERTY GUIDELINES**

1. Students are to maintain respect for school property at all times. There is to be no defacing of school property. Students that damage or destroy school property will pay the cost of repairs and/or replacement. This is inclusive of any school supplies (i.e.: books, calculators, laptops, etc.).
2. Use wastebaskets and other appropriate containers to discard trash.
3. Each student is responsible for his/her own books. Students must pay for any book damaged, lost or stolen.
4. All books must be covered with paper or cloth.
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.

### **TEXTBOOKS/CALCULATORS/SCHOOL PROPERTY**

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, calculator, laptop, or school property is misused, a fine will be imposed. If a textbook, calculator, laptop, or school property is lost, it is to be paid for according to the following schedule:

- New ..... 100% of cost
- 1 year ..... 75% of cost
- 2 years..... 50% of cost
- 3 years..... 25% of cost

### **LAPTOPS / CHROMEBOOKS**

#### **District Issued Laptops, Bags, Chargers and Stylus**

In support of the District Technology Initiative, each student in grades 4-12 will be issued a chrome book, charger, computer bag and stylus. These items will be inventoried by the Technology Department at the end of each school and returned to the student when they arrive for school in subsequent years. Students and parents should be mindful of the condition of each component as they will follow the student throughout their time in Gloucester City Public Schools.

Charges for the replacement of lost equipment will be –

Chromebook -\$250.00

Bag \$25.00

Charger \$25.00

Stylus \$15.00

## **BOARD OF EDUCATION POLICIES #2361 & #5516**

### **POLICY 2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, Statewide, national and global communications opportunities for staff and pupils. Educational technology shall be infused into the district curriculum to maximize pupil achievement of the Core Curriculum Content Standards.

**NOTE:** It is the policy of the district to establish safe and effective methods for pupil and staff users of the district's technological resources. The network infrastructure, as well as all Chromebook and other device software and hardware, belong to the district. Therefore, the district retains the right to monitor and/or search district issued devices. For full text of the policy, please click the link above or visit the district website [here](#).

### **USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD):** **BOARD POLICY #5516**

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action. For full text of the policy, please click the link above or visit the district website [here](#).

### **POLICY 7523 – SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS**

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program. A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the

technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. For a list of specific provisions, the full policy may be viewed [here](#).

### **ILLNESS WHILE AT SCHOOL**

Except for genuine personal illness or some verifiable emergency, students will not be excused before the end of the school day. In case of illness, a student must report to the nurse with a pass from his/her teacher. A student will be credited with an absence in all classes missed while at the nurse's office, unless prescheduled, and may be sent home by the nurse only after a parent or guardian has been contacted. Students who leave school without the nurse's permission will be considered truant, whether or not parents are aware. The Administration requests that parents try to schedule all appointments after school hours and reminds parents that students are responsible for all missed work as result of early dismissals. Please have your biographical information card completed or updated. It assists us in contacting parents and/or guardians.

### **SPORTS PHYSICALS**

Students who choose to participate in interscholastic athletics must receive a physical examination prior to their participation in a sport. 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 such banned substances can be obtained from the athletic director or the athletic trainer.

### **USE OF MEDICATION BY PUPILS: [BOARD POLICY #5330](#)**

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self administration of medication. The school nurse shall preserve records and documentation regarding the self administration of medication in the student's health file.

### **INTERVENTION AND REFERRAL SERVICES TEAM (I&RS): [BOARD POLICY #2417](#)**

The Intervention and Referral Services Team assists in the development of services that go beyond regular instructional practices to ensure success for every child. This includes 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. Requests for assistance to the Intervention and Referral Services team occur through a number of different avenues (teachers, counselor, etc.).

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973: [BOARD POLICY #2418](#)**

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 to 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 at 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 – Ms. Jennifer Daubert, Ext 3150  
Gloucester City Middle School – Mrs. Donna Lacovara, Ext. 4009  
Gloucester City High School – Mr. Sean Gorman, Ext. 1513  
District Section 504 Coordinator – Dr. Jennifer Connell Ext. 2172  
Superintendent of Schools – Mrs. Donna Struss, Secretary, Ext. 2166  
NJ Department of Education – Camden County Office 856-401-2400

## **HOME INSTRUCTION: BOARD POLICY #2412**

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 Gloucester Middle 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. Home instruction will occur in the Gloucester Middle School Media Center unless the Superintendent directs it to be held in an alternative site.

