

PARENT/STUDENT HANDBOOK

2026 - 2027

GCIT

1360 Tanyard Road

Sewell, New Jersey

856-468-1445

www.gcit.org

GCIT

PARENT/STUDENT HANDBOOK

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THE FULL TEXT OF ALL POLICIES REFERRED TO IN THIS HANDBOOK CAN BE FOUND ON OUR WEBSITE AT

www.gcit.org

A. INTRODUCTION

Administration

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

Dr. Susan Heiken, Superintendent – sheiken@gcecnj.org
Christine Datz, Director of Secondary Education - cdatz@gcecnj.org
Allie Jones, Director of Human Resources - ajones@gcecnj.org
James Battaglia, Building and Grounds Supervisor - jbattaglia@gcecnj.org
Dr. Gina Mateka, Principal – gcoccodrillimateka@gcecnj.org
Mrs. Leslie Borkowski, Director of School Counseling, ADA/504 Coordinator – lborkowski@gcecnj.org
Dr. Joseph Jacob, Director of School Based Youth Services – jjacob@gcecnj.org
Dr. Daniel Uszaki, Director of Athletics – duszaki@gcecnj.org
Mrs. Heather Worthington, Assistant Principal, District Assessment Coordinator, 11th grade – hworthington@gcecnj.org
Mr. Jeremiah Long, Assistant Principal, 10th grade – jlong@gcecnj.org
Mrs. Janet Wilbraham, Assistant Principal, 9th grade - jwilbraham@gcecnj.org
Mr. Gregory Wright, Assistant Principal, 12th grade - gwright@gcecnj.org

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 School Counseling, **Mrs. Leslie Borkowski lborkowski@gcecnj.org**, 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 Christine Datz, cdatz@gcecnj.org, 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, gender identity &/or expression, 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.

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.

Communications

GCIT will use the phone number and/or email supplied by families on the PowerSchool Parent Portal. The information can be updated through the portal by clicking on forms and filling our a Student Contact Update Request Form. **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 system, you will continue to find school closing information through the school district website (www.gcit.org) or social media accounts. **School Closing Number: 833**

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/guardians 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/Guardians 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. Parents/guardians informed by way of email notifications for school information and alerts.

Social Media

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

- Facebook - @gcit.go
- YouTube – GCIT
- Instagram - @gcitcheetahs

I&RS /504 Plan/Special Education

Students who continue to experience difficulties, after several means of first level intervention for academic progress, may be referred to GCIT's I&RS team. The first step for students experiencing academic difficulties is to discuss them with their teacher(s). After following all teacher recommendations, additional academic difficulties should be reported to the student's guidance coucelor. After following all Guidance recommendations, continuing academic difficulties should be reported to **Mrs. Leslie Borkowski** for I&RS consideration. Referrals to I&RS are made through GCIT's website or the following link: Intervention and Referral Service Form

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 may be a pre-requisite to a 504 Plan. Please click this link for further guidance on the I&RS team and process.

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, two School Psychologists, and a Reading Specialist.

School Based Youth Services is another service that is provided by GCIT for social and emotional support that is available to students and their families for counseling 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 New Jersey Student Learning Standards (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 the New Jersey Student Learning Standards (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.

Parent–Teacher Communication Protocol

GCIT prides itself in welcoming parent/guardian participation and involvement. Our teachers and principals communicate often to keep parents/guardians 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/guardians. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that, in these cases, the parent/guardian 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/Guardians must go to the teacher with their questions, concerns, or comments.

3. Student/Parent/Guardian 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/guardian on the resolution of questions, concerns, or comments.

5. If questions or concerns continue, the parent/guardian may choose to contact the student's Assistant Principal for their child's grade level.

6. The teacher, parent/guardian, 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. The Raptor system will be required for check ins for all in person meetings.

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.

B. PROGRAM PARTICIPATION

Adult Students

Except when a parent/guardian has obtained legal guardianship, all parental/guardian rights shall transfer to a student upon attainment of the eighteenth (18) birthday. Parents/Guardians shall have access to adult student records without the consent of the student as long as the student is financially dependent on the parent/guardian and is enrolled in the public school system. The parent/guardian 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.

Attendance *(refer to policy 5200)*

The Board of Education requires the pupils enrolled in GCIT to 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 Attendance 8:00am to 2:27pm

- Students are recorded late after 8:05am
- Sign in 8:06am – 12:00pm = late
- Sign in after 12:00pm = absent

Half Day Attendance (half days noted on school calendar)

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

1. **Attendance**
   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 4 hours to be recorded as present.
   - A student who is not present in school because of their participation in an approved school activity, such as a field trip, meeting, work based learning assignment, or athletic competition will be considered in attendance.
2. **Excused Absences**
   Excused Absence is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons.
   - A student's illness supported by a written letter by the parent/guardian upon the student's return to school **(a maximum of 3 days per semester)**
   - 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 (copy of obituary) from the parent/guardian upon the student's return to school.
   - Visits to post-secondary educational institutions **(up to 5 days per school year for students in grades 11 and 12). Must have a letter of attendance from the institution.**

- Interviews with a prospective employer or with an admissions officer of an institution of higher education.
- Examination for a driver's license. **Documentation required.**
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. **Documentation required.**
- Take Our Children to Work Day. **Documentation required.**
- Religious holidays approved by the State of NJ
- Participation in civic events, pursuant to N.J.S.A. 18A:36-33.2.
- Closure of a busing from home district that prevents a student from having transportation to GCIT.

4. **Unexcused absences**

"Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed under #2. Vacations are not excused absences.

- "*Unexcused tardiness*" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.
- **If a student obtains more than 25 unexcused absences, they will be required to repeat the school year.**

When a student is signed out before 12:00pm by a parent/guardian with the reason being "sick", the absence will **NOT** be excused. The only time the student's absence is excused when leaving early due to illness is as follows:

- When the student is sent home sick via the nurse's office
- A student's illness supported by a doctor's note

5. A student 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. Students absent for any reason are expected to make up the work missed. The student 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. Students will be allowed one day to make up missed work for each day of **excused** absence.

8. A student 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/guardian conference for students who reach a total of six unexcused absences.

