



**2019-2020 STUDENT / PARENT HANDBOOK  
GLOUCESTER CITY HIGH SCHOOL**

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

## TABLE OF CONTENTS

<i>Section</i>		<i>Page</i>
I. School Operation Information		
	Academic Calendar: Marking Periods	19
	Affirmative Action Statement	17
	Bell Schedule	12
	Board of Education Members	7
	Breakfast and Lunch for Students	31
	District and School Calendars	12
	Emergency School Closings	14
	Highly Qualified Teachers	18
	Instructional Staff	9
	Office of Special Services	11
	Parental Responsibilities	12
	PowerSchool Parent Portal	14
	Principal's Message	8
	School Administration	5
	School Messenger	13
	SRO and Community Policing in Schools	42
	Superintendent's Message	7
	Telephone Numbers	5
	Vision Statement/Beliefs	6
II. Code of Behavior		
	Bus/Transportation Conduct	42
	Expectations for Student Conduct - Policy # 5500	39
	Hazing	25
	Multiple Suspension Rule	41
	Offenses and Consequences	46
	Sexual Harassment Policy # 5751	17
	Sportsmanship	25
	Student Discipline Code	44
	Student Conduct Information	39
	Suspensions and Expulsions - Policy # 5610 and #5620	40
III. Attendance		
	Attendance Policy	26
	Attendance and Extracurricular Activities	30
	Notification of Student Absence	30
IV. Academic Achievement		
	Appeal of Final Grades	22
	Athletic Eligibility	24
	Curriculum and Instruction	18
	Driver Education	19
	Family Life Curriculum	18
	Grading	22
	Graduation Requirements and Course Selection Guidelines	19
	Honor Roll	22

	National Honor Society	23
	Promotion and Retention Policy #5410	26
	Report Cards	22
	Scholarship Information	24
	Student Recognition Program	23
	Summer School	25
V. Health Services		
	Illness while at School	34
	Sports Physicals	34
	Use of Medication by Pupils – Policy #5330	34
	Youth Helpline	37
VI. Registration: Admission and Transfer		
	<a href="#"><u>See GCSD Website</u></a>	
VII. School Procedures		
	Agendas (Students)	31
	Arrival and Dismissal Procedures	13
	Bicycle Safety	13
	Chromebooks and Laptops	33
	Early Dismissal Information	30
	Emergency Procedures	14
	Field Trips and Class Trips	31
	Food and Beverage	15
	Graduation and Outstanding Fees	33
	Grievance Procedures	12
	Gym Locker Room	15
	K-9 Dogs in Building	14
	Locker Usage	15
	School Property Guidelines	32
	Phones, Earbuds, and Personal Electronic Devices	15
	Skateboards and Scooters	14
	Student Backpacks and Bookbags	15
	Student Entrance into the Building	14
	Student Parking	13
	Student Passes	31
	Student Photos and ID Cards	15
	Textbooks, Calculators, and School Property	32
	Unpaid Meal Charges / Outstanding Food Service Charges	31
	Visitors	13
	Working Papers	26
VIII. Extracurricular Activities		
	Attendance and Extracurricular Activities	30
	School Dances and Evening Events	30

## IX. Policy

Acceptable Use of Computer Networks, Computers and Resources Policy #2361	33
Care of School Property - Policy # 5513	32
Family Education Rights and Privacy Act (FERPA) - Policy # 8330	26
Harassment, Intimidation and Bullying - Policy # 5512	42
Home Instruction - Policy # 2414	37
Insurance - Policy # 8760	31
Integrated Pest Management - Policy # 7422	39
Intervention and Referral Services (I&RS)	35
Parents Rights under Section 504	36
Release of Student Information - Policy # 8330	26
School Nutrition Policy # 8505	32
Section 504	35
Student Dress Code Policy # 5511	16
Substance Abuse - Policy #5530	37
Use of Electronic Communication and Recording Devices Policy # 5516	33

## X. PRIDE Program Overview

59

# **GLOUCESTER CITY HIGH SCHOOL STUDENT / PARENT HANDBOOK**



## **SCHOOL COLORS**

Blue & Gold

## **SCHOOL MASCOT**

Lion

Sean P. Gorman – Principal  
Sarah K. Finley- Assistant Principal  
Kristin Kellogg – Director of Athletics

**1300 Market Street  
Gloucester City, NJ 08030  
Telephone: (856) 456-7000  
Emergency Closing # 561  
Click [here](#) for School Website**



## **GHS**

*Partnership. Performance. Pride.*

### ***Vision Statement***

Gloucester High School, in partnership with students, families, and our community, sets high expectations for our performance and instills pride in our achievements, developing responsible citizens and a commitment to lifelong learning.

### ***Beliefs***

We believe that...

- Every individual deserves to be treated with dignity & respect.
- Every student can learn and it is our responsibility to differentiate instruction to meet the needs of all learners.
- Diversity increases the opportunity for mutual respect, empathy, and personal growth for all individuals in our global community.
- Every student deserves to be challenged in a rigorous academic environment. High expectations and hard work will drive our school community towards excellence.
- We need to provide a safe & secure learning environment for all students.
- Positive, nurturing relationships are at the core of a quality education.
- Schools function best as a partnership among students, teachers, and families.
- We have the responsibility to teach and model ethical behavior.
- Shared personal values and respect for long-standing traditions are the backbone of a strong community.
- Education should focus on essential literacy, problem solving, and technological skills that will continue to be relevant in our growing and changing society
- We have the responsibility to teach students appropriate communication skills across all formats (social, interpersonal, written).
- Success in the 21st Century and beyond requires a commitment to lifelong learning.

**BOARD OF EDUCATION**

Michelle Wright, President  
Edward Hubbs, Vice President

Jacqueline Borger

Jason Chiodi

Stephanie Cohan

Meredith Flinn

Leon Harris

Paul J. Martin

Joseph Schili

Kathleen Maass – Brooklawn Representative

Paul Whitman, Secretary/Business Administrator (Interim)  
Parker/McCay, LLC, Solicitor

**MEETINGS:**

**Caucus - 7:00 PM**

Thursday before scheduled meeting

**Regular Meeting - 7:00 PM**

Second Tuesday of each month

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

(856) 456-7000, Ext. 2166

Dr. Dennis Vespe, Superintendent

Mrs. Donna Struss, Administrative Assistant

(856) 456-7000, Ext. 1550

Dr. Elizabeth A. Curry, Assistant Superintendent and Director of Curriculum  
Affirmative Action Officer and Title IX Coordinator

Mrs. Rosa Piccone, Administrative Assistant

From Dr. Dennis Vespe, Superintendent of Schools:

This Parent/Student Handbook is designed to assist parents/guardians throughout the school year and contains much information that you will find helpful to you and your children. The handbook contains many of the school's guidelines, rules, regulations, activities, as well as the names of school personnel. It is important that parents/guardians form a strong bond with the school in order to provide guidance, direction, and support for every student to attain his or her maximum educational benefits. This handbook and all other information pertaining to the Gloucester City School District can be found on our school website at <http://ghs.gcsd.k12.nj.us/> or by clicking [here](#). Here is to wishing everyone a ROARING NEW SCHOOL YEAR!!!

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

## PRINCIPAL'S MESSAGE

On behalf of the administration, faculty and staff, I welcome you to the 2019-2020 school year at Gloucester High School. Whether you are a returning student, a freshman, or a transfer student, I encourage you to review the contents of this handbook since there have been some changes in procedures from previous years.

Gloucester High School continues to build upon its tradition of excellence. This tradition has been built by a student body, faculty, parents, and community who have endless pride in our school. Our school's vision steadfastly remains:

*“Gloucester High School, in **partnership** with students, families, and our community, sets high expectations for our **performance** and instills **pride** in our achievements, developing responsible citizens and a commitment to lifelong learning.”*

All students must understand and embrace the desired destination of becoming a “responsible citizen.” Responsible citizens act in kind and compassionate ways to others. They make informed decisions about their actions, and they do so with the understanding that their actions have consequences. Responsible citizens demonstrate pride in both their school and community. They have unique goals that align to their callings in life and pursue those goals passionately as they surround themselves with individuals who will support their pursuit. We encourage all students to review our rules and procedures in order to make decisions accordingly. Our school and the world beyond is better when each of us functions as a responsible citizen.

Development of individuals into responsible citizens truly “takes a village.” We urge parents to review all of the information this handbook contains, and encourage you to reach out to us at (856) 456-7000 any time that you need our support. Understand that there is no distance between your child's success and our staff's success; they are inseparable from the moment that a student enrolls in our high school, throughout the ensuing four years, and well beyond. We hope to feel your presence throughout the upcoming year at our conferences, information & support sessions, awards ceremonies, and athletic & extra-curricular events.

In closing, I would like to wish each and every student and family a successful school year. I can assure you of two things. We will care about you enough to hold the highest of expectations of all students. The four years of high school will go very fast - make the most of them.

