



**2017-2018 STUDENT / PARENT HANDBOOK  
GLOUCESTER CITY JUNIOR-SENIOR HIGH SCHOOL**

# **GLOUCESTER CITY JUNIOR-SENIOR HIGH SCHOOL PARENT/STUDENT HANDBOOK**



## **SCHOOL COLORS**

Blue & Gold

## **SCHOOL MASCOT**

Lion

Sean P. Gorman – Principal  
Sarah K. Finley- Assistant Principal  
Victoria Ernst – Director of Athletics

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



**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.

# **Alma Mater**

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

**BOARD OF EDUCATION**

Mr. Robert Bennett  
Mrs. Jacqueline Borger  
Mrs. Stephanie Cohan  
Mr. Richard Dolson  
Mr Leon Harris  
Mr. Edward Hubbs  
Mr. Bill Johnson, Jr.  
Ms. Melissa Wright

Mrs. Tracy Farrow – Brooklawn Representative  
Margaret McDonnell, Secretary/Business Administrator  
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**

Mrs. Kimberly Ludwick, Secretary

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 so important that parents/guardians form a strong bond with the school in order to provide for guidance, direction, and support for every student to attain his or her maximum educational benefits. Complete copies of all policies, rules, regulations, and other information are available through the principal's office.

**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.

**GLOUCESTER CITY JUNIOR-SENIOR HIGH SCHOOL**  
**DEPARTMENT ORGANIZATION**  
**2017/2018 SCHOOL YEAR**

**ADMINISTRATION**

**Gorman, Sean - Principal**  
Finley, Sarah - Assistant Principal  
Ernst, Victoria - Athletic Director

**BUSINESS EDUCATION**

**Bennett, Denise – Dept. Head**  
Hagan, Patrick  
Hubler, Sandy

**CULTURAL ARTS**

**Bennett, Denise - Dept. Head**  
Bennett, Fletcher  
Emerle, Ray  
Light, Kati  
Young, Kevin

**ENGLISH**

**Gorman, Barbara – Dept. Head**  
Bakey, Elizabeth  
Blake, Colleen  
Brandt, Virginia  
Egerton, Patricia  
Kerns, Mariellen  
Lawson, Amy

**FOREIGN LANGUAGE**

Miller, Georgeann  
Wright, Duncan

**HEALTH/PHYSICAL EDUCATION**

**Small, Erin - Dept. Head**  
Bennett, Rhonda  
James, Ian  
Thorndike, Riley  
Urbanski, Don

**MATHEMATICS**

**McWilliams, Robert-Dept. Head**  
Baranauskas, Theresa  
Burch, Ella  
Diamantis, Antonia  
Kohlsaas, Amy  
Shrader, Carly

**SCIENCE**

**Whitecar, Matthew – Dept. Head**  
Hope, Tiffany  
Lesse, Steve  
McKinnon, Shannon  
Pietrangelo, Evan  
Rossiter, Neil

**SOCIAL STUDIES**

**Gorman, Keith – Dept. Head**  
Lifsted, Michael  
Malone, Edward  
Peck, Kelly  
Walker, Timothy

**SPECIAL EDUCATION**

**Susann Dybus – Dept. Head**  
Baczewski, Sandy  
Clark, Donna  
Enright, Christy  
Fahy, Jamie  
Gallo, Daniela  
Grelle, Jennifer  
Maunz, Richard  
McConnell, Thomas  
Moody, Dechlin  
Sidotti, Antonino

**PARAPROFESSIONALS**

Banning, John  
Curto, Denise  
Darrow, Jill  
Kraft, Betty  
Meehan, Dawn  
O'Brien, Cynthia  
Rafferty, Kathy  
Sacchetti, Barbara  
Stone, Nick  
Zearfoss, Chad

## **SUPPORT SERVICES**

Benham, Janice - Lunch Aide  
Carrero, Joan – Lunch Aide  
Patterson, Joan – Lunch Aide  
Kaminski, Kerri - Security  
Kenney, Janice - Secretary  
Kitchenman, Kristen – SAC  
Levins, Debbie – 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

## **GUIDANCE**

Bakey, George  
Bobo, Kasey  
Charles, Kristen

## **CHILD STUDY TEAM**

Brown, Glenn – Child Psychologist  
Hobbs, Tami – Social Worker  
Labbree, Lisa – LDTC

## **DISTRICT CURRICULUM**

Curry, Elizabeth - Director  
Ekimoglou, Susan – Math / ELA Coach

## **ESL**

Nagas, Agatha

## **MEDIA CENTER**

Donohue, Rachel - Media Specialist

Revised August 17, 2017

## TELEPHONE NUMBERS

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

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

<b>Ext:</b>	<b>Name:</b>
1533	Vicki Ernst, Director of Athletics
1510	Debbie Levins, Main Office
1510	Ms. Sarah Finley, Assistant Principal
1513	Lynda Spingler, Principal's Secretary
1513	Mr. Sean P. Gorman, Principal
1534	Kristen Kitchenman, SAC
1519	Roxanne Reinhart, Guidance Office
1521	Linda Stewart, School Nurse
1524	John Kenney, Facilities Director
1526	Nutri-Serve, School Cafeteria
1530	Rachel Donahue, Media Specialist
1533	Janice Kenney., Athletic Department
1535	Matt Whitecar, Science Department
1536	Lisa Labbree, Child Study Team
1537	Glenn Brown, Child Study Team
1539	Robert McWilliams, Math Department
1540	Tamie Hobbs, Child Study Team Counselor
1541	Barbara Gorman, English Department
1542	Janet Kauffmann, Computer Technology
1546	Bernie Collins, Computer Technology
1562	Thomas Cunningham, Technology
1547	Stacey Levins, Maintenance/Shipping
1548	Denise Bennett, Cultural Arts/Technology
1552	Rosa Piccone, Secretary to Director of Curriculum
1558	Keith Gorman, Social Studies Department
1550	Elizabeth Curry, Ed.D., Director of Curriculum
1705	Susann Dybus, Special Education Department

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



## **OFFICE OF SPECIAL SERVICES**

Amy Francis – Director (ext. 2168)

Helen Duffy – Secretary (ext. 2169)

Tamra Boyle – 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.

