

Student Handbook 2020-2021



FLORENCE M. GAUDINEER MIDDLE SCHOOL

75 SOUTH SPRINGFIELD AVENUE

SPRINGFIELD, NEW JERSEY 07081

(973) 376-1025 x1222

The faculty and staff of Florence M. Gaudineer Middle School are dedicated to continuing the development of character in our students. Good character involves understanding, caring about, and acting upon core ethical values in cognitive, emotional, and behavioral ways. These values include developing empathy skills, forming caring relationships, helping to create a feeling of community, and reflecting on life experiences. Through our Character Education Program, students learn pro-social skills such as communicating feelings, developing active listening skills, and helping others through activities practiced throughout the school year. This Program also helps students continue to develop a deeper understanding of the core values and to make a stronger commitment to living according to those values.

Each grade level at Florence M. Gaudineer Middle School is focused on four intrinsic values; Responsibility, Respect, Fairness, and Caring are the themes for the sixth graders; Responsibility, Citizenship, Trustworthiness, and Courage are the themes for the seventh graders; and Responsibility, Decision Making, Leadership, and Self Discipline are the themes for the eighth graders. Bulletin boards and posters are strategically placed around the school year to help students explore and discover their own inner strengths and abilities, and to continue to develop a middle school student's appreciation of self and others.

Please join us in helping students benefit from understanding the need for respect and the needs of others.

MISSION

The mission of the Florence M. Gaudineer Middle School is to create a quality academic and social environment, which nurtures the intellectual and affective growth of each student. The environment supports safety and security, fosters excellence and creativity, and provides opportunities for knowledge they will need to meet life challenges successfully.

REGULAR IN-PERSON **DAILY SCHEDULE**

PERIOD	REGULAR SCHEDULE	DELAYED OPENING	EARLY DISMISSAL
Homeroom	7:45-7:54	No Homeroom	No Homeroom
1	7:56-8:38	9:15-9:48	7:45-8:13
2	8:40-9:22	9:50-10:25	8:15-8:43
3	9:24-10:06	10:27-11:00	8:45-9:13
4	10:08-10:50	11:02-11:35	9:15-9:43
5 (6 th Grade Lunch)	10:52-11:34	11:37-12:10	9:45-10:13
6 (7 th Grade Lunch)	11:36-12:18	12:12-12:45	10:15-10:43
7 (8 th Grade Lunch)	12:20-1:02	12:47-1:20	10:45-11:13
8	1:04-1:46	1:22-1:55	11:15-11:43
9	1:48-2:30	1:57-2:30	11:45-12:13

STUDENT ABSENCE OR TARDY PROCEDURE

Regular attendance is essential to the successful completion of a course of study, and students are expected to be present every day school is in session except when their absence is excused as per the Board of Education policy.

Reporting an Absence/Tardy - If a student is going to be tardy or absent from school, his/her parent/guardian should call the school at (973) 376-1025 (x1472) or (x1226) no later than 8:15am of that day. If you request homework for your child, please pick it up outside the health office before 4pm.

Return to School - When a student returns to school, a note from home explaining the tardy or absence should be brought to school and given to the homeroom teacher. A note should be brought to school prior to planned extended absence from school.

Tardiness - When a student is tardy, he/she must first report to the Main Office to sign in and receive the appropriate tardy pass before reporting to class.

BEFORE SCHOOL PROCEDURES

Student Arrival- No student will enter the building prior to the start of school at 7:20am. Once entering the building through the back of FMG, Sixth Grade students will report to the cafeteria and Seventh and Eighth Grade students will report to the Girls Gym. Students will be permitted to place their belongs in their lockers at 7:40am and then proceed to Homeroom.

STUDENT BEHAVIOR EXPECTATIONS

In a well-run school, certain rules and regulations are necessary for the best interest of all concerned. As a member of the school community, students will be asked to meet the expectations set forth by the school. Students who do not behave as expected are subject to consequences.

The expectations of our student management program are designed to help the student understand the need to demonstrate high levels of respect for authority and peers, self-discipline and a willingness to be a productive member of the community.

Examples of behaviors that are not consistent with the expectations of the Florence M. Gaudineer Community include but are not limited to the following:

- Violating the Computer Acceptable Use Policy.
- Bullying, teasing, threatening physical harm or intimidation (Violations will be handled in accordance with the District's Harassment Intimidation and Bullying policies and procedures).
- Insubordination or disobeying the lawful authority of school personnel.
- Using language that is offensive to one's race, gender, religion, ethnicity, physical attributes, or sexual orientation.
- Smoking.
- Gambling.
- Fighting or acting in a physically aggressive manner.
- Engaging in any unwanted physical contact.
- Destruction or defacing of school or another's property.
- Possession of any items that may disrupt the orderly running of a school such as airsoft guns, toy guns, any imitation weapons, laser pointers, pocketknives, razor or any item that may be used as a weapon or poses danger to students and faculty.
- Theft.
- Any illegal act.
- Trespassing.
- Possession of and or being under the influence of drugs or alcohol
- Selling items on school property for profit.
- Disruption of the educational and instructional process.
- Possessing a weapon or any other object that has the potential to negatively impact the school environment.

