



*Gloucester City
Public Schools*

**Parent – Student Handbook
2017-2018**

Gloucester City Middle School
500 Market Street
Gloucester City, New Jersey 08030
(856) 456-7000 • Fax: (856) 456-1254

*Mr. William O’Kane, Principal
Ms. Kristin Kellogg, Vice Principal
Mrs. Sarah Foley, Vice Principal*

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Ms. Kristin Kellogg, Vice Principal
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Handbook Introduction

Dear Parent/Guardian:

This handbook was prepared for the students of the Gloucester City Middle School and their families. It is intended to help acquaint you with school policies and regulations. Please keep it in a convenient place for handy reference. We encourage parents and guardians to maintain close contact with the school throughout the school year and suggest the following:

1. Read and become familiar with the contents of this handbook.
2. Take an active interest in your child’s progress by talking with him or her each evening about his/her experiences at school.
3. Review and sign the agenda book, every night.
4. E-mail your child’s teacher whenever you have questions about his or her progress, performance or behavior.
5. Take an active part in school programs and parent organizations.

Our school colors are Blue and Gold and our school mascot is the Lion. Look for our monthly newsletter, and learn more about what is going on at school on our school website www.gcsd.k12.nj.us/GMS

STUDENT/PARENT/GUARDIAN
SCHOOL CONTACT:

The Parent/Student Handbook has been prepared to inform you of the rules and regulations of Gloucester City Middle School.

The administration requests that you give special attention to the following sections in the handbook:

1. Attendance policy.
2. Internet Acceptance Use Policy: Discipline Code # 8A
3. Drug and Alcohol Policy
4. Dress Code
5. District Discipline Policy
6. No Child Left Behind (NCLB)
7. Surveys
8. Harassment, Intimidation or Bullying
9. Family Educational Rights and Privacy Act (FERPA)
10. Parents' Rights Under Section 504

Please complete the form below, which acknowledges your having read and understood the information enclosed in the Parent Handbook.

.....
Return to Homeroom Teacher no later than October 16, 2017.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature Date

Student Name (Please Print) Date

Student Signature

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Principal's Message

Welcome to the Gloucester City Middle School (GMS) school family. We are looking forward to a new and exciting school year. The Gloucester City Middle School experience is filled with challenges, new beginnings, supportive team members and lots of joy. It's our goal to enhance all our students' strengths and develop confident independent learners. We ask all our parents and guardians to join us this year as we strive for excellence in and out of the classroom. Character education is an important component in everything we do here at school. Please be diligent about continuing the "Good Character" conversation at home. Take advantage of all we have to offer here at Gloucester City Middle School by keeping informed about programs, activities and events. Clear communication is a priority. Please reference our web page, school calendar, class roll and your child's agenda book for constant up dates.

William J. O'Kane
Principal



Gloucester City Middle School Mission Statement

The Gloucester City Middle School (GMS) mission is to enhance and support the social, emotional, academic and physical development of all our students. Through a community based partnership with our parents and students we hope to incorporate a hands-on approach to achieving our goals. Our staff will promote a team centered plan to assist our students in developing positive and effective critical and creative thinking skills. Students will work to develop the communication skills necessary to advance in math, literacy, technology, and the sciences. Students will value character education and its role in preparing them for changes in the world, their community and their families.

GMS students will demonstrate:

- Individual excellence and a desire for life long learning
- Positive self esteem, self discipline and self expression
- Critical/creative thinking, problem solving, decision making and risk taking
- Effective communication and social skills
- Information literacy through the use of technology

**Office of the Superintendent
Of Schools
(856) 456-7000, Ext. 2166**

**Superintendent of Schools
Dr. Dennis Vespe
Ms. Kimberly Ludwick, Secretary**



**Board of Education
Edward Hubbs, President
Stephanie Cohan, Vice President**

Jacqueline Borger
Richard Dolson
John Driscoll
Leon Harris

Bill Johnson
Sean Spotts
Michelle Wright
*Tracy Farrow

**Brooklawn Representative*

Margaret M. McDonnell, Board Secretary/Business Administrator
Frank Cavallo, Jr. of Parker McCay, Solicitor

Jennifer Shimp, Budget Coordinator (x2161)
Theresa Shore, Accounts Payable (x2162)
Patricia Blaylock, Secretary to Business Administrator (x2160)
Karen McKinney, Secretary/Payroll (x2163)
Board Office Secretary (x2173)

Monthly Meeting Dates
Caucus – 7:00 P.M. – Thursday
Regular Meeting – 7:00 P.M. – Tuesday

Gloucester City Middle School Staff
(856) 456-7000

Mr. William O’Kane, Principal Ext. 4011
Mrs. Kristin Kellogg, Vice Principal - Ext. 4041
Mrs. Sarah Foley – Vice Principal – Ext. 4053

Donna Bangle, Secretary (Principal) Ext. 4001/4009
Jody McQuaid, Secretary Ms. Kellogg – (Vice Principal) Ext. 4054
Cindy Dolson, Secretary(Mrs. Foley – (Vice Principal) Ext. 4045
Helen Duffy, Secretary (Main Office) Ext. 4008

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Archut, Lauren – larchut@gcsd.k12.nj.us
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Lampi, Jennifer – jlampi@gcsd.k12.nj.us
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Bruno Gina, - gbruno@gcsd.k12.nj.us
Lukasiak, Kelli – klukasiak@gcsd.k12.nj.us

Grade 7

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Huff, Lisa – lhuff@gcsd.k12.nj.us
Bennett, Fletcher – fbennett@gcsd.k12.nj.us

Coaches and Tutors

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Saxenmeyer, Debbie – dsaxenmeyer@gcsd.k12.nj.us

Guidance

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O'Donnell Denise (Grades 6, 7, 8) – dodonnell@gcsd.k12.nj.us

Nurses

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Silverman, Pat – psilverman@gcsd.k12.nj.us

Child Study Team

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Residency

Berg, Jacqui – jberg@gcsd.k12.nj.us
O'Donnell, Mike – modonnell@gcsd.k12.nj.us

SCHEDULE OF SCHOOL HOURS

The regular school day begins at 8:00 a.m. and ends at 2:50 p.m. All students will be dismissed at 2:50 p.m. unless they are participating in after school activities. The end of the teacher's day is 3:15 p.m. An early dismissal day will start at 8:00 a.m. and will end at 12:50 p.m. A delayed opening due to inclement weather or some other emergency will begin at 10:00 a.m. and end at 2:50 p.m.

NO STUDENT IS TO ARRIVE TO SCHOOL BEFORE 7:30 AM.

SCHOOL VISITORS/PARENTAL VISITATIONS

Visitors, especially parents, are always welcome. To insure the safety of the children and the good order of the school, we ask that all visitors first sign in at the security desk. A visitor's pass will be provided and should be worn and visible while in the building. The best policy is to first call the office to schedule an appointment with the person you wish to see.

MMS PARENT PORTAL

Secure Web Access

The MMS Parent Portal provides secure, self-service web-based access to parents, so they are informed about their child's daily progress in school. Parents benefit from real-time, online access to grade averages, progress reports, homework, missing assignments, announcements and attendance. Parents can access the system from any location with an internet connection

MMS CR FAMILY MOBILE APP

Secure Mobile Access

The MMS CR family Mobile App provides secure mobile access to parents so they can access student data and keep up to date on student progress.

The APP can be downloaded from either Apple Store or Google Play. Search for CR Family and look for the blue logo.

Both services require that parents have supplied a valid email address to their child's school. Parents will need the following information to access the services.

CONTACT FIRST NAME – must match the information supplied to school.

CONTACT LAST NAME - must match the information supplied to school.

CONTACT EMAIL ADDRESS – much match the information supplied to school.

You can request that your email address be added to the system by contact us at

MMSFamily@gcsd.k12.nj.us

Emergency Closing

Sometimes it is necessary for school to be closed because of snow or some other emergency condition. The following television stations will announce any school closings or delayed openings. Channels 3,6,9 and 10.. We now have a district web site that be accessed to learn the latest up-to-date information at www.gcsd.k12.nj.us. You may wish to listen to the general announcements for school closings by calling 856-456-0315.

SCHOOL MESSENGER COMMUNICATIONS SERVICE

Phone Contact Platform

Gloucester City Public Schools utilizes School Messenger to keep parents informed on a variety of topics ranging from student attendance to upcoming events and emergency notifications including school closing information. This service will call the first phone number provided for contact one. Usually, the most effective number is either the student home number or parent cell phone number. The system will not contact a phone number that requires the use of an extension number.

