



**2019-2020 STUDENT / PARENT HANDBOOK
COLD SPRINGS ELEMENTARY SCHOOL**

The Gloucester City School District does not discriminate in admissions or access to, or treatment, or employment on the basis of race, color, national origins, sex, disability or age in its program and activities.”

TABLE OF CONTENTS

<i>Section</i>		<i>Page</i>
I. School Operation Information		
	Academic Calendar: Marking Periods	24
	Affirmative Action Statement	21
	Bell Schedules	14
	Board of Education Members	7
	Breakfast and Lunch for Students	31
	District and School Calendars	14
	Emergency School Closings	18
	Highly Qualified Teachers	24
	Instructional Staff	9
	Office of Special Services	12
	Parental Responsibilities	13
	PowerSchool Parent Portal	18
	Principal's Message	8
	School Administration	5
	School Messenger	14
	SRO and Community Policing in Schools	45
	Superintendent's Message	7
	Telephone Numbers	11
	Phone Messages for Staff	11
	Vision Statement/Beliefs	6
II. Code of Behavior		
	Bus/Transportation Conduct	44
	Expectations for Pupil Conduct - Policy # 5500	41
	Multiple Suspension Rule	43
	Offenses and Consequences	48
	Sexual Harassment Policy # 5751	21
	Student Discipline Code	46
	Student Conduct Information	40
	Suspensions and Expulsions - Policy # 5610 and #5620	42
III. Attendance		
	Attendance Policy #5200	27
	Attendance and Extracurricular Activities	29
	Notification of Student Absence	30
IV. Academic Achievement		
	Curriculum and Instruction	22
	Family Life/Health Curriculum	24

	Grading	25
	Promotion and Retention Policy #5410	26
	Report Cards	25
	State and Standardized Testing	25
	Student Recognition Program	26
V. Health Services		
	Illness while at School	34
	Screenings	35
	Administration of Medication by Pupils – Policy #5330	35
	Youth Helpline	38
VI. Registration: Admission and Transfer		
	See GCSD Website	
VII. School Procedures		
	Agendas (Students)	30
	Arrival and Dismissal Procedures	15
	Bicycle Safety	18
	Chromebooks and Laptops	33
	Early Dismissal Information	30
	Emergency Procedures	18
	Field Trips and Class Trips	30
	Food and Beverage	19
	Grievance Procedures	13
	Graduation and Outstanding Fees	33
	K-9 Dogs in Building	19
	School Property Guidelines	32
	Phones, Earbuds, and Personal Electronic Devices	19
	Skateboards and Scooters	18
	Student Entrance into the Building	18
	Student Photos and ID Cards	19
	Textbooks, Calculators, and School Property	33
	Unpaid Meal Balances	32
	Yearbook	33
	Visitors	14
	Home Instruction - Policy # 2414	38
	Integrated Pest Management - Policy # 7422	40
	Intervention and Referral Services (I&RS) – Policy #2417	36
	Parents Rights under Section 504	37
	Section 504	36
	Student Dress Code Policy # 5511	19
	Substance Abuse - Policy #5530	38

VIII.. Policy	
Acceptable Use of Computer Networks, Computers and Resources Policy #2361	34
Care of School Property - Policy # 5513	32
Family Education Rights and Privacy Act (FERPA) - Policy # 8330	27
Harassment, Intimidation and Bullying - Policy # 5512	43
Insurance - Policy # 8760	31
Release of Student Information - Policy # 8330	27
School Nutrition Policy # 8505	31
Use of Electronic Communication and Recording Devices Policy # 5516	34
IX. PRIDE Program Overview	61

COLD SPRINGS ELEMENTARY SCHOOL STUDENT / PARENT HANDBOOK



SCHOOL COLORS

Blue & Gold

SCHOOL MASCOT

Lion

Mrs. Karen Kessler – Principal
Mrs. Kate Kearney - Assistant Principal
Mr. Joe DiPatri – Guidance/Administrator
Mr. William O’Kane – Assistant Principal/Director of Early Childhood

**1194 Market Street
Gloucester City, NJ 08030
Telephone: (856) 456-7000
Emergency Closing # 561
Click [here](#) for School Website**



CSS

Partnership. Performance. Pride.

Vision Statement

Gloucester High School, in partnership with students, families, and our community, sets high expectations for our performance and instills pride in our achievements, developing responsible citizens and a commitment to lifelong learning.

Beliefs

We believe that...

- Every individual deserves to be treated with dignity & respect.
- Every student can learn and it is our responsibility to differentiate instruction to meet the needs of all learners.
- Diversity increases the opportunity for mutual respect, empathy, and personal growth for all individuals in our global community.
- Every student deserves to be challenged in a rigorous academic environment. High expectations and hard work will drive our school community towards excellence.
- We need to provide a safe & secure learning environment for all students.
- Positive, nurturing relationships are at the core of a quality education.
- Schools function best as a partnership among students, teachers, and families.
- We have the responsibility to teach and model ethical behavior.
- Shared personal values and respect for long-standing traditions are the backbone of a strong community.
- Education should focus on essential literacy, problem solving, and technological skills that will continue to be relevant in our growing and changing society
- We have the responsibility to teach students appropriate communication skills across all formats (social, interpersonal, written).
- Success in the 21st Century and beyond requires a commitment to lifelong learning.

BOARD OF EDUCATION

Michelle Wright, President
Edward Hubbs, Vice President
Jacqueline Borger
Jason Chiodi
Stephanie Cohan
Meredith Flinn
Leon Harris
Paul J. Martin
Joseph Schili
Kathleen Maass - Brooklawn Representative

Paul Whitman, Secretary/Business Administrator (Interim)
Parker/McCay, LLC, Solicitor

MEETINGS:

Caucus - 7:00 PM

Thursday before scheduled meeting

Regular Meeting - 7:00 PM

Second Tuesday of each month

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

(856) 456-7000, Ext. 2166

Dr. Dennis Vespe, Superintendent
Donna Struss, Administrative Assistant

Dr. Elizabeth A. Curry, Assistant Superintendent
Affirmative Action Officer and Title IX Coordinator
Mrs. Rosa Piccone, Administrative Assistant

From Dr. Dennis Vespe, Superintendent of Schools:

This Parent/Student Handbook is designed to assist parents/guardians throughout the school year and contains much information that you will find helpful to you and your children. The handbook contains many of the school's guidelines, rules, regulations, activities, as well as the names of school personnel. It is important that parents/guardians form a strong bond with the school in order to provide guidance, direction, and support for every student to attain his or her maximum educational benefits. This handbook and all other information pertaining to the Gloucester City School District can be found on our school website at <http://css.gcsd.k12.nj.us/> or by clicking [here](#). Here is to wishing everyone a ROARING NEW SCHOOL YEAR!!!

NOTE: THE PROCEDURES AND POLICIES STATED IN THIS DOCUMENT (OTHER THAN THOSE MANDATED BY N.J. STATUTE) ARE SUBJECT TO CHANGE DURING THE SCHOOL YEAR AT THE DISCRETION OF THE BOARD OF EDUCATION AND/OR SCHOOL DISTRICT ADMINISTRATION.

Mrs. Karen Kessler
PRINCIPAL'S MESSAGE

Dear Parent/Guardian:

This handbook was prepared for our Cold Springs School families. It is intended to help acquaint you with school policies and regulations as well as to provide you with the most up to date information concerning Cold Springs School. We ask you to become familiar with it. We want you to be aware of the procedures and practices we have in place in order to provide the best learning environment possible for your child(ren). We encourage parents and guardians to maintain close contact with the school throughout the school year and we suggest the following:

1. Read and become familiar with the contents of this handbook
2. Take an active interest in your child's progress by talking with him/her each evening about his/her experiences at school
3. Review and sign the agenda book every night (if applicable)
4. Be available as a listener for 20 minutes of reading aloud every night
5. Contact your child's teacher whenever you have questions about his or her progress, performance or behavior
6. Take an active part in school programs and parent organizations

Communication between home and school is important to us and we want to keep you informed about CSS as much as possible. Throughout the school year, we use several tools to keep you abreast of what is happening in school. **The Cubs' Tale**, our monthly newsletter is posted on our website (Click [here](#)). It includes classroom happenings as well as upcoming events. Your child's agenda book (Grades 1-3) contains additional school-wide information, as well as space for correspondence between teachers and parents. Our district web site and school web page: <http://www.gcsd.k12.nj.us> are also sources of information about Cold Springs School and we hope you will access them often. There is a list of phone extensions included in this booklet, which will assist you in contacting your child's teachers and other school personnel. Our school and district calendar highlight special events. Communications about unexpected or important development at school or in the community will be communicated via email and our district and school website. We will also use School Messenger to share information with our families via telephone. PowerSchool will allow you to see your child's grades throughout the marking period.

Our goal is to maintain good communication between home and school in order to help our students grow in a nurturing environment where families and schools work together for the good of their children.