- Repetition of behaviors that have been addressed in previous interventions.
- Posting videos online that are inappropriate.

The office will keep records on all student behavior(s) in the school setting. If necessary, administration will hold parent/student meetings of individuals who continue to exhibit unacceptable behavior in school.

MISSING ASSIGNED DETENTION

When a student is assigned detention, it is expected that the student will attend the detention barring any emergency commitments (medical appointments, court dates, etc.). Missing a detention will result in an escalation of the original penalty. If a student is absent from school on the day of an assigned detention, the detention will be re-assigned.

ATHLETIC PARTICIPATION / EXTRA CURRICULAR ACTIVITIES

When a student is absent from school for any reason, he or she is excluded from all school activities. A student must sign into the main office **before 10:30 a.m.** and be present for **FOUR HOURS** in order to participate in extra-curricular and athletic activities. If a student leaves school due to illness, he or she may not return for participation in extra-curricular and athletic activities. Excessive absences may result in preclusion from school activities including trips, dances, field day, etc. All practices for all sports will take place from 2:30pm – 4:30pm.

LAPTOP ACCEPTABLE USE POLICY (AUP)

- ◆ Laptops are provided to students to use for educational purposes only.
- ◆ Parents and students must download, read, and sign a copy of the AUP.
- ◆ Access to district laptops will not be permitted to students who have not returned a signed AUP form.
- ◆ **No laptop will be issued to a student until the AUP is signed and submitted.**
- ◆ Student laptop use is filtered and monitored remotely.
- ◆ Students found in violation of the AUP will be subject to disciplinary consequences and may have his/her use restricted and/or forfeit his/her laptop.
- ◆ The AUP is a fluid document, the contents of which may change.
- ◆ Printing – a limited number of school printers are available for student use. However, homework assignments that require printing should be printed the day prior to the due date. Printing assignments at home is highly recommended. At times, the district network and printers may be unavailable. The status of the school printers cannot be used as an excuse for late assignments.
- ◆ **Laptop Care-** Under no circumstances should students leave their laptop unattended. It is recommended that students and parents choose an insurance policy to cover the cost of laptop damage or loss. Parents/students are responsible for damage and/or replacement cost.
- ◆ Laptops should always be carried in the protective carrying case. Students are to report damaged or lost laptops to the technology department immediately. The technology office hours are daily during activity period and lunch.

CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR

Inappropriate behavior displayed by a student will be handled on an individual basis. It may be deemed appropriate that certain steps be passed over.

- I. **Teacher Detention:** A student may be required to arrive before or remain after school with a teacher for academic or behavioral reasons. Notification will be given to the student and/or parent/guardian. Students are expected to adhere to all directions of their teacher or central detention supervisor.
- II. **Lunch Detention:** A student may be excluded from the regular lunch area or playground by a teacher or lunch supervisor for behavioral reasons. Students may be assigned to the teacher's classroom. Students causing constant disruptions in the lunchroom may be excluded from the privilege of remaining in school during lunch hours. In these cases, the parent/guardian will assume responsibility for supervision.
- III. **Classroom Exclusion:** A student may be sent to the main office for behavior that disrupts the learning of the class. This is done to provide supervised time away from the classroom for the student to regain his/her composure and complete his/her work for the period's balance. Contact with the parent/guardian is initiated by the excluding teacher with appropriate documentation to the Principal. Severe or multiple classroom infractions may result in the teacher filing an Incident Report. Due to the nature of the inappropriate behavior, Administrative Detention, Sunset School or an In or Out of School Suspension may result. Time Out exclusions will be recorded in the student's permanent file.
- IV. **Administrative Conference:** Due to the nature of the infraction, an Administrative Conference may be initiated. The Principal or the School Supervisor will discuss the infraction with the parent via phone conference or schedule a meeting with the parent at FMG.
- V. **Administrative Detention:** A student assigned an Administrative Detention may be referred by a teacher on an Incident Report or directly assigned by an administrator. Parental contact is initiated by the teacher or an administrator. Parents/guardians, students, and teachers will be notified of the time and location of the detention. Repeated Administrative Detentions may result in an In-School Suspension or Sunset School. Administrative Detentions will be recorded in the student's permanent file.
- VI. **Sunset School:** A student whose inappropriate behavior is considered so severe that the remainder of his/her school day will no longer be productive and may interfere with the learning or safety of others may be assigned to Sunset School. Parents/guardians will be contacted to notify them of their child's behavior. Students will serve a three-hour detention beginning 5 minutes after the dismissal bell at 2:30. Repeated Sunset Schools may result in an In or Out of School Suspension. Assignment of Sunset School will be recorded in the student's permanent file.
- VII. **In School Suspension:** A student assigned an In-School Suspension may be referred by a teacher on an Incident Report or directly assigned by an administrator. Prior to assigning an In-School Suspension, notification will be made with the student's parents/guardians. A student assigned to In School Suspension for the first time in any school year shall be assigned 1 to 3 days. Severe circumstances or repeated In School Suspensions may result in an Out of School Suspension. In School Suspensions will be recorded in the student's permanent file.
- VIII. **Out of School Suspension:** A student assigned Out of School Suspension may be referred by a teacher on an Incident Report or directly assigned by the school Principal. Prior to assigning Out of School Suspension, the student's parents/guardians will be notified. A student may be suspended for up to 10 days based upon the severity of the infraction. Out of School Suspensions will be recorded in the student's permanent file.