School Messenger is in complete compliance with the Telephone Consumer Protection Act. Parents may opt out of receiving text messages by following the prompts that appear on the screen.

REMIND

Text Alerts

Gloucester City Public School also provides the opportunity for parents and community members to keep in touch and informed with the text message service Remind. Check your school website for the access codes for your student's school

STUDENT ATTENDANCE POLICY

Regular attendance at school is very important. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of students to successfully complete the prescribed curriculum requirements.

A student must be in attendance for 172 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade or course to which he/she is assigned. Letters are sent home as a reminder of the attendance policy when students reach 3, 6, 9, and 10 days absent. A parental conference is required when students reach 9 days absent.

If your child is going to be absent from school, please notify the school by calling the absentee line by 7:30 a.m. Your cooperation in calling us lets us know that the child is safe at home and that you are aware of their absence from school. School Messenger Communications Service will be used to inform parents regarding their child's attendance at school each day. Parents will receive a phone call stating that your child is absent from school. A parent or doctor's note that explains the reason for the absence should be sent in with the child when they return to school. A parent note does not "excuse" an absence or lateness, but will be added to the child's records as an explanation for their absence.

According to district policy, any student who exceeds 9 days of absence for the school year will be considered to be "non grade status" and is in danger of failing the school year.

STUDENT TARDINESS

Punctuality is an extremely important habit for students to develop. **A student is late to school if he/she arrives to homeroom after 8:00 a.m.** A student who is late to school should report to the Assistant Principal's Office first to receive a late pass and then to his/her classroom. Any student arriving late to school should have a note from his/her parent. This note does not excuse the lateness, but helps us in determining that the parent is aware their child is late to school.

Excessive tardiness will result in a visit from the district attendance officer and/or a mandated attendance meeting including a corrective action plan.

EARLY DISMISSAL FROM SCHOOL

When necessary, only the parents or legal guardian of the student may sign their student out of school. To do this you must personally come to the school, 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 with neighbors, family friends, or other relatives.

GRADING SYSTEM

Report cards are issued four times during the school year. They will be mailed home using computer assisted grade reporting. The following are the standards for grading:

Evaluation Key

A-92-100

B-83-91

C-74-82

D-65-73

F-0-64

ASSESSMENT POLICY

There will be a minimum of five assessments per subject per marking period. An example of one assessment would be any of the following: Test, Quiz, Project, Combined Homework Total and Combined Class work Total.

HOMEWORK STATEMENT

We believe that the home and school can work effectively together in the education of our children. Homework is an extension of the school day that allows the home support system to review the day's progress, monitor the practices of newly learned skills and help each child grow in independent study skills. Assignments are not to be regarded as busy work.

HOMEWORK OBJECTIVES

- 1) To extend the learning experiences of students beyond the classroom.
- 2) To reinforce learning by providing further practice and application.
- 3) To help develop independence and responsibility.
- 4) To acquaint the parents with the type of work the student is doing in school.

HOMEWORK IN THE VARIOUS GRADES

The following grade level descriptions and designated time allocations are intended to be used as a guide for parents, teachers and students in the interpretation of homework assignments:

GRADE 4

Homework should be given 3 to 5 times per week and should include the following:

Reading 20 minutes (daily)

Math 15 minutes

Language/Spelling 15 minutes

Science/Social Studies 15 minutes

If an assignment is not submitted on the day it is due because of unforeseen circumstances, the student must have the work in by the following day. If the assignment is not submitted the next day, the assignment will be graded accordingly.

GRADE 5

Homework should be given 3 to 5 times per week and may be as much as:

Reading 20 minutes (daily)

Math 20 minutes

Language/Spelling 15 minutes

Science/Social Studies 15 minutes

If an assignment is not submitted on the day it is due because of unforeseen circumstances, the student must have the work in by the following day. If the assignment is not submitted the next day, the assignment will be graded accordingly.

GRADE 6

More independent work is expected at this level. Homework should consist of 320 minutes per week and should include the following:

Reading 20 minutes (daily)

Math 80 minutes

Language 80 minutes

Spelling	20 minutes
Science	30 minutes
Social Studies	30 minutes

Students are expected to submit all homework on the day that it is due. See make-up work policy below regarding the policy for returning to school from an absence.

MAKE-UP WORK

When a student is absent from school, he/she will have one day to complete the assignments missed for every day that the student was absent. For example, if a student is absent from school for three days, he/she will have three days to make-up their missed assignments. **Any missed tests will be made up at the discretion of the teacher by the end of the marking period.**

PROMOTION REQUIREMENTS #5410

A child will be promoted to the succeeding grade level when he/she has completed the course requirements and instructional objectives required at their presently assigned grade. In addition to student performance, as determined by the district grading policy, students must also demonstrate the social, emotional, and physical maturation necessary to be successful in the next grade level.

Retention Policy

II. Junior High (grades 6,7 & 8)

- Students must pass both Math and Reading (Language Arts Literacy) to pass to the next grade level.
 - Students who fail Math or Reading (Language Arts Literacy) must attend summer school. A passing grade must be earned or the student will be retained.
 - Students who fail any two academic subjects (Math, Language arts Literacy, Science, Social Studies) must attend summer school.
 - If passing grades are earned in all but one subject, the student may move ahead to the next grade level – unless that subject is Math or Reading (Language Arts Literacy).

III. Grades 4 & 5

- Students who fail three or more academic subjects (Math, Language Arts Literacy, Science, Social Studies) will automatically be retained. Summer school may be an option at this grade level.

STUDENT RESPONSIBILITIES #5500

As responsible citizens, many laws, policies, regulations, and ordinances affect our students. Courtesy and good manners should be the key to a student’s conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take care of books, desks and other furniture and equipment.

An atmosphere of calm is essential to learning. Students need to use “quiet voices” in the classroom, cafeteria, library, halls and stairwells.

HARASSMENT, INTIMIDATION, OR BULLYING #5512

Harassment, Intimidation, and Bullying (HIB)

(The entire HIB Policy can be found on the district website.)

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by

severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, etc.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law.

Procedures for reporting acts of Harassment, Intimidation, or Bullying:

- Any staff member who witnesses HIB or has HIB reported to them must report the incident to the HIB committee before the end of the school day. Members of the HIB Committee include: the building administration and the building anti-bullying specialist.
- A HIB box and paper HIB reporting forms will be available in the front office for anonymous reporting of acts of HIB.
- The building principal, or his designee, notifies the parents and authorizes the anti-bullying specialist to start the investigation.
- The anti-bullying specialist interviews and investigates the HIB report by interviewing students, staff, and others.
- The completed investigation report will be reviewed by principal or his designee. The administration will complete a Corrective Action Plan (CAP). A CAP can include discipline and/or remedial measures.
- Administration will contact parents and explain CAP.

PARENTAL GRIEVANCE PROCEDURE

(Chain of Command)

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

STANDARDIZED TESTING

The PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC) will be administered once a year, five days starting in April through May..

The New Jersey Assessment of Skills and Knowledge (NJASK) is a required State test that will be administered to all 4th grade students in the spring of each year. Testing dates are scheduled for May 2016.

INTERNET ACCESS

Gloucester City Middle school students enjoy the benefit of having access to a wide range of technology in their classes. Among these resources is the use of the Internet. An "Acceptable Use" policy is sent home at the beginning of the school year for your review and signature. It should be returned to the school where it will be kept on file. Students who violate the guidelines of the policy will lose the privilege of Internet access and may be subject to disciplinary consequences.

BOARD OF EDUCATION POLICY # 5512 & 2361 **Revised June 12, 2012**

INTERNET

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

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

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

Terms and Conditions:

1. Users are responsible for good behavior on the school computer networks, just as they are in the classroom or a school hallway. General school rules for behavior apply.
2. Internet access is provided for users to conduct research and to communicate with others. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Inappropriate use will result in a suspension or cancellation of Internet privileges.
3. Users are expected to conduct themselves in a responsible, ethical, and polite manner while online.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
7. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connections, you must notify the system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another person's files without written permission is prohibited. Attempts to log on to Internet as anyone but you may result in a cancellation of user privileges.
8. Gloucester City School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for any damage a user may suffer. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
9. All communication and information via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities. Any violations may result in a loss of computer access, as

well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

TRANSPORTATION REGULATIONS

Bus transportation is provided for designated students by the Gloucester City Board of Education, with the understanding that parents will assume the responsibility for their child's behavior on the bus.