10. When a student has accumulated nine unexcused absences, a letter will be sent to the parents/guardians. The Assistant Principal will communicate with the student, parents/guardians, and school personnel who can make informed decisions about the student. School personnel may include guidance counselors, CST members, teachers, and other administrators. The parents/guardians will be informed of the serious nature of the attendance problem and the possible non-credit status for the course.

11. When a student has accumulated ten (10) unexcused absences per semester within a course, the student will be placed on a non-credit status. A letter will be sent to the parents/guardians and a conference will be held with the parents/guardians and the student. Any student on non-credit status will be required to make up lost credits. Per *6A: 16-7,6 (a) iv,* Truancy charges may be filed with the municipal court against parents/guardians.

    Students 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 student ineligible to graduate.** Please refer to "Procedures for Course Failures".

12. A student who has accumulated over eighteen (18) days of unexcused absences per semester 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. Per *6A: 16-7,6 (a) iv,* Truancy charges may be filed with the municipal court against parents/guardians.

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/Parking privileges
    - Any additional school-related activity to GCIT (i.e. working on school grounds)

CHRONIC ILLNESS

Parents/Guardians should submit a doctor's note to the attendance office indicating the nature of the chronic illness and how it may affect the student's school attendance. Please contact the school nurse and/or the attendance office, regarding proper documentation for a chronic illness.
The doctor's note needs to be the original and not photocopied. It should be filed with the school at the beginning of the school year or at such a time when the chronic illness is identified or within 24 hours of the diagnosis of such illness. After the doctor's note has been submitted to the school, parents/guardians must verify each absence pursuant to the following guidelines in order to have the absence recorded appropriately:

a) After a chronic illness note from a physician is on file in the high school attendance office, a parent/guardian may write up to six single-day absence notes, submitted on the day the student returns and referring to that chronic illness note. After six single-day absences have been documented by parent/guardians' notes, all subsequent absences related to the same chronic illness must be verified by a new physician's note.
b) All chronic illness absence events must be documented by a physician's note to be excused.
c) Any parent/guardian or physician's note that relates to a chronic illness must be specific in nature (i.e. the note must state the chronic condition as the reason for the absence.)
d) Should the state of the chronic illness change, the parent/guardian must notify the attendance office and provide a new physician's note.
e) The chronic illness diagnosis must be renewed annually (at the beginning of the school year) by a physician. The school district reserves the right to verify chronic illness notes from a doctor by the school nurse and/or the school doctor. The school district also reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.
f) Students are responsible for making up all missed work per our school policy.

CREDIT COMPLETION PROGRAM

Students may regain credit by attending credit completion (attendance recovery) days during the school year if their absences exceed the following:

a) 9 unexcused absences from a semester-long course
b) 18 unexcused absences from a year-long course

The school will provide learning programs relevant to the concepts of the subject. Students must serve one day of Credit Completion for each unexcused absence as indicated. Credit recovery days must be served on the dates/times assigned. Failing to serve a scheduled credit recovery date will result in disciplinary action with a referral to the Assistant Principal with disciplinary action. Students must attend school on their assigned day(s) of Credit Completion. Students will meet with their Assistant Principal and School Counselor to determine their eligibility to participate in this program and which dates they will be assigned to attend. Students who have exceeded the number of unexcused absences listed above will not be able to earn credit for those courses. Students will be dismissed from the Credit Completion program and will not receive course credit if they:

1. Fail to attend when scheduled
2. Arrive after the start time
3. Fail to follow school rules during session
4. Fail to do assigned work
5. Violate the dress code policy

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/Guardians 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 serving the original consequence/detention in addition to the next level consequence. Students who fail to serve their consequence will be 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)

Early Release

Students who require early release from school must complete the online request form in their parent/guardian PowerSchool account which can be found under FORMS via an internet browser (please note this is not available through the app). Students who are **18, WITH** parent/guardian permission must report to the main office to sign out. Early Release Seniors are required to scan in/out using the QR code located at the 400 Main Office upon arriving/leaving campus. Any Senior who is not approved for Early Release must have parent/guardian approval, and sign out in the 400 Main Office. **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 Raptor 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.

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) per teacher discretion.
- 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.

- GCIT Administration has the discretion to extend the deadlines for extended illnesses or other extenuating circumstances.
- **In the case of an IEP, the plan will be followed.**

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/guardian contact, (5-day loss of parking pass)
9 lates = 3 to 6 detention, parent/guardian conference, parking pass revoked for the semester.

Each additional tardy will result in another 3-6 detention and possible conference with GCIT Administration. Students are considered late after the 8:05 a.m. bell. **Late students must show their ID at the Main Office reception window upon signing in. If there is no ID shown, students will be required to come into the Main Office to meet with their Administrator.** Seniors who drive to school should refer to procedures advocated with student driving/parking.

ORTHO DEVICES

Orthopedic devices including but not limited to crutches, wheelchairs, canes, and braces, may be needed to help with mobility impairment. Any student entering school with an orthopedic device must have a doctor's note listing the student's name, device, restriction, accommodations and required length of time needed. Any student entering school without the required doctor's note may be sent home.

Suspensions/Expulsions *(refer to policy 5610)*

18A:37-2. Causes for suspension, expulsion of students. Any student 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 student 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 students.
- Physical assault upon another student.
- Taking, or attempting to take, personal property or money from another student, 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 students 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 students 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 students.
- 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.

Students 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. **Failure to serve the suspension on the scheduled day**

will result in serving the original consequence/suspension in addition to the next level consequence. 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 student of the charges against him/her; and
- Giving the student a chance to reply to the charges

Parents/Guardians will also be informed of suspension including length of suspension and requirements for reinstatement.
A parent/guardian 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 student 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 all applicable civil and/or criminal charges will be filed by the district. Any student who commits an assault will be subject to policy *5115* (Return to Sending District by Vocational School District).

C. STUDENT CONDUCT

Academic Integrity *(refer to policy 5701)*

There are **three** basic kinds of plagiarism: deliberate plagiarism, accidental plagiarism, and self 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. The most common act of self plagiarism involves resubmitting work that you had previously submitted.

Essential to the academic success of our students, GCIT has a commitment to upholding the principles of academic integrity. Every GCIT student is responsible for always upholding the highest standards of honesty, therefore, the expectation is that students adhere to the principles of the following Code of Academic Integrity.

