



# **Penns Grove Middle School Student/Parent Handbook**

**351 Maple Avenue  
Penns Grove, New Jersey 08069**

**2025-2026**

**This agenda belongs to:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ 1<sup>st</sup> Period Teacher: \_\_\_\_\_

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## **STAFF ROSTER 2025-2026**

### **Principal**

Mr. Abner Mendoza

### **Assistant Principal**

Dr. Anthony DeBonis

### **Teachers**

Ms. Benedetti  
Ms. Buckley  
Ms. Bradway  
Ms. Bruner  
Ms. Burkhardt  
Ms. Campbell  
Mr. Clerkin  
Mr. Danza  
Ms. DiPatri, L.  
Ms. DiPatri, M.  
Mr. DiSantis  
Mr. Dowe  
Ms. D'Valentine  
Ms. Ferretti  
Ms. Filippello  
Mr. Fitzpatrick  
Ms. Flowers  
Ms. Jankowski  
Ms. Garcia  
Ms. German  
Mr. Griffith  
Ms. Hartman  
Ms. Helgesen  
Ms. Holoman  
MS. Hurff  
Mr. Mahoney  
Mr. Miller  
Mr. Martinez  
Ms. Ortega  
Ms. Perciavalle  
Ms. Quinn  
Ms. Reveche  
Ms. Ricci  
Ms. Seeman  
Ms. Shorter  
Ms. Tighe

Mr. Tyson  
Dr. Valtos  
Ms. Vargas-Quiles  
Ms. Venello  
Mr. Venello  
Ms. Wagner  
Mr. Wetherall  
Ms. Williams  
Ms. Wolf

### **CST**

Ms. Garcia  
Ms. Jack

### **Instructional Aides**

Ms. Bonniwell  
Mr. Brown  
Ms. Monroe  
Ms. S. Moore

### **Non-Instructional Aides**

Ms. Moore

### **Librarian**

Ms. Barton

### **School Nurse**

### **Technology**

Mr. Gibson

### **Secretaries**

Ms. Tighe  
Ms. Sparks  
Ms. Figueroa

### **Guidance**

Ms. Craig  
Ms. Johnson

### **Security**

Mr. Brown  
Mr. Marquez  
Ms. Minor  
Ms. Smith

### **Cafeteria Staff**

Ms. Cox  
Ms. Giordano  
Ms. Melkei  
Ms. Tungstall

### **Custodians**

Mr. Borden  
Ms. Cortes  
Ms. Jackson  
Ms. Rivera  
Mr. Tobin

## **Bell Schedule**

### **Full Day**

1<sup>st</sup> 8:00 - 8:38  
2<sup>nd</sup> 8:41 - 9:19  
3<sup>rd</sup> 9:22 - 10:00  
4<sup>th</sup> 10:03 - 10:41  
5<sup>th</sup> 10:45 - 11:25  
6<sup>th</sup> 11:29 - 12:09  
7<sup>th</sup> 12:13 - 12:53  
8<sup>th</sup> 12:56 - 1:34  
9<sup>th</sup> 1:37 - 2:15

### **½ Day**

8:00- 8:26  
8:29- 8:55  
8:58 - 9:30  
9:33-9:59  
10:02-10:28  
10:31-10:57  
11:00-11:26  
11:29-11:55  
11:58-12:26

### **1 Hour Delay**

9:00 - 9:32  
9:35-10:07  
10:10- 10:42  
10:45 -11:17  
11:20-11:52  
11:56-12:28  
12:32-1:04  
1:07-1:39  
1:42-2:15

## The Handbook Summarizes District Policies and Rules

The **Parent and Student Handbook** has been written and organized to provide valuable information concerning specific rules, policies and procedures related to the safety and operation of the schools in Penns Grove Carneys Point Regional School District. In order for schools to operate safely and efficiently, you and your child (ren) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The Parent and Student Handbook summarizes district policy and contains general guidelines and information. Refer to **official policy and regulation documents** for specific information <http://pgcpschool.org>

This handbook's content may be changed from time to time throughout the 2025-2026 school year. An up-to-date version will be maintained online at <http://pgcpschools.org> . The ***Penns Grove Carneys Point Regional School District*** will provide notice of those changes through email or campus mail. These changes will take effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received.

If you have any questions regarding this handbook, please contact your student's building principal.

### **Board of Education:**

Shameka Turner, President  
John Ashcraft, Vice president  
Norma Alestock, member  
Renee Rasin, member  
Mr. Nicolas J. Simmens, member  
Marcia Smith, member  
Vicki Smith, member  
Casey Stefanski, member  
Joseph M. Tighe Sr., member  
Dr. Zenaida Cobian, Superintendent of Schools  
Mr. Brian Ferguson., Board Secretary

To contact a Board member by phone, please call (856) 299-4250, ext. 1111. The School Board meets every 1<sup>st</sup> Monday of each month for a working meeting and 3<sup>rd</sup> Monday of each month for an action meeting at 7 p.m. at the District Office, 100 Iona Avenue, Penns Grove, NJ. Scheduled meetings and agendas are posted on the ***Penns Grove Carneys Point Regional School District*** website. The public is encouraged to attend.

## Penns Grove Carneys Point Regional School District Website

All Board policies and administrative regulations for the ***Penns Grove Carneys Point Regional School District*** are available in principals' offices, and they are posted on the district's website, which can be accessed at <http://pgcpschools.org>.

### Communication in the District:

<p><b>Dr. Zenaida Cobian</b>  <i>Superintendent of Schools</i>  856-299-4250 x1120  zcobian@pgcpschools.org</p>	<p><b>Mr. Brian Ferguson</b>  <i>Interim School Business Administrator/Board Secretary</i>  856-299-4250 x1111  bferguson@pgcpschools.org</p>
<p><b>Dr. Sydonie Maitland</b>  <i>Director of Curriculum/Instruction</i>  856-299-4250 x1122  smaitland@pgcpschools.org</p>	<p><b>Dr. Lynn M. Booth</b>  <i>Director of Special Services/Dir. of Early Childhood</i>  856-299-4250 x1124  lbooth@pgcpschools.org</p>
<p><b>Dr. Carol Canarelli</b>  <i>Interim Director of Human Resources/Affirmative Action Officer</i>  856-299-4250 x1125  ccancila@pgcpschools.org</p>	<p><b>Ms. Daphne Ortiz</b>  <i>Transportation/ Maintenance Secretary/Enrollment</i>  856-299-6300 x3074  dortiz@pgcpschools.org</p>
<p><b>Lafayette – Pershing School</b>  856-299-3230  Ms. Stephanie Dougherty, <i>Principal</i>  sdougherty@pgcpschools.org</p>	<p><b>Field Street School</b>  856-299-0170  Dr. Mary Kwiatkowski, <i>Principal</i>  mkwiatkowski@pgcpschools.org</p>
<p><b>Paul W. Carleton School</b>  856-299-1706  Dr. Cameron Baynes, <i>Principal</i>  cbaynes@pgcpschools.org</p>	<p><b>Penns Grove Middle School</b>  856-299-0576  Mr. Abner Mendoza, <i>Principal</i>  amendoza@pgcpschools.org  Dr. Anthony DeBonis, <i>Assistant Principal</i>  adebonis@pgcpschools.org</p>
<p><b>Penns Grove High School</b>  <b>856-299-6300</b>  Mrs. Lory O'Brien, <i>Principal</i>  lobrien@pgcpschools.org  Mr. Anwar Golden, <i>Assistant Principal/A.D.</i>  agolden@pgcpschools.org  Ms. Kristin Edwards <i>Assistant Principal</i>  kedwards@pgcpschools.org</p>	



## **Student Information**

### **Arrival at School**

Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas outside of the building or in the auditorium, depending on the weather. All students are to be in class by the school's designated start time. If student's are not in class by the start time, they are considered late. Multiple late entries will result in disciplinary consequences.

The school will be open for breakfast at 7:45 AM. Students may enter the building at this time to receive breakfast. Students **MUST** be in first period by 8:00 AM.

During Dismissal students will be dismissed by grades using different time windows and exits to ensure orderly dismissal. Staff will be present to ensure exit the building.

### **Attendance, Lateness and Absences**

School attendance is compulsory by Law. Therefore, the school has the responsibility of keeping complete attendance records and making sure that all students in the school system are in attendance regularly. On December 20, 1993, the Penns Grove-Carneys Point Regional Board of Education adopted an attendance policy that stresses the importance of regular attendance and participation in classes along with interaction between pupils and teachers, as well as the interaction among pupils in class are a vital and integral part of the learning process. Attendance is a means of serving educational ends.

Frequent absences and tardiness from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the pupil is not in school to take advantage of them. Chronic absence limits accomplishments and reinforces a habit which will handicap the individual in future education or employment.

Research indicates that there is a close relationship between pupils' attendance and academic and behavioral achievement.

Regular student attendance must be the concern of all staff members, parents, and those who value the instructional time given to the children of the district. It requires continued vigilance, communication, and cooperation between parents and teachers.

We want to ensure the academic success of all students in the ***Penns Grove Carneys Point Regional School District*** and ask for your continued support to instill the value of attending school on a regular basis.

### **Reporting an Absence**

In the event that a student is absent from school, it is necessary that a parent/guardian call the School Nurse (299-0576) between 8:00-8:30 a.m. to report the absence. Parents who have not called to report a student absence will be notified of the absence no later than 11:30 a.m. daily.

A **note** must be sent in with the student upon return to school stating the reason for absence, even if you have called the school to advise that your child would be absent.

**The required phone call does not excuse the absence.** A **doctor's note** is required if a student is absent for three consecutive days. Those students who come to school after 11:30 a.m. will be counted absent from school for that day.

### **Lateness Policy**

The New Jersey Administrative Code requires that a student who is late to school for any reason, except for bus lateness, must be marked late in the official attendance registers. Students who arrive after the school's official start time (8:00 a.m.) are considered late and must sign in at the school's main office.

Medical appointments, dental appointments and court are excused lateness with doctor/court documentation upon arrival to school. A maximum of 3 parent/guardian excuses, in writing, per marking period will be considered at the discretion of the building principal.

Please note that "Take Your Child to Work Day" is a state approved absence and will not count against your child's perfect attendance.

All doctor notes, counseling and court appearance documentation must be turned in upon the student's return to school. A student sent home by the nurse for illness or injury that is absent the next day is **not** automatically excused. A parent/guardian note or doctor's notes must be turned in upon return to school. If the above listed policies are not followed, the district wide attendance officer will file a complaint with the appropriate court. Please make every effort to follow the outlined procedures.

### **LATENESS TO CLASS**

Students are expected to be in the classroom and seated when the bell rings. Tardiness to class will be handled by the classroom teacher per the Code of Conduct. Once the students has established a pattern of behavior, ex. 4 latenesses and beyond, administration will impose necessary discipline.

Students with excessive tardiness and absences will be referred to the Attendance Review Committee.

### **Early Dismissal**

Any student requiring an early dismissal must be signed out by a parent/guardian. Students are responsible for making up any assignments missed due to the early dismissal.

- Parents must buzz in and wait for instructions from the school secretaries. If the students are picked up for normal reasons such as a doctor's appointment, the students will be released from the school building using the main entrance facing Carlton Elementary.

### **Continued Absence**

Continued or prolonged student absence without good reason will result in referral to Municipal Court for truancy or other agency, i.e. Division of Child Permanency & Protection. State law requires students between the ages of 6 and 16 to regularly attend school.

A complaint will be filed with the municipal court against the parent/guardian of any student who has accumulated 16 or more unexcused absences.

In cases where a child has 5 or more unexcused absences, The Division of Child Permanency & Protection (DCP&P) shall be notified if there is a reasonable suspicion of abuse or neglect.

If you have any questions regarding the attendance or lateness policies, please feel free to contact your child's school.

### **Breakfast/Lunch Programs**

**PAYPAMS:** The PG-CP Regional School District Food Service Department is pleased to announce that access to your student's meal account is now available online. PAYPAMS, a parent account management system, provides an online service which will enable you to pre-pay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering for an online account, please contact the Food Service Office prior to registration to make sure that the information we have in our system is accurate. We will need for you to confirm your address and the student's date of birth in order for you to begin the online process. Visit [www.pgcpschools.org](http://www.pgcpschools.org) for information and answer questions you may have regarding PAYPAMS. Contact the Food Services Office at 299-6300 Ext. 3225 to take advantage of this convenience meal payment option.



Students may apply for reduced or no-cost breakfast and lunches. A family application form will be sent home during the first week of school. **Only one form per family needs to be completed.** If you decide **not to participate** in this program, **do not** return the form. Costs may vary from year to year. Lunches can be paid for in advance by sending in cash or a check in an envelope to the cafeteria. A child is allowed three (3) charges per marking period. Parents who have arranged for lunch charges are responsible to pay these charges by the end of each marking period. A receipt will be given to the student and a copy will be kept on file. If these charges are not paid, the student will not be allowed to continue charging their lunch. The student must bring their lunch until all charges are paid in full. In order to participate in end-of-the-year activities, all lunch charges **MUST** be paid. If you have any questions, please contact Mrs. Green, Director of Food Services, at 299-6300, Ext. 3224. Student lunches are \$2.85 and \$0 for Reduced Payment.

Student breakfasts are \$1.50 and \$0 for Reduced Payment.

Student milk is \$.50.

#### **Charges Related to Lunch/Snacks/Breakfast**

Students are extended the courtesy of charging a lunch should they forget their money. Payment is expected the next school day. Policy is located in the back of this handbook for failure to bring lunch money to school. See Board of Education approved Policy #3542.46

#### **Breakfast After the Bell**

Breakfast After the Bell is a way for Penns Grove School District to re-imagine the school breakfast program by offering it at a time during which a greater percentage of students will benefit: in the classroom, after the bell has rung.

#### **Nutritional Policy**

In October 2014, the *Penns Grove-Carneys Point Regional School Board of Education* revised the District's Wellness and Nutritional Policy (Policy 3542.1). The objective is to protect our students who have various food allergies while ensuring healthy eating habits.

All food items brought into the school must be in the original manufacturer's packaging with an attached nutritional and ingredient label. **Homemade food and/or candy may not be brought into school to share with other students.**

The following items have been pre-approved:

#### **Food:**

Pre-packaged fruit or vegetable trays with low fat dips

Apples or bananas

Pre-packaged carrots with low fat dip

Crackers (animal crackers, goldfish, graham crackers, vanilla wafers, ginger snaps)

Baked potato chips

Pretzels

Popcorn

Cheese sticks

Tortilla chips and salsa

Rice cakes

Dried fruit/raisins

**Individually packaged:**

Fruit cups  
Applesauce  
Low fat pudding  
Low fat yogurt  
Sugar free Jell-O  
Low fat ice cream cups

**Drinks:**

Water  
Low fat milk (plain or flavored)  
100% fruit juice  
100% vegetable juice

**Cafeteria**

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the following rules of courtesy:

- Wait your turn patiently in line, recognizing the rights of others.
- Have your money ready for the cashier. Each student will be issued a pin number that they will use when paying for their meals.
- Eat in an orderly manner. Use proper table manners while eating and talk in a quiet tone.
- Leave the table and floor around your area in a clean condition for others.
- Remain seated until finished eating and permission is given to get up.
- Clear the table and return your tray and utensils to the dishwashing area.
- Deposit all lunch litter in wastebaskets.
- No food is to be taken out of the cafeteria.
- Students are not permitted to leave school property during the lunch period.
- No candy or soda is permitted during lunch.
- Listen properly and appropriately to all cafeteria aides.
- Students may not leave school to purchase food or have food delivered to the school.

