



Gibbsboro School District

2025-2026

STUDENT & FAMILY HANDBOOK
STUDENT CODE OF CONDUCT

Gibbsboro School District Student & Family Handbook

Gibbsboro School

37 Kirkwood Road
Gibbsboro, NJ 08026
(856) 783-1140 Fax: (856) 783-9155

Dear Gibbsboro Students & Families,

We are pleased to welcome you to the 2025-2026 school year and we look forward to partnering with you to achieve success for all of our Gibbsboro School students. We are committed to providing innovative and inspiring learning opportunities for all students in a safe, nurturing and inclusive environment. We want to do our best to prepare your child for all of the wonderful and exciting things that they will find in the future. Together, we can make a difference in your child's life.

The Gibbsboro Student & Family Handbook has been prepared to inform you of the expectations, procedures and policies of the Gibbsboro School. We believe if students are part of a respectful, safe and positive learning community, they will thrive and experience success. Please review this handbook together and reference it as the year moves forward.

Questions or concerns are welcome; feel free to contact me at (856) 783-1140 or jmarcellus@gibbsboroschool.org for more assistance.

We wish you all an incredibly successful 2025-2026 school year!

Sincerely,

Jack Marcellus
Superintendent
Gibbsboro School District

The school website www.gibbsboroschool.org is a good source of information for our school families.

The school app can be found on the Google Play Store or Apple App Store by searching Gibbsboro School District

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Gibbsboro School District Mission Statement

Our purpose is to create a safe learning environment through perseverance, accountability and integrity of the staff, students and families.

Gibby's Got G.R.I.T!

Growth Responsibility Integrity Teamwork

★ Growth

- Improving behavior
- Improving academic performance
- Accountability for behavior and action

★ Responsibility

- Doing all your work to best of your ability
- Completing your homework
- Being prepared for class (Chromebook charged, materials present)

★ Integrity

- Doing the right thing regardless
- Practicing honesty
- Behaving in ways that earn the trust of people around you

★ Teamwork

- Helping others
- "Ripple effect"
- Considering the ideas and views of others
- Communicating respectfully during a disagreement

Social Emotional Learning (SEL) and Character Education

Our journey with Social and Emotional Learning will continue this year. The curriculum being used to assist the staff with SEL instruction is called [Second Step](#). Second Step programs help students build social-emotional skills –like nurturing positive relationships, managing emotions, and setting goals –so they can thrive in school and life.

Students will engage in activities in their classrooms that will have the goal of improving our student's overall well being. On-going school-wide activities will focus on character building. Older students will work with younger students ("buddies") to help build community and reinforce positive character traits. Monthly "community days" will be held to bring students together.

The future success of our students is paramount; we want to help them develop virtues and decision-making skills to prepare them for the world outside of school.

Educational Philosophy

Our School shall be a collaborative community in which all individuals are given the opportunity to develop skills, knowledge, and awareness to improve themselves, society, and the environment. Our school shall be designed primarily for the individuals in it, and then for the society at large, in that well-educated citizens can contribute more effectively to the society.

WE BELIEVE that each child should be given the opportunity to benefit from learning experiences based on our understanding of child growth and development; learning experiences should provide strength of character, moral integrity, and keen understanding of the changing world in which the child lives; individual creativity should be the culmination of success- experiences in academic, as well as social, emotional and physical development.

WE BELIEVE that a teacher should be highly skilled, well informed and creative; the teacher provides the atmosphere, material, program, and love required to help all children belong, achieve and grow; the professional responsibility of the teachers is a directive force of the educational process; the teacher's attitudes and practices toward other teachers, administrators, students and parents should be ethical; a high degree of intra-staff cooperation is essential.

WE BELIEVE that the school is an integral part of the community through which teachers, students, parents, and administrators work together in a friendly, cooperative atmosphere; flexibility is essential to the instructional program in order to meet the needs of a changing society; dimension is given to the program by the schools using community resources to the fullest extent; planning which involves both faculty and members of the community not only aids in solving problems but also meets the needs of the individual and develops resources for an expanding school system.

Gibbsboro Board of Education

President
Joyce Miller

Vice President
Lorraine Balut

Geoff Alexander
James Coulter
Dennis Flemming
Mike MacFerren
Cass McKee
Jennifer Stilwell
Kristi Whyte

Business Administrator
Jim Cordery

Superintendent
Jack Marcellus

Solicitor
Sahli and Padovani, LLC

Gibbsboro Office Staff 2025-2026

Administrators

Mr. Jack Marcellus, Superintendent
Mr. Jim Cordery, Principal/Business Administrator
Mrs. Kelly Sommers, Assistant Principal/Technology Coordinator
Ms. Kristin Ternowyj, Supervisor of Special Services/Supervisor of Preschool

Important Phone Numbers

Main Office 856-783-1140

Mrs. Becky McFerren, Secretary to the Superintendent x301
Mrs. Sarah Hignutt, Secretary x302
Mrs. Stefanie Boardman, School Nurse x306
Mr. Jason Mangini, Facility Manager x349
Ms. Mary Anne Hojnowski, Accountant x309
Mr. Nick Moffa, IT Technician

Child Study Team

Ms. Kristin Ternowyj, Supervisor of Special Services/Supervisor of Preschool x304
Mrs. Susan Backal, School Social Worker/Guidance Counselor x313
Mrs. Michelle Sabia, Learning Consultant x347
Ms. Hester Hannon, Speech-Language Professional x 314
Mrs. Kathy Egan, Child Study Secretary x305

Early Childhood Development Center

Ms. Kristin Ternowyj, Supervisor of Special Services/Supervisor of Preschool x304
Mrs. Ginna Ebersole, Secretary x

Contracted Specialists

Ms. Taylor Keehn, MS, LAC, NCC - School Mental Health Clinician, Oaks Integrated Care
Mrs. Sondra Jacob - Occupational Therapist
Ms. Dorothy Gillon - Physical Therapist

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2025-2026 Academic Calendar

3/6/2025

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sept.

- 1 Labor Day - School closed
- 2-3 Staff Inservice - School closed
- 4 First day for students
- 18 Back to School Night

Oct.

- 13 Staff In-Service-School Closed
- 31 Halloween-Early Dismissal

Nov.