We wish you and your child(ren) a most successful school year and we will do all we can to ensure their happiness and success.

Sincerely,

Karen Kessler,
Principal

COLD SPRINGS SCHOOL
FIRST – THIRD GRADE STAFF
2019-2020 SCHOOL YEAR

For individual staff contact information, visit our school website or click [here](#)

ADMINISTRATION

Kessler, Karen – Principal
Kearney, Kate – Assistant Principal
DiPatri, Joe – Guidance/Administrator
O’Kane, Bill – ECC Director

FIRST GRADE

Brady, Jacqueline
Dailey, Patti
Gallagher, Maread
Pilla, Jodie
Todd, Susan
Wall, Jill
Wolvin, Erin

SECOND GRADE

Cohen, Kristen
Davis, Jackie
Holscher, Lynne
Muha, Kristine
Rodden, John
Roney, Pam
Schultes, Gemma

THIRD GRADE

Anderson, Lisa
Chando, Deena
DiMeo, Kim
MacDonald, Susan
Mikle, Karen
Uhlendorf, Dominique
Widen, Shelby

ESL

Ruskoski, Jessica

CHILD STUDY TEAM

McNally, MaryAnn
Stevenson, Melorra
Ward, LizAnn

SPECIAL SUBJECTS

Fluck, Pauline – Media Specialist
Glinos, Donna – Art
Lorenz, Linda – Music

GIFTED/TALENTED

Kumpel, Cynthia

SPECIAL EDUCATION

Bowe, Victoria
Carlino, Dana
Dailey, Carl
Formiglia, Michelle
Fox-Fuchs, Darcy
Gray, Stephanie
Pittman, Sara
Schadt, Margot
Sweeney, Caitlyn
VanArsdalen, Brenda

TUTORS

Bonner, Debbie
Harris, Debbie
Prepsel, Sara

HEALTH/PHYSICAL EDUCATION

Reiners, MaryBeth
Woodruff, Gary

PARAPROFESSIONALS

Bonner, Teresa
Ferrari, Kerina
Kain, Mary
Schili, Jamie
Wigginton, Val

TECHNOLOGY

Barth, Michelle

SUPPORT STAFF

Driscoll, Dee – Instructional Coach

COLD SPRINGS SCHOOL
EARLY CHILDHOOD CENTER STAFF
2019-2020 SCHOOL YEAR

For individual staff contact information, visit our school website or click [here](#)

ADMINISTRATION

O’Kane, Bill – ECC Director

KINDERGARTEN

Barikian, Jaclyn

Chando, Christa

Cotellese, Jen

MacDonald, Allison

Yates, Tara

Zimecki, Allison

PREK

Ahern, Katie

Blessinger, Ann

Bigham, Denise

Blum, Cynthia

Carey, Meghan

DiNoia, Jeanine

Groff, Brianna

Grohowski, Kim

Hoover, Karen

Jupin, Jackie

Marroletti, Colleen

McFerren, Alyssa

Murphy, Theresa

Musselman, Dana

Ratner, Monica

Rebstock, Lauren

Stafford, Jillian

Sutcliffe, Renee

SUPPORT STAFF

McAllister, Crystal – Instructional Coach

Vazquez, Kristina – Instructional Coach

Ward, Lizann - Guidance

KINDERGARTEN PARAPROFESSIONALS

Devereaux, Kelly

Elder, Linda

Flood, Katherine

Franchi, Kathy

Grevera, Teresa

Monroe, Theresa

VanFossen, Debbie

PREK PARAPROFESSIONALS

Bazis, Paula

Beebe, Kelly

Dilks, Kim

Flood, Kathleen

Gunther, Debbie

Leposki, Samantha

McCabe, Erica

Messerschmitt, Theresa

Pagan, Janet

Pennington, Kathleen

Pregartner, Janice

Rusk, Geraldine

Russo, Colleen

Stiles, Michaelene

COMMUNITY OUTREACH

McNally, MaryAnn

SPECIAL EDUCATION

Mariorano, Maria

Navarra, Emily

Velez, Natalie

TELEPHONE NUMBERS AND PHONE MESSAGES FOR STAFF

Teachers will not be called from classes for telephone messages. Requests to have calls returned will be forwarded to the teacher's "voice mailbox". Each teacher has a "voice mailbox" which can be accessed with their extension number – voicemail extensions can be found on the website.

The school is equipped with an automated telephone system. The system will allow parents to call directly to the person or office they are seeking to contact. It is most important that parents know the extension number of the person being contacted. Each office will be equipped with office voicemail where a brief message can be left if the person is unavailable. All phone calls and messages will be returned as soon as possible.

The following is a list of the extensions at Cold Springs School:

Ext Name

3150 Main Office
3152 Mrs. Karen Kessler, Principal
3248 Mrs. Kate Kearney, Assistant Principal
3150 Ms. Carol Christian, Principal's Secretary
3151 Mrs. Joan Braunwarth, Assistant Principal's Secretary
3154 Mr. Joe DiPatri, Guidance Office/Administrator
3261 Mr. William O'Kane, ECC Director/Assistant Principal
3160 Mrs. Carol Rucci, School Nurse
3163 Child Study Team, Mrs. Melorra Stevenson
1526 Nutri-Serve, School Cafeteria, Marlene Monroe
3177 Mrs. Pauline Fluck, Media Specialist
3247 or 1701 Ms. Dee Driscoll, Instructional Supervisor
3262 or 1701 Ms. Kristina Vasquez, Instructional Supervisor
3201 Mrs. Michelle Barth, Technology Coach
3161 Mr. Kevin Biehl, Maintenance Office

In the event of an emergency, or if further assistance is necessary, you may dial "0" to contact the main office.

GLOUCESTER CITY SCHOOL DISTRICT OFFICE OF SPECIAL SERVICES

TBA – Director (ext. 2168)

Tamra Berry – Secretary (ext. 2172)

Special services are available to all students who have been evaluated by the child study team and demonstrate specific disabilities based on State regulated criteria. These services include individualized or modified instruction, occupational therapy, physical therapy, speech/language therapy, counseling, adaptive physical education or recreation, specialized transportation and case management by a child study team member. Special services vary from student to student and are outlined in Individualized Educational Plans (IEPs), which are developed by IEP teams consisting of child study team representatives, teachers, parents, and others as necessary.

A child study team consists of a school psychologist, a learning disabilities teacher-consultant, a school social worker and, for preschool students, a speech-language specialist. There are currently three child study teams on staff in Gloucester City Public Schools. The child study team (CST) may receive a referral from school personnel, the Intervention and Referral Services Team, or a parent, for students who are experiencing academic, physical, sensory, emotional, communication or social difficulties. School personnel and the Intervention and Referral Services Team refer students by submitting completed referral forms to the CST. Parents refer their children by submitting letters requesting evaluations of their children to the CST.

District Child Study Team:

Social Workers

Tamie Hobbs
Melorra Stevenson
MaryAnn McNally

LDTC

Stephanie DiAntonio

School Psychologists

Kathryn Field
LizAnn Ward
Victoria Fultano
Kelsey Damato

Speech/Language Specialists

Rebecca Klein
Rosemarie Fitzpatrick

PARENTAL RESPONSIBILITIES

The Board of Education of Gloucester City believes that the education of children is a joint responsibility, one it shares with the parents/guardians of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

Therefore, parents/guardians need to recognize their responsibilities to their children and to the school and community. Parents should understand that if their children hear them speak positively about principals, teachers, and the school system in general, they are encouraging respect for authority. This will, in turn, result in good behavior in the classroom and will contribute to a positive attitude toward learning.

Parents can help insure proper discipline in school by:

- Showing interest in their child's school progress and working with school personnel to solve disciplinary and academic problems
- Getting to know their child's school, its staff, curriculum, programs, and activities and by attending parent-teacher conferences and school/parent functions, such as Family and Friends and/or School Advisory Committee meetings.
- Teaching their child how to dress neatly and to be clean, well-groomed and wear clothes that are appropriate for school.
- Making sure their child goes to school, on time, every day unless their child is ill or has a contagious disease.
- Maintaining up to date telephone numbers at the school, including home, work, and emergency telephone numbers, addresses and health data.
- Contacting the school and explaining why their child is absent, as is required by New Jersey Statutes and School Board Policies.
- Teaching their child, by work and example, respect for law, for the authority of the school and for the rights and property of others.

NOTE: Students will not be called from class to speak with their parents/guardians for NON-EMERGENCY reasons.

GRIEVANCE PROCEDURE - Chain of Command

When a problem arises, please follow the proper chain of command:

1. Request a meeting first with the teacher and/or guidance department.
2. If the teacher and/or guidance department are unable to resolve the problem, you may request a meeting with administration.
3. If the problem is still not resolved to your satisfaction, you may request a meeting with the Superintendent of Schools.
4. *Only after attempting to resolve the problem in this manner should the Board of Education be consulted.*

DISTRICT AND SCHOOL CALENDARS

To view the 2019-2020 District Calendar for Gloucester City Public Schools, click [here](#).