In Partnership,

Sean P. Gorman  
Principal

**GLOUCESTER CITY HIGH SCHOOL**  
**DEPARTMENT ORGANIZATION**  
**2019-2020 SCHOOL YEAR**

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

**ADMINISTRATION**

**Gorman, Sean - Principal**  
Finley, Sarah - Assistant Principal  
Kellogg, Kristin - Athletic Director

**BUSINESS EDUCATION**

**Bennett, Denise – Department Chair**  
Hagan, Patrick

**CULTURAL ARTS**

**Bennett, Denise - Department Chair**  
Bennett, Fletcher  
Emerle, Ray  
Light, Kati  
Young, Kevin

**ENGLISH**

**Gorman, Barbara – Department Chair**  
Bakey, Elizabeth  
Blake, Colleen  
Brandt, Virginia  
Egerton, Patricia  
Kerns, Mariellen

**FOREIGN LANGUAGE**

**Gorman, Barbara – Department Chair**  
Miller, Georgeann  
Smith, Phillip  
Wright, Duncan

**HEALTH/PHYSICAL EDUCATION**

**Small, Erin - Department Chair**  
Bennett, Rhonda  
James, Ian  
Urbanski, Don

**MATHEMATICS**

**McWilliams, Robert - Department Chair**  
Baranauskas, Theresa  
Diamantis, Antonia  
Johnson, Kimberly  
Kohlsaas, Amy  
Shrader, Carly

**SCIENCE**

**Whitecar, Matthew – Department Chair**  
Hope, Tiffany  
Lesse, Steve  
McKinnon, Shannon  
Pietrangelo, Evan  
Rossiter, Neil

**SOCIAL STUDIES**

**Gorman, Keith – Department Chair**  
Lifsted, Michael  
Malone, Edward  
Walker, Timothy

**SPECIAL EDUCATION**

**Dybus, Susann – Department Chair**  
Cipriani, Susan  
Citrone, JoAnn  
Clark, Donna  
Enright, Christy  
Farreny, Loraine  
Grelle, Jennifer  
Lampi, Jennifer  
Maunz, Richard  
McConnell, Thomas  
Moody, Dechlin

**NAVY NATIONAL DEFENSE CADET  
CORPS (NNDCC)**

Labenski, Stephen

**PARAPROFESSIONALS**

Beese, Michael  
Bermudez, Lauren  
Blackiston, Harlan  
Bryan, John  
Carrero, Joan  
Curto, Denise  
Dobbins, Denise  
Fenton, Kennedy  
Hetrick, Laura  
Jeffries, Corey  
Lizzio, Cynthia  
Marks, Robin  
Mason, Megan

**PARAPROFESSIONALS (continued)**

McCormack, Steven  
Meehan, Dawn  
O'Brien, Cynthia  
Orsino, Nicholas  
Sacchetti, Barbara  
Sanchez, Olga  
Sharp, Meghan

**SUPPORT SERVICES**

Patterson, Joan – Cafeteria Aide  
Flood, Timothy – Security  
Benham, Janice - Secretary  
Kenney, Janice - Secretary  
Darrow, Jill – Secretary  
Piccone, Rosa - Secretary  
Reinhart, Roxanne – Secretary  
Spingler, Lynda – Secretary  
Stewart, Linda - School Nurse  
McLaughlin, Bill - Athletic Trainer

**TECHNOLOGY**

**Kauffmann, Janet – Director of Technology**

Collins, Bernie  
Cunningham, Thomas

**SCHOOL RESOURCE OFFICER**

Ziegler, Doug

**GUIDANCE**

Bakey, George  
Bobo, Kasey  
Charles, Kristen  
Hagan, Kevin

**CHILD STUDY TEAM**

Hobbs, Tamie – Social Worker  
DiAntonio, Stephanie - LDTC

**CURRICULUM / INSTRUCTIONAL SUPERVISION**

**Curry, Elizabeth – Assistant Superintendent**  
Baczewski, Sandra - Instructional Supervisor  
Ekimoglou, Susan – Instructional Supervisor

**ESL**

Nagas, Agatha

**MEDIA CENTER**

Donohue, Rachel - Media Specialist

Revised August, 2019

## **GLOUCESTER CITY SCHOOL DISTRICT OFFICE OF SPECIAL SERVICES**

TBD – Director (ext. 2168)

Tamra Berry – Secretary (ext. 2172)

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

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

### **District Child Study Team:**

#### **Social Workers**

Tamie Hobbs  
Melorra Stevenson  
MaryAnn McNally

#### **LDTC**

Stephanie DiAntonio

#### **School Psychologists**

Kathryn Field  
LizAnn Ward  
Victoria Fultano  
Kelsey Damato

#### **Speech/Language Specialists**

Rebecca Klein  
Rosemarie Fitzpatrick

## **PARENTAL RESPONSIBILITIES**

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

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

Parents can help insure proper discipline in school by:

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

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

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

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

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

### **DISTRICT AND SCHOOL CALENDARS**

To view the 2019-2020 District Calendar for Gloucester City Public Schools, click [here](#). NOTE: All calendar dates are subject to change; calendars will be revised to reflect such changes in a timely manner.

### **BELL SCHEDULES**

Please click [here](#) for all Gloucester City High School Bell Schedules for the 2019-2020 school year.

## **SCHOOL MESSENGER**

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

## **BUILDING VISITORS**

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

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

## **ARRIVAL AND PICK-UP BY VEHICLE AT GHS**

Parents bringing their students to school by car are requested to pull into the RIGHT lane of the semi-circle in front of the building, and pull up as far as traffic will allow. For safety, students should exit vehicles on the passenger side of the vehicle. Students are requested to be prepared to exit the vehicle swiftly so that the flow of traffic is not held up. The left lane of the semi-circle is for thru-traffic ONLY. Please do not drop students off from the left lane or from the main parking lot.

When picking up your student during the school day, please park in one of the visitor spaces located along the curb by the flagpole. Please DO NOT move the cones at the front of the semi-circle and attempt to pull up to the front of the building, as we must maintain a clear fire lane.

When picking students up at dismissal, please maintain caution in the parking lot, as the majority of the student body exits through the front of the building.

## **STUDENT PARKING PRIVILEGE**

Seniors, upon permission from the administration, may park their cars in the designated parking area (white lines only for students) during regular school hours. Seniors driving to school must register their vehicle with the main office and display a school-issued student parking permit.

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

Depending on space availability, the opportunity for on-site parking may be extended to eleventh grade students.

## **BICYCLE SAFETY**

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

## **SKATEBOARDS AND SCOOTERS**

Students are discouraged from bringing skateboards and scooters to school, as there is no designated means of securing them. The school will not assume responsibility for skateboards or scooters. All students age 17 and under are required by state law to use helmet protection.

## **STUDENT ENTRANCE INTO BUILDING**

The main entrance doors to the GHS are open at 7:15 AM. All students are allowed to enter the building at this time. Students may report to the cafeteria or media center (meals served in both locations), or other designated area. Once students have entered the building, they are not permitted to leave without administrative permission.

## **EMERGENCY CLOSINGS** **SCHOOL CODE #561**

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

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

## **POWERSCHOOL PARENT PORTAL**

PowerSchool provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service, students and parents will have access to teacher contact information, student attendance, student assignments and homework, as well as other information important to student success. To access the PowerSchool portal, visit our school website or click [here](#).

## **EMERGENCY PROCEDURES**

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

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

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

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

## STUDENT PHOTOS AND I.D. CARDS

All students must be photographed for student identification. There is no sitting fee, although portraits may be ordered at cost from the photography studio. Prior to the date of student photos, a flyer will be sent home explaining the available packages in more detail. **NOTE:** All students must wear their school-issued identification at all times while in the building.

## LOCKER USAGE

Students are permitted to use their assigned locker at any time between classes. However, it is recommended that students organize themselves so that locker usage is kept to a minimum.

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

## GYM LOCKER ROOM

Students are not permitted in the gym or locker room area unless they are accompanied by a teacher. (See Discipline Code). Students are warned not to leave clothes, money, rings or other valuables unsecured. Gym lockers should be secured with an appropriate lock. **The school will not be held responsible for items that are removed or stolen from lockers or unsecured areas.** Students should bring only those items required for physical education class to the gym area.

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

## STUDENT BACKPACKS AND BOOKBAGS

It is recommended that student backpacks and bookbags are secured in the student's assigned locker during school hours. Students who choose to carry a backpack should be aware that certain violations of the code of conduct may result in a loss of bookbag carrying privileges.

## PHONES, EARBUDS, AND PERSONAL ELECTRONIC DEVICES

Students are prohibited from using cell phones, earbuds, and personal electronic devices during school hours unless authorized for a specific instructional purpose. Such items should be stored in a student's locker or laptop bag, and are subject to confiscation for inappropriate or unauthorized use (Discipline Code Offense #27). **NOTE:** Such devices are strictly forbidden to be used in the halls between classes, as this constitutes a serious safety violation.

