



# PARENT/STUDENT HANDBOOK

**2023 - 2024**

**GCIT**

***1360 Tanyard Road***

***Sewell, New Jersey***

***856-468-1445***

***School Closing Number: 833***



**PARENT/STUDENT HANDBOOK**

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**[www.gcit.org](http://www.gcit.org)**

## **A. INTRODUCTION**

### **Vision**

Gloucester County Institute of Technology (GCIT) students will be prepared to compete in both higher educational and workforce environments. They will possess the knowledge, experience, and skills necessary to make meaningful career choices, to be productive in the workplace, and to build life-long skills to function independently in the community. The GCIT administration and faculty will provide students with an atmosphere that is conducive to student learning and welcomes involvement in other school activities and organizations. Our vision for the school climate also includes a spirit of care, respect, inclusiveness, and support.

### **Mission**

It is the mission of the Gloucester County Vocational-Technical School District to enable students to become:

- Life-long learners
- Positive contributors to the community
- Problem solvers
- Productive workers
- Ethical decision makers

It is the expectation of the Gloucester County Vocational-Technical School District that all pupils achieve the NJCCCS at all grade levels.

To achieve these goals, the district, in partnership with parents, trade organizations, institutions of higher education, local businesses, and community organizations, will provide:

- A challenging curriculum aligned to NJCCCS.
- Excellence in instructional practice
- A safe, supportive, drug-free environment
- Opportunities for exploration and discovery
- Technological resources to promote learning.
- Activities designed to develop career-related skills.

Our pledge is to afford our students the experience, which encourages academic, vocational, and social growth with a special emphasis on pride, respect, and personal responsibility.

### **Board of Education**

Under N.J.S.A. 18A:54-16, county vocational school districts are governed by a board of education whose appointed members have demonstrated an awareness of the need to offer instructional programs that provide students with an opportunity to develop skills that will assist them in achieving their individual career goals.

## **Administration**

Both the central Administrative Offices and the Principal's Office are located at *1360 Tanyard Road, Sewell, New Jersey 08080*.

*James Dundee, Principal – [jdundee@gcecnj.org](mailto:jdundee@gcecnj.org)*

*Karen D' Orazio, Director of Child Study Team – [kdorazio@gcecnj.org](mailto:kdorazio@gcecnj.org)*

*Christine Datz, Director of Student Personnel Services– [cdatz@gcecnj.org](mailto:cdatz@gcecnj.org)*

*Michael McAleer, Director of Athletics and Assistant Principal – [mmcaleer@gcecnj.org](mailto:mmcaleer@gcecnj.org)*

*Lauren Ward McPeak, Assistant Principal, District Assessment Coordinator – [lwardmcpeak@gcecnj.org](mailto:lwardmcpeak@gcecnj.org)*

*Joyann Ford, Assistant Principal, 11<sup>th</sup> grade – [jrford@gcecnj.org](mailto:jrford@gcecnj.org)*

*Janet Wilbraham, Assistant Principal, 10<sup>th</sup> & 12<sup>th</sup> grade – [jwilbraham@gcecnj.org](mailto:jwilbraham@gcecnj.org)*

*Gregory Wright, Assistant Principal, 9<sup>th</sup> grade - [gwright@gcecnj.org](mailto:gwright@gcecnj.org)*

## **Special Education /504/ I&RS / Child Find**

GCIT offers students with IEPs the support of classroom paraprofessionals, special education teachers (ICS), and resource rooms for academics. Related services include speech, occupational and physical therapies, which are provided in a pull-out setting. **GCIT does not offer self-contained classes.** GCIT has a Child Study Team (CST) with a school Social Worker and two School Psychologists.

GCIT offers students with 504 Plans that support appropriate accommodations to meet the needs of students, as per the Rehabilitation Act of 1973. I & RS is a pre-requisite to 504's. Please click this [link](#) for further guidance on the I & RS team and process. GCIT requires a diagnosis from a physician. Yearly updated physician notes are required for a 504 plan.

Anyone who suspects that a student is experiencing difficulties, which could affect their academic program should refer the student to GCIT's I & RS team. Referrals to I&RS are made through GCIT's website or the following link: [Intervention and Referral Service Form](#)

## **Affirmative Action** *(refer to policy [2260](#))*

The Multi-Year Equity Plan is on file in the Central Office and is available for review. The responsibility of the Affirmative Action Officer is to coordinate compliance efforts for Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments Act of 1972. The Director of CST is to coordinate compliance efforts for the Section 504 of the Rehabilitation Act of 1973.

Information regarding the Affirmative Action Program may be obtained in the Superintendent's Office by contacting Brian Shakespeare, Affirmative Action Officer.

*Discrimination Prohibited:* No pupil in a public school in this state shall be discriminated against in admission to any program of study, or in obtaining any advantages or privileges of the school by reason of race, color, creed, religion, national origin, ancestry, age, marital status, affection or sexual orientation or sex, social or economic status, or disability.

Any student who believes they have been discriminated against should contact their Guidance Counselor, the Principal's Office, or the Affirmative Action Officer.

*Affirmative Action Statement:* GCIT offers equal opportunity to qualified individuals regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affection or sexual orientation or sex, social or economic status, or disability.

There is a full CST available to students who are referred or classified as requiring special education services. School Based Youth Services personnel are available to students and their families for counseling and support as needed.

## Communications

GCIT will use the phone number and/or email supplied by families on the School Messenger Participation Form or parents may log into the PowerSchool Parent Portal and click on the School Messenger icon to update their information themselves. **It is the parent/guardian's responsibility to make sure that the school guidance office has current contact information and advise us of any changes that occur during the school year.** Should you opt not to participate in the School Messenger network, you will continue to find school closing information through the local television outlets and the school district website ([www.gcit.org](http://www.gcit.org)).

GCIT utilizes technology as a tool to increase parental involvement and awareness while decreasing costs. It is widely recognized that student achievement is positively affected by strong family involvement. We are presenting resources and tools to improve the school-home connection. Below are some of the tools parents can use to get connected and stay connected with our school and their children's education.

### PowerSchool Parent Portal

PowerSchool is the online system you use to view your child's grades, report cards, progress reports, schedule, and attendance. This information is available online only and will not be mailed home, unless requested. PowerSchool is accessible via our website. Parents/Guardians and Students each have separate login information. If you misplace your PowerSchool login or do not have Internet access, please contact the guidance office.

### School Messenger

School Messenger is a messaging system that allows us to keep in contact with your family. Parents can provide phone numbers, email addresses, and mobile numbers to receive text messages for communication matters such as emergencies, school closings, attendance notifications, and more.

### Social Media

GCIT also uses social media pages to post news and information to parents, students, and the public.

- Facebook - @gcit.go
- Twitter - @GCITcheetahs
- Twitter Athletics - @GCIT\_Athletics
- YouTube – GCIT
- Instagram - @gcitcheetahs
- LinkedIn – [www.linkedin.com/school/gcit-nj](http://www.linkedin.com/school/gcit-nj)

### Email Notifications

**Constant Contact is an email-based notification service** that GCIT uses to partially replace traditional postal mail. Our goal is to reduce our operational costs and to keep our parents informed by way of email notifications and alerts. It is important to note that the email address used will be the household's primary email on record. Go to [www.gcit.org](http://www.gcit.org) and click on the Newsletter button to sign-up or verify your email address in our system. If your primary email has changed or if you have not received emails/alerts, you should update your email address accordingly.

## **Parent–Teacher Communication Protocol**

GCIT prides itself in welcoming parent participation and involvement. Our teachers and principals communicate often to keep parents informed of school events and procedures. Because our primary concern is the well-being and education of our students, the GCIT staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that, in these cases, the parent must first contact the teacher or guidance counselor before involving the school administration. This is because the teacher is the closest to the question or concern and can resolve it quickly and effectively. To ensure the success of our students, we recommend that the following steps be followed when a question or concern arises:

1. A student must first go to the teacher with their questions, concerns, or comments.
2. Parents must go to the teacher with their questions, concerns, or comments.
3. Student/Parent must go to their guidance counselor or CST member with their questions, concerns, or comments.
4. The teacher, guidance counselor or CST member will follow up with the parent on the resolution of questions, concerns, or comments.
5. If questions or concerns continue, the parent may choose to contact the student's Assistant Principal for their child's grade level.
6. The teacher, parent, and administration will follow up on the resolution of questions or concerns.

**NOTE:** Inquiries regarding disciplinary consequences administered by the teacher should be directed to the teacher. Inquiries regarding disciplinary action taken at the administrative level should begin with the student's Assistant Principal for their program. Please reach out to schedule an appointment with staff when requesting a in person meeting. In person meetings will only take place when scheduled. Lobby guard will be required for all in person meetings.

## **B. PROGRAM PARTICIPATION**

### **Attendance** (refer to policy [5200](#))

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. **The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation.** When a student is absent from school their parent/guardian shall notify the school by calling 468-1445 ext. 2102 before 8:30 am. School Messenger will contact parents/guardians to report an absence. Any note(s) should be presented to the Attendance Office within 24 hours from the time the student returns to school.