NOTE: All calendar dates are subject to change; calendars will be revised to reflect such changes in a timely manner.

BELL SCHEDULES

Please click [here](#) for all Cold Springs School Bell Schedules for the 2019-2020 school year.

Please click [here](#) for Cold Springs School Pre-K and Kindergarten Bell Schedules for the 2018-2019 school year.

SCHOOL MESSENGER

Gloucester City Public Schools use School Messenger to notify our community about important events and news. Parents can elect to receive messages via text messaging and email as well as a phone call. Please provide a cell phone number if you would like to receive text messages and an email address if you would also like to receive email alerts.

VISITORS

In order to ensure the safety of our students and staff, ALL visitors to the building must sign in at the security desk with the appropriate photo identification. Visitors will be issued a visitor's pass which must be visible at all times while on school grounds, and must be accompanied by a staff member AT ALL TIMES. Visitors not wearing the pass will be stopped by staff and asked to proceed to the security desk immediately. Unauthorized visitors will be subject to trespassing laws.

Parents and guardians wishing to meet with any staff member are requested to make an appointment in advance. Lunch money and other belongings must be left with security to be picked up by the student. Visitors and parents are not to visit a teacher's classroom unless the principal has given prior permission.

ARRIVAL AND DISMISSAL PROCEDURES GRADES 1 - 3

ARRIVAL

7:55 AM to 8:15 AM – Students arriving for breakfast are dropped off in the rear of the building. Cars enter at the Early Childhood entrance and follow a One Way traffic pattern around the back of the school. Students enter through the breakfast doors at the end of the drive (by the Alligator Bus sign). Once students are dropped off, cars will continue around and exit onto Cold Springs Drive. Breakfast doors will be closed at 8:15 AM.

8:15 AM to 8:30 – Students not having breakfast are dropped off in the front of the building along the horseshoe. Children will enter through the front doors. Cars must follow a One Way traffic pattern entering by the school sign and exiting between the main parking lot and the Preschool parking lot.

DISMISSAL

Multi-Grade Level Families (Grades 1-3) and Car Pools – Gym Dismissal 3:03 PM to 3:15PM – Students will meet in the gym. Parents may pick-up their children by entering the main doors of the building and then entering the gym.

Rear of the Building Dismissal 3:03PM to 3:15PM – All remaining individual students in grades 1-3 will dismiss through the rear of the building. Facing the building from the rear, Grade 1 students will line up at the far left (Alligator Sign), Grade 2 will line up in the center and Grade 3 will line up on the right end of the building (Turtle Sign). Cars will pull up to the curb to pick up their child. A single line of traffic will travel in a one-way traffic pattern from the Preschool entrance around the back of the building and out to Cold Springs Drive.

SPECIAL INSTRUCTIONS:

1. Cars must follow a single file line while traveling through drop-off and pick-up areas.
2. One Way traffic in the rear of the building and in the front horse shoe.
3. Once cars arrive at either sidewalk, students should exit curbside and may exit cars anywhere along the sidewalk. (No door to door)
4. For safety reasons, no parking is necessary, as staff will be on hand to assist your child in and out of the building.

The Kids Choice before school program is available for drop off beginning at 7:30am. Please contact their office (856-456-7000 x3134) for details.

ARRIVAL AND DISMISSAL PROCEDURES KINDERGARTEN, PRE-K

ARRIVAL

KINDERGARTEN 8:40 AM – Kindergarten students are dropped off in the front of the building along the horseshoe. Students must exit cars onto the sidewalk. Staff will be available to assist students to their classroom line. Once inside the building, teachers will walk the students to their classrooms. Cars follow a One Way traffic pattern entering by the CSS sign and exiting between the main parking lot and the Preschool parking lot. Kindergarten students are considered late at 8:55AM.

UPSTAIRS PRE-K 8:40 AM – Upstairs Prek students are dropped off at the Early Childhood Center entrance doors by their parent/guardian and staff will then assist them to their classroom tables. Parents must park and escort their children to the ECC doors. Once inside the building, teachers will walk them to their classrooms. Upstairs PreK students are considered late at 8:55AM.

DOWNSTAIRS PRE-K 8:50 AM – Downstairs PreK students are dropped off at the Early Childhood Center entrance doors by their parent/guardian and staff will then assist them to their classroom tables. Parents must park and escort their children to the ECC doors. Once inside the building, teachers will walk them to their classrooms. Downstairs PreK students are considered late at 9:05AM.

DISMISSAL

KINDERGARTEN 3:23 PM – Kindergarten parents will park and enter the main doors of Cold Springs School to pick up their child in the gym and exit through the gym doors. Students will be sitting by class and with their teacher. Whoever picks up your child must show a paw print to the teacher or they will be sent to the office to be identified.

UPSTAIRS PRE-K 3:13 PM – Upstairs PreK parents will park and enter the Early Childhood Center entrance doors to pick up their children in the ECC Atrium or Multipurpose Room. Students will be sitting by class and with their teacher. Whoever picks up your child must show a paw print to the teacher or they will be sent to the office to be identified.

DOWNSTAIRS PRE-K 3:23 PM – Downstairs PreK parents will park and enter the Early Childhood Center entrance doors to pick up their children in the ECC Atrium or Multipurpose Room. Students will be sitting by class and with their teacher. Whoever picks up your child must show a paw print to the teacher or they will be sent to the office to be identified.

FAMILY ARRIVAL AND DISMISSAL PROCEDURES
PARENTS OF K-3 AND PRE-K/K STUDENTS

FAMILY ARRIVAL – 8:15AM – 8:25AM

K– 3RD GRADE STUDENTS – BACK OF THE BUILDING

At **8:15AM** each day, parents who have children in Kindergarten and Grades 1-3 (who have requested and have approval from the office for Family Arrival and Dismissal) may drive around to the back of the building to drop off their children at the same time. Please form one line along the curb and drop off children curbside. Staff will be outside to direct the children into the building. Once inside, Kindergarten students will be supervised in one of the classrooms until their school day begins. Children in Grades 1-3 will go immediately to their class or to breakfast. **This will take place in the back of the building only.**

PLEASE DO NOT COME EARLIER THAN 8:15 AM, THERE WILL NOT BE ANY STAFF TO SUPERVISE STUDENTS BEFORE THAT TIME.

**FAMILY DISMISSAL – 3:15 PM KINDERGARTEN –
THIRD GRADE STUDENTS BACK OF THE BUILDING**

At **3:15PM** each day, parents who have children in Kindergarten and Grades 1-3 may drive around to the back of the building to pick-up their children. Once again, children will be assisted by staff to their cars – **PLEASE STAY IN YOUR CAR.** Cars may leave via the center lane once they have picked up all children. The next few cars may pull forward. Please be patient, as this may be a slow process. **PLEASE DO NOT COME EARLIER THAN 3:15PM, YOUR CHILD WILL NOT BE THERE UNTIL 3:15PM** and you will be mixing with the 1st-3rdGrade single student dismissal. You will be asked to go around the building and come back at the correct time. Parking is prohibited in this location and during the 1st-3rdGrade dismissal time.

**FAMILY ARRIVAL – 8:30 AM – 8:40AM PREK –
KINDERGARTEN STUDENTS BACK OF THE
BUILDING**

Follow the same process as listed above

**FAMILY DISMISSAL – 3:15 PM PREK –
KINDERGARTEN STUDENTS BACK OF THE
BUILDING**

Follow the same process as listed above

Parents that drop off and pick up their children should be advised that New Jersey has adopted legislation outlawing your car to sit and idle for longer than 3 minutes. Please turn your car engine off as you wait to pick up your child, and remember that under no circumstances should infants or small children be left unattended in your car. Additionally, no smoking is permitted on school grounds as well as no pets are permitted on school premises

BICYCLE SAFETY

Students may ride bicycles to school. Bicycles must be locked to the racks provided, and are not to be parked in any other location other than on designated racks. The school will not assume any responsibility for bicycles. All students age 17 and under are required by state law to use helmet protection.

SKATEBOARDS AND SCOOTERS

Students are discouraged from bringing skateboards and scooters to school, as there is no designated means of securing them. The school will not assume responsibility for skateboards or scooters. All students age 17 and under are required by state law to use helmet protection.

STUDENT ENTRANCE INTO BUILDING

The main entrance doors to the CSS are open at 8:15 AM. All students are allowed to enter the building at this time. Students eating breakfast are able to report to the cafeteria at 7:55 AM. Playground doors are open for entrance for breakfast and students may also be dropped off at the back of the building by the Music Room

EMERGENCY SCHOOL CLOSINGS **SCHOOL CODE #561**

In the event of inclement weather or other emergencies, school may be closed for the entire day or opened following a delay. Information about emergency closings or late openings will be relayed via School Messenger and displayed on the school webpage. Additionally, information will be provided to local radio and television outlets.