## FOOD AND BEVERAGE

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

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

## **STUDENT DRESS CODE: BOARD POLICY #5511**

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

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

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

- Slippers
- Flip flops or thongs
- Shoes with a heel higher than 1”
- Shoes with untied or missing shoelaces
- Shoes without straps
- Shoes with a sole thicker than 2”

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

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

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

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

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

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

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

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

**NOTE:** All headwear must be kept in the student’s locker during the school day! Failure to comply with regulations governing hoodies will result in revocation of a student’s privilege to wear them to school.

- E. **Outdoor Coats** – Outdoor coats and jackets should not be worn in the classroom except in emergency conditions directed by the principal or with the permission of the classroom teacher.
- F. **Jewelry** – Students are discouraged from wearing jewelry, especially earrings and other body piercings, during PE classes. PE teachers may request a student to remove jewelry during class if they deem it to be potentially hazardous to the student’s safety.

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

**AFFIRMATIVE ACTION POLICY**  
**STUDENT AFFIRMATIVE ACTION AND EQUAL EDUCATIONAL OPPORTUNITY: [BOARD POLICY #1140](#)**

**Affirmative Action Officer and Title IX Coordinator – Elizabeth A. Curry, Ed.D.**

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equality and Equity in Education.

The Board’s affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

**SEXUAL HARRASSMENT POLICY – [BOARD POLICY #5751](#)**

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

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

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil’s participation in an educational program or activity or bases an educational decision on the pupil’s submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal,

nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

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

### **CURRICULUM AND INSTRUCTION**

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

### **HIGHLY QUALIFIED TEACHERS**

All teachers must be or become highly qualified in the core academics subject(s) they teach (English, Math, Science, Social Studies, the Arts and World Languages). This has been considered the best way of making sure that all students can achieve at high levels. The law also requires schools receiving federal funds to inform parents of their rights to ask about the qualifications of their child's teachers.

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

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

Teachers who are new (in their first year of teaching) or newly hired (in their first year in the school district) must meet these requirements at the time they are hired.

### **FAMILY LIFE CURRICULUM**

A copy of the state-mandated Family Life Education curriculum is available for review. If any part of the instruction in Family Life Education is in conflict with your conscience or sincerely held moral or religious belief, you may contact the office of the principal for a request form to have your child excluded from that particular part of the curriculum. You may also review the entire curriculum by making an appointment to meet with the principal.

## **BEHIND THE WHEEL DRIVER EDUCATION**

### **Rules and Regulations:**

- Age 16 - Course Requirements: Health II completed with 80% on State Motor Vehicle Exam, which is given during the health class.
- Age 17 - You must have your own permit or driver's license.

### **When do you sign up?**

- Listen for announcements mid-marking period.

### **What must you have to sign up?**

- Original copy of Birth Certificate or a raised seal copy
- Green application card from guidance office
- State Test card
- Permit cost for Motor Vehicle Agency

Retesting of the driving exam will be given two weeks after the original test date. In order to retest, students must attend mandatory study sessions. Students are permitted **ONLY** one retest.

## **DRIVER'S TEST**

A student should seek approval from the main office in advance if he/she must take a driver's (road) test during school hours. With prior approval and documentation from the Department of Motor Vehicles, absence for a road test will be excused.

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

1 <sup>st</sup> Marking Period	September 3 – November 6
Progress Report	October 3
2 <sup>nd</sup> Marking Period	November 7 – January 28
Progress Report	December 13
Mid-Term Exams	January 21 - 24
3 <sup>rd</sup> Marking Period	January 29 – April 2
Progress Report	March 3
4 <sup>th</sup> Marking Period	April 3 – June 11
Progress Report	May 13
Final Exams Grade 12	TBA
Final Exams Grades 9-11	June 8-11

**NOTE:** All dates are subject to change due to the potential for inclement weather or other emergency school closings. To view the most up-to-date version of the 2019-2020 District Calendar for Gloucester City Public Schools, click [here](#).

## **GRADUATION REQUIREMENTS AND GUIDELINES** **FOR COURSE SELECTION**

1. A minimum of 120 credits is required for graduation for students in the Classes of 2020 and 2021. For the class of 2022 and beyond, the credit requirement has been raised to 130 credits.

2. Students will be placed into the next grade level if they meet the following requirements:

- 10th grade - 30 credits accumulated
- 11th grade - 60 credits accumulated
- 12th grade - 85 credits accumulated

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

3. All students must be enrolled in a minimum of seven subjects plus Physical Education and Health.
4. Students should not enroll in a course for credit that they have previously taken, passed, and earned credit. The course may be retaken, but only to improve the grade. Courses that have been previously taken and passed cannot count a second time towards the credit requirement for athletic eligibility or advancement to the next grade level.
5. Students intending to go to college should follow the recommended core college courses. Students who choose not to follow the recommended core college curriculum are not likely to be admitted to a four-year college and will not have the requirements to participate in college athletics.
6. Students planning to enter a New Jersey State College as a freshman must complete a minimum of 16 units of college preparatory subjects including 4 units of English; 3 units of college level math; 3 units of social studies, 2 units of foreign language and 2 units of laboratory science (3 units of science total). The two additional units of academic electives must be selected from the above courses.

Students interested in Engineering or Engineering Technology should take both Geometry and Algebra II in 10th grade to be able to complete 5 years of Academic Math. Approval by the Mathematics Department and a grade of "A" or "B" in Algebra I is required.

7. Students will be subject to state assessment and other testing guidelines as a requirement for graduation as established by the State of New Jersey.
8. In accordance with our school's Attendance Policy, students must attend school regularly in order to remain enrolled and to earn credits.
9. Students in the following courses should have a minimum grade of "C" if the student is to continue advanced work in these areas.
- a. All college math and science courses that are not graduation requirements.
  - b. All world languages.
  - c. All honors and AP courses.
10. It is the *student's responsibility* to confer with the Guidance Department to reschedule failures from the previous school year to make up subjects that are required for graduation, athletic eligibility, and placement in the next homeroom level.

Students must successfully complete the following for graduation:

- a. 4 years of English
- b. 2 years of U.S. History
- c. 1 year of World History/Cultures
- d. 3 years of Mathematics
- e. 3 years of Science

- f. Physical Education & Health for each year of attendance.
  - g. 1 year of visual, practical, or performing arts. (This requirement can be fulfilled in grades 9 to 12).
  - h. 1 year of World Languages
  - i. 1 semester of Economics/Financial Literacy
  - j. 21<sup>st</sup> Century Elective requirement
11. A weighted class rank system is used to determine the final class standing for graduates as well as class valedictorian, salutatorian, and third honors, the top ten students and National Honor Society eligibility. The weighted rank is used for scholarships, college admissions and National Honor Society. There are four levels of courses at Gloucester City Junior-Senior High School with level I carrying the least weight and level IV carrying the most weight for courses:

	Level I Course	Level II Course	Level III Course	Level IV Course
A <sup>+</sup> : 99-100	4.00	4.50	5.00	5.50
A: 94-98	3.50	4.00	4.50	5.00
A <sup>-</sup> : 92-93	3.25	3.75	4.25	4.75
B <sup>+</sup> : 90-91	3.00	3.50	4.00	4.50
B: 85-89	2.50	3.00	3.50	4.00
B <sup>-</sup> :83-84	2.25	2.75	3.25	3.75
C <sup>+</sup> :81-82	2.00	2.50	3.00	3.50
C: 76-80	1.50	2.00	2.50	3.00
C <sup>-</sup> : 74-75	1.25	1.75	2.25	2.75
D <sup>+</sup> : 72-73	1.00	1.50	2.00	2.50
D: 67-71	0.50	1.00	1.50	2.25
D <sup>-</sup> : 65-66	0.25	0.75	1.25	2.00

In most instances, Gloucester City High School courses are categorized as follows:

- Level I: All courses not listed in Levels II-IV
- Level II: College Level Courses, Core Electives, 1st/2nd Year World Language, Technology and Engineering Courses, Advanced Electives
- Level III: Honors Courses and 3rd/4th year World Language
- Level IV: Advanced Placement (AP) Courses

NOTE: *Students and parents should refer to the yearly [Course Selection Guide](#) for information about the weight of specific courses.*

12. If you have any questions concerning your child's schedule for next year, please call the Guidance Department at 456-7000 extension 1519.
13. The following guidelines for grades and credits shall apply when a student is removed from a course:
- During the second half of the second marking period and the second semester in its entirety (third and fourth marking periods) - students will be scheduled into a study hall, if possible, will not receive credit for the course dropped, and will have "Withdraw/Failing" (WF) entered for the course dropped on the report card and official transcript. **This will affect GPA, class rank and National Honor Society status.**
15. Students will be given courses that they have requested, whenever possible. If a substitution has to be made, the student will be scheduled into one of his/her alternative course selections.

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

### **REPORT CARDS**

Report cards in Grades K-12 will have numerical grades for all academic subjects, with Grades K-8 denoting specific details regarding standards based proficiencies. Report cards will be issued quarterly and may be accessed through our PowerSchool Parent Portal [here](#).