As per building policy:

Students with three or more incidents in their file during one marking period may be asked to meet with administration. A plan will be developed with the student and his/her parents/guardians to improve behavior. Certain school privileges which may include exclusion from field trips, school picnic, assemblies, etc. will be denied to students whose behavior continues to be disruptive.

DRESS CODE

There is an established dress code expectation at FMG. Our parents and students have been receptive and supportive of a dress code practice that encourages the wearing of clothing, which is comfortable, safe, and acceptable for the school setting. What is deemed appropriate or inappropriate is left to the discretion of the administration. The following can serve as a guideline:

- T-shirts with certain logos, pictures and/or sayings may not be appropriate.
- Shirts without sleeves, tank tops, and shirts that permit the viewing of midriffs are not appropriate.
- Proper and safe footwear is required at all times. "Flip flop" shoes or sandals are not permitted.
- Shorts and skirts should be at or below fingertips when arms are extended down to the sides.
- Hats, sunglasses and bandanas are not permitted inside the school building.

ELECTRONIC EQUIPMENT

iPods, mp3 players, electronic games, and other electronic devices ***are not permitted in school at any time.*** If seen, these items will be confiscated and students will be subject to disciplinary action. Confiscated equipment will be returned only to parents and/or guardians. Cell phones **MUST** be kept in students' lockers and kept off at all times.

FIELD TRIPS

Although field trips are an extension of the curriculum, they are privilege-based trips. Students exhibiting behaviors in school which are detrimental to themselves and to the safety and learning experiences of other students may be excluded from participation in these trips. Students who do not participate on a field trip are required to attend school. Appropriate schoolwork will be provided for the students who remain in the school building.

SCHOOL/CAFETERIA/PLAYGROUND/AUDITORIUM GUIDELINES

The rules for the school, cafeteria, recess period and auditorium call for the expectation and demonstration of safety and respect for others and oneself. Rules are reviewed by teachers and are clearly posted. The following guidelines are listed for your understanding and practice.

School Guidelines:

- Students will respect others and keep their hands/feet to themselves at all times.
- Students will walk in the hallways at all times, staying to the right.
- Students will have a hall pass while in the hallway when class is in session.
- Students will arrive promptly to class and the cafeteria (for lunch) within the two-minute passing time.
- Students will respect all school facilities, supplies, books, equipment, and the property of others.
- Students will walk their bicycles, skateboards, scooters and roller blades at all times on school property.

LOCKERS

By law, the Principal or other school officials may inspect lockers or other areas which students use provided the students are informed in writing at the beginning of each school year that inspections **MAY** occur. Please consider this your written notification. Inspections will occur periodically when we are housekeeping or if there is sufficient reason to suspect that a weapon, dangerous substance, or stolen property may be concealed.

Students will be provided the opportunity to obtain necessary materials from their lockers. Other than these designated times, students are not permitted at their lockers for any reason. The school is not responsible for lost or stolen property.

Remember to be respectful of your locker. It is school property. No kicking, slamming, or defacing of any lockers is permitted. Keep your locker clean and do not leave food in it overnight.

If you have a problem with your locker, please go to the main office to complete a Locker Work Order. Your locker will be fixed when a custodian is available.

TELEPHONE

Students have access to a telephone in the main office. The phone is available to students for emergency purposes only. Emergencies do not include forgotten homework, projects, or lunch money.

LOST & FOUND

“Found” items are kept in the cafeteria for a reasonable amount of time, and if not claimed, are donated to a charitable organization.

BUS TRANSPORTATION

- Students will sit in assigned seats that are designated by the bus driver.
- Students will utilize the seat belts. If a seat belt is broken, the students should notify the driver and request a change in seating. Belts are inspected and repaired twice per week.
- Students will remain seated at all times unless boarding or departing the bus and only when the bus has come to a complete stop.
- Students will not speak to the driver while the bus is in motion and should not distract the driver.
- Students will keep all hands/limbs inside the school bus. The driver will assist students in lowering or raising the windows for safety reasons.
- Students will board the bus when the driver is seated in the driver’s seat.
- Students will place packages and large band instruments under the seat keeping the aisle free from articles. If assistance is needed, the driver will give appropriate directions.
- Students will be “dropped off” only at designated bus stops or school.
- Students will only be permitted on buses to which they are regularly assigned. If emergencies or special situations exist, an exception to this rule may be approved by the building principal if seating is available.
- Bus transportation is a privilege and may be taken away if these regulations are not followed.