- 6-7 NJEA Convention-School Closed
- 20 Parent Conferences 6:00-9:00pm
- 21,24,25 Parent Conferences 1:30-3:30
- 26 Early Dismissal
- 27,28 Thanksgiving - School closed

Dec.

- 23 Early Dismissal
- 23-31 Winter Break - School closed

Jan.

- 1-2 Winter Break-School closed
- 5 School Reopens
- 16 Snow Dance-Early Dismissal
- 19 MLK Day-School closed

Feb.

- 9 Staff In-Service-School Closed
- 16 President's Day - School closed

Mar.

Apr.

- 2 Spring Break - Early Dismissal
- 3-10 Spring Break - School Closed
- 13 School Reopens

May

- 4-8 NJSLA -(Science 5,8)
- 11-15 NJSLA (ELA,Math 3-5)
- 18-22 NJSLA (ELA,Math 6-8)
- 25 Memorial Day - School closed

June

- 12 Field Day K-5
- 15-17 Early Dismissal
- 16 8th Grade Graduation-Early Dismissal
- 17 Last Day of School - Early Dismissal

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
1	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key

Staff inservice, students off

School closed

Early dismissal

Snow make up days

Staff	186
Student	182

2025-2026 Marking Period Schedule

Marking Period	Begins	Ends
1	September 4	November 5
2	November 10	January 23
3	January 26	April 2
4	April 13	June 17

NJSLA ASSESSMENT - STUDENTS GRADES 3-8

Students in Grades 3 - 8 are tested with the NJSLA assessment in the spring of each academic year. As a public school district receiving funding from the state of New Jersey in order to provide a free education for our students, all students are expected to participate in State standardized testing sessions once per year.

*Attendance is important to a child's success on these tests. Students tend to perform better when tested along with the others in their class. Please make every effort to avoid planning any vacations or appointments during testing.

Bell Schedules

Regular Bell Schedule

Period	Begins	Ends
Homeroom	8:30 AM	8:41 AM
1	8:44 AM	9:24 AM
2	9:27 AM	10:07 AM
3	10:10 AM	10:50 AM
4	10:53 AM	11:33 AM
5 (Lunch Gr. 6-8)	11:36 AM	12:16 PM
6 (Lunch Gr. K-5)	12:19 PM	12:59 PM
7	1:02 PM	1:42 PM
8	1:45 PM	2:25 PM
9	2:28 PM	3:08 PM
Dismissal Pre-K Grades K-5 Junior High	2:40 PM 3:15 PM 3:09 PM	

Early Dismissal Bell Schedule

Period	Begins	Ends
Homeroom	8:30 AM	8:40 AM
1	8:43 AM	9:07 AM
2	9:10 AM	9:34 AM
3	9:37 AM	10:01 AM
4	10:04 AM	10:28 AM
5	10:31 AM	10:55 AM
6	10:58 AM	11:22 AM
7	11:25 AM	11:49 AM
8	11:52 AM	12:16 PM
9	12:19 PM	12:43 PM

Delayed Opening Bell Schedule

Period	Begins	Ends
Homeroom	10:00 AM	10:10 AM
1	10:13 AM	10:45 AM
2	10:48 AM	11:20 AM
3	11:23 AM	11:55 AM
4	11:58 AM	12:30 PM
5	12:33 PM	1:05 PM
6	1:07 PM	1:38 PM
7	1:40 PM	2:11 PM
8	2:13 PM	2:43 PM
9	2:45 PM	3:15 PM

ABOUT GIBBSBORO

Gibbsboro is a wonderful small community located in southern New Jersey, approximately 15 miles from Philadelphia, PA. The borough covers 2.2 square miles with approximately 780 homes and 2300 residents. The communities of Voorhees Township and Lindenwold form the boundaries of Gibbsboro.

Gibbsboro lies on the transition areas between the inner and outer coastal plain, where water to the east flows to the Atlantic Ocean and water to the west flows into the Delaware River. Within its boundaries are five streams and six lakes that form the headwaters of the Cooper River, which flows into the Delaware River. All five streams have their origins within the borough. The highest elevation is 210 feet above sea level along the eastern border with Voorhees and the lowest elevation is 60 feet above sea level along the western border with Lindenwold.

Gibbsboro's heritage dates back to the early 1700's when the first settlers built saw and grist mills on the many streams that flowed through the heavily wooded forest. The first mill, a saw mill, was built by George Matlack in 1714 on Hilliards Creek. Another saw mill was built by Enoch Core in 1731 in the center of what is now Gibbsboro. Many other mills were established along the streams in the late 1700s and early 1800s. One of these mills, Ford's Mill, located on Silver Lake was purchased by John Lucas and Joseph Foster in 1852. This event changed Gibbsboro from a cluster of mills, serving the local farms, into an industrial company village.

Because of the town's pure water, John Lucas and Joseph Foster founded the "Gibbsboro White Lead, Zinc and Color Works," a paint factory on the shores of Silver Lake in 1852. The company, which developed ready-mixed paint known for its shades of green, essentially put Gibbsboro on the map.

By 1887, the prosperity of the Lucas Paint Works (which employed 300 men in 1886 and 700 men in 1909) was such that a spur rail line was constructed from the main Camden to Atlantic Railroad line to Gibbsboro to handle the volume of products and ensure the continued success of the enterprise. Passenger service along this rail spur was provided by the Gibbsboro-LUcaston Horsecar Railroad.

The "Paint Works" continued to be in operation until the early 1980s, at which time it was redeveloped into an office-research complex.

ABSENCES/ATTENDANCE

In accordance with the provisions of N.J.S.A.

18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

Regular attendance by students helps to develop responsibility and self-discipline.

Reporting an Absence

It is the responsibility of the parents/guardian to report each and every absence. Please notify the school nurse via phone (856) 783-1140 x306 or email sboardman@gibbsboroschool.org before 8:00am the day of the absence.

Please note, an automated attendance message will be sent when a child is absent, even if the parent has contacted the school.

Definitions

"Attendance" is a student's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. **A student will be considered to have attended school if he/she has been present at least four hours during the school day. A student must be present at least four hours during the school day in order to participate in any extra- or co-curricular activities or any athletic practice or event.**

"Truancy" means 10 or more cumulative unexcused student absences, as determined by the district board of education pursuant to N.J.A.C. 6A:16-7.6(a)3 and the definition of a school day, pursuant to N.J.A.C. 6A:32-8.3. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A.