### **GHS Child Study Team:**

Lisa Labbree - LDTC

Psychologist - Glenn Brown

Social Worker - Tamie Hobbs



# Senior High Bell Schedule

## Regular Schedule

*****	<b>1<sup>st</sup> Bell rings at 8:10 AM</b>	*****
<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	<b>8:15 AM</b>	<b>8:25 AM</b>
1 <sup>st</sup> Period	<b>8:28 AM</b>	<b>9:13 AM</b>
2 <sup>nd</sup> Period	<b>9:16 AM</b>	<b>10:01 AM</b>
3 <sup>rd</sup> Period	<b>10:04 AM</b>	<b>10:49 AM</b>
4 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 4A</li> <li>• 4B</li> </ul>	<b>10:52 AM</b> <ul style="list-style-type: none"> <li>• 10:52 AM</li> <li>• 11:15 AM</li> </ul>	<b>11:37 AM</b> <ul style="list-style-type: none"> <li>• 11:14 AM</li> <li>• 11:37 AM</li> </ul>
5 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 5A</li> <li>• 5B</li> </ul>	<b>11:40 AM</b> <ul style="list-style-type: none"> <li>• 11:40 AM</li> <li>• 12:03 PM</li> </ul>	<b>12:25 PM</b> <ul style="list-style-type: none"> <li>• 12:02 PM</li> <li>• 12:25 PM</li> </ul>
6 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 6A</li> <li>• 6B</li> </ul>	<b>12:28 PM</b> <ul style="list-style-type: none"> <li>• 12:28 PM</li> <li>• 12:51 PM</li> </ul>	<b>1:13 PM</b> <ul style="list-style-type: none"> <li>• 12:50 PM</li> <li>• 1:13 PM</li> </ul>
7 <sup>th</sup> Period	<b>1:16 PM</b>	<b>2:01 PM</b>
8 <sup>th</sup> Period	<b>2:04 PM</b>	<b>2:49 PM</b>



# Senior High Bell Schedule

## Early Dismissal Schedule

*****	<b>1<sup>st</sup> Bell rings at 8:10 AM</b>	*****
<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	<b>8:15 AM</b>	<b>8:25 AM</b>
1 <sup>st</sup> Period	<b>8:28 AM</b>	<b>8:55 AM</b>
2 <sup>nd</sup> Period	<b>8:58 AM</b>	<b>9:25 AM</b>
3 <sup>rd</sup> Period	<b>9:28 AM</b>	<b>9:55 AM</b>
4 <sup>th</sup> Period • 4A • 4B	<b>9:58 AM</b> • 9:58 AM • 10:12 AM	<b>10:25 AM</b> • 10:11 AM • 10:25 AM
5 <sup>th</sup> Period • 5A • 5B	<b>10:28 AM</b> • 10:28 AM • 10:42 AM	<b>10:55 AM</b> • 10:41 AM • 10:55 AM
6 <sup>th</sup> Period • 6A • 6B	<b>10:58 AM</b> • 10:58 AM • 11:12 AM	<b>11:25 AM</b> • 11:11 AM • 11:25 AM
7 <sup>th</sup> Period	<b>11:28 AM</b>	<b>11:55 AM</b>
8 <sup>th</sup> Period	<b>11:58 AM</b>	<b>12:25 PM</b>



# Senior High Bell Schedule

## PM Assembly Schedule

*****	<b>1<sup>st</sup> Bell rings at 8:10 AM</b>	*****
<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	<b>8:15 AM</b>	<b>8:25 AM</b>
1 <sup>st</sup> Period	<b>8:28 AM</b>	<b>9:06 AM</b>
2 <sup>nd</sup> Period	<b>9:09 AM</b>	<b>9:47 AM</b>
3 <sup>rd</sup> Period	<b>9:50 AM</b>	<b>10:28 AM</b>
4 <sup>th</sup> Period • 4A • 4B	<b>10:31 AM</b> • 10:31 AM • 10:50 AM	<b>11:09 AM</b> • 10:50 AM • 11:09 AM
5 <sup>th</sup> Period • 5A • 5B	<b>11:12 AM</b> • 11:12 AM • 11:31 AM	<b>11:50 AM</b> • 11:31 AM • 11:50 AM
6 <sup>th</sup> Period • 6A • 6B	<b>11:53 AM</b> • 11:53 AM • 12:12 PM	<b>12:31 PM</b> • 12:12 PM • 12:31 PM
7 <sup>th</sup> Period	<b>12:34 PM</b>	<b>1:12 PM</b>
8 <sup>th</sup> Period	<b>1:15 PM</b>	<b>1:53 PM</b>
Assembly	<b>1:53 PM</b>	<b>2:49 PM</b>



# Senior High Bell Schedule

## Delayed Opening Schedule

*****	<b>1<sup>st</sup> Bell rings at 9:55 AM</b>	*****
<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	<b>10:00 AM</b>	<b>10:03 AM</b>
1 <sup>st</sup> Period	<b>10:05 AM</b>	<b>10:38 AM</b>
2 <sup>nd</sup> Period	<b>10:41 AM</b>	<b>11:14 AM</b>
3 <sup>rd</sup> Period	<b>11:17 AM</b>	<b>11:50 AM</b>
4 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 4A</li> <li>• 4B</li> </ul>	<b>11:53 AM</b> <ul style="list-style-type: none"> <li>• 11:53 AM</li> <li>• 12:10 PM</li> </ul>	<b>12:26 PM</b> <ul style="list-style-type: none"> <li>• 12:09 PM</li> <li>• 12:26 PM</li> </ul>
5 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 5A</li> <li>• 5B</li> </ul>	<b>12:29 PM</b> <ul style="list-style-type: none"> <li>• 12:29 PM</li> <li>• 12:46 PM</li> </ul>	<b>1:02 PM</b> <ul style="list-style-type: none"> <li>• 12:45 PM</li> <li>• 1:02 PM</li> </ul>
6 <sup>th</sup> Period <ul style="list-style-type: none"> <li>• 6A</li> <li>• 6B</li> </ul>	<b>1:05 PM</b> <ul style="list-style-type: none"> <li>• 1:05 PM</li> <li>• 1:22 PM</li> </ul>	<b>1:38 PM</b> <ul style="list-style-type: none"> <li>• 1:21 PM</li> <li>• 1:38 PM</li> </ul>
7 <sup>th</sup> Period	<b>1:41 PM</b>	<b>2:14 PM</b>
8 <sup>th</sup> Period	<b>2:17 PM</b>	<b>2:49 PM</b>