### **Full Day (two session) Attendance 8:00am to 2:27pm**

- Students are recorded late after 8:05am
- Sign in 8:06am – 11:15am = late, late excused
- Sign in after 11:15am = absent, absent excused

### **Half Day (single session) Attendance**

- Must be in attendance 2 hours to be recorded as present.
- Sign in 8:06am – 10:00am = late, late excused
- Sign in after 10:00am = absent, absent excused

### **Shared Time Students 12:33pm to 2:27pm (present, absent, or late)**

- Students are recorded as late after 12:28pm
- Sign in 12:33pm – 1:30pm = late, late excused
- Sign in after 1:30 = absent, absent excused

1. *Attendance* is a pupil's presence in school and in the classroom to which they are assigned at the times scheduled for instruction or other school activities.
  - The instructional time DOES NOT include lunch and passing time. Students are required to be in attendance 3 ¼ hours to be recorded as present.
  - A student not present in school because of their participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered in attendance.
  - "Attendance requirement" for GCIT students will be in accordance with their IEP, if applicable.
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.
  - The student's illness supported by a written letter from the parent upon the student's **return** to school.
  - The student's required attendance in court.
  - Where appropriate, when consistent with IEP, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans.
  - The student's suspension from school.
  - Family illness or death supported by a written letter from the parent upon the student's return to school.
  - Visits to post-secondary educational institutions.
  - Interviews with a prospective employer or with an admissions officer of an institution of higher education.
  - Examination for a driver's license.
  - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;



- Take Our Children to Work Day.
  - Religious holidays approved by the State of NJ
4. “Unexcused absence” is a pupil’s absence for all or part of a school day for any reason other than those listed under #2. Vacations are not excused absences.
  5. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the attendance office written evidence of being free of communicable disease, in accordance with Policy No. 8451.
  6. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. If you have any questions, kindly contact the teacher.
  7. Pupils will be allowed one day to make up missed work for each day of **excused** absence.
  8. A pupil who missed a test because of an **excused** absence shall be offered an opportunity to take an alternate test.
  9. When a student has accumulated three unexcused absences, a letter will be sent to the parent/guardian. The parent/guardian will be informed of the need for improved attendance and will be notified that there will be a parent conference for students who reach a total of six unexcused absences.
  10. When a pupil has accumulated six unexcused absences, a letter will be sent to the parent(s) or legal guardian(s). The Assistant Principal will communicate with the pupil, parent(s) or legal guardian(s), and school personnel who can make informed decisions about the pupil. School personnel may include guidance counselors, CST members, teachers, and other administrators. The parent(s) or legal guardian(s) will be informed of the serious nature of the attendance problem and the possible non-credit status for the course.
  11. When a pupil has accumulated ten unexcused absences within a course, the pupil will be placed on a non-credit status. A certified letter will be sent to the parent(s) or legal guardian(s) and a conference will be held with the parent(s) or legal guardian(s) and the pupil. Any student on non-credit status will be required to make up lost credits.

Pupils will be required to make up a day for each unexcused absence over nine days through credit completion from 3:00 p.m. to 6:00 p.m. Any student who is on non-credit status will be given the opportunity to make up all required days and assignments at the end of each semester. **Failure to make up all the required days and assignments will result in a loss of credit and possibly render the pupil ineligible to graduate.** Please refer to “Procedures for Course Failures”.

12. A student who has accumulated over 18 days of unexcused absences will need to attend a meeting with administration to discuss the excessive absences. At this time, options will be discussed such as: returning to the student’s home district or repeating the grade level. Final decision will be made at the principal’s discretion.
13. Anyone who is in non-credit status will be ineligible to participate in the following activities for the remaining semester:
  - Co-curricular activities;
  - Athletics;
  - Overnight field trips including senior trip and competitions;
  - All day-time field trips;
  - School dances/proms; and
  - Driving
  - Any additional school-related activity to GCIT (i.e. working on school grounds)

## Incompletes

Students who are assigned an incomplete will be given the opportunity to make up their missing assignments. Students who receive an “Incomplete” will adhere to the following guidelines:

- For every day absent, students will have one day to make up the missed assignment(s).
- If the student fails to complete the assignment(s) within the designated time period, zeros (0) will be assigned for any outstanding assignment(s), and the final grade will be calculated.
- The principal has the discretion to extend the deadlines for extended illnesses or other extenuating circumstances.
- **In the case of an IEP or 504 the plan will be followed.**

## Early Release

Students who require early release school must complete the [online](#) request form by their parent/guardian to the Attendance Office. Students who are **18, WITH** parent permission must report to the main office to sign out. Students are required to sign/scan out in student log/PowerSchool located at the 400 Main Office upon leaving campus for any reason. **Students are not permitted to remain on campus once they have officially signed out. Students who leave the school campus before dismissal without proper authorization will be subject to disciplinary action.**

**Parents/Guardians are required to use Lobby guard for early release of students.** A valid license will be scanned, and your picture will be taken.

*Early release must occur before 1:45pm at the 400 main office. Students will not be released past 1:45pm from the 400 main office.*

## Late to School/Tardiness

Students who are continually late for **class** or **school** will be subject to disciplinary action. (Per Semester)

3 lates = lunch detention

6 lates = 3 to 6 detention, parent contact, (5-day loss of parking pass)

9 lates = 3 to 6 detention, parent contact, (10-day loss of parking pass)

12,15,18.....: 3 to 6 detention, parent conference, Driving Privileges revoked.

Return to Sending District (Policy #5115)

Each additional tardy will result in another 3-6 detention and possible conference with Principal. Students are considered late after the 8:05 a.m. bell. Seniors who drive to school should refer to procedures advocated with student driving/parking.

## Detentions

Students who violate the Code of Conduct may be required to serve one or more days of lunch or after-school detention. The after-school detention program runs from 3:00 p.m. - 6:00 p.m. Parents will be required to provide transportation for students who are serving detention. If a student fails to serve the scheduled after-school detention, they will be assigned an in-school suspension. After-school detentions are scheduled Monday through Thursday. Failure to serve the detention on the scheduled day will result in being ineligible to participate in the following activities until the detention is served:

- Co-curricular activities
- Athletics
- Overnight field trips including senior trip and competitions
- All day-time field trips
- School dances/proms
- Driving
- Any additional activity related to GCIT (i.e. working on school grounds)

## **Suspensions/Expulsions** (refer to policy [5610](#))

18A:37-2. Causes for suspension, expulsion of pupils. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or 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. 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:

- Continued and willful disobedience.
- Open defiance of the authority of any teacher or person, having authority over him.
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
- Physical assault upon another pupil.
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
- Willfully causing, or attempting to cause, substantial damage to school property.
- 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.
- 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.
- Incitement which is intended to and does result in truancy by other pupils.
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
- Harassment, intimidation, or bullying.

Pupils under in/out-of-school suspension are prohibited from participating in or attending school-regulated activity during the date(s) of their suspension. This includes all extracurricular activities, GCIT related employment, and Athletic participation. On the date(s) of the out of school suspension(s), they may not enter the school buildings or grounds of this District without the permission of the Principal or designee. **After a student's second suspension (in or out of school) in a single school year, that student is prohibited from participating in or attending school-regulated activities, non-educational field trips, and athletics.**

When a student is suspended, due process rights will be protected by:

- Informing the pupil of the charges against him/her; and
- Giving the pupil a chance to reply to the charges

Parents will also be informed of suspension including length of suspension and requirements for reinstatement.

A parental conference is mandatory when a student returns to school from out of school suspension. Students are not to enter the building until this meeting occurs. Upon return, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed tests. All makeup work and tests are to be given full credit if completed within the time allowed.

Decisions regarding suspensions are the responsibility of the Principal/designee.

Every effort shall be made to address each suspension promptly so that the pupil can be returned to school with a minimum loss of school time and schoolwork.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator, or other employee of The Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

## **Adult Students**

Except when a parent has obtained legal guardianship, all parental rights shall transfer to a student upon attainment of the eighteenth (18) birthday. Parents shall have access to adult student records without the consent of the student as long as the student is financially dependent on the parent and is enrolled in the public school system. The parent of a financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.

## C. STUDENT CONDUCT

### Conduct/Discipline (refer to policy [5600](#))

The GCIT will have a safe, healthy, and inviting environment: one that fosters respect, responsibility, trustworthiness, fairness, caring, and good citizenship. We believe it is the responsibility of everyone associated with the school – students, parents, staff, and members of the community – to promote self-discipline and preserve the quality of our educational environment.

Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline. While accountability is essential, inappropriate behavior cannot be effectively addressed solely through consequences.

### Disciplinary Policies

The school administrator has responsibility for taking action based on knowledge of the facts of the incident and the needs of the student. The following list of disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed. Parents will be notified of any significant behavioral concerns.

### CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

1. **PARENT CONTACT:** MAY BE WITH TEACHERS/ADMINISTRATORS, COUNSELORS, CST MEMBERS. A WRITTEN RECORD OF THE OUTCOME OF THE CONFERENCE WILL BE DISTRIBUTED TO ALL AFFECTED PARTIES.
2. **LUNCH DETENTION:** ADMINISTRATIVE LUNCH DETENTION IS HELD IN A DESIGNATED CLASSROOM AS DETERMINED BY ADMINISTRATION. STUDENT MUST ARRIVE TO DETENTION AT THE START OF THEIR LUNCH PERIOD.
3. **DETENTION AFTER SCHOOL (3:00 P.M. – 6:00 P.M.):** PARENTS WILL BE GIVEN ADEQUATE NOTICE OF THIS CONSEQUENCE AND WILL BE RESPONSIBLE FOR TRANSPORTATION FOR AFTER SCHOOL DETENTION. **IF A STUDENT FAILS TO ATTEND THEIR SCHEDULED 3 TO 6 DETENTION, IN-SCHOOL SUSPENSION WILL BE SCHEDULED.**
4. **IN-SCHOOL SUSPENSION (ISS):** LENGTH OF SUSPENSION OF PRIVILEGES TO BE DETERMINED BY ADMINISTRATION. STUDENTS ARE REQUIRED TO REPORT TO THE MAIN OFFICE AT THE START OF THE SCHOOL DAY. ALL DAILY TEACHER ASSIGNED WORK WILL BE PROVIDED FOR THE STUDENT IN ISS. STUDENT WILL BE REMOVED FROM ALL EXTRACURRIULAR ACTIVITIES FOR LENGTH OF SUSPENSION (1 TO 10 DAYS). Pupils in/out-of-school suspension are prohibited from participating in or attending any school-regulated activity during the date(s) of their suspension. This includes all extracurricular activities, GCIT related employment, and Athletic participation.
5. **OUT OF SCHOOL SUSPENSION (OSS) :** LENGTH OF SUSPENSION TO BE DETERMINED BY ADMINISTRATION. STUDENT WILL BE REMOVED FROM ALL EXTRACURRIULAR ACTIVITIES, GCIT RELATED EMPLOYMENT, AND ATHLETIC PARTICIPATION FOR LENGTH OF SUSPENSION (1 TO 10 DAYS). On the date(s) of the out of school suspension(s), they may not enter the school buildings or grounds of this District without permission from the Principal or designee. Parent conference require before re-entry.
6. **RETURN TO SENDING DISTRICT:** POLICY [5115](#).