Academic Dishonesty Definitions and Examples

Activities that have the effect or intention of interfering with education, pursuits of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

A. **Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations, written assignments, or other academic work. Examples *may* include (but are not limited to):
    a. Using unauthorized material during an exam
    b. Using artificial intelligence to respond to written work.
    c. Altering a graded assignment and attempting to resubmit for a better grade without explicit permission from the instructor.
B. **Plagiarism:** "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. **GCIT maintains a zero-tolerance policy regarding plagiarism. In addition to disciplinary consequences, academic repercussions will be determined in coordination with the classroom teacher.** Examples *may* include (but are not limited to):
    a. copying another person's paper, article, or computer work and submitting it for an assignment
    b. cloning someone else's ideas without attribution
    c. failing to use cite outside sources when appropriate.
C. **Fabrication:** submitting contrived or altered information in any academic exercise. Examples *may* include (but are not limited to):
    a. Making up data for a research assignment
    b. Citing non-existent articles
    c. Contriving sources
D. **Multiple Submissions:** submitting work, without prior permission, that is or was used to fulfill another academic requirement.
E. **Facilitating Academic Dishonesty:** knowing, helping, or attempting to help another violates any provision of the Code. Examples *may* include (but are not limited to):
    a. Working together on independent assignments
    b. Sharing your work with another student with explicit permission
    c. Allowing another student to "copy" your work
F. **Unfair Advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples *may* include (but are not limited to):
    a. Gaining or providing unauthorized access to examination materials
    b. Obstructing or interfering with other students' efforts in an academic exercise.

c. Lying about the need for an extension for an assignment
d. Accessing assessment material outside of the allotted assessment time

G. **Artificial Intelligence Policy** *(refer to policy 2365)*: While the district realizes that Artificial Intelligence (such as ChatGPT) can be used as a tool for brainstorming and exploring personal topic interest, it is important to use it responsibility 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. GCIT uses the school-wide policy regarding AI use.

Deliveries (food, gifts, etc.)

All deliveries to students before 3:00pm are limited to food deliveries in lunch bags. The main office will not accept deliveries and will not call students out of class to receive deliveries. **Food deliveries are only to be ordered and delivered after 3:00pm.**

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/guardians.

GCIT Administration reserve the right to determine what constitutes appropriate dress. Students who do not adhere to the following guidelines will be disciplined accordingly: ***GCIT T-shirts and shorts are always available.***

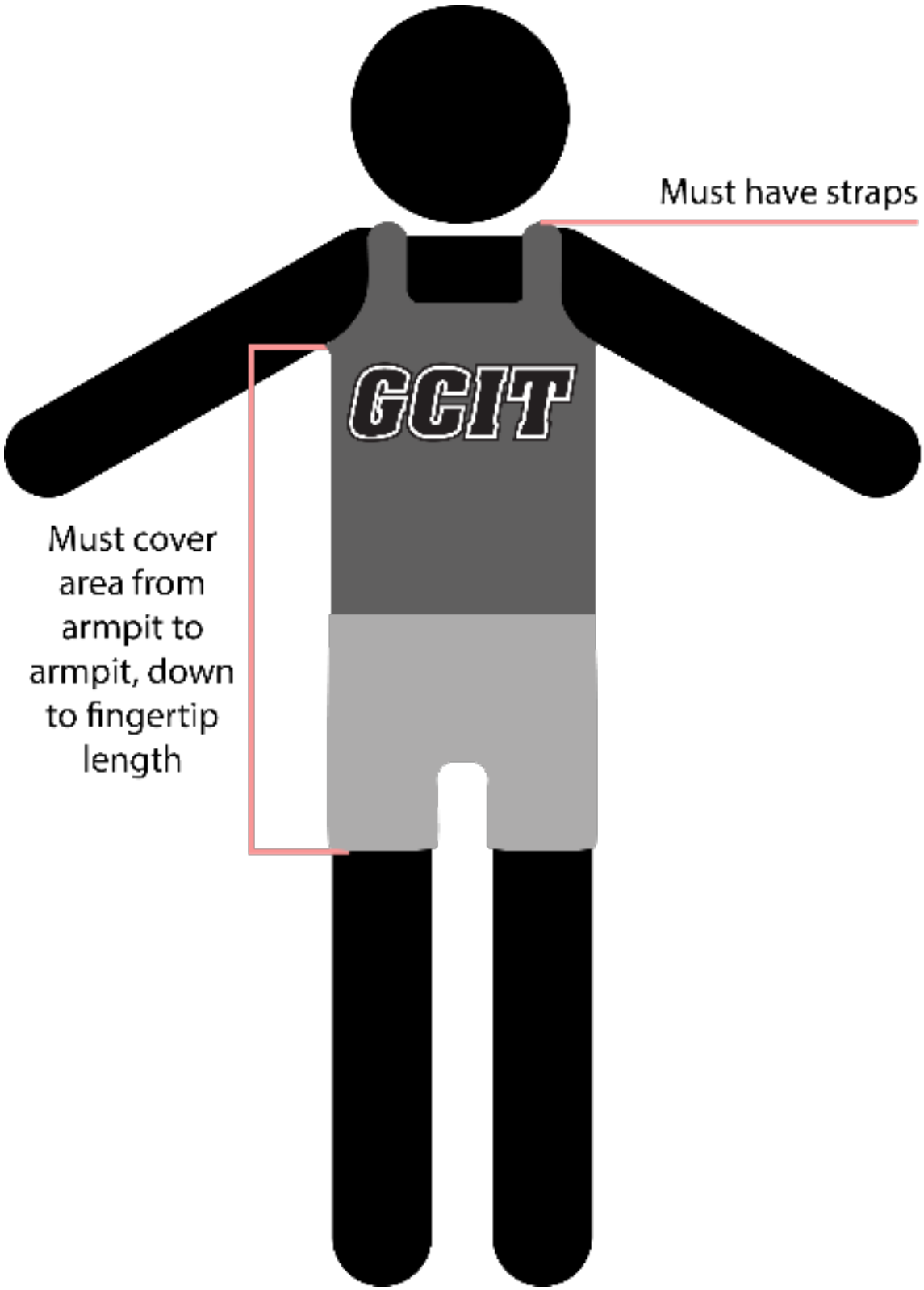
- **Warning, change clothes**
- **Lunch detention, parent/guardian call**
- **3 to 6 detention, parent/guardian call**
- **ISS, parent/guardian phone conference**