No food, snacks and/or beverages are to be eaten in the halls, classrooms, etc. All food and beverages must be consumed in the cafeteria only. Failure to follow these rules will result in disciplinary action, at the discretion of the school administrator.

**Care of School Property**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

Students are then responsible for the proper care and usage of these books and resources. Books must be properly covered at all times.

If a student loses his/her book, he/she should report it to the teacher. After giving him/her reasonable time to locate the book, the teacher will issue the student another book until the proper disposition of the lost book has been made. If the book is not found within a reasonable time, the teacher reports this to the office and the student is charged for the lost book.

Students owing money for books will not receive their final report card and participate in any end of year field trips or activities. This includes library books. Lost books that are found should be turned into the office.

## **CHROMEBOOKS AND TECHNOLOGY**

PGCPRSD is implementing a 1:1 Chromebook Initiative. An annual, non-refundable fee of \$28.00 will be collected before students take possession of the Chromebook to cover the cost of insurance. The insurance plan will cover:

- Accidental Damage (cracked screens)
- Liquid submersion
- Theft, Burglary, Robbery
- Fire, Flood Damage
- Vandalism
- Natural Disasters
- Power Surge due to Lightning

In the case of fire, theft, vandalism, or other criminal acts, a police or fire report must be filed with the appropriate government agency. A report must also be submitted to the School District. The District is implementing a strict policy for damage to Chromebooks and its accessories. Accidental or intentional loss or damage is not covered, except for as described above. The student is responsible for returning the Chromebook in good working order, except for reasonable wear and tear. The District will assess any damage and will charge parents/guardians according to the fee schedule below, up to the cost of full replacement (\$300). A student's right to use and possession of the Chromebook and accessories terminates upon the last day of the school year, the District's demand, or the student's withdrawal.

The District provides access to computer network/computers for educational purposes only. The District retains the right to restrict or terminate pupil access to the computer network / computers at any time and for any reason. District personnel will monitor network and online activity in order to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and state laws that regulate Internet safety.

- Any individual engaging in the following actions when using computer networks / computers shall be subject to discipline or legal action:
- Using the computer networks / computers for illegal, inappropriate or obscene purposes or in support of such activities. Illegal activities are defined as activities that violate Federal state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

- Using the computer networks / computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- Using the computer networks in a manner that:
  1. Intentionally disrupts network traffic or crashes the network;
  2. Degrades or disrupts equipment or system performance;
  3. Uses the computing resources of the district for commercial purposes, financial gain or fraud;
  4. Steals data or other intellectual property;
  5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
  6. Gains or seeks unauthorized access to resources or entities;
  7. Forges electronic mail messages or uses an account owned by others;
  8. Invades the privacy of others;
  9. Posts anonymous messages;
  10. Possesses any data the is a violation of this policy; and/or,
  11. Engages in other activities that do not advance the educational purposes for which computer networks / computers are provided

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the CIPA and the NCIPA, the district shall determine other internet material that is inappropriate for minors. Violations Individuals violating this policy shall be subject to the consequences and other appropriate discipline, that includes but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school
- Expulsion from school;
- and/or Legal action and prosecution by the authorities.

In accordance with the foregoing, the District shall allow the use of District-owned iPads, and laptops, including Chromebooks pursuant to the 1:1 Chromebook Initiative, by students enrolled in certain classes. These students and their parent / guardian, must be advised of and agree to abide by the Acceptable Use Policies (AUP) of the District as well as the Laptop Usage Policy. The iPad, Chromebook and /or laptop may record or collect information on the student's activity or use of the device, however, under no circumstances will a student's privacy be violated with the device as per NJ's Anti-Big Brother Act.

Prior to the issuance of an iPad, laptop or Chromebook, students and parents/guardians, must sign and agree to adhere to the AUP. Students and parents/guardians understand that any referenced below to a laptop includes and refers to Chromebooks or iPads issued by the district,

as well. In addition, the student will be required to sign an acknowledgement when the laptop and its associated equipment are received.

- The laptop is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other students will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action, and may result in the suspension and/or cancelation of privileges.
- Once the laptop is issued, the student is responsible for it at all times. If the laptop or any of its components is suspected to be lost, students must report it immediately his/her teacher who will contact the main office and the technology department.
- Students will ensure that laptops are recharged daily and have a fully charged battery each morning.
- Laptops are subject to recall at any time by school personnel. Specifically, laptops will be required to be furnished to the school for repair and potential replacement.
- Food and drinks shall be kept away from laptops.
- Laptops or their storage cases will not be marked up with writing, stickers, or other items that might deface or damage the laptop finish, screen or components.
- Laptops will be transported in a secure manner and will be stored in secure locations when not in use.
- Students are responsible to save and back up any work and any pertinent data.
- Passwords shall be kept confidential.
- Laptops shall be kept in their storage cases when not in use.
- Pencils/pens or other items shall not be left on keyboards to avoid screen damage when closing.
- Laptops shall be returned in good working condition at the end of the year or upon district demand. Since the laptop is school property, it shall be returned when the student leaves the district. Failure to do so may result in the student being charged with possession of stolen property.
- A minimum of \$200.00 dollars will required from the parent/guardian for any computer deemed beyond repair.

## **Cellular Phones / iPad / Personal Tablet**

Dear Parents,

It is our goal at Penns Grove Middle School to create a distraction-free environment focused on teaching and learning. We aim to enhance academic engagement, reduce disruptions, and foster a productive learning atmosphere throughout the school. We appreciate the cooperation of students, teachers, and parents/guardians in adhering to this policy for the betterment of our school community. It is the responsibility of all PGMS students to place their cell phones in the designated phone holders during class. Use Policy:

## **General Guidelines:**

- 1. Upon entering the building, students are required to place their cell phones in the designated phone holder for the remainder of the school day. No outside tablet or electronic device is allowed on school property.**
  0. Students are not allowed to use cell phones or any recording devices to take pictures of students and staff members without their knowledge and/or consent. Students are also prohibited from posting pictures or videos of students and staff members on the Internet.
  0. At the beginning of the academic year, and periodically throughout the academic year, the cell phone policy to include phone holder usage, will be communicated to all students and parents/guardians.
  0. Students are responsible for their own cell phones and should not handle other students' devices at any point.
  0. **Any listening device, including but not limited to AirPods, iPad, iPod, earbuds, and headphones, are a distraction to the educational process as well as a safety concern. These devices should not be used during any academic classroom time or during the entire school day.**

**Failure to comply with the PGMS cell/earphone phone use policy will lead to progressive consequences:**

**1st Offense:** Warning with expectation of no further use/placing phone in holder.

**2nd Offense:** Student sent to office, phone taken for the duration of the day (returned to student), student issued a two-hour extended day detention

**3rd Offense:** Student sent to office, phone taken for the duration of the day (returned to parent only), student issued a two-hour extended day detention

**4th Offense:** Student sent to office, phone taken for the duration of the day (returned to parent only), consequences may include progressive discipline up to and including suspension, mandatory parent conference, and a behavior contract.

## **Computer Instruction**

The *Penns Grove Carneys Point Regional School District* provides a computer program that encompasses current technology and encourages students and staff members to utilize computers as instructional and problem-solving tools.

## **Counseling Services**

The *Penns Grove Carneys Point Regional School District* offers **Counseling and Guidance program** implements a comprehensive counseling and guidance program that supports the academic, career, and personal and social development of 21<sup>st</sup> century learners.

The following program components, as delineated by ASCA (American School Counseling Association), organize the work of professional school counselors into direct and indirect services to collaborate with students, parents and staff members. Direct services include

counseling and guidance curriculum, individual planning and responsive services, all of which support 21<sup>st</sup> century learning. Indirect services include system support of the guidance program, as well as the Building School Improvement Plan.

Guidance curriculum supports academic, career, and personal and social development through classroom and group activities.

Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21<sup>st</sup> century learning.

Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.

System support includes indirect guidance services that manage and promote the academic developmental needs of students.

### **Social-Emotional Learning (SEL)**

- Teachers incorporate school-wide SEL systematic approach integrating academic, social, and emotional learning across all school contexts. Teachers will need to practice using the MTSS which is a Multi-Tiered System framework to address student needs.
  - Staff members will need to be able to understand normal behavioral responses to crisis which will consist of: Staff needing to be vigilant of the emotional, behavioral, cognitive, and physical responses of students in crisis in order to send students to appropriate staff (Guidance) to be further supported.

Examples of ways that SEL can be incorporated in the classroom:

- Starting the day with a check-in.
- Use of story time for teachable moments.
- Work in partnerships.
- Nurture a culture of kindness.
- Set up a peace place.
- Allow for talk time.
- Hold class meetings.

Staff will need to engage in general best practices of talking through trauma with children which include:

- Staff will need to initiate the conversation with student.
- Reassure students.
- LISTEN.
- Find out what they know.
- Encourage children to share their feelings.
- Focus on good while talking to the student.

- Encourage students to act on their feelings to restore their sense of control.
- Know when to seek outside help (Guidance) and if needed Guidance will make any additional referrals.

Resilience strategies for students:

- Identify students at risk & do weekly check in with guidance or trusted teacher. Each student should have a point person to check up on them.
- Check in passes will be created for students to come see their School Counselor during a designated time period for SEL support. The pass will indicate what they will like to see the counselor for and if it is an emergency.

## **Deliveries to School**

Delivery of flowers, balloons or other gift items is **discouraged** at school. All items will be held in the office until the end of the day or parents/guardians may be contacted to pick them up if deemed appropriate. The delivery of food for students using UBER eats or any other delivery service is prohibited.

## **Curriculum and Instruction**

“The PGMS curriculum aligns with the New Jersey Student Learning Standards (NJSLS) to ensure rigorous and consistent instruction across content areas.

## **Electronic Devices**

At no time are students allowed to use any electronic devices in school. Electronic devices brought to school must be put in the locker immediately. Failure to follow these rules will result in Extended School Day and Counseling and the loss of the item, pending a parent conference, or to the end of the school year. Continued refusal to abide by the rules will result in further disciplinary action.

## **English Language Learners**

Students whose primary language is not English may require specialized instruction. The *Penns Grove Carneys Point Regional School District* offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact your child’s school. The ELL program is facilitated through all the schools

Parents of all new students enrolling in the *Penns Grove Carneys Point Regional School District* must complete the home language survey found in the enrollment packet for their neighborhood school.

If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.



Interpreters are available to assist with communication between school personnel and family.

## **Enrollment Requirements**

When a student registers, he/she may not begin classes until a full day has passed. I.E: If a student registers on Monday, he/she may not start until Wednesday, or if a student registers on Thursday, he /she may not start until Monday, etc. A full 24 hours must pass from the end of the day of registration until he/she starts school.

Residents of the *Penns Grove Carneys Point Regional School District* who wish to enroll their students must contact our district enrollment officer Ms. Daphne Ortiz at 856-299-6300 ext 3074 to complete this process. Below is a list with some of the documents that may be required during the enrollment process:

Immunization records

Birth certificate

Proof of residency\*

Any specialized instruction information including IEP or Section 504 documentation

*\*Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students may also expect to take placement exams if needed to determine the correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Students are required to attend the school within the grade level specified, unless attendance at a different building is specified under the student's IEP, or it is approved by the superintendent. Students who move during the fourth quarter may complete the school year at the same school. Transportation will be the responsibility of the parent/guardian.

**Entrance Age:** State law requires students to be 5 years old before Aug. 1 of the year they enter kindergarten. Lafayette-Pershing School hosts Kindergarten Roundup in the spring. Notification of the date is provided through the district office.

## **Excused Participation from Physical Education Classes**

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or the class activities missed when physically unable to participate.

## **Experiments Involving Animals**

In accordance with P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C. 18A:35-4.25), public school students may choose not to participate in certain experiments involving animals. Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of course instruction. The school is required to provide alternative education

projects for those students who choose to “opt out” of these activities.

## **Fliers and Informational Brochures**

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the *superintendent of schools* prior to distribution to students. Typically, approved brochures are not sent home with students, but rather are made available for student pickup in the office.

**Distribution of Non-Curricular Student Publications:** The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute materials which:

- Are obscene.
- Are libelous.
- Contain indecent or vulgar language or content.
- Advertise any product or service not permitted to minors by law.
- Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin).
- Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures.

## **Field Trips (Eligibility Requirements)**

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The *Penns Grove Carneys Point Regional School District* will only endorse field trips that are directly related to the instructional program and designated as a segment of the grade level’s ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Field trips are designated for students enrolled in classes taking the field trip as part of the curriculum. Non-school-age students are not allowed on field trips.

Attendance on class trips is a privilege. Students will not be permitted to participate in class trips without written permission from a parent/guardian and final approval by the Administrator. When students go on trips, they represent the school and community. Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior. **No handwritten notes from parents will be accepted as Field Trip Permission slips. Permission slips must be returned on the date specified to the teachers.**

## **Fundraising Activities**

All school fundraising must be approved by building and district administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board Policy.

## **Gift Giving**

The Board of Education discourages the exchange of gifts among students, parents and staff. The term “gifts” does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

## **Health Services (including Medication Policy)**

The purpose of the *Penns Grove Carneys Point Regional School District* student health services program is to help each student attend school in optimum health and benefit from the school experience.

A registered school nurse is assigned to each school and supervises the student health service program at their assigned buildings. All student health services employees shall serve under the direction of the building principal and director of student services. All parent/guardian contacts regarding student health will be made by the school physician, the principal, a registered nurse or district administrators.

**Health Condition(s) Information:** The following guidelines should be followed concerning any students with special health conditions/concerns:

The **Emergency Contact and Confidential Health Information** form should be completed by parent/guardian at time of enrollment and updated annually.

Parents/guardians should notify the school nurse or principal of any health concerns that could require emergency services, interfere with the student’s education process or require interventions throughout the school day.

Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.

It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

The district maintains prefilled epinephrine auto syringes and asthma-related rescue medication to be used in the event of an emergency. **Parents/guardians must indicate in writing if their student cannot receive such medications.**

**Immunizations/Enrollment:** New Jersey law requires all students to have on file evidence of required immunizations prior to attending school. Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

**Medical exemption:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.

**Religious exemption:** A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. The religious immunization exemption card does not need to be renewed annually.

The State of New Jersey Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

**Illness and Injury:** A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes.
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice and/or nits present within a ¼ inch of the scalp).

- Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.
- Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and **kept current**. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

**Medication Policy:** If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Administration Guideline form and making arrangements for the medication to be delivered/picked up from school. Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

**Exception for Potentially Harmful Administration:** District personnel shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text, unless such is required by a valid prescription presented to district personnel, who shall have the right to contact the health care provider issuing the prescription to confirm its accuracy.

**Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), then an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel who are trained to administer the medication via injection. When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.

All over-the-counter medication to be administered by the nurse or health room aide must be brought to school in the original container. A Medication Guidelines and Authorization form must be signed by a parent/guardian or physician before the medication will be administered. The child's name should be on the container. Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the medication. No expired medications will be administered. The school district does not provide any medications for students, including aspirin, Tylenol, cough drops, decongestants and antacids.

**Prescription Medication:** In addition to the information provided in Board Policy, JHCD, the administration of prescription medication also requires:

- The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with the proper label.
- In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.
- The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

**Self-Administration of Medication:** An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (i.e., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self-medication and that the following requirements are met:

The student, the school nurse, and the parent agree to the conditions under which the medication is to be self-administered.

The authorized prescriber request, parent/guardian request and appropriate IHP and/or EAP are on file.

The student's health status and abilities have been evaluated by the nurse who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.

The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the nurse's or the health room aide's professional judgment, based on the student's developmental age, knowledge base of medication and ability to demonstrate proper use of the self-administered medication.

The school nurse or health room aide establishes a procedure for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room if possible.

The school nurse or health room aide will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner.

**Consequences:** Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

For the complete Board Policy on Administering Medications to Students at School refer to the district policy manual Series 5000, Policy 5141.21, located on the district website.

**Screenings:** Vision and hearing screenings are provided for students in Early Childhood Title 1, kindergarten, first, third, fifth, seventh and ninth grade, all students new to the district, students receiving special services and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth grade girls, eighth grade boys and others, as requested by parents and medical providers. The following are screenings conducted by *Penns Grove Carneys Point Regional School District* health services staff:

Vision screenings include a visual acuity test of both far and near vision, using a Titmus vision machine or a standard wall chart and near vision chart. If a student is unable to perform the test using the Titmus or wall chart, a functional eye exam will be performed. These screenings are

usually held in the fall, prior to fall break. For Title 1, ECSE and kindergarten students, acuity is considered within normal limits at 20/40 or better. All other students, grades first to 12th, are considered within normal limits at 20/30 or better. All students who have results outside of normal limits will be rescreened. If a student fails the second screening, a referral form will be sent home to the parent/guardian. If a parent does not want their student to participate in a vision exam, they may notify the health room nurse or aide at their student's school at the beginning of the school year.

Audio sweep hearing screenings are performed at 1000 Hz, 2000 Hz and 4000 Hz for each ear, at 20dB. If a student fails to respond to one or more frequencies in either ear, a registered nurse (RN) will conduct a rescreening and otoscopic exam after two weeks have passed. If the rescreening is failed, the RN will consult with the Deaf and Hard of Hearing Consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually held in the fall, prior to fall break. If a parent does not want their student to participate in a hearing exam, they may notify the health room nurse or aide at their student's school at the beginning of the school year.

Spinal screenings to detect scoliosis issues are done annually for sixth grade girls, eighth grade boys and others, as requested by parents and medical providers. These screenings are generally performed in the fall, during PE class. The nurse will look at the student's back and use a scoliometer as needed to measure any curvature noted. If the nurse finds a curvature of 10 degrees or more, the student will be rescreened. After the rescreening, if the findings still reveal a curvature of 10 degrees or more, a referral note will be sent home to the parent. If a curvature of 5 degrees or more is noted, the student will be placed on a recheck list. If a parent does not want their student to participate in the spinal screening, they may notify the health room nurse or aide at their student's school at the beginning of the school year.

Pediculosis (head lice) screenings are conducted on an as needed basis when a case is reported to the health room nurse. Should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined (including, but not limited to siblings of the student). If the health room nurse identifies a student with an active case of lice (live lice, or nits present within a ¼ inch of the scalp), the parent/guardian will be notified so the student can be picked up from school. After proper treatment with a pediculicide (lice-killing) shampoo, the student may return to school after being rechecked in the health room, if it is determined the student no longer has an active case of head lice. If the student continues to have an active case (live head lice and/or nits present within a ¼ inch of the scalp), the student must return home for additional treatment. Health room staff can provide tips and educational materials to assist parents in dealing with head lice treatment and prevention. This process will continue until the student is free of live lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within seven (7) calendar days of the initial identification. If this examination



reveals nits are still present, the parent/guardian will again be instructed on nit removal. This process will repeat until the student is free of nits.

Please assist the school by following the procedures recommended below: Check your child every morning before he/she leaves for school. If any child is nauseous, feverish or has a rash, please keep him/her home.

See that your child eats a good breakfast.

Check your child every morning before he/she leaves for school. If any child is nauseous, feverish or has a rash, please keep him/her home.

Please make sure that your child bathes and brushes his/her teeth regularly.

Make sure that your child understands to wash his/her hands after going to the bathroom and before eating.

A **parent/guardian must** accompany a child if he needs to come to school with crutches, splints, ace bandages, casts, etc., a doctor's note must be sent in stating the following:

Reason for appliance (fracture, strain, etc.,)

Student limitations

Length of incapacitation

When student can resume normal physical activities

If you have any questions, please contact the school nurse.

### **Basic information on Communicable Diseases (age appropriate)**

Good Hygiene Practices: Information will be delivered to students and staff through videos played the week before returning to school, as well as repeated during the first week back to school to be reinforced.

#### 1 Handwashing

- Soap, water & friction
- Before each meal/snack, after restroom use, whenever visibly dirty
- Minimum of 20 seconds
- anytime cough or sneeze into hands

#### 2 Covering coughs and sneezes, preferably with elbow

#### 3 Stay home when ill

#### 4 Temperature

- Temperature check should be done at home if student c/o not feeling well
- If student becomes ill at school, nurse to check temperature
- Any student with a temperature of 100.0 degrees F or higher, will have a mask placed and wait in triage area for parent to pick up to take home

### **Sick Day Guidelines**

#### 1 Symptoms Requiring Absence

- Active vomiting &/or diarrhea

- Fever/chills/generalized body aches (100.0 F or >)
- Presenting with Covid -19 symptoms (fever, cough, shortness of breath, loss of taste or smell)

## Homebound Instruction Procedures

Please follow the procedures listed below to request home instruction due to temporary illness or injury, for at least a two-week period of time:

An original note signed by a doctor stating the illness and the length of time the student needs to be on home instruction must be presented to Mrs. Missi Jones, home instruction secretary, at Penns Grove High School. The law requires a minimum of two weeks. The doctor's note will then be reviewed by the school district's doctor for either approval or denial.

The parent must request in writing home instruction be provided for his/her child in accordance with the doctor's note. The parent must present the doctor's note and the parent's written request to Mrs. Jones before the home instruction process can begin.

## Homeless Liaison

If you find yourself in this situation, without a home, contact Dr. Carol Canarelli, district's local liaison, at 856-299-4250, Ext. 1125. He will help in enrolling your child in a new school or arrange for your child to continue in his or her former school. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

## Homework

It is expected that all students devote time to home study. All students should have homework assigned to them on a consistent basis whether it is **in- person learning, synchronous virtual learning, or virtual learning only**. If your child will be absent from school, a request for classwork should be made by 10 a.m. to pick up after 3 p.m. in the main office. If not picked up within 24 hours, it will be returned to the teacher. Teachers are not expected to provide classwork for a student on vacation.

It is expected that all students devote time to home study. All students should have homework assigned to them on a daily basis. An hour and one-half per evening is a reasonable expectation in this regard. When students are absent, parents may request make-up assignments from the teacher with 24-hour notice.

Purposes for homework include:

- To expand interest
- To develop responsibilities
- To maintain home/school relationships
- To meet individual needs
- To review material previously taught
- To provide introduction to new work
- To provide for discussion of assignment in class
- To supplement classroom instruction
- To provide opportunities for students to functionally apply theories learned in class

- To review the lesson for that day
- To cover more specialized areas not covered in class
- To develop the ability to solve problems outside of class
- To develop the ability to find materials and to organize them from many different sources
- To stimulate individual initiative and opinions
- To coordinate class activities to empirical experiences
- To give practice on work covered in class. Pinpointing errors from class assignments and re-teaching missed concepts is very effective as a teaching device.

## **Make-up Work**

Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his or her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

## **Personal Property and Possession of Non-school Items**

Some students possess items that are not appropriate for use in school. Many times these items disrupt the educational environment. Students are not to bring large amounts of money, video/gaming devices, cards, etc., to school. Students, not the school, will be responsible for their personal property. **Any items that interfere with the classroom will be confiscated by the teacher and turned over to the office.** When money is involved, the parent(s) must sign to have it released!

1. Electronic devices of the types listed below are not permitted:
    - radio
    - laser pens
    - any kind of handheld video game (Gameboy, PSP, etc.)
  2. Other non-school items include but are not limited to pen knives/pocket knives, pacifiers, toys, chewing gum, water guns, skateboard, scooters & cameras.
  3. Disciplinary action follows if students bring inappropriate items to school.
- Such items will be confiscated and turned over to the Principal who will contact the parent of any necessary disciplinary action.

## **Riding Bikes, Skateboards and Walking**

Due to safety concerns, skateboards, skates (including shoes with rolling wheels such as "wheelies") and scooters are not allowed on school property before, during or after school. A bicycle rider must obey the same rules as a motorist, and it is required that a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property. In order to ride bicycles to and from school you must complete a permission slip obtained from the main office or your homeroom teacher on the 1st day of school. By state law, students under the age of seventeen must wear a helmet. Bikes must be secured with a lock and chain at the bike rack as the school will not be responsible for theft. Any student found not wearing a helmet or who does not have a permission slip on file then that bike will be confiscated by school staff

and the parents/guardians will be notified. The bike will be released only when a proper fitting helmet and a signed permission slip are produced.

## **Sale of Personal Property**

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

## **Students on Premises After School**

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance following all social distancing and CDC protocols. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

## **Student Placement, Parent Requests, and Student Support**

The school district does not have a policy that mandates a principal to honor parent requests for specific teachers. Any request made regarding the placement of your child will not be accepted or honored. It is the fervent belief of school district administration that all the teachers in this school district possess the necessary skills that promote learning, and that your child will be schooled appropriately. The administration of each school does not believe that the skills, personality, professionalism or competency of any teacher at our schools will pose a detriment to any student while in attendance at our schools.

## **Student Support Services**

### **1. Child Study Team**

Many students at some point in their school careers experience problems that interfere with learning. These are often temporary setbacks that are alleviated by temporary measures without lasting damage to the child. Some students, however, encounter difficulties that are chronic and whose causes are often not easily discernible. If regular classroom procedures do not reach a child and temporary remedial measures are found to be ineffective, the child should be referred to the I & RS team (Intervention and Referral Services).

If the documented interventions have not been successful or there seems to be a pervasive delay in several areas, the child may be referred to the Child Study Team. The Child Study Team consists of a Learning Disabilities Consultant, a School Psychologist, and School Social Worker. It may be augmented to include professionals in other areas: hearing, speech and language, neurology, psychiatry, etc. as they are indicated by the child's needs. The team will gather data from each of the diagnostic areas and make recommendations regarding a student's classification, placement and program. If a child is to be referred to the Child Study Team, a referral packet is to be filled out by the teachers involved with the student. This is to be done if a teacher refers or if a parent refers.

## **2. Guidance Counseling**

A guidance counselor is available at all *Penns Grove Carneys Point Regional School District* schools. The counselor's primary focus is to assist students in resolving problems that interfere with their learning. In addition, the counselor is available to meet with teachers and parents to provide assistance as needed.

These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study strategies, personal issues, school and/or social concerns, peer mediation or any issue the student would like to discuss with the counselor. Students wishing to visit a counselor or the SAC (High School) should complete a Guidance Office Request Form to arrange for an appointment.

## **3. I&RS (Intervention & Referral Service)**

A pupil assistance committee for each school has been developed to help teachers and parents provide instructional strategies for regular education students who are experiencing learning difficulties.

The I&RS team works with teachers to assist them with students who are at risk for school problems within the general education environment. The I&RS team does not replace existing resources for assisting students; instead, it complements them. Teachers can request assistance from the I&RS team by completing a form in the Main Office and submitting it to the I&RS coordinator for the High School. After submitting the form, the teacher would then work with the I&RS team to develop solutions for student success.

## **4. Speech Correction**

A speech therapist is available to work with students who exhibit difficulty in some areas of speech and language development. The speech therapist works with students individually or in small groups.

## **5. Title IV Safe and Drug-Free Schools and Communities Act**

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, and interpersonal conflict, which are coordinated by the Student Assistance Counselor, Mrs. Charlyn Martin. 856- 299-6300, ext. 3240.

## **6. Title I Programs and Services**

Title I Programs and services are funded by the federal government. These funds are to be used to implement programs and provide services to those students identified as at risk of failing to meet state standards primarily in language arts and mathematics. Students benefiting from Title I Programs and Services may receive additional teaching support, classroom computers, supplies, workbooks, textbooks, online instruction, technology, equipment, after school tutoring, counseling and/or parent involvement activities.

**September 2025**

## **Penns Grove Middle School Title I School-Parent Compact**

### **School-Parent Compact**

The Penns Grove Middle School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the challenging State academic standards.

This school-parent compact is in effect during the 2025-2026 school year.

### **School Responsibilities**

The Penns Grove Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the challenging State academic standards by administering high quality instruction and resources for students.
2. Hold parent-teacher conferences semi annually during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide progress reports and report cards four times per year.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents at the middle school before school and after school.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities with proper timely requests made to school administration.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure homework is completed when assigned.
- Monitoring amount of television watched by my children.

- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district, either received by my child or by mail, and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

### **Additional Required School Responsibilities**

The Penns Grove Middle School will:

1. Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. At the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their

children. The school will respond to any such suggestions as soon as practicably possible.  
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading.

To help build and develop a partnership with parents to help their children achieve the challenging State academic standards, the Penns Grove Middle School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the LEA in addressing problems, if any, in implementing parent and family engagement activities in section 1116 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the State educational agency's (SEA's) written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate nonpublic school officials or representatives.

Signatures

School:

Date:

Parent:

Date:

Student:

Date:



## **Title I – Parents’ Right-to-Know Letter**

Dear Parent/Guardian:

The Every Student Succeeds Act (ESSA), enacted on December 10, 2015, replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA). Although NCLB was designed to make changes in teaching and learning to increase students’ academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA.

Despite this fact, all educators in New Jersey still are required to hold the appropriate state certificate/license for their given position. Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child’s teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. Additionally, schools are required to provide timely notice that a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Penns Grove-Carneys Point School District. All our teachers have college degrees, and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level. I encourage you to support your child’s education and communicate with your child’s teacher(s) on a regular basis.

For more information on ESSA, and the role of parents, please visit the United States Department of Education’s (USDE) website at <http://www.ed.gov/essa>. Questions regarding this notification should be sent to the district by calling (856)-299-6300.

