

Thomas E. Bowe Middle School Newsletter
Back to School Edition
August 25, 2023

Greetings, new and returning Bowe families! I hope this communication finds you and your family well and excited to start the 2023-24 school year!

We are certainly enthusiastic as we embark on a new school year here at the Thomas E. Bowe Middle School - our second full year as Glassboro's Middle School. Rest assured that we remain committed to providing an exceptional learning experience for our students, which will include high-quality academic experiences as well as rich and diverse extracurricular opportunities.

To access Principal Stephenson's TEB Middle School welcome letter and personal bio, visit our website - <https://www.gpsd.us/domain/707>.

For important news and information that will assist you in preparing for our Wednesday, September 6th opening and the 2023-24 school year, please read below...

Thomas E. Bowe Middle School Student/Parent Handbook – All parents and students are asked to review the 2023-24 *Thomas E. Bowe School Student/Parent Handbook* accessible on our website - [Thomas E. Bowe School Student/Parent Handbook](#). The handbook contains a wealth of information that will assist students/families as they prepare for the school year - this includes our student code of conduct which begins on p. 29.

Transportation/Bus Passes - The transportation department is pleased to announce that the bus passes have been released both in the Parent Portal of PowerSchool and in paper form that was mailed through the postal system.

If you have any questions or concerns, please reach out to the transportation department staff.

- Diane Veight, Transportation Coordinator, 856-652-2700 x6705, dveight@gpsd.us
- Blanca Matos-Phillips, Transportation Assistant, 856-652-2700 x6701, bmatos-phillips@gpsd.us

Food Services – Start of the School Year - Just a reminder that the lunch program does not offer free lunches to all students. Please remember to complete your Free/Reduced Lunch application. The State of New Jersey has changed their income levels allowing more families to enroll in the lunch program. If you would like to apply for the program, please [CLICK HERE](#) to visit our online Free and Reduced Lunch Application Portal to complete a 2023-2024 Free & Reduced-Price Meal Application online.

If you have any questions regarding the Free and Reduced Lunch program or application, please contact Erin Williams (ewilliams@gpsd.us) or Deneen Molloy (dmolloy@gpsd.us).

Also your student's account should be reviewed. If you need assistance, please contact our Food Service Director, Kathleen Colbert at 652-2700 x4712 or by email at kcolbert@gpsd.us. (NOTE: The price of lunches at Bowe will be \$3.25).

Mandatory 6th Grade Vaccination Requirement REMINDER - Parents of all incoming 6th Grade students must complete and submit a letter confirming that their child has received the Tdap & Meningococcal vaccines. The letter template can be accessed on our website - <https://www.gpsd.us/Page/3156> *Please be advised that 6th grade students will not be permitted to attend school until proof of vaccination has been provided.*

Bowe Schedule Information

The First Day Of School is Wednesday, September 6th. Doors open beginning at 7:45 AM with homeroom beginning at 8:00 AM. (Please note that students will be directed by staff to report to their Homeroom/Period 1 class upon entry into the building.) Day One will be an "A" day.

New Bowe Schedule - For the 2023-24 school year, we are adopting a new 9 period bell schedule which more closely aligns with our high school schedule. Here are the highlights of the new schedule and what students can expect to experience:

- Each period is 40 minutes in length. Passing time between classes is 2 minutes.
- Once again, each student will have one period in their schedule that includes an A/B portion - a 20-minute lunch and a 20-minute study skills class back to back.
- Each student will have an 80-minute block of language arts daily.
- Each student will have a 40-minute math period daily and an additional period of math support/instruction on either Maroon or Gold day.
- Each student will have a 40-minute period of science as well as a 40-minute period of social studies daily.
- Each student will meet for PE/Health daily as well.

New Bowe Bell Schedule - Please take some time to review the new [TEB Middle School Bell Schedules](#) which are accessible on our website. Through this link you can access the daily standard bell schedule, as well as our early dismissal and 2-hour delay schedules.