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18A:36-14 through 16 or any absence for the reasons listed below:

- Student illness as verified by a doctor's note
- Home instruction
- Approved religious holiday
- School-sponsored events (e.g. field trips)
- Death in student's family

Readmission to School After an Absence

- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent listing the reason for the absence.
- A note explaining a student's absence for noncommunicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
- A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy #8451.
- [NJDOH School Exclusion Chart due to communicable illnesses.](#)

The terms "documented absence" and "undocumented absence" may be used for clarification purposes and in lieu of "excused" and "unexcused." **Note: All absences are considered "unexcused" and shall be counted towards truancy unless listed above in accordance with N.J.S.A. 18A:36-14-16.** An absence is considered "documented" when the parent/guardian is in contact with the school nurse and has provided a reason for the absence. Any absence not listed in an "excused absence" above shall be an "unexcused absence" counted toward truancy, even when parents alert the school nurse.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.

Family Vacations

As per Gibbsboro School's attendance philosophy stated above, we strongly discourage families

from scheduling family vacations during the

school year. We respectfully request that families schedule such important, often educational experiences when school is not in session. All days missed during a vacation are "unexcused absences" and are counted toward truancy.

Parents/guardians will be informed of their child's attendance quarterly in accordance with the attendance thresholds noted below:

- 8 absences may result in notification of the parents/guardians.
- 10 absences may result in a mandatory parent/guardian conference with the Principal and/or designee to establish an action plan.
- 15 absences may result in a conference with the Intervention & Referral Services team to revise and further develop an action plan.
- 20 or more absences may require a mandatory referral to the court program as stated by the NJ Administrative Office of the Courts as well as a phone call to the Division of Child Protection and Permanency (DCP&P).
- 25 or more absences may require a mandatory referral to the court program as stated by the NJ Administrative Office of the Courts as well as a phone call to the Division of Child Protection and Permanency (DCP&P).
- Frequent or prolonged absences or repeated tardiness without satisfactory explanation can be viewed as truancy and may result in a court hearing.

Tardy to School

Students are expected to report to school and class on time.

- When a student accumulates four tardies to school, it will convert to one absence.
- Students must spend a minimum of 4 hours in any single school day session to be eligible to participate in after school activities.
- The superintendent and/or his designee will make the final determination on eligibility for unique situations.
- If tardiness is the result of a doctor's appointment, the student is required to bring in a copy of the appointment card.

Early Dismissal for Appointments

In the event that medical appointments cannot be made outside the regular school hours, students may be excused from school for such purposes. A note of permission must have

official approval by the parent. The student's parents must report to the office before their student can be released.

Please contact the school in advance if you have given anyone authorization to pick up your child from school.

AFFIRMATIVE ACTION

The BOE guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectation or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical, hereditary cellular or blood trait of any individual or non-applicable disability.

Inquiries regarding compliance of this and/or sexual harassment may be directed to the following person:

Jack Marcellus, Superintendent
Affirmative Action Officer

ARRIVAL AND DISMISSAL

PreSchool Campus

- All Drop Off and Pick Up will be drive up
- Map outlines flow of traffic
- Car Placards
 - Must have a car placard for drop off and pick up.
 - Numbered Tags assigned to families
- Backpack Tags for students
- Staggered drop off and pick up times for traffic flow
 - Drop off begins at 8:30 (School Day begins at 8:40)
 - You can begin lining up for pickup at 2:30 (School Day ends at 2:40)
 - Drop Off/Pickup outside of these hours

Main Campus

Due to safety reasons, **students are not to be dropped off before 8:15 AM.** Adherence to this policy will ensure proper supervision of our students on the way to school and on school grounds.

Homeroom attendance in Grades K-8 is taken at 8:30 AM.

Arrival Procedures

- All students to enter through the main entrance.
- Drop-Off line will be formed at the front of the school on both sides of Kirkwood Road. Parents are not permitted to park in the drop-off lane. Parents are asked to not leave their vehicle.
- Students dropped off on Kirkwood Road across from the school should use the crosswalk to cross the street.
- Visitor parking spots and the church parking lot may be used by those who wish to walk their student up to the school. Parking is no longer permitted in front of the building.

Dismissal – Procedures

- All students will exit through the main entrance.
- Junior High students are dismissed at 3:08PM.
- Elementary students are dismissed at 3:15PM.
- The front lane on Kirkwood Road (both sides of the road) will be utilized as pick-up lines. Parents are not permitted to park in the pick-up line. Parents are asked to not leave their vehicle.
- Visitor parking spots and the church parking lot may be used by those who wish to walk up to gather their student(s). Parking is no longer permitted in front of the building.

****Students and parents should only cross Kirkwood Road in the crosswalk.****

****Arrival and Dismissal procedures subject to change.****

AFTER SCHOOL EVENTS IN THE GYM

All spectators/participants attending after school events that take place in the gym shall enter through the main entrance doors. Cameras are stationed in that area and it has been approved by the Borough and the School Board as our point of entry for all

extracurricular events taking place in the school's gym.

All non-participating students **MUST** have a parent chaperone at after-school events (e.g., a student must have a parent at a soccer game in order to attend as a spectator, etc.)

BICYCLES

Beginning in the third grade, students may ride their bicycles to school. To do so, a Bicycle Permission Form must be signed and students must follow directions on the Form. Students who do not adhere to directions in regards to bicycles, may lose the privilege to ride to school.

All students age 17 and under are required by state law to wear bicycle helmets. If a child rides to school without wearing a helmet, the school may keep the bicycle until it is picked up by a parent or guardian.

Bicycles must be walked onto campus and secured with a lock on the bike rack.

Bicycle Permission Form can be completed in Genesis.