# Senior High Bell Schedule

## AM Assembly Schedule

*****	<b>1<sup>st</sup> Bell rings at 8:10 AM</b>	*****
<u>Period</u>	<u>Start Time</u>	<u>End Time</u>
Homeroom	<b>8:15 AM</b>	<b>8:25 AM</b>
Assembly	<b>8:28 AM</b>	<b>8:58 AM</b>
1 <sup>st</sup> Period	<b>9:02 AM</b>	<b>9:42 AM</b>
2 <sup>nd</sup> Period	<b>9:45 AM</b>	<b>10:25 AM</b>
3 <sup>rd</sup> Period	<b>10:28 AM</b>	<b>11:08 AM</b>
4 <sup>th</sup> Period	<b>11:11 AM</b> <ul style="list-style-type: none"> <li>● 11:11 AM</li> <li>● 11:33 AM</li> </ul>	<b>11:53 AM</b> <ul style="list-style-type: none"> <li>● 11:31 AM</li> <li>● 11:53 AM</li> </ul>
5 <sup>th</sup> Period	<b>11:56 AM</b> <ul style="list-style-type: none"> <li>● 11:56 AM</li> <li>● 12:18 PM</li> </ul>	<b>12:38 PM</b> <ul style="list-style-type: none"> <li>● 12:16 PM</li> <li>● 12:38 PM</li> </ul>
6 <sup>th</sup> Period	<b>12:41 PM</b> <ul style="list-style-type: none"> <li>● 12:41 PM</li> <li>● 1:03 PM</li> </ul>	<b>1:23 PM</b> <ul style="list-style-type: none"> <li>● 1:01 PM</li> <li>● 1:23 PM</li> </ul>
7 <sup>th</sup> Period	<b>1:26 PM</b>	<b>2:06 PM</b>
8 <sup>th</sup> Period	<b>2:09 PM</b>	<b>2:49 PM</b>

## EXPECTATIONS FOR STUDENT BEHAVIOR

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.

**NOTE:** Students who act inappropriately to and from school are subject to discipline measures

## STUDENT CODE OF CONDUCT

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

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

### 1. TO SPEAK RESPECTFULLY TO STAFF

This means:

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

You will not:

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

## 2. TO BEHAVE RESPECTFULLY TO STAFF

This means:

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

You will not:

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

## 3. TO SPEAK RESPECTFULLY TO OTHER STUDENTS

This means:

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

You will not:

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

## 4. TO BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means:

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

You will not:

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

## 5. TO RESPECT THE SCHOOL ENVIRONMENT

This means:

- Putting rubbish in bins – in and out of classrooms;
- Looking after and having pride in your classrooms;



- Reporting any damage to a member of staff;
- Making sure you are in the right place at the right time.

You will not:

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

## 6. TO HAVE RESPECT FOR YOUR OWN LEARNING

This means:

- Wanting to succeed and valuing success;
- Being on time to school and classes;
- Having the proper supplies;
- Doing the work to be the best of your ability;
- Doing your homework/coursework to deadline;
- Asking for help if you need it;
- Taking responsibility for your learning and being honest with yourself;
- Knowing what you need to do to improve.

You will not:

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

## 7. TO HAVE RESPECT FOR OTHER STUDENTS' LEARNING

This means:

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

You will not:

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

The district wide plan to promote positive student conduct in conjunction with the school/classroom rules is designed to maintain order in the school, foster a climate of mutual respect for the rights of others, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

## **PARENTAL RESPONSIBILITIES**

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

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

Parents can help insure proper discipline in school by:

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

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

### **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.

### **STUDENT DRESS CODE: BOARD POLICY #5511** **(Full text of policy available at district website)**

The teaching staff and the administration maintain that grooming and dress habits are important to a pupil's academic success and well-being. Therefore, it is in the intention of this code that pupils be expected to be clean, neatly attired, and that their dress be such as not to be immediately disruptive to other pupils or the school program. Modesty and the avoidance of distracting influences are the key to an attractive appearance.

In any case not covered by this code, or in the event of interpretation of the code, the above shall be the basic consideration.

The administration/faculty shall enforce the dress code with the administration having the final decision regarding all matters concerning the dress code. Pupils who are inappropriately dressed will be sent home to change their attire. Any classes missed due to inappropriate attire will count toward the pupil being considered absent as per the Attendance Policy.

A. **Footwear** - Footwear that violates the acceptable Dress Code Policy:

1. Bedroom Slippers
2. Untied shoelaces.

B. **Shirts, Blouses, Tops** - Shirts, blouses, or tops that violate the acceptable Dress Code Policy:

1. Tank tops of any kind (males & females)
2. Tube tops

3. Off the shoulder tops
4. Tops that breach good taste or are obscene (administrative discretion)
5. Sheer tops/see-through tops
6. Any top that exposes the abdominal area.

C. Shorts, Pants, Dresses - Shorts, pants, and dresses that violate the acceptable Dress Code Policy:

1. Pants worn lower than waist level
2. Shorts and skirts/dresses must be longer than the fingertips when the arms are placed to the student's side
3. Tight fitting or immodest shorts, pants, or dresses (administrative discretion)
4. Spandex shorts
5. Sleepwear
6. Pants that are excessively or immodestly ripped/torn (administrative discretion)

D. Hats and Other Accessories - Hats and other accessories that violate the acceptable Dress Code Policy:

1. Hats (including the wearing of hoods) or head covers not governed by religious belief.
2. Bandanas/sweat bands
3. Sunglasses
4. Jewelry that could be considered a safety hazard
5. Clothing of any kind that depicts bias (i.e. Confederate Flag), or hate (administrative discretion)

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

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

**AFFIRMATIVE ACTION POLICY**  
**STUDENT AFFIRMATIVE ACTION AND**  
**EQUAL EDUCATIONAL OPPORTUNITY: BOARD POLICY #1140**  
**(Full text of policy available at district website)**

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.

The entire policy should be viewed by parents and students at the district website ([www.gcsd.k12.nj.us/school\\_board.htm](http://www.gcsd.k12.nj.us/school_board.htm)).

## **SEXUAL HARRASSMENT POLICY – BOARD POLICY 5751**

**(Full text of policy available at district website)**

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. The entire policy should be viewed by parents and students at the district website ([www.gcsd.k12.nj.us/school\\_board.htm](http://www.gcsd.k12.nj.us/school_board.htm)). Please see the Appendix for further information on sexual harassment.

### **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 robo-call 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.

## **VISITORS**

All visitors to the building are to report to the security desk and provide appropriate identification. They will receive a visitor's pass and will be directed to the appropriate location by security personnel. Unauthorized visitors will be subject to trespassing laws. Visitors and parents are not to visit a teacher's classroom unless the principal has given prior permission. Visitors must schedule appointments with teachers.