## **NEW JERSEY YOUTH HELPLINE** **2<sup>ND</sup> FLOOR**

The New Jersey Youth Helpline, 2<sup>nd</sup> 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 2<sup>ND</sup> 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](http://www.2NDFLOOR.org) for more information and try the message board.

## **SUBSTANCE ABUSE – BOARD POLICY #5530**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16- 7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16- 4.3(a)2 through 4.3(a)8.

If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also



removed for violating the Code of Student Conduct. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

### **INTEGRATED PEST MANAGEMENT: [BOARD POLICY #7422](#)**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Gloucester City School District. For the full policy, please refer to the district website.

## **STUDENT CONDUCT INFORMATION**

### **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."

### **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.

### **EXPECTATIONS FOR PUPIL CONDUCT: BOARD POLICY #5500**

Students, parents, school administrators, and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. At the same time, 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:

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

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.

**NOTE:** Once a student is referred to the assistant principal, the assistant principal will evaluate the situation and, in the context of the student's disciplinary history and the consequences of his/her misbehavior, assign the appropriate disciplinary measures.

### **STUDENT SUSPENSION AND EXPULSION: BOARD POLICY #5610 AND #5620**

We hope that verbal reprimands, conferences, and detention would deter repeated misbehavior by students. However, in some instances disciplinary offenses call for suspension, or, in extreme cases, 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 well-being of other pupils.
4. Physical assault upon another pupil.
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, 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 any 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 then 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 any school district,
9. Incitement, which is intended to and does result in truancy by other pupils.

### **SUSPENSIONS**

Out of School Suspension 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. In School Suspension may be assigned per the Code of Conduct.

### **MULTIPLE 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, field trips, and class trips.

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.

### **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.

### **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.

### **HARASSMENT, INTIMIDATION, AND BULLYING : BOARD POLICY #5512**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The board policy can be located on the school website by using the "Anti-Bullying Information" link, or by clicking the link above.

## **TRANSPORTATION**

### **Student Bus Conduct Rules**

1. Students must ride on the bus to which they have been assigned to and from their bus stop, only.
2. Students must remain SEATED; NO CHANGING SEATS OR WALKING AROUND is permitted.
3. Nothing is to be hung on or thrown out the windows or door.
4. SMOKING OR NICOTINE PRODUCTS OF ANY KIND ARE NOT PERMITTED ON THE BUS AT ANY TIME.
5. Screaming, shouting, hollering, eating, and drinking on the bus is prohibited.
6. 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.
7. No temporary switching of buses will be allowed (busing is to and from the registered address ONLY).
8. 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.

### **NEW JERSEY STATE STATUTE 18A: 25-2**

A teacher or other person in authority over such pupils 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).

### **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**

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.

## **STUDENT DISCIPLINE CODE**

### **Rationale**

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

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

It is the function of the discipline code to provide for fair and effective practices, which would promote appropriate social behavior. In the event of inappropriate behaviors, consequences will be administered with the intent of promoting a positive change in student behavior.

**NOTE:** The disciplinary guidelines contained herein are not all-inclusive. Administrative discretion will be taken if and when a more comprehensive disciplinary action is required.

### **Hall Regulations**

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

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

### **Handling of Discipline**

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

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

Listed below are some of the major offenses which may result in a suspension from school (ISS or OSS) on the first infraction unless there are unique and mitigating circumstances in the judgment of the disciplinarian and/or building principal: extortion / intimidation; abusive language directed at staff; open defiance, disruption of school or any action which could lead to the disruption of school; possession and/or consumption of alcoholic beverages; possession and/or use of any Controlled Dangerous Substances or drug paraphernalia; possession of any weapon including, but not limited to pen knives; possession or exploding of firecrackers; destruction of school property; serious antisocial behavior; any action which could lead to bodily injury to any student or staff member. The charts on the following pages give a summary of specific offenses and penalties.

No student, regardless of age, shall be permitted to attend any school functions, on or off school property, if evidence exists that the student is under the influence of some intoxicant. Any student who

consumes an intoxicant or who is found to be in possession of or under the influence of any intoxicant while participating in a school activity, on or off school property, shall be subject to disciplinary action. Consumption of any amount of alcoholic beverage is considered to be "under the influence".