Maroon/Gold Days (4-day Cycle) - The Thomas E. Bowe Middle School will continue to run on a 4-day cycle that we identify as **A - B - C - D** days. A & C Days are considered "Maroon" days and B & D Days are considered "Gold" days. Your child's schedule on Maroon (A & C) vs. Gold (B & D) days will be somewhat different as they alternate special area offerings as well as their supplemental math course. Below is a sample student schedule:

Day	Terms	HR	B1	B2	B3	B4	B5A	B5B	B6A	B6B	B7A	B7B	B8	B9
MA	23-24	P1	Business 6 B62001G6.1 Willis II, Monroe Room: C107	Language Arts 6 E51034G6.1 Hess, Jordan N Room: C108	Physical Education 6 P58036G6.3 Valenti, Candy Room: D121	Lunch 1 LNCH1.1 Stephenson, Craig S Room: A106	Study Skills 6 O72003G6.2 Chestnut, Saadiqa Room: C139	Science 6 S53236G6.2 Smith, Stacy L Room: Media	Social Studies 6 H54436G6.5 Locastro, Andrea M Room: C116	Mathematics 6 M52036G6.1 Chestnut, Saadiqa Room: C139	Information Technology 6 T60001G6.6 Fiscella, Danielle M Room: B147			
		P2												
		P3												
		P4												
GB	23-24	P1	Math 101 M52996G6.2 Chestnut, Saadiqa Room: C139	Language Arts 6 E51034G6.1 Hess, Jordan N Room: C108	Physical Education 6 P58036G6.3 Valenti, Candy Room: D121	Lunch 1 LNCH1.1 Stephenson, Craig S Room: A106	Study Skills 6 O72003G6.36 Locastro, Andrea M Room: C116	Science 6 S53236G6.2 Smith, Stacy L Room: Media	Social Studies 6 H54436G6.5 Locastro, Andrea M Room: C116	Mathematics 6 M52036G6.1 Chestnut, Saadiqa Room: C139	Art 6 F55186G6.6 Monaco, Tyler R Room: D144			
		P2												
		P3												
		P4												
MC	23-24	P1	Business 6 B62001G6.1 Willis II, Monroe Room: C107	Language Arts 6 E51034G6.1 Hess, Jordan N Room: C108	Physical Education 6 P58036G6.3 Valenti, Candy Room: D121	Lunch 1 LNCH1.1 Stephenson, Craig S Room: A106	Study Skills 6 O72003G6.30 Smith, Stacy L Room: Media	Science 6 S53236G6.2 Smith, Stacy L Room: Media	Social Studies 6 H54436G6.5 Locastro, Andrea M Room: C116	Mathematics 6 M52036G6.1 Chestnut, Saadiqa Room: C139	Information Technology 6 T60001G6.6 Fiscella, Danielle M Room: B147			
		P2												
		P3												
		P4												
GD	23-24	P1	Math 101 M52996G6.2 Chestnut, Saadiqa Room: C139	Language Arts 6 E51034G6.1 Hess, Jordan N Room: C108	Physical Education 6 P58036G6.3 Valenti, Candy Room: D121	Lunch 1 LNCH1.1 Stephenson, Craig S Room: A106	Study Skills 6 O72003G6.48 Villone, Diane Room: C123	Science 6 S53236G6.2 Smith, Stacy L Room: Media	Social Studies 6 H54436G6.5 Locastro, Andrea M Room: C116	Mathematics 6 M52036G6.1 Chestnut, Saadiqa Room: C139	Art 6 F55186G6.6 Monaco, Tyler R Room: D144			
		P2												
		P3												
		P4												

Why Is It A *Four Day Cycle*? - In the schedule above, you will note a block titled “Study Skills.” During this 20-minute class period, students will access additional academic support/enrichment from grade-level Core 4 teachers (language arts, math, science & social studies). Additionally, they will continue to experience character education lessons through our CITRS program. They will be assigned to a specific teacher/course each day of the 4-day cycle which ensures they will meet with a Core 4 teacher once during the 4-day Cycle.

Student Schedules - Individual student schedules for the 2023-24 school year will be accessible to parents/guardians on August 28th beginning at 5:00 PM through the [PowerSchool Parent Portal](#). For those families who forgot their PowerSchool password, an email will be sent to the emails of parents and students which will include the name of their assigned homeroom teacher.

Student Conduct/Expectations

Code of Conduct Revision - As you peruse the [Handbook](#), please be sure to review the Code Of Conduct which will be implemented in the 2023-24 school year. The Code overview begins on p. 29.