## **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.

## **DRIVER EDUCATION (Behind the Wheel)**

### **Rules and Regulations:**

- Age 16 - Course Requirements: Health 11 completed with 80% on State Motor Vehicle Exam, which is given during the health class.
- Age 17 - You must have your own permit or driver's license.

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

- 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 driving test.

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

1st Marking Period.....	September 5 - November 7
Progress Report.....	October 4
2nd Marking Period.....	November 8 – January 29
Progress Report .....	December 15
3rd Marking Period .....	January 30 – April 12
Progress Report .....	March 2
4th Marking Period .....	April 13 – June 15
Progress Report .....	May 14
Mid-Term Exams .....	January 23-26
Underclassmen Final Exams .....	June 12-15

**NOTE:** All dates are subject to change due to the potential for inclement weather or other emergency school closings.

**GRADUATION REQUIREMENTS AND GUIDELINES  
FOR COURSE SELECTION**

**REQUESTS MUST BE PRESENTED IN WRITING TO THE BUILDING PRINCIPAL AND WILL BE CONSIDERED ON A CASE TO CASE BASIS. NO CLASS CHANGES AFTER SEPTEMBER 15, 2017.**

1. A minimum of 120 credits is required for graduation.
2. Students will be placed into the next grade level if they meet the following requirements:
  - 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 six 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. 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 PARCC 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 "B" 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. Class Rank used in our school is a weighted class rank that is used to determine the final class standing for graduates as well as class valedictorian, salutatorian, and third honors, the top ten students and National Honor Society eligibility.

The weighted rank is used for scholarships, college admissions and National Honor Society. There are four levels of courses at Gloucester City Junior-Senior High School with level I carrying the least weight and level IV carrying the most weight for courses. Students and parents should refer to the yearly Course Selection Guide for information about the weight of specific courses.

13. If you have any questions concerning your child's schedule for next year, please call the Guidance Department at 456-7000 extension 1519.
14. 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 subjects.
16. The School District reserves the right to revise students' programs of study to ensure that all students comply with graduation requirements.

### **STATE AND STANDARDIZED TESTING**

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

PARCC Fall Block – November 27, 2017 thru January 16, 2018

PARCC Regular Administration – April 16, 2018 through May 25, 2018

PARCC Spring Block – April 23, 2018 through June 8, 2018

NJDOE Portfolio Appeals – October 3, 2017 through May 11, 2018

HIGH SCHOOL SCIENCE - The New Jersey Department of Education is currently in the process of developing a new science assessment. The assessment will be aligned with the newly implemented New Jersey Student Learning Standards in Science. Information regarding this assessment and testing dates will be provided as it becomes available

#### **Additional Important Tests:**

PSAT (grades 9-11) and SAT (grade 12) School Day administration – October 11, 2017

### **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.



## MMS PARENT PORTAL

MMS 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 now have access to teacher contact information, student attendance, student assignments and homework. Further information regarding this will be made available to parents to obtain access to MMS you may contact your child's classroom teacher.

## REPORT CARDS

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

## GRADING

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

<u>For Class of 2018 ONLY</u>		<u>For all other Class Years:</u>	
A	92 – 100	A+	99 – 100
B	83 – 91	A	94 – 98
C	74 – 82	A-	92 – 93
D	65 – 73	B+	90 - 91
F	64 and below	B	85 - 89
		B-	83 – 84
		C+	81 – 82
		C	76 – 80
		C-	74 – 75
		D+	72 – 73
		D	67 – 71
		D-	65 – 66

## HONOR ROLL

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

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

## ACADEMIC AWARD HONORS CEREMONY

To be honored at the Annual Academic Awards Ceremony, a student must achieve the Distinguished Honor Roll or the Honor Roll in each of the 1st three marking periods. Students must enroll in a minimum of five subjects to be eligible for the Honor Roll.

## GOLD CARD PROGRAM

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

- On Honor Roll
- Two (2) absences or less

- No more than one (1) tardy
- No behavior referrals

Students meeting the criteria will receive a Gold Card for the following marking period. Students receiving the Gold Card are permitted the following privileges:

- Free admission to all home athletic contests (regular season ONLY)
- Discount to *select* school activities (i.e. certain dances, play, musical)
- Discount from specific local establishments, where applicable.
- May leave school during student's lunch period to have lunch at King of Pizza

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

### **NATIONAL HONOR SOCIETY CRITERIA**

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

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

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

### **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.

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

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

To be eligible to participate in the intercollegiate sports at a Division II College program, students must complete 16 core courses. These students must have minimum core grade point average of 2.00 and a minimum S.A.T. combined Math and Reading score of 820 or a minimum A.C.T. sum score of 68.

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

To participate in college athletics, students must be certified by the NCAA clearinghouse. All NCAA Clearinghouse certification documents can be found at [www.eligibilitycenter.org](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.

## **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" 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. All such 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.

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

When a problem arises, please request a meeting first with the teacher via the guidance department. If the teacher and guidance department are unable to resolve the problem, you may request a meeting with administration. If the problem is still not resolved to your satisfaction, please request a meeting with the Superintendent of Schools. *Only after attempting to resolve the problem in this manner should the Board of Education be consulted.*

## **INTERVENTION AND REFERRAL SERVICES TEAM (I & RS)**

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.). For more information, please contact Ms. Sarah Finley (ext.1510).

## **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 forms. 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). Gloucester City High School students may attend tuition-free Summer School classes (if offered), at the High School. Courses that are not offered may be taken at any New Jersey State Department of Education approved Summer School program on a tuition basis. The state requirement is 60 hours 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** **(Full text of policy available at district website)**

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.

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

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

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

- The right to inspect and review that students education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

### **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.

### **STUDENT ENTRANCE INTO BUILDING**

The main entrance doors to the building are open at 7:30 AM. All students are allowed to enter the building at this time. Students eating breakfast are to report to the cafeteria and all other students are to report to the media center. Once students have entered the building they are not permitted to leave without administrative permission.