BUS CONDUCT AND PROCEDURES

Though the Gibbsboro School District does not provide transportation, there are times when students will take a bus (e.g., field trips, athletic events, etc.). The following rules of conduct must be adhered to in order to insure student safety:

- Wear seat belts and remain seated while the bus is in motion;
- Please keep the noise level of conversation low. Screaming on the bus is not permitted.
- Students must adhere to the seating assignment given (if applicable).
- Show respect for the driver and each other at all times
- Refrain from eating and drinking on the bus
- Extend no portion of the body or other object out a bus window
- Obey all school rules while at the bus stop
- Enter and leave the bus in an orderly manner
- Keep aisles clear at all times

- Avoid reckless and boisterous activity at all times

Disciplinary measures may be applied as appropriate to the pupil's violation. See Code of Conduct. ****Please note that the building principal or designee may, at his/her discretion, immediately suspend riding privileges for serious infractions.****

CARE OF SCHOOL PROPERTY

In accordance with Board of Education [Policy 5513](#), the Board believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

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

1. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
4. Fines will be assessed for any lost textbooks or textbook damaged beyond normal wear.

CELLULAR PHONES AND ELECTRONIC DEVICES

The Gibbsboro School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phones, or similarly-enabled devices, cameras/videos, Artificial Intelligence (AI) is counterintuitive to our goals. Students are not permitted to bring personal electronic devices such as iPods, iPads, music players, electronic games, cameras, "smart watches," etc. to school.

Cell phones, while discouraged, can be brought to school but cannot be used at any time during the school day, during school-sponsored activities, or on the school bus. Cell phones are to be kept in a student's

backpack or locker, turned off, from the time they enter the building to the time they exit. Students who need to use the phone during the instructional day may ask to call from the Main Office.

If a student has it out or uses an electronic device (such as a cell phone, tablet or other non-school issued device) during the instructional day, the Code of Conduct will be followed.

*See "Student Code of Conduct."

The Gibbsboro School District is not responsible for lost or stolen cell phones, electronic devices, or other personal items students choose to bring to school. Smart watches are considered personal electronic devices and are not to be used or worn in school.

Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.

CELL PHONE VIDEO POLICY

The Gibbsboro School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phones, or similarly-enabled devices, cameras/videos or Artificial Intelligence (AI) is counterintuitive to our goals. The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, Smartwatches, etc.) are:

1. Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day including school sponsored co-curricular activities (unless given permission by a faculty member for instructional purpose). They may not be used in school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
2. Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
3. The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities.

*See "Student Code of Conduct" for possible Disciplinary Consequences for the violation of the above.

Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.

CHROMEBOOK STUDENT RESPONSIBILITIES

Students in Grades 2-8 are assigned a Chromebook and charger at the beginning of the school year. Chromebooks for grades 2-5 are housed in the classroom cart.

In grades 6-8, the assigned Chromebook will be the responsibility of the student to bring to and from school each day. Part of their daily homework assignments will be to ensure that the Chromebook is charged and ready for use each and every day.

Junior High students are REQUIRED to put their Chromebook in a case/sleeve when not in use. This case/sleeve is to be purchased by the parent. A student will not be permitted to use a school-issued Chromebook if they do not have a case.

A fee will be incurred by parents for Chromebooks that are broken/mishandled by students. Issuance of an additional charger will also incur a fee. Please remind your student to care for their school-issued device.

It is the responsibility of ALL students to care for the technology equipment and of parents to encourage appropriate use and care. Please follow the link below for information regarding acceptable use, damage, and lost chromebooks.

COMPUTER AND INTERNET POLICIES

Students will not be allowed to use the computer network and Internet without a consent form signed by both the student and his/her parent/guardian. For more information about this policy, please refer to the Technology Loaner Agreement/Acceptable Use Policy in Genesis.

As good digital citizens, students should be respectful, kind, and honest; talk to their teacher and parent as soon as they see, feel, or experience something that is not "right" on the Internet; use strong passwords; make sure teachers and parents have their passwords; remember that not everyone is who s/he says s/he is on the Internet; and use primary sources. Additionally, students should not share personal information online, open unexpected messages or unfamiliar attachments, agree to meet people who approach them online,

plagiarize or cheat, or harass others through email or other means.

Each grade 6-8 student in the Gibbsboro School District will be assigned a school email address. The sole purpose of this email address is to facilitate communication school related projects and assignments within the school community.

See "Chromebook Student Responsibilities" for more information.

CONFERENCES

Parent-teacher conferences are scheduled to take place in November. Parents are encouraged to contact teachers with questions or concerns at any time. Please do this through email or call the main office to leave a message for the teacher.

Parents are not permitted to have unscheduled meetings with teachers since these detract from instructional time for all students. If you feel an additional conference is necessary, please contact the main office to arrange for an appointment. If you arrive without an appointment, we will take a message and the staff member will contact you as soon as possible.

DEPARTMENT OF CHILDREN AND FAMILIES

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on District faculty and staff. As such, District personnel will contact the Division of Child Protection and Permanency (formerly known as DYFS) to report suspected cases of abuse or neglect.

To report a suspected case of child abuse or neglect, please dial 1-877-NJABUSE.

DISCIPLINE

The Gibbsboro School community is one in which adults and students can flourish in an atmosphere of mutual respect. Students will be guided in a positive manner to develop their full potential academically, socially, and emotionally. The Gibbsboro School community is a peaceful one in which differences are settled through negotiation and problem solving. Everyone has a right to be shown respect, kindness, and courtesy and to live and learn in a safe environment.

See "Student Code of Conduct" for more information.

DRESS CODE

In accordance with [Board of Education Policy #5511](#), pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Dress code will be checked in each day during homeroom.

The following are prohibited clothing and articles at the Gibbsboro School:

1. Attire should not be revealing (i.e., exposure of undergarments, private parts, stomach/back).
2. No hats, hoods, other head coverings, or sunglasses are permitted inside of the building unless for religious observance.
3. Clothing with improper messages or designs is not permitted. This includes references to
 - a. violence and weapons
 - b. racist comments
 - c. anti-religious references
 - d. profanity
 - e. sexual connotations
 - f. tobacco, alcohol, or drug use
4. Footwear- Slides, slippers, flips flops (i.e open-backed shoes of any kind) are not allowed. Sneakers must be worn for physical education class and other physical activities (i.e. recess).

Backpacks and privately-owned electronic devices (cell phones, tablets, etc.) phones MUST be placed in lockers or in areas designated by the teacher.

Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. In addition to disciplinary action, students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. In addition to sending students home and/or requesting parents to bring acceptable clothing, the administration reserves the right at any time to amend the dress code policy without prior warning to the students.

Final determination of what is acceptable and unacceptable will be made by the administration.