By partnering, families and educators can ensure the best education possible is provided to your child.

Sincerely,  
Sydonie Maitland, Ed.D.  
Director of Curriculum and Instruction

# **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

## **Instructional Program**

**Series 6000**

### **Penns Grove Middle School Parental Involvement in Title I Program**

**Policy 6015.4**

Date Adopted: August 7, 1995

Date Revised: July 21, 2003, February 11, 2008, July 19, 2010, August 27, 2012, July 15, 2013, July 18, 2016, June 12, 2017, June 11, 2018

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#### Statement of Purpose

A major goal of the Title I program for the Penns Grove-Carneys Point Regional School District and the Penns Grove Middle School is to encourage greater involvement of parents in the education of their children in partnership with Title I and their school. The following outline is in compliance with Title I legal requirements and in accordance with the district philosophy of providing quality education to every child in the district. This statement represents input from parents and will be available to all parents of Title I children.

#### Parent Involvement in Developing the Policy

A Parent Advisory Committee consisting of parents, teachers and the school's principal and/or designee will meet to develop the school's Parental Involvement Policy, as described in the school's Title I Plan as per Section 1112 of the ESEA. The Parent Advisory Committee will be chosen from volunteers. The Committee shall provide recommendations for the planning, implementation and evaluation of the school's Title I program. All recommendations from the Committee shall be considered by the board of education, but shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit. Final authority for any programs remains vested with the board of education. Any publicity concerning the organization, membership, operations, findings or recommendations of the Parent Advisory Committee shall be released only with the permission of the board of education.

#### Annual Meeting and Other Meetings for Title I Parents

In September, a letter will be sent to all parents of children selected for participation in Title I informing them of selection and the nature of instruction. All parents will be invited to attend this annual meeting at their local school during late September or early October to explain the requirements of the Title I program and their right to be involved.

In addition, other meetings, including parent conferences, will be held at different times throughout the school year to address parental concerns and provide parents with the opportunity to participate in the school review and improvement process, as per Section 1116 of the ESEA, which will include:

- A. Timely information about programs so that they have an opportunity to participate in a more effective way;
- B. School and child performance profiles, including an interpretation of the results;
- C. Opportunities for regular meetings to discuss their child's education; and
- D. Timely response to their questions.

Meeting times will be as flexible as possible, and parents are encouraged to have conferences with their children's teachers on a regular basis.

ADG/TitleIParentInvolvementPolicyPGMS

## **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

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#### School-Parent Compact

According to Title I regulations, each school receiving Title I funds must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of children participating in the program. These compacts must outline how parents, staff, and students will share responsibility for promoting high student achievement. Parents on each school's Advisory Committee will be involved in designing these compacts.

Student-parent compacts must contain the following checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals:

- A. Outline how parents, staff, and students will share responsibility for student performance
  1. describe the school's responsibilities
  2. describe the ways in which parents will be responsible for supporting their children's learning
  3. describe what students will be expected to do
- B. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  1. parent-teacher conferences in elementary schools, at least annually
  2. frequent reports from teachers to parents on their children's progress
  3. reasonable access by parents to staff
  4. opportunities for parents to volunteer and to participate in their child's class
  5. opportunities for parents to observe classroom activities

Parents are urged to discuss the compact with their children before signing it and having their children sign.

#### Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. This school values both the at-home contributions and those, which take place at school and in the community. Reading to children at home, talking with them at a family meal, and monitoring their attendance, homework completion and television watching are as important as volunteering at school and serving on advisory committees. Workshops, such as literacy training and technology use, as appropriate, and other programs will be available (some for parents, some for parents and children) to match the expressed needs of parents and staff. Parents will be notified about these opportunities through their child's school. Parents may call the district office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions. Title I funds may be used for childcare, transportation, or home visits to enable parents to participate in school-related meetings and training sessions. The district will provide technical assistance and support to the school in planning and implementing an effective parent involvement policy.

## **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

### **Instructional Program**

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### **Penns Grove Middle School Parental Involvement in Title I Program**

**Policy 6015.4**

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#### Staff-Parent Communication

Communications between parents and staff are very important in helping children achieve their goals. Notices, phone calls, conferences, and home visits will take place as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. As much as possible, notices sent home would have English on one side, and Spanish on the other.

#### District-School Responsibilities

The district and the Penns Grove Middle School are receiving Title I funds, and therefore, will be responsible for doing the following:

1. Provide parents of participating children timely information about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency level students are expected to meet, and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any suggestions as soon as practically possible;
2. Provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the state's academic achievement standards, state and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children;
3. Provide materials and training to help parents to work with their children to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
4. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
5. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, such as Head Start program, Reading First program, ect., and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children;
6. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practical, in a language the parents can understand; and
7. Involve parents in the development of training, as appropriate, for teachers, principals and other educators to improve the effectiveness of such training.

## **Penns Grove - Carneys Point Regional School District Board of Education Policy Manual**

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### Evaluation

Each year, the school will evaluate the content and effectiveness of the parent involvement policy, assess how much parent involvement has increased, and identify any barriers to parental participation that need to be addressed. The Parent Advisory Committee will be involved in the process of school review and improvements, and parents of children in the school's Title I program will be invited to participate in the evaluation process. The evaluation process will incorporate a variety of measures, including questionnaires sent home to parents, parent meetings, so that the Title I program will be tailored to meeting those needs. The aim will be to evaluate the school's Title I program by collecting information in a variety of ways, including visits to the school and observation of classes, in designing strategies for school improvement and revising the parent involvement policy.

Evaluation of the Title I program will be in compliance with Title I regulations and guidelines.

This commitment to family involvement has been approved by the Penns Grove-Carneys Point Regional Board of Education and will be coordinated through Title I supervisory staff. Direct participation and initiative is deemed a requirement of each Title I teacher's role. The school principal will assume leadership and promote cooperation and energy from all the school staff.

### Legal References:

NJSA 18A:35-4.9, 18A:59-1 through -3  
NJAC 6:8-4.1

Elementary and Secondary Education Act of 1965 (ESEA)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
**Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.**

### Possible Cross References:

3220/3230, 3514, 5120, 5200, 6015, 6015.2, 6015.3, 6015.4, 6015.5, 6141, 6142.2,  
6142.6, 6171.1, 6171.4

## **Standards of Dress and Uniforms**

### **STUDENT DRESS CODE – Grades K-8**

The *Penns Grove-Carneys Point Regional Board of Education* adopted a mandatory school uniform policy for students in grades kindergarten through eighth grade believing young people who are safe and secure, who learn basic American values, and the essentials of good citizenship, are better students.

Many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety. It is believed that with the adoption of this mandatory school uniform policy school safety, improved discipline, and enhance the learning environment will occur in the schools.

The following issues would support such a uniform policy:

Uniforms will create security through identification, enabling school officials to recognize intruders.

A more positive atmosphere conducive to education will be established. Similar clothing will eliminate peer pressure dealing with student attire. Uniforms will promote a statement of identification. A sense of school unity will be created. Students will be instilled with discipline. School spirit will be enhanced. Uniforms will help assist families with the economic burden of clothing school aged students since uniforms are less costly than most clothing.

The school uniform for students in grades kindergarten through eighth commencing on the first day of classes during the 2025-2026 school year.

### **MALE STUDENTS**

#### **BOTTOMS**

Black, navy or beige khaki pants or shorts (seasonal) of the appropriate size, length, and fit (not skin tight) for the student and worn properly at the waist (shorts – minimum 5” inseam) no spandex, slitted mesh, baggy, cargo-type, bell-bottom pants or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias on bottoms.

#### **TOPS**

White, navy, light blue or red polo shirt, dress shirt, or turtleneck (regular or mock) either short or long sleeve of the appropriate size, and fit (not skin tight) for the student. In cold weather, a white, navy or light blue or red sweatshirt, sweater, cardigan, or sweater vest of the appropriate size and fit (not skin tight) for the student may also be worn. Sweatshirt, sweater, cardigan, or sweater vest can be worn over a collared shirt and the collar must be visible. T-shirts may be worn under polo shirts as long as it is not seen and does not extend beyond the required size and look of the polo shirt. If a t-shirt does show, it should be the same color as the dress polo shirt and should have a doctor’s note.

These colors represent the official district colors. No holes, tears or cuts in tops. No logos or insignias\* on tops.\*PG-CP School District or building wear will be permitted for sweatshirts and the like. Hats, head scarves, “Do-Rags”, bandanas, picks, combs, curlers, or similar style

head apparel may not be worn.

### **FOOT APPAREL**

Casual sneakers or dress shoes or crocs (student's choice of style within reason). Students must wear sneakers on scheduled gym days (student's choice of style within reason). However, platform sneakers will not be permitted. All-terrain shoes (hiking, etc.), snow, cowboy or work boots will not be permitted, except if the ground is covered with snow. Also, Heely shoes/sneakers, UGG slippers, slides, and flip-flops are not permitted for the safety of the students at any time. Proper disciplinary consequences will be assessed by administration if this apparel code is not followed.

### **SOCKS**

Student choice of appropriate socks. However, socks should not contain inappropriate phrases, pictures, etc.

### **FEMALE STUDENTS**

#### **BOTTOMS**

Navy or beige khaki pants, shorts, skorts (seasonal), capri's, jumpers of the appropriate size length, and fit (not skin tight) for the student and worn properly at the waist (shorts and skirts – minimum 5" inseam, and jumpers maximum 2" above the knee). No spandex, slitted, mesh, baggy, cargo-type, bell-bottom pants, leggings, or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias\* on bottoms. \*PG-CP School District or building wear will be permitted for shorts.

#### **TOPS**

White, navy, light blue or red blouse, polo shirt, dress shirt, or turtleneck (regular or mock) either short or long sleeve of the appropriate size and fit (not skin tight) for the student. In cold weather, a white, navy or light blue or red sweatshirt, sweater, cardigan, or sweater vest of the appropriate size and fit (not skin tight) for the student may also be worn. Sweatshirt, sweater cardigan, or sweater vest must be worn over collared shirt and collar must be visible. T-shirts may be worn under polo shirts as long as it is not seen and does not extend beyond the required size and look of the polo shirt. If a t-shirt does show, it should be the same color as the dress polo shirt and should have a doctor's note.

These colors represent the official district colors. No holes, tears, or cuts in tops. No logos or insignias\* on tops. \*PG-CP School District or building wear will be permitted. Hats, head scarves, "Do-Rags", hoodies, bandanas, picks, combs, curlers, or similar style head apparel may not be worn.

### **FOOT APPAREL**

Casual sneakers or dress shoes. Maximum heel height 2" and no platform type shoes permitted. Student's choice of style. Students must wear sneakers only on scheduled gym days. Student's choice of style. However, platform-type sneakers will not be permitted. All-terrain shoes (hiking, etc.), snow, cowboy or work boots will not be permitted, except if the ground is covered with snow. Also, Heely shoes/sneakers, UGG slippers, slides, and flip-flops are not permitted for the safety of the students.

### **SOCKS/STOCKINGS**

Student choice of appropriate socks or stockings.

### **GYM CLOTHES – MALES & FEMALE STUDENTS (6-8)**

On scheduled gym day, students will have gray, black or navy or light blue sweatpants, sweatshirts and/or t-shirts of the appropriate size, fit (not skin tight) or shorts (seasonal). No holes, tears, or cuts in gym clothes. Jeans and the like are not permitted in gym. No logos or insignias\* are permitted on sweatpants, sweatshirts, or t-shirts.

\*PG-CP School District or building wear sweatpants, sweatshirts, and t-shirts are permitted. Middle School students will bring a change of clothing for gym each day. In addition, no hooded sweatshirts or jewelry will be allowed.

### **Warm Weather Clause – Male and Female Students**

Shorts and capris may only be worn to school during the warm months.

### **Administrative Clause**

The administration reserves the right to restrict any clothing determined to interfere with the instructional process. In addition, the administration reserves the right to allow changes to the uniform dress code for special days. New transfer students will have a thirty (30) day time period in which to comply with the district dress code. Any student transferring in/out within the same school year will adhere to regular dress policy. Dress code accommodations will be provided for students with disabilities, religious observance, or medical needs in accordance with district policy and applicable laws.

The *Penns Grove-Carneys Point Board of Education* makes known the sanctions that will be rendered upon students who refuse to conform to this policy requiring school uniform.



## **REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY – K-8**

- 1st Offense:* 1. Conference with student.  
2. Warning letter sent home with child and via mail/attendance officer.
- 2nd Offense:* 1. Letter and phone call to parents.  
2. Lunch detention or one after school detention (MS) after parent notification.  
3. Letter listing consequences for 3rd offense.
- 3rd Offense:* 1. Letter, phone call and conference with parent.  
2. Three (3) days loss of recess or two after school detentions (MS) after parent notification.

*Subsequent Offenses:* The Board of Education shall reserve the right to authorize the Superintendent of Schools to suspend a student after a third infraction of non-compliance with the dress code policy without a Board hearing. However, nothing herein shall prevent a parent of a student who is in non-compliance with the dress code policy to assert any and all appropriate appeals, including but not limited to the Board of Education.

AND, WHEREAS, it recognizes that certain parents who, for religious principles, may choose to have their child not dress in the school uniform and shall have the opportunity to meet with the principal and discuss their concerns and provide specific reasons for their child not to participate, and sign a waiver allowing their child to opt out of the requirement to wear the school uniform, but adhere to specific dress code as established by the Penns Grove-Carneys Point Regional Board of Education

### **Exemption from the Uniform Policy**

If the parents or guardian desires to exempt his/her child from the uniform policy, the parents or guardian must observe the following procedures at the beginning of the school year (September). The parents or guardian may obtain an application for exemption at the student's school.

Complete the application and submit it to the designated administrator for uniform program exemptions at the student's school before the start of the school year

The school administrator will approve or disapprove exemption based on religious verification.

If financial support is offered to families by the district, waiver exemption may be denied or the student may be granted a temporary excuse from compliance for a period to be determined by the school administrator not to exceed thirty days from offer of assistance.

Students who have been approved of waiver will be expected to comply with district code.

### **Financial Considerations**

No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform by reason of financial hardship. A specific staff member/school volunteer to assist those families in need of assistance.

Each school shall work with staff, the local school community, and business partners to identify resources for assisting families

## Financial Assistance Criteria

If a family is in need of financial assistance to purchase dress uniforms for students in grades K-8, the following materials may be requested to grant financial assistance and/or a dress uniform for student use:

Current 1040 Form

W-2 Form

Letters of Verification/Support of need/State or Federal Aid documents

Unemployment Letter

The building administrator will verify such information and submit appropriate paperwork to the district's business office.

The APPROVED Board of Education **DRESS CODE (STUDENT)** policy #5132.1 is available online at the district website or in your child's school office. In addition,

### **A COPY OF THE PICTORIAL SAMPLE OF THE REQUIRED UNIFORM DRESS CODE IS AVAILABLE.**

The Administration shall be responsible for the implementation of this policy and shall have the right to final determination for the appropriateness of the particular item or apparel for the activity. This includes any item of clothing or footwear that interferes with learning. The administration may assign a student to TLC for the remainder of the day if an appropriate change of clothes cannot be provided. It is advisable to label your child's jackets, coats, hats and all other outer garments. *Many items in good condition are left in the lost and found box in the cafeteria and never retrieved.* If you have uniforms that no longer fit your child but are in good condition, please drop them off at the nurse's office or send them in with your child.