### **GRADING**

The following grade scale is used at Gloucester City High School:

A+	99 – 100	C	76 – 80
A	94 – 98	C-	74 – 75
A-	92 – 93	D+	72 – 73
B+	90 - 91	D	67 – 71
B	85 – 89	D-	65 – 66
B-	83 – 84	F	64 or lower
C+	81 – 82		

### **Marking Period, Exam, and Semester Values for Grades 9-12**

For full year courses, each Marking Period grade constitutes 40% of the Semester average, with the remaining 20% representing the Midterm or Final Exam:

$$S1 = (MP1*40\%) + (MP2*40\%) + (Midterm\ Exam*20\%)$$

$$S2 = (MP3*40\%) + (MP4*40\%) + (Final\ Exam*20\%)$$

Final grades are an average of the two semesters:

$$\text{Final grade} = (S1 + S2) / 2$$

### **HONOR ROLL**

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

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

### **APPEAL OF FINAL GRADES**

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

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

## ACADEMIC AWARD HONORS CEREMONY

To be honored at the annual Academic Awards Ceremony, a student must achieve the Distinguished Honor Roll or Honor Roll in each of the first three marking periods. Students must enroll in a minimum of five subjects to be eligible for the Honor Roll.

## GHS STUDENT RECOGNITION PROGRAM

The Gloucester High School Student Recognition Program, Renaissance, is an incentive program that rewards students based upon specific criteria within a marking period. The criteria are as follows:

Card Color	Grades	Unexcused Absence	Unexcused Tardy	Disciplinary Consequences	Club / Team Participation
Gold	ALL A's	1 or less	0	0	at least 1
Blue	ALL A's and B's	2 or less	1 or less	0	at least 1
White	ALL A's, B's, C's	2 or less	2 or less	0	optional

Students meeting the above criteria will receive the corresponding card for the following marking period. Depending on the card they achieve, students may be eligible for the following rewards:

- Free admission to all home athletic contests (regular season ONLY)
- Discounted or free admission to *select* school activities (i.e. certain dances, play, musical)
- Discount from specific local establishments, where applicable.
- Off-site lunch privileges (see permission form for specific details)
- Participation in special VIP field trips

Additional information will be provided to card recipients during the school year.

## NATIONAL HONOR SOCIETY

Membership candidates eligible for election to the Nassau Chapter of NATIONAL HONOR SOCIETY will be in the top 25% of the class based on a career weighted GPA:

	Level I Course	Level II Course	Level III Course	Level IV Course
A <sup>+</sup> : 99-100	4.00	4.50	5.00	5.50
A: 94-98	3.50	4.00	4.50	5.00
A <sup>-</sup> : 92-93	3.25	3.75	4.25	4.75
B <sup>+</sup> : 90-91	3.00	3.50	4.00	4.50
B: 85-89	2.50	3.00	3.50	4.00
B <sup>-</sup> :83-84	2.25	2.75	3.25	3.75
C <sup>+</sup> :81-82	2.00	2.50	3.00	3.50
C: 76-80	1.50	2.00	2.50	3.00
C <sup>-</sup> : 74-75	1.25	1.75	2.25	2.75
D <sup>+</sup> : 72-73	1.00	1.50	2.00	2.50
D: 67-71	0.50	1.00	1.50	2.25
D <sup>-</sup> : 65-66	0.25	0.75	1.25	2.00

This scholarship level of achievement shall be required for candidacy. As part of the application, students will be asked to write an essay that demonstrates a student's worthiness for acceptance.

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

Selection for membership is by a faculty committee vote. All staff members contribute remarks to the committee. **Once selected, members have the responsibility to continue to demonstrate these qualities. Failure to do so may result in removal from NHS at the decision of administration, NHS adviser, and faculty committee.**

### **PROCESSING OF COLLEGE AND SCHOLARSHIP APPLICATIONS**

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

### **POST-SECONDARY SCHOLARSHIPS/LOCAL SCHOLARSHIPS**

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

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

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

In addition, various college and private sector scholarship opportunities are available to students; our Guidance department hosts a "Scholarship Fair" each fall to alert students of private, state, and national scholarship opportunities. Scholarship information is listed under the "Guidance" tab on our school website. If parents or students have any question(s) or concern(s), please contact your child's counselor.

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

Eligibility for Participating in High School Athletics: A student athlete must pass a minimum of 30.0 credits at the end of the school year for fall and winter sports, and must be passing a minimum of 15.0 credits at the end of the second marking period (semester average) for spring sports. In addition, students must be in compliance with school attendance and discipline guidelines.

### **ELIGIBILITY FOR PARTICIPATING IN COLLEGE ATHLETICS**

To participate in college athletics, students must be certified by the NCAA clearinghouse. All NCAA Clearinghouse certification documents can be found at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). For further details, contact the high School Guidance Department.

## SPORTSMANSHIP

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

## HAZING

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

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

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

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

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

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

## SUMMER SCHOOL

Subjects failed during the course of the school year may be made up in a Summer School program (subject to availability and course offerings). The report card is the official notification of failures. Parents should contact the Guidance Office for Summer School registration information. If a student fails a subject and does not attend Summer School, he/she will not accrue credits for that course or advance to the next level (e.g. English I, English II), and the student's schedule will be adjusted for repeating the course(s). Courses that are not offered at GHS may be taken at any New Jersey State Department of Education approved Summer School program on a tuition basis. The state requirement is 60 hours of instructional time.

**NOTE:** Failure to attend Summer School could have an impact on a student's class standing, eligibility in athletics and graduation status. A student must have a cumulative grade average of “50” or above overall in the

subject he/she desires to remediate over the summer. Students who do not meet this grade requirement may appeal in writing to the Principal.

### **PROMOTION AND RETENTION: BOARD POLICY #5410**

The Gloucester City Board of Education recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

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

If a student in the elementary and middle school grades fails both Language Arts and Math they will be retained. Parents will be notified within 48 hours of the last day of school.

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

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. For more information, please review Board Policy #8335, or visit the U.S. Department of Education FERPA home page [here](#). The name and address of the office that administers FERPA are as follows:

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

### **RELEASE OF STUDENT INFORMATION**

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

### **WORKING PAPERS**

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

### **ATTENDANCE: BOARD POLICY #5200**

The Gloucester City Board of Education has a policy that a student must attend 181 days to obtain a thorough and efficient education as promised to every student by the New Jersey Constitution. Parents are asked to log into PowerSchool regularly to monitor student attendance.

DAYS OF ABSENCE	CONSEQUENCE
3 DAY	Letter
6 DAY	Letter & parent/student conference with guidance
9 DAY	Letter & parent/student conference with guidance, administrator and attendance officer
10 DAY	Non-credit status: student will receive normal class work & grading, but he/she will not receive credit until a student completes an administrative credit completion session. (Per District Policy 51:13). Municipal attendance charges may be pursued.

A. Definitions

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

**NOTE:** No child over the age of five years and under the age of 18 years shall remain in or upon any public place or establishment outside any school grounds between the hours of 8:30 am and 3:00 pm every Monday through Friday while school is in session during the school year.

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

B. Notice to School of Pupil's Absence

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

C. Readmission to School After an Absence

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

D. Instruction

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

**DAILY SCHOOL ATTENDANCE:**

- Students who are absent more than 9 unexcused instructional days from school will be placed on Non-Credit Status. If your child does not make up the days by attending credit completion, your child may not receive any credit for the year, and may have to repeat the school year. Students who exceed the 9 unexcused instructional day limit can attend one credit completion day (held on designated Saturdays from 8 am to 12 noon) for each absence above the 9-day limit to regain credit status, if the calendar permits.
- Students who miss 10 or more consecutive days without documentation may be dropped from the rolls.
- Students who arrive to school after 10:30 am or leave prior to 12:00 pm will lose an instructional day. A student must be in school a minimum of 4 hours to earn an instructional day.

- Any student on non-credit status may be prohibited from participating in any school-sponsored activity until the student returns to credit status.

### **INDIVIDUAL CLASS ATTENDANCE POLICY:**

- Students who accumulate more than 9 losses of an instructional period in an individual class (4 for a half-year class) will be placed on non-credit status for that class and will be required to make-up the class time missed, or a grade of non-credit may be assigned. NOTE: Students who miss over 18 instructional periods for an individual class (or over 9 for a semester course / 4.5 for a quarter course) will be dropped from that class and placed into a study hall.
- Six tardies and/or early dismissals from an individual class is the equivalent to the loss of an instructional period.
- Arriving to class after ten minutes without proper authorization will equate to a loss of an instructional period.
- Any student on non-credit status may be prohibited from participating in any school-sponsored activity until the student returns to credit status.

### **ATTENDANCE APPEALS COMMITTEE:**

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

### **CREDIT COMPLETION DAY:**

- Students who lose more than 9 instructional days can attend one credit completion day for each instructional day above 9 days, if the calendar permits
- It is the student’s responsibility to have schoolwork to complete during the entire 4-hour credit completion day. Failure to do so will result in dismissal from the credit completion Saturday.
- Please note that a student cannot use a credit completion day to fulfill an attendance make-up and a discipline infraction concurrently.
- Failure to attend assigned credit completion Saturday will result in a disciplinary infraction (see disciplinary code).
- Students on non-credit status for school will receive NC (Non-Credit) on their report card until credit status is regained.