## OUTLINE OF INFRACTIONS AND CONSEQUENCES

*The following are guidelines for consequences to be imposed when student violates GCIT Code of Conduct. Final determination of consequences and amount of days, will be made based on factors such as: severity of offense and student's past discipline record. Level of discipline may vary depending on the nature of the offense. Discipline that occurs at the end of the school year will transfer to the following school year.*

*\*\*Police charges, restitution for loss, and board action*

### FAILURE TO SERVE:

- a. Lunch Detention = 2 lunch detentions
- b. 3 to 6 Detention = ISS
- c. ISS = OSS

## INFRACTIONS RELATING TO SCHOOL RULES, PROCEDURES, AND ATTENDANCE

1. Cutting Class:
  - a. Lunch detention
  - b. 3 to 6 detention
  - c. ISS
  - d. OSS, parent conference
2. Inappropriate language
  - a. lunch detention
  - b. 3 to 6 detention
  - c. ISS, parent conference
3. Inappropriate behavior
  - a. lunch detention
  - b. 3 to 6 detention
  - c. ISS, parent conference
4. Refusal to wear face covering:
  - a. Warning (face covering will be given to student)
  - b. Parent will be required to pick up student
5. Misuse of hallway pass
  - a. Lunch detention
  - b. 3 to 6 detention
  - c. ISS, parent conference
6. Open defiance:
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS
7. Dress code violation: **student will be required to modify dress to adhere to dress code**; refusal will require parent pick up. (*refer to Policy [5511](#)*)
  - a. Warning
  - b. lunch detention
  - c. 3 to 6 detention, parent meeting
  - d. ISS/OSS for dress code violation that also violates "Respect the Rights of Others" code of conduct.
8. Attendance / Tardy: (Per Semester)
  - a. 3 lates: lunch detention
  - b. 6 lates: 3 to 6 detention, parent conference, 5 day loss of parking pass
  - c. 9 lates: 3 to 6 detention, parent conference, 10 day loss of parking pass
  - d. 12,15,18..... 3 to 6 detention, parent conference, Driving Privileges revoked.

9. Late to class: (Per Semester)
  - a. 3 lates: lunch detention
  - b. 6 lates: 3 to 6 detention
  - c. 9 lates: 3 to 6 detention
  - d. 12,15,18..... 3 to 6 detention
  
10. Bus conduct: *Possible loss of bus privileges from sending district*
  - a. Lunch detention
  - b. 3 to 6 detention
  - c. ISS
  
11. Failure to sign in/out:
  - a. Lunch detention
  - b. 3 to 6 detention
  - c. ISS, parent conference
  
12. Inappropriate use of technology: (refer to policy [2361](#)) \*\*
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS
  
13. Virtual Learning - Inappropriate behavior during live session
  - a. Removal from live session, parent contact
  - b. Loss of credit for assignment, parent contact
  - c. Loss of credit for course, parent contact
  
14. Inappropriate use of PED: (Personal Electronic Device) (refer to policy [5516](#))  
*Recordings or pictures taken in a bathroom or locker room will result in an automatic ISS*
  - a. lunch detention
  - b. 3 to 6 detention
  - c. ISS
  - d. OSS
  
15. In appropriate use of PED in Locker Room/Bathroom
  - a. ISS
  - b. OSS, parent meeting
  
16. Inappropriate display of affection
  - a. Warning
  - b. Lunch detention
  - c. 3 to 6 detention

## **INFRACTIONS RELATING TO PUBLIC HEALTH, SAFETY AND SECURITY**

17. Leaving school without permission from administration:
  - a. ISS, 5 day loss of parking pass
  - b. ISS (1) & OSS (1), parent meeting, 10 day loss of parking pass
  - c. OSS (2), parent meeting, removal of parking permit
  
18. Opening outside doors:
  - a. Warning
  - b. 3 to 6 detention
  - c. ISS, parent contact
  
19. No GCIT ID badge:
  - a. Warning
  - b. Lunch detention; possession of another students ID
  - c. 3 to 6 detention; possession of another students ID
  
20. Unauthorized parking: *Parking ticket*  
*Underclassmen who park on campus will not be permitted to park on campus their senior year*
  - a. Lunch detention
  - b. 3 to 6 detention
  - c. ISS
  - d. OSS, parent notification, parking privileges will be revoked
  
21. Parking contract violation: *Flags, decals, stickers, or anything that depicts or implies racial hatred, racially divisive, prejudice, or creates ill will is prohibited. Displaying these items on your vehicle at school, on school property, or at school activities is prohibited.*
  - a. 3 to 6 detention; 5 day loss of parking
  - b. ISS, 10 day loss of parking permit
  - c. OSS, loss of permit
  
22. Reckless driving: *driving on school property in such a manner as to endanger persons or property.*
  - a. 3 to 6 detention, parent contact, 5 day loss of parking permit
  - b. ISS, parent contact, 10 day loss of parking permit
  - c. OSS, parent contact, Driving Privileges revoked, and charges with Law enforcement.
  
23. Out of area:
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS
  
24. Disturbance to learning environment:
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS
  
25. Academic integrity (including use of AI technologies):  
*Parent contact, loss of credit, documented with guidance.*
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS
  
26. Altering documents:
  - a. 3 to 6 detention
  - b. ISS
  - c. OSS



27. Misconduct during drills /emergency situations:
- Lunch detention
  - 3 to 6 detention
  - ISS
28. Gambling: \*\*
- 3 to 6 detention
  - ISS
  - OSS
29. Tampering with fire alarms: \*\*  
*Parent notification, and charges with Law enforcement.*
- OSS (4)
  - OSS (6)
  - OSS (10)
30. Trespassing: \*\*  
*Parent notification, and charges with Law enforcement.*
- OSS (2)
  - OSS (4)
  - OSS (6)
31. Vandalism: \*\*  
*Parent notification, and charges with Law enforcement.*
- ISS
  - OSS (2)
  - OSS (4)
32. Theft and/or possession of stolen goods: \*\*  
*Parent notification, and charges with Law enforcement.*
- ISS
  - OSS (2)
  - OSS (4)
33. Bomb Threat/False Fire Alarm: False notification of impending explosion or presence of a bomb \*\*  
*Parent meeting required, and charges with Law enforcement.*
- OSS, Administrative review for return to sending district (*refer to policy [5115](#)*)
34. Public Alarm / Terroristic Threat: whether written, verbal, or electronic \*\*  
*Parent meeting required, and charges with Law enforcement.*
- OSS (4) Administrative review for return to sending district (*refer to policy [5115](#)*)
  - OSS (6) Administrative review for return to sending district (*refer to policy [5115](#)*)
  - OSS (10) Administrative review for return to sending district (*refer to policy [5115](#)*)
35. Weapon Possession: (*refer to policy [8467](#)*)
- OSS (4) *removal from all athletics and extracurricular activities, charges filed with law enforcement, parking permit (seniors only), and mandatory parent meeting.*
  - OSS, Administrative review for return to sending district (*refer to policy [5115](#)*)
36. Firearm Possession: (*refer to policy [5611](#)*)
- OSS, Administrative review for return to sending district (*refer to policy [5115](#)*)

37. Smoking and/or possession on school grounds: *(refer to policy [7434](#))*  
 Included, but not limited to electronic devices such vaporizers, e-cigarettes, juules, dabbing, dripping, puffing etc. Confiscated devices or products turned over to law enforcement and mandatory drug screening (refusal or failure to comply with policy 5530 to test will be recorded as a positive drug screen)
- Negative Drug Screen** *(refer to policy [5530](#))*
- ISS
  - ISS (2)
  - OSS (2)
- Positive Drug Screen** *(refer to policy [5530](#))*  
*Driving Privileges revoked, Parent meeting required, and charges with Law enforcement.*
- OSS (4-10)
  - OSS, Administrative review for return to sending district *(refer to policy [5115](#))*
38. Possession / distribution of medicine *(refer to policy [5530](#))*
- ISS
  - OSS (2)
  - OSS (4)

### **INFRACTIONS RELATING TO PERSONNEL & STUDENTS**

39. Respect the rights of others: Physically, sexually, and verbally (spoken, written or electronic), including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, slurs, and racial/religious comments.\*\* *(refer to policy [5512](#))*  
*Possible HIB and/or Title IX referral*
- 3-6 detention
  - ISS
  - OSS
40. Creating an unsafe environment
- 3-6 detention
  - ISS
  - OSS
41. Offensive language and/or gestures towards staff:
- ISS
  - OSS (2)
  - OSS (4)
42. Electronic / verbal threats.  
*Possible HIB and/or Title IX referral (refer to policy [5512](#))*
- ISS
  - OSS (4)
  - OSS (6)
43. Incitement to fight / verbal altercation:
- 3 to 6 detention
  - ISS
  - OSS
44. Physical Contact
- 3 to 6 detention
  - ISS
  - OSS

45. Fighting (Physical Altercation): \*\*

*Parent meeting, charges with law enforcement, administrative review for return to sending district.*

- a. OSS (2)
- b. OSS (4)
- c. OSS (6), Administrative review for return to sending district (*refer to policy [5115](#)*)

46. Assault: \*\*

*Parent meeting, charges with law enforcement, administrative review for return to sending district.*

- a. OSS (10)
- b. OSS, Administrative review for return to sending district (*refer to policy [5115](#)*)

47. Threatening staff: \*\*

*Parent meeting, charges with law enforcement, administrative review for return to sending district.*

- a. OSS (4)
- b. OSS (6)
- c. OSS (10)

48. Physical contact towards a school employee: \*\*

*Parent meeting, charges with law enforcement, administrative review for return to sending district.*

- a. OSS (10)
- b. OSS, Administrative review for return to sending district (*refer to policy [5115](#)*)

49. Substance Abuse

- a. OSS (4), Behavior Contract
- b. OSS (10), Administrative review for return to sending district (*refer to policy [5115](#)*)

*Mandatory drug screening, confiscation, mandatory substance abuse counseling, removal from all athletics and extracurricular activities, charges filed with law enforcement, parking permit (seniors only), and mandatory parent meeting. **Refusal or failure to comply with policy [5530](#) to test will be recorded as a positive drug screen.***

50. Possession of CDS, alcohol, drug paraphernalia

- a. OSS (8), Behavior Contract
- b. OSS (10), Administrative review for return to sending district (*refer to policy [5115](#)*)