SCHOOL DANCES/SOCIALS/EXTRA-CURRICULAR ACTIVITIES

- School appropriate dress should be followed.
- School guidelines presented in this handbook should be followed at all times.
- Upon entering, students will be required to remain in the building during the event.
- Parents picking students up at the end of an event are expected to arrive at the designated time.
- Adult supervision is unavailable at the conclusion of a school dance.
- Tickets will not be sold at the door.
- *Only FMG students are permitted to dances.*
- ***Students must be in school on the day of the event in order to participate.***

HYBRID SCHEDULE

- At FMG, our students’ social and emotional needs will be met with SEL sessions to ensure students remain connected to the school community.
- Remote learners will be instructed on the same concepts at the in-person students to ensure equity of learning and appropriate pacing.
- Special area staff will provide remote learning.
- The school commits to creating and maintaining high level curricular continuity across all grade levels.

- All online programs relating to content areas (ie: Math, Science, etc) will be implemented accordingly for the instructional and assessment purposes.
- Self-Contained Special Education students will attend in-building sessions four days a week (Mondays, Tuesdays, Thursdays, and Fridays).
- In order for students to attend their Elective classes, each week will either be designated “BLUE” or “ORANGE”. We will begin the hybrid schedule following the “BLUE” schedule. For the following week, we will switch to the “ORANGE SCHEDULE”.

FMG “BLUE” SCHEDULE

Grade 6

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 6 Student " <i>BLUE</i> " Schedule						
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL
8:25 - 9:25	Period 2	Period 6	8:13 - 8:33	Asynchronous Learning	Period 2	Period 6
			8:33 - 8:53	Per. 3A		
			8:53 - 9:13	Asynchronous Learning		
9:35 - 10:35	Period 3A	Period 7A	9:13 - 9:33	Per. 7A	Period 3B	Period 7B
			9:33 - 9:53	Asynchronous Learning		
			9:53 - 10:13	Per. 7A		
10:45 - 11:45	Period 8	Period 4	10:13 - 10:33	Asynchronous Learning	Period 8	Period 4
			10:33 - 10:53	Per. 3B		
			10:53 - 11:13	Asynchronous Learning		
			11:13 - 11:33	Per. 7B		
			11:33 - 11:53	Asynchronous Learning		
11:53 - 12:13	Per. 7B					
11:45 - 1:00	Lunch		Early Dismissal		Lunch	
1:00 - 1:20	Period 6	Period 2			Period 6	Period 2
1:20 - 1:40	Specials Office Hours	Specials Office Hours			Period 6	Period 2
1:40 - 2:00	Period 4	Period 8			Period 6	Period 2
2:00 - 2:30	Support	Support			Period 4	Period 8
	Support	Support			Support	Support

Grade 7

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 7 Student " <i>BLUE</i> " Schedule						
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL
8:25 - 9:25	Period 2	Period 8	8:13 - 8:33	Asynchronous Learning	Period 2	Period 8
			8:33 - 8:53			
			8:53 - 9:13	Per. 5A		
9:35 - 10:35	Period 3	Period 7	9:13 - 9:33	Asynchronous Learning	Period 3	Period 7
			9:33 - 9:53			
			9:53 - 10:13	Per. 9A		
10:45 - 11:45	Period 5A	Period 9A	10:13 - 10:33	Asynchronous Learning	Period 5B	Period 9B
			10:33 - 10:53			
			10:53 - 11:13	Per. 5B		
			11:13 - 11:33	Asynchronous Learning		
			11:33 - 11:53			
11:53 - 12:13	Per. 9B					
11:45 - 1:00	Lunch		Early Dismissal		Lunch	
1:00 - 1:20	Period 8	Period 2			Period 8	Period 2
1:20 - 1:40	Period 7	Specials Office Hours			Period 7	Specials Office Hours
1:40 - 2:00	Specials Office Hours	Period 3			Specials Office Hours	Period 3
2:00 - 2:30	Support	Support			Support	Support

Grade 8

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 8 Student " <i>BLUE</i> " Schedule						
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL
8:25 - 9:25	Period 2A	Period 6A	8:13 - 8:33	Per. 2A	Period 2B	Period 6B
			8:33 - 8:53	Asynchronous Learning		
			8:53 - 9:13			
9:35 - 10:35	Period 3	Period 5	9:13 - 9:33	Per. 6A	Period 3	Period 5
			9:33 - 9:53	Asynchronous Learning		
			9:53 - 10:13			
10:45 - 11:45	Period 4	Period 9	10:13 - 10:33	Per. 2B	Period 4	Period 9
			10:33 - 10:53	Asynchronous Learning		
			10:53 - 11:13			
			11:13 - 11:33	Per. 6B		
			11:33 - 11:53	Asynchronous Learning		
11:53 - 12:13						
11:45 - 1:00	Lunch		Early Dismissal		Lunch	
1:00 - 1:20	Personalized Learning Session	Specials Office Hours			Personalized Learning Session	Specials Office Hours
1:20 - 1:40	Period 5	Period 3			Period 5	Period 3
1:40 - 2:00	Period 9	Period 4			Period 9	Period 4
2:00 - 2:30	Support	Support			Support	Support