Parent/Guardian 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:

1. Clothing must cover areas from one armpit to the other armpit down to fingertip length.
2. Clothing and apparel that causes or is likely to cause a disruption to school activities, is not permitted.
3. Appropriate footwear must be worn at all times - 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.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Rips or tears in clothing should be LOWER than fingertip length.
6. Undergarments may not be worn as outer garments or be visible in any other way.
7. All shirts must cover stomachs. No midriffs are to be exposed. No spaghetti straps. No off the shoulder sleeves.
8. 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.
9. Shorts and skirts should not be a distraction; shorts, skirts, and dresses must be fingertip length. No shorts, skirts, and dresses can be worn in shops or labs where specific trade attire is required. Therefore, students must keep a change of clothes in their lockers for days that shorts are worn to school.
10. No pajamas, bedroom slippers, or blankets are to be worn, used, or carried at any time throughout the building.
11. Gang-related clothing - wearing, 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 hand 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
12. Goggles, safety glasses, lab aprons, appropriate uniforms, hairnets, etc., as required for a specific shop or lab, must be worn.
13. No sunglasses, unless prescription and with a doctor's note, are permitted.

14. Hair and jewelry must be such that it will not endanger health or safety.
15. Wallet chains are forbidden to be worn in school and will be considered a safety hazard and/or weapon under the discipline code. Any other chains worn as jewelry or decoration determined by GCIT Administration to be a safety hazard will not be permitted.
16. **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*****



Freedom of Speech/Expression

GCIT respects the right of students 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.

Identification Cards

New and returning students will receive an identification ID card and lanyard at the beginning of the school year at no charge. Returning students are asked to retain their ID cards and lanyards over the summer and use them until new ones are issued. **Students must wear their lanyards with their ID cards at all times.** 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 in the main office for a $10 fee. 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.**

Personal Items

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

Questioning/Apprehension

If a law enforcement officer has an arrest warrant, the Principal, or designee, shall ensure that all procedural safeguards as prescribed by law are observed. No student shall be taken from the school without the knowledge of the Principal, or designee. The Principal, or designee, 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, or designee, shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the Principal, or designee, 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/guardians in accordance with the law.

When questioning any student 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.

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).*

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 K-9s

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 K-9 dog teams shall be unannounced and will have minimal disruption to the learning environment. Students do not come in contact with the K-9 dogs and strict measures are taken to maintain student safety and privacy. K-9s will be utilized to search GCIT facilities, however will not search individuals. No K-9 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 K-9 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.

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 Assistant Principal 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.

NEW:

Student Use of Internet-Enabled Devices *(refer to policy 5516)*

During School Hours

1. Students in grade nine through grade twelve are prohibited from using an internet-enabled device on school grounds during the school day.

2. Students in grade nine through grade twelve shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.

    - In-class storage stations – Upon entry to school, students are expected to store their internet-enabled devices in a teacher-managed system for the entire school day and retrieve them at dismissal. These storage stations may be locked or unlocked and include options such as numbered pockets/shelves, caddies, or lockers.
    - A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack, locker, or other bag throughout the entire school day.

Before and After the Regular School Day on School Grounds / On the School Bus

1. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on a school bus on their way to school at the start of the school day or on their way home from school at the end of the school day.
2. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device on school grounds before the start of the regular school day and on school grounds after the regular school day.

School-Sponsored Events Off School Grounds During the School Day

1. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) only with the approval of the Principal or designee.

School-Sponsored Events Outside of the School Day

1. Students in grade nine through grade twelve shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) only with the approval of the Principal or designee.

Discipline

1st offense: The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day. The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.

2nd offense: The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The following discipline will be imposed on a student

for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516: 3-6 detention

3rd offense: The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child. 1-4 day ISS (In-School Suspension)

4th offense: The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child. 1-4 day OSS (Out of School Suspension)

5th offense: The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day. If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day. The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fifth offense in a school year for their child. 1-4 day OSS (Out of School Suspension)

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 Division of Child Protection and Permanency (DCPP). 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 any extracurricular activities. Parking permit may 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 2nd offense of the Substance Use/Abuse Policy *(Refer to policy 5530)* while enrolled at GCIT may result in that student returning to their home district *(refer to Policy 5115).*

D. PROGRAMS/ SERVICES/ ACADEMICS

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.*

A $100 Athletic Participation Fee is required for each student participating in a GCIT interscholastic athletic program.

- The fee is $100 per student, per sport, per season.
- Athletic participation fees are payable prior to participation through the GoBound registration process.
- Students participating in multiple sports are responsible for the participation fee for each individual sport.
- If a student does not make the team following tryouts, the Athletic Participation Fee will be refunded.
- Once a student has been selected for a team and begins participation, the fee is subject to the provisions of GCIT Board Policy 2436.
- The Athletic Participation Fee applies to student-athletes, student managers, athletic trainer student aides, Fitness Center participants, and other student participants as deemed applicable by the Athletic Department.

Questions regarding athletics should be directed to the Athletic Department.
Dr. Daniel Uszaki, Director of Athletics – duszaki@gcecnj.org
McNeil Wrice, Athletic Coordinator – mwrice@gcecnj.org
Maria Newsom, Secretary to the Athletic Director – mnewsom@gcecnj.org
856-468-1445 ext. 2772

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/guardians, 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/guardians will be notified.

- When appropriate the Guidance Counselor will arrange for a meeting with parent/guardian, 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.
- Student may take summer school courses at another New Jersey high school.
- Student may take Administrative 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 the type of diploma available at graduation.

Failure of Career Path Courses
Career-path teachers will contact the guidance department to schedule a parent/guardian 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 Work Based Learning Coordinator in consultation with the Director of Guidance and the Director of Secondary Education.
- If a student fails a career-path course, the student may be returned to their sending district *(Refer to Policy 5115)*.

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.***

Course Selection

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

The master schedule for the 2026-2027 school year will be set by August 28, 2026. 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/guardians 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/guardians have the right to request that a student be placed into a higher-level class. If this request is made, parents/guardians 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.

GCIT 1:1 Laptop Computer Student/Parent/Guardian Guidelines *(Refer to Policy 7523 and 2361)*

All GCIT students receive a school issued laptop with assigned serial numbers**. Student's must use the GCIT issued laptop, not a personal 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 their 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.. 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).