*Mandatory drug screening, confiscation, mandatory substance abuse counseling, removal from all athletics and extracurricular activities, charges filed with law enforcement, parking permit (seniors only), and mandatory parent meeting. **Refusal or failure to comply with policy [5530](#) to test will be recorded as a positive drug screen.***

51. Distribution/solicitation of alcohol, drugs, or drug paraphernalia: \*\*

Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. Including, but not limited to electronic devices (vaporizers/e-cigarettes, juuling, dabbing, dripping, puffing etc.) or related devices (*refer to policy [5530](#)*). **Refusal or failure to comply with policy [5530](#) to test will be recorded as a positive drug screen.**

- a. OSS (10), Administrative review for return to sending district (*refer to policy [5115](#)*)

*Mandatory drug screening, confiscation, mandatory substance abuse counseling, removal from all athletics and extracurricular activities, charges filed with law enforcement, parking permit (seniors only), and mandatory parent meeting.*

## **Substance Abuse - Drugs, Alcohol, Tobacco, and Steroids** (Refer to policy [5530](#))

1. Upon examination, if reasonable suspicion exists, Administration has the right to require a student to undergo a drug screening and to search the student as well as student belongings.
2. The parent/guardian is contacted and **must** transport the student to the district's contracted vendor for a drug test and full examination **immediately following pick up from school**. The parent/guardian may choose to use their physician to conduct the test and examination at parent/guardian expense. **If a parent/guardian refuses to pick up their child within two hours, Administration will transport the student to the district's contracted vendor and contact DCPD. PLEASE NOTE: The test and complete examination must be given to the school administration within 24 hours.**
3. **Refusal to comply, a diluted result, inconclusive outcome, or untestable specimen will be treated as a positive result.**
4. A positive screen will result in out-of-school suspension and the student will not be permitted to attend all extracurricular activities. Parking permit will be forfeited.
5. If a student is suspected of being under the influence and admits use, the above procedures will continue to be carried out to ensure the health and well-being of the student. As a result of the admission, the student will be disciplined according to the District policy and procedures.
6. Failure to comply with district policy and procedures will result in immediate suspension according to Board Policy and Student Code of Conduct.
7. A meeting with an Administrator will be scheduled upon re-entry to school. Student is not to enter the building until this meeting has been held. Medical clearance is required before student can re-enter the building.
8. A student's 2<sup>nd</sup> offense of the Substance Abuse Policy while enrolled at GCIT will result in that student returning to their home district (refer to Policy [5115](#)).

## **Search and Seizure** (Refer to 18A: 36-19.2. A)

### 1. Substance Abuse Searches

Searches conducted by staff when there is reasonable suspicion that substance abuse laws and policies are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. **Canines may be used as part of the search of student lockers and vehicles parked on school property.**

### 2. Use of Certified Police Detector Dogs

GCIT reserves the right to use specially trained police detector dogs from the Gloucester County Sheriff's Department to sniff out and alert officials to the presence of illicit substances including, but not limited to CDS, firearms, explosives, fireworks, incendiary devices and alcohol.

This enhanced security program is being implemented by the District, with the objective of maintaining a safe school environment conducive to education. Such visits to schools by the detector dog teams shall be unannounced and will have minimal disruption to the learning environment. Students do not come in contact with the dogs and strict measures are taken to maintain student safety and privacy. The certified police detector dogs will only be used to sniff the hallways, bathrooms, classrooms, common areas, parking lots and classroom student storage areas, which are provided for student use. No detector dog will be utilized to sniff any student, visitor, or staff member. However, any motor vehicle parked on school grounds is subject to this policy. All detector dog alerts will be documented and investigated to the fullest extent. This may include the search of any and all property located on school grounds.

Please understand that the goal with this initiative is to send a powerful message that we will not accept the presence of any illegal substances, weapons or explosives on our school grounds. Our ultimate intent is to maintain the integrity of the educational process and to keep our staff and students safe.

### 3. Lockers

Students are reminded that lockers are the property of the District and can be opened and inspected at any time. Students should keep lockers locked and combinations confidential.

### 4. Physical Education Lockers

Students are permitted to use the lockers in the locker rooms during their physical education class. GCIT will not be responsible for any loss or theft of personal items. It is highly recommended that students not bring their valuables to school, for the school cannot safeguard these items. **Students are encouraged to bring a lock to school to secure their physical education locker during class.** It is virtually impossible for the high school administration to recover lost or stolen items from locker; no security cameras are permitted in school locker rooms.

## **Respect the Rights of Others**

Physically, sexually, and verbally (spoken, written, or electronic), including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements, slurs, and racial/religious comments.

Student(s) shall not racially harass or intimidate other student(s) by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. Shall not at school, on school property, or at school activities, wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. Violations of this policy shall result in disciplinary action by school authorities. A possible referral to the Superintendent to return student to their sending district (*refer to policy [5115](#)*).

## **Dress and Grooming** (*Refer to Policy [5511](#)*)

GCIT respects students' rights to express themselves in the way they dress. All GCIT students are expected to respect the school community by dressing appropriately for a 9-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is to provide guidance for students, staff, and parents.

GCIT Administration reserve the right to determine what constitutes appropriate dress. Students who do not adhere to the following guidelines will be disciplined accordingly:

- **Warning; (student will be asked to change, cover up)**
  - *GCIT T-shirts and shorts are always available.*
- **Lunch detention**
- **3 to 6 detention**
- **Continual violations: 3 to 6 detentions, parent meeting**

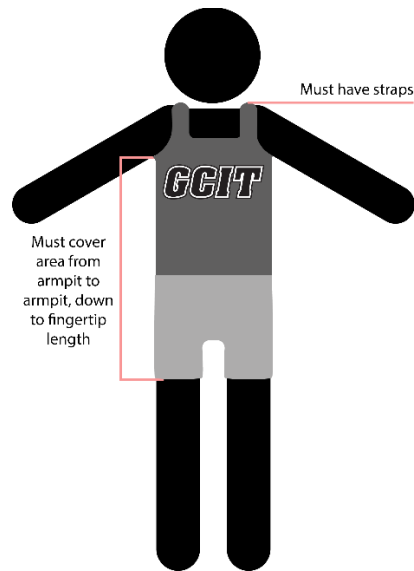
**\*\*Parent will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing\*\***

The following guidelines for student dress have been established:

- Clothing must cover areas from one armpit to the other armpit down to fingertip length (see image below).
- Tops must have shoulder straps (2 fingers wide)
- Rips or tears in clothing should be LOWER than fingertip length
- Undergarments may not be worn as outer garments or be visible
- Appropriate footwear must be always worn; athletic shoes are required for physical education as are safety shoes in shops. Beach sandals or "flip flops" may not be worn in any shop class.
- Bedroom slippers are not acceptable
- Clothing must be clean and not tattered and worn in an appropriate manner; that is, the waistband of pants, skirts and shorts should be fastened at the waist.
- Pajamas are not to be worn
- Mesh or see-through clothing must not be worn without appropriate coverage underneath that meet the dress code requirement.
- Goggles, safety glasses, lab aprons, appropriate uniforms, hairnets, etc., as required for a specific shop or lab, must be worn
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
- Patches, decals, or sayings affixed to clothing are inappropriate if they are suggestive, drug-related, obscene, violent in nature, or cause a disruption in normal proceedings
- Sunglasses, unless prescription and with a doctor's note, are not permitted
- Blankets are not to be worn or carried through the building.
- Wearing gang related clothing is prohibited, while on school property, any type of clothing, apparel, or accessory which indicates that a student has known membership in or affiliation with, any gang associated with criminal activities,....to include distinctive identifying sign, symbol, tattoo, or other physical marking, style of dress or use of hands signs or other indicia of association or common leadership (examples include: bandanas, baseball caps, beads worn around the neck or wrist, specific colors in combination with articles described above).

N.J.S.A. 18A:11-9

- Clothing and apparel that causes or is likely to cause a disruption to school activities is not permitted
- **Wearing clothing, decals, face coverings, or anything that depicts or implies racial hatred, racially divisive, prejudice, or creates ill will; is prohibited. Shall not be worn at school, on school property, or at school sponsored activities \*\*\*no warning, disciplinary\*\*\*\*\***



## **Identification Cards**

New and returning students will receive an identification ID card at the beginning of the school year at no charge. Returning students are asked to retain their ID cards over the summer and use them until new ones are issued. **Students must have their ID cards in their possession.** Students who fail to present their ID cards as directed or who report to school without their ID card will receive **disciplinary** consequences. Lost ID cards must be replaced. Students should report to the 400 main office for further guidance. Students may not possess other students' ID cards. Each ID will contain a barcode. Students will be asked to scan the barcode on their ID in order to access their lunch account. **Students who fail to have their ID in their possession, during lunch, will still be able to purchase lunch after all students with current ID's have been scanned.**

## **Questioning/Apprehension**

If a law enforcement officer has an arrest warrant, the Principal shall ensure that all procedural safeguards as prescribed by law are observed. No pupil shall be taken from the school without the knowledge of the Principal. The Principal shall make every reasonable effort to notify parents/guardians.

If a law enforcement officer has a juvenile complaint or wants to question a student on school property, the Principal shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the Principal is convinced that the situation justifies questioning, they must attempt to have the parents/guardians informed immediately and shall remain with the student during the questioning.

DCPP agents will be allowed to meet with the students without the permission/knowledge of their parents in accordance with the law.

When questioning any pupil about possible possession, use or distribution of illegal substances, drug paraphernalia, alcohol, firearms, or other deadly weapons, staff shall follow the procedures in compliance with the safe- and drug-free schools code.

## **Personal Items**

**GCIT will not be responsible for loss of personal items or cash which students bring to school.** Parents are encouraged to speak to their children regarding all personal property that is taken to school. Students and parents are strongly advised to limit personal items including cash brought on to school property.

## **Deliveries (food, gifts, etc.)**

All deliveries to students are prohibited, food, gifts, etc. The main office will not accept deliveries and will not call students out of class to receive deliveries. Any student who orders food deliveries during the school day will be disciplined accordingly.

## **Freedom of Speech/Expression**

GCIT respects the right of pupils to express themselves in written word or picture but recognizes that the exercise of that right must be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community.