## ATTENDANCE POLICY

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

DAYS OF ABSENCE	CONSEQUENCE
3 DAY	Letter
6 DAY	Letter & 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)

**PARENTS ARE ASKED LOG INTO MMS REGULARLY TO MONITOR STUDENT ATTENDANCE.**

### ATTENDANCE

#### A. Definitions

1. "Attendance is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
  
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness.
  - b. Family illness or death.
  - c. Education opportunities.
  - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. -794 and 705(20), and individualized health care plans pursuant to N.J.A.C.6A:16-2.3.
  - f. The pupil's suspension from school.
  - g. The pupil's required attendance in court.
  - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education.
  - i. Examination for a driver's license.
  - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
  - k. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
  - a. Leaves school at lunch time without a pass.
  - b. Leaves school without permission when school is still in session.
  - c. Leaves class because of illness and does not report to the school nurse as directed
  - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

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

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

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

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

#### C. Readmission to School After an Absence

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

#### D. Instruction

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

### 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.
- Unexcused absences count towards credit status.
- 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 arrive to school after 10:45 am or leave prior to 12:25 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:

- Any student who accumulates more than 9 losses of an instructional period in an individual class will be placed on non-credit status for that class (ie: tardies to school, early dismissals from school, cutting class). As a result, the student would be required to make-up the class time missed after school with that particular teacher or a grade of non-credit may be assigned for the year.
- Six tardies and/or early dismissals from an individual class is the equivalent to the loss of an instructional period.
- Arriving to class after ten minutes without proper authorization will equate to a loss of an instructional period.
- Any student on non-credit status may be prohibited from participating in any school-sponsored activity until the student returns to credit status.

### ATTENDANCE APPEALS COMMITTEE:

- Please be advised that parents/guardians may petition the Attendance Appeals Committee at Gloucester City Jr.-Sr. High School concerning loss of credit status.
- 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 school work 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 school work or reading.
- No sleeping
- No talking
- No electronic devices
- No video games
- No pajamas

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.

**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. For your convenience, new contact cards are available under the “Parents” section on the district website.

**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. Under no circumstances will students be dismissed over the telephone or be allowed to leave school with neighbors, family friends, or other relatives (unless those individuals are previously designated contacts). As stated in the School Attendance Policy, students who attend for less than the four hour minimum school day will lose an instructional day. Therefore, students are encouraged to return to school after the appointment. All such appointments should be scheduled after school hours whenever possible.

## **STUDENT PHOTOS**

**SENIORS:** Senior portrait appointments are made during the summer. LifeTouch Photography will mail complete sitting information home to each senior.

**UNDERGRADUATES:** All students must be photographed for student identification. There is no sitting fee. Prior to the date of student photos, a flyer will be sent home explaining the available packages in more detail.

## **YEARBOOK**

The school yearbook is a popular activity with our students and offers many fine memories of high school. Yearbook orders will be taken in October with an initial deposit due at the time of order. Additional deposit money will be collected in November, February and March. Due to the popularity of the yearbook, students are encouraged to place their orders early. Students placing deposits for yearbooks are held accountable to pay the full amount for the cost of the book by the specified deadline.

## **SCHOOL RINGS**

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

## **SENIOR CLASS TRIP**

The Gloucester City School District sponsors a senior trip to Disney World, Orlando, Florida. To be eligible, students must: 1.) pass 15.00 credits for the 1<sup>st</sup> semester. 2.) be on credit status regarding attendance. 3.) not be in violation of the two (2) suspension rule. The administration reserves the right to remove a student from the trip for additional disciplinary reasons.

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

## **JUNIOR-SENIOR PROM**

The Prom is a popular spring tradition at Gloucester City High School. The junior class sponsors the Prom for both juniors and seniors to attend. Because the Prom is a formal affair, formal attire is required.

To attend, students must be members in good standing of their respective class (attendance and discipline). Any student from Gloucester City High School wishing to bring a guest is required to complete the appropriate form by the specified deadline before purchasing prom tickets. The administration reserves the right to deny guests. No guests over the age of 19 will be permitted to attend. Guests should be enrolled in a high school at the time of Prom, but appeals may be made to administration for extenuating circumstances. Students must also understand that once they enter the Prom, they must stay for the entire event.

Students in grades 9 or 10 may attend the Prom if they are coupled with an 11<sup>th</sup> or 12<sup>th</sup> grade student who is attending the Prom. Under no circumstances can students from grade 8 or lower attend prom.

## **SCHOOL DANCES**

Individual classes or organizations may sponsor dances to be held in the cafeteria. 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* dances 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 the dance. 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.

## **GRADUATION AND SENIOR AWARDS LUNCHEON**

Traditionally, seniors graduate on the 181<sup>st</sup> calendar day of the school year. This means that the date of graduation is not finalized until early spring when there is no longer a threat of inclement weather that could possibly close school. A Seniors Awards Luncheon is held for every member of the Senior Class and two adult guests. The purpose of the luncheon is to present individual awards and local scholarships earned by members of the class. Parents are encouraged to attend this celebration.

## **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.

## **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 Junior-Senior 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 14 and under riding bicycles 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.

## **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 PLANNERS**

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.

## **INSURANCE**

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.

## **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.

## **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 drug free school.

## **FOOD AND BEVERAGE**

During the hours in which classes are in session (8:30 – 2:49) 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 BREAKFAST – Price \$1.10**

Breakfast is available in the cafeteria from 7:30-8:15 a.m.

### **STUDENT LUNCH – Price \$2.55**

Lunch is served daily to all students during an assigned period. PLEASE NOTE that there is a \$5.50 credit maximum after which the student will receive a pre-determined lunch (and will therefore not be able to select from the daily menu) unless paying in full.

### **SCHOOL NUTRITION: BOARD POLICY 8505** **(Full text of policy available at district website)**

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** **(Full text of policy available at district website)**

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

### LAPTOPS / CHROMEBOOKS

For any technology equipment (including charger, and bag), that is lost or damaged, the following fines will be imposed:

- \$ 265.00 (Laptop / Chromebook)
- \$ 15.00 (Bag)
- \$ 20.00 (Charger)

**NOTE:** Please see Appendix for computer agreement

### 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.

**BOARD OF EDUCATION POLICY #2361 & 5516**  
**(Full text of policies available at district website)**

**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.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his or her designee.

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

This acceptable use policy shall govern all use of the system. Sanctions for pupil misuse of the system shall be included in the disciplinary code for pupils.

For full text of this policy, please refer to the district website at [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us).

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

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

For full text of this policy, please refer to the district website at [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us).

### **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.

### **MEDICAL EXAMINATION**

This school is interested in our students' physical well-being. Medical examinations are held early in the school year. Problems which are discovered should be brought to the attention of your family physician.

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

### **SPORTS PHYSICALS**

Students who choose to participate in interscholastic athletics must receive a physical examination prior to their participation in a sport. 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**  
**(Full text of policy available at district website)**

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.

**INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

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

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

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

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

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

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

Parents have the right to:

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

are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents within a reasonable time and advise them of the right to a hearing.