### **RULES FOR SATURDAY CREDIT COMPLETION AND/OR SATURDAY DISCIPLINE DETENTIONS:**

- Student must arrive by 8 am.
- Student must sit in the seat assigned to them by the proctor in charge of the Saturday Detention.
- Student must be actively engaged in either schoolwork or reading.
- No sleeping, talking, or use of electronic devices is permitted.

- Student dress should be in accordance with the school dress code.

Failure to adhere to the above could result in not earning credit for attending, a phone call home to notify parent/guardian of your removal from Credit Completion/Detention and a behavior referral with disciplinary consequences.

### **ATTENDANCE AND EXTRACURRICULAR PARTICIPATION**

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

### **NOTIFICATION OF STUDENT ABSENCE**

Regardless whether or not they have contacted the school, parents will be notified of all student absences two hours after the beginning of the school day via an automated calling system. Therefore, it is imperative to provide the main office with updated and accurate phone numbers. Please complete and return emergency cards. In the event a phone number is changed during the school year, parents must provide written documentation of the new phone number in order to authorize the change in the data system.

### **EARLY DISMISSAL FROM SCHOOL**

Parents who have arranged a doctor, dentist, or court appearance must write a note requesting permission and indicating a reason for the student to be dismissed. The note should be brought to school before homeroom period of the day of the request. School officials will review the notes and grant approval. The school may contact your home for confirmation. Upon return to school, students must present appropriate documentation (e.g. physician's note). The name of the doctor and/or dentist and their phone number is required.

In the event of an emergency, only the parents or legal guardian, or designated contact of the student may sign their student out of school. To do this you must come to the school personally, present proper identification or documentation of guardianship, and sign your child out. Students under the age of 17 will not be dismissed over the telephone or be allowed to leave school with neighbors, family friends, or other relatives (unless those individuals are previously designated contacts). As stated in the School Attendance Policy, students who attend for less than the four-hour minimum school day will lose an instructional day. Therefore, students are encouraged to return to school after the appointment. All such appointments should be scheduled after school hours whenever possible.

### **SCHOOL DANCES AND EVENING / SOCIAL EVENTS: [BOARD POLICY #5850](#)**

Individual classes or organizations may sponsor dances or other evening events. Students are not permitted to leave a dance early, and will not be able to enter a dance thirty minutes after the official starting time. Students may bring one outside guest to *select* events provided they register their guest with the administration according to specified guidelines. Appropriate attire is required. All personal belongings of students, (i.e. pocketbooks, book bags, coats, umbrellas, etc.) will be stored in a supervised and secured location during dances. Any student with two or more out-of-school suspensions is not permitted to attend school dances, and students must be in good standing for attendance purposes. The administration reserves the right to prohibit a student from attending for additional disciplinary reasons.

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

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

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

**STUDENT PASSES**

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

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

**STUDENT AGENDAS**

Student Planners are provided free of charge to all students. The planner is an excellent instrument for recording daily assignments and to assist with time management. Lost planners can be purchased for \$5.00.

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

The Gloucester City Board of Education will provide every student, free of charge "full excess" school time student accident insurance. In the event of a school time accident, "full excess" coverage will cover the hospital or medical expense not covered by your own family health benefits (Blue Cross/Blue Shield, etc.). If you desire coverage on the extended 24-hour insurance plan, please request a brochure from your school office. The brochure will outline the additional coverage and the premium charge. Please contact the office of the School Board Secretary/Administrator if you should have any questions at 456-7000, ext. 2160.

**STUDENT BREAKFAST AND LUNCH**

***STUDENT BREAKFAST – Price \$1.15:*** Breakfast is available in the cafeteria from 7:15 – 7:45 a.m. Students may also purchase “grab-and-go” items in the media center, *when available*, at a la carte prices.

***STUDENT LUNCH – Price \$2.70:*** Lunch is served daily to all students during an assigned period. PLEASE NOTE that there is a credit maximum when carrying a lunch account balance after which the student will receive a pre-determined lunch (and will therefore not be able to select from the daily menu) unless paying in full.

**UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES:**  
**BOARD POLICY #8550**

In the event a student’s school lunch or breakfast bill is in arrears, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student’s parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student’s parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student’s parent to provide a second notice that their child’s lunch or breakfast bill is in arrears. If payment

in full is not made within one week from the date of the second notice, the student will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.

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

### **SCHOOL NUTRITION: BOARD POLICY #8505**

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

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

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

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

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

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

### **SCHOOL PROPERTY GUIDELINES**

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

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

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during

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

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

### **DISTRICT ISSUED LAPTOPS, BAGS, CHARGERS AND STYLUS**

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

- Chromebook -\$250.00
- Bag \$25.00
- Charger \$25.00
- Stylus \$15.00

### **GRADUATION AND OUTSTANDING FEES**

Students who owe any school fees at the time of their graduation will be prohibited from participating in the Commencement ceremony. This includes, but is not limited to, fees for lost or damaged equipment / textbooks, outstanding cafeteria or library debt, etc.

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

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

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

It is the policy of the district to establish safe and effective methods for pupil and staff users of the district's technological resources. For full text of the policy, please click the link above or visit the district website at <http://gcsd.ss9.sharpschool.com/>.

#### **POLICY 5516- USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR)**

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

“Electronic communication and recording device (ECDR)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECDR

includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action. For full text of the policy, please click the link above or visit the district website at <http://gcsd.ss9.sharpschool.com/>.

### **ILLNESS WHILE AT SCHOOL**

Except for genuine personal illness or some verifiable emergency, students will not be excused before the end of the school day. In case of illness, a student must report to the nurse with a pass from his/her teacher. A student will be credited with an absence in all classes missed while at the nurse's office, unless prescheduled, and may be sent home by the nurse only after a parent or guardian has been contacted. Students who leave school without the nurse's permission will be considered truant, whether or not parents are aware. Request for early dismissal will be honored for confirmed medical and dental appointments. A written request from the parent stating the exact time of dismissal, parent telephone number for verification, and the reason must be taken to the Main Office on the day before or day of the scheduled appointment. School policy regarding attendance will apply. In case of an emergency during the school day a parent or guardian will be contacted before the student is permitted to leave school. The Administration requests that parents try to schedule all appointments after school hours and reminds parents that students are responsible for all missed work as result of early dismissals. Please have your biographical information card completed or updated. It assists us in contacting parents and/or guardians.

### **SPORTS PHYSICALS**

Students who choose to participate in interscholastic athletics must receive a physical examination prior to their participation in a sport. New Jersey State Code N.J.A.C. 6a:16, states that this physical examination must be given by the student's "medical home" (family physician). The Gloucester City School District will conduct physicals before each sport season for students who do not have a family physician. Only one physical examination is required for the school year, students need not receive a separate examination for each season.

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

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

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

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student

who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

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

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

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

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

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

The Intervention and Referral Services Team assists in the development of services that go beyond regular instructional practices to ensure success for every child. This includes specific plans for regular education students who are experiencing academic, behavioral, social, or emotional difficulties. In addressing a child's needs, the Intervention and Referral Services Team can involve parents, student peers, teachers, counselors, or other individuals and organizations. Requests for assistance to the Intervention and Referral Services team occur through a number of different avenues (teachers, counselor, etc.).

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

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

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

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

practices in the school system.

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

The Gloucester City School District has a grievance procedure that asks that initial notice of any discrepancies be directed to the building's Compliance Officer. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

#### **PARENTS RIGHTS UNDER SECTION 504**

Parents have the right to:

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

17. appear the impartial hearing officer's decision.
18. receive all information in their native language and primary mode of communication.
19. expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

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

Cold Springs School – Mrs. Karen Kessler, Ext 3152  
Gloucester City Middle School – Mrs. Jennifer Holmstrom, Ext. 4009  
Gloucester City High School – Mr. Sean Gorman, Ext. 1513  
District Section 504 Coordinator – TBD, Ext. 2168  
Superintendent of Schools – Dr. Dennis Vespe, Ext. 2166  
NJ Department of Education – Camden County Office 856-401-2400

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

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

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

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

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

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

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

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in

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

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

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

If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

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

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

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

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

## **INTEGRATED PEST MANAGEMENT: BOARD POLICY #7422**

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

## **STUDENT CONDUCT INFORMATION**

### **PHILOSOPHY**

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

### **OVERVIEW**

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

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

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

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

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

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

help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the work of their learning experiences. Commensurate with their maturation levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

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

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

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

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

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

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

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

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

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

### **STUDENT SUSPENSION AND EXPULSION: BOARD POLICY [#5610](#) AND [#5620](#)**

We hope that verbal reprimands, conferences, and detention would deter repeated misbehavior by students. However, in some instances disciplinary offenses call for suspension, or, in extreme cases, expulsion.