Please do not call the school to seek information about closings or delayed openings since our telephone system cannot handle the volume of incoming phone calls.

POWERSCHOOL PARENT PORTAL

PowerSchool provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service, students and parents will have access to teacher contact information, student attendance, student assignments and homework, as well as other information important to student success. To access the PowerSchool portal, visit our school website or click [here](#).

EMERGENCY PROCEDURES

Cold Springs School has specific plans in place for crisis and emergency situations. These plans cover situations calling for school lockdowns and school building evacuations, as well as other emergencies. Throughout the school year, drills will take place to assure compliance with various administrative regulations and to keep students and staff familiar with their responsibilities. Emergency responders from the city, county, and state levels will be involved when needed.

Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evaluations. Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year. Students failing to follow procedures and/or emergency instruction will be disciplined.

K-9 DOGS IN BUILDING

Gloucester City School District will use K-9 dogs periodically and unannounced on our premises to inspect hallways, lockers, locker rooms, gyms, parking lots, etc. as one means of ensuring a safe school.

STUDENT PHOTOS AND I.D. CARDS

All students must be photographed for student identification. There is no sitting fee, although portraits may be ordered at cost from the photography studio. Prior to the date of student photos, a flyer will be sent home explaining the available packages in more detail.

PHONES, EARBUDS, AND PERSONAL ELECTRONIC DEVICES

Students are prohibited from using cell phones, earbuds, and personal electronic devices during school hours unless authorized for a specific instructional purpose. Such items should be stored in a student's locker or desk, and are subject to confiscation for inappropriate or unauthorized use (Discipline Code Offense #27). **NOTE:** Such devices are strictly forbidden to be used in the halls between classes, as this constitutes a serious safety violation.

FOOD AND BEVERAGE

During the hours in which classes are in session, students are not permitted to have open food or beverage containers in the hallways. Closed, sealed containers for lunch may be kept in lockers during the school day and retrieved prior to moving to the cafeteria. Students are not to leave the cafeteria with open food or beverage containers.

STUDENT DRESS CODE: [BOARD POLICY #5511](#)

Dressing appropriately for school shows pride in oneself and the school. Thus, clothing should be clean, appropriate, and not extreme. Students whose attire, in the judgement of teachers or administrators, does not meet this requirement may be sent home to change. Good judgement should dictate what to wear in an educational environment. Any classes missed due to inappropriate attire will count toward the pupil being considered absent as per the Attendance Policy.

The administration/faculty shall enforce the dress code with the administration having the final decision regarding all matters concerning the dress code. Garments or accessories that depict bias or hate are strictly prohibited.

- A. **Footwear** – Students may not wear footwear that would be potentially hazardous during an emergency or evacuation. Students are prohibited from wearing the following:
- Slippers
 - Flip flops or thongs
 - Shoes with a heel higher than 1”
 - Shoes with untied or missing shoelaces
 - Shoes without straps

- Shoes with a sole thicker than 2”

NOTE: Students should change into appropriate athletic footwear for PE class.

- B. **Shirts, Blouses, Tops** – Shirts/blouses should extend downward and either over or under the bottom garment. A student’s stomach and lower-back areas should not be visible. Shirts, blouses, or tops that violate the acceptable Dress Code Policy:
- Midriff tops
 - Tank tops and/or tops with enlarged armholes that do not provide coverage of the upper body may not be worn unless another shirt is worn underneath that does provide appropriate coverage (males & females)
 - Spaghetti straps (straps must be at least two inches wide)
 - Tube tops or off the shoulder tops
 - Sheer or see-through tops
 - Sheer tops/see-through tops
 - Shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.) or sexual violence
 - Any top that breaches good taste or is obscene (administrative discretion)
- C. **Shorts, Pants, Dresses** – Appropriate length shorts, skirts, and dresses may be worn. All dresses, skirts, and shorts, and skorts must be at least mid-thigh in length. The following are considered inappropriate and therefore are prohibited:
- Pants worn lower than waist level
 - Tight fitting or immodest shorts, pants, or dresses (administrative discretion)
 - Spandex used as outer garments (including leggings that are skin tight)
 - Underwear worn as outerwear
 - Pajamas
 - Items that are frayed/cut-off or have tears or unsightly holes
- NOTE:** Leggings may be worn if underneath shorts, skirts, tunics, dresses, etc.
- D. **Hats and Other Accessories** – The following violate the acceptable Dress Code Policy and are therefore prohibited:
- Hats and caps (including the wearing of hoods) or head coverings not governed by religious belief
 - Bandanas, head scarves, or sweat bands
 - Sunglasses
 - Chains as belts or other accessories
- NOTE:** All headwear must be kept in the student’s locker during the school day! Failure to comply with regulations governing hoodies will result in revocation of a student’s privilege to wear them to school.
- E. **Outdoor Coats** – Outdoor coats and jackets should not be worn in the classroom except in emergency conditions directed by the principal or with the permission of the classroom teacher.
- F. **Jewelry** – Students are discouraged from wearing jewelry, especially earrings and other body piercings, during PE classes. PE teachers may request a student to remove jewelry during class if they deem it to be potentially hazardous to the student’s safety.

NOTE: Because no dress code can be all inclusive, the administration reserves the right to make the final decision on all attire.

AFFIRMATIVE ACTION POLICY
STUDENT AFFIRMATIVE ACTION AND EQUAL EDUCATIONAL OPPORTUNITY: BOARD
POLICY #1140

Affirmative Action Officer and Title IX Coordinator – Elizabeth A. Curry, Ed.D.

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equality and Equity in Education.

The Board’s affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

SEXUAL HARRASSMENT POLICY – BOARD POLICY #5751

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil’s participation in an educational program or activity or bases an educational decision on the pupil’s submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil’s ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any “person” from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil’s sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. Please see the Appendix for further information on sexual harassment.

CURRICULUM AND INSTRUCTION

Gloucester City Public Schools are committed to a comprehensive process of curriculum planning and assessment to foster continuous improvement of student performance as measured by the local, state, national standards of excellence. Curriculum includes a scope and sequence of content, concepts, and skills taught in particular discipline, textbooks and other resource materials, identified measurable student learning objectives, and methods of assessing students’ performance of learning objectives. During the summer months, teachers and administrators participate in one or more summer curriculum committees. These committees revise existing curriculum and develop curriculum for new courses. All curriculum is aligned with the New Jersey Student Learning Standards. As the State of New Jersey modifies or implements content standards, so too will the Gloucester City School District.

ACADEMIC PROGRAM

The educational programs are delivered in heterogeneously grouped classes for reading, mathematics, social studies, science, art, music, computers, health/physical education and language arts classes.

Creative Curriculum (PreK)

Creative Curriculum is a Pre-Kindergarten program for three and four year olds. Creative Curriculum provides the types of experiences for children that will foster the abilities and attitudes necessary for success in Kindergarten and the primary grades. Creative Curriculum for Preschool is a comprehensive, research-based curriculum system designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels. It is based on the objectives for development and learning that are predictive of school success and align with state early learning standards.

The Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help us understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the principles:

- Positive interactions and relationships with adults provide a critical foundation for learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

English/Language Arts (Kindergarten – Grade 3)

“Journeys” is a comprehensive reading/language arts program developed by Houghton Mifflin Harcourt. The program focuses on the integration of the five critical strands of reading skills and strategies: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Writing and language mechanics (grammar, punctuation, capitalization) are also integrated in the literacy program.

Instruction takes place in whole group and small group instruction. In this process, teachers are able to meet the needs of all students in the classroom.

Foundations® is a multisensory and systematic phonics, spelling, and handwriting program that benefits all K-3 students. The program thoroughly teaches the foundational skills, and significantly supports the reading, writing, and language standards, found in states’ rigorous college- and career-ready standards. Foundations presents the following concepts and skills in a cumulative manner from Unit to Unit and year to year:

- Letter formation
- Phonological and phonemic awareness
- Sound mastery
- Phonics, word study, and advanced word study
- Irregular (trick) word instruction
- Vocabulary
- Fluency
- Comprehension strategies
- Written composition (spelling and handwriting)

For more information on the literacy program please feel free to contact Instructional Coach, Dee Driscoll or go to the web site. <https://www.hmhco.com/classroom-solutions/literacy>

Mathematics

“My Math” has been adopted as our official mathematics program. Developed by McGraw-Hill, “My Math” aligns with the New Jersey Learning State Standards and embraces the Mathematical practices. Students learn, practice and apply Mathematics toward becoming college and career ready.

Instruction consists of both whole group and small group instruction, enabling the teachers to meet the needs of all students in the classroom.

