

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 out 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.

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.

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.

Absences/Tardiness & Extra Curricular/Athletic Participation- 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.** 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.

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.

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.***