Good Student Standing - All Bowe students will begin the school year with status known as “Good Student Standing”. A student with “Good Student Standing” may attend or be eligible for any school-wide events or extracurricular activities offered by the Thomas E. Bowe School. Disciplinary infractions may jeopardize a student’s “Good Standing” and therefore prohibit them from participating in these events/activities. Students will need to earn back their Good Student Standing to regain eligibility for such programs. For more information on [TEB’s Good Student Standing Program](#), access our website.

New Requirements For Athletic/Club Participation - There are new academic eligibility requirements for athletic and clubs effective September 1, 2023. In order to be eligible to participate in co-curricular activities, including clubs and athletics, a student in grades 6 through 8 must have earned passing grades in five (5) out of seven (7) courses from the preceding marking period. All students will start the year academically eligible but must work to maintain

their eligibility through focused attention on their academics. For the full eligibility policy, review page 22 of the Handbook.

Student Behavioral Expectations Presentations - During the opening days of school, Mrs. Kerr and Mr. Stephenson will present to each grade level Bowe expectations regarding student conduct, eligibility for athletics/clubs, as well as the Good Student Standing program.

Harassment, Intimidation and Bullying - The Thomas E. Bowe Middle School is committed to fostering a healthy and supportive educational environment for all students. As part of these efforts, acts of harassment, intimidation, or bullying are wholly unacceptable and steps will be taken to protect victims of such actions and hold accountable those who commit these acts. Depending upon the nature of the actions, violators of the HIB policy may face consequences as outlined in the Code of Conduct and/or may face legal consequences. For more information on GPSD's anti-bullying efforts and policies, visit our website - [GPSD HIB Information Page](#)

Items Students Are Permitted To Have Include - small/standard-sized backpacks and/or drawstring bags, and a water bottle.

Prohibited Items Include - blankets, slippers, and stuffed animals. These are included here because they became an issue later in the year last year. They are not necessary, they are a distraction, and they pose a safety hazard.

Cell Phone Policy - *Personal cellphones are not permitted to be used in school/on school grounds.* Once students exit the bus or guardians' vehicle in the AM, their cellphones should be turned off and stored away out of sight for the duration of the school day, including during after school activity time. For the complete cell phone policy, including steps that will be taken to address students who do not adhere to Bowe's cell phone policy, see page 16 of the [Handbook](#).

Classroom/Student Lockers - Lockers will not be assigned to students as they are not necessary in most instances. Parents may request a locker for their child if circumstances warrant it. Please contact the principal's secretary to inquire about a locker for your child if you believe it is necessary - dcibo@gpsd.us.

Note About Supplies - There is no general supply list for the TEB Middle School. During the opening days of school, teachers will communicate expectations regarding materials needed for their classes.

Laptops/Technology Items

New Chromebook Distribution - Student Chromebooks will be issued in homerooms during the first week of school.

Misuse of School Issued Laptops - Details are outlined in the [User Agreement](#) and in the Student Code of Conduct, but it must be emphasized that misuse of school-issued devices that

results in damage of a device will result in required restitution before a new device may be issued. Using devices for non-school purposes may result in disciplinary action, loss of privileges, and possibly involvement of law enforcement, depending upon the nature of the offense. To all students - make sure you take care of your school-issued devices!

For more information from our technology department on laptop care and maintenance, [click here](#).

Gaggle - All communications and activities of students via school-issued devices is monitored through the use of [Gaggle](#). When a potential incident of misuse and/or a communication/online activity that is cause for concern regarding the safety and well-being of the student (or all of our students) occurs, individuals throughout our school and organization are notified. The incident is then investigated and appropriate steps are taken to address it and/or provide support. What students need to know is that their activity on school-issued devices is being monitored 24-7.

Student Attendance

Attendance Policy – We will continue each year to emphasize the importance of school attendance, as its connection to student achievement is overwhelmingly supported by educational research. Given the challenging nature of recent school years, excellent attendance is as important as ever. Glassboro Public School District policy states that when students exceed ten (10) unexcused daily absences, truancy charges will ensue. We ask that all parents and guardians continue to work with us to ensure that students attend school and participate in the irreplaceable educational experiences created by our staff. Please ensure that you make every effort to have your child attend a full day of school each and every day, and that absences (excused or unexcused and full day or partial day) are kept to an absolute minimum.