EARLY DISMISSAL DAYS

Several days on the school calendar are noted as early dismissal days. Please refer to the bell schedule section and the school calendar for more information.

ELECTRONIC SURVEILLANCE

All areas of the Gibbsboro School are under 24-hour camera surveillance. All activities are monitored and recorded, both within the school and at the entrances.

EMERGENCY CONTACTS

All students must have emergency contact information on file. In the absence of a parent, the person identified as the emergency contact person will be responsible for the care and supervision of the child until the parent is available. Emergency contact information should be accurate and current. Parents/guardians should immediately notify the school of any changes.

EMERGENCY CLOSINGS/DELAYED OPENINGS

In the event of a weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early.

In the event the school must be closed or there is a delayed opening, an Alert will be sent, notification will go on the school's website, and announcements will be sent out through our Blackboard Connect Alert system via phone call, email, website and the school's app.

NOTE: In the event of a delayed opening, preschool students should report to school at 10:40 AM.

EMERGENCY PREPAREDNESS

In accordance with Board of [Education Policy #8420](#), the District has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools;
2. As per [State Statute 18A: 41-1](#), every school shall have at least one fire drill each month within school hours.
3. As per [State Statute 18A: 41-1](#), every school shall have at least one school security drill each month within school hours. During the academic year schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Bomb Threat; Evacuation (non-fire); and Lockdown.
4. Some drills will be performed with the cooperation of the Gibbsboro Police Department.

EXTRACURRICULAR ACTIVITIES

In general, extracurricular activities are defined as any activity beyond the classroom, including, but not limited to the following activities: School Play; Intramural/Interscholastic Sports; Student Council; Safety Patrol; Music Programs; National Junior Honor Society; Attendance at School Sponsored Events; all 8th grade activities and, more.

Student Participation

Students are permitted to attend and/or join extracurricular activities provided that they gain parental/guardian permission and remain in good standing.

A parent form titled "Extracurricular Activity Student/Parent Contract" must be completed via Genesis when a student wishes to participate.

Junior High Students and Participation, Student Ineligibility

The following parameters will be followed during the 2025-2026 school year:

- **First Suspension In-School (ISS) or Out-of-School (OSS)** - Student is placed in a temporary exclusion status for 60 (sixty) calendar days and may not participate in extracurricular activities during this time period.
- **Second Suspension ISS or OSS** - Student is excluded/not permitted to

participate in an extracurricular activity for the remainder of the school year.

See Genesis to review the STUDENT/PARENT EXTRACURRICULAR EXCLUSION STATUS NOTIFICATION.

General Student Ineligibility Details

Students are not eligible to participate in extracurricular activities when:

- *Behavior:* Staff determines if behavior will exclude a student; this is when behavior of a student does not represent the mission and vision of the school.
- *Junior High Exclusion Status:* If a Junior High student is placed in "Exclusion Status," he/she may not participate until the conclusion of "Exclusion Status" occurs.
- *Attendance/Discipline:* Students may not participate/attend an extracurricular activity/event if they are serving a detention on that day and/or were absent from school on that day. They will be excluded for an extended period of time if issued a suspension.
- *Academic:* Ineligibility due to academic performance results from an average score below 2 in a core subject area coupled with a score lower than 2 in the area of work ethic/student effort. Any student who scores an (IWC) Insufficient Work Completed in a core subject area, will automatically be ineligible for extracurricular activities. Students will be permitted to regain eligibility no sooner than 4 weeks after the student becomes ineligible.
- *Students with disabilities* will follow the same discipline code or conduct unless otherwise specified in their IEP.

Medical Requirements for Athletic Teams

Any student who is a candidate for a school athletic team in grades 5 through 8 must have a physical examination **within 365 days prior to the first day of practice.**

Physicals should be completed in a students' "medical home." Medical home is defined as the health care provider the parent/guardian has

selected for the student, as it is believed your child's personal physician is the best source of information about your child.

The health care provider is required to use the state approved form. In addition, the parent/guardian must complete and sign a health history update and emergency update **prior to the first practice session of each sport.**

If you do not have a health care provider arrangements can be made for an examination by the school doctor by contacting the school nurse.

In no circumstances will a student be permitted to

practice or try out for a sport until all medical papers are received. Forms are sent home with all grade appropriate students in June for the next year, may be obtained by contacting the school nurse, or by visiting our school website.

Other Extra Curricular Activities

- Any student who has entered the school building for a dance or other activity must remain in the building until the activity is over.
- Upon leaving the activity or dance, students should exit the area promptly.
- There will be no public student activities or dances to which outsiders are free to come.
- The control of the activity shall be the responsibility of the committee in charge.
- Students not attending the activity are not permitted on or around the school grounds.
- If a student is absent from school on the day of the activity, or is dismissed from school on the day of the activity, that student is not permitted to attend.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

[BOE Policy 9240](#)

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records.

These rights are:

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1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

In addition to the rights provided by FERPA, parents can provide written requests to the principal if there is content within courses they do not wish for their child to receive.

FIELD TRIPS

As defined in Board of Education [Policy 2340](#), a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

The school board provides the transportation for one educational excursion each year for each class. Trips in addition to this may not be scheduled during school hours except upon formal action by the BOE. Such trips are considered to be part of the curriculum offered at Gibbsboro School. Requirement for attendance is the same as for any other regular school day.

If necessary, and at the discretion of the teacher, parent(s) or legal guardian(s) may serve as chaperones on field trips.

Teachers will distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:
(1) The date, departure time, and return time;

- (2) The destination and its location;
- (3) The means of transportation; and
- (4) The purpose of the trip.

****Students may be considered for exclusion from a field or class trip if they exhibit behavior in violation of the Student Code of Conduct.****

FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school or on

the bus. These items include, but are not limited to, electronic devices, water pistols, slingshots, sharp objects, trading cards, laser pointers, handheld games, perfumes/body sprays, toy guns, slime, and fidget spinners/cubes. Additionally, possession of anything deemed to be a weapon, tobacco product, drug, alcohol, or sexually explicit material will result in confiscation, parent/guardian contact, police notification, and disciplinary action.