The right of a school district to utilize these disciplinary procedures is defined in New Jersey Statutes: "Any student who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or

of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

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

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

### **SUSPENSIONS**

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

#### **Multiple Suspension Rule**

Any student, who receives two (2) out-of-school suspensions from school during the course of the year, will become immediately ineligible to participate in any extra-curricular and school sponsored events/activities for the remainder of the year. These events/activities include, but not limited to: athletics, all clubs, dances, Prom, field trips, and class trips. A student may re-earn his/her eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any Administrative disciplinary action within 45 school days. At the completion of the 45-day probationary period, the student can appeal to the Discipline Review Committee for reinstatement of privileges.

### **EXPULSION**

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

#### **Pupil Assault of Staff (NJ Statutes 18A: 37-2)**

Any pupil who commits an assault as defined pursuant of NJS 2c: 12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties and in the situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of

public education in this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.

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

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

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

### **TRANSPORTATION CONDUCT**

#### **STUDENT BUS CONDUCT RULES**

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

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

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

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

*"When the School Becomes a Neighborhood"*

Although school-based policing continues to grow throughout America, citizens sometimes question the need for providing on-site policing resources in the school setting. Sometimes a police presence is misinterpreted as a sign that schools are unsafe. Imagine a community within a city or county that did not have policing resources assigned to it every day. While families leave their homes each day to go to work and school, police officers patrol their neighborhoods in an effort to protect their property. At the same time these neighborhoods are being patrolled, most secondary schools house more citizens at any given moment than any other public setting in the

community. To not have police resources routinely assigned to the school setting is to leave without protection the most populous community - our schools.

**SRO As Community Liaison/Problem Solver**

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

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

## STUDENT DISCIPLINE CODE

### Rationale

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

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

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

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

### Hall Regulations

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

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

### Handling of Discipline

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

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

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

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

## Standards of Behavior

Students are expected to:

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

<b><u>Student Rights</u></b>	<b><u>Student Responsibilities</u></b>
Students have the right to be treated with respect by peers and staff.	Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
Students have the right to an education in a positive and safe school climate.	Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate.  Students have the responsibility to respect school property and help maintain an orderly environment.
Students have the right to present information that has a bearing on disciplinary action.	Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.
<b><u>When is the Discipline Code in Force?</u></b>	
The code is in force: <ul style="list-style-type: none"><li>• On school property prior to, during, and following regular school hours</li><li>• When school is in session or school activities are in operation.</li><li>• While students are on a bus for any purpose.</li><li>• At all school sponsored events and activities.</li></ul> <p>Additionally, school administration has the authority to take action when a student's misconduct to and from school has a harmful effect on other students or on the orderly educational process.</p>	
<b><u>NOTE:</u></b> <p>There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary.</p> <p>The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.</p>	
<b><u>Station House Adjustment:</u></b> <p>Where applicable, the administration will confer with the SRO to incorporate a community service or other remedial disciplinary measure known as a Station House Adjustment in lieu of municipal charges.</p>	
<b><u>Video Cameras:</u></b> <p>Please be advised that Gloucester City School District facilities are monitored by video cameras, which may be used in discipline investigations.</p>	

## ABUSIVE BEHAVIOR OFFENSES

	<b>Offense</b>	<b>Consequences</b>
1.	Harassment, Intimidation, Bias, or Bullying Offenses (per district policy 5512)	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences and are subject to investigation under the Anti-Bullying Bill of Rights.</p> <ul style="list-style-type: none"> <li>• <b><i>Bias Acts:</i></b> Any action by a student intended to insult, offend, demean, threaten, or intimidate another student because of that student’s race, religion, gender, ethnic background, disability, or any other defining characteristic</li> <li>• <b><i>Harassment:</i></b> Any language, behavior, or gestures which attempt to elicit fear or anxiety from another student; may be of a verbal, cyber, physical, or sexual nature</li> </ul> <p>Appropriate consequences will be determined, consistent with case law, Federal and State statutes, regulations and policies, and district policies and procedures. Appropriate remedial action for students who are found to have violated the Anti-Bullying Bill of Rights may range from positive behavioral interventions up to and including suspension or expulsion and police notification.</p> <p>In general, the following disciplinary consequences may be issued for any offenses involving harassment, intimidation, bias, or bullying:</p> <ul style="list-style-type: none"> <li>• External suspension (OSS) for a length to be determined by administration</li> <li>• Parent Notification</li> <li>• Meeting with counselor and/or administration</li> <li>• Notification of School Resource Officer</li> <li>• Municipal complaint may be filed.</li> </ul> <p style="text-align: center;"><b><u>(Full text of all Board Policies available <a href="#">here</a>)</u></b></p>
2.	Threat to Safety of Others (Staff or Student)	<p>The administration will review the allegations and determine appropriate consequences. Upon determining the seriousness of the incident, one or more of the following disciplinary actions may be taken:</p> <ul style="list-style-type: none"> <li>• External suspension of a length to be determined by administration</li> <li>• Parent conference</li> <li>• Child Study Team referral</li> <li>• Possible PRIDE Program placement</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing, which may result in a Board of Education Expulsion hearing</li> </ul>
3.	Abusive Language to Other Students (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS (in-school suspension)</li> <li>• Parent notification and conference</li> <li>• Counselor notification and conflict resolution session</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 2 days OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification and conflict resolution session</li> <li>• Possible Superintendent’s hearing</li> <li>• Municipal complaint may be filed</li> </ul>
4.	Abusive Language to Any District Employee	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Immediate removal from school by parent or guardian</li> </ul>

	(written or spoken language or gesture that is offensive, obscene, or vulgar)	<ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent conference with administration</li> <li>• Counselor notification</li> </ul> <b>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>• Immediate removal from school by parent or guardian</li> <li>• 3 to 5 days OSS (external suspension)</li> <li>• Parent conference with administration</li> <li>• PRIDE program placement</li> <li>• Possible Superintendent's hearing</li> </ul>
5.	Failure to Follow Rules & Regulations (e.g. inappropriate conduct in halls, public displays of affection, in the hall without a pass, horseplay/scuffling, food or drink in halls)	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Administrative single detention</li> <li>• Parent notification</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Administrative double detention</li> <li>• Parent notification</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>• Saturday detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul>
6.	Incitement to Fight	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Saturday detention</li> <li>• Parent notification</li> <li>• Counselor notification and conflict resolution session</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>• 2 days OSS</li> <li>• 2 Saturday detentions</li> <li>• Parent conference with administration</li> <li>• Counselor notification and conflict resolution session</li> <li>• Possible Child Study Review</li> <li>• Possible Superintendent's hearing</li> </ul>
7.	Fighting/Assault <u>or</u> General Disorder	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Up to 10 day OSS (external suspension)</li> <li>• Parent conference with administration</li> <li>• Counselor notification and conflict resolution session</li> <li>• Municipal complaint may be filed</li> </ul> <b>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>• All of the above, plus immediate PRIDE Program placement following suspension</li> </ul>
8.	Aggravated Assault	<b>ANY OFFENSE</b> <ul style="list-style-type: none"> <li>• Minimum 10 day OSS (external suspension) followed by PRIDE Program placement</li> <li>• Parent conference with administration</li> <li>• Municipal complaint filed</li> <li>• Counselor notification and conflict resolution session</li> <li>• Possible Superintendent's hearing which may result in a Board of Education expulsion hearing</li> </ul>
9.	Assault by Pupil on Gloucester City Board of Education Employee	<b>ANY OFFENSE</b> <ul style="list-style-type: none"> <li>• 18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings.</li> <li>• 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</li> </ul>

		<p>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> <ul style="list-style-type: none"> <li>• PRIDE Program placement pending outcome of BOE proceedings.</li> </ul>
--	--	--

## BEHAVIORAL OFFENSES

	<b>Offense</b>	<b>Consequences</b>
10.	<p>Academic Dishonesty</p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Copying of another's work OR providing work to another student to copy</li> <li>• Fabrication/Falsification</li> <li>• Tampering</li> <li>• Plagiarism</li> <li>• Unfair Advantage</li> <li>• Other Academic Misconduct determined by the Administration</li> </ul>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative double detention</li> <li>• Parent Conference</li> <li>• Zero for all class work</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday detention</li> <li>• Parent Conference</li> <li>• Zero for all class work</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS (in-school suspension)</li> <li>• Parent Conference</li> <li>• Zero for all class work</li> </ul>
11.	<p>Disruptive or Unacceptable Behavior (language, gestures, or actions which interfere with the learning process)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent Notification</li> <li>• Counselor Notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent Conference</li> </ul>
12.	<p>Insubordination/Disrespect/Open Defiance of Authority</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent notification</li> <li>• Parent conference with administration</li> <li>• Counselor notification</li> </ul>
13.	<p>Forgery (falsifying and/or possession of an altered note or school-related document from a parent/guardian/teacher/doctor)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Pass restriction for a length of time to be determined by administration</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 3 days ISS</li> <li>• Parent notification</li> <li>• Pass restriction for a length of time to be determined by administration</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent conference with administration</li> <li>• Pass restriction for a length of time to be determined by administration</li> </ul> <p><b>NOTE:</b> Depending on the nature of the document forged or altered, a municipal</p>