Attendance Is Extremely Important But...If your child is genuinely ill, please keep your child home and simply call the Bowe Attendance line (856-652-2700 EXT 3111) and provide the following information:

- Child's Name
- Homeroom Teacher
- Your Child's Symptoms

This information will greatly assist us in our efforts to keep everyone as healthy as possible.

Tardies - Students not in their homeroom seats at 8:00 AM will be marked late. Students arriving on a delayed school bus will not be marked late. For the 2023-2024 school year, for every five latenesses to school, a student is issued an after school detention.

Bowe Arrival/Dismissal Procedures

(Arrival) Parent/Guardian Drop Off in AM - The drop off location for students who are transported via car will continue to be in the rear of the building as it was last year and the year prior for TEB Elementary. All vehicles are to begin lining up on the rear loop in the AM. Students

are to remain in their vehicles until directed by staff to exit the vehicles. All students must exit their vehicles at the curb on the school side and not the street side. Students will be permitted to enter the building at 7:45 AM and not before. After you drop off your child, exit the campus by continuing on the loop and back out to Mancuso Lane. Under no circumstances should students be dropped off in the staff and visitor parking lots as well as on Mancuso Lane leading down to the school as this poses a safety risk for these students. Please do not park in any unauthorized areas or places that will impede the flow of traffic and create a safety risk for students and staff.

Student Entry Into The Building - All students dropped off by parents/guardians will enter through the rear gym entrance. All students dropped off via bus will enter through the front gym entrance. Students are expected to enter and make their way directly to their homeroom class. They are not to wander the hallways. Please note that staff are also positioned at strategic points within the building to direct students to their Homeroom/Period 1 classrooms.

(Dismissal) Parent/Guardian Pick Up in PM - All parents picking up students will do so using the same location utilized for drop off - the rear loop. As you arrive pull up and park on the right side of the roadway only. Do not park next to the grass island in the center of the loop. After you pick up your child, exit the campus by continuing on the loop and back out to Mancuso Lane. Under no circumstances will students be picked up in the staff and visitor parking lots as this will pose a safety risk for these students. Please do not park in any unauthorized areas or places that will impede the flow of traffic and create a safety risk for students and staff.

Bus drop off/pick up - Be advised that busses will drop off and pick up students using the loop at the front of the building. All students riding on busses are required to wear seat belts at all times and are expected to conduct themselves in a manner that enables our drivers to focus on ensuring safe and timely arrival to school and also home. Inappropriate conduct on buses is not acceptable as it jeopardizes the safety of all on board and on the roadways. For serious and/or repeated infractions on the bus, a student's transportation privileges may be suspended. In such instances, parents will be responsible for transportation to and from school. We appreciate in advance the support of parents in reviewing behavioral expectations during transport to and from school.

Bus Transportation Rules - The following rules must be adhered to by all students transported on buses:

1. If a student is assigned a seat, they must follow instructions and sit in that assigned seat.
2. Students must remain seated at all times until they are dismissed from the bus.
3. There is no eating or drinking on the bus.
4. Listen to instructions from the bus driver.

Additional Bus Note: As is always the case, no parents/guardians are permitted on buses during pick up or drop off times. Only students assigned to the bus and/or authorized GPSD staff are permitted on GPSD buses.

Late Arrivals - Students arriving after 8:05 AM should be dropped off at the front entrance. Otherwise, do not use the front loop which is, again, designated for buses. At all times, follow the instructions of our SRO, admin team, and/or staff.

Please note the speed limit on the school campus is 10 miles per hour. We thank you in advance for your support of our efforts to ensure the safety and security of our/your children during arrival, dismissal, and throughout the day.

Additional Dismissal Note - In order to ensure an orderly and safe dismissal, we will continue the practice of dismissing walkers/riders and bus riders in stages. Bowe's configuration does not lend itself to dismissing all students at once as was a former practice at GIS. At TEB Middle School, walkers/riders will be dismissed first, followed by those buses located in the bus loop, followed by the remaining buses. This system worked well last year. We appreciate in advance your support of our efforts to keep our students safe.

Change to Dismissal Notification - When a change to the normal dismissal procedure for your child is necessary, we ask that you use the Change to Dismissal form that is available on our website ([Change to Dismissal Form](#)) to notify the school of the change to your child's regular dismissal procedure. For instance, if your child is going to be picked up instead of following the normal routine of taking home his/her bus, this form must be completed and submitted. Please send the form in with your child the morning the dismissal change is to occur. The form should be given to your child's homeroom teacher. For more information on what is required, see page 13 of the [Handbook](#).