Parents are asked to review the following guidelines about proper conduct with their child. Any child riding the bus should:

1. Enter and leave the bus in a quiet, orderly fashion.
2. Remain seated throughout the trip with a seatbelt properly fastened.
3. Keep hands and all objects inside the bus.
4. Talk in a normal tone throughout the trip; yelling, screaming or shouting is not acceptable.
5. Practice all the safety rules necessary to insure a pleasant, safe trip for everyone. Pushing, shoving, hitting, throwing objects from open windows, or inside the bus endangers the safety of everyone and cannot be tolerated.
6. Cooperate with the bus driver, aides, and anyone in a position of authority. Bus aides have the authority to assign seats and students should comply with such requests immediately upon being asked to do so.
7. Please notify the school if you move within Gloucester City and need to have your child's bus assignment changed.
8. Students are not permitted to ride home with a friend or take a bus that has not been assigned to them as their regular school bus.
9. Students that have been assigned a bus are not permitted to walk home from school.

Students may face disciplinary action for misbehavior on the bus including the possibility of removal from the bus, detention, or suspension.

NEW JERSEY STATE STATUTE 18A: 25-2

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

Car Transportation

**According to a recent New Jersey law, idling for more than 3 minutes is PROHIBITED. If you are picking your child up from school, please make a conscious effort to turn off your ignition while waiting.

LOCKERS

Each of our students is assigned a locker at the beginning of the school year by their homeroom teacher, for storing his or her personal belongings. The following guidelines have been established for locker use:

- (1) Students may not share lockers; they are expected to use only the locker assigned to them.
- (2) Bottled beverages and/or coffee containers should not be brought to school or stored in students' lockers.
- (3) No personal locks may be placed on lockers.
- (4) School - issued locks will be provided to students in the 6th and 7th and 8th grades in order to prevent unauthorized access by other students.
- (5) Students must replace lost or damaged locks. A \$5.00 replacement fee will be charged to the student for this offense.

The administration respects the privacy of all students, specifically their right to store appropriate personal property in their assigned lockers. It may be necessary, however, with reasonable cause, for an administrator to search a student's locker in order to protect the health, safety, and welfare of the entire student body. Lockers and the locks provided are school property.

INAPPROPRIATE ITEMS

Students are cautioned not to bring large amounts of money, **radios, CD players, games, balls, toys**, etc. to school. Items such as these can be lost or damaged as well as interrupt the educational process. Also, **headphones, iPods** and similar items are not to be brought to school. (**Laser pens** are not permitted in accordance with New Jersey State Law.) Cell phones are prohibited from being on one's possession during the school day. **Cell phones must be turned off and stowed in a student's locker during the instructional day. Students are not permitted to use their cell phones while inside the school building.** Please refer to the Discipline Procedures manual under possession and use of prohibited items for further details.

EQUAL EDUCATIONAL OPPORTUNITY

The Gloucester City Middle School shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered regardless of race, color, creed, religion, sex, ancestry, and national origin, place of residence within the district, social or economic condition or handicap.

SURVEYS

During the school year, the Board of Education may approve surveys to be administered to students during the school day. If you **do not** wish for your child to participate in school-administered surveys, please write a brief letter to the principal including this desire.

BEFORE/AFTER SCHOOL

Children should not arrive at school before 7:30 a.m. unless they intend to have breakfast in the school cafeteria. Students joining us for Breakfast should report to school between 7:30am - 7:45am and proceed directly into the cafeteria through the **back entrance of the school (5th or 6th Street through back doors)**. No students should gather in the school courtyard prior to 7:30 am. At 7:30 am students will be permitted to enter the Building and sit with their peers by grade level.

****STUDENT DISMISSAL EXPECTATIONS**

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

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

BUS STUDENTS

If you want to change your child's bus transportation in any way you must contact the school by phone or in writing prior to the dates in question.

BREAKFAST PROGRAM

Breakfast will be served in the cafeteria from 7:30 AM to 7:45 AM. No breakfast is served on days with a delayed (10:00 am) opening. The price is \$1.00 or \$.30 for the reduced price.

SCHOOL LUNCH PROGRAM

A safe, clean cafeteria fosters a pleasant eating environment where all can enjoy the pleasure of each other's company. Children are assigned to lunchroom tables by homeroom. They are encouraged to talk quietly among their fellow students at the table. Children who bring lunch are requested not to bring bottles or cans of soda.

Students that engage in disruptive behavior in the cafeteria may be subject to removal from the cafeteria or other disciplinary action. Under no circumstances will the throwing of food be tolerated. Any child who throws food will be immediately removed from the cafeteria and may be suspended from school. The price is \$2.20 or \$.40 for the reduced price. (New prices 17-18)

PAYMENT

Students that purchase lunch in the cafeteria will do so by entering their student ID number into a keypad at the cashier. The cost of their lunch will be debited from their account at the time of purchase. Students that do not have sufficient funds in their account will be permitted to charge a maximum of \$10.00. Once a child reaches the \$10.00 limit they will only be served a lunch consisting of PB & J Sandwich, fruit and milk. The price of this lunch will be added to their account and this restriction will be in place until the account is paid in full. Additionally, students that have a balance due on their accounts will not be permitted to purchase snacks in the cafeteria. If you send your child to school with lunch money, please discuss with them how they spend this money. In the past, some students have charged lunch and spent their lunch money on ice cream, pretzels, chips and cookies. Student lunches cost \$1.00 or \$.30 for the reduced price.

Nutrition POLICY # 8505

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

Providing students with healthy and nutritious foods;

Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education;

Encouraging students to select and consume all components of the school meal; and

Providing students with the opportunity to engage in daily physical activity.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the day: Foods of minimal nutritional value as defined by the U.S. Department of Agriculture regulations; All food and beverage items listing sugar, in any form, as the first ingredient; and all forms of candy.

TUTORING PROGRAM #2412

(Home Instruction)

To provide uninterrupted education for students unable to attend their regular classes because of illness, disability or administrative action, the Board of Education shall provide home instruction when proper application has been made and approved. Tutoring will be subject to the following restrictions:

- A. Period of absences must be expected to be longer than two weeks except in special circumstances.
- B. A parent/guardian or appropriate adult authority must be within call during the period of instruction.
- C. In cases of illness or disability, medical certification is required both of the necessity for the student's absence and his/her fitness to benefit from the instruction.

A student receiving home instruction is not considered absent.

Intervention & Referral Services

In order to meet individual as well as group needs, the Gloucester City Middle School provides a full range of services. Students having severe academic difficulties and/or behavioral problems, will be referred to the I & RS unless immediate referral to the CST is warranted. This committee is comprised of the Assistant Principal, Guidance Counselor, Nurse and Learning Disabilities Teacher – Consultant.

The “referring” teacher shall first meet with the Assistant Principal to discuss the process. The “referring” teacher shall also inform the parents of the decision to refer the student to the I & RS. *Please note that this is NOT a referral for Child Study Team evaluation.*

The I & RS will discuss and recommend interventions and suggest time lines for those interventions to be tried. If after a period of time there is no significant improvement, the I & RS may recommend a Child Study Team evaluation.

Parents with concerns regarding their child may initiate an I & RS Referral through contact with their child's teacher, school counselor or administrator.

FIELD TRIPS

Educational field trips for the children will be scheduled during the school year. The purpose of these trips is to provide all school children with an educational experience outside the classroom. Teachers will provide pre-trip and post-trip activities as preparation and follow-up trips. Any parents asked to chaperone on trips may not take other children with them.

STUDENT PHOTOS

In the fall, an outside photographer will take individual student photos. In the spring, the photographer will take group class pictures. These are available for parent purchase at a minimal cost as a nice memento of your child's school years and are strictly a parent option.

TELEPHONE CALLS TO TEACHERS

Teachers will not be called from classes for telephone messages. Requests to have calls returned will be forwarded to teachers. Each teacher has a “voice mailbox” that can be accessed with his/her extension number.

STUDENT USE OF SCHOOL TELEPHONES

Students are not permitted to use the telephone in the main office unless there is an emergency. Please make after school plans with your child prior to the beginning of the school day to avoid the need for your child to call home for a ride after school.

HEALTH/SAFETY ILLNESS WHILE IN SCHOOL

A registered nurse is on duty during the school day and will administer first aid to any student who becomes ill or injured while at school.