Students are not permitted to tie items of clothing around their waist.

Students found to be in violation of the dress code will be subject to disciplinary action. Students may be sent home to change and receive Administrative Detentions for their first offense and may be asked to remove the illegal article of clothing such as a hat, sunglasses. It should be noted that all subsequent violations of the dress code policy committed after the first offense will merit further discipline at the discretion of the administration.

## Transportation

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses, as set forth more fully in Board Policy.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services.

A parent desiring long-term transportation services for their student(s) to a location other than their permanent residence must submit an Alternate Route Application to the Transportation Department. Alternate

route applications are made available in the front office of each school. Approval of an alternate route request is based upon the following:

- Alternate route services must be requested on a permanent daily basis with both to and from school being on the same bus route.
- The student's permanent residence must be validated.
- The alternate route must be located in the same attendance area as the permanent residence.
- Bus routes will not be altered, and stops will not be added to accommodate requests.
- Should requests for services exceed bus capacity or additional eligible pupils exceed bus capacity, such services may be discontinued.
- Riding an alternate bus to attend birthday parties, scout meetings, visit a friend, jobs, etc., will not be approved.
- If you have concern regarding your bus service, please contact First Student or your student's building administrator.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. *The "level" of offense (e.g. first, second, or third) will generally be based upon the total number of bus discipline referrals accumulated by a student during the current school year. Consequences for each offense is determined by site, scope and sequence. Furthermore, the third bus conduct results may result in suspension from the bus for five days and the fourth offense may result in suspension from the bus for a number of calendar days.*

*Parents will be notified of disciplinary problems and may become responsible for transportation of students who lose their bus privileges.*

### **Walkers**

Parents not wishing to have their child walk home alone, and who are not bus students, or elect to not use the bus, must come to the school main office and complete an Authorization for Release that will list the parent/guardian or designated escort designating the responsible individual who will escort the child home.

### **Withdrawal from School**

Whenever a parent anticipates moving and transferring a student to another district, he/she should obtain a **TRANSFER CARD** from the school office, which will tell the next school where to obtain the student's records. The further in advance you can do this, the better prepared the next school can be to receive your child and their records.

### **Therapeutic Physical Restraint**

The Penns Grove-Carneys Point Regional School District recognizes that some students attending our district will exhibit behaviors that are disruptive to the social and therapeutic environment of the school, and are a danger to themselves and others and reduce the student's potential for learning. In order to reduce the chance of injury to self or others, there may be times when non-violent crisis intervention techniques involving therapeutic handling and restraint may be used. This policy applies to all, including regular education students and students with disabilities.

This policy is built upon the premise that therapeutic restraint will only be used after other less intrusive methods have been attempted or considered. The two goals that use policy enforces are:

1. To administer therapeutic restraint only when needed to protect a student or member of the school community from imminent, physical harm; and,
2. To prevent or minimize any harm to the student as the result of the use of therapeutic restraint.

Therapeutic restraint shall be used only in emergency situations, after other less intrusive alternatives have failed, been deemed inappropriate, or when otherwise specified in a behavioral plan. Less intrusive alternatives may include, but are not limited to the following techniques: relationship building, positive reinforcement, positive behavior supports, verbal de-escalation, time-out procedures, and therapeutic handling.

Unless specifically indicated in an agreed-upon Behavioral Intervention Plan, therapeutic restraint may not be used as a response to property destruction, disruption of school order, a refusal to comply with a school rule or staff directive, or verbal threats, which do not constitute a threat of imminent, serious physical harm.

Additionally, each school will identify specific staff to serve on a school-wide restraint team to ensure proper administration of therapeutic restraint. Individuals who administer restraints must participate in an in-depth training with respect to positive behavior supports (PBS), de-escalation techniques, restraint and implementation of the procedures.

It should also be noted that nothing in the policy precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm. Copies of this policy will be included in staff and student handbooks

## **STUDENT CODE OF CONDUCT (adopted by the Board of Education)**

### **BUS CONDUCT**

It shall be the policy of the Board of Education of Penns Grove-Carneys Point Regional School District to establish acceptable student conduct on vehicles provided by the school district. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

In keeping with the New Jersey Statutes, Chapter 18A:25-2 and 18A:37 -2, the following procedures shall be in effect for students deemed unmanageable:

1. First offense - The student will be reported to the administration. A letter and a telephone call to the student's parents will inform them of the problem as well as to what procedure will be followed if a second or third offense occurs during the school year. The student will be excluded from the bus for a period of five (5) school days and his parents shall be responsible for providing transportation to and from school during that period. The student will be assigned Extended Day Detention(s).
2. Second offense - The student will be excluded from the bus for a period of ten (10) school days and his parents shall be responsible for providing transportation to and from school during that period.
3. Third offense - The student will be excluded from the bus for a period of fifteen (15) days and his parents shall be responsible for providing transportation to and from school during that period.
4. Any further infractions will either be subject to an additional thirty (30) days suspension of bus privileges or a possible suspension/expulsion from school.
5. The penalty for bus conduct violations shall apply to the bus route, to and from the destination on which the infraction occurred.
6. Any acts of vandalism will be reported to the administration. The administration will determine the action to be taken depending on the severity of the offense.
7. Absenteeism from school during this period will be considered truancy in accordance with school policy on attendance.

### **CHEATING/AI SUBMISSIONS**

Students are required to observe ethical procedures in their studies. Any cheating or copying on tests or quizzes will result in disciplinary action and reduction in grades. Premeditated cheating, such as plagiarism, writing on desks, cheating sheets, open books, etc., will result in disciplinary action (See Code of Ethics). Spontaneous cheating such as looking on someone else's paper, talking during a test or quiz, etc., will result in a detention assigned by the classroom teacher.

With the advancements of technology, students are reminded that all submissions must be in their own words and thoughts. The submission of AI generated assignments is strictly prohibited. The penalty will be the same as a student who cheats on an assignment. Each teacher will review this with their students continuously.

### **CUTTING CLASS**

In addition to the provisions in the Board-adopted attendance policy, those students who miss a class without proper authorization, that is cut class, will be subjected to disciplinary action (Code of Ethics).

No student is allowed to attend club meetings, guidance interviews, etc., without having prior permission from the particular teacher whose class will be missed.

### **DRUGS, ALCOHOL & TOBACCO POLICY**

(Substance Abuse)

The Penns Grove-Carneys Point Regional School District Board of Education recognizes that drug and alcohol abuse present a growing problem in society and is aware of the vital role played by the schools in the

efforts of the community to control this problem. The board believes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature. The board's concern is also to protect students who do not abuse drugs and alcohol, as well as to provide help for those who do.

For the purpose of this policy, "drugs" shall mean:

All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;

All alcoholic beverages; anabolic steroids;

Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The use, possession and distribution of alcohol or other drugs on school premises, at any board sponsored event, or on any board transportation vehicle is prohibited, and any pupil who uses, possesses or distributes alcohol or other drugs shall be subject to discipline, including suspension or expulsion, and shall be reported to law enforcement authorities.

Pupils suspected of being under the influence of alcohol or other drugs shall be evaluated and reported according to law and code, and may be referred for treatment. The Board of Education will bear the expense of such treatment or examination, if necessary, due to the lack of insurance or appropriate funding by parent or guardian.

#### Reporting, Notification and Examination: Role of the School Staff

##### Alcohol and Other Drugs

1. Any professional staff member having reason to believe that a pupil is under the influence of alcoholic beverages, or anabolic steroids, or a substance, as defined by N.J.S.A. 18:40A-9, on school property or at a school function shall report the matter as soon as possible to the school nurse, the Principal, and the Student Assistance Counselor, or in case of their absence, to their designee.

2. The pupil shall be removed to a protective environment for observation and care by the school nurse or designee. The Principal shall request the assistance of the school nurse and/or the Student Assistance Counselor in assessing the physical state of the pupil. The Principal and/or the Student Assistance Counselor shall immediately notify the parent or guardian and the chief school administrator and arrange an immediate examination of the pupil, which will include a urine toxicology and alcohol screen. In the case of anabolic steroids, the doctor will decide what examination will be used for the purpose of diagnosing whether or not the pupil has been using. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector, if immediately available. A parent or guardian should also accompany the pupil.

3. If the parent/guardian refuses or fails to have the pupil examined to determine if he/she is physically or mentally able to return to school, the chief school administrator or his/her designee is required to report the incident to the New Jersey Division of Child Protection & Permanency (DCP&P) and deem it a violation of the compulsory education laws and take suitable action. The pupil will also be considered in violation of the drug and alcohol policy (student considered positive).

4. A urine drug/alcohol toxicology test is required if a pupil is referred for suspicion of drug/alcohol use. This test will be administered by a third party agent contracted by the PGCP Regional School District. If the parent/guardian declines testing by the third party agent, the parent/guardian may take the pupil for drug/alcohol testing with a private physician at the parent's/guardian's expense. This test must be completed within two (2) hours of referral.

5. If at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector; such examination shall not be at the expense of the district board of education.

6. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the Principal, and the Student Assistance Counselor and the Superintendent of Schools by the examining physician within 24 hours, except in the case of anabolic steroids. Additional time may be required for completion of anabolic steroid tests. Students under suspicion of anabolic steroid use will be permitted to return to school while awaiting results of testing.
7. Any student who fails to provide proof to the school within 24 hours after the referral that they have had a physical examination and a drug/alcohol screening will automatically be suspended for a minimum of 4 days as per the discipline policy regardless of the outcome of the test. If the test is positive, further action will be taken. However, a physician's report including a drug and alcohol analysis, which states the student's fitness to return to school, will be required.
8. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of intoxicating drugs/alcohol or if the pupil is diagnosed as using anabolic steroids, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the Principal, Student Assistance Counselor, and the Superintendent of Schools from a physician who has examined the pupil to diagnose drug use. The report shall certify that the pupil is physically and mentally able to return to school. In addition, the designated staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.
9. Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing upon request by the Student Assistance Counselor, Nurse and/or Administration. Random drug screening will remain in effect until the student's graduation from PGHS.
10. While the pupil is at home because of the medical examination, or after his or her return to school, the school may require additional evaluation through the Student Assistance Program for the purpose of determining the extent of the pupil's drug use and its effect on his/her school performance.
11. Following a complete investigation of the incident, a conference shall be arranged with the pupil and his/her parent(s) or guardian(s), Principal or designee, and the Student Assistance Counselor and others as deemed necessary. A plan to address those specific needs, which the pupil may have, shall be developed following the parent conference.
12. The district shall provide services through the Student Assistance Program for the evaluation and referral for treatment of pupils whose use of drugs has affected their school performance or who possess or consume drugs in school or at school functions.
13. Any staff member who reports a pupil to the Principal, school nurse and/or the Student Assistance Counselor, in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A.

## **VAPE USE AND POSSESSION**

Policies regarding the use of vape pens/e-cigarettes are in the interest of promoting and protecting a healthy and safe learning and work environment for our staff and students that is free from the use of tobacco and electronic nicotine delivery systems (ENDS).

1. It shall be a violation of this policy for any student of the PG CPRSD to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.
2. Since vapes are prohibited, students are not to have in their possession any vaping materials or vaping products. This includes vape pens, e-cigarettes, e-liquid, e-juice, EC cartridges, and charging ports for vape pens.
4. Due to the possibility of these devices containing THC-rich extracts, any student found in possession of a vape pen or paraphernalia must submit for a drug screen within 2 hours of being found to be in possession of or using a vape pen.

5. It is a violation of New Jersey State law to smoke in a school building or within 200 feet of its doors. Fines will be assessed by a municipal court for a violation of this law. All offenders will be charged according to the provisions of the New Jersey State law and disciplinary action on the behalf of the school can be expected.

### **Response Protocol**

(Taken from Tobacco Free for a Healthy, NJ [tobaccofreeNJ.com](http://tobaccofreeNJ.com), School Policy 6/1/19)

1. Immediate referral to the school nurse shall take place in every case where a student is found to be in possession of an electronic cigarette or vape product, or where there is otherwise reason to believe that a student has used or possessed an electronic cigarette or vape product on school grounds or at a school function. The purpose of the referral shall be to assess the student to determine if the student has any immediate medical needs. As a part of making this determination, the nurse will take the student's vital signs.
2. A student shall be subject to a search in every case where a student is found to be in possession of an electronic cigarette or vape product, or where there is otherwise reasonable suspicion that a student has used or possessed an electronic cigarette or vape product on school grounds or at a school function. The search may include the student's person, their property and their personal effects, as well as the student's school locker and the student's vehicle if on school grounds. Any such search shall fully comply with district policy.
3. If the student is suspected of being under the influence of alcohol or other drugs upon assessment by the school nurse, or is otherwise reported by any educational staff member as suspected of being under the influence, the student shall be referred for immediate medical examination by a licensed physician. The student must report for a drug screening within 2 hours of referral.

### **EVALUATION PROCEDURES**

Students who voluntarily seek assistance for problems involving alcohol, anabolic steroids and other drug abuse for self or other students, and staff seeking assistance for students, or students who have had a medical examination that shows a positive diagnosis, shall be referred to the Student Assistance Program to determine whether evaluation is warranted. If it is determined that an evaluation is needed, referral shall be made as follows, depending on the particular case:

1. Referral to a substance awareness education program
2. Referral to the I&RS Team for assessment
3. Referral to a physician for examination
4. Referral to trained service providers, who are certified alcoholism or substance abuse counselors, who are resource persons or who work in conjunction with certified teachers, counselors and/or SBYS for assessment
5. Evaluation by the Child Study Team (as appropriate)
6. Referral to cost invoking educational programs beyond the regular school program shall be permitted only with the approval of the Board of Education.

### **TREATMENT PROCEDURES**

When a student has been diagnosed as having an alcohol or drug dependency problem, the student shall be provided by the following depending upon the particular case:

1. Support services from teaching or counseling staff
2. Intervention by the Student Assistance Program who are school teaching staff members or counselors or who are acting as resource persons or working in conjunction with school certified staff
3. A modified program of instruction
4. Referral to a community agency

### **SEARCH BY DRUG-DETECTING DOG**



The Board of Education recognizes the value of a drug free school environment. To further that goal, the Board authorizes the school administration to implement searches as needed by drug detection dogs. A qualified handler will control the animal at all times. All students will be confined to their assigned classrooms during the search. If the animal reacts positively during this procedure, it will be considered reasonable suspicion and a search will be conducted as set forth in this policy. This search includes, but is not limited to, the following areas: hallways, lockers, locker rooms, motor vehicles, and outdoor grounds. The Principal/designee will conduct the search. If what is found is believed to be a controlled dangerous substance, the area will be secured and law enforcement will be called. Any items that are believed to be a CDS will be turned over to the local police department. Concurrent with any police investigation, the school district shall also conduct an investigation.