The district reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others or could cause disruption to the school environment. All materials must be presented and approved by the Principal or designee before being posted.



## Student Code of Conduct for Virtual Learning/Virtual Meetings

**Attendance:** Students are expected to log into their course(s) daily to keep up with the course materials. Faculty, staff, and administration can track the students' activities online.

**Class Sessions:** Live sessions (TEAMS meetings) are an important component of remote learning. In large measure, they provide the needed interaction of a live traditional class. Given the constraints of the medium, all participants in the virtual live class sessions are expected to adhere to the following rules and best practices to ensure the best possible learning environment.

### Preparation:

- Never enter, or attempt to enter, a live session fraudulently using the name of another student, faculty, or staff member.
- Never enter a live session for a class that is not part of the regular schedule, and more so, never enter a session for a class at another school.
- Class meeting IDs are never to be shared with others outside of the class.
- Students should only use the meeting IDs that pertain to the classes on their schedule.
- The background for a live session must be appropriate and follow all student code of conduct policies.

### Participation:

- Only students who are quarantined by GCIT school nurses are eligible for virtual learning.
- Arrive on time for the class session.
- Only GCIT issued email addresses will be used. Personal emails will not be accepted.
- Report to session properly groomed and dressed for class. GCIT dress code is expected to be followed.
- All classroom rules apply in a live session.
- The device being used should be identified by the student's full name. Changing your name to something inappropriate is unacceptable behavior and will be addressed immediately.
- Posture before the camera must be conducive to active learning and participation (e.g., no reclining). The student's full face must be visible in the camera frame.
- As expected of any class interaction, participants are to treat each other with courtesy and respect.
- Offensive or inappropriate language is not to be used in any form of communication. This extends to emails, discussion postings, group projects, and submitted assignments which may be part of or an extension of the live session interaction.
- Use of any profanity - written, drawn, displayed, or spoken - during a meeting is unacceptable.
- Taking screenshots or screen recordings of live sessions without explicit permission from the teacher and class members is unacceptable.

### Disciplinary Action for Unacceptable Behavior

- Disruptions to a live session may lead to the removal of the student from a remote learning session for part or the entire session.
- Students with an **unexcused absence** or who are **removed** from a live session for disruptive behavior may not receive any credit for the activity, class work, assessment, or participation that took place during their absence.
- Repeated disruption will be reported to the Deans of Students and may lead to suspension from Zoom class sessions altogether.

Suspension or Return to Home School District (*refer to policy [5115](#)*) for any of the following major infractions:

- Entering a meeting fraudulently
- Creating negative images of meetings using screenshots or screen recordings of any member of the faculty, staff, students, or administration
- Using profanity or obscenities in any form
- Verbal or physical abuse in the form of intimidation, harassment, or threatening behavior directed toward the teacher, fellow students, or administrative staff. HIB investigation
- Academic integrity violation

As outlined by the New Jersey Department of Education, students are expected to be present for in-person learning. Eligibility for remote instruction will only be provided to students who are quarantined due to COVID-19. Additionally, as these guidelines are frequently changing, the District will continue to communicate as needed.

## **Academic Integrity**

**PLAGIARISM:** Plagiarism is "the unacknowledged use of another's means of expression and/or work product, whether published or unpublished, without proper credit through the use of quotation marks, citations and other customary means of identifying sources." Essentially, this means copying the words or ideas of another without the proper form of academic documentation.

There are two basic kinds of plagiarism: deliberate plagiarism and accidental plagiarism. One may sound more acceptable than the other, but they are equally serious academic offenses. The most common act of deliberate plagiarism involves copying another person's work and passing it off as your own. The most common act of accidental plagiarism involves failing to provide the proper internal documentation for quoted, summarized, and paraphrased ideas from another person, even if you list the source in your Works Cited.

GCIT maintains a zero-tolerance policy regarding plagiarism. In addition to disciplinary consequences, academic repercussions will be determined in coordination with the classroom teacher.

While the district realizes that Artificial Intelligence programs (such as ChatGTP) can be used as a tool for brainstorming and exploring personal topics of interest, it is important to use it responsibly and ethically. Regarding issues of academic dishonesty, students are not permitted to submit AI generated work as their own. Additionally, using AI to evade plagiarism detection is unethical and a violation of academic integrity. As AI is an emerging technology, the district will continue to evaluate its use in the classroom.

## D. PROGRAMS/ SERVICES/ ACADEMICS

### Student Purchases

Purchases for students can be made through the GCIT website's online school store. Items pertaining to cafeteria fees, such as breakfast, lunch, or balances can be made through [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Securely fund your student's account via credit card, debit card, or checking account.

### Reporting to Parents/Guardians/ Semester Dates (Refer to Policy [5420](#))

The cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents/guardians informed of pupil welfare and progress in school.

With appropriate documentation, the District will provide a double mailing of all student information upon request.

The system of reporting pupil progress shall include written reports, electronic communication, pupil-teacher conferences, and parent/guardian-teacher conferences, whenever possible.

Parents/Guardians and students are highly encouraged/expected to continually monitor performance on Power School.

Reports of pupil progress will:

- Use various methods of reporting.
- Ensure that both pupil and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the pupil's status.
- Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices as required during the school year; and
- Ensure the continual review and improvement of methods of reporting pupil progress to parents/guardians and involve pupils, staff, and parents/guardians in that review.
- Teachers are required to send progress reports **on each** of their students. Designated due dates are listed below.
- **Failing Grades** – No student can fail for the semester or year unless a Progress Report had been sent to the parent/guardian a minimum of four weeks prior to the end of the semester or school year. If it appears that a student is failing a course after the progress report, a letter **from the teacher** must be sent to the parent/guardian informing them of their child's failing grade. **Please provide a copy of the failure letter to the Guidance Office for the student file.**

2023-2024			
9/7/2023 - 6/17/2024			
Semester 1		Semester 2	
9/7/2023 - 1/29/2024		1/30/2024 - 6/17/2024	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
9/7/2023 - 11/14/2023	11/15/2023 - 1/29/2024	1/30/2024 - 4/12/2024	4/13/2024 - 6/17/2024

*Dates are subject to change due to snow days or emergency closings.*

### Photographs of Students

Throughout the school year, students often are photographed and filmed for public relations press releases and school programs. Pictures or film of children enrolled in the district shall not be disseminated in any way unless permission is granted by parents/guardians. Parents/guardians who are opposed to having their child photographed or filmed for these purposes should state their opposition in writing and send it to the principal.

## **GCIT 1:1 Laptop Computer Student/Parent Guidelines**

All GCIT students receive a school issued laptop with assigned serial numbers. **Student's must use the GCIT issued laptop, not a personnel laptop.** The student will retain possession of the laptop until they graduate from high school or the student withdraws from school. Failure to return each of these items will result in a charge up to the full replacement cost of the laptop issued to the student and their parents/guardians. The District retains the right to collect issued laptops at any time and inspect them for appropriate usage and care. **Students are responsible for bringing the laptop to school, taking them home each day, and ensuring they are fully charged for use the following day.** Loaners will not be provided, should a student forget his or her laptop. Failure to bring one's laptop does not excuse the student from completing classwork or assessments during the period which they are assigned. The laptops are not to be left unsupervised at home or at school in unsecured locations. Students are responsible for the appropriate use of their laptop computers and to take care of their laptops to prevent them from being damaged, lost, or stolen in accordance with District Policy #7523 and #2361. Laptops that are found to be damaged due to misuse, deliberate damage, and/or neglect will result in the students/parents/guardians of the responsible party being charged a fee up to the full replacement cost of the laptop(s).

### **Course Selection**

The process for course selection encourages open discussion between students, parents, counselors, and teachers so the student is comfortable with his or her schedule and parents are assured that their child is prepared for a successful future.

**The master schedule for the 2023-2024 school year will be set by September 1, 2023. Schedule changes that include the exchange of one course for another or changing the level of a course will only be done during the first five days of each semester. Students should review the course guide carefully before choosing electives. Changes to student schedules during the first five days of each semester will only be considered for the following reasons:**

- A data or statistical error in the schedule, i.e. two subjects in one period, no lunch, wrong grade level, etc.
- To meet graduation requirements or mandated program requirements.
- If a student failed with a scheduled teacher in the previous year and another teacher is available. Where necessary, such changes will be made at the counselor's discretion and only after an extensive review of the circumstances.
- Improper program/level placement, i.e. CP to Honors or vice versa.
- Changes deemed necessary due to court orders or principal discretion due to disciplinary actions.

Course selection for the upcoming school year begins mid-March. Throughout this process, counselors, students and parents choose courses that best suit the student and their academic level. From these selections, a permanent schedule is created for the student to follow for the next school year. Any adjustments that need to be made to the student's schedule **must be completed within the first 5 school days of each semester.**

Students are scheduled into subject area core courses for each school year based on their level of achievement in those subject areas during the school year. However, at times parents have the right to request that a student be placed into a higher-level class. If this request is made, parents must sign and submit a Waiver of Course Level form. Please request this form from your student's guidance counselor within the 5 days of the drop add period.

### **Grading** *(Refer to Policy [2624](#))*

All students at GCIT receive instruction that is designed to optimize their learning potential. When applicable, the IEP or IPP will direct specific objectives and methods. Grades are assigned in accordance with grade and course levels and goals. Specific questions regarding grading or course requirements as well as criteria for class rankings, awards, scholarships, and honors should be discussed with the Guidance Counselor and/or Principal. District procedures are available on our Website under Course Selection Guide.

Teachers will evaluate students on an individual basis. In developing their grading systems, teachers may consider student's record, attitude, achievement, cooperation, classroom participation, performance, special projects, reports, homework assignments, etc. It is therefore recommended that all students become familiar with what each teacher expects in his or her program. All teachers will use the following grading scale:

<b>Letter Grade</b>	<b>Numeric Grade</b>
A	100-92
B	91-84
C	83-75
D	74-68
F	67-0
I	INCOMPLETE

Students who fail to earn at least a 68 final average in a non-elective course as defined in N.J.A.C. 6A:8-5.1 and who attend and receive a passing grade in an approved summer school make-up program will receive the grade that they earn. Both grades will appear on the student's transcript. Both grades will be used to calculate the student's grade point average and weighted class rank. For a full description of class rank and the specific calculations, please refer to the GCIT Course Selection Guide located on the GCIT website or in the guidance office.