Gifted and Talented *(Refer to Policy 2464)*

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

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 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 their program. All teachers will use the following grading scale:

Letter Grade	Numeric Grade
A	92-100
B	84-91
C	75-83
D	68-74
F	0-67
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.

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.

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 New Jersey Student Learning Standards, in courses that are Department of Education graduation requirements only or GCIT program-specific requirements.

Individualized student learning opportunities in all New Jersey Student Learning Standards (NJSLS) 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 New Jersey Student Learning Standards shall:

- Be based on student interest and career goals as reflected in the personalized student learning opportunities 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 parents/guardian and student, and submit it to the Individualized Learning Committee for approval.

Applications can be found in the guidance office.

Photographs of Students

Before the start of the school year, back to school forms via the Parent PowerSchool Portal will need to be completed. On this form, there is a section to opt in/out in order for your child to be photographed or publicized. 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.

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 student 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 student progress shall include written reports, electronic communication, student-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 student progress will:

- Use various methods of reporting.
- Ensure that both student and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the student'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 student progress to parents/guardians and involve students, 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.**

Progress Report Dates:

PROGRESS REPORT PERIOD	DATE GRADES ARE DUE
Q1 Progress Report #1	10/6/2026 by 3:00pm
Q1 Progress Report #2	11/11/2026 by 3:00pm
Q2 Progress Report #1	12/16/2026 by 3:00pm
End of Semester 1 Report Cards and Progress Reports	1/29/2027 by 3:00pm
Q3 Progress Report #1	3/5/2027 by 3:00pm
Q3 Progress Report #2	4/14/2027 by 3:00pm
Q4 Progress Report #1	5/14/2027 by 3:00pm
End of Semester 2/Year Final Report Cards	6/17/2027 by 3:00pm

Marking Period Dates:

<table>
<tr><td colspan="4">2026-2027
9/2/2026 - 6/17/2027</td></tr>
<tr><td colspan="2">Semester 1
9/2/2026 - 1/29/2027</td><td colspan="2">Semester 2
2/1/2027 - 6/17/2027</td></tr>
<tr><td>Quarter 1
9/2/2026 - 11/11/2026</td><td>Quarter 2
11/12/2026 - 1/29/2027</td><td>Quarter 3
2/1/2027 - 4/14/2027</td><td>Quarter 4
4/15/2027 - 6/17/2027</td></tr>
</table>

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

Required Student Purchases

It is highly recommended that all students who are scheduled for math classes purchase a calculator. The required model is a graphing calculator with trigonometric functions, such as the TI-84. This model is available at numerous office supply/electronics stores.

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

All seniors will be required to pay a graduation fee of $50.00, 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/Guardians will be informed on an individual basis regarding these charges. Parents/Guardians 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.

A $100 Athletic Participation Fee is required for each student participating in a GCIT interscholastic athletic program.

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. Securely fund your student's account via credit card, debit card, or checking account.

RCSJ Dual Enrollment Fee for College-Level Courses

Beginning in September 2026, any student taking a GCIT college-level course through dual enrollment with Rowan College of South Jersey (RCSJ) will be required to pay a **$100 fee per semester** in order to earn college credit for the course.

The fee can be paid online through your **MySchoolBucks account** or by check.

www.MySchoolBucks.com - RCSJ Course Fee

If paying by check:

- Make checks payable to **GCIT**.
- Include the student's **full name** and **program** in the memo line.
- Please also indicate the **semester** for which the tuition is being paid.

School Based Youth Services

The School Based Youth Services program (SBYS) offers free, confidential counseling to GCIT students, ages 14-19. There are several counselors on staff to assist with issues such as stress, anger, depression, family issues, and much more. Counselors are available between the hours of 7:30 a.m. – 3:00 p.m., when school is in session. 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 **Dr. Joseph Jacob, the Director of SBYS, at extension 2691**.

School Property/Financial Obligations

Students are required to return all school property (books, equipment, sports uniforms, etc.) by the end of the semester. 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.

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 must be present full day for dances (until 12:15pm).

Students are allowed to self-medicate on trips. NJ State Law requires your doctor to sign this form if your student is taking a prescription or an over-the-counter medication on any trip, including Ibuprofen, Tylenol, birth control, etc. Please have all prescription medications in the original pharmacy labeled container, and OTC medication in the original container in accordance with policy *5330*.

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.

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 7:30 – 8:05 a.m. and 1:45 – 3:00 p.m.**

Senior Student Parking

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

Driving personal vehicles (i.e. cars, trucks, motorcycles, e-bikes) to and from school is a privilege that may be offered to senior level students only, due to limited campus parking. Students MUST display the appropriate parking permit tag by hanging it behind the rearview mirror. Driving privileges to senior level students will be granted to those with the following conditions:

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 **$25 parking fee per semester** for students who wish to acquire a parking permit for an additional $25 in January of 2027. Students with a parking permit from the first semester will have the option to purchase a second semester 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:**
    - **1st offense: 3-6 detention; 5-day loss of parking permit**
    - **2nd offense: In-school suspension; 10-day loss of parking permit**
    - **3rd offense: Out-of-school suspension; driving privilege revoked**

17. Drivers tardy to school will receive the following consequences:
    - 1st offense: 3 times: 1 lunch detention and parent/guardian conference.
    - 2nd offense: 6 times: 1 3-6 p.m. detention, parent/guardian conference, and loss of driving privilege for 5 days.
    - 3rd offense: 9 times: 1 3-6 p.m. detention, parent/guardian conference, and parking pass revoked for the semester

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.*
    1st offense: ISS, parent/guardian phone conference, 5 day loss of parking pass
    2nd offense: ISS (1) & OSS (1), parent/guardian conference, 10-day loss of parking pass
    3rd offense: OSS (2), parent/guardian conference, removal of parking permit
19. **Any student who parks on campus, without a GCIT authorized permit/or 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. If you are School to Work or do not have any classes here at GCIT, you are not eligible for a parking tag.
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.