FMG “ORANGE” SCHEDULE

Grade 6

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 6 Student "ORANGE" Schedule									
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B			
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL			
8:25 - 9:25	Period 2	Period 6	8:13 - 8:33	Asynchronous Learning	Period 2	Period 6			
			8:33 - 8:53	Per. 3A					
			8:53 - 9:13	Asynchronous Learning					
9:35 - 10:35	Period 3B	Period 7B	9:13 - 9:33	Per. 7A	Period 3A	Period 7A			
			9:33 - 9:53	Per. 7A					
			9:53 - 10:13	Asynchronous Learning					
10:45 - 11:45	Period 8	Period 4	10:13 - 10:33	Per. 3B	Period 8	Period 4			
			10:33 - 10:53	Asynchronous Learning					
			10:53 - 11:13	Per. 7B					
			11:13 - 11:33	Asynchronous Learning					
			11:33 - 11:53	Per. 7B					
11:45 - 1:00	Lunch	Lunch	Early Dismissal		Lunch	Lunch			
			1:00 - 1:20	Period 6			Period 2	Period 6	Period 2
			1:20 - 1:40	Specials Office Hours			Specials Office Hours	Specials Office Hours	Specials Office Hours
			1:40 - 2:00	Period 4			Period 8	Period 4	Period 8
			2:00 - 2:30	Support			Support	Support	Support

Grade 7

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 7 Student " ORANGE " Schedule						
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL
8:25 - 9:25	Period 2	Period 8	8:13 - 8:33	Asynchronous Learning	Period 2	Period 8
			8:33 - 8:53			
			8:53 - 9:13	Per. 5A		
9:35 - 10:35	Period 3	Period 7	9:13 - 9:33	Asynchronous Learning	Period 3	Period 7
			9:33 - 9:53			
			9:53 - 10:13	Per. 9A		
10:45 - 11:45	Period 5B	Period 9B	10:13 - 10:33	Asynchronous Learning	Period 5A	Period 9A
			10:33 - 10:53			
			10:53 - 11:13	Per. 5B		
			11:13 - 11:33	Asynchronous Learning		
			11:33 - 11:53			
11:53 - 12:13	Per. 9B					
11:45 - 1:00	Lunch		Early Dismissal		Lunch	
1:00 - 1:20	Period 8	Period 2			Period 8	Period 2
1:20 - 1:40	Period 7	Specials Office Hours			Period 7	Specials Office Hours
1:40 - 2:00	Specials Office Hours	Period 3			Specials Office Hours	Period 3
2:00 - 2:30	Support	Support			Support	Support

Grade 8

Cohort A will be in school on Monday and Tuesday and will be Virtual on Thursday and Friday

Cohort B will be in school on Thursday and Friday and will be Virtual on Monday and Tuesday

Cohort C will be Virtual all Week

All students will be Virtual on Wednesday

Grade 8 Student " <i>Orange</i> " Schedule						
Time	Monday Cohort A	Tuesday Cohort A	Wednesday Virtual		Thursday Cohort B	Friday Cohort B
7:40 - 8:20	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL	7:45-8:10	Homeroom Attendance SEL	Screening Homeroom Attendance SEL	Screening Homeroom Attendance SEL
8:25 - 9:25	Period 2B	Period 6B	8:13 - 8:33	Per. 2A	Period 2A	Period 6A
			8:33 - 8:53	Asynchronous Learning		
			8:53 - 9:13			
9:35 - 10:35	Period 3	Period 5	9:13 - 9:33	Per. 6A	Period 3	Period 5
			9:33 - 9:53	Asynchronous Learning		
			9:53 - 10:13			
10:45 - 11:45	Period 4	Period 9	10:13 - 10:33	Per. 2B	Period 4	Period 9
			10:33 - 10:53	Asynchronous Learning		
			10:53 - 11:13			
			11:13 - 11:33	Per. 6B		
			11:33 - 11:53	Asynchronous Learning		
11:53 - 12:13						
11:45 - 1:00	Lunch		Early Dismissal		Lunch	
1:00 - 1:20	Personalized Learning Session	Specials Office Hours			Personalized Learning Session	Specials Office Hours
1:20 - 1:40	Period 5	Period 3			Period 5	Period 3
1:40 - 2:00	Period 9	Period 4			Period 9	Period 4
2:00 - 2:30	Support	Support			Support	Support

STUDENT ABSENCE OR TARDY PROCEDURES FOR AN IN-SCHOOL HYBRID SCHEDULE

Regular attendance is essential to the successful completion of a course of study, and students are expected to be present every day school is in session except when their absence is excused as per the Board of Education policy.