If a student feels sick or has a problem that requires the school nurse's attention, the student should inform his/her teacher. If the nurse feels that it is in the best interest of the student, the nurse will send the student home. Students will not be permitted to walk home alone during the school day. A responsible adult must pick the child up and escort them home.

USE OF MEDICATION BY STUDENTS #5330

"Medication" shall include all medicines prescribed by a physician, any patent drug or aspirin. "Medication" includes all prescription as well as non-prescription items.

Before any medication may be administered to any student during school hours, the Board of Education requires the following:

- (1) a doctor's note or written order of the physician;
- (2) a parent's note requesting that the nurse administer the medication; and
- (3) The medication is in its proper container with identifying information that includes the dosage and the time at which, or special circumstances under which, the medication shall be administered.

Upon receipt of doctor's written order, the nurse will send home a form for parent's signature. This document shall be kept on file in the office of the school nurse.

The following procedures shall be used:

- (1) The school nurse, the parent or the student himself shall administer all medications, where the parent so permits, and the school nurse is present.
- (2) Medications shall be securely stored and kept in the original labeled container.
- (3) The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing doctor, the dosage and timing of medication and a notation of each instance of administration.
- (4) A student, in his/her building, shall notify the building principal of any unusual circumstance concerning the use of medication.

SCREENINGS

Vision screening is done on all students annually. Audiometric screening is conducted annually in preschool through fourth grade and in sixth grade. Yearly screening for scoliosis is done for all students 10 years of age through eighteen years of age.

TB TESTING

TB testing is done for all new employees, part-time or full-time who do not have a record of a recent TB test within the district. TB testing is done on all out-of-state students transferring in to our district. Identification and follow-up for those with positive reaction is done with chest x-rays and treatment if indicated.

IMMUNIZATIONS

Students are required by law to have specific immunizations administered in adherence with specific timelines in order to attend public school in New Jersey. If you are unable to provide your child's immunization history, or your child has not received the needed immunizations, **State law requires that they be excluded from attendance until documentation can be provided that the child has received the necessary immunizations.** The school nurse reviews student immunization histories and will contact parents in the event that your child's immunizations are incomplete or undocumented.

In accordance with Chapter 14 of the New Jersey State Sanitary Code that went into effective during the 2008-2009 school year, students entering 6th grade in September must receive the following two immunizations:

1. Tdap Vaccine (tetanus, diphtheria, a cellular pertussis)
2. Meningococcal Vaccine

Students will be excluded from school, if you fail to comply with these state required immunizations. These absences will not be excused.

BICYCLE SAFETY

Students may ride bicycles/scooters to school. Bicycles/scooters must be walked on the school sidewalk and in the courtyard. Bicycles/Scooters **must be locked** to the racks provided. **The school cannot assume any responsibility for bicycles or scooters.**

All students age 14 and under riding bicycles are required by state law to use helmet protection. **If a child rides a bicycle to school without wearing a helmet, the school may keep the bicycle until a parent picks it up.**

SAFETY

Extreme care must be used in crossing streets. Cross at intersections or marked lanes only.

If a student encounters a difficulty while coming to or going home from school, she/he should immediately report the difficulty to school officials, the City Crossing Guards,. Under no circumstances should a student accept a ride from an individual they do not know.

SAFETY DRILLS

Fire and Emergency drills are held regularly to develop safety practices that will assist the students in moving quickly and in an orderly manner in case of an emergency.

Students who misbehave or who are uncooperative during a drill or school emergency put other students' safety in jeopardy. They will face disciplinary action.

INSURANCE

For the 2015-16 school year, the Gloucester City Board of Education will provide every student, free of charge, "full excess" coverage school time accident insurance.

In the event of a school time accident, "full excess" coverage will cover the hospital or medical expense not covered by your family health benefits (Blue Cross/Blue Shield, M.M.O., 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 my office if you should have any questions concerning the student insurance program at 456-4250.

Margaret M. McDonnell

Business Administrator/
Board Secretary

LOST AND FOUND

Any item that is found should be turned into the school office. If a student loses an item he/she should first check with his/her teacher and then with the office. Continue to check for a couple of days in case the item is not found immediately. ***It is recommended that you label all of your child's possessions with their name with indelible marker, i.e., coats, sweaters, book bags, lunch boxes.***

SUSPENSION #5610

In order to preserve a safe, orderly, and productive school environment, it is sometimes necessary to remove a student from school for one or more days – so the delivery of educational services to other students is not disrupted. The decision to suspend a student from school is not made lightly; it is reserved for serious offenses, violations of district policy, and/or habitual misconduct or disrespect. Students who are suspended from school are not permitted on school property, and are not allowed to attend any school-sponsored activities during the course of the suspension. They are expected to make up any work, projects, tests, or quizzes missed during the suspension, in accordance with the rules outlined in the attendance policy.

CARE OF SCHOOL PROPERTY/VANDALISM #5513/#7610

The Gloucester City Board of Education believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the Board, the Principal of the school shall notify the Superintendent. The Board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

GUM AND CANDY

Gum and candy should not be brought to school and/or eaten in school. These items will be confiscated.

DRESS CODE 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. The following is a list of appropriate attire:

- (1) **Footwear:** Students may **not** wear slippers, untied or missing shoelaces, thongs or flip flops, high heels, or shoes with soles thicker than 2 inches. **Heelys are not permitted.**
- (2) **Shirts/Blouses:** 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. 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. Spaghetti straps are not permitted; straps must be at least two inches wide -No shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.) or physical or sexual violence will be permitted.
- (3) **Shorts/Dresses:** Appropriate length shorts, skirts, and dresses may be worn. Inappropriate items are those that are considered tight fitting, immodest, frayed/cut-off, or have tears or unsightly holes. Spandex used as outer garments, pajamas, or underwear worn as outerwear, is not permissible. All dresses, skirts, shorts and skorts must be at least mid-thigh in length.
- (4) **Hats and Other Accessories:** No hats, caps, sweat bands, bandannas or scarves are to be worn inside the school building. Likewise, sunglasses may not be worn inside the school. The wearing of chains as belts or other accessories is not permitted.
- (5) **Outdoor coats:** Outdoor coats and jackets should not be worn in the classroom except emergency conditions directed by the principal or with the permission of the classroom teacher.
- (6) **Jewelry:** Students are discouraged from wearing jewelry, especially earrings and other body piercing, in physical education classes. P.E. teachers may ask students to remove jewelry during class.

- (7) **Pants:** Garments may not be worn that have words or slogans written across the seat of the pants or across the same general area in the front of the garment. **Pajamas will not be permitted.**

CHANGE OF ADDRESS/PHONE NUMBER/ EMERGENCY NUMBER

It is important for the school to be able to contact the families of students in the case of an emergency. Students moving to a new address, having a change in phone numbers or changing their emergency phone number, should notify the office of the change immediately.

TEXTBOOKS

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

New book.....	100% of cost
1 year old book.....	75% of cost
2 year old book.....	40% of cost
3 year old book.....	25% of cost

CALCULATORS

Each student is provided with a calculator during the school year and is responsible for its cost if damaged or lost.

DRUGS, ALCOHOL AND STEROIDS #5530

The Gloucester City Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event, away from the school, provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids would be identified, evaluated and reported in accordance with the law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents/Guardians have the right to review the student records of their children. If you have any questions or you wish to examine your child's records at any time, you may do so by making an appointment with the Principal's office. **By law, the school is permitted to discuss your child only and no one else.**

CHILD STUDY TEAM

The Child Study Team (CST) may receive a referral from school personnel, the I&RS or a parent for students who are experiencing academic, physical, sensory, emotional, communication or social difficulties even with the support of individually designed services, he/she is advancing from grade to grade. School personnel and the I&RS would submit a completed referral form to the CST. A parent may refer by submitting a letter requesting an evaluation of their child to the CST.

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.

A Child Study Team consists of a school psychologist, a learning disabilities teacher-consultant, and a school social worker and, for pre-school students, a speech/language specialist. There are currently three Child Study Teams on staff in the Gloucester City Public School.