## **DRUGS, ALCOHOL & TOBACCO POLICY**

### **(Tobacco Policy)**

The Board of Education recognizes that tobacco is a gateway drug, highly addictive and that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school properties, or school related or school sponsored events is detrimental to the health and safety of students, faculty, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models towards students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Effective January 25, 2010, no students, administrators, faculty, staff, or school visitors are permitted to use any tobacco products, and/or electronic smoking devices at any time, including non-school hours, on any school grounds and property-including any building, facility, or vehicle owned, leased, rented, or chartered by the Penns Grove Carneys Point Regional School District, on school grounds and school property, and at any school sponsored or school-related events on or off campus. Finally, the Board recognizes that it has a legal authority and obligation pursuant to P.L.2005, Chapter 383 New Jersey Smoke Free Air Act, as well as the federal Pro-Children's Act, Title X of public law 103-277, and the No Child Left Behind Act, part C, Environmental Smoke, Section 4303.

For the purpose of this policy, "tobacco products" is defined to include but is not limited to:

- Vaping, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco.
- Rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products).

For the purpose of this policy, "tobacco use" includes:

- Smoking, chewing, dipping, vaping or any other use of tobacco products.

Students who are found exhaling smoke, or using or possessing tobacco products, smoking paraphernalia, and/or electronic smoking devices will be subject to discipline as per the Glossary of Disciplinary Actions.

## **Title IV Safe and Drug-Free Schools and Communities Act**

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, and interpersonal conflict, which are coordinated by the Student Assistance Counselor. In accordance with federal regulations, upon the written notification of a student's

parent or legal guardian, the district will withdraw the student from any program or activity funded under Title IV, except classroom instruction.

## **DISCIPLINARY ACTIONS**

### ***Administrative Restorative Practices***

Restorative practices build community and promote healthy relationships among educators and students in order to teach the social-emotional and conflict-resolution skills necessary to reduce conflict. Where appropriate, restorative practices will be used to support behavioral reflection, responsibility, and relationship repair. For students with disabilities under IDEA or Section 504, corrective decisions will include required manifestation determinations and procedural safeguards. This initiative provides support to any school building or district looking to reform their discipline system and reduce racial disparities.

### ***Extended Administrative Detention***

Detention period is a time when the student is assigned to stay after school for any infractions of school rules.

Students should fully understand that **ANY** teacher in the building has the authority to correct misconduct at any time. Therefore, any teacher can assign a detention to a student whether or not that student is in any of his or her classes. A student who fails to report to an Extended Day Detention will be referred by the teacher to an administrator who will assign the student an automatic TLC Restorative Practices.

### ***Teaching Learning Counseling***

#### **PROGRAM OVERVIEW**

The Teaching Learning Counseling is an educational program that provides a safe, structured, and supportive environment that meets each student's unique academic, behavioral, and social needs. The program is designed to address the actions that led to the placement and assists each student in decreasing and modifying his or her inappropriate behaviors or academic challenges. Additionally, teachers use a variety of instructional techniques such as collaborative learning, direct instruction, differentiated instruction, on-line courses, as well as alternative assessment strategies to reach all academic levels and learning styles of the students. The students are monitored using a concrete behavior modification system based on rewarding positive behaviors rather than reinforcing negative actions. Teachers, counselors, and administration monitor success and work together to modify student behaviors and provide a successful transition back into the day program. The Teaching Learning Counseling will serve both regular and special education students who are currently enrolled in Penns Grove Carneys Point Regional School District. The typical Teaching Learning Counseling student may have discipline issues, low academic achievement with a combination of low grades, and/or a high absenteeism rate.

The TLC Supervisors can be reached via phone between 7am-4pm at 856-299-6300 and via email:

Mr. Abner Mendoza - [amendoza@pgcpschools.org](mailto:amendoza@pgcpschools.org)

Dr. Anthony DeBonis - [adebonis@pgcpschools.org](mailto:adebonis@pgcpschools.org)

#### **Goals and Objectives:**

- To provide a positive, safe, and non-traditional learning environment that offers innovative methods for instruction
- To assist students in making educational progress in order to meet the core curriculum requirements and satisfy state Middle School requirements
- To improve school climate by maintaining an educational environment conducive to learning and teaching
- To create a school atmosphere that develops a sense of competence and accomplishment, social and emotional approval, and improved self-image
- To provide a low student/teacher ratio that enables each student to reach their highest level of learning

- To provide each student relevant life and career skills, which affords planning opportunities that prepare them for productivity in society

## **SUSPENSIONS**

Suspensions are imposed for continued violation of school rules or for serious offenses. During the period of suspension, students are not to be on school grounds or at any extracurricular activities. In order to be readmitted after a suspension, a parental conference/contact is required. Students must report to the Assistant Principal upon entering the building.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils or staff, shall cause a pupil to be suspended upon the first offense. Penns Grove Middle School students suspended for such reasons as stated above, including but not limited to fighting, shall be issued a contract. Upon issuance of a student contract, the pupil will receive notice that the infraction has resulted in the loss of all school sanctioned privileges. Pupils will be issued a contract as listed in the glossary of disciplinary actions.

## **GLOSSARY OF DISCIPLINARY ACTIONS**

The effectiveness of this policy is predicated on everyone exhausting all avenues to prevent and resolve problems before they necessitate severe disciplinary action. Multiple infractions will result in increases in the penalty.

After an offense that requires a Board Hearing, any subsequent offense of the same type will be referred back to the Board.

In cases where the infraction is also in violation of the law, the administration will notify the local police department, as well as administratively sanctioning the offender.

It is understood that the administration of this policy must include some administrative judgments where the cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, or the appeal is acted upon directly by the principal, this code will be followed.

### ***Codes for Infractions***

GC	Meeting with Affirmative Action Officer
AD	Administrative Detention
PC	Parent Conference, Must return w/Parent
GC	Guidance Conference
BH	Board Hearing
R	Restitution
OSS	Out-of-School Suspension
EAD	Extended Afterschool Detention
P	Police
SH	Superintendent Hearing
S	Suspension
SAC	Conference with SAC
SC	Student Contract
PR	Pass Restriction
TLC	Teaching Learning Counseling

All referrals submitted to administration must indicate all attempted and/or completed teacher to parent/guardian contact, including dates and times.

### **INFRACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE, AND PUNCTUALITY**

#### **Excessive lateness to school (each marking period)**

1st and 2nd Offense	Warning
3rd Offense	Teacher detention, PC, GC
5 - 7 Offense	1-3 EAD, PC,
Every 4th tardy	GC, PC
**4 lateness = 1 absence	

#### **Cutting Class (Includes Homeroom and self-dismissal)**

First Offense	1-3 TLC, PC
Second Offense	3-5 TLC, PC
Third Offense	5-7 TLC, PC

#### **In an unauthorized area without permission**

First Offense	1-3 EAD, PR
Second Offense	3-5 EAD, SC, PC
Third Offense	1-3 TLC and/or OSS

#### **Truancy**

First Offense	1-3 EAD, PC
Second Offense	3-5 EAD, PC
Third Offense	1-3 TLC and/or OSS

#### **Leaving School Grounds without authorization (includes cutting)**

First Offense	1-3 EAD, PC, PR
Second Offense	3-5 TLC and/or OSS, PC, SC
Third Offense	5-7 TLC and/or OSS, PC

**Failure to report to Extended Afterschool Detention**

First Offense	1-3 EAD, PC
Second Offense	1-3 EAD, PC
Third Offense	1-3 TLC, PC

**Dress Code Violation\***

First Offense*	1 administrative meeting
Second Offense*	1-3 EAD, PC
Third Offense*	1-3 EAD, PC

\*Send the student to Guidance to get a change of clothes.

\* **Subsequent and repeated offenses may result in additional days of TLC (Teaching Learning and Counseling)**

**INFRACTIONS RELATING TO PROPERTY, ORDER, HEALTH AND SAFETY**

In a school where hundreds of people are carrying out various assignments in different settings, the rights of one person or a few cannot be allowed to violate the rights of others. Also, in this setting, the protection of property and the enforcement of rules for safety are in the best interests of all.

**Repeated Disruptions in classroom and/or halls**

First Offense	Teacher Detention, PC, PR
Second Offense	1-3 EAD, PC
Third Offense	1-3 TLC, SC

**Repeated Disruption, Vaping**

First Offense	Up to 5 days bus suspension/PC
Second Offense	Up to 10 days bus suspension/PC
Third Offense	Up to 15 days bus suspension/PC
Subsequent Offense	Up to 30 days bus suspension/
Possible permanent bus suspension	

**Refusing to provide truthful ID in any situation**

First Offense	Teacher Detention, PC
Second Offense	1-3 EAD
Third Offense	1-3 TLC and/or OSS

**Taking the property of the school or an individual without express permission of the owner or applying pressure or threats to do so**

First Offense	1-3 TLC and/or OSS, PC, R, SC,P
Second Offense	3-5 TLC and/or OSS, R, SH,P, PC
Third Offense	5-7 TLC and/or OSS, R, BH,P, PC

**Destruction of individual and/or school property**

First Offense	1-3 TLC and/or OSS, PC, R
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Second Offense	3-5 TLC and/or OSS, R, SH, PC
Third Offense	5-7 TLC and/or OSS, R, BH,

**No gum or candy in school or for distribution**

First Offense	Teacher Detention, PC
Second Offense	Teacher Detention, PC
Third Offense	1-3 EAD, PC

**Possession or use of fireworks**

First Offense	10 OSS, P, SC
Second Offense	OSS Pending BH

**Use of Cellular and Smart Phones; Possession or use of Radios, Portable Speakers, Laser Lights, Personal Entertainment devices, and any other electronic media devices in school**

First Offense	Confiscated, parent pick up, & phone turned into the office every morning, 1 EAD
Second Offense	Confiscated, parent pick up, & phone turned into the office every morning, 1 EAD
Third Offense	Confiscated, parent pick up, & phone turned into the office every morning, 1 EAD

**Use of Electronic Device for purposes of recording and/or use to access social media while school is in session**

First Offense	Confiscated & Warning, PC
Second Offense	Confiscated, parent pick up and phone turned into the office every morning
Third Offense	Confiscated, parent pick up, phone turned into the office every morning, and any discipline deemed appropriate by the school administration

**\*Please note that refusal to surrender the electronic device to staff skips the first two steps and goes into the third offense.**

**Refusal to relinquish confiscated cell phone/media device**

First Offense	Confiscated, parent pick up, & phone turned into the office every morning, 1 EAD
Second Offense	Confiscated, parent pick up, & phone turned into the office every morning, 2 EAD
Third Offense	Confiscated, parent pick up, & phone turned into the office every morning, 3 EAD

**Tampering with fire alarm/Setting off fire alarm**

First Offense	1-5 TLC and/or OSS, P, PC
Second Offense	6-10 TLC and/or OSS, SH, P, BH, PC

**Possession of drug paraphernalia, and/or containing any controlled dangerous substances otherwise identified in N.J.A.C. 6:29-6.3(a)**

First Offense*	1-5 OSS, P, SAC, SC
Second Offense*	6-10 OSS, P, SAC, SC
Third Offense	OSS pending BH,

**\*Please note that students under this category are required to submit drug testing results**

**Possession of alcohol, drugs, steroids or substances identified in N.J.A.C. 6:29-6.3(a)**

First Offense*	1-5 OSS, P, SAC, SC
Second Offense*	6-10 OSS, P, SAC, SC

**\*Please note that students under this category are required to submit drug testing results**

**Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6:29-6.3(a), or failing to submit to drug/alcohol testing if referred for suspicion of being under the influence, or failing to provide proof of medical examination/testing within 24 hours of referral for suspicion of being under the influence**

First Offense\* 1-5 OSS, P, SAC, SC  
Second Offense\* 6-10 OSS, P, SAC, SC

**\*Please note that students under this category are required to submit drug testing results**

**Distribution, transferring, or selling controlled dangerous substances or possession of amount large enough to indicate possible intent to distribute, transfer, or sell**

First Offense OSS pending BH, P, SC

**\*Please note that students under this category are required to submit drug testing result**

**School will take any action necessary to protect the rights and well-being of the entire student body.**

**Use or possession of tobacco products or smoking paraphernalia or electronic smoking devices, or students found to be exhaling smoke (Prohibited by NJ State Law; fine up to \$1000.00; reported to the Board of Health)**

First Offense\* 1-3 OSS, SAC, P, SC, PC  
Second Offense\* 4-6 OSS, SAC, P, PC  
Third Offense\* 7-9 OSS, SAC, P, PC

**Vapor/Electronic cigarettes, vapor liquids, accessories, paraphernalia**

First Offense 1-3 OSS, SAC, P, drug test performed  
Second Offense 4-6 OSS, SAC, P, bathroom restriction for 1 month, drug test performed  
Third Offense 7-9 OSS, SAC, P, bathroom restriction for 1 month, drug test performed

**\* Subsequent and repeated offenses may result in additional days of OSS.**

**INFRACTIONS RELATING TO PERSONAL VIOLATIONS**

It is obvious that learning or growth cannot take place where the person is not secure against physical threats, verbal assaults, or actual physical harm.

This is true for the student, the teacher, the aide, the custodian, the bus driver, the administrator-for anyone who hopes to contribute to the educational effectiveness of the Middle School. To this end, this third category of offenses is by far the more serious.