Reporting an Absence/Tardy- If a student is going to be tardy or absent from school, his/her parent/guardian should call the school at (973) 376-1025 (x1472) or (x1226) no later than 8:15am of that day. If you request homework for your child in a HYBRID SCHEDULE, parents will not be allowed in the building. Parents can refer to OnCourse and/or contact their child's teacher in regards to this.

Return to School- When a student returns to school, a note from home explaining the tardy or absence should be brought to school and given to the homeroom teacher. A note should be brought to school prior to planned extended absence from school.

Tardiness- A student will enter FMG through the Main Entrance and report to the Main Office in order to be screened. If symptoms are not present, he or she will report to the classroom. If symptoms are present, the student will be relocated to an isolation room and the parent will be contacted.

ATHLETIC PARTICIPATION

IF ATHLETICS ARE BEING OFFERED, students will arrive at school at 2:45pm. All practices for all sports will end at 4:30pm. During the Fall and Spring seasons, students will report to the back of the school by the entrance to the Turf Field. Students will line up to be screened by their coaches and will be permitted onto the field when cleared. Additionally, a Covid-19 Questionnaire Form must be completed each day and submitted before students can participate. For the Winter Season, students will arrive at school at 2:45pm and enter FMG through the Main Entrance. The same procedures apply for the Winter Season. **ALL STUDENTS MUST WEAR A FACE MASK WHEN WALKING ONTO THE TURF FIELD OR ENTERING FMG.**

ARRIVAL PROCEDURES

- Students will report to their designated door for screening starting at 7:40 am.
- Students, who are bused, will be screened at the front of FMG and will report to their classrooms.
- Students who arrive at school after 8:00 am will report to the main entrance for screening.
- Students who are cleared will report to their designated classroom.
- Students who are NOT cleared (as per CDC guidelines) will report to an identified location and their parent will be contacted.

Eighth Grade students will be dropped off at the front door by the flag pole. Students will walk along the front of the building and enter FMG through the Rotunda. After being cleared, they will make a right or left and walk to their classrooms.

Seventh Grade students will be dropped off or walk to the back of the school adjacent to the Turf Field by Room 33. They will walk through the gates of the Turf Field and will enter through the first door on the right next to Room 30. After being cleared, students, who are reporting to Rooms 35, 36 and 37 will walk up the stairs to their classrooms. Students, who are reporting to Rooms 17 and 18 will walk up the ramp, make a right, walk down the hallway to the Boys Gym and make a left to their classrooms. Students, who are reporting to Rooms 8, 9 and 12 will walk up the ramp, pass by the IMC and the Girls Gym (Gym # 2), turn left and proceed to their classrooms.

Sixth Grade students will be dropped off or walk to the back of the school adjacent to the Turf Field by Room 33. After being cleared, they will either turn left and proceed to their classroom or walk up the stairs to their classroom.

DISMISSAL PROCEDURES

Eighth Grade students will exit FMG from the Rotunda and will walk to the front of the school by the flag pole. Parents will wait for their children in a car line in the faculty parking area.

Seventh Grade students will walk from the opposite direction that they entered and exit through the doors by Room 30. They will walk through the Turf Field gates to the car line.

Sixth Grade students will walk from the opposite direction that they entered and exit through the doors by Room 33, which is adjacent to the entrance of the Turf Field. They will then walk to the car line.

STUDENT BEHAVIOR EXPECTATIONS

In a well-run school, certain rules and regulations are necessary for the best interest of all concerned. As a member of the school community, students will be asked to meet the expectations set forth by the school. Students who do not behave as expected are subject to consequences.

The expectations of our student management program are designed to help the student understand the need to demonstrate high levels of respect for authority and peers, self-discipline and a willingness to be a productive member of the community.

Examples of behaviors that are not consistent with the expectations of the Florence M. Gaudineer Community include but are not limited to the following:

- Violating the Computer Acceptable Use Policy.
- Bullying, teasing, threatening physical harm or intimidation (Violations will be handled in accordance with the District's Harassment Intimidation and Bullying policies and procedures).
- Insubordination or disobeying the lawful authority of school personnel.
- Using language that is offensive to one's race, gender, religion, ethnicity, physical attributes, or sexual orientation.
- Smoking.
- Gambling.
- Fighting or acting in a physically aggressive manner.
- Engaging in any unwanted physical contact.
- Destruction or defacing of school or another's property.
- Possession of any items that may disrupt the orderly running of a school such as airsoft guns, toy guns, any imitation weapons, laser pointers, pocketknives, razor or any item that may be used as a weapon or poses danger to students and faculty.
- Theft.
- Any illegal act.
- Trespassing.
- Possession of and or being under the influence of drugs or alcohol
- Selling items on school property for profit.
- Disruption of the educational and instructional process.
- Possessing a weapon or any other object that has the potential to negatively impact the school environment.
- Repetition of behaviors that have been addressed in previous interventions.
- Posting videos online that are inappropriate.
- Disrupting the educational process in Zoom sessions.