### **Individualized Student Learning Opportunities** *(Option II - District policy [5460](#))*

The 120 credit requirement set forth in N.J.A.C. 6A:8-5.1 may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

District boards of education shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards, in courses that are Department of Education graduation requirements only or GCIT program-specific requirements.

Individualized student learning opportunities in all Core Curriculum Content standards areas include, but are not limited, to the following:

- Independent study;
- Online learning;
- Work-based programs, internships, apprenticeships;
- Study abroad programs;
- Student exchange programs;
- Service learning experiences; and
- Structured learning experiences.

Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:

- Be based on student interest and career goals as reflected in the Personalized Student Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
- Include a demonstration of student competency;
- Be certified for completion based on the district process adopted
- Be on file in the school district and subject to review by the Commissioner of their designee.

Students wishing to apply for individualized learning opportunities must fill out an application, in its entirety by the parent and student, and submit it to the Individualized Learning Committee for approval.

Applications can be found in the guidance office.

## **Gifted and Talented**

The New Jersey Department of Education requires all school districts to provide services to meet the needs of students who have been identified as gifted and talented. Each school district established a process to identify students as gifted and talented using multiple measures. These students then will require modifications to their educational program if they are to achieve in accordance with their capabilities (N.J.A.C.6A:8-.3.1). The mission of the gifted program of GCIT is to enhance and challenge those students who possess or demonstrate high-performance capabilities as defined by the State of New Jersey Department of Education. For further information on GCIT's gifted program, visit the following link: [GCVTSD Gifted and Talented Program](#)

## **Athletics** (Refer to Policy [2431](#))

GCIT provides a comprehensive interscholastic sports program. Students wishing to participate in team sports must follow Department of Education guidelines regarding physical examinations. In addition, students must meet the academic, attendance, and conduct eligibility standards established by the district and the New Jersey State Interscholastic Athletic Association (NJSIAA). **Any student who is suspended TWICE will be removed from athletic, co-curricular, and extracurricular participation.** *Any student who is ineligible to participate in regular Physical Education classes will also be ineligible to participate in athletics until cleared by a physician.*

Questions regarding athletics should be directed to the Athletic Department.

*Michael McAleer, Director of Athletics and Assistant Principal – [mmcaleer@gcecnj.org](mailto:mmcaleer@gcecnj.org)*

*Betsy McAteer, Secretary to the Athletic Director – [bmcateer@gcecnj.org](mailto:bmcateer@gcecnj.org)*

856-468-1445 ext. 2772

## Senior Student Parking

\*\*\*\*\*PARKING ON CAMPUS IS FOR SENIOR STUDENTS ONLY\*\*\*\*\*

**Driving personal vehicles to and from school is a privilege that may be offered to senior level students only, due to limited campus parking.**

Parking spaces will be randomly assigned. **We strongly do not advise off-campus parking. It creates a safety issue for your child. Students who choose to park in neighboring communities with restricted parking may be subject to a parking violation by the Deptford Police Department.**

There will be a \$40 parking fee for students who wish to acquire a parking permit.

1. No outstanding financial obligations to the district.
2. No revocation of driving privileges.
3. Possess a valid driver's license, this privilege applies only to vehicles legally registered with the Division of Motor Vehicles.
4. Complete, submit, and sign a GCIT Senior Student Parking Application that you agree to adhere to and follow the district policies;
5. Submit a Student Passenger Form (if applicable);
6. Parent/Guardian signature – the Senior Student Parking Application is required to be read and signed by a parent/guardian and the student.
7. Proof of insurance coverage—state identification card is sufficient.
8. If you should drive a different vehicle than the one you submitted, you must report the vehicle's description and tag number to the 400-wing main office immediately and move your hang tag to this vehicle so that you will not be ticketed.
9. If a student signs out early from school and has a vehicle, the student and the vehicle must leave the school grounds immediately.
10. Students may not go to their vehicles for any reason during the school day unless they have received permission from the Principal/Designee; once provided permission, student will be accompanied by staff or designee;
11. Students who go to their vehicles unauthorized will receive a 5 day suspension of driving privilege;
12. Any student bringing another student to school or taking him/her home without proper documentation will have their driving privileges suspended for 5 days;
13. Any violation of safe driving practices or parking violations will result in the loss of driving privileges.
14. Students may lose driving privileges for disciplinary and/or attendance reasons.
15. Any student not parked in student designated areas, will have their driving privileges suspended.
16. **Flags, decals, stickers or anything that depicts or implies racial hatred, racially divisive, prejudice or creates ill will is prohibited. None of these can be displayed on your vehicle while on school property or at school-sponsored events/activities. Consequences may result in:**
  - **3-6 detention; 5-day loss of parking permit**
  - **In-school suspension; 10-day loss of parking permit**
  - **Out-of-school suspension; driving privilege provoked**
17. Drivers tardy to school will receive the following consequences:
  - 3 times: 1 lunch detention and parent contact.
  - 6 times: 1 3-6 p.m. detention and loss of driving privilege for 5 days.
  - 9 times: 1 3-6 p.m. detention, parent conference, and loss of driving privilege for 10 days
  - 12,15,18....: 3 to 6 detention, parking pass revoked for school year.
18. Leaving School Property without Permission from Administration: *Students **may not** leave the school grounds at any time during the school session without prior permission from administration.*
  - a. ISS, 5 day loss of parking pass
  - b. ISS (1) & OSS (1), parent meeting, 10-day loss of parking pass
  - c. OSS (2), parent meeting, removal of parking permit

19. **Any student who parks on campus, without an authorized permit/or GCIT registered vehicle will forfeit the privilege to apply for a parking permit for the remainder of the school year.**
20. Any students parked on campus, while under suspended driving privilege, will have their privilege revoked for the remainder of the school year.
21. Parking permits are non-transferable. Any student in violation of transferring a parking permit will have their driving privileges revoked for the remainder of the year.
22. Students attending the school-to-Work program must return parking pass.
23. Any student found to be in violation of the substance abuse policy will have their driving privilege suspended.
24. Students who have had their parking privileges suspended or revoked will be required to turn in their parking permit to the Assistant Principal in the 400-wing main office for that time period.
25. Sign the Senior Student Parking Rules and Regulations form that you agree to adhere and follow the District policies.
26. Failure to follow the above stipulations will result in loss of driving privileges.

Transportation of a student to and from school in a vehicle operated by another student can take place only when all of the conditions listed above have been met and the parents/guardians have signed a notarized Student Passenger Permission Form. New Jersey State Law states 17-year-old drivers are only permitted one additional passenger per vehicle while on Probationary License.

**GCIT student parking is for senior students only, underclassmen are NOT permitted to drive and park at GCIT under any circumstance. Any underclassman (non-senior) in violation of parking on school grounds will forfeit their right to apply for a parking permit in their senior year. GCIT is aware underclassmen have after-school activities, employment responsibilities, etc., but due to a lack of parking spaces parking is for senior students only.**



## **Student Pick-Up and Drop Off**

**\*Parents/guardians or other drivers who are dropping off or picking up students at GCIT must do so at the 500-wing entrance ONLY (rear parking lot). No private vehicles are to be in the area of the main entrances alongside buses between 7:45 – 8:05 a.m. and 1:45 – 3:00 p.m.**

## **Standards for Participation in Student Activities / Field Trips** *(Refer to Policy [2340](#))*

**Students may be denied the privilege of participating in school trips due to attendance, lates, discipline, or failing courses.** The student must be counted present in school for a minimum of four hours on the day of a scheduled activity and be present the day before a holiday or weekend activity sponsored by the school to be eligible to attend or participate in a school activity including but not limited to athletics, dances, trips, proms, performances, etc. Students on homebound instruction are not permitted to participate in student activities. Students suspended two or more times or who have been involved in a drug/alcohol/weapons violation will not be eligible to participate in athletics, proms, dances, class trips, field trips or competitions including career-technical student organizations. **Students who lose the privilege of participating in these activities will forfeit any rights and privileges associated with the trip including monies, tickets, fees, etc. Any student who violates the student code of conduct while attending a student activity or field trip will be PROHIBITED from participating in the future. Students who commit to attending a CTE trip and fail to attend, will be responsible for the cost of the trip.**

Overnight field trips: students are not permitted to room with another student that they are currently or have had a previous relationship with.

## **School Property/Financial Obligations**

Students are required to return all school property (books, equipment, sports uniforms, etc.) in a timely manner. Students who have outstanding obligations regarding school property; this includes any electronics, damages, materials, locks, cafeteria balances, insufficient fund balances, etc., may not participate in extracurricular activities (athletics, performances, field trips, dances, proms, junior/senior class trip, competitions) until the obligation has been satisfied. Students whose check(s) were returned for insufficient funds will be required to pay by bank checks, money orders or credit card.

## **School Based Youth Services**

The School Based Youth Services program (SBYS) offers free, confidential counseling to Gloucester County High School teens, ages 14-19. There are four counselors on staff to assist with issues such as stress, anger, depression, family issues, and much more. Counselors are available between the hours of 8:00 a.m. – 4:00 p.m., Monday through Thursday, and 8:00 a.m. – 3:00 p.m. on Fridays. After school and evening hours are available as needed. In addition to counseling, SBYS offers free recreational activities to students who attend GCIT and many other supportive services. For more information, or to schedule an appointment, please call the Director of SBYS at extension 2691.

## **Honor Societies**

GCIT sponsors chapters of the National Honor Society and the National Technical Honor Society. Criteria for participation are set by the national organizations. For further information, please visit our website @ [www.gcit.org](http://www.gcit.org).

## **Required Student Purchases**

All students who are scheduled for math classes will need to purchase a calculator. The required model is a scientific calculator with trigonometric functions, such as the TI-30X-11S. This model is available at numerous office supply/electronics stores. For students who may be taking college-level math classes in the future, our math department recommends a graphing calculator.

All students will be required to purchase gym uniforms. These uniforms will be available at the lowest possible cost.

All seniors will be required to pay a graduation fee of \$60.00, prior to graduation.

A fee will be charged to all seniors in the National Honor Society/National Technical Honor Society to cover the cost of graduation supplies, i.e. ropes & tassels.