14. request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
15. ask for payment of reasonable attorney fees if they are successful on their claim.
16. file a local grievance or citizen complaint with the school district, the state board of education and/or the Office for Civil Rights.
17. appear the impartial hearing officer's decision.
18. receive all information in their native language and primary mode of communication.
19. expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

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

Cold Springs School – Mrs. Karen Kessler, Ext 3261  
Mary Ethel Costello School – Mrs. Kristen Little, Ext. 2152  
Gloucester City High School – Mr. Sean Gorman, Ext. 1514  
District Section 504 Coordinator – Mrs. Amy Francis, Ext. 2168  
Superintendent of Schools - Mrs. Kim Ludwick, Secretary, Ext. 2166  
NJ Department of Education – Camden County Office 856-401-2400

**HOME INSTRUCTION: BOARD POLICY #2412**  
**(Full text of policy available at district website)**

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.

**STUDENT ASSISTANCE COORDINATOR**

A Student Assistance Coordinator is available to all students at Gloucester City Senior High School. Although the primary focus is to assist students who are either involved with or affected by substance abuse, other emotional and social issues are also discussed. These topics can include bullying and harassment, family issues, peer relationships, eating disorders and gay and lesbian issues. Confidentiality is always a priority! For the safety of our students, when issues such as suicide, homicide, and abuse are brought to the SAC's attention, the proper authorities must be notified. Assemblies and programs focusing on drug prevention and character education are also the responsibility of the SAC. Parents are encouraged to contact the SAC office with any questions or concerns or if they like any type of assistance from the SAC office.

**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**  
**(Full text of policy available at district website)**

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**  
**(Full text of policy available at district website)**

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 DISCIPLINE CODE 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** **(Full text of policy available at district website)**

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**  
**(Full text of policies available at district website)**

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** **(Full text of policy available at district website)**

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.

### Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or



2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

### **Pupil Expectations**

Students should conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

### **Consequences and Appropriate Remedial Actions**

School administrators will implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

#### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Principal at each school is to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

#### **Range of Responses to an Incident of Harassment, Intimidation, or Bullying**

The Principal of each school, in conjunction with the Anti-Bullying Specialist, is authorized to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

#### **Consequences and Appropriate Remedial Action for False Accusation**

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion,

as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

### **Reports to Law Enforcement**

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

For full text of this policy, please refer to the district website at [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us). **This policy is subject to change at any time.**

## **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.

## **TRANSPORTATION**

### **Student Bus Conduct Rules**

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

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

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

D.

### **EMERGENCY EVACUATION OF SCHOOL BUILDING**

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

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

*"When the School Becomes a Neighborhood"*

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

### *SRO As Community Liaison/Problem Solver*

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><li>•</li></ul> 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.	
<b><u>NOTE:</u></b> There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary. The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.	
<b><u>Station House Adjustment:</u></b> 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.	
<b><u>Video Cameras:</u></b> Please be advised that Gloucester City High School's facility is monitored by video cameras and may be used in discipline infractions.	

## 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><u>Bias Acts:</u></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><u>Harassment:</u></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>FULL DISTRICT POLICY (5512) IS AVAILABLE ON THE DISTRICT WEBSITE.</p>
2.	Threat to Safety of Others (Staff or Student)	The administration will review the allegations and determine appropriate consequences.
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>• 1 to 2 days ISS</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 OSS (external 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>• 3 to 5 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 (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>• 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>• Counselor notification</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Immediate removal from school by parent or guardian</li> <li>• Minimum 5 days OSS (external suspension)</li> <li>• Parent conference with administration</li> <li>• Possible Superintendent’s hearing</li> </ul>
5.	Failure to Follow Rules &	1 <sup>ST</sup> OFFENSE



	Regulations (e.g. inappropriate conduct in halls, public displays of affection, in the hall without a pass, horseplay/scuffling, food or drink in halls)	<ul style="list-style-type: none"> <li>Administrative double detention</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>Saturday Detention</li> <li>Parent notification</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>1 to 2 days ISS</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>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 ISS</li> <li>Saturday detention</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>ANY OFFENSE</b> <ul style="list-style-type: none"> <li>1 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>
8.	Aggravated Assault	<b>ANY OFFENSE</b> <ul style="list-style-type: none"> <li>Minimum 10 day OSS (external suspension)</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 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.</li> </ul>

## BEHAVIORAL OFFENSES

	<b>Offense</b>	<b>Consequences</b>
10.	Academic Dishonesty <ul style="list-style-type: none"> <li>Cheating</li> <li>Copying of another's work OR providing work to another</li> <li>student to copy</li> <li>Fabrication/Falsification</li> <li>Tampering</li> </ul>	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>Saturday Detention</li> <li>Parent Conference</li> <li>Zero for all class work</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>1 to 2 days ISS</li> <li>Saturday detention</li> <li>Parent Conference</li> </ul>

	<ul style="list-style-type: none"> <li>Plagiarism</li> <li>Unfair Advantage</li> <li>Other Academic Misconduct determined by the Administration</li> </ul>	<ul style="list-style-type: none"> <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 OSS (external suspension)</li> <li>Parent Conference</li> <li>Zero for all class work</li> </ul>
11.	Disruptive or Unacceptable Behavior (language, gestures, or actions which interfere with the learning process)	<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>1 to 2 days ISS</li> <li>Saturday Detention</li> <li>Parent Conference</li> </ul>
12.	Insubordination/Disrespect/Open Defiance of Authority	<p>1<sup>ST</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>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>2 days ISS</li> <li>2 Saturday Detentions</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.	Forgery (falsifying and/or possession of an altered note or school-related document from a parent/guardian/teacher/doctor)	<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>
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>2 days ISS</li> <li>2 Saturday Detentions</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>

		<b><i>NOTE:</i></b> 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.
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>• 2 days ISS</li> <li>• 2 Saturday Detentions</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> Time missed from school will be noted in accordance with attendance policy.</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 Single 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>• Parent notification</li> <li>• Removal from cafeteria for 1 to 3 days (lunch detention)</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>• Removal from cafeteria for 2 weeks (lunch detention)</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>• 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> <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>• 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	1 <sup>ST</sup> OFFENSE

	Detention	<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 to 2 days 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>• 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> <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 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 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 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.	Dress Code Violation (in accordance with District Policy 5511)	<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> </ul>

		<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p><b><i>NOTE:</i></b> Time missed from class due to dress code violations will be noted in accordance with attendance policy.</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 may 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.	Inappropriate or Unauthorized Use of Electronic Device	<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>
		<p><b><i>*NOTE: Students who fail to comply with requests to confiscate devices will be subject to additional disciplinary measures.</i></b></p>