The office will keep records on all student behavior(s) in the school setting. If necessary, administration will hold parent/student meetings of individuals who continue to exhibit unacceptable behavior in school.

LAPTOP ACCEPTABLE USE POLICY (AUP)

- ◆ Laptops are provided to students to use for educational purposes only.
- ◆
- ◆ Parents and students must download, read, and sign a copy of the AUP.
- ◆ Access to district laptops will not be permitted to students who have not returned a signed AUP form.
- ◆ **No laptop will be issued to a student until the AUP is signed and submitted.**
- ◆ Student laptop use is filtered and monitored remotely.
- ◆ Students found in violation of the AUP will be subject to disciplinary consequences and may have his/her use restricted and/or forfeit his/her laptop.
- ◆ The AUP is a fluid document, the contents of which may change.
- ◆ **Laptop Care-** Under no circumstances should students leave their laptop unattended. It is recommended that students and parents choose an insurance policy to cover the cost of laptop damage or loss. Parents/students are responsible for damage and/or replacement cost.
- ◆ Laptops should always be carried in the protective carrying case. Students are to report damaged or lost laptops to the technology department immediately.

CONSEQUENCES FOR INAPPROPRIATE STUDENT BEHAVIOR

Since students are only in school for a specific amount of time and must stay in one location during a HYBRID SCHEDULE, consequences for inappropriate behavior will be made on a case-by-case basis by the administration.

DRESS CODE

There is an established dress code expectation at FMG. Our parents and students have been receptive and supportive of a dress code practice that encourages the wearing of clothing, which is comfortable, safe, and acceptable for the school setting. What is deemed appropriate or inappropriate is left to the discretion of the administration. The following can serve as a guideline:

- T-shirts with certain logos, pictures and/or sayings may not be appropriate.
- Shirts without sleeves, tank tops, and shirts that permit the viewing of midriffs are not appropriate.
- Proper and safe footwear is required at all times. "Flip flop" shoes or sandals are not permitted.
- Shorts and skirts should be at or below fingertips when arms are extended down to the sides.
- Hats, sunglasses and bandanas are not permitted inside the school building.
- Student attire during a VIRTUAL SCHEDULE must be appropriate.

ELECTRONIC EQUIPMENT

iPods, mp3 players, electronic games, and other electronic devices **are not permitted in school at any time**. If seen, these items will be confiscated and students will be subject to disciplinary action. Confiscated equipment will be returned only to parents and/or guardians. Cell phones **MUST** be kept off at all times. Students must not be on any devices during a Zoom session.

BUS TRANSPORTATION DURING A HYBRID SCHEDULE

*****All student behavior rules from a Daily Schedule still apply in a Hybrid Schedule*****

Student Transportation

- Transportation will be provided to those students eligible determined by the State of NJ.
- Bus routes will be designed using NJDOH and CDC guidance.
- Bus aide will take students' temperature prior to the student getting on the bus.
- If a student enters the bus with a temperature exceeding 100.4, the student will either be returned to their parent/guardian (PK-2 students) or the student will be placed in an identified seat for isolation and will have their temperature taken again prior to entering the school. If the child's temperature remains in excess of 100.4 degrees, the parent/guardian will be contacted as identified in the "Drop Off Procedures" section below.
- When possible, windows will be opened.

Social Distancing on School Buses

- Before and after each route, the bus aide assigned to the route will wipe-down all bus seats with a disinfectant.
- Based on ridership, social distancing will be reviewed for best optimization.
- Students from the same household will be seated together.
- When entering the bus, students will be required to fill the back of the bus first.
- When exiting the bus, students in the front of the bus will exit first.
- All passengers will be required to wear a face covering.
- Students who are unable to wear a face covering will be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

VISITORS

Individuals identified as "visitors," may include any individual not employed by or in service of the Springfield Public Schools. No visitors will be allowed inside school facilities, unless they are required to be there in order to ensure the operations of the school.

Permitted visitors must complete the questionnaire. A visitor who notes symptoms in their health screening and/or have a temperature exceeding 100.4 degrees will not be permitted in the building. Each building's nurse will also take a temperature reading for the noted visitors prior to their entry to the building.

PPE

An adequate amount of PPE will be available, accessible, and provided for use. Each district facility will have available face masks for those who enter the building without one.

FACE MASKS

Springfield Public Schools requires that parents/guardians send students to school with a clean face mask each day when scheduled for in-person instruction.

Springfield Public Schools asks that during the first week of school, parents/guardians send in two (2) backup face masks for their child/children for the classroom teacher to store for emergency purposes including; contamination, defective, and/or misplacement.

Exceptions to requirements for face coverings shall be as follows:

- Doing so would inhibit the individual's health.
- The individual is in extreme heat outdoors.
- The individual is in water.
- A student's documented medical condition, or disability as reflected in an IEP precludes the use of face covering.