Playground Closed While School Is In Session - The Bowe playground remains intact for use by members of our community. However, please be advised that the playground area is closed while school is in session. No one is permitted on the school playground during arrival, during the school day, and during dismissal. Again, this protocol is in place to enhance safety and security, and ensure the health and wellness of our students, families, and staff. After school hours, feel free to bring your children to the playground!

Visitor Guidelines/Protocols

Visitor Guidelines - We certainly encourage any parent/guardian or community member to reach out via phone or email if you wish to speak to a member of the Bowe team. Please be mindful that the safety of our students and staff is of utmost importance. If you wish to meet with any member of the Bowe team, we ask that you call/email to schedule an appointment in advance. (Please be mindful that teachers cannot consult with parents during class time.) We thank you in advance for your cooperation.

Visitor Parking At Bowe - Be advised that parking in the first Southside (lower) parking lot will be limited to faculty members only. Parking in the reserved area is also not permitted. Scheduled visitors to the Main Office will utilize the second Southside (upper) parking lot.

Visitor Protocol Once A Meeting Is Scheduled - To enhance the safety and security of our students and staff, all visitors must use the buzzer near the main entrance door and be prepared with a valid official photo identification (drivers license preferred) which is to be placed in front of the camera. Wait for further instructions from our office staff. We appreciate your understanding as we prioritize the safety of our students and staff above all else.

Drill/Safety Protocol Signage - If you arrive on campus and encounter a sign on the visitor's entrance indicating we are conducting a security procedure, please adhere to the instructions on the signage. Here are examples of signs you might encounter:



If you encounter such a sign, please return to your vehicle until further notice.

Avoid Dropping Off Items - Please avoid dropping off items for your child unless it is absolutely necessary. If you must drop off an item, you will be directed to place it in our vestibule with a label that identifies your child's name and grade level.

Note Regarding Birthdays/Food - We ask that all parents/guardians refrain from sending food items into school for birthdays or any other celebrations. Students are not permitted to share food items with their peers. This protocol is in place to protect those students in our school who have life-threatening allergies. We appreciate your assistance in our efforts to keep our students safe.

Mark Your Calendars/Additional Items

Bowe Back to School Night - Mark your calendars. The Thomas E. Bowe Middle School Back to School Night program is scheduled for Thursday, September 28, 2023. The program will begin promptly at 6:30 PM. Additional information about our Back to School Night Program will be shared the week of September 11th.

Bowe Parent Advisory Committee (BPAC) - Thomas E. Bowe Middle School parents, guardians, and community members are invited to join me to participate in the Bowe School Parent Advisory Committee (BPAC). BPAC meetings are held periodically throughout the school year. These meetings are open to everyone and provide an opportunity to meet with the principal and discuss events and programs at our school. The first BPAC meeting is scheduled for Wednesday, October 11, from 6 PM to 7 PM and will be held in the Thomas E. Bowe School Media Center. Information on how to register for this meeting will be shared out in advance of

October 11th. For more info on BPAC and future meeting dates - [Bowe Parent Advisory Committee](#)

Thank You To Our Support Staff - Every summer, we have a team of people working hard to get us ready for the start of the year. On behalf of everyone at Bowe, I want to thank all of our clerical staff, maintenance/custodial staff, technology department, transportation department, guidance/CST team members, nurses, and food services team members for all of their work this summer to prepare us for opening. We would not be prepared to receive our students without the diligent efforts of the members of all these vital teams.

Monthly Bowe Newsletters - The first Friday of each month will be the release date for the monthly Bowe Newsletter. They will arrive via SchoolMessenger email and will be posted on our website - [2023-24 Bowe Newsletters](#). The next edition will be released October 6th.

If you would like to request that a hard copy of the E-letter be mailed to you, please contact my secretary, Diana Cibo – dcibo@gpsd.us, or EXT. 3101.

Upcoming Bowe Events

September 6 (Wed.) - First Student Day (Full Day)
September 18 - Picture Day
September 28 - BTS Night (6:30 PM start)
October 6 - Teacher Inservice/School Closed to Students
October 9 - Columbus Day/School Closed
October 11 - BPAC Meeting (6:00 - 7:00 PM)