**Threats, Bullying, Intimidating, Cyber Bullying, or Harassing students**

First Offense 1-3 EAD, GC, PC  
Second Offense 1-3 TLC and/or OSS, PC, GC, SC  
Third Offense 3-5 TLC and/or OSS, PC, GC  
Fourth Offense 5-7 TLC and/or OSS, PC

**Obscene behavior and/or vulgar language**

First Offense 1-3 EAD, PC  
Second Offense 1-3 TLC and/or OSS, PC  
Third Offense 3-5 TLC and/or OSS, PC



**Verbal assault, obscene language, threats toward any school employee**

First Offense	1-3 TLC and/or OSS, PC, P, SC
Second Offense	3-5 TLC and/or OSS, PC, P
Third Offense	8-10 TLC and/or OSS, SH, P

**Inciting/Instigating a fight**

First Offense	1-3 TLC and/or OSS, SC
Second Offense	3-5 TLC and/or OSS, PC
Third Offense	5-7 TLC and/or OSS, PC

**Contributing to a disturbance**

First Offense	1-3 EAD, PC
Second Offense	1-3 TLC and/or OSS, PC
Third Offense	1-3 TLC and/or OSS, PC

**Fighting**

First Offense	1-3 TLC and/or OSS, PC, PC, P, SC,
Second Offense	3-5 TLC and/or OSS, PC, PC, P, SC
Third Offense	5-7 TLC and/or OSS, PC, SH, P, PC

**Horseplay (pushing, shoving, slapping, play fighting)**

First Offense	1-2 EAD, PC
Second Offense	1-3 TLC and/or OSS, PC
Third Offense	3-5 TLC and/or OSS, PC

**Possession or use of weapons or any common items used as weapons**

First Offense	Indef. OSS, BH, P, SC,
Second Offense	Expulsion procedures may be initiated

**Intentional physical contact another student**

First Offense	1-3 TLC and/or OSS, PC, P, SC
Second Offense	3-5 TLC and/or OSS, SH, P, PC
Third Offense	7-9 TLC and/or OSS, BH, P, PC

**Intentional physical contact of any School Employee**

First Offense	10 OSS, BH, P, SC, PC
Second Offense	Indef. OSS, BH, P, PC

**Open defiance to school rules and/or school authorities**

First Offense	1-3 TLC and/or OSS, PC,
Second Offense	2-4 TLC and/or OSS, SH, SC
Third Offense	3-6 TLC and/or OSS, BH

**Gambling/Possession & Use of Dice**

First Offense	1-3 TLC and/or OSS, PC
Second Offense	3-5 TLC and/or OSS, P, PC
Third Offense	5-7 TLC and/or OSS, SH, P

**Premeditated Cheating/Plagiarism**

First Offense	1-3 EAD, PC
Second Offense	1-3 TLC and/or OSS, PC
Third Offense	3-5 TLC and/or OSS, PC

#### **Forgery**

First Offense	1-3 EAD
Second Offense	1-3 TLC and/or OSS, PC
Third Offense	3-5 TLC and/or OSS, PC

#### **Sexual Contact/Inappropriate Touching**

First Offense	5 OSS, P, PC, GC
Second Offense	10 OSS Pending SH, P, PC

#### **Sexual Assault**

First Offense	Immediate Suspension, Superintendent Notification & Hearing, P, PC
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**\* Subsequent and repeated offenses may result in additional days of TLC and OSS.**

## **STUDENT RESPONSIBILITIES**

### **ACCIDENTS**

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse.

### **STUDENT EXPECTATIONS AT ASSEMBLIES**

1. Students are expected to know the rules and follow them. **NO CELL PHONES ARE ALLOWED!**
2. Students are expected to go to the auditorium directly from class with their teacher. They are not allowed to stop at lockers, lavatories, fountains, etc., on the way. The same rule applies when leaving the auditorium.
3. No loitering (stopping or standing) in the hallways or aisles is permitted.
4. Students are expected to be courteous. No eating or drinking of any kind is permitted.
5. Students are expected to be attentive. No talking, shouting, or whistling is permitted. Students must stay seated. No standing is permitted during the performance.
6. Students are expected to be respectful and appreciative. No booing, hissing, or throwing objects of any kind is permitted.
7. Students are expected to sit up straight in their seat. No feet or knees on the backs of seats is permitted.

Try to be patient if you do not find an assembly program or performer to be interesting. The assemblies have been planned to give all students a chance to see and hear different programs, which are both entertaining and educational. Students who do not behave appropriately will be subject to discipline as described in the Glossary of Disciplinary Actions.

### **CAFETERIA**

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) required the US Department of Agriculture (USDA) to update these nutrition standards for the first time in 15 years. The new regulations, effective July 1, 2012, require cafeterias to offer more fruit, vegetables and whole grains and limit sodium, calories and unhealthy fat in every school meal.

While in the cafeteria, students are expected to:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area as they finish eating.
3. Leave the table and floor around your area in a clean condition for others.
4. Students may not leave school to purchase food or have food delivered to the school.

No food, snacks and/or beverages are to be eaten in the halls, classrooms, etc. All food and beverages must be consumed in the cafeteria only. Failure to follow these rules will result in disciplinary action, at the discretion of the school administrator.

The Penns Grove-Carneys Point Regional School District Food Service Department is pleased to announce that access to your student meal account is now available online. PAYPAMS, a Parent Account Management System, provides an online service which will enable you to prepay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering an online account, please contact the Food Service Office prior to registration to make sure that the information in the system is accurate. We will need for you to confirm your address and the student's date of birth in order for you to begin the online process. Visit [www.pgcpschools.org](http://www.pgcpschools.org) for information and answers to questions you may have regarding PAYPAMS. Contact the Food Service Office at 856-299-6300, ext. 3225 to take advantage of this convenient meal payment option.

### **COST OF BREAKFAST/LUNCH 2025-2026**

Breakfast- \$1.50 or \$0 Reduced Cost

Lunch- \$2.85 or \$0 Reduced Cost

## **CARE OF SCHOOL PROPERTY**

The students, staff and community take great pride in the appearance of their school. Everyone must make the effort to keep the building neat and clean. State law requires that students who deface or vandalize school property be held responsible for the cost of damages. Parents may also be held liable for damage. Defacing school property will result in disciplinary action.

## **VANDALISM**

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal shall notify the superintendent. The Board will hold the pupil or his/her parents/guardians liable for the damage caused.

Accordingly, when vandalism is discovered, the administration is directed to take such steps as are necessary to:

1. Identify the pupil(s) involved.
2. Call together persons, including the parents/guardians, necessary to study the causes.
3. Decide upon disciplinary and/or legal action. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.
4. Take any constructive actions needed to try to guard against further pupil misbehavior.
5. Seek appropriate restitution.

Please refer to POLICY 5131.5 and POLICY 5131.7 on the district's website for complete information.

## **CHANGE OF ADDRESS**

Inform the Guidance Office in writing if you change your address or telephone number. Proof of residency is required upon receipt of Change of Student Address form.

## **STUDENT DRESS CODE**

The Penns Grove-Carneys Point Regional Board of Education recognizes that proper dress and attire is an important part of the school program. Students should display pride in their school and in themselves by coming to school in appropriate clothing. The basis of judgment for acceptability of dress shall be neatness, health, cleanliness, modesty, and good taste.

1. Shoes must be worn at all times to all school functions and activities. Shoes that are considered sturdy and protective. Athletic slides, beach-type sandals, crocs, "flip-flops" and thong type sandals are not permitted. No bare feet or bedroom slippers are allowed.
2. No knit perforated shirts or sleeveless undershirts will be permitted as an outer garment. Boys' and girls' tops must have sleeves.
3. No type of revealing or distracting clothing will be accepted, such as see-through blouses or shirts, shorts, etc., unless they are worn with an appropriate undergarment. An appropriate undergarment would be a garment otherwise considered acceptable by itself under the dress code policy. Shirts or blouses cannot be cut short, thus exposing the stomach.
4. Shorts, skirts, leggings, culottes and skorts may be worn provided that they are not shorter than the length which exists when the arm/hand is fully extended. The garment in question can be no shorter than 4 inches above the top of the knee. It should be noted that the wearing of biker shorts (spandex material, i.e., tights, stirrup pants, and pajamas, etc.) will not be permitted to be worn as an outer garment. Leggings may not be worn as the sole outer garment.
5. Jeans or slacks with cut-outs or rips that are excessive or around private areas are not to be worn to school at any time. Pants and skirts cannot be worn below the waist.

6. Sunglasses are not permitted to be worn in the building with the exception of those required by a doctor's prescription.
7. Metal/rope chains, spikes or related items are prohibited.
8. Any item worn by students must be in good taste. No clothing or hair with obscene or suggestive lettering or pictures will be permitted.
9. Hats, picks, combs, curlers etc. may not be worn.
10. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliations, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages are not permitted.
11. No head coverings of any kind are permitted (except for documented religious purposes).
12. As a matter of safety, the following may not be worn in school:
  - a. Any item of apparel that conceals pants pockets (long tee-shirts are prohibited unless "tucked in").
  - b. Heavy outerwear (coats, jackets, etc.).
  - c. Raincoats, overcoats, etc.
13. Any gang-related item or item that could be construed as gang-related is not permitted. Additionally, any item that promotes drugs, alcohol, harmful and/or illegal substances is not permissible.
14. Students are not permitted to wear a hood or hat upon their head.

The first line of enforcement of the dress code lies with the teacher with the support of the administration.

The administration shall be responsible for the implementation of this policy and shall have the right to final determination for the appropriateness of the particular item or apparel for the activity.

Students found to be in violation of the dress code will be subject to disciplinary action. Students may be provided with alternative clothing, call home for alternative attire/shoes to be brought to school, or sent home to change. Students will receive discipline for their first offense and may be asked to remove the illegal article of clothing such as a hat, sunglasses. It should be noted that all subsequent violations of the dress code policy committed after the first offense will merit further discipline at the discretion of the administration.

## **EMERGENCY CLOSING**

School closings, delayed starting times, or early dismissals will be announced on local news stations and the district website.

If no report is heard, it can be assumed that school will be in session as normal.

Please do not call the school. Telephone lines must be kept open for emergencies. Updates will be communicated via a Connect Ed. message to all parents/guardians. Please check [www.pgcpschools.org](http://www.pgcpschools.org) for updates and school information.

## **FAMILY LIFE EDUCATION**

The Penns Grove-Carneys Point Regional School District has a coordinated Family Life Education Program, grades K to 12. The program was developed by a Family Life Curriculum Committee composed of teachers, administrators, parents, students, and clergy from our community. The committee has reviewed subject areas for Family Life Education and developed a realistic and practical program for students.

To help provide parents/guardians and students with an opportunity to become familiar with the Family Life topics, pertinent information and materials will be available for review at the first meeting of each school's Parent Teacher Association meeting.

Some of the individual topics may be considered controversial by some parents; therefore, if a parent/guardian feels that his/her child should not be receiving instruction in a particular topic, he/she may contact the building principal and request that the child be removed from the class during instruction in that topic without penalty.

Some of the Family Life topics that will be covered include human sexuality, conception, abortion, venereal diseases, contraception, alcohol and other drugs, sex and religion, etc.; abstinence is encouraged.

Parents/guardians who wish a complete list of those topics to be covered should contact the building principal.

### **EXPERIMENTS INVOLVING ANIMALS**

In accordance with P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C. 18A:35-4.25), public school students may choose not to participate in certain experiments involving animals. Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of course instruction. The school is required to provide alternative education projects for those students who choose to “opt out” of these activities.

### **FIELD TRIPS**

Any student who is to take part in a field trip must have a parent permission form signed and submitted by the due date.

Students must report to school no later than 7:45 a.m. in order to participate in any field trips and must remain in school all day. If any early dismissal is required, students are required to adhere to the guidelines specified in the attendance policy.

While on a field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulations will be subject to disciplinary action.

### **FIELD TRIP ELIGIBILITY REQUIREMENTS**

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. Only Penns Grove Middle School students are permitted to attend school sponsored field trips and it should be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. Therefore, if students demonstrate unacceptable behavior, they will be subject to disciplinary action.

Field trip participation will be contingent upon final approval by administration.

Students with 5 or more latenesses to school in a marking period or with 5 or more absences in a marking period will not be able to participate in co-curricular activities, including dances and field trips. Students and parents will be notified by the appropriate staff/faculty member.

Appeals may be made to the principal who will render a decision within 48 hours. In the event that a field trip is a required part of the course, an alternate assignment will be made with no penalty assessed for the student's non-attendance on the trip.

### **FIRE DRILLS & EMERGENCY PREPAREDNESS DRILLS**

Fire drills and emergency preparedness drills are required by Law at regular intervals. Students must follow orders and leave the building quickly and quietly. Ringing of unauthorized fire alarms is against the Law and will result in disciplinary action and criminal charges being filed. Students must adhere to teacher instructions. Use of electronic

devices or digital media is prohibited during drills to ensure the safety of all students. **Fire drills will be staggered to prevent a large group of students and staff from coming in contact with each other and to keep proper social distancing.**

### **THE LIBRARY/MEDIA CENTER**

Students are encouraged to use the Library/Media Center (LMC) to study, to do homework, research, or personal reading. There are books, magazines, newspapers and computers available for use from 7:35 a.m. to 3:30 p.m. and during instructional classes.

All students using the LMC must sign in. To use the Internet, students must also sign the Computer sign-in sheet, listing their assignment or research topic and the teacher making the assignment.

Individual students from instructional classes must be in possession of a Library Media Pass with definite LMC work for that class only, and an ASSIGNMENT VERIFICATION FORM completed and signed by the teacher assigning the work.

Students will be permitted to visit the LMC during their Lunch period and when having a substitute teacher only with a note from the regular classroom teacher.

A maximum of 3 books may be signed-out for a period of 2 weeks. The fine for overdue books is 5 cents per school day. Students must pay for all lost materials. Students who owe money or books will have all LMC privileges suspended.

Fees for using the copying machine or printers and other LMC services are posted in the LMC. Copy machine and printer fees are excused when students are with their class and teacher.

The use of the LMC is a privilege and not a right. If a student abuses the LMC privilege, the Librarian/Media Specialist may suspend the student's use of the LMC.

The following rules are designed to insure the full and appropriate use of the LMC by all students and staff.

1. It is expected that students will sit one person per table and immediately go to work or find reading material.
2. Talking in the LMC is unacceptable. A student who wishes to obtain an assignment or conduct legitimate business must obtain permission from the LMC staff to converse with a fellow student.
3. A student who does not behave properly will be sent back to class and LMC privileges may be suspended.

### **LOCKERS**

A locker is issued to each student at the beginning of the year. The school is not responsible for items stolen from lockers including lockers in the gym and team room areas. Periodically lockers will be inspected by the administration. Do not tamper with another locker or give your combination to someone else. Students are not permitted to switch or share their assigned locker. Outside coats, jackets, or hooded sweatshirts must be stored in the student's locker and not be worn or carried in the building.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Main Office where they may be claimed by the owner. Items will be removed from the lost and found at the end of each month.

### **MAKE-UP WORK**

Students will be allowed to make up assignments missed due to legal or acceptable absence from school. It must be understood that completing missed assignments does not provide the same educational experience as being present and participating in the classroom activity.

Students will be allowed one day for each day of absence to make up work. The responsibility for making arrangements to make up work lies with the student. Students who are absent because of suspensions will be allowed to make up work missed. Teachers post homework on individual websites that can be accessed through the district website.

[www.pgcpschools.org](http://www.pgcpschools.org)

## **MEDICATION IN SCHOOL**

If a student becomes ill in school, he or she must report to the nurse, who will decide what should be done. Students must never leave the school building for illness or any other reason without authorization. If the nurse is unavailable, students must report to the Main Office. Self-dismissal from the building will result in disciplinary action.

No medication will be given in school without prior written permission from the parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed to comply with school regulations:

1. Written orders are to be provided to the school nurse from a physician, detailing the diagnosis or type of illness involved; the name of the drug, dosage, time of administration and the possible side effects.
2. Medication must be brought to school in the original container, labeled by the pharmacy or physician.
3. The school will provide a secure, locked space for the safe storage of medication. Prescription drugs will be kept locked at all times.
4. Non-prescription medication (aspirin, ointments, cold tablets, etc.) will not be administered by the school nurse unless a physician's order is on record. Medication not ordered by a physician will not be administered to students.
5. The certified school nurse or parent/guardian is the only person permitted to administer medication in the school.
6. The school nurse will maintain records of all medication administered in the school.
7. Single pills out of the original container will not be administered.
8. Students will not be excused from class without proper documentation from the nurse to take medication.