CST PERSONNEL AND CONSULTANTS
Department of Special Services

Supervisor of Special Services- Ms. Amy K. Francis

Learning Disability Teacher-Consultant

Ms. Lisa Labbree
Ms. Christina Battiato

School Social Worker

Ms. Melorra Stevenson
Ms. Tamie Hobbs

School Psychologist

Mr. Glenn Brown
Ms. Kathy Field
Ms. Stacey Maugeri
Ms. Jenna Dragani

Secretary

Ms. Tamra Boyle- 456-7000 Ext. 2172 (Elementary, Middle and High School)
Ms. Helen Duffy-456-7000 Ext. 4008 (Speech/Language Services)

The Gloucester City Department of Special Services provides an array of services to the students, parents and staff to address the needs of students with disabilities ranging from preschool through grade 12. A continuum of program options is provided to accommodate student needs in programing within the least restrictive environment. These programs range from modifications in the general education setting to self-contained programs including Multiply Disabled, Learning/Language Disabled, Behavioral Disabled and Autism Programs. In addition, students may receive related services in the areas of occupational therapy, physical therapy, speech/language therapy, counseling, adaptive physical education or recreation and specialized transportation.

Our Child Study Team is comprised of Learning Disabilities Teacher-Consultants, School Social Workers, School Psychologists and Speech/Language Therapists. Each discipline offers expertise in a variety of areas. They each act in the capacity of a case manager and have various responsibilities to enhance the educational needs of our students.

Our department goal is to provide supports to students, teachers and families to facilitate access to education for all students.

NO CHILD LEFT BEHIND INFORMATION (NCLB)

The federal No Child Left Behind (NCLB) legislation requires that all teachers be or become highly qualified in the core 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 schools 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 certificate; and
- Proof of their content knowledge for the subject(s) they teach.

SECTION 504 OF THE REHABILITATION ACT OF 1973

This is a federal law, which prohibits the discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability 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 impairment; or
- (3) is regarded as having such 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 disability 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. Under this Law, parents have the right to:

SECTION 504 OF THE REHABILITATION ACT OF 1973 (Cont.)

- 1) Have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
- 2) Have the school district advise them of their rights under federal law.
- 3) Receive notice with respect to identification or evaluation of, or service to, their child.
- 4) Have their child with a disability receive free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school-related activities.
- 5) Have their child with a disability educated in facilities and receive services comparable to

those provided students without disabilities.

- 6) Have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
- 7) Have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.
- 8) Have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.
- 9) Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- 10) Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
- 11) Obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
- 12) Receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
- 13) Request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents within a reasonable time and advise them of the right to a hearing.
- 14) Request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
- 15) Ask for payment of reasonable attorney fees if they are successful on their claim.
- 16) File a local grievance or citizen complaint with the school district, the state board of education and/or the Office for Civil Rights.
- 17) Appear the impartial hearing officer's decision.
- 18) Receive all information in their native language and primary mode of communication.
- 19) Expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

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

Gloucester City Middle School Representative: Ms. Kristin Little,

District Section 504 Coordinator: Amy Francis

Superintendent, Dr. Dennis Vespe

New Jersey Dept. of Education – Camden County Office - 856-401-2400

**STUDENT DISCIPLINE
PROCEDURES
MANUAL
2017-18 SCHOOL YEAR
REVISED SUMMER 2017**

**THIS IS A GENERAL GUIDELINE FOR DISCIPLINE. ALL FINAL DISCIPLINE DECISIONS WILL
BE MADE AT THE DISCRETION OF THE SCHOOL ADMINISTRATIO**

I. PHILOSOPHY

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

II. OVERVIEW

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

The intent of this 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, this manual is 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, this manual seeks 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 manual 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 procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

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

III. STUDENT CODE OF CONDUCT

The Gloucester City School District is committed to the rights of students as recognized and protected under state and federal laws. In addition, the school district has enumerated certain student behavior expectations (responsibilities) that affect a positive influence on the school and community. A proper balance between rights and responsibilities is essential if Gloucester City is to provide the kinds of educational experiences that promote self responsibility and enhance educational opportunities for all students.

Seven standards of student conduct are offered as guides to the development of a Code of Conduct for each school, as well as a district wide model. These standards assert that responsible students should be encouraged and taught to:

1. TO SPEAK RESPECTFULLY TO STAFF

This means:

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

You will not:

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

- Interrupt a member of staff.

2. TO BEHAVE RESPECTFULLY TO STAFF

This means:

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

You will not:

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

3. TO SPEAK RESPECTFULLY TO OTHER STUDENTS

This means:

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

You will not:

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

4. TO BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means:

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

You will not:

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

5. TO RESPECT THE SCHOOL ENVIRONMENT

This means:

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

You will not:

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

6. TO HAVE RESPECT FOR YOUR OWN LEARNING

This means:

- Wanting to succeed and valuing success;
- Being on time to school and classes;

- · Having the proper supplies;
- · Doing the work to be the best of your ability;
- · Doing your homework/coursework to deadline;
- · Asking for help if you need it.
- **Taking responsibility for your learning and being honest with yourself;**
- · Knowing what you need to do to improve.

You will not:

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

7. TO HAVE RESPECT FOR OTHER STUDENTS' LEARNING

This means:

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

You will not:

- · Distract other students;
- · Make other students feel uncomfortable about their work or progress;
- · Be intolerant of other people's values, ideas or beliefs.
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The district wide plan to promote positive student conduct in conjunction with the school/classroom rules is designed to maintain order in the school, foster a climate of mutual respect for the rights of others, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

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.

A. Classroom Management of Student Behavior

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

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

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

IV. STUDENT SUSPENSION AND EXPULSION #5610/#5620

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

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

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

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

A. Out-of-School Suspensions

OSS (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.

ISS and/or OSS may result in:

- 4th/5th Grade – Up to a One Hour (1) Saturday Detention
- 6th, 7th, & 8th Grade – Up to a Two Hour (2) Saturday Detention

• TWO SUSPENSION RULE

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

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

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

B. Expulsion

Expulsion is the most severe form of discipline that can be levied against a student by a New Jersey public school. The decision of a local Board of Education to expel a student has the effect of denying the student

educational opportunities in any public school in the state. School administrators can only recommend expulsion to the Board of Education and the Superintendent. Only the Board of Education can take action to expel a student.

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

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

D. Physical Restraint of Student

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

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

E. Disciplining Students with Disabilities

Pupils with disabilities are subject to the same district Board of Education disciplinary policies and procedures as non-disabled pupils, unless the pupil's individualized education program includes exemptions to those policies or procedures. Then the individualized education program shall be implemented. Prior to affecting any discipline, which would result in a significant change in placement, the Child Study Team shall be contacted.

TRANSPORTATION

A. Bus Code of Conduct:

Enter and leave the bus in a quiet, orderly fashion.

Remain seated throughout the trip with a seatbelt properly fastened.

Keep hands and all objects inside the bus.

Talk in a normal tone throughout the trip; yelling, screaming or shouting is not acceptable.

Practice all the safety rules necessary to insure a pleasant, safe trip for everyone. Pushing, shoving, hitting, throwing objects from open windows, or inside the bus endangers the safety of everyone and cannot be tolerated.

Cooperate with the bus driver, aides, and anyone in a position of authority. Bus aides have the authority to assign seats and students should comply with such requests immediately upon being asked to do so.

Students are to ride the bus they have been assigned and are not permitted to switch busses without sending notification to the asst. principal's office.

Students are not permitted to ride home with a friend or take a bus that has not been assigned to them as their regular school bus.

Students that have been assigned a bus are not permitted to walk home from school.

B. Revocation of Student bus Riding Privilege

NEW JERSEY STATE STATUTE 18A: 25-2

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

VI. EMERGENCY EVACUATION OF SCHOOL BUILDING

Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evacuations. 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.

VII. POLICE NOTIFICATION

There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary.

The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.

*This is a general guideline for discipline. **All final discipline decisions will be made at the discretion of the school administration.** The rules and regulations that follow are effective on school grounds before, during and after school hours; on school grounds at any time when the school is being used by a social group; off the school grounds at any school and/or school related activity, function or event; on a school bus, school vehicle or school bus stop; and at the time or in any place, including off school grounds and during non-school hours, where students conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

1. ABUSIVE BEHAVIOR

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
1.A.	INCITEMENT TO FIGHT/HARASS/ BULLY OR INTIMIDATE	1st Offense: Referral to HIB specialist for CAP One (1) Day ISS. (Instructional Support and Supervision). Must attend conflict resolution sessions. 2nd Offense: Two (2) Day ISS.