GOOGLE CLASSROOM

Many teachers will have a Google Classroom set up for his or her class. Parents and students will be able to log in to view assignments, activities, and general information about the class. Parents will be asked to provide updated email information to teachers during Back to School Night for inclusion in their child's Google Classroom.

GRADING

The Gibbsboro School staff assesses each student on their level of learning separated from their behavior.

STANDARDS BASED GRADING

Students in Grades K-2 will be assessed on their mastery of NJ Student Learning Standards (NJSLS).

The scale for scoring is as follows:

- 1 - Beginning
- 2 - Developing
- 3 - Secure

TRADITIONAL GRADING

Students in Grades 3-8 will be assessed using a traditional grading scale.

The scale for grading is as follows:

91-100	A
81-90	B
71-80	C
61-70	D
60 or below	F

Our philosophy on grading is that parents and students should have specific feedback on their performance so specific remedial measures can be put in place. Grading is not a game or competition. Its sole purpose is to report on the progress a student is making in school. We will recognize the progress of all of our students at a minimum of four times per year.

Grievance Procedure

See "Process to Voice Concerns."

HALL PASSES

Students are expected to take full advantage of classroom time and instruction. In order to leave a class, K-8 students must gain permission from their teacher and utilize the assigned classroom pass.

HARASSMENT, INTIMIDATION, AND BULLYING

In accordance with [Board of Education Policy 5512](#), all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

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

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

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Student Expectations

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

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

Students are expected to behave in a way that creates a

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

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Conduct.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

HOME & SCHOOL ASSOCIATION

The Home and School Association (HSA) is an independent organization. It is open to all parents, teachers, and citizens of Gibbsboro and its ultimate goal is to assist in providing a quality education for our students.

The mission is to coordinate the efforts of parents, teachers, students and community members to further enhance Gibbsboro School in the academic education, character education and recreational needs of its students.

Any parent, grandparent of a student, staff member or teacher of the Gibbsboro School can become a member of HSA. The HSA membership is only \$10 per family/staff member.

This goal is reached by many efforts: facilitating communications between parents, students, teachers and community; working with the principal and staff in special areas, such as classroom projects, after-school activities, community functions; raising funds for purchase of school equipment, furnishings; supporting student activities; and developing programs for parent education, student activities, and community improvement.

Meetings

All parents and teachers are invited to all meetings in support of students. Dates and times are listed on the school website.

HSA Executive Committee

Association officers are elected for a one-year term. Annual elections are held each May. More information about the HSA can be found on the school's website.

HOME INSTRUCTION

A District BOE shall provide instructional services to an enrolled student whether a general education student in kindergarten through grade 12 or special education student age three to 21, at the student's home or another suitable out-of-school setting. Gibbsboro School is a PK-8 school district.

Due to a Temporary or Chronic Health Condition

When a student is expected to be out of school for a prolonged period of time because of certain illnesses or immobility, parents shall submit a request to the school district that includes written determination from the student's physician that must state the following:

- The nature of illness.
- The student's capability to receive instruction without

endangering his/her health.

- The expected period of time the student will be unable to attend school.

The school district shall provide instructional services within five days after receipt of the school physician's verification. Statute allows for

no fewer than ten (10) hours of instruction on three separate days of the week.

Due to Reasons Other than a Temporary or Chronic Health Condition

When the student is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A: 16-5.5 and 5.6 but placement is not immediately available;

or

When the student is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C. 6A: 16-7.2 and 7.3;

or

When a court order requires that the student receive instructional services in the home or other out-of-school setting:

The school district shall provide instructional services no later than five school days after the student has left the education program. Statute allows for no fewer than ten (10) hours of instruction on three separate days of the week.

HOMEWORK

Homework of suitable quality can enrich a student's background and increase his/her sense of responsibility. As students learn new skills and content, reviewing those at home will help with the educational process. It is an integral part of, and has significance in, the educational experiences of our students. Homework is defined as the work that students complete independently outside of school.

Homework serves the following purposes: to drill or practice a concept or skill already taught, to provide real life application of material studied in class, to develop an appreciation for or knowledge of resources, and to develop the personal esthetic and/or cultural growth of the student. Homework is neither punitive nor "busy work."

INSURANCE

The Board of Education provides insurance for all students. This insurance picks up where the family insurance leaves off.

IMMUNIZATIONS

See "NURSE'S OFFICE."

LOCKERS

Students in grades 6th – 8th will be assigned a locker. Lockers are made available for student use in storing school supplies & personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in the locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

LOST AND FOUND

All jackets, coats, sweatshirts, etc., should be labeled with your child's name. All items found are turned in to the office or school nurse. Students may claim lost articles before or after school.

LUNCH

Students will consume meals in the cafeteria. A student may bring lunch or participate in the lunch program by purchasing lunch or being eligible for free/reduced lunch. Applications for free/reduced lunch can be found on the District website.

Students taking part in the lunch program must order in

advance. All orders must be placed no later than Wednesday at 3:00 pm for the following week. Orders MUST be placed whether for a paid lunch or a free/reduced lunch.

To place lunch orders, utilize the Lunchtime application found on the Gibbsboro School District website or

Gibbsboro School app. Call the main office with any questions.

Lunchroom Expectations

Students may not:

- Use inappropriate language or gestures;
- Raise their voice (scream):
- Tease or make fun of others, either with words or gestures;
- Sit in seats not assigned to them;
- Leave their lunch table without permission;
- Use inappropriate manners when eating in public (i.e. showing food in mouth to others, touching others food, intentionally make a mess with their foods either on the table or themselves, throwing food including putting in the trash)

Students will:

- Talk with peers at an appropriate volume.
- Keep their hands to themselves.
- Leave their eating area clean.

LUNCH & LEARN/ACADEMIC INTERVENTION

Grades 3-5: A student will be given extra time in the classroom setting to make up or gain further assistance with his or her assignment(s).

If a student must attend three or more Lunch and Learn sessions in a month, he/she will be assigned an after-school detention. Parents will be notified.

Grades 6-8:

Library Time

If a student was absent and needs to make-up an assignment, they will be given the opportunity to complete their assignment in the library during their lunch period or may complete the assignment at home.

***It is the responsibility of the student to recognize that more help or time is needed with an assignment or that**

an assignment must be made up due to an absence. The student must sign up for time in the library.*

Lunch & Learn

A student may be assigned a Lunch and Learn when deemed necessary by the teacher. Lunch and Learn is an extra opportunity to complete student work.