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/Guardian 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/guardian 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. Students 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 exceeds 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/guardian or other adult twenty-one years of age or older, who has been designated by the parent/guardian, 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/GUARDIAN RIGHTS

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 Christine Datz, Director of Secondary Education: cdatz@gcecnj.org or 856-468-1445 ext. 2127. The following people have been designated to handle inquires/complaints regarding the non-discrimination policies:

Christine Datz /Affirmative Action Officer/ Title IX Student Coordinator
1360 Tanyard Road, Sewell, NJ 08080
856-468-1445 ext. 2127
cdatz@gcecnj.org

Allie Jones/ ADA/Section 504 Staff Coordinator/ Title IX Staff Coordinator/ Title II Coordinator
1340 Tanyard Road, Sewell, NJ 08080
856-468-6530 ext. 1023
ajones@gcecnj.org

Leslie Borkowski/ADA/Section 504 Student Coordinator
1360 Tanyard Road, Sewell, NJ 08080
856-468-1445 ext. 2017
lborkowski@gcecnj.org

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians 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/Guardians 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/guardian 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/guardian or eligible student believes is inaccurate.

Parents/Guardians 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/guardian or eligible student, the school will notify the parent/guardian 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/guardian 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/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

  A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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

Health and Physical Education *(Refer to Policy 2422)*

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent/guardian presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

Programs Offered at GCIT

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

1. Advanced Manufacturing and Applied Sciences
2. Automotive Technology
3. Baking & Pastry Arts
4. Biological Sciences
5. Carpentry
6. Computer Science
7. Cosmetology
8. Criminal Justice
9. Culinary Arts
10. Digital Media
11. Education
12. Electrical
13. Engineering Technology
14. Finance and Business Management
15. Health Sciences
16. Heating, Air Conditioning, Ventilation and Refrigeration Maintenance (HVAC-R)
17. Performing Arts – Dance
18. Performing Arts - Drama
19. Plumbing
20. Welding

Protection of 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 parents/guardians. The adult pupil is fully responsible for their educational performance, attendance, compliance with district regulations, and care of school property. The parents/guardians 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/guardians 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 (DOE):

1. Political affiliations or beliefs of the student or student's parent/guardian.
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/guardians; 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/guardians 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/guardians 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/Guardians/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

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, Mr. Gregory Wright, at 856-468-1445, Ext. 2251.

G. DISCIPLINE CODE OF 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/guardians, 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. Contracts (academic, behavioral, attendance/lateness, or social) which can also be initiated depending on the severity of the offense.

Disciplinary Policies

The school administrator has the 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/Guardians will be notified of any significant behavioral concerns.

CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

1. **PARENT/GUARDIAN CONTACT**: MAY BE WITH TEACHERS/ADMINISTRATORS, COUNSELORS, OR CST MEMBERS. A WRITTEN RECORD OF THE OUTCOME OF THE CONFERENCE WILL BE DISTRIBUTED TO ALL AFFECTED PARTIES.

2. **WARNING:** ADMINISTRATOR WILL ISSUE A VERBAL WARNING TO STUDENTS.

3. **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.

4. **AFTER SCHOOL DETENTION (3:00 P.M. – 6:00 P.M.)*:*** PARENTS/GUARDIANS 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, AN ADDITIONAL DETENTION AND IN SCHOOL SUSPENSION COULD APPLY.**

5. **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 EXTRACURRICULAR ACTIVITIES FOR LENGTH OF SUSPENSION (1 TO 10 DAYS). Students 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.

6. **OUT OF SCHOOL SUSPENSION (OSS)** : LENGTH OF SUSPENSION TO BE DETERMINED BY ADMINISTRATION. STUDENT WILL BE REMOVED FROM ALL EXTRACURRICULAR 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/Guardian conference require before re-entry.

7. **RETURN TO SENDING DISTRICT**: *(Refer to 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:
1st offense: Lunch Detention = 1 + 1 lunch detentions
2nd offense: 3 to 6 Detention = 3 to 6 + ISS
3rd offense: ISS = ISS + OSS

INFRACTIONS RELATING TO SCHOOL RULES, PROCEDURES, AND ATTENDANCE

1. Cutting Class: (15 minutes late or not present from a class without a pass)
   1st offense: 3 to 6 detention
   2nd offense: ISS, parent/guardian phone conference
   3rd offense: OSS, parent/guardian conference

2. Cutting / Missing 3-6 detention
   1st offense: An additional 3-6 detention (2 total)
   2nd offense: ISS, parent/guardian phone conference, and (2 total) 3-6 detentions
   3rd offense: OSS, 3-6 detention, and parent/guardian conference

3. Cutting / Missing Lunch detention
   1st offense: An additional lunch detention (2 total)
   2nd offense: 3-6 detention and (2 total) lunch detentions
   3rd offense: ISS and lunch detention

4. Cutting / Missing Credit Recovery
   1st offense: 3 to 6 detention, parent/guardian phone contact
   2nd offense: 3 to 6 detention, parent/guardian phone contact
   3rd offense: 3 to 6 detention, parent/guardian phone contact

5. Inappropriate and/or foul language
   1st offense: lunch detention
   2nd offense: 3 to 6 detention
   3rd offense: ISS, parent/guardian phone conference

6. Inappropriate behavior
   1st offense: lunch detention
   2nd offense: 3 to 6 detention
   3rd offense: ISS, parent/guardian phone conference

7. Misuse of hallway pass
   1st offense: 3 to 6 detention
   2nd offense: ISS, parent/guardian phone conference
   3rd offense: OSS, parent/guardian conference

8. Open defiance towards faculty and/or staff member:
   1st offense: 3 to 6 detention
   2nd offense: ISS, parent/guardian phone conference
   3rd offense: OSS, parent/guardian conference

9. Dress code violation: **student will be required to modify dress to adhere to dress code;** refusal will require parent/guardian pick up. *(refer to Policy 5511)*
   1st offense: warning, change clothes
   2nd offense: lunch detention, parent/guardian notification
   3rd offense: 3 to 6 detention, parent/guardian phone contact
   4th offense: ISS, parent/guardian phone conference.