		<p>Must attend conflict resolution sessions. 3rd Offense: Three (3) Day ISS. Must attend conflict resolution sessions. Additional Offenses: Administrative and Child Study Review / Mandatory Parent Conference One (1) to Three (3) Day OSS. Must attend conflict resolution sessions. Possible Superintendent Review</p>
1.B.	FIGHTING, GENERAL DISORDER	<p>1st Offense: One (1) to Ten (10) Day OSS. Parent Conference. A Municipal Complaint may be filed. Must attend conflict resolution sessions. 2nd Offense: Five (5) to Ten (10) Day OSS. Parent Conference. A Municipal Complaint may be filed. Must attend conflict resolution sessions. 3rd Offense: Ten (10) Day OSS. Parent Conference, Child Study Team referral. A Municipal Complaint will be filed. Must attend conflict resolution sessions. Superintendent's Hearing which may result in a Board of Education expulsion hearing.</p>
1.C	VERBAL, CYBER, PHYSICAL, OR SEXUAL BULLYING/HARASSMENT	<p>In determining the appropriate response to students that commit one or more acts of harassment, intimidation or bullying, school administration may consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.</p>

1.D .	AGRIVATED ASSAULT	<p>1st Offense: Ten (10) Day OSS. Parent Conference</p> <p>A Municipal Complaint will be filed. Must attend conflict resolution sessions.</p> <p>2nd Offense: OSS pending Superintendent's Hearing, which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team</p> <p>A Municipal Complaint will be filed. Must attend conflict resolution sessions.</p>
1.E .	ASSAULT BY PUPIL ON GLOUCESTER CITY BOARD OF EDUCATION EMPLOYEE	<p>18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1 upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended. Must attend conflict resolution sessions.</p>

2. ABUSIVE LANGUAGE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
2.A.	VERBAL ASSAULT, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE, THREATS, OBSCENE MATERIAL. [TO STUDENT]	<p>1st Offense: 1SS/OSS Depending on severity of action. Parent Conference, a municipal complaint may be filed. Must attend conflict resolution sessions.</p> <p>2nd Offense: Three (3) - Five (5) Day OSS. Parent Conference, Child Study Team, a municipal complaint may be filed. Must attend conflict resolution sessions.</p> <p>3rd Offense: Five (5) - Ten (10) Day OSS. Superintendent Hearing, which may result in a Board of Education expulsion hearing. A municipal complaint may be filed. Must attend conflict resolution sessions.</p>

2.B.	VERBAL ASSAULT, USE OF THREATENING LANGUAGE, VERBAL INTIMIDATION, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE TO A GLOUCESTER CITY SCHOOLBOARD EMPLOYEE	<p>1st Offense: Three (3) Day OSS. Parent Conference, A municipal complaint may be filed. Must attend conflict resolution sessions.</p> <p>2nd Offense: Five (5) Day OSS. Parent Conference, Child Study Team. A municipal complaint may be filed. Must attend conflict resolution sessions.</p> <p>3rd Offense: Ten (10) Day OSS. Superintendent’s hearing which may result in a Board of Education expulsion hearing. A municipal complaint may be filed. Must attend conflict resolution sessions.</p>
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3. ACADEMIC

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
3.A.	INTERFERENCE WITH ACADEMIC INSTRUCTION REFUSAL TO FOLLOW CONDUCT CODE IN CLASS	<p>1st Offense: Administrative conference. Parent – Teacher conference. Detention or Behavior Plan.</p> <p>2nd Offense: One (1) Administrative Double Detention Parent/Guardian Contact</p> <p>3rd Offense: Two (2) Administrative Double Detention Parent/Guardian Contact</p> <p>Additional Offenses: Range from ISS to OSS as warranted/Mandatory Parent Conference</p> <p><i>Mandatory Parent Conference could include: phone call, written note, or in person meeting. The type of conference will be made at the discretion of the school administration.</i></p>
3.B.	ACADEMIC DISHONESTY	<p>1st Offense: Double Detention. Parent Conference. Alternative Assessment.</p> <p>2nd Offense: One (1) to three (3) Day ISS. Parent Conference. Alternative Assessment.</p> <p>3rd Offense: One (1) to Three (3) Day OSS. Parent Conference Behavior Action Plan. (STUDENT WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS ACQUIRED BY ACADEMIC DISHONESTY)</p>

4. ARSON

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
4.A.	ARSON	First Offense: Police Notification and OSS Pending Superintendent Hearing with Referral To Board of Education for Possible Expulsion.

5. BICYCLE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
5.A.	UNSAFE OPERATION OF VEHICLE/BIKE ON SCHOOL PROPERTY	1st Offense: Double Detention. Parent Conference. 2nd Offense: One (1) to Three (3) Day ISS. Parent Conference. BICYCLE PRIVILEGES REVOKED. POLICE COMPLAINT MAY BE FILED.

6. COMPUTERS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
6.A.	TAMPERING WITH SCHOOL EQUIPMENT, COMPUTER SOFT- WARE/ECORDS, SCHOOL FILES, POSSIBILITY BEING DROPPED FROM COMPUTER CLASS AND RECEIVING NO CREDIT FOR THE CLASS	1st Offense: Three (3) Day ISS. Parent Conference. Restitution for Loss. A Municipal Complaint will be filed. 2nd Offense: Three (3) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 3rd Offense: Five (5) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. 4th Offense: Ten (10) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. Ten (10) day OSS. Possible Superintendent Review ANY VIOLATION MAY RESULT IN LOSS OF COMPUTER ACCESS, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.

6.B.	VIOLATION OF INTERNET ACCEPTABLE USE POLICY	<p>1ST Offense: Administrative Double Detention. 2ST Offense: Two (2) Day ISS. Parent Conference. 3rd Offense; Two (2) Day OSS. Parent Conference. ANY VIOLATIONS WILL RESULT IN THE LOSS OF COMPUTER ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION.</p>
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7. CUTTING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
7.A.	CUTTING CLASS/ LEAVING CLASS WITHOUT PERMISSION	<p>1st Offense: Administrative Double Detention. Parent Notification (Make up work) 2nd Offense: Two Administrative Double Detentions. Parent Notification (Make up work) 3rd Offense: One (1) to Three (3) Day ISS. Parent Notification (Make up work) 4th Offense: Possible one (1) - five (5) Day OSS. Parent Notification (zero for all class work) Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference Five (5) to Ten (10) Day OSS. Possible Superintendent Review (STUDENTS WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS MISSED)</p>

7.B.	TRUANT, CUTTING SCHOOL	<p>1st Offense: One (1) Day ISS Parent Notification (zero for all class work) 2nd Offense: Two (2) Day ISS Parent Notification (zero for all class work) 3rd Offense: Three (3) Day ISS Parent Notification (zero for all class work) Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference ISS or OSS up to Ten (10) day maximum. A daytime curfew violation will be filed with the municipality. Possible Superintendent Review(STUDENTS WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS MISSED)</p>
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7.C.	LEAVING SCHOOL WITHOUT PERMISSION, NOT SIGNING OUT	<p>1ST Offense: One (1) day ISS; parent notification (zero for all missed class work). 2nd Offense: Two (2) ISS; parent notification (zero for all missed class work). 3rd Offense: One (1) to three (3) day OSS: parent notification (zero for all missed class work). Additional offenses: Administration and Child Study Review/Mandatory Parent Conferences; OSS. A daytime curfew violation will be filed with the Municipality. Possible Superintendent Review (zero for all missed class work).</p>
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8. DETENTION

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
8.A.	<p>MISSED TEACHER'S DETENTION (WHEN AT ALL POSSIBLE A 24-HOUR NOTICE WILL BE GIVEN FOR THE DETENTION.)</p>	<p>1st Offense: Teacher Detention /Parent Conference 2nd Offense: Administrative Single Detention in addition to making-up teacher's detention 3rd Offense: Administrative Double Detention in addition to making-up teacher's detention 4th Offense: One (1) Day ISS. 5th Offense: One (1) Day OSS. Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference 3-5 Day OSS. Possible Superintendent Review.</p>
8.B.	<p>MISSED ADMINISTRATIVE DETENTION</p>	<p>1st Offense: Detention Assignment is doubled. 2nd Offense: Double Detention in addition to making-up original detention. Parent Conference. 3rd Offense: Two (2) Double Detentions. 4th Offense: One (1) Day I.S.S. and original detention. 5th Offense: Possible one (1) - five (5) Day OSS. Additional Offenses: Administrative and Child Study Review / Mandatory Parent Conference One (1) - Five (5) day OSS. Possible Superintendent Review</p>
8.C.	<p>INAPPROPRIATE CONDUCT AT DAILY DETENTION</p>	<p>1st Offense: Double Detention. Parent Conference 2nd Offense: One (1) to Three (3) Day ISS. Parent Conference</p>