In addition, students in certain career path programs are required to purchase equipment and/or clothing appropriate to their course of study. Parents will be informed on an individual basis regarding these charges. Parents who have financial issues relating to required purchases and are within the guidelines of a free and reduced lunch should complete the Sharing of Information Form found on the GCIT website.

## **Course Failures Procedures**

The district's goal is to assist all students, to expect academic success and to prevent student failures.

Teachers are aware of students who are having difficulty within their classes and will be proactive in contacting students, parents, and Guidance Counselors whenever performance is below standards.

Guidance Counselors review all progress reports and report cards for their assigned students. Students who are in danger of failing a course will be counseled and parents/and or guardian will be notified.

- When appropriate the Guidance Counselor will arrange for a meeting with parent, student, teacher of failed course, and other personnel (Principal, Assistant Principal, CST members, etc.) to determine options and make recommendations.
- Students who do not meet these requirements will be placed on administrative review for return to sending district (*refer to policy [5115](#)*)

### ***Failure of Required New Jersey Courses***

- Student may take a maximum of 2 summer school courses at GCIT.
- Student may take summer school courses at another New Jersey high school.
- Student may take Principal approved on-line courses
- Student may access individual outside tutoring by a New Jersey certified teacher; specifics of this option must be approved by the principal (e.g., number of hours, curriculum, etc.).
- Credit through “**Individualized Student Learning Opportunity**” as determined on an individual basis and must be approved by the principal.
- Repeat the grade.
- Non-credit completion days (freshmen, sophomores, juniors) for applicable students.

### ***Failure of Electives***

Same as above or student may choose to forfeit the credit. Such forfeiture may impact type of diploma available at graduation.

### ***Failure of Career Path Courses***

Career-path teachers will contact the guidance department to schedule parent meeting whenever a student is in danger of failure.

- Any student who is failing a career path course is not eligible for cooperative education during the school year.
  - To be eligible for co-op during the first semester of the senior year, students must receive credit for all career path courses in their junior year.
  - To be eligible for co-op during the second semester of the senior year, students must be passing all career path courses.
    - \*Any exceptions to the above will be decided by the Director of Cooperative Education and/or the principal in consultation with the career path teacher.
- If a student fails a career-path course, an individual plan will be developed by a review team which must include: Guidance Counselor, parent, student career program teacher, administrator, and CST member, if applicable.
  - The options available are:
    - Counsel student to return to home high school if failure is due to lack of interest in the programs or desire or ability to remediate deficiencies.
    - Repeat the grade.

**Students who desire a career specialization-endorsed diploma will be required to acquire a minimum of 140 credits, meet all graduation requirements in accordance with N.J.A.C. 6A:8-5.1, complete all requirements for career specialization, successfully complete all four years of the mandated career major specialization course work, and earn additional elective credits as outlined in the Curriculum Guide.**

*\*Please note due to scheduling or other concerns, every option may not be available to an individual student.*

## **E. STUDENT HEALTH AND SAFETY**

### **Home Instruction Due to Health Condition** (Refer to Policy 2412)

#### A. Policy Statement

The Board of Education shall provide instructional services to an enrolled student, whether a general education student or a special education student, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education.

#### B. Parent Request for Homebound

The parent/guardian shall contact the student's guidance counselor to request a form for home instruction. The form shall include a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The administrator assigned to homebound instruction will forward the written determination from the student's physician to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified by the administrator assigned to homebound instruction concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

#### C. Procedures for Homebound Instruction

The school district shall be responsible for the costs of providing instruction in the home or out-of-school setting either directly, or through online services including any needed equipment, or through contract with another district Board of Education, Educational Services Commission, Jointure Commission, or approved clinic or agency. The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

The certified teacher shall provide instruction of the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate. For a student with disabilities, the home instruction shall be consistent with the student's Individualized Education Plan (IEP) to the extent appropriate and shall meet the New Jersey Learning Standards. Student with disabilities should receive approximately ten hours/week of homebound instruction. When the provision for home instruction for a student with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the student's IEP.

For a student without a disability, the home instruction shall meet the New Jersey Learning Standards and the requirements of The Board of Education for promotion to the next grade level. The regular education student should receive approximately five hours/week of homebound instruction. When the provision for home instruction for a student without a disability will exceed sixty calendar days, the school physician shall refer the student to the CST for evaluation, pursuant to N.J.A.C.6A:14.

Students should adhere to teacher guidelines and due dates for all assigned academic work. Assignments may be modified due to circumstances regarding the medical reason for homebound instruction, a 504 Plan, or IEP; however, it does not preclude the student from completing the work in a timely fashion. In extreme cases, the principal reserves the right to extend the amount of homebound instruction.

The parent/guardian must provide the homebound instructor with a minimum of 24 hours' notice if a homebound session is canceled for any reason. Without 24 hours' notice, the homebound instructor is not required to make-up the session; they reserve the decision to re-schedule based on the circumstances.

Updated physician's notes confirming the student's need for continued confinement shall be provided to the homebound coordinator at 30 days of consecutive absences and again at 60 days of consecutive absences. If the student is unable to return to the school setting after 60 days, a parent/guardian meeting will be held with the principal, homebound coordinator, and any other relevant school personnel to determine a course of action, which may include returning to the student to their home district.

The Board of Education reserves the right to withhold home instruction when the reason for the student's confinement is such as to expose a teacher to a health hazard or dangerous home situation; when a parent or other adult twenty-one years of age or older, who has been designated by the parent, is not present during the hours of instruction; or when the condition of the student is such as to preclude benefit from such instruction.

Students on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a student on home instruction will not be released at a public Board meeting or placed in a public record.

**Participation in extracurricular activities (school dances, graduation, field trips, athletics, etc.) is prohibited while on homebound instruction.**

Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (Refer to Policy 2481)

A. Policy Statement

The Board of Education shall provide instructional services to an enrolled general education student at the student's home or other suitable out-of-school setting under the following conditions:

1. The student is mandated by State law and rule for placement in an alternative education but placement is not immediately available.
2. The student is placed on short-term or long-term suspension from participation in the general education program; or
3. A court order requires the student receive instructional services in the home or other out-of-school setting.

B. Procedures for Homebound Instruction (See Letter C from Home Instruction Due to a Health Condition)

## F. PUPIL-PARENT RIGHTS

### Pupil Rights Amendment (Refer to Policy [5700](#))

**A pupil who has reached the age of majority and is emancipated, possesses the full rights of an adult and may issue authorizations previously delegated to their parent(s) or legal guardian(s). The adult pupil is fully responsible for their educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school.**

Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students is required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):*

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student’s family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use:*

1. Protected information surveys of students.
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

GCIT has developed and adopted policies/procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GCIT will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. GCIT will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED; and
- Any nonemergency, invasive physical examination, or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20222-4605

## **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

- The right to inspect and review the student’s education records within 45 days of the day School receives a request for access.

Parents or eligible students should submit to the School Principal 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 parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the School Principal; clearly identify the part of the record they want to be 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 authorizes 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 Board of Education; 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 a 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.

Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll.

- 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 20222-4605

## **The Right to Know Act**

The New Jersey Worker’s and Community Right to Know Act became law in 1998. It requires public and private employers to give you information about hazardous substances at their workplace. The Act tells Public Employees about chemical hazards at their workplace, so they can work safely with these hazardous substances.

The Act also helps Firefighters, Police, and other Emergency Personnel adequately plan for and respond to incidents such as fires, explosions, and spills.

The Act also provides data for monitoring and tracking hazardous substances in the workplace and the environment.

On January 18, 1998, Governor Whitman signed into Law an amendment to this Act requiring access for community residents to obtain this information.

As employers, Public Schools, Private Schools, etc., have been required to comply with the provisions of this law. The Amendment, which took effect on July 18, 1998, is codified at N.J.S.A. 34:5A-10.1 through 10.5 and applies to Public Schools, Private Schools, and Child Care Centers. The amendment prohibits schools from using or permitting the use of any "Hazardous Substance" in or on any building or grounds "at any time WHEN CHILDREN ARE EXPECTED to be present in the building." Based on this language, hazardous substances may be used when children are not expected to be present in the school building.

The Right to Know Act does provide an exception. A hazardous substance may be used during an emergency, as deemed by The Board of Education or by the Superintendent, although children may be present. All hazardous substances used in or stored in a school building or on school grounds must be used or stored in compliance with regulations adopted by the Department of Health.

This District will post on a bulletin board located at the school a notice of any construction or other activity to take place there that will involve the use of a Hazardous Substance. The notice will describe the activity to be conducted and the hazardous substance to be used. This information will be posted at least 48 hours before the activity occurs, and Hazardous Fact Sheets are available to any person requesting information.

Furthermore, right to know Bulletins, Posters, and MSDS (Material Safety Data Sheets) are available and posted throughout the building and more specifically in the areas where products are stored or used regardless of their properties. For more information, please contact the DISTRICT SAFETY OFFICER at 856.468.1445, Ext. 2600.