10. Tardy to School: (per attendance office / per semester)
    1st offense: 3 lates: lunch detention
    2nd offense: 6 lates: 3 to 6 detention, parent/guardian phone contact, 5 day loss of parking pass
    3rd offense: 9 lates: 3 to 6 detention, parent/guardian phone conference, **driving privilege revoked for the semester**

11. Late to Class: (per teacher documentation and less than 15 minutes / per semester)
    1st offense: 3 lates: lunch detention
    2nd offense: 6 lates: 3 to 6 detention, parent/guardian phone contact
    3rd offense: 9 lates: 3 to 6 detention, parent/guardian phone conference

12. Bus conduct: *Possible loss of bus privileges from sending district*
    1st offense: Lunch detention
    2nd offense: 3 to 6 detention, parent/guardian phone contact
    3rd offense: ISS, parent/guardian phone conference

13. Failure to sign in/out:
    1st offense: Lunch detention
    2nd offense: 3 to 6 detention, parent/guardian phone contact
    3rd offense: ISS, parent/guardian phone conference

14. Inappropriate use of technology: *(refer to policy 2361)* **
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference
    4th offense: Return to district (*policy 5115*)

15. Virtual Learning - Inappropriate behavior during live session
    1st offense: Removal from live session, parent/guardian contact
    2nd offense: Loss of credit for assignment, parent/guardian phone conferences
    3rd offense: Loss of credit for course, parent/guardian conference

16. Inappropriate use of PED: (Personal Electronic Device) *(refer to policy 5516)*
    This includes posting and sharing of pictures or recordings that are taken in and out of school of either students or staff. Posting and sharing of pictures or recordings will result in an ***automatic ISS****.*
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

17. Inappropriate use of PED in locker room / bathroom
    1st offense: ISS, parent/guardian phone conference
    2nd offense: OSS (2-4 days), parent/guardian conference

3rd offense: OSS (4-6 days), parent/guardian conference, referral to the Superintendent for return to District

18. Inappropriate display of affection
    1st offense: Warning
    2nd offense: Lunch detention
    3rd offense: 3 to 6 detention, parent/guardian phone contact

INFRACTIONS RELATING TO PUBLIC HEALTH, SAFETY AND SECURITY

19. Students are prohibited from use of internet-enabled devices in New Jersey Public Schools on school grounds during the school day: *(refer to policy 5516)*
    1st offense: Confiscate phone, return to student at the end of the day
    2nd offense: 3-6 detention, confiscate device, parent/guardian phone contact
    3rd offense: ISS (1-4), confiscate device, parent/guardian phone conference
    4th offense: OSS (1-4), confiscate device, parent/guardian conference
    5th offense: OSS (1-4), confiscate device, parent/guardian conference

20. Leaving school without permission from administration:
    1st offense: ISS, parent/guardian phone conference 5 day loss of parking pass
    2nd offense: ISS (1) & OSS (1), parent/guardian conference, 10 day loss of parking pass
    3rd offense: OSS (2), parent/guardian conference, removal of parking permit

21. Opening outside doors:
    1st offense: Lunch detention
    2nd offense: 3 to 6 detention, parent/guardian phone contact
    3rd offense: ISS, parent/guardian phone conference

22. Not wearing or having blue school issued lanyard and GCIT ID badge around the neck while on school grounds:
    1st offense: Warning, issue day pass, verbal conference with Assistant Principal
    2nd offense: Lunch detention, issue day pass
    3rd offense: 3 to 6 detention, issue day pass, parent/guardian phone contact

23. Possession of another student's ID/lanyard:
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

24. Unauthorized parking:
    Underclassmen who park on campus may not be permitted to park on campus their senior year
    1st offense: 3 to 6 detention, parent/guardian phone contact, parking ticket
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference, parking privileges may be revoked

25. 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.*
    1st offense: 3 to 6 detention, parent/guardian phone contact, parking privileges may be revoked
    2nd offense: ISS, parent/guardian phone conference, parking privileges may be revoked
    3rd offense: OSS, parent/guardian conference, parking privileges may be revoked

26. Reckless driving: *driving on school property in such a manner as to endanger persons or property.*
    1st offense: 3 to 6 detention, parent/guardian phone contact, parking privileges may be revoked
    2nd offense: ISS, parent/guardian phone conference, parking privileges may be revoked
    3rd offense: OSS, parent/guardian conference, parking privileges may be revoked, and charges with Law Enforcement.

27. Out of area (*For example: not in the assigned lunch area*):
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

28. Disturbance to the learning environment:
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

29. Academic Integrity (including use of AI technologies): *(refer to policy 5701)*
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

30. Altering / Forging documents (*For example: altering parent/guardian, doctor, or official document*):
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

31. Misconduct during drills /emergency situations:
    1st offense: Lunch detention
    2nd offense: 3 to 6 detention, parent/guardian phone contact
    3rd offense: ISS, parent/guardian phone conference

32. Gambling: **
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

33. Tampering with fire alarms: **
    Parent/Guardian notification, and charges with Law Enforcement.
    1st offense: OSS (4), parent/guardian conference
    2nd offense: OSS (6), parent/guardian conference
    3rd offense: OSS (10), parent/guardian conference

34. Trespassing: **
    Parent/Guardian notification, and charges with Law Enforcement.
    1st offense: OSS (2), parent/guardian conference
    2nd offense: OSS (4), parent/guardian conference
    3rd offense: OSS (6), parent/guardian conference

35. Vandalism / Property Destruction: **
    Parent/Guardian notification, and charges with Law Enforcement.
    1st offense: 3-6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS (2), parent/guardian conference

36. Theft and/or possession of stolen goods: **
    Parent/Guardian notification, restitution, and charges with Law Enforcement.
    1st offense: ISS, parent/guardian phone conference
    2nd offense: OSS (2), parent/guardian conference
    3rd offense: OSS (4), parent/guardian conference

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) **Refusal or failure to comply with policy 5530 to test will be recorded as a positive drug screen.**

Smoking/Possession and/or Negative Drug Screen *(refer to policy 5530)*
1st offense: ISS, parent/guardian phone conference
2nd offense: ISS (2), parent/guardian phone conference
3rd offense: OSS (2), parent/guardian conference

Positive Drug Screen *(refer to policy 5530)*
Driving Privileges revoked, parent/guardian meeting required, and charges with Law Enforcement.
1st offense: OSS (4-6), parent/guardian conference
2nd offense: OSS (6-8), parent/guardian conference
3rd offense: OSS (8-10), parent/guardian conference

38. Possession / distribution of medicine (*For example: Advil, Tylenol, CBD, over-the-counter medication, etc.*) *(refer to policy 5330)*
1st offense: OSS (2), parent/guardian conference
2nd offense: OSS (4), parent/guardian conference

