

Galloway Township Middle School - GENERAL INFORMATION

Absences

Good attendance is necessary for a successful school experience and building positive habits for adulthood. If a student is absent, a parent/guardian should call school on the day of the absence prior to 9:30 a.m. Upon the student's return, a note of explanation should be submitted. If a child is absent five or more days, a physician's note may be required. Absences totaling 5, 10, 15, and 20 days will require parent/guardian notification and documentation will be filed. **Students who have excessive absences (20 or more days) are subject to retention and/or legal action. The District Attendance Officer may visit your home to verify attendance.**

Affirmative Action

The Galloway Township Public School System is an equal opportunity employer, has an affirmation action program, and does not discriminate against applicants for employment, employees, applicants for admission or students because of race, color, religion, or national origin, ancestry, age, political affiliation, sex, armed forces liability, handicap, social or economic status. The district's Equity Objectives and Plans (School and Classroom Practices, Employment and Contract Practices and School Desegregation Plans) are available for public review by contacting the Affirmative Action Officer at 748-1250 ext. 1009.

Athletic Activity Suspension (AAS)

Students who are assigned a 'Detention', 'In-school suspension' and / or 'In/Out-of-School Suspension' will be suspended from their club/athletic team, as well as dances and other after school activities, based on the following:

1. Students who receive an after school detention will be suspended from all nonacademic after-school activities for 1 to 4 school days.
2. Students who receive an 'In-School Suspension(s)' will be suspended from all after-school activities and athletic teams/events and/or practices/rehearsals for 5 school days.
3. Students who receive their first and/or second 'Out-of-School Suspension(s)' will be suspended from all after school activities/athletic teams for 10 school days and will be placed on probation.
4. **A student with two failing grades in any marking period will be suspended from all non-academic after school activities and athletics for 15 school days or until the student's grade(s) improve.** The student may be referred to guidance or any after school academic activity as determined by administration.

Beverages

Students are not permitted to bring/consume outside beverages in school, unless appropriate for lunch or activities.

Book Bags

Students may use book bags to carry belongings to and from school. During the school day, however, **book bags may not be carried and must remain in the student's locker.** This includes "book bag type purses" which are also **not** allowed. Duffel/gym bags are also **not** permitted. To carry gym clothing, students may utilize a plastic drawstring or cloth bag.

Dress Code

Another measure to maintain a safe, orderly learning climate for students is a dress code. This code provides guidelines for students to follow in **dressing appropriately for the school setting (see the GTMS discipline code).**

- a. Pants, jeans, etc. must be worn appropriately. In particular, pants may not be worn below a student's natural hip. Undergarments must be fully covered and pants may not hang or drag on the floor. Shirts should be fingertip length when wearing leggings.
- b. Jewelry, accessories, etc. which could be used as a weapon may not be worn. This includes "wallet chains," spiked collars, and the like.
- c. Nothing that is made for outdoors or exercise may be worn on a student's head. This includes sunglasses, hats, wave caps, bandanas, sweatbands, etc. (Traditional barrettes, bows, etc. may be worn.)
- d. T-shirts must have slogans, pictures, etc. which are school appropriate. Therefore, beer logos, foul language, drug references, sexual innuendoes, demonic messages, inappropriate "play on words", etc. are **not** acceptable.
- e. Skirts, shorts and tops must properly cover a student's body. A general rule for skirt/short length is a student with her hands by her side must touch skirt, not skin. A 3" inseam rule is also a good guideline for shorts. We ask that students, with the assistance of parents/guardians, exercise good judgment when choosing to wear shorts based upon the weather. Shorts must be school appropriate – biker/lycra shorts, cut-offs, and "hot pants" are not permitted. **Tops must fully cover the chest, shoulder and midriff area. Tank tops and spaghetti straps are not permitted.**
- f. Any clothing style which promotes, represents, or symbolizes a gang or gang mentality is strictly prohibited.

g. Appropriate shoes must be worn at all times including heels with less than one-inch (1") in height. Sandals must have back straps. FLIP FLOPS/SLIDER SANDALS MAY NOT BE WORN TO SCHOOL .

Early Dismissal/Signing Out Early

Parents/guardians are urged to allow students to attend a full school day. If a child does need an early dismissal, a note should be brought to the office or a phone call request made prior to the dismissal time. **To assist with the process, please pick up your child before 2:10 p.m.** Students will be released to their parent/guardian only, unless another adult is specifically confirmed by the parent/guardian. The child must be signed out from the main office. Positive identification may be required of any person meeting a student. **Copies of restraining orders or custody orders must be presented to the building principal in order to be enforced.**

Electronic Devices

Cell phones and all electronic devices such as, but not limited to, iPods, DS, Tablets, iPads, E readers, smartwatches, cameras of any kind, etc. may be brought to school for ***after school use only***. Any student bringing an electronic device to school ***MUST*** have the device turned ***off*** and kept ***in their locker*** during the school day. Once the student arrives to school the item ***MUST*** be locked in a locker. ***Administrative Action:*** The item will be confiscated, given to an administrator, and the item must be picked up by a parent/guardian. Refer to the discipline code for additional consequences. ***All electronic devices brought to school are the responsibility of the student. The school is not responsible for any device that is lost or stolen.***

Hall Passes

Hall passes are found in the students' agenda books, thus students must carry their agenda books with them at all times. **These passes must be used whenever a student leaves the classroom,** unless a period change is occurring. Students are responsible for keeping their agenda books safe and neat. New agenda books must be purchase/replaced if a student loses his/her book for a \$5.00 replacement fee.