**Standards of Behavior**

Students are expected to:

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

<b>Student Rights</b>	<b>Student Responsibilities</b>
Students have the right to be treated with respect by peers and staff.	Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
Students have the right to an education in a positive and safe school climate.	<p>Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate.</p> <p>Students have the responsibility to respect school property and help maintain an orderly environment.</p>
Students have the right to present information that has a bearing on disciplinary action.	Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.
<b>When is the Discipline Code in Force?</b>	
<p>The code is in force:</p> <ul style="list-style-type: none"> <li>• On school property prior to, during, and following regular school hours</li> <li>• When school is in session or school activities are in operation.</li> <li>• While students are on a bus for any purpose.</li> <li>• At all school sponsored events and activities.</li> </ul> <p>Additionally, school administration has the authority to take action when a student's misconduct to and from school has a harmful effect on other students or on the orderly educational process.</p>	
<p><b><u>NOTE:</u></b></p> <p>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.</p> <p>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>	

### **Student Searches**

The Board of Education recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. However, in the discharge of their responsibilities to create a safe and secure learning environment, school officials may search the person or property of a student as authorized by Board of Education policy whenever he/she has reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.

The Board will provide storage places, including desks and lockers, for the purpose of storage of students' possessions. In no storage place provided by the Board will students have an expectation of privacy as to prevent examination by a school official. Random inspections of lockers, desks, and other storage facilities on school district property may be conducted by school officials at any time.

A search prompted by the reasonable belief that an emergency or crisis is imminent or that circumstances pose an immediate threat will be conducted by school officials with as much speed and urgency as may be required to protect persons and property.

NOTE: Students failing to comply with a reasonable and lawful search are subject to consequences as outlined in the school discipline code.

### **Station House Adjustment:**

Where applicable, the administration will confer with the SRO to incorporate a community service or other remedial disciplinary measure known as a Station House Adjustment in lieu of municipal charges.

### **Video Cameras:**

Please be advised that Gloucester Middle School's facility is monitored by video cameras and may be used in discipline infractions.

## **[GMS Student Code of Conduct](#)**

### **SOAR(Second Opportunities and Resources) PROGRAM**

The GMS SOAR Program offers an alternative setting to students who struggle to meet behavioral expectations in a traditional school setting. SOAR is a transition program with the goal of successfully re-entering students into the mainstream population.

Through the utilization of an online learning platform, Gloucester Middle School Staff are able to seamlessly deliver a curriculum aligned with New Jersey's Student Learning Standards. Students will rely heavily on the use of a cloud-based learning platform that will enable them to store, organize, retrieve, and submit work while a small student-to-staff ratio provides a forum for teachers to provide intimate/individualized instruction and offer immediate feedback.

Egregious student conduct including but not limited to the assault/threat of a staff member, possession of weapons and/or drugs could result in immediate placement into the GMS PRIDE Program. In other cases, students who have accumulated a combination of three in-school and/or out of school suspensions will be considered eligible for enrollment into the PRIDE Program. At this point, entry into the PRIDE Program will be determined by school administration.

Students will be enrolled in the SOAR Program for a minimum of one complete marking period. Students must adhere to Gloucester Middle School's Code of Conduct, SOAR Contract, and



Attendance Policy. Students in the SOAR program are ineligible to participate in any extra-curricular and school sponsored events/activities. These events/activities include, but are not limited to: athletics, clubs, dances, field trips, assemblies, and class trips. If the aforementioned expectations are met, the student will be considered for re-entry into the general population and an exit interview will be scheduled with the student's parent(s)/guardian(s) to develop a plan and discuss expectations.

### **CHANCELIGHT ALTERNATIVE PROGRAM**

ChanceLight is an alternative education program for students in grades 6 through 12. Placement in the ChanceLight program may result from offenses including but not limited to the following:

- Two suspensions while enrolled in SOAR
- Any code of conduct violation incurred by a student on their second SOAR placement
- Any egregious conduct as outlined in the discipline code, including but not limited to assault/threat, possession of a weapon, arson, etc.

Students will attend the program for a half-day session (4 hours) where they will receive in-person academic instruction and additional services including individual and group counseling, behavior support services, social emotional learning curriculum, postsecondary planning, etc. ChanceLight's program is designed with the understanding that all students can succeed and make progress if their educational, behavioral, social, and emotional needs are met in an appropriate and supportive environment. Gloucester City School District's program is located at an off-site location in Audubon, and transportation will be offered for students from a common pick-up and drop-off location. School district administration will work collaboratively with our ChanceLight program director to determine if/when students are ready to transition back to a program on one of our campuses. Students who have been referred to ChanceLight must attend the program for a minimum of one semester before transitioning back to a district school can be considered.