		3rd Offense: One (1) to Three (3) Day OSS. Parent Conference
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9. DRESS CODE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
.A	Dress Code Violation TOP/BOTTOM GARMENT [HEAD COVERING WILL BE CONFISCATED]	<p>1st Offense: Parent phone call for change of clothes. Administrative Detention. Student returns to class.</p> <p>2nd Offense: Administrative Single Detention REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy.</p> <p>3rd Offense: Administrative Double Detention REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy.</p> <p>4th Offense: One (1) day ISS. REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy.</p> <p>Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference 1-3 Day OSS. Any classes missed will count toward the student being considered absent as per the Attendance Policy. Possible Superintendent Review</p>

10. DRUG POLICY #5530

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
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<p>10.A.</p>	<p>Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a)</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. 4 Day OSS. C. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense: Suspension pending Superintendent's Hearing which may result in a Board of Education hearing.</p>
<p>10.B.</p>	<p>Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Ten (10) Day OSS. C. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. Superintendent's Review which may result in a Board of Education expulsion hearing <p>Second Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). C. Drug test/doctor note needed to return to school. D. OSS pending Superintendent's Hearing which may result in a Board of Education hearing.

<p>10.C.</p>	<p>Under the influence of alcohol, drugs, steroids or substance identified in N.J.S.A.C. 6:29-9.3(a)</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified. B. Police notified and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). C. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use. D. Four (4)-day OSS upon verification of positive diagnosis of alcohol, drugs, or use. E. Medical statement substantiating a student's state of well being is required before re-entry after positive diagnosis of chemical use. This also pertains to students who are returning after completing a drug treatment program. F. Urinalysis with negative result will be required upon return to school. G. Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan. H. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense:</p> <ul style="list-style-type: none"> A. All of the above B. Superintendent hearing with referral to Board of Education for expulsion. C. Police notified and appropriate action taken.
<p>10.D.</p>	<p>Distribution, transferring or selling controlled dangerous substance for possession of amount large enough to indicate possible intent to distribute, transfer or sell.</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parent/guardians notified. B. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school Substance Abuse Counselor (SAC). C. OSS pending Superintendent hearing with referral to Board of Education for expulsion. <p>Second Offense: Superintendent hearing with referral to Board of Education for expulsion.</p>

10.E.	<p style="text-align: center;">Conviction for violation of the drug law committed off school property. <i>As per Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i></p>	<p>First Offense: A. The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body.</p>
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11. EMERGENCY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
11.A.	INAPPROPRIATE CONDUCT DURING EVACUATION AND/OR EMERGENCY	<p>1st Offense: Double Detention. Parent Conference 2nd Offense: One (1) to Three (3) Day ISS. Parent Conference 3rd Offense: One (1) to Three (3) Day OSS. Parent Conference</p>
11.B.	TAMPERING WITH/OR PULLING FIRE ALARM	<p>1st Offense: Five (5) Day OSS. Parent Conference. A Municipal Complaint will be filed. 2nd Offense: Ten (10) Day OSS. Parent Conference. A Municipal Complaint will be filed. 3rd Offense: Thirty (30) Day OSS. Parent Conference. A Municipal Complaint will be filed. Board of Education may seek reimbursement for fines incurred for false alarms.</p>

12. FORGERY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
12.A.	FORGING/ALTERING/OR FALSIFYING SCHOOL RECORDS OR DOCUMENTS	<p>1st Offense: Three (3) Day ISS. Parent Conference. 2nd Offense: Three (3) Day OSS. Parent Conference. 3rd Offense: Five (5) Day OSS. Parent Conference. 4th Offense: Ten (10) Day OSS. Parent Conference Board Action.</p>

13. GAMBLING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
13.A.	GAMBLING (PARTICIPATION IN GAMES OF CHANCE WITH OR WITHOUT MONEYEXCHANGE)	1st Offense: Double Detention – 2:50-4:00. Parent Conference. Police Notification & Confiscation of Paraphernalia 2nd Offense: One (1) to Three (3) Day ISS. Parent Conference. Police Notification & Confiscation of Paraphernalia 3rd Offense: One (1) to Three (3) Day OSS. Parent Conference. Police Notification & Confiscation of Paraphernalia

14. INSUBORDINATION

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
14.A.	INSUBORDINATION, DEFIANCE OF AUTHORITY, DISRESPECTFUL, REFUSAL TO FOLLOW DIRECTIONS	1st Offense: One (1) to (2) day ISS. 2nd Offense: Two (2) to Three (3) Day ISS. 3rd Offense: One (1) to Three (3) Day OSS 4th Offense: Three (3) to Five (5) Day OSS Additional offenses may result in superintendent’s hearing as well additional OSS. The degree of the offense could result in an immediate OSS

16. I.S.S. – O.S.S.

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
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15.A.	UNACCEPTABLE BEHAVIOR IN I.S.S.	<p>1st Offense: One (1) Day ISS, parent conference. In addition to satisfactory completion of ISS assignment/parent conference. 2nd Offense: One (1) Day OSS, parent conference. 3rd Offense: Two (2) Day OSS, parental conference. 4th Offense: Three (3) Day OSS and satisfactory completion of ISS assignment upon return from out of school suspension/parent conferences. Additional offenses: Administrative and Child Study Review/Mandatory parent conference; Ten (10) Day OSS; possible Superintendent Review.</p> <p>ISS and OSS may Result in the Following:</p> <ul style="list-style-type: none"> • 4th/5th Grade: Up to a One Hour (1) Saturday Detention • 6th, 7th & 8th Grade: Up to a Two Hour (2) Saturday Detention.
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17.LATENESS

CODE :	EVENT:	OFFENSE AND CONSEQUENCES
16.A.	<p><u>LATENESS TO SCHOOL FROM 8:00-8:08 Home Room Period</u> <i>(All students report to the Asst. Principals' Secretary when late to home room)</i></p>	<p>1st OFFENSE THROUGH 4TH OFFENSE</p> <ul style="list-style-type: none"> • Lateness Documented • Administrative Warning <p>5st OFFENSE</p> <ul style="list-style-type: none"> • Parent Phone Call <p>6th OFFENSE AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Lateness Documented • Administrative Single Detention • Suspension of extracurricular privileges until detention is served. <p>10thOFFENSE</p> <ul style="list-style-type: none"> • PARENT MEETING/CORRECTIVE ACTION PLAN

		<p><i>NOTE:</i> <i>Students who are habitually late to school may be subject to municipal action. Administration reserves the right to assign lunch/study hall detention, and ISS if students fails to comply with aforementioned consequences.</i></p>
17.A.	<p><u>ABSENTEE</u> <u>ISM</u></p>	<p>3 Days Absent A letter will be sent home. 6 Days Absent A letter and a phone from Attendance Officer and / or Asst. Principal. 10 Days Absent Attendance committee meeting with Parent and a violation letter sent to parent.. 11 Days Absent Student is in violation of the District Attendance policy. Charges will be filed by Attendance Officer.</p>
17.B	<p><u>LATENESS TO</u> <u>SCHOOL FROM</u> <u>10:30 A.M</u> <u>INSTRUCTION</u> <u>TIME</u></p> <p>All students are to report immediately to the asst. principals' secretary when arriving to school after 10:30 a.m.</p>	<p>Same procedures as in 18.B. Students cannot receive credit for attendance if not in school a minimum of four (4) hours.</p>
17.C	<p>LATENESS TO CLASS</p>	<p>1st Offense - Teacher Warning 2nd Offense - Teacher Detention 3rd Offense - Teacher Detention /Parent Conference or phone call. 4th Offense - Administrative Single Detention in addition to making-up teacher's detention 5th Offense - Administrative Double Detention in addition to making-up teacher's detention 6th Offense - One (1) Day ISS Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review</p>