I.D. Badges

I.D. badges must be worn during all school dances. I.D. Badges must be purchased/replaced if a student loses his/her badge for a \$1.00 replacement fee.

Library

Students are able to utilize our library facilities during the school day as part of their class or with an individual pass in homeroom (students must sign in with first and last names, etc.). Our library offers an extensive reading collection, as well as research materials and technological opportunities. All materials checked out are the individual's responsibility and must be returned in a timely manner. Late, lost, or damaged materials will result in fines being issued.

Lockers

Students are assigned a locker, which they need to keep clean, neat, and damage free. Students are reminded to keep their ***locker combination confidential***, that is ***do not share your combination***. Students may go to their lockers prior to AM homeroom, prior to bus dismissal, and as instructed by their team (usually before or after lunch). **Lockers are school property and, for the safety and welfare of all students, are subject to search and/or inspection.**

Promotion & Retention Policy

The Board of Education has established stringent promotion policies based upon high standards of achievement and adherence to the compulsory laws of the State of New Jersey. **Academically, students with final grades consisting of one or more F's (failure) are in danger of retention.** Students must also be in attendance at least 162 days with all their absences being for legitimate purposes with doctor's excuses provided. Students not meeting these compulsory laws of attendance are also in danger of retention. If a student's promotion is ***"in danger,"*** school staff and parents/guardians must meet to discuss a plan to assist the student. **Eighth grade students must meet the requirements for promotion in order to participate in the end-of-the-year activities, including but not limited to, the promotional ceremony. Eighth grade students who fail one or more subjects for the school year (or Physical Education/Health alone), have been referred to I&RS, and parental contact has been made by the teacher(s) will not be permitted to "walk" at the promotional ceremony.**

Rights of Parents

The Board of Education recognizes that the parents of each child are ultimately responsible for the care and custody of that child, and that both parents share that responsibility equally. The Board recognizes as well, that when only one parent has legal custody of a child, the custodial rights and responsibilities of the other parent may be limited. Copies of restraining orders or custody orders must be presented to the building principal in order to be enforced. Also, **please be sure to update the office each and every time that there is a change in phone number(s), emergency contacts, etc.**

School Buses

Students are **not permitted** to ride on any bus other than their assigned bus. In the event of an emergency, a request must be made by the parent/guardian in writing and **submitted to the main office 24 hours prior to the day the bus change would occur**. This allows for parental contact to be made. Additionally, students who are bus riders may **not** walk home/ride a bike home from school.

Riding the school bus is a **privilege**. It is imperative that all students observe the rules of proper conduct while riding the bus. To insure the safety of all passengers, students must follow these guidelines:

- a. The driver is in full charge of the bus and the students.
- b. Serious misbehavior by students will result in suspension from riding the bus. If this occurs, parents/guardians will be responsible for providing transportation to and from school.
- c. No student shall, at anytime, extend his/her hands, arms, head or other parts of the body out of the window, whether the bus is in motion or standing still.
- d. All students are to remain seated until the bus arrives at the destination and comes to a complete stop.
- e. Obscene language, throwing or shooting objects, excessive noise, and other actions distracting to the bus driver are prohibited.
- f. Any and all willful damage to the bus will be paid for by the offender or his/her parents.

****Violation of these rules will result in disciplinary action according to our bus code. If a student is suspended from the bus, it is the parent/guardian's responsibility to provide transportation. Students suspended from the bus are still required to attend school. In the event a student is suspended from school and suspended from riding the bus, when possible, the days will run concurrently.**

***Please refer to the school wide and bus discipline codes on the previous pages.**

Student Telephone Usage

Students are permitted to use the telephone in the main office during their lunch period only when it is a legitimate reason and they have a signed pass. Permission of a staff member or administrator is required during the school day.

Tardiness

Promptness to school helps ensure students receive the full benefit of our school's program and helps to build positive habits for adulthood. All students are expected to be in homeroom **by 7:40 am**.

Excused tardy: Students who are tardy and excused should report to the student check in table (or front office) and must submit a doctor's note, dentist's note, or a dated letter from the court to be considered excused.

Unexcused tardy: Students arriving after 7:40 am without a doctor's note, dentist's note, or a dated letter from the court should report to the check-in table. **Unexcused tardiness may result in action as per our discipline code.**

Truancy

Absence from school without a parent's permission is a serious offense against school policy and state code. Consequences as per our discipline code will be enforced. Repeated truancy will result in legal action.

Visitors

All visitors are required to report directly to the Main Office upon entering the school building. Visitors will sign in using the visitor's book and be issued a visitor's badge to be worn while in the building or on the school property. Visitors without a badge will be sent to the main office.

Walkers /Bike Riders

Students are designated as either a bus rider or a walker. Students are permitted to ride bikes with **written permission from a parent/guardian. This document must be submitted to the main office.** Please note the following:

1. Students are to arrive between 7:25 am and 7:40 am and enter through the front/main office doors. At dismissal, students are to go to their team leader's classroom. These students are dismissed **AFTER** the buses depart. Students will then exit the building from the front/main office doors. Please use the sidewalks and crosswalks to ensure your safety. Also, please be courteous to our neighbors' properties.
2. Students are reminded that if they ride a bike to school they **MUST** wear a helmet.