If a student is unable to wear a face mask due to a medical condition:

- A Physician's note must be provided documenting the student's specific medical condition.
- Springfield Public Schools reserves the right to have the district physician review and approve the medical note that has been submitted.

If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied.

VIRTUAL SCHEDULE

- At FMG, our students' social and emotional needs will be met with SEL sessions to ensure students remain connected to the school community.
- The school commits to creating and maintaining high level curricular continuity across all grade levels.
- All online programs relating to content areas (ie: Math, Science, etc) will be implemented accordingly for the instructional and assessment purposes.

Grade 6

Time	Monday	Tuesday	Wednesday		Thursday	Friday
7:45 - 7:50	Homeroom	Homeroom	7:45-8:10	Homeroom Attendance SEL	Homeroom	Homeroom
7:50 - 8:15	Attendance SEL	Attendance SEL			Attendance SEL	Attendance SEL
8:20 - 9:20	Period 2	Period 6	8:13 - 8:33	Asynchronous Learning	Period 2	Period 6
			8:33 - 8:53	Per. 3A		
			8:53 - 9:13	Asynchronous Learning		
9:30 - 10:30	Period 3A	Period 3B	9:13 - 9:33	Per. 7A	Period 7A	Period 7B
			9:33 - 9:53			
			9:53 - 10:13	Asynchronous Learning		
10:40 - 11:40	Period 8	Period 4	10:13 - 10:33	Per. 3B	Period 8	Period 4
			10:33 - 10:53	Asynchronous Learning		
			10:53 - 11:13	Per. 7B		
			11:13 - 11:33	Asynchronous Learning		
			11:33 - 11:53	Per. 7B		
11:53 - 12:13	Asynchronous Learning					
11:40 - 12:40	Lunch		Early Dismissal		Lunch	
12:40 - 1:05	Period 6	Period 2			Period 6	Period 2
1:05 - 1:30	Specials Office Hours	Specials Office Hours			Specials Office Hours	Specials Office Hours
1:30 - 1:55	Period 4	Period 8			Period 4	Period 8
2:00 - 2:30	Support	Support			Support	Support

Grade 7

Time	Monday	Tuesday	Wednesday		Thursday	Friday
7:45 - 7:50	Homeroom	Homeroom	7:45-8:10	Homeroom Attendance SEL	Homeroom	Homeroom
7:50 - 8:15	Attendance SEL	Attendance SEL			Attendance SEL	Attendance SEL
8:20 - 9:20	Period 2	Period 8	8:13 - 8:33	Asynchronous Learning	Period 2	Period 8
			8:33 - 8:53			
			8:53 - 9:13	Per. 5A		
9:30 - 10:30	Period 3	Period 7	9:13 - 9:33	Asynchronous Learning	Period 3	Period 7
			9:33 - 9:53			
			9:53 - 10:13	Per. 9A		
10:40 - 11:40	Period 5A	Period 5B	10:13 - 10:33	Asynchronous Learning	Period 9A	Period 9B
			10:33 - 10:53			
			10:53 - 11:13	Per. 5B		
			11:13 - 11:33	Asynchronous Learning		
			11:33 - 11:53			
11:53 - 12:13	Per. 9B					
11:40 - 12:40	Lunch		Early Dismissal		Lunch	
12:40 - 1:05	Period 8	Period 2			Period 8	Period 2
1:05 - 1:30	Period 7	Specials Office Hours			Period 7	Specials Office Hours
1:30 - 1:55	Specials Office Hours	Period 3			Specials Office Hours	Period 3
1:55 - 2:30	Support	Support			Support	Support

Grade 8

Time	Monday	Tuesday	Wednesday		Thursday	Friday
7:45 - 7:50	Homeroom	Homeroom	7:45-8:10	Homeroom Attendance SEL	Homeroom	Homeroom
7:50 - 8:15	Attendance SEL	Attendance SEL			Attendance SEL	Attendance SEL
8:20 - 9:20	Period 2A	Period 2B	8:13 - 8:33	Per. 2A	Period 6A	Period 6B
			8:33 - 8:53	Asynchronous Learning		
			8:53 - 9:13			
9:30 - 10:30	Period 3	Period 5	9:13 - 9:33	Per. 6A	Period 3	Period 5
			9:33 - 9:53	Asynchronous Learning		
			9:53 - 10:13			
10:40 - 11:40	Period 4	Period 9	10:13 - 10:33	Per. 2B	Period 4	Period 9
			10:33 - 10:53	Asynchronous Learning		
			10:53 - 11:13			
			11:13 - 11:33	Asynchronous Learning		
			11:33 - 11:53			
			11:53 - 12:13			
11:40 - 12:40	Lunch		Early Dismissal		Lunch	
12:40 - 1:05	Personalized Learning Session	Specials Office Hours			Personalized Learning Session	Specials Office Hours
1:05 - 1:30	Period 5	Period 3			Period 5	Period 3
1:30 - 1:55	Period 9	Period 4			Period 9	Period 4
1:55 - 2:30	Support	Support			Support	Support

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