39. Bomb Threat/False Fire Alarm: False notification of impending explosion or presence of a bomb **
Parent meeting required, and charges with Law enforcement.
1st offense: OSS (4), parent/guardian conference Administrative review for return to sending district *(refer to policy 5115)*
2nd offense: OSS (6) Administrative review for return to sending district *(refer to policy 5115)*
3rd offense: OSS (10) Administrative review for return to sending district *(refer to policy 5115)*

40. Public Alarm / Terroristic Threat: whether written, verbal, or electronic **
Parent meeting required, and charges with Law enforcement.
1st offense: OSS (4), parent/guardian conference Administrative review for return to sending district *(refer to policy 5115)*
2nd offense: OSS (6) Administrative review for return to sending district *(refer to policy 5115)*
3rd offense: OSS (10) Administrative review for return to sending district *(refer to policy 5115)*

41. Weapon Possession: *(refer to policy 8467)*
1st offense: OSS, Return pending Administrative review for return to sending district *(refer to policy 5115)*

42. Firearm Possession: *(refer to policy 5611)*
1st offense: OSS, Return pending Administrative review for return to sending district *(refer to policy 5115)*

INFRACTIONS RELATING TO PERSONNEL & STUDENTS

43. Disrespecting 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)*
    1st offense: 3-6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

44. Confirmed Harassment, Intimidation, and Bullying (HIB) and/or Title IX
    Second confirmed HIB will result in an administrative review for a possible return to district. *(refer to policy 5115)*
    1st offense: ISS, parent/guardian phone conference
    2nd offense: OSS, parent/guardian conference, administrative review for return to sending district *(refer to policy 5115)*

45. Creating an unsafe environment
    1st offense: 3-6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

46. Offensive language and/or gestures towards faculty, staff and/or students:
    1st offense: ISS, parent/guardian phone conference
    2nd offense: OSS (2), parent/guardian conference
    3rd offense: OSS (4-10), parent/guardian conference

47. Electronic / verbal threats.
    Possible HIB and/or Title IX investigation *(refer to policy 5512)*
    1st offense: ISS, parent/guardian phone conference
    2nd offense: OSS (4), parent/guardian conference
    3rd offense: OSS (6-10), parent/guardian conference

48. Incitement to fight / verbal altercation: (*For example: encouraging a fight, recording/sharing a fight, etc.*)
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

INFRACTIONS RELATING TO HEALTH AND PHYSICAL SAFETY

49. Physical Contact (*For example: physical touching (whether playful or willingly), shoving, horseplay, play fighting*)
    1st offense: 3 to 6 detention, parent/guardian phone contact
    2nd offense: ISS, parent/guardian phone conference
    3rd offense: OSS, parent/guardian conference

50. Fighting (Physical Altercation): **
    Parent/Guardian meeting, possible charges with law enforcement, administrative review for return to sending district.
    1st offense: OSS (4-6), parent/guardian conference, administrative review for return to sending district *(refer to policy 5115)*
    2nd offense: OSS (6-8), parent/guardian conference, administrative review for return to sending district *(refer to policy 5115)*
    3rd offense: OSS (8-10), parent/guardian conference, administrative review for return to sending district *(refer to policy 5115)*

51. Assault: **
    Parent/Guardian meeting, possible charges with law enforcement, administrative review for return to sending district.
    1st offense: OSS (10), Administrative review for return to sending district *(refer to policy 5115)*

52. Threatening staff: **
    Parent/Guardian meeting, possible charges with law enforcement, administrative review for return to sending district.
    1st offense: OSS (4-6), Administrative review for return to sending district *(refer to policy 5115)*
    2nd offense: OSS (6-8), Administrative review for return to sending district *(refer to policy 5115)*
    3rd offense: OSS (8-10), Administrative review for return to sending district *(refer to policy 5115)*

53. Physical contact towards a faculty/staff member: **
    Parent/Guardian meeting, possible charges with law enforcement, administrative review for return to sending district.
    1st offense: OSS (2), Administrative review for return to sending district *(refer to policy 5115)*
    2nd offense: OSS (4), Administrative review for return to sending district *(refer to policy 5115)*
    3rd offense: OSS (6), Administrative review for return to sending district *(refer to policy 5115)*

54. Alcohol Use/Abuse
    Mandatory drug screening, confiscation, mandatory School Based Youth Services Counseling, removal from all athletics and extracurricular activities, possible charges filed with law enforcement, parking permit (seniors only), and mandatory parent/guardian meeting. **Refusal or failure to comply with policy 5530 to test will be recorded as a positive drug screen.**

    1st offense: OSS (4-6), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*
    2nd offense: OSS (6-8), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*
    3rd offense: OSS (8-10), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*

55. Possession of CDS, alcohol, drug paraphernalia
Mandatory drug screening, confiscation, mandatory School Based Youth Services Counseling, removal from all athletics and extracurricular activities, possible charges filed with law enforcement, parking permit (seniors only), and mandatory parent/guardian meeting. **Refusal or failure to comply with policy 5530 to test will be recorded as a positive drug screen.**

1st offense: OSS (4-6), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*
2nd offense: OSS (6-8), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*
3rd offense: OSS (8-10), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*

56. 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.***

1st offense: OSS (10), parent/guardian conference, Administrative review for return to sending district *(refer to policy 5115)*

Mandatory drug screening, confiscation, mandatory School Based Youth Services Counseling, removal from all athletics and extracurricular activities, charges filed with law enforcement, parking permit (seniors only), and mandatory parent/guardian meeting.

H. 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)*
- Acceptable Use of Generative Artificial Intelligence (AI) *(Refer to policy 2365)*
- 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)*
- Gifted and Talented *(Refer to Policy 2464)*
- 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)*
- 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)*
- 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/Guardian 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)*
- Return to Sending School District by Vocational School District *(Refer to Policy 5115)*
- 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 Use of Internet-Enabled Devices *(Refer to Policy 5516)*
- Student Transportation *(Refer to Policies 8600, 5514)*
- Substance Abuse - Drugs, Alcohol, Tobacco, and Steroids *(Refer to policy 5530)*
- Technology *(Refer to Regulation 2361)*
- *Title I (Refer to Policy 2415)*
- Transgender Students *(Refer to Policy 5756)*
- Vandalism and Violence *(Refer to Policy 7610)*
- Visitors *(Refer to Policy 9150)*
- Weapons and Dangerous Instruments *(Refer to policy 8467)*