For more information on the Mathematics program, please feel free to contact Instructional coach, Dee Driscoll, or go to the web site: ["My Math" program website](#)

HIGHLY QUALIFIED TEACHERS

All teachers must be or become highly qualified in the core academics subject(s) they teach (English, Math, Science, Social Studies, the Arts and World Languages). This has been considered the best way of making sure that all students can achieve at high levels. The law also requires schools receiving federal funds to inform parents of their rights to ask about the qualifications of their child's teachers.

The federal definition of a Highly Qualified Teacher has three parts. Teacher must have:

- A four-year college degree;
- A regular (not emergency) teaching certification; and
- Proof of their content knowledge for the subject(s) they teach.

Teachers who are new (in their first year of teaching) or newly hired (in their first year in the school district) must meet these requirements at the time they are hired.

FAMILY LIFE/ HEALTH CURRICULUM

A copy of the state-mandated Family Life Education curriculum is available for review. If any part of the instruction in Family Life Education or Health Education is in conflict with your conscience or sincerely held moral or religious belief, you may contact the office of the principal for a request form to have your child excluded from that particular part of the curriculum. You may also review the entire curriculum by making an appointment to meet with the principal. Our Health program is "The Great Body Shop". See the program guide on their website [here](#).

ACADEMIC CALENDAR: MARKING PERIOD/PROGRESS REPORTS

1 st Marking Period	September 3 – November 6
Progress Report	October 3
2 nd Marking Period	November 7 – January 28
Progress Report	December 13
Mid-Term Exams	January 21 - 24
3 rd Marking Period	January 29 – April 2
Progress Report	March 3
4 th Marking Period	April 3 – June 11
Progress Report	May 13

NOTE: All dates are subject to change due to the potential for inclement weather or other emergency school closings. To view the most up-to-date version of the 2019-2020 District Calendar for Gloucester City Public Schools, click [here](#).

REPORT CARDS

Report cards in Grades K-12 will have numerical grades for all academic subjects, with Grades K-8 denoting specific details regarding standards based proficiencies. Report cards will be issued quarterly and may be accessed through our PowerSchool Parent Portal [here](#).

GRADING

The following grade scale is used at Cold Springs Elementary School:

A	92-100
B	83-91
C	74-82
D	65-73
F	64 and below

STATE AND STANDARDIZED TESTING

The chart below lists the standardized assessments administered to each grade level:

ASSESSMENT	Fall				WINTER				SPRING			
	K	1	2	3	K	1	2	3	K	1	2	3
NJ SLA (formerly PARCC)												X
LinkIt Benchmarks			X	X		X	X	X		X	X	X
Gates-MacGinitie Reading Test		X	X	X						X	X	X
DIBELS (Dynamic Indicators Basic Early Literacy Skills)	X	X	X	X	X	X	X	X	X	X	X	X

CSS STUDENT RECOGNITION PROGRAM

Hands in Harmony

Objective: To recognize all students for their successes and/or growth in the following areas:

Cut-out hands will take the place of leaves on each class tree displayed outside their classroom. Students will write their name on the HAND and place it on the class tree. Each category will be represented by a different color hand.

R.A.K.-Random Act of Kindness – When a teacher/student witnesses or is made aware of a RAK, and believes it is worthy, please follow this procedure. Use a Google Form to submit the student’s name and a brief statement of what the student did to earn the RAK recognition on the” TREE”.

Student of the Month - Each month our school focuses on a different character trait. Students that best exemplify that character trait are recognized at our award ceremony each month at lunchtime. When that student returns from lunch and presents the certificate to their TEACHER the staff member will give the student the appropriate colored hand. The student is to write their name on the hand and place it on the classes tree.

P.E. -- Rosie "P" Award stands for “Respect Other Students In Physical Education”
This award is given to the class who comes to class prepared, (wearing sneakers and appropriate dress for physical education class; who work together following directions, promotes good sportsmanship and give their best effort. The reward will be an extra physical education class.

Perfect Attendance for any Marking Period – Students will receive a certificate of achievement from the office. Students will present the certificate to their TEACHER who will give them the appropriate color hand. The student will then write their first name on the hand and then place on class “Tree”.

PROMOTION AND RETENTION: [BOARD POLICY #5410](#)

The Gloucester City Board of Education recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The Superintendent shall direct development of and the Board shall adopt detailed regulations to govern progress of pupils through levels Kindergarten through twelve.

If a student in the elementary and middle school grades fails both Language Arts and Math they will be retained. Parents will be notified within 48 hours of the last day of school.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): [BOARD POLICY #8335](#)

Parents/Guardians have the right to review the student records of their children. Those wishing to do so should contact the appropriate guidance office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. For more information, please review Board Policy #8335, or visit the U.S. Department of Education FERPA home page [here](#). The name and address of the office that administers FERPA are as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

RELEASE OF STUDENT INFORMATION

The U.S. Department of Defense has the right to gain access to student information by soliciting the schools for this information. If you **do not** wish for the school to share information pertaining to your child, please submit a letter indicating this desire to the appropriate guidance office.

ATTENDANCE: [BOARD POLICY #5200](#)

The Gloucester City Board of Education has a policy that a student must attend 181 days to obtain a thorough and efficient education as promised to every student by the New Jersey Constitution. Parents are asked to log into PowerSchool regularly to monitor student attendance

DAYS OF ABSENCE	CONSEQUENCE
3 DAY	Letter
6 DAY	Letter & parent/student conference with guidance
9 DAY	Letter & parent/student conference with guidance, administrator and attendance officer
10 DAY	Non-credit status: student will receive normal class work & grading, but he/she will not receive credit until a student completes an administrative credit completion session. (Per District Policy 51:13). Municipal attendance charges may be pursued.

A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
 - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. The pupil's illness.
 - b. Family illness or death.
 - c. Education opportunities.
 - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
 - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. -794 and 705(20), and individualized health care plans pursuant to N.J.A.C.6A:16-2.3.
 - f. The pupil's suspension from school.
 - g. The pupil's required attendance in court.
 - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education.
 - i. Examination for a driver's license. (High School)
 - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
 - k. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a. Leaves school at lunchtime without a pass.
 - b. Leaves school without permission when school is still in session.
 - c. Leaves class because of illness and does not report to the school nurse as directed
 - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

NOTE: No child over the age of five years and under the age of 18 years shall remain in or upon any public place or establishment outside any school grounds between the hours of 8:30 am and 3:00 pm every Monday through Friday while school is in session during the school year.
4. On the day a student returns from an absence, he/she should confer with each teacher about class work and assignments missed. The teacher and student should agree mutually upon a schedule to complete all missed work. In most cases, the student will receive one day to complete work for each day absent.

B. Notice to School of Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Guidance Office, who will assist in the arrangement of make-up work.

C. Readmission to School After an Absence

1. A pupil returning from an absence of any length must present a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than 1 school day must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present written evidence of being free from communicable disease, in accordance with Policy No. 8451.

D. Instruction

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of a (3) three-day school duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed; in grades six and above, the pupil is responsible for requested missed assignments and any assistance required. Teachers will provide make up assignments as necessary.
4. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

DAILY SCHOOL ATTENDANCE:

- Students who miss 10 or more consecutive days without documentation may be dropped from the rolls.
- Students who arrive to school after 11:03 am or leave prior to 12:30 pm will lose an instructional day. A student must be in school a minimum of 4 hours to earn an instructional day.

ATTENDANCE AND EXTRACURRICULAR PARTICIPATION

Students who exceed the maximum allowable number of unexcused absences (9) yet show what administration deems to be an immediate, good faith effort to reduce absentee status may continue extracurricular participation with administrator approval. Students arriving at 12 or more unexcused absences will be prohibited from participation in school-sponsored extracurricular and athletic activities.

NOTIFICATION OF STUDENT ABSENCE

Regardless whether or not they have contacted the school, parents will be notified of all student absences two hours after the beginning of the school day via an automated calling system. Therefore, it is imperative to provide the main office with updated and accurate phone numbers. Please complete and return emergency cards. In the event a phone number is changed during the school year, parents must provide written documentation of the new phone number in order to authorize the change in the data system.

EARLY DISMISSAL FROM SCHOOL – Parent Pick-Up

- Parents who have arranged a doctor, dentist, or court appearance must write a note requesting permission and indicating a reason for the student to be dismissed. The note should be brought to school and given to the teacher. Upon return to school, students must present appropriate documentation (e.g. physician's note). The name of the doctor and/or dentist and their phone number is required.
- Students who need to be picked up early from school must be picked up by 2:45pm on regular school days and 12:45pm on early dismissal days. After this time, students will be dismissed as usual.
- Pre-K and K parents must be present with their Paw Print identification to pick their child up from school or at the bus stop. No student will be dismissed from school or the bus unless a parent or designated adult with identification is present.
- For students in Grades 1-3, no child is permitted to walk home from school by himself unless a signed parent letter requesting this procedure is on file in the CSS main office.
- Dismissal changes will NOT be taken over the phone or be allowed to leave school with neighbors, family friends, or other relatives (unless those individuals are previously designated contacts) – it is mandatory that the office receive a signed parental note regarding a student's change in dismissal.
- Please have a photo ID with you as it is required and will be requested by security or staff.
- As stated in the School Attendance Policy, students who attend for less than the four-hour minimum school day will lose an instructional day. Therefore, students are encouraged to return to school after an early appointment. All such appointments should be scheduled after school hours whenever possible.