18. POSSESSION/USE OF PROHIBITED ITEMS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
18.A.	<p>POSSESSION OF RADIO/MP3 PLAYER, ETC.</p>	<p>1st Offense: Confiscation of Device Return At The End of School Day 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention</p>
18.B.	<p>POSSESSION OF DEVICE EMITTING A LASER BEAM</p>	<p>1st Offense: Confiscation of Device Return to Parent/Guardian Only. One Detention 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. One (1) day ISS. 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Two (2) day ISS.</p>
18.C.	<p>USE OF PAGING DEVICE DURING THE INSTRUCTIONAL DAY IS PROHIBITED</p>	<p>1st OFFENSE: Confiscation of Device Return At The End of School Day 2nd OFFENSE: Confiscation of Device Return to at end of School Day. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offense: One (1) to Three (3) Day ISS. Parent Conference Student is prohibited from using device in school. It is recommended that students secure device in their lockers to avoid possible interference with instruction.</p>
18.D.	<p>USE OF/POSSESSION OF A PORTABLE PHONE DURING THE INSTRUCTIONAL DAY</p>	<p>1st OFFENSE: Confiscation of Device Return At The End of School Day 2nd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offense: One (1) to Three (3) Day ISS. Parent Conference Student is prohibited from using device in school. It is recommended that students secure device in their lockers to avoid possible interference with instruction.</p>

19. PDA

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
19.A.	PUBLIC DISPLAY OF AFFECTION (PDA)	1st OFFENSE: Warning 2nd OFFENSE: Administrative Single Detention 3rd OFFENSE: Administrative Double Detention 3rd OFFENSE: One (1) Day ISS. Additional Offense: Administrative and Child Study Review. Mandatory Parent Conference One (1) to Three (3) Day OSS. Possible Superintendent Review

20. RACIAL INCIDENTS

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

21. SMOKING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
21.A.	Possession of Tobacco Product or paraphernalia	1st OFFENSE: Confiscation and One (1) Day ISS. Refer to S.A.C. for smoking cessation program. 2ND OFFENSE: Confiscation and Three (3) day ISS. Refer to S.A.C. for smoking cessation program.
21.B.	Students who are seen exhaling smoke, possessing lighted tobacco product, or found with smokeless tobacco in their mouth.	1st OFFENSE: Three (3) Day ISS. Refer to S.A.C. for smoking cessation program. Municipal Complaint filed. For first offense a pass restriction will be in effect. 2nd OFFENSE: Five (5) Day OSS. Refer to S.A.C. for smoking cessation program. Municipal complaint filed. 3rd OFFENSE: Ten (10) Day OSS. Refer to S.A.C. for smoking cessation program. Municipal complaint filed.

22. THEFT

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
22.A.	<p>THEFT/STEALING - INDIVIDUAL OR SCHOOL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL RELATED ACTIVITIES.</p>	<p>1st Offense: Three (3) Day ISS. Parent Conference, Restitution for Loss. A Municipal Complaint will be filed. 2nd Offense: One (1) Day OSS. Parent Conference, Restitution for Loss. A Municipal Complaint will be filed. 3rd Offense: Three (3) Day OSS. Parent Conference, Restitution for Loss. A Municipal Complaint will be filed. 4th Offense: Ten (10) Day OSS. Parent Conference, Restitution for Loss. A Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference, Ten (10) Day OSS. Possible Superintendent Review.</p>

23. TRESSPASSING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
23.A.	<p>TRESPASSING, BEING ON SCHOOL PROPERTY WHEN SCHOOL IS NOT IN SESSION WITHOUT PERMISSION, DISORDERLY CONDUCT</p>	<p>1st Offense: One (1) to ten (10) Day OSS. Parent Conference A Municipal Complaint may be filed. 2nd Offense: One (1) to Ten (10) Day OSS. Parent Conference A Municipal Complaint may be filed.</p>

24. UNACCEPTABLE BEHAVIOR

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
24.A.	UNACCEPTABLE BEHAVIOR	<p>1st Offense: Administrative Single Detention</p> <p>2nd Offense: Administrative Double Detention</p> <p>3rd Offense: One (1) Day ISS.</p> <p>4th Offense: Two (2) Day ISS.</p> <p>5th Offense: One (1)-Three (3) Day OSS.</p> <p>Additional Offenses: Administrative and Child Study Review/Mandatory Parent Conference One (1) to Three (3) Day OSS.</p> <p>Possible Superintendent Review</p>

25. UNAUTHORIZED AREAS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
25.A.	IN AN UNAUTHORIZED AREA, WITHOUT PERMISSION, WITHOUT PROPER PASS (HALLWAYS, LAVATORIES, CARS, OUTSIDE THE SCHOOL BUILDING, ETC.)	<p>1st Offense: Administrative Single Detention</p> <p>2nd Offense: Administrative Double Detention</p> <p>3rd Offense: One (1) Day ISS.</p> <p>4th Offense: Two (2) Day ISS.</p> <p>Additional Offenses: Administrative and Child Study Review / Mandatory Parent Conference One (1) to Three (3) Day OSS.</p> <p>Possible Superintendent Review</p>
25.B.	EATING IN AN UNAUTHORIZED AREA	<p>1st Offense: Administrative Single Detention</p> <p>2nd Offense: Administrative Double Detention</p> <p>3rd Offense: One (1) Day Instructional Support and Supervision</p> <p>Additional Offenses: Administrative and Child Study Review / Mandatory Parent Conference One (1) to Three (3) Day OSS.</p> <p>Possible Superintendent Review</p>

26. VANDALISM #5513/#7610

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
26.A.	DESTRUCTION OF PROPERTY, VANDALISM, DEFACING PROPERTY NJSA 18A:37-3 Liability of parent/guardian	<p>1st Offense: One to Three Days ISS. Parent Conference Restitution for Loss. A Municipal Complaint may be filed.</p> <p>2nd Offense: Three (3) Day OSS. Parent Conference Restitution for Loss. A Municipal Complaint will be filed.</p>

	for willful destruction of property by student under 18	<p>3rd Offense: Five (5) Day OSS. Parent Conference Restitution for Loss. A Municipal Complaint will be filed.</p> <p>4th Offense: Ten (10) Day OSS. Parent Conference Restitution for Loss. A Municipal Complaint will be filed.</p> <p>Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference Ten Day OSS. Possible Superintendent Review</p>
26.B.	<p>DESTRUCTION OF PROPERTY, VANDALISM, DEFACING OF PROPERTY BELONGING TO A BOE EMPLOYEE NJSA 18A: 37-3 Liability of parent/guardian for willful destruction of property by student under 18</p>	<p>1ST OFFENSE: One (1) to Five (5) Day OSS. Parent Conference, Restitution for Loss. A Municipal Complaint may be filed.</p> <p>2ND OFFENSE: Five (5) to Ten (10) Day OSS. Parent Conference, Restitution for Loss. A Municipal Complaint may be filed.</p> <p>Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference Ten Day OSS. Possible Superintendent Review</p>

27. WEAPONS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
27.A.	<p>POSSESSION OF WEAPONS OR WEAPON RELATED PARAPHERNALIA NJSA2C:39</p>	<p>The Administration has the right to determine the nature and seriousness of the incident. Upon determining the seriousness of the incident-weapon-the following disciplinary action will be taken: External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal complaint will be filed.</p>
27.B.	<p>PERSONAL POSSESSIONS/ WEAPONS AND DANGEROUS INSTRUMENTS</p>	<p>In the interest of the safety of personal possessions, the Board of Education asks the cooperation of parents and students to refrain from wearing or bringing expensive items to school. If arrangements are made to bring an expensive or fragile item for classroom purposes, they must be labeled or otherwise identified and secured with the teacher who teaches the class. The <i>Board of Education</i> prohibits anyone from bringing onto school district</p>

		<p>property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent.</p> <p>For purposes of the policy, weapons or dangerous instruments include those that commonly represent crime and violence, (ie., knives, switchblade knives, gravity knives, stilettoes, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp instruments, anything that the purpose is to administer bodily harm.)</p> <p>Any student found in possession of such shall be reported to an administrator immediately. The administrator shall proceed with appropriate procedures to confiscate the instruments and report to the Superintendent and the local police. In accordance with federal regulations (improving America's Schools Act 1994), any student found in possession of a gun on school property shall be suspended and referred to the Board of Education for one (1) year. Must attend conflict resolution sessions.</p> <p>2C:33-18; 18A:6-1; 18A372.1</p>
27.C.	<p>ASSAULT WITH WEAPON, OR INFLECTION OF BODILY HARM</p> <p>NJSA 2C:12-1</p>	<p>OSS pending Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team.</p> <p>A Municipal complaint will be filed.</p>