		<i>complaint may be filed.</i>
14.	Cutting Class	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Zero for all class work</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 Saturday Detentions</li> <li>• Parent notification</li> <li>• Zero for all class work</li> <li>• Pass restriction for a length of time to be determined by administration</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent conference with administration</li> <li>• Zero for all class work</li> <li>• Pass restriction for a length of time to be determined by administration</li> </ul> <p><b><i>NOTE:</i></b> <i>Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</i></p>
15.	Cutting School (Truancy)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Zero for all class work</li> <li>• Municipal Daytime Curfew Violation filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 Saturday Detentions</li> <li>• Parent notification</li> <li>• Zero for all class work</li> <li>• Pass restriction for a length of time to be determined by administration</li> <li>• Municipal Daytime Curfew Violation filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent conference with administration</li> <li>• Zero for all class work</li> <li>• Pass restriction for a length of time to be determined by administration</li> <li>• Municipal Daytime Curfew Violation filed</li> <li>• Possible Superintendent’s hearing</li> </ul> <p><b><i>NOTE:</i></b> <i>Time missed from school will be noted in accordance with attendance policy.</i></p>
16.	Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria; e.g. throwing food, failure to clean tables)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Removal from cafeteria for 1 to 3 days (lunch detention)</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Removal from cafeteria for 2 weeks (lunch detention)</li> <li>• Parent notification</li> </ul>
17.	Theft of Food/Beverage from Cafeteria	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 week removal from cafeteria (lunch detention)</li> <li>• Saturday detention</li> <li>• Parent notification</li> <li>• Restitution</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> </ul>

		<ul style="list-style-type: none"> <li>• 2 week removal from cafeteria (lunch detention)</li> <li>• Parent notification</li> <li>• Restitution</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 day OSS (external suspension)</li> <li>• 2 week removal from cafeteria (lunch detention)</li> <li>• Parent notification and conference with administration</li> <li>• Restitution</li> <li>• Municipal complaint may be filed</li> </ul>
18.	Failure to Attend Teacher Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
19.	Failure to Attend Administrative Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Detention assignment is doubled</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
20.	Inappropriate Conduct at Administrative Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Detention assignment doubled</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> </ul>
21.	Failure to Attend Saturday Detentions (excluding Credit Completion)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 Saturday Detentions</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
22.	Inappropriate Conduct at Saturday Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 Saturday Detentions</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> </ul>

23.	Inappropriate Conduct in ISS	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>Failure to abide by the rules and regulations of ISS will result in a 1 to 3 day OSS (external suspension).</li> </ul>
24.	<p>Dress Code Violation (in accordance with District Policy 5511)</p> <p><b>*NOTE: Habitual offenses may result in additional restrictions upon a student's attire per administrative review.</b></p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Administrative warning</li> <li>Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Administrative Single Detention</li> <li>Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> <li>Parent notification</li> <li>Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>Administrative Double Detention</li> <li>Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> <li>Parent notification</li> <li>Counselor notification</li> </ul> <p><b><i>NOTE: Time missed from class due to dress code violations will be noted in accordance with attendance policy.</i></b></p>
25.	Parking Violations	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Administrative warning</li> <li>Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>30-day forfeiture of parking privilege</li> <li>Parent notification</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Loss of parking privilege for duration of school year</li> <li>Parent notification</li> </ul>
26.	Unsafe Operation of Vehicle on School Property	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Saturday Detention</li> <li>30-day forfeiture of parking privilege</li> <li>Parent notification</li> <li>Municipal complaint will be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>1 to 2 days ISS</li> <li>Parent notification</li> <li>Loss of parking privilege for duration of school year</li> <li>Municipal complaint will be filed</li> </ul>
27.	<p>Inappropriate or Unauthorized Use of Electronic Device</p> <p>(devices including but not limited to cell phones, music players, e-readers, and accessories such as earbuds, etc.)</p> <p><b>*NOTE: Students who fail to comply with requests to confiscate devices will be subject to additional disciplinary measures.</b></p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Confiscation of Device (returned at end of school day)</li> <li>Parent notification</li> <li>Administrative Single Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Confiscation of Device (returned to parent/guardian ONLY)</li> <li>Parent notification</li> <li>Administrative Double Detention</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>Confiscation of Device (returned to parent/guardian ONLY)</li> <li>Saturday Detention</li> <li>Parent conference with administration</li> <li>Student is prohibited from bringing device to school</li> </ul>

## LATENESS AND UNEXCUSED EARLY RELEASE

	<b>Offense</b>	<b>Consequences</b>
28.	Lateness to school (after 7:53 bell until 10:30 AM)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Lateness Documented</li> <li>• Administrative Warning</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Lateness Documented</li> <li>• Administrative Warning</li> </ul> <p>3<sup>rd</sup> OFFENSE*</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> </ul> <p>*For every 3<sup>rd</sup> lateness to school, students will be required to attend a Saturday Credit Completion session from 8 – 10 AM.</p> <p><b><i>NOTE:</i></b> Students who are habitually late to school may be subject to municipal action. Administration reserves the right to assign lunch/study hall detention, Saturday detention, and ISS if students fail to comply with aforementioned consequences.</p>
29.	Lateness to school (after 10:30 AM)	<ul style="list-style-type: none"> <li>• All students are to report immediately to the main office.</li> <li>• Students WILL NOT receive credit for attendance if not in school a minimum of four (4) hours. Arrival to school after 10:30 AM is considered an absence.</li> </ul>
30.	Lateness to class	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Teacher Detention</li> <li>• Parent notification by teacher</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent notification by teacher</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification by teacher</li> <li>• Counselor notification</li> </ul> <p><b><i>NOTE:</i></b> Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered an absence/cutting.</p>
31.	Unexcused Early Release	<ul style="list-style-type: none"> <li>• Students cannot receive credit for attendance if not in school for a minimum of 4 hours. If a student leaves school prior to being in attendance for 4 hours, they will be marked absent for that day.</li> <li>• Students who leave school early but have been in attendance for at least 4 hours will have their class period absences noted in accordance with attendance and credit policies. Parents/guardians are strongly encouraged to make appointments for their students after school hours.</li> </ul>

## PROPERTY OFFENSES

	<b>Offense</b>	<b>Consequences</b>
32.	Tampering with School Equipment	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Restitution for any damage or loss</li> <li>• Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 3 day OSS (external suspension)</li> </ul>

		<ul style="list-style-type: none"> <li>• Parent notification and conference with administration</li> <li>• Restitution for any damage or loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 5 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Restitution for any damage or loss</li> <li>• Immediate PRIDE Program placement</li> <li>• Municipal Complaint will be filed</li> <li>• Possible Superintendent’s hearing</li> <li>• Possible loss of computer/technology access (where applicable)</li> <li>• Possible additional legal action (where applicable)</li> </ul>
33.	Tampering with Network Resources (including school, student or staff files)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Restitution for any damage or loss</li> <li>• Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 3 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Restitution for any damage or loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 5 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Restitution for any damage or loss</li> <li>• Immediate PRIDE Program placement</li> <li>• Municipal Complaint will be filed</li> <li>• Possible Superintendent’s hearing</li> <li>• Possible loss of computer/technology access (where applicable)</li> <li>• Possible additional legal action (where applicable)</li> </ul>
34.	Accessing Unauthorized or Inappropriate Sites and Materials	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• Restitution for any damage or loss</li> <li>• Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 3 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Municipal Complaint may be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 5 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Immediate PRIDE Program placement</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing</li> <li>• Possible loss of computer/technology access (where applicable)</li> <li>• Possible additional legal action (where applicable)</li> </ul>
35.	Theft/Stealing (individual or school property on school grounds or during school related activities)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> </ul>

		<p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 5 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Immediate PRIDE Program placement</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• PRIDE placement for the remainder of school year</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent's hearing</li> </ul>
36.	<p>Vandalism or Destruction / Defacing of Property NJSA 18A:37-3 (Liability of parent/guardian for willful destruction of property by student under 18)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 3 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Immediate PRIDE Program placement</li> <li>• Restitution for loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• PRIDE placement for the remainder of school year</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent's hearing</li> </ul>
37.	<p>Trespassing (on school property without permission)</p>	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• Up to 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> <li>• Possible PRIDE Program placement</li> </ul>
38.	<p>Gambling (card games, wagers, or any other such activity)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Confiscation of paraphernalia</li> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• SRO notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Saturday Detention</li> <li>• Confiscation of paraphernalia</li> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• SRO notification</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS</li> <li>• Confiscation of paraphernalia</li> </ul>

		<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• SRO notification</li> <li>• Immediate PRIDE Program placement</li> </ul>
--	--	--