FIELD TRIPS AND CLASS TRIPS: BOARD POLICIES #2340– FIELD TRIPS, #5850 – SOCIAL EVENTS, AND #9180 – SCHOOL VOLUNTEERS

The Board of Education recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the school. Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations. Parents who commit to chaperoning a field trip must follow school guidelines and expectations.

STUDENT AGENDAS

Student Planners are provided free of charge to all students. The planner is an excellent instrument for recording daily assignments and to assist with time management. Lost planners can be purchased for \$5.00.

PUPIL ACCIDENT INSURANCE – BOARD POLICY #8760

The Gloucester City Board of Education will provide every student, free of charge "full excess" school time student accident insurance. In the event of a school time accident, "full excess" coverage will cover the hospital or medical expense not covered by your own family health benefits (Blue Cross/Blue Shield, etc.). If you desire coverage on the extended 24-hour insurance plan, please request a brochure from your school office. The brochure will outline the additional coverage and the premium charge. Please contact the office of the School Board Secretary/Administrator if you should have any questions at 456-7000, ext. 2160.

STUDENT BREAKFAST – Price \$1.05; Reduced Price \$.30

Breakfast is available in the cafeteria from 7:55 – 8:30 AM.

STUDENT LUNCH – Price \$2.45; Reduced Price \$.40

Lunch is served daily to all students during an assigned period. PLEASE NOTE that there is a credit maximum when carrying a lunch account balance after which the student will receive a pre-determined lunch (and will therefore not be able to select from the daily menu) unless paying in full.

UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES: **BOARD POLICY #8550**

In the event a student's school lunch or breakfast bill is in arrears, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.

NOTE: Unpaid meal charges/outstanding food service charges may result in a student's inability to participate in extracurricular activities and/or other restrictions at the building administrator's discretion.

SCHOOL NUTRITION: BOARD POLICY #8505

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness. The full policy may be viewed by parents and students at the district website.

CARE OF SCHOOL PROPERTY: BOARD POLICY #5513

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

SCHOOL PROPERTY GUIDELINES

1. Students are to maintain respect for school property at all times. There is to be no defacing of school property. Students that damage or destroy school property will pay the cost of repairs and/or replacement. This is inclusive of any school supplies (i.e.: books, calculators, laptops, etc.).
2. Use wastebaskets and other appropriate containers to discard trash.
3. Each student is responsible for his/her own books. Students must pay for any book damaged, lost or stolen.
4. All books must be covered with paper or cloth.
5. Students will be fined for damaged books. The amount of the fine will be determined from the extent of the damage, but will not exceed the cost of the book.
6. There will be a refund on lost books, which are later found.

TEXTBOOKS – CALCULATORS - SCHOOL PROPERTY

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook, calculator, laptop, or school property is misused, a fine will be imposed. If a textbook, calculator, laptop, or school property is lost, it is to be paid for according to the following schedule:

- New100% of cost
- 1 year 75% of cost
- 2 years..... 50% of cost
- 3 years..... 25% of cost

CHROMEBOOKS and LAPTOPS

For any technology equipment (including charger, and bag), that is lost or damaged, the following fines will be imposed:

- \$ 250.00 (Laptop / Chromebook)
- \$ 20.00 (Bag)
- \$ 25.00 (Charger)

YEARBOOK

The school yearbook is a popular activity with our students and offers many fine memories of the school year. The yearbook is designed by our Yearbook Club and funded by our PTO. All financial obligations must be met; cafeteria bills, library and textbooks returned.

GRADUATION AND OUTSTANDING FEES

Students who owe any school fees at the time of their graduation will be prohibited from participating in the Commencement ceremony. This includes, but is not limited to, fees for lost or damaged equipment / textbooks, outstanding cafeteria or library debt, etc.

BOARD OF EDUCATION POLICY #2361 & #5516

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

The Board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, Statewide, national and global communications opportunities for staff and pupils. Educational technology shall be infused into the district curriculum to maximize pupil achievement of the Core Curriculum Content Standards.

It is the policy of the district to establish safe and effective methods for pupil and staff users of the district's technological resources. For full text of the policy, please click the link above or visit the district website at www.gcsd.k12.nj.us.

5516- USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECDR)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore,

the Board of Education adopts this Policy regarding student use of electronic communication and recording devices.

“Electronic communication and recording device (ECRD)” includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

For full text of the policy, please click the link above or visit the district website at www.gcsd.k12.nj.us.

ILLNESS WHILE AT SCHOOL

Except for genuine personal illness or some verifiable emergency, students will not be excused before the end of the school day. In case of illness, a student must report to the nurse with a pass from his/her teacher. Request for early dismissal will be honored for confirmed medical and dental appointments. A written request from the parent stating the exact time of dismissal, parent telephone number for verification, and the reason must be taken to the Main Office on the day before or day of the scheduled appointment. School policy regarding attendance will apply. In case of an emergency during the school day a parent or guardian will be contacted. The Administration requests that parents try to schedule all appointments after school hours and reminds parents that students are responsible for all missed work as result of early dismissals. Please have your biographical information card completed or updated. It assists us in contacting parents and/or guardians.

SCREENINGS

- Vision screening is done on all students annually.
- Audiometric screening is conducted annually in preschool through fourth grade and in sixth grade.
- Yearly screening for scoliosis is done for all students 10 years of age through eighteen years of age.

USE OF MEDICATION BY PUPILS: BOARD POLICY #5330

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances, the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

INTERVENTION AND REFERRAL SERVICES TEAM (I & RS): BOARD POLICY #2417

The Intervention and Referral Services Team assists in the development of services that go beyond regular instructional practices to ensure success for every child. This includes specific plans for regular education students who are experiencing academic, behavioral, social, or emotional difficulties. In addressing a child's needs, the Intervention and Referral Services Team can involve parents, student peers, teachers, counselors, or other individuals and organizations. Requests for assistance to the Intervention and Referral Services team occur through a number of different avenues (teachers, counselor, etc.).

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973:
BOARD POLICY #2418

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Gloucester City School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The Gloucester City School District has a grievance procedure that asks that initial notice of any discrepancies be directed to the building's Compliance Officer. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

PARENTS RIGHTS UNDER SECTION 504

Parents have the right to:

1. have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
2. have the school district advise them of their rights under federal law.
3. receive notice with respect to identification or evaluation of, or service to, their child.
4. have their child with a disability receive free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school-related activities.
5. have their child with a disability educated in facilities and receive services comparable to those provided students without disabilities.
6. have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
7. have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.

8. have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.
9. have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
11. obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
12. receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
13. request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents within a reasonable time and advise them of the right to a hearing.
14. request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
15. ask for payment of reasonable attorney fees if they are successful on their claim.
16. file a local grievance or citizen complaint with the school district, the state board of education and/or the Office for Civil Rights.
17. appear the impartial hearing officer's decision.
18. receive all information in their native language and primary mode of communication.
19. expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

For help in understanding your rights, you may contact any of the following:

Cold Springs School – Mrs. Karen Kessler, Ext 3152
Gloucester City Middle School - TBA, Ext. 4011
Gloucester City High School – Mr. Sean Gorman, Ext. 1513
District Section 504 Coordinator – TBA, Ext. 2168
Superintendent of Schools – Mrs. Donna Struss, Secretary, Ext. 2166
NJ Department of Education – Camden County Office 856-401-2400

HOME INSTRUCTION: BOARD POLICY #2412

Home instruction will be granted to students pursuant to the Gloucester City Board of Education and the State Board of Education regulations. In all cases, a homebound instruction application form specifically requesting home instruction will be required. Parents who anticipate their child to be absent more than ten (10) consecutive days should contact the High School Guidance Department and pick up a request form. Tutors will only be assigned after a homebound instruction form has been received, and the building principal approves homebound instruction. Home instruction will occur in the High School Media Center unless the Superintendent directs it to be held in an alternative site.

NEW JERSEY YOUTH HELPLINE
2ND FLOOR

The New Jersey Youth Helpline, 2nd FLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2ND FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

SUBSTANCE ABUSE – BOARD POLICY #5530

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.

If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician

licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9. i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

INTEGRATED PEST MANAGEMENT: BOARD POLICY #7422

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Gloucester City School District. For the full policy, please refer to the district website.

STUDENT CONDUCT INFORMATION

PHILOSOPHY

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of the other pupils, for the educational purpose underlying all school activities, and for the care of school facilities.