## **NURSE'S OFFICE**

The nurse's office is open daily for students in need of medical attention and personal health conferences. Students must report to their first period teacher before reporting to the Nurse's Office at the start of the school day or they will be considered LATE once the bell has rung. A student must receive a pass from his/her classroom teacher during the school day before coming to the nurse's office, unless it is an extreme emergency. A student too ill to remain in school must report to the nurse's office and receive permission to be sent home. At no time will a student be sent home without authorization from a parent or guardian. The nurse will issue a Student Dismissal Notice to the student being sent home. This notice must be presented by the student to the Main Office before signing out. Students who go to the lavatory or call home for a ride without going through the nurse's office when they are ill will be subject to disciplinary action pending an investigation.

Additionally:

• **SPORTS PHYSICALS TAKE TIME TO PROCESS.** Students may not practice until this process has been completed. Please return completed physical forms to the Nurse for review. Incomplete forms will be handed back to students/parents for completion. Please note that students must use the physical form supplied by the Department of Education. In addition, health history questionnaires must be completed for each sports season.



- Notes to excuse a student's absence must be handed into the Nurse within 3 days after return to school. Medical notes, required court appearances, a death in the family and religious observations will be excused absences.

### **STUDENT HALLWAY PASS**

Any student who leaves an assigned class for any reason must have his/her Hallway Pass signed by the teacher of that class. The pass must state the student's name, time of departure, origin of departure, destination, date, and teacher's signature. It is the student's responsibility to secure a digital pass.

Any student found in the hall without a pass, or found abusing a pass, will be subject to disciplinary action. Traffic in the hallway will be kept at a minimum to minimize unnecessary exposure.

### **PHYSICAL EDUCATION**

Every student is required to take part in physical education classes. You are responsible for having your complete gym suit on days that are scheduled for PE. Lateness to class from the gym will not be excused without authorization of the physical education teacher notifying the main office.

### **POSTERS AND ANNOUNCEMENTS**

There are several bulletin boards throughout the school. Any announcements placed on these boards must be approved by the principal before being put on display. Announcements to be read over the P.A. must also have prior approval. It should be understood that all signs posted should be taken down by the student immediately after the activity has taken place.

### **TELEPHONES**

The office telephones are business phones and not for pupil use. Parents should not call the student at school except in cases of real emergency, as personal messages cannot be forwarded to students.

### **TEXTBOOKS/CALCULATORS**

All basic texts are loaned to students for their use during the school year. All basic texts and calculators are to be kept clean and handled carefully. Please be sure your name and grade are written in the book in case they are misplaced. Students who lose or damage a book or calculator while it is checked out to them will be expected to pay for it. Textbooks are to be covered at all times.

### **VALUABLES AND PERSONAL ITEMS**

Students are not to bring large amounts of money, radios, tape recorders, iPods, iPads, cards, etc. to school. Students, not the school, are responsible for their personal property. Any items that interfere with the classroom will be confiscated by the teacher and turned over to the office. When money is involved, the parent(s) must sign to have it released. As per board policy, no skateboards are allowed on school property, and students must have permission slips signed by parents to have a bicycle on school property.

### **VISITORS**

Visitors must report to the vestibule to obtain a visitor pass upon entering the school. Visitors will be required to provide photo identification. Visiting classroom teachers is not permitted during classroom hours, and students are not to bring visitors into the school with them during the school day. Under no circumstances will students be permitted to bring babies or infants to the school. Individuals not complying with these regulations will be requested to leave the school grounds immediately or be considered trespassing, in which case a complaint will be signed.

### **EQUAL OPPORTUNITY**

The district shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, sexual preferences, social or economic condition or non-applicable handicap. Enforcement or other district affirmative action policies contribute to this legally required equality of educational opportunity.

No pupil or staff member may harass any pupil of this district sexually or in any area covered by the statement in paragraph one of this policy. Such harassment is a denial of equal educational opportunity.

Procedures shall be made available for pupils and/or parents/ guardians to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer.

### **EQUITY/AFFIRMATIVE ACTION ISSUES**

The Penns Grove-Carneys Point Regional School District has affirmed its policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs. Discrimination, sexual harassment, or harassment of any kind is strictly prohibited and will not be tolerated by the school district. Violators will be appropriately disciplined in accordance with Board policies and state and federal laws. Individuals wishing to report cases of discrimination and/or harassment are to contact either the school principal or the Superintendent of Schools/Affirmative Action Officer. Copies of the District's equity plan, policies, and grievance procedures are maintained in the office of the Affirmative Action Officer, Director of Human Resources, 100 Iona Avenue, Penns Grove, NJ 08069. Telephone (856) 299-4250 Ext. 1122. Grievance procedures and compliance information for Section 504 may be directed to Dr. Lynn Booth Director of Special Programs, Telephone (856) 299-4250, Ext. 1124.

### **HARASSMENT, INTIMIDATION, BULLYING OR CYBER BULLYING**

A copy of the full Penns Grove Regional Middle School District Policy can be found on the school district web page at [www.pgcpschools.org](http://www.pgcpschools.org)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or any bullying" is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or:
- B. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Depending on the circumstances, each of the following actions can be sexual harassment:  
Suggestive behavior.

- Sexual staring or leering.
- Sexual or smutty jokes.
- Sexual propositions, such as continually asking you out, phoning you, or asking for sexual favors.

Sexual or physical contact, such as touching, slapping, kissing or pinching.

- Sexual comments, insults or teasing.
- Sexually offensive gestures.
- Intrusive questions about sexual activity.
- Sexually explicit or offensive material that is displayed in a public place or put in your work area or belongings.

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

## **CYBER-BULLYING**

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images and/or,
- Engaging in tricks to solicit embarrassing information that is then made public;

Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

## **HARASSMENT, INTIMIDATION, BULLYING (HIB) SAFETY**

The HIB Safety Team as of September 1, 2025 consists of the following members:

Mr. Abner Mendoza	Anti-Bullying Administration – Principal
Dr. Anthony DeBonis	Anti-Bullying Administration – Asst. Principal
Ms. Denise Johnson	Anti-Bullying School Specialist
Ms. Shannon Quinn	Anti-Bullying Teacher
Ms. Amy Tighe	Parent

## **STUDENT GRIEVANCE PROCEDURE**

Any parent or pupil who has a grievance against a teacher, school policy, school rules, or regulations shall present the grievance in writing and proceed as follows:

1. Present the grievance to the building principal, who will arrange for a conference between the aggrieved person, the teacher, and an administrator, or a supervisor.

2. If the grievant is not satisfied with the decision at the first level, the grievant may present the grievance in writing to the Superintendent of Schools, who will arrange a meeting to discuss the situation with the aggrieved party.
3. If the grievant is not satisfied with the decision of the Superintendent of Schools, the grievant may request a hearing with the Board of Education. The Superintendent of Schools will arrange such a meeting, if requested by the grievant.
4. The Board of Education will meet with the aggrieved person and will answer the grievance in writing, within twenty (20) days of the hearing with the Board of Education.

## **SUBSTANCE AWARENESS**

### ***MIDDLE SCHOOL STUDENTS AT RISK***

During adolescence, many students may test the system at home and school. Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert independence. Adolescents need a supportive and secure environment in which to thrive, one, which allows for some experimentation with ideas and relationships within the parameters of what is safe and responsible. Each new generation is being introduced to drugs at an earlier age. It's a problem that raises countless questions for parents-How do I keep my children away from drugs; how do I know if they're involved; what do I do if they are involved?

### ***SIGNS OF DRUG USE***

#### Identification with Drug Culture

- Drug-related magazines, slogans on clothing.
- Conversation and jokes that are preoccupied with drugs.
- Hostility in discussing drugs.

#### Dramatic Changes in School Performance

- Distinct downward turns in student's grades-not just from Cs to Fs, but from A's and B's to B's and C's.
- Increased absenteeism or tardiness.

#### Changes in Behavior

- Chronic dishonesty (lying, stealing, or cheating). Trouble with the police.
- Changes in friends, evasiveness in talking about new ones.
- Possession of large amounts of money.
- Increasing and inappropriate anger, hostility, irritability, secretiveness.
- Reduced motivation, energy, self-discipline, self-esteem.
- Diminished interest in extracurricular activities and hobbies.

### ***FOR PARENTS OF MIDDLE SCHOOL STUDENTS***

Be knowledgeable about drugs and signs of drug use. When symptoms are observed, respond promptly.

Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves, they should:

- Learn about the extent of the drug problem in their community and in their children's schools. Be able to recognize signs of drug use.
- Meet with parents of their children's friends or classmates about the drug problem at their school. Establish a means of sharing information to determine which children are using drugs and who is supplying them.

Parents who suspect their children are using drugs often must deal with their own emotions of anger, resentment, and guilt. Frequently they deny the evidence and postpone confronting their children. Yet the earlier a drug problem is found and faced, the less difficult it is to overcome. If parents suspect their children are using drugs, they should:

Devise a plan of action. Consult with school officials, the Student Assistance Counselor, and other parents.

- Discuss suspicions with their children in a calm, objective manner. Do not confront a child while he/she is under the influence of drugs.
- Impose disciplinary measures that help remove their youngster from those circumstances where drug use might occur.
- Take a firm stand against any drug usage by their child.
- Seek advice and assistance from drug treatment professionals. Information about area resources is available through the Student Assistance Counselor, 299-6300, ext. 3240.

#### School-related activities for DRUG AWARENESS

1. Red ribbon week
2. Peer education program
3. Drug and alcohol abuse instruction
4. Family life curriculum
5. School assemblies
6. Individual/small group counseling
7. Community-sponsored activities
8. Law enforcement liaison
9. School-based youth services
10. Student Assistance Counselor
11. Pre-prom/graduation awareness program

#### **Student Assistance Counselor**

The Student Assistance Counselor (SAC) offers help to students at high risk for or involved in:

1. Drug use
2. Truancy
3. Absenteeism
4. Discipline problems
5. Dropping out of school
6. Teen pregnancy and teen parents.

The SAC can provide individual as well as group counseling; referral to out of-school agencies; information about drugs, signs and symptoms; and presentations to community groups. These services are available to students, parents and community members. The SAC can also facilitate Peer Mediations.

The Penns Grove Carneys Point Regional School District Drug Policy is also available through the SAC.

## **ACADEMICS**

### **GUIDANCE DEPARTMENT**

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study strategies, personal issues, school and/or social concerns, peer mediation or any issue the student would like to discuss with the counselor.

Students wishing to visit a counselor or the SAC should complete a Guidance Office Request Form to arrange for an appointment.

### **REPORT CARDS**

Report cards are issued two (2) times a semester (4 times a school year). Each marking period is approximately 9 weeks long. Report card dates will be distributed at the beginning of the school year district-wide.

### **INTERIM REPORTS**

Student interim reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Interim report dates will be distributed at the beginning of the school year district-wide. Acknowledgment of this report by note, a phone call or visit is appreciated.

### **INCOMPLETE GRADES**

A student being issued an incomplete has seven school days to resolve the grade with the issuing teacher. Students with an incomplete on their report cards cannot be considered for the honor roll or extracurricular eligibility.

### **GRADING**

Grades will be established as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

The student must adhere to the school's attendance policy in order to receive credit for all classes.

### **STUDENT CONDUCT AT EXTRACURRICULAR FUNCTIONS**

While attending any extra-curricular activity, students are required to obey all school rules and follow the student dress code. Students who display inappropriate conduct at any such event are subject to disciplinary action and will jeopardize their future attendance and/or participation in any extra-curricular activity. The wearing of hats during extra-curricular activities, which take place inside the building, is prohibited. A student or spectator who refuses to conduct themselves in an appropriate manner and comply with all rules and regulations will be asked to leave, as well as being restricted from further school-sponsored activities.

### **I & RS – INTERVENTION AND REFERRAL SERVICES**

The I & RS team works with teachers to assist them with students who are at risk for school problems within the general education environment. The I & RS team does not replace existing resources for assisting students; instead, it complements them. Teachers can request assistance from the I & RS team by completing a form in the Main Office and submitting it to the I & RS coordinator for the Middle School. After submitting the form, the teacher would then work with the I & RS team to develop solutions for success.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Penns Grove Middle School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Penns Grove Middle School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Penns Grove Middle School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists, Graduation programs Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. '

If you do not want Penns Grove Middle School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15th of the current school year. Penns Grove Middle School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information as follows.]

*Student's name	- Participation in officially recognized activities and sports
*Address	
*Telephone listing	- Weight and height of members of athletic teams
-Electronic mail address	
-Photograph	- Degrees, honors, and awards received
*Date and place of birth	
-Major field of study	- The most recent educational agency or institution attended
-Dates of attendance	
*Grade level	

## **PARENT / STUDENT / SCHOOL CONTRACT**

Dear Parents and Students:

We have prepared the Penns Grove Middle School Parent/Student Handbook to provide parents and students with a clear understanding of school policies and expectations.

When parents and the school work together, we can support each other's efforts to teach students responsibility and values. It is important that parents and students take time to be aware of and to follow the state guidelines. Parents are also asked to be familiar with these guidelines. Every policy has been written for a reason. If you have any questions about any of the policies, please contact the school for more information. Your concerns and suggestions are greatly appreciated.

Parents and students are asked to review the rules and procedures below. Please sign the statement at the bottom of the page indicating that you have read the handbook and understand your responsibilities. This form must be returned to the Main Office where it will remain on file.

Thank you for your cooperation. We look forward to a productive school year!

Sincerely yours,

Mr. Abner Mendoza

Principal

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- I understand that in accordance with Board Policy code 5129.3, students may expect random searches by a drug detection dog. The board authorizes school administration to implement searches as needed by drug detection dogs. This search includes but is not limited to the following areas: hallways, lockers, locker rooms, vehicles and outdoor grounds.
- I understand that in accordance with Board Policy code 5129.3 and N.J.S 18:40A-9, a staff member having reason to believe a pupil is under the influence of alcohol or other drugs will refer that student for immediate testing. The school will exhaust all efforts to contact a parent or guardian. In the event a parent or guardian can not be contacted, the student will be drug tested as per Board Policy and procedures outlined within.
- I understand that the use of personal electronic devices such as cell phones are not to be used to the school day and must remain off and put away.
- I grant permission for my student's photo/image and name to be published on the school and /or district's public Internet website as well as local newspapers. Pursuant to law, the school will not release any personal identifiable information without written prior consent.
- I grant permission for my student to use all Internet functions including the use of the network and access to remote sites including the Internet. I give permission for my student to use the school's network for print and file sharing, but do not wish for him/her to access remote sites including the Internet without direct teacher supervision.

STUDENT AGREEMENT: I have read the Penns Grove Middle School Parent/Student Handbook and understand the rules and policies of the school.

PRINT STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN AGREEMENT:

Please check the following statement:

\_\_\_ I give permission as to the above policies and procedures as outlined in the PGMS Handbook.

I have read the Penns Grove Middle School Parent/Student Handbook. I will help my son/daughter to understand and follow the stated guidelines.

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_