**SAFETY / HAZARD OFFENSES**

	<b>Offense</b>	<b>Consequences</b>
39.	Tampering With or Pulling Fire Alarm	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Immediate PRIDE Program placement</li> <li>• Municipal Complaint will be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• PRIDE placement for the remainder of school year</li> <li>• Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 30 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> </ul> <p><i><b>NOTE:</b> Board of Education may seek reimbursement for fines incurred for false alarms.</i></p>
40.	Inappropriate Conduct During Evacuation and/or Emergency	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE:</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Immediate PRIDE Program placement</li> </ul>
41.	Possession of Devices Emitting Laser Beam	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Confiscation of Device</li> <li>• Parent notification</li> <li>• SRO notification; municipal complaint may be filed</li> <li>• Saturday Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Confiscation of Device</li> <li>• Parent notification</li> <li>• SRO notification; municipal complaint may be filed</li> <li>• 1 to 3 days ISS</li> <li>• Immediate PRIDE Program placement</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Confiscation of Device</li> <li>• 1 to 3 days OSS</li> <li>• PRIDE placement for the remainder of school year</li> <li>• Parent conference with administration</li> <li>• SRO notification; municipal complaint may be filed</li> </ul>
42.	Arson	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• Police Notification</li> <li>• Municipal Complaint Filed</li> <li>• Parent notification and conference with administration</li> <li>• Suspension pending Superintendent hearing with referral to Board of</li> </ul>

		<p>Education for possible expulsion</p> <ul style="list-style-type: none"> <li>• PRIDE placement for the remainder of school year pending BOE proceedings</li> </ul>
43.	Possession of Weapons or Weapon-Related Paraphernalia NJSA2C:39	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> <li>• External suspension of a length to be determined by administration until Superintendent's hearing which may result in a Board of Education expulsion hearing</li> <li>• Immediate PRIDE Program placement</li> <li>• Parent conference</li> <li>• Child Study Team referral</li> <li>• Municipal Complaint will be filed</li> </ul> <p><b><u>NOTE:</u></b> This code also refers to imitation, toy, or decoy weapons.</p>
44.	Assault With Weapon, or Infliction of Bodily Harm NJSA 2C:12-1	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing</li> <li>• PRIDE placement for the remainder of school year pending BOE proceedings</li> <li>• Parent conference</li> <li>• Child Study Team referral</li> <li>• Municipal Complaint will be filed</li> </ul>
45.	Personal Possessions/ Weapons and Dangerous Instruments	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The Board of Education prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent.</li> <li>• For purposes of the policy weapons or dangerous instruments include those that commonly represent crime and violence, (i.e., knives, switch blade knives, gravity knives, stilettos, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp instruments, anything that the purpose is to administer bodily harm.)</li> <li>• 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.</li> <li>• 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.</li> <li>• Immediate PRIDE Program placement</li> <li>• The Board of Education prohibits the carrying of paging devices on school property unless approved for use by a student with a medical condition for which a physician orders monitoring.</li> <li>• 2C:33-18; 18A:6-1; 18A372.1</li> </ul>

## SUBSTANCE-RELATED OFFENSES

46.	Possession of Drug Paraphernalia (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• 4 day OSS (external suspension)</li> <li>• SRO informed and municipal complaint filed</li> <li>• Student will be required to attend drug counseling sessions</li> <li>• Drug test/doctor's note needed to return to school</li> </ul>
-----	---	---

		<ul style="list-style-type: none"> <li>On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> </ul> <p><b>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</b></p> <ul style="list-style-type: none"> <li>All of the above <i>PLUS</i>:</li> <li>External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> <li>Immediate PRIDE Program placement</li> </ul> <p><b>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</b></p>
47.	<p>Possession of Alcohol, Drugs, Steroids, or Substances identified in</p> <p>N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq</p>	<p><b>1<sup>ST</sup> OFFENSE</b></p> <ul style="list-style-type: none"> <li>Parent notification</li> <li>10 day OSS (external suspension)</li> <li>SRO informed and municipal complaint filed</li> <li>Student will be required to attend drug counseling sessions</li> <li>Drug test/doctor's note needed to return to school</li> <li>On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> <li>Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> <li>Immediate PRIDE Program placement</li> </ul> <p><b>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</b></p> <ul style="list-style-type: none"> <li>All of the above <i>PLUS</i>:</li> <li>External suspension until Superintendent's hearing, which may result in a Board of Education disciplinary hearing.</li> <li>PRIDE placement for the remainder of school year pending BOE proceedings</li> </ul> <p><b>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</b></p>
48.	<p>Under the Influence of Alcohol, Drugs, Steroids or Substances identified in</p> <p>N.J.S.A.C. 6:29-9.3(a)</p>	<p><b>1<sup>ST</sup> OFFENSE</b></p> <ul style="list-style-type: none"> <li>Parent notification</li> <li>Immediate medical examination including urinalysis to verify use and determine extent of use</li> <li>SRO notified and municipal complaint filed (if drug test is positive)</li> <li>10-day OSS upon verification of positive diagnosis of alcohol, drugs, or use.</li> <li>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.</li> <li>Student and parent/guardian referral to counselor for treatment, after-care, and re-entry plan.</li> <li>Student will be required to attend drug counseling sessions.</li> <li>On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> <li>30 school day pass restriction will be in effect</li> <li>30 school day athletic and extracurricular ineligibility</li> <li>Possible PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement</li> </ul> <p><b>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</b></p> <ul style="list-style-type: none"> <li>All of the above <i>PLUS</i>:</li> <li>Immediate PRIDE Program placement</li> <li>Loss of Athletic and Extracurricular participation eligibility until end of PRIDE placement</li> <li>Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul> <p><b>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</b></p>
49.	<p>Distribution, Transferring or Selling Controlled or Dangerous Substance (or possession of amount large enough to indicate possible intent to distribute, transfer or sell)</p>	<p><b>ALL OFFENSES</b></p> <ul style="list-style-type: none"> <li>Parent notification</li> <li>SRO informed and municipal complaint filed</li> <li>Student will be required to attend drug counseling sessions.</li> <li>Drug test and doctor's note are needed to return to school</li> <li>10-day OSS</li> <li>Immediate PRIDE Program placement</li> </ul>

		<ul style="list-style-type: none"> <li>• Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul> <p><b>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</b></p>
50.	OTC (Over The Counter) Medications - Possession/Consumption	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Up to 10-day OSS</li> <li>• Parent notification</li> <li>• Possible PRIDE Program placement</li> <li>• Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Any additional offenses will result in an external suspension pending a superintendent's hearing</li> <li>• Immediate PRIDE Program placement</li> </ul>
51.	OTC (Over The Counter) Medications - Distribution	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Up to 10-day OSS</li> <li>• Parent notification</li> <li>• Possible PRIDE Program placement</li> <li>• Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Any additional offenses will result in an external suspension pending a superintendent's hearing</li> <li>• Immediate PRIDE Program placement</li> </ul>
52.	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>ALL OFFENSES</p> <p>The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Drug test and doctor's note are needed to return to school</li> <li>• External suspension pending Superintendent hearing with referral to Board of Education for disciplinary action.</li> <li>• Possible PRIDE Program placement</li> </ul> <p><b>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</b></p>
53.	Smoking or use of Electronic Cigarette/Vape (includes students who are seen exhaling smoke/vapor, using chewing tobacco or other tobacco product)  <i>Smoking on school grounds or in vehicles on school grounds is prohibited by law!</i>  <i>*A drug screen or test yielding a positive outcome for will result in additional consequences per discipline code offense #48. A drug screen will be assumed to be positive in the event that the drug screen or test is refused.</i>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• IMMEDIATE DRUG TEST*</li> <li>• 2 days OSS</li> <li>• Parent notification</li> <li>• Referral to SAC for smoking cessation program</li> <li>• Municipal Complaint will be filed</li> <li>• 30 school day pass restriction will be in effect</li> <li>• 30 school day athletic ineligibility</li> <li>• Possible PRIDE Program placement (per administrative review) and loss of athletic/extracurricular eligibility until the end of placement</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• IMMEDIATE DRUG TEST*</li> <li>• 4 day OSS (external suspension)</li> <li>• Immediate PRIDE Program placement</li> <li>• Referral to SAC for smoking cessation program</li> <li>• Municipal Complaint will be filed</li> <li>• Loss of Athletic and Extracurricular participation eligibility until end of PRIDE placement</li> </ul>
54.	Possession of Tobacco Products or Electronic Cigarette/Vaporizer and Associated Materials	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Confiscation of materials</li> <li>• Parent notification</li> <li>• 1 day ISS</li> <li>• Referral to SAC for smoking cessation program</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Confiscation of materials</li> <li>• Parent notification</li> </ul>

		<ul style="list-style-type: none"> <li>• 1 day OSS</li> <li>• Saturday Detention</li> <li>• Possible PRIDE Program placement</li> <li>• Referral to SAC for smoking cessation program</li> </ul>
--	--	--

**PRIDE PROGRAM**

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

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

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

Students will be enrolled in the PRIDE Program for a minimum of one complete marking period. Students must adhere to Gloucester High School’s Code of Conduct, PRIDE Contract, and Attendance Policy. Students in the PRIDE program are ineligible to participate in any extra-curricular and school sponsored events/activities. These events/activities include, but are not limited to: athletics, clubs, dances, Prom, field trips, assemblies, and class trips. If the aforementioned expectations are met, the student will be considered for re-entry into the general population and an exit interview will be scheduled with the student’s parent(s)/guardian(s) to develop a plan and discuss expectations.