OVERVIEW

This procedural manual has been developed by the Gloucester City School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

The intent of this code manual is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, these codes are not intended to be all-inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Gloucester City School district is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society by developing each individual's ability to use higher thinking skills, logically solve problems and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment in which that education can take place. To that end, these codes seek to list those behaviors, and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and well-being of our students. It is our hope that this information will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. It should be noted that these codes also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

The school administration and/or Board of Education have the right to administer discipline for any other offense, which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students in the Gloucester City School District.

EXPECTATIONS FOR STUDENT CONDUCT: BOARD POLICY #5500

Students, parents, school administrators, and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. At the same time, we believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the work of their learning experiences. Commensurate with their maturation levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning.

Therefore, we, the students, parents, teachers, administrators, and the board of education of this school district, expect all students to fulfill the behavioral expectations of the school community, and to:

- Prepare them mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibility when working as members of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents, guardians and school personnel about school-related matters.

At the end of every school day students are expected to exit the building in an appropriate manner. Students may remain in the building for reasons such as: extra help from a teacher(s), sports, clubs, tutoring, student meetings, the extended day program, or any other school sponsored activity.

Students that leave the school building at the end of the school day which includes early dismissal days are expected to: cross at locations that have crossing guards, go directly home, notify your parent/guardian if you are not going directly home, act responsibly.

We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school.

We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. The school respects the rights of students:

1. To be heard;
2. To receive fair and consistent treatment;
3. To due process procedures

Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and well-being of others in the school. Defiance of adult authority, or verbal abuse of those adults employed in the school will not be tolerated.

NOTE: Once a student is referred to the assistant principal, the assistant principal will evaluate the situation and, in the context of the student's disciplinary history and the consequences of his/her misbehavior, assign the appropriate disciplinary measures.

STUDENT SUSPENSION AND EXPULSION: BOARD POLICY #5610 AND #5620

We hope that verbal reprimands, conferences, and detention would deter repeated misbehavior by students. However, in some instances disciplinary offenses call for suspension, or, in extreme cases, expulsion.

The right of a school district to utilize these disciplinary procedures is defined in New Jersey Statutes: "Any student who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

Student conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him.

3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
4. Physical assault upon another pupil.
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
6. Willfully causing or attempting to cause, substantial damage to school property.
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility.
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district,
9. Incitement, which is intended to and does result in truancy by other pupils.

SUSPENSIONS

Out of School Suspension is assigned for repeated infractions or serious infractions such as fighting, threatening behavior, possession of alcohol or controlled substances, theft, etc. Out-of-school suspensions may be from one to ten days in duration, depending upon the seriousness of the offense and the past record of the student. Parent guardians are responsible for student during the OSS period. **Students are not allowed to return to school during the out-of-school suspension period, nor may they attend any school-sponsored events during a suspension.** A parental conference may be required before a student is permitted to return from a suspension. In School Suspension may be assigned per the Code of Conduct.

Multiple Suspension Rule

Any student, who receives two (2) out-of-school suspensions from school during the course of the year, will become immediately ineligible to participate in any extra-curricular and school sponsored events/activities for the remainder of the year. These events/activities include, but not limited to: athletics, all clubs, dances, Prom, field trips, and class trips. A student may re-earn his/her eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any Administrative disciplinary action within 45 school days. At the completion of the 45-day probationary period, the student can appeal to the Discipline Review Committee for reinstatement of privileges.

EXPULSION

Expulsion is the most severe form of discipline that can be levied against a student by a New Jersey public school. The decision of a local Board of Education to expel a student has the effect of denying the student educational opportunities in any public school in the state. School administrators can only recommend expulsion to the Board of Education and the Superintendent. Only the Board of Education can take action to expel a student.

Pupil Assault of Staff (NJ Statutes 18A: 37-2)

Any pupil who commits an assault as defined pursuant of NJS 2c: 12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties and in the situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 21 calendar days following the day on which the pupil is suspended.

Physical Restraint of Student School Law 18A: 6-1

Any staff member may, within the scope of his/her employment, use and applies such amounts of force as reasonable and necessary in the following situations: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil; for the purpose of self-defense; and for the protection of persons and property.

HARASSMENT, INTIMIDATION, AND BULLYING - BOARD POLICY #5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The board policy can be located on the school website by using the "Anti-Bullying Information" link, or by clicking the link above.

TRANSPORTATION CONDUCT

The bus transportation provided for your child by the Gloucester City Board of Education is a privilege. It is understood that every parent must assume responsibility for their child's behavior on the bus, as well as at the bus stop. Failure to follow this rule may result in the loss of bus privileges for your child.

It is imperative that the following rules be followed:

- **First through Third Grade students MUST take ONLY the 8:00am bus**
- **Pre-K and Kindergarten students MUST take ONLY the 8:20am bus**

Failure to follow this rule may result in a student's loss of his/her riding privileges.

- Busses Depart from Cold Springs School:
 - 3:03 PM for Grades 1-3
 - 3:23 PM for Kindergarten and Pre-K

STUDENT BUS CONDUCT RULES

Enter and leave the bus in a quiet, orderly fashion

- Remain seated in their assigned seat throughout the trip with a seatbelt properly fastened
- Do not open any windows. Only bus aides open windows
- Keep hands and all objects inside the bus
- Talk in a normal tone throughout the trip; yelling, screaming or shouting is not acceptable

- Practice all the safety rules necessary to insure a pleasant, safe trip for everyone. Pushing, shoving, hitting, throwing objects from open windows, or inside the bus endangers the safety of everyone and cannot be tolerated
- Cooperate with the bus driver, aides, and anyone in a position of authority. Bus aides have the authority to assign seats and students should comply with such requests immediately upon being asked to do so
- Students are to ride the bus they have been assigned and are not permitted to switch busses without sending notification to the assistant principal's office
- Students are not permitted to ride with a friend or take a bus that has not been assigned to them as their regular school bus
- Students that have been assigned a bus are not permitted to walk home from school

NEW JERSEY STATE STATUTE 18A: 25-2

Revocation of Bus Riding Privilege

The driver shall be in full charge of the school bus at all times and shall be responsible for order, she/he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the "unmanageable" pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his/her transportation to and from school during the period of such exclusion. This act shall take effect immediately. (Assembly Bill #18 approved 10-14-69).

THE SRO AND COMMUNITY POLICING IN SCHOOLS **RATIONALE FOR LAW ENFORCEMENT OFFICERS WORKING IN SCHOOLS**

"When the School Becomes a Neighborhood"

Although school-based policing continues to grow throughout America, citizens sometimes question the need for providing on-site policing resources in the school setting. Sometimes a police presence is misinterpreted as a sign that schools are unsafe. Imagine a community within a city or county that did not have policing resources assigned to it every day. While families leave their homes each day to go to work and school, police officers patrol their neighborhoods in an effort to protect their property. At the same time these neighborhoods are being patrolled, most secondary schools house more citizens at any given moment than any other public setting in the community. To not have police resources routinely assigned to the school setting is to leave without protection the most populous community - our schools.

SRO As Community Liaison/Problem Solver

A central principle of community policing involves the creation of partnerships between law enforcement and members of the community. The SRO will be expected to serve as a liaison between the school and the law enforcement agency and to provide information to students and school personnel about law enforcement matters. Additionally, the problem solving inherent in community policing requires the SRO to become knowledgeable about and use various school and community resources.

Experience has taught that once trust has been established, students and even parents will seek out the SRO for guidance in day-to-day problems. A SRO knowledgeable about school and community resources is better equipped to direct those seeking assistance to the appropriate resource.

STUDENT DISCIPLINE CODE

Rationale

School, like society in general, is founded on reasonable rules of behavior, which are intended to provide for the well-being and safety of its citizens.

The purpose of the discipline code is to assure that Cold Springs Elementary School is able to provide a positive educational environment for learning and a desirable place for social interaction among students, staff, and the community. To maintain these goals within our school society, the responsibility for success must be shared by all -- the students, parents, teachers, staff members, and administrators.

It is the function of the discipline code to provide for fair and effective practices, which would promote appropriate social behavior. In the event of inappropriate behaviors, consequences will be administered with the intent of promoting a positive change in student behavior.

NOTE: The disciplinary guidelines contained herein are not all-inclusive. Administrative discretion will be taken if and when a more comprehensive disciplinary action is required.

Hall Regulations

Each student should display self-control and courtesy at all times to contribute to the well-being and comfort of his/her fellow students. When passing to class during the day, students should not gather in the halls in groups so as to impede the movement of traffic. Students should walk at all times and arrive at class on time. During building evacuations, observe absolute silence and follow directions.

No one is to be in the hall while classes are in session without a pass. The pass will indicate the destination of the student, such as to one of the offices, to the nurse, or to see another teacher.

Handling of Discipline

Teachers will handle discipline for most offenses. For serious offenses or repeated offenses, the student may be referred to the Assistant Principal for Discipline. A student referred to the office for a disciplinary matter may be assigned a penalty as stated on the charts on the following pages.