## LATENESS AND UNEXCUSED EARLY RELEASE

	<b>Offense</b>	<b>Consequences</b>
28.	Lateness to school (after 8:25 bell until 10:45 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 Single Detention</li> <li>• There will be a suspension of extracurricular privileges until detention is served.</li> </ul> <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 10:45 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 10:45 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 Warning</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Teacher Detention</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> <li>• Parent notification</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><b>1<sup>ST</sup> OFFENSE</b></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><b>2<sup>ND</sup> OFFENSE</b></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><b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b></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>• Municipal Complaint will be filed</li> <li>• Possible Superintendent's hearing</li> <li>• Possible loss of computer/technology access (where applicable)</li> </ul>
33.	Tampering with Network Resources (including school, student or staff files)	<p><b>1<sup>ST</sup> OFFENSE</b></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><b>2<sup>ND</sup> OFFENSE</b></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><b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b></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>• 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><b>1<sup>ST</sup> OFFENSE</b></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><b>2<sup>ND</sup> OFFENSE</b></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><b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b></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> </ul>

		<ul style="list-style-type: none"> <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>• 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>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing</li> </ul>
36.	Vandalism or Destruction / Defacing of Property NJSA 18A:37-3 (Liability of parent/guardian for willful destruction of property by student under 18)	<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>• 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>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing</li> </ul>
37.	Trespassing (on school property without permission)	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> </ul>
38.	Gambling (card games, wagers, or any other such activity)	<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> </ul>



		<ul style="list-style-type: none"> <li>• Counselor notification</li> <li>• SRO notification</li> </ul> <b>3<sup>RD</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS</li> <li>• Confiscation of paraphernalia</li> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• SRO notification</li> </ul>
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## SAFETY / HAZARD OFFENSES

	<b>Offense</b>	<b>Consequences</b>
39.	Tampering With or Pulling Fire Alarm	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <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><b><i>NOTE:</i></b> Board of Education may seek reimbursement for fines incurred for false alarms.</p>
40.	Inappropriate Conduct During Evacuation and/or Emergency	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• Parent notification</li> </ul> <b>2<sup>ND</sup> OFFENSE:</b> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Saturday Detention</li> <li>• Parent notification</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> </ul>
41.	Possession of Devices Emitting Laser Beam	<b>1<sup>ST</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Confiscation of Device (returned to parent/guardian ONLY)</li> <li>• Parent notification</li> <li>• Administrative Single Detention</li> <li>•</li> </ul> <b>2<sup>ND</sup> OFFENSE</b> <ul style="list-style-type: none"> <li>• Confiscation of Device (returned to parent/guardian ONLY)</li> <li>• Parent notification</li> <li>• SRO notification</li> <li>• Administrative Double Detention</li> </ul> <b>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</b> <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>• SRO notification</li> <li>• Student is prohibited from bringing device to school</li> </ul>
42.	Arson	<b>ALL OFFENSES</b> <ul style="list-style-type: none"> <li>• Police Notification</li> <li>• Parent notification and conference with administration</li> <li>• Suspension pending Superintendent hearing with referral to Board of Education for possible expulsion</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 until Superintendent's hearing which may result in a Board of Education expulsion hearing</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> <i>This code also refers to imitation, toy, or decoy weapons.</i></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>• 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 <i>Board of Education</i> prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent.</li> <li>• For purposes of the policy weapons or dangerous instruments include those that commonly represent crime and violence, (ie., knives, switch blade knives, gravity knives, stilettos, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp instruments, anything that the purpose is to administer bodily harm.)</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>• 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.	<p>Possession of Drug Paraphernalia (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))</p>	<p>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 with the school's Substance Abuse Counselor (SAC)</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> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</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> </ul>
47.	<p>Possession of Alcohol, Drugs, Steroids, or Substances identified in  N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq</p>	<p>1<sup>ST</sup> OFFENSE</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 with the school's Substance Abuse Counselor (SAC)</li> <li>• Drug test/doctor's note needed to return to school</li> <li>• Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</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 with the school's Substance Abuse Counselor (SAC).</li> <li>• Drug test/doctor's note needed to return to school.</li> <li>• External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing.</li> </ul>
48.	<p>Under the Influence of Alcohol, Drugs, Steroids or Substances identified in  N.J.S.A.C. 6:29-9.3(a)</p>	<p>1<sup>ST</sup> OFFENSE</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>• Suspension 4 day external suspension 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 the school substance abuse counselor for treatment, after-care, and re-entry plan.</li> <li>• Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC)</li> <li>• On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• All of the above <i>PLUS</i>:</li> <li>• Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul>
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>ALL OFFENSES</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 with the school's Substance Abuse Counselor (SAC).</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</li> </ul>

		Education for disciplinary action.
50.	OTC (Over The Counter) Medications - Possession/Consumption	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Municipal complaint may be filed</li> </ul> 2 <sup>ND</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>• Any additional offenses will result in an external suspension pending a superintendent's hearing</li> </ul>
51.	OTC (Over The Counter) Medications - Distribution	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>• 4 - 10 days OSS</li> <li>• Municipal complaint may be filed</li> </ul> 2 <sup>ND</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>• Any additional offenses will result in an external suspension pending a superintendent's hearing</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>	ALL OFFENSES 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: <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> </ul>
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>	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Saturday detention</li> <li>• Parent notification</li> <li>• Referral to SAC for smoking cessation program</li> <li>• Municipal Complaint will be filed</li> <li>• 30 day pass restriction will be in effect</li> <li>• 30 day athletic ineligibility</li> </ul> 2 <sup>ND</sup> OFFENSE <ul style="list-style-type: none"> <li>• 3 day OSS (external suspension)</li> <li>• Referral to SAC for smoking cessation program</li> <li>• Municipal Complaint will be filed</li> <li>• 60 day pass restriction will be in effect</li> <li>• Two-season athletic ineligibility</li> </ul> 3 <sup>RD</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Referral to SAC for smoking cessation program</li> <li>• Municipal Complaint will be filed</li> <li>• Pass restriction will be in effect for remainder of school year</li> <li>• One year athletic ineligibility</li> </ul>
54.	Possession of Tobacco Products or Electronic Cigarette/Vaporizer and Associated Materials	1 <sup>ST</sup> OFFENSE <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> 2 <sup>ND</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>• Confiscation of materials</li> <li>• Parent notification</li> <li>• 1 day ISS</li> <li>• Saturday Detention</li> <li>• Referral to SAC for smoking cessation program</li> </ul>

# Appendix

Agreement for Use  
Gloucester City Public Schools  
Notebook Computer Project

Name	_____
Student ID#	_____
Date	_____
Initials	_____
Initials	_____

I/We agree to have a notebook computer issued to the student named below, and accept the responsibilities associated with acceptance and use of Gloucester City Public Schools computer equipment.