After a Lunch and Learn opportunity is provided, teachers may assign partial or zero credit for work that was not completed in accordance with the expectations of the teacher.

If it is deemed that a student is not being productive in Lunch and Learn, the supervising teacher may assign partial credit or a zero for an assignment. If this occurs, parents will be notified by the teacher.

MEDICATION REGULATIONS

BOE Policy #5330

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

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

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in

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accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the student.

The parent(s) or legal guardian(s) of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism

containing epinephrine to students for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

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

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

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society is to recognize students for high academic achievement and community involvement. During the year, members will be involved in various activities for the betterment of themselves, their school, and community.

To qualify, a seventh or eighth grade student, after being in the Gibbsboro School for at least one year, must be Spartan award winners, have been involved in community activities, and have been recommended by his/her teachers based on the qualities of service, leadership, and character. Students new to Gibbsboro School must be in the school at least one semester and be excellent in March or April.

NURSE'S OFFICE

To learn effectively, a student needs good health. The purpose of the school health program is to appraise and supervise the health of the students while in school, teach and encourage them to take more interest and responsibility for their own health and safety and that of others, and to provide emergency services for those ill or injured while in school.

Under direction of the School Physician, the school nurse is responsible to the Superintendent and the Board for:

- Kindergarten registrations;
- Communicable disease control, including evidence of required immunization of all students;
- Growth, vision, hearing screening and Body Mass Index (BMI) calculation of all students;
- Tuberculosis screening;
- Scoliosis screening;
- Reporting to parents and follow up of all defects found;
- Emergency care for those ill or injured while in school;
- Maintaining comprehensive health records of all students;
- Concerns regarding the health of school personnel;
- Participation with the Child Study Team by obtaining necessary health histories, medical reports, and interpreting them;
- Administering medications and treatments to students while in school when provided with prescribing doctors orders and Board approved procedure is followed;
- Meeting special health care needs of handicapped students;

- Monitoring absentees closely to determine the type of illnesses occurring within the student population;
- Health counseling with students, parents, and staff;
- Resource person for health education.

For information about Medication, see "MEDICATION REGULATIONS."

For information about Physical Education Excuses, see "PHYSICAL EDUCATION."

In addition to required immunizations, the school health office will provide educational fact sheets to parents/guardians of 7th grade students annually about the Human Papillomavirus and vaccine. Parents/guardians are advised to contact their doctor or the New Jersey Vaccines for Children Program (1-855-568-0545) for additional information.

PERSONAL ITEMS

Athletic Equipment

Athletic equipment may be brought to school for use during recess or participation in athletic teams. All equipment should be clearly labeled with the student's name. Each student is responsible for his or her own equipment.

Cell Phones & Electronic Devices

See Student Code of Conduct

Transportation Devices

Skateboards, scooters, and roller blades are not permitted on school property for safety reasons. This includes going to and from school. Beginning in third grade students may ride their bicycles to school provided that permission forms are complete.

PHYSICAL EDUCATION

According to state law, classes in physical education and health are required for all students in school grades Kindergarten through 8th Grade. In order to provide a safe and healthy environment for all students, please note the following:

- Sneakers are REQUIRED to participate in physical education classes.
- Students who have a short term medical excuse will be provided with written assignments related to the health and physical education fields.

Please refer to the grade level course proficiencies for specific information concerning the physical education and health program.

PROCESS TO VOICE CONCERNS

Occasionally, situations or problems arise at school concerning such things as placement of a child, homework assignments, absences, discipline, the grading system, etc. Formal and informal avenues for the expression and correction of grievances do exist.

Level 1 Appeal

The first step in resolving a matter is to contact your child's teacher and/or guidance counselor to arrange for a conference.

Level 2 Appeal

- An appointment may be made with the Superintendent/Principal to present the complaint for consideration. At this level some disposition will be made concerning the complaint.
- If the complaint persists, the student and/or parent or the Superintendent may bring the complaint to the Board of Education for a final decision. A request by a parent or an emancipated student for a Board hearing must be in writing and be submitted through the Superintendent.
- It is to be known that the law provides even further resort for students or parents beyond the local level. Appeal may be made to the County Superintendent of Schools for his advice and counsel in attempting to affect a solution.
- The law also provides for resort to the Commissioner of Education, who is expressly charged to hear and decide controversies and disputes related to the conduct of public schools. Any person may file an appeal to the Commissioner of Education on behalf of any student or group of students protesting an act or a failure to act on the part of local school authorities.

It must be established that individual rights are not without limit and that they carry with them a correlative duty to respect and honor the rights of others. When an individual, in the exercise of his/her claimed rights, interferes with, and/or disturbs or disrupts the legitimate pursuit of others, school authorities must

take all legal steps to ensure that violence, disruption, vandalism or seizure of school facilities does not develop under any circumstances. Society, acting through its legally authorized school officials, has determined that certain standards of decorum and

order should be maintained in the classrooms of our public schools to promote teaching and learning there. This is not an arbitrary determination but is made for the obvious purposes of guaranteeing that:

1. All students shall have the right to pursue their schoolwork in a proper and safe atmosphere, free from the disturbing and disruptive effects of unlawful behavior.
2. Taxpayers' rights are not violated as a result of damage to the school, school property and/or disruption of the educational program. It is to be further understood that the legally authorized school officials will not tolerate any student behavior which is characterized by violence, potential violence, vandalism, seizure of school facilities, or in any way disruptive to the orderly progress of the educational program.

Community Complaints & Inquiries

The Board of Education welcomes comments, inquiries about, and constructive criticism of the district's programs, equipment, operations, and personnel. The Board will consider but not publicly respond to general comments. The Board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or is educationally disabled.

The chief school administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law, board policies, and applicable negotiated agreements.

Questions submitted to the Board of Education in writing shall be examined and investigated as appropriate. The response will be developed by the Board. The individual who submitted the question shall receive the Board's written response in no more than 60 days. The written response will also be made available to the public at the next board meeting; any information

that specifically identifies an individual student will not be included.

Parents/guardians and pupils will be informed of the proper avenues to follow. Such procedures shall be posted on the school website, included in the parent/student handbook, and made known at all BOE meetings.