## **Annual Non-Discrimination Notification**

The Gloucester County Vocational-Technical School District (GCVTSD) does not discriminate in admissions or access to, or treatment, or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Under the Law Against Discrimination (LAD) New Jersey has the following protected classes (2022): Race or color; Religion or creed; National origin, nationality, or ancestry; Sex, pregnancy, or breastfeeding; Sexual orientation; Gender identity or expression; Disability; Marital status or domestic partnership/civil union status; Liability for military service. In employment: age, atypical hereditary cellular or blood trait, genetic information, the refusal to submit to a genetic test or make available to an employer the results of a genetic test. The GCVTSD offers programs in many career and technical education program areas under its open admissions policy. Lack of English language proficiency will not be a barrier to admissions and participation in career and technical education programs. For more information about CTE course offerings and admissions criteria contact Brian Shakespeare, Assistant Superintendent/CTE Director: [bshakespeare@gcccnj.org](mailto:bshakespeare@gcccnj.org) or 856-468-1445 ext. 2228. The following people have been designated to handle inquires/complaints regarding the non-discrimination policies:

Brian Shakespeare, Affirmative Action Officer/Title II Coordinator  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 2228  
[bshakespeare@gcccnj.org](mailto:bshakespeare@gcccnj.org)

Allie Jones, ADA/Section 504 Staff Coordinator  
1340 Tanyard Road, Sewell, NJ 08080  
856-468-6530 ext. 1023  
[ajones@gcccnj.org](mailto:ajones@gcccnj.org)

Karen D’Orazio, ADA/Section 504 Student Coordinator/ Title IX Coordinator  
1360 Tanyard Road, Sewell, NJ 08080  
856-468-1445 ext. 2508  
[kdorazio@gcccnj.org](mailto:kdorazio@gcccnj.org)

The Career and Technical Education programs offered at the secondary level include:

1. Advanced Manufacturing
2. Automotive/Automotive Mechanics Technology
3. Baking & Pastry Arts/Baker/Pastry Chef
4. Biology Science
5. Carpentry/Carpenter
6. Computer Systems Networking and Telecommunications
7. Cosmetology/Cosmetologist
8. Culinary Arts/Chef Training
9. Dance
10. Design & Visual Communications
11. Drama and Dramatics/Theatre Arts
12. Electrician
13. Engineering Technology
14. Finance
15. Health Services/Allied Health/Health Sciences
16. Heating, Air Conditioning, Ventilation and Refrigeration Maintenance
17. Plumbing/Plumber
18. Welding Technology/Welder

## **Admissions** (Refer to Policy [5111.1](#))

Eighth grade students shall have the opportunity to apply to GCIT Programs provided they demonstrate a sincere career interest and the potential for success in a particular career major. To be considered for acceptance, an application signed by the parent/guardian and an eighth grade school official must be submitted to the Admissions Office. In addition, the school district and family must provide current educational records for review. These records include: seventh and eighth grade transcripts, standardized test score data, discipline records, and the home school Guidance Counselor's recommendation form.

### **Transfer/Upperclassmen Admission to GCIT**

GCIT does accept a limited number of students as transfers in grades 10, 11, or 12. Entrance to GCIT after grade 9 is based on:

- An available seat in the program of choice
- Ability to meet individual program requirements.
- Ability to meet GCIT graduation requirements.

Students applying for transfer to GCIT must complete an application. Upon receipt of an application, the GCIT Admissions staff will contact the Guidance Office of your local Gloucester County school for necessary student records. If a seat is available, our Guidance Department will assess the applicant's transcripts (including grades, standardized test scores, guidance assessment, and completed classes) to determine if the student meets entrance requirements.

GCVTSD admits students based on the following processes/criteria:

#### **Admissions Process**

- Students may apply to only one program.
- Supporting documentation will be collected by GCIT after submission of application.
- Performing Arts applicants must also participate in an audition.
- Students have the opportunity to visit any program that they are interested in during the application process.
- Applicant & parent/guardian are encouraged to attend an information session.
- Applications received after the deadline will be reviewed for acceptance on a space available basis.

#### **Admissions Criteria**

Entrance to GCIT for incoming 9<sup>th</sup> graders is based on:

- Declaration of career focus
- Academic record (7<sup>th</sup> grade final grades, 8<sup>th</sup> grade first marking period grades)
- Standardized assessment
- Applications are open to all Gloucester County residents

**Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs** (34 C.F.R. Part 100, Appendix B, Section IV-A): "criteria controlling student eligibility for admission to vocational education schools, facilities and programs may not unlawfully discriminate on the basis of race, color, national origin, sex, or handicap. A recipient may not develop, impose, maintain, approve, or implement such discriminatory admissions criteria."

**Federal Regulations for Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance** (34 C.F.R. Part 104.4(a)(b): "no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance, et seq."

Specific examples of inquiries about a student’s disability status that must be avoided include, but are not limited to the following:

- Requiring disclosure on an application of whether an applicant is currently, or has even been determined eligible for special education or a Section 504 Plan;
- Requiring submission of an Individualized Education Program (IEP) or 504 Plan as part of the application screening process;
- Requiring submission of a student’s medical history as part of the application screening process; and
- Creating additional criteria for students with disabilities as part of the screening process not required of other applicants (such as an interview or occupational assessment).

Inquiries into whether a student has been determined eligible for special education or a Section 504 Plan and reviewing the IEP should occur only **after** the student has been given a bona fide offer of acceptance into the school.

GCVTSD admits secondary level students based on the following:

The GCVTSD secondary level admissions process for students applying for the 2023-2024 school year has been reviewed by the Admissions Department, Diversity Committee and approved by the Board of Education. Students will be evaluated on the required criteria that is collected from their counselors at their home school district. Based on the rubric and criteria students will be scored and ranked. Students begin with a full score of 2,000 or higher if they are applying for performing arts. Specialized and individualized recruitment opportunities are made available to students with disabilities, English Language Learners, minorities, and non-traditional students.

<p><b>Standardized Test</b>          The most recent standardized test will be used. Depending on the student’s educational institution the test will change, i.e., New Jersey Student Learning Assessment (NJSLA), IOWA, Terra Nova, Star, etc. Scores will be calculated to a 0-1,000 scale.          If NJSLA scores are not available to a student being Home Schooled Charter, or from a non-public school other standardized assessments will be used to calculate the score. The most recent standardized test taken by the student will be used. The test will have a National Percentile Ranking (NPR). The test used to score the students can be different based on the institution that they attend. For public school students it will be the NJSLA and for non-public or charter schools the administered test could be IOWA, Terra Nova, Star, etc.          The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	1,000
<p><b>Grade 7 – Final Report Card</b>          The subject grades used to calculate the total will be Science, Math, History, and English. Final numerical values will be used.          Students will not be excluded based on race, color, national origin, sex, or disability status based on GPA status, this will be applied fairly to all students.          The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	500
<p><b>Grade 8 – First Marking Period</b>          Each course will receive the numerical value of the grade earned at the end of the first marking period.          The subject grades used to calculate the total will be Science, Math, History, and English.          The program is open to all students without regard to race, color, national origin, sex, and disability status.</p>	=	500
<p><b>Total Points</b></p>	=	2,000

<b>Audition Score (Drama)</b> Students will be assigned a date and time for their audition. Staff members will evaluate, and score based on preparation/memorization, characterization, energy/focus, voice, movement/body, and professionalism.	600
<b>Audition Score (Dance)</b> Students will be assigned a date and time for their audition. Staff members will evaluate, and score based on body alignment/technical proficiency, rhythmic acuity/musicality, range of dynamics/movement qualities, integration of whole-body movement and use of center of weight distribution, and ability to retain phrase work.	500

- Support systems are provided to students with disabilities, visual and hearing impairment, and English Language Learners
- Specialized and individualized recruitment opportunities are made available to students with disabilities, English Language Learners, minorities, and non-traditional students
- GCIT does not collect any identifying information on students such as race, color, national origin, sex, or disability are not identified prior to a student being offered enrollment to a program.
- All criteria are required. If anything is missing the applicant will be considered incomplete. The application deadline must be met, or the application will be considered late.

## G. BOARD APPROVED POLICIES AND REGULATIONS

The following list outlines the policies and procedures approved by GCIT's Board of Education. For more information on the policies, you may click the hyperlinks below:

- A Pupil's Right to Privacy (*Refer to Policy [5770](#)*)
- Academic Integrity (*refer to policy [5701](#)*)
- Administering Medication (*Refer to Policy [5330](#)*)
- Athletics (*Refer to Policy [2431](#)*)
- Commencement Activities (*Refer to Policy [5460.1](#)*)
- Concussion Education/Compliance Policy and Concussion Management Protocol (*Refer to Policy [2431.4](#)*)
- Crisis Intervention (*Refer to Policy [8468.1](#)*)
- Dating Violence at School (*Refer to policy [5519](#)*)
- Dress and Grooming (*Refer to Policy [5511](#)*)
- Emergency & Drills (*Refer to Policy [8420](#)*)
- Field Trips (*Refer to Policy [2340](#)*)
- Freedom of Assembly (*Refer to Policy [5520](#)*)
- Grading (*Refer to Policy [2624](#)*)
- Guidance Services (*Refer to Policy [2411](#)*)
- Harassment, Intimidation, and Bullying (*refer to policy [5512](#)*)
- Health Examinations, Immunizations, Pupil Health Records & Mandatory Annual Health Screenings (*Refer to Policy [5310](#) & [5320](#)*)
- Health, Accidents, and Illnesses (*Refer to Policies [8441](#)*)
- Health/Family Life Education (*Refer to Policy [2422](#)*)
- Home Instruction Due to Health Condition (*Refer to Policy [2412](#)*)
- Individualized Student Learning Opportunities (*Option II - District Policy [5460](#)*):
- Intervention and Referral Services (*Refer to Policy [2417](#)*)
- Nondiscrimination/Affirmative Action (*Refer to Policy [2260](#)*)
- Parental Responsibilities (*Refer to Policy [9230](#)*)
- Passive Breath Alcohol Sensor Device (*refer to policy [5535](#)*)
- Pupil Grievance Procedure (*Refer to Policy [5710](#)*)
- Pupil Records (*Refer to Policy [8330](#)*)
- Pupil Rights Amendment (*Refer to Policy [5700](#)*)
- Reporting to Parents/Guardians (*Refer to Policy [5420](#)*)
- Safety and Security (Refer to Policy 7430)
- Salute to the Flag and Pledge of Allegiance (*Refer to Policy [8820](#)*)
- School Day and Emergency Closing (Refer to Policy [8220](#))
- Search and Seizure – A Pupil's Right to Privacy (*Refer to Policy [5770](#)*)
- Student Transportation (*Refer to Policies [8600](#), [5514](#)*)
- Substance Abuse - Drugs, Alcohol, Tobacco, and Steroids (*Refer to policy [5530](#)*)
- Technology (*Refer to Regulation [2361](#)*)
- Telephone Access, Cellular Phones, Cameras, and Other Electronic Devices (*Refer to Policy [5516](#)*)
- Title I (*Refer to Policy [2415](#)*)
- Transgender Students (*Refer to Policy [5756](#)*)
- Use of Electronic Communication and Recording Devices (ECRD) (*Refer to Policy [5516](#)*)
- Vandalism and Violence (*Refer to Policy [7610](#)*)
- Visitors (*Refer to Policy [9150](#)*)
- Weapons and Dangerous Instruments (*Refer to policy [8467](#)*)