I/We fully understand and agree to abide by the district's Acceptable Use Policy. We also understand that violations of the Acceptable Use Policy may result in loss of computer system privileges and may include other disciplinary actions. I/We understand that the school will monitor the use of this computer system, including the use of internet, downloaded materials and that there will be no expectation of privacy in the use of the Gloucester City computer equipment.

I/We fully understand that Gloucester City Public Schools has taken customary precautions to eliminate on-site access to inappropriate materials and that my student has the responsibility to use resources wisely and report any unusual activity to the appropriate school administrator. Each student is responsible for his or her actions on the computer systems. Upon observation of a user exhibiting unacceptable use, including dangerous or abusive actions that impact the safety and welfare of students, staff and the educational environment, disciplinary action may be taken in a series of measures as indicated in the school Discipline Code. These actions may include the following:

1. Notification of violation sent to student, parent and school administrator
2. Notebook computer use suspended until parent conference is conducted.
3. Notebook computer use suspended for remainder of school year.
4. Suspension from school.
5. Possible civil or criminal prosecution.

I/We understand that the notebook is the property of Gloucester City Public Schools, and must be returned upon withdrawal from school, at the end of the academic year, or at the request of school officials. We understand that failure to return the notebook computer in good condition may result in fines, criminal prosecution and/or other remedies.

I/We understand that repair costs due to reasonable wear and tear of computer equipment will be covered under the school warranty for accidental, incidental damages. Repair costs for neglect or unreasonable damage, may be charged to the student, including charges for lost equipment including batteries and power cords.

I/We have read this Agreement and the Acceptable Use Policy, and accept the responsibilities associated with the acceptance and use of Gloucester City Public Schools computer equipment.

PERMISSION FOR NOTEBOOK COMPUTER

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Gloucester City Public Schools  
1300 Market Street  
Gloucester City, New Jersey 08030

Publicity / Video Release:

The undersigned hereby gives Gloucester City Public Schools the absolute and irrevocable right and permission with respect to any photographs and/ or video tape that may be taken of the student or in which the student may be included with others and any broadcast of them, without any further authorization on the:

- Internet – Name Only \_\_\_\_\_
- Internet – Picture Only \_\_\_\_\_
- Internet – Name and Picture \_\_\_\_\_
- Internet – Do not grant permission \_\_\_\_\_

- a.to copyright the same in Gloucester City Public Schools name;
- b.to use, re-use, and edit the same in whole or, in part, individually or in conjunction with other videos, in any medium the purpose of illustration or promotion in relation to Gloucester City Public Schools.
- c.to use the undersigned's name in connection therewith.

The undersigned further agrees that said photographs and/or videos thereof shall constitute Gloucester City Public Schools sole property, with full right of disposition.

That the undersigned hereby release and discharge Gloucester City Public Schools from any claims and demands arising out of, or in connection with, the use of the photographs and/or video tapes, including any and all claims of libel.

**The undersigned have read the foregoing and understand the contents.**

Student (Print): \_\_\_\_\_

Student (Sign) \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

*Parent or Legal Guardian of whom does hereby consent to the execution of this release:*

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **SEXUAL HARRASSMENT INFORMATION**

### ***CROSSING THE LINE: Sexual Harassment in High Schools***

#### ***What can I do if I'm being harassed?***

- Trust your own judgment.
- Do not blame yourself – it's not your fault.
- Keep a journal of each time something happens, including dates, times, locations, witnesses and if you were able to stop it, include how the situation made you feel.
- Confide in a friend, family member or teacher about it and how it makes you feel.
- Tell the harasser to stop, either in person or in writing. Inform him/her which specific behaviors are inappropriate and unwelcome. If you feel too uncomfortable to confront the harasser yourself, seek the assistance of a trusted individual (friend, parent, teacher, principal, etc.) Regardless of how you choose to do it, the harasser must be told to stop and why.
- Does your school have a sexual harassment policy? If your school has a sexual harassment policy, be sure to follow it. If not, talk to school officials or a trusted adult about the harassment. If your school takes the appropriate actions, the situation is in the hand of your administrators. Be sure to cooperate with them to get the problem solved. However, if your school doesn't take the appropriate actions, then you or someone acting for you may file a complaint with the Office of Civil Rights.
- Report the offensive behavior to a teacher, counselor or school administrator.
- If your school does not correct the problem, ask a trusted adult to contact:
  - Office of Civil Rights
  - US Department of Education
  - 600 Independence Avenue, S.W.
  - Washington, DC 20202-1100
- For additional information and a complaint form, ask a trusted adult to contact the New York office for Civil Rights at:
  - 75 Park Place
  - New York, NY 10007
  - (212) 637-6466
  - weekdays from 9:30am – 3:30pm
- You also can call the New Jersey Coalition Against Sexual Assault at 800-601-7200. A recorded message will list the local hotline in your county. When you call the local hotline, you may need to leave a name and a phone number for a counselor to return your call.

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

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

#### ***Are you a sexual harasser?***

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



**Important Numbers:**

New Jersey Coalition  
Against Sexual Assault  
800-601-7200

National Victim Center  
800-FYI-CALL

National Organization for Women  
609-393-0156

Division on Civil Rights  
609-292-4605

Division on Women  
609-292-8840

***Definitions*****Sexual harassment is:**

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

**Sexual harassment can take for form of:**

- Sexual comments, jokes, gestures or looks
- Touching, grabbing and pinching
- Intentionally brushing up against you
- Flashing or mooning
- Spreading sexual rumors
- Showing, giving or intentionally leaving sexual pictures, photographs, illustrations, messages and notes
- Blocking your path in a sexual way
- Writing sexual messages or graffiti
- Forcing you to kiss or do something sexual to someone
- Pulling off, down or at your clothing
- Spying on you while dressing or changing

***Effects*****If you are being sexually harassed, you may feel:**

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

**If you are being sexually harassed, you may experience:**

- Difficulty paying attention in class
- Difficulty studying
- Lower grades

- Difficulty sleeping
- Self-doubt
- Withdrawal from friends and activities
- Eating disorders
- A weakened immune system

***Did you know?***

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

***Steps:***

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

Step 1 – Sexist remarks – convey degrading sexist attitudes

Step 2 – Seductive behavior – sexual advances

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

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

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