Because individual board members have no authority to act as individuals, when a board member is made aware of an issue, he/she will withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the superintendent.

Only in those cases where satisfactory adjustment cannot be made by the chief school administrator and the staff shall communications and complaints be referred to the BOE for resolution.

The members of the Gibbsboro BOE wish to extend to each resident a cordial welcome to attend all board meetings.

PUBLICITY/MEDIA CONSENT

Periodically throughout the school year, photographs may be taken of our students and staff in various academic and non-academic activities.

Photographs may be used in printed material such as the school district newsletter and/or brochures, a music calendar, local/regional publications, school Internet site, slide/video presentations, yearbook or be displayed at various seminars and/or workshops in which the district participates, we need to obtain permission to take them.

All parents are required to complete the Media Release Form in Genesis.

RECESS (Grades K-5)

Weather permitting, students in Grades K-5 have outdoor recess each day. The following are rules for safe play during recess. Failure to adhere to these and other directions given by staff will result in loss of recess time as determined by the classroom teacher and principal and or consequences as per the Gibbsboro School Code of Conduct.

1. Students may not play roughly. (No wrestling, kicking, punching, tackling, etc.)
2. Students will show respect for others and follow all instructions given by the staff.
3. Students must stay out of the parking lot area.
4. Students are to stop what they are doing when the bell rings and should line up quickly.
5. Students should not touch or throw rocks, sticks and other dangerous objects.
6. Students will show pride in their school by keeping the building and grounds free of litter.
7. No physical/contact sports may be played for the safety of all students.
8. Students may not leave the recess areas at any time unless accompanied by an adult.

REGISTRATION REQUIREMENTS

Please contact the main office and school nurse for more information about registration requirements.

REPORT CARDS

Report Cards will be issued following the close of each marking period.

PUPIL RIGHT OF PRIVACY

[BOE Policy 5770](#)

The District acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In accordance with Board of Education Policy 5770, no storage place provided by the District shall pupils have such an expectation of privacy as to prevent examination by a school official.

Receipt of the Student Handbook at the beginning of each school year will serve as notification that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee will conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

SCHOOL VISITORS

All visitors to the school MUST enter through the main entrance and have an appointment to enter the school.

If you do not have an appointment, you will not be allowed to access the school. This is for the safety of all Gibbsboro students and staff.

Use the intercom system to announce yourself and wait to be buzzed into the vestibule. Wait in the vestibule until further assisted. Be prepared with your driver's license or state-issued identification.

Visitors are not to report to other school locations without authorization from the main office. This applies to school hours, at lunch/recess time, and for after/before school visits. Disregarding this procedure may result in being disallowed from the school building.

If your child forgot their lunch or another item that needs to be dropped off, please place this item in the vestibule and label it with your child's name.

If you need to drop medication off at the nurse's office, or pick up a child that is ill, please follow the same procedures when entering the building. Use the intercom to announce yourself and wait in the vestibule until further assisted. School personnel will bring your student to you and/or give medication to the school nurse.

SECTION 504

[BOE Policy 2418](#)

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who: has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); Has a record of such impairment; or Is regarded as having such impairment.

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

system.

School District Responsibilities

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

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

Parental Rights

Parents have the right under Section 504 to:

- Have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
- Have the school district advise them of their rights under federal law.
- Receive notice with respect to identification or evaluation of, or service to, their child.
- Have their child with a disability receive free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school-related activities.
- Have their child with a disability educated in facilities and receive services comparable to those provided by students without disabilities.
- Have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
- Have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.
- Have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.

Gibbsboro School District Student & Family Handbook

- Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
- Obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
- Receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
- Request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents in writing in a reasonable time and advise them of their right to a hearing.
- Request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
- Ask for payment of reasonable attorney fees if they are successful on their claim.
- File a local grievance or citizen complaint with the school district, the state board of education, and/or the Office for Civil Rights.
- Appeal the impartial hearing officer's decision.
- Receive all information in their native language and primary mode of communication.
- Expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

Mrs. Kelly Sommers, 504 Officer
Gibbsboro School

SPECIAL EDUCATION

The Supervisor of Special Services administers district programs for special education under the Individuals with Disabilities Education Act (I.D.E.A.). The rules and regulations which govern the provision of programs and services for identified pupils from birth to age twenty-one are embedded in the New Jersey Administrative Code 6A:14. This legislation specifically

requires special education and related services for all students with disabilities between the ages of three and twenty-one. If eligible, these students are provided with an appropriate education program.

The Child Study Team consists of a School Psychologist, Learning Disabilities Teacher- Consultant, a Speech-Language Professional, and a School Social Worker.

For pupils ages three to five, the Child Study Team includes a Speech-Language Specialist. The Child Study Team, at the time of referral, may consult with a physician, other professional staff members or consultants deemed appropriate by the team and parents in the identification, classification, and development of an individual educational program (I.E.P).

The building Principal and members of the staff communicate with parents at the pre-referral levels through the I&RS Committee. A referral can be initiated by instructional, administrative, and other professional staff of Gibbsboro School District, the parent, and agencies concerned with the welfare of the student. Referrals to the Child Study Team require formal parental notification and written consent; electronic mail is accepted. Upon receipt of a referral, the parent participates in the evaluation planning/identification meeting.

Prior to any decision regarding referral to the Child Study Team, interventions must be provided in the general education setting to alleviate educational problems. A direct referral may be made to the Child Study Team if the educational problem is such that its critical nature can be supported and documented. Gibbsboro School District provides a full continuum of alternative placements and related services in order to meet the needs of pupils with educational disabilities. For grades kindergarten through eight, programs include in class and pull out programs.

Gibbsboro School District also maintains two programs for preschool aged children who have been identified as having developmental delays in the areas of speech and language development, cognitive ability, fine or gross motor skills, and social or emotional maturity.

STUDENT CODE OF CONDUCT

[2025-2026 Student Code of Conduct](#)

SURVEYS

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

TELEPHONE USAGE

Student Use

Telephone usage in the office by students is restricted to emergency use. It is important to school functions that the office space and phones are available for use by office staff and incoming calls. Grades K-5 will be permitted to use the main office phone sparingly. Please remind students to double check for assignments, books, and other required materials before they leave for school each morning.

Telephone Calls to Teachers

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