A student will be suspended if he/she commits a major infraction or persists with continual disruptive behavior as shown on the charts. The length of the suspension and whether it is from class (in-school) or from school (external) will be determined by the assistant principal according to the rules established for each specific type of suspension.

Listed below are some of the major offenses which may result in a suspension from school (ISS or OSS) on the first infraction unless there are unique and mitigating circumstances in the judgment of the disciplinarian and/or building principal: extortion / intimidation; abusive language directed at staff; open defiance, disruption of school or any action which could lead to the disruption of school; possession and/or consumption of alcoholic beverages; possession and/or use of any Controlled Dangerous Substances or drug paraphernalia; possession of any weapon including, but not limited to pen knives; possession or exploding of firecrackers; destruction of school property; serious antisocial behavior; any action which could lead to bodily injury to any student or staff member. The charts on the following pages give a summary of specific offenses and penalties.

No student, regardless of age, shall be permitted to attend any school functions, on or off school property, if evidence exists that the student is under the influence of some intoxicant. Any student who consumes an intoxicant or who is found to be in possession of or under the influence of any intoxicant while participating in a school

activity, on or off school property, shall be subject to disciplinary action. Consumption of any amount of alcoholic beverage is considered to be "under the influence".

Standards of Behavior

Students are expected to:

- Attend school and class regularly.
- Demonstrate respect for self and others.
- Demonstrate respect for school property and property of others.
- Take advantage of all educational opportunities.

<u>Student Rights</u>	<u>Student Responsibilities</u>
Students have the right to be treated with respect by peers and staff.	Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
Students have the right to an education in a positive and safe school climate.	Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate. Students have the responsibility to respect school property and help maintain an orderly environment.
Students have the right to present information that has a bearing on disciplinary action.	Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.

When is the Discipline Code in Force?

The code is in force:

- On school property prior to, during, and following regular school hours
- When school is in session or school activities are in operation.
- While students are on a bus for any purpose.
- At all school sponsored events and activities.

Additionally, school administration has the authority to take action when a student’s misconduct to and from school has a harmful effect on other students or on the orderly educational process.

NOTE:

There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary.

The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.

Station House Adjustment:

Where applicable, the administration will confer with the SRO to incorporate a community service or other remedial disciplinary measure known as a Station House Adjustment in lieu of municipal charges.

Video Cameras:

Please be advised that Cold Springs Elementary School’s facility is monitored by video cameras and may be used in discipline infractions.

ABUSIVE BEHAVIOR OFFENSES

	Offense	Consequences
1.	Harassment, Intimidation, Bias, or Bullying Offenses (per district policy 5512)	<p>Offenses involving any sort of harassment, intimidation, bias, or bullying will result in disciplinary consequences and are subject to investigation under the Anti-Bullying Bill of Rights.</p> <ul style="list-style-type: none"> • <u>Bias Acts:</u> Any action by a student intended to insult, offend, demean, threaten, or intimidate another student because of that student’s race, religion, gender, ethnic background, disability, or any other defining characteristic • <u>Harassment:</u> Any language, behavior, or gestures which attempt to elicit fear or anxiety from another student; may be of a verbal, cyber, physical, or sexual nature <p>Appropriate consequences will be determined, consistent with case law, Federal and State statutes, regulations and policies, and district policies and procedures. Appropriate remedial action for students who are found to have violated the Anti-Bullying Bill of Rights may range from positive behavioral interventions up to and including suspension or expulsion and police notification.</p> <p>In general, the following disciplinary consequences may be issued for any offenses involving harassment, intimidation, bias, or bullying:</p> <ul style="list-style-type: none"> • External suspension (OSS) for a length to be determined by administration • Parent Notification • Meeting with counselor and/or administration • Notification of School Resource Officer • Municipal complaint may be filed. <p style="text-align: center;"><u>(Full text of all Board Policies available here)</u></p>
2.	Threat to Safety of Others (Staff or Student)	The administration will review the allegations and determine appropriate consequences.
3.	Abusive Language to Other Students (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention • Parent notification • Counselor notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 2 days ISS (in-school suspension) • Parent notification and conference • Counselor notification and conflict resolution session <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 to 2 days OSS (external suspension) • Parent notification and conference with administration • Counselor notification and conflict resolution session • Possible Superintendent’s hearing • Municipal complaint may be filed
4.	Abusive Language to Any District Employee (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Immediate removal from school by parent or guardian • 1 to 3 days OSS (external suspension) • Parent conference with administration • Counselor notification <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Immediate removal from school by parent or guardian • 3 to 5 days OSS (external suspension) • Parent conference with administration

		<ul style="list-style-type: none"> • Possible Superintendent's hearing
5.	Failure to Follow Rules & Regulations (e.g. inappropriate conduct in halls, public displays of affection, in the hall without a pass, horseplay/scuffling, food or drink in halls)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Administrative double detention <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Parent notification • Administrative double detention <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 to 2 days ISS • Parent notification • Counselor notification
6.	Incitement to Fight	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 1 day ISS • Parent notification • Counselor notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 2 days ISS • Parent notification • Counselor notification and conflict resolution session <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 2 days ISS • Saturday detention (GHS) • Parent conference with administration • Counselor notification and conflict resolution session • Possible Child Study Review • Possible Superintendent's hearing
7.	Fighting/Assault <u>or</u> General Disorder	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> • 1 to 10 day OSS (external suspension) • Parent conference with administration • Counselor notification and conflict resolution session • Municipal complaint may be filed
8.	Aggravated Assault	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> • Minimum 10 day OSS (external suspension) • Parent conference with administration • Municipal complaint filed • Counselor notification and conflict resolution session • Possible Superintendent's hearing which may result in a Board of Education expulsion hearing
9.	Assault by Pupil on Gloucester City Board of Education Employee	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> • 18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings. • Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended. Must attend conflict resolution sessions.

BEHAVIORAL OFFENSES

	Offense	Consequences
10.	Academic Dishonesty <ul style="list-style-type: none"> • Cheating • Copying of another's work OR providing work to another student to copy • Fabrication/Falsification • Tampering • Plagiarism • Unfair Advantage • Other Academic Misconduct determined by the Administration 	1ST OFFENSE <ul style="list-style-type: none"> • Administrative detention • Parent Conference • Zero for all class work 2ND OFFENSE <ul style="list-style-type: none"> • Parent Conference • Zero for all class work 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • 1 to 2 days ISS (in-school suspension) • Parent Conference • Zero for all class work
11.	Disruptive or Unacceptable Behavior (language, gestures, or actions which interfere with the learning process)	1ST OFFENSE <ul style="list-style-type: none"> • Administrative Single Detention 2ND OFFENSE <ul style="list-style-type: none"> • Administrative Double Detention • Parent Notification • Counselor Notification 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • Administrative Double Detention • Parent Conference
12.	Insubordination/Disrespect/Open Defiance of Authority	1ST OFFENSE <ul style="list-style-type: none"> • Administrative Single Detention • Parent notification • Counselor notification 2ND OFFENSE <ul style="list-style-type: none"> • 1 to 2 days ISS • Saturday Detention (GHS) • Parent notification • Counselor notification 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • 1 to 3 days OSS (external suspension) • Parent notification • Parent conference with administration • Counselor notification
13.	Forgery (falsifying and/or possession of an altered note or school-related document from a parent/guardian/teacher/doctor)	1ST OFFENSE <ul style="list-style-type: none"> • Administrative Single Detention • Parent notification • Pass restriction for a length of time to be determined by administration 2ND OFFENSE <ul style="list-style-type: none"> • 1 to 3 days ISS • Parent notification • Pass restriction for a length of time to be determined by administration 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • 1 to 3 days OSS (external suspension) • Parent conference with administration • Pass restriction for a length of time to be determined by administration <p>NOTE: Depending on the nature of the document forged or altered, a municipal complaint may be filed.</p>
14.	Cutting Class (GMS and GHS)	1ST OFFENSE <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification

		<ul style="list-style-type: none"> • Zero for all class work <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 2 Saturday Detentions (GHS) • Parent notification • Zero for all class work • Pass restriction for a length of time to be determined by administration <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 day ISS • Parent conference with administration • Zero for all class work • Pass restriction for a length of time to be determined by administration <p><i>NOTE:</i> Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</p>
15.	Cutting School (Truancy) (GMS and GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification • Zero for all class work • Municipal Daytime Curfew Violation filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 2 Saturday Detentions (GHS) • Parent notification • Zero for all class work • Pass restriction for a length of time to be determined by administration • Municipal Daytime Curfew Violation filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 day ISS • Parent conference with administration • Zero for all class work • Pass restriction for a length of time to be determined by administration • Municipal Daytime Curfew Violation filed • Possible Superintendent’s hearing <p><i>NOTE:</i> Time missed from school will be noted in accordance with attendance policy.</p>
16.	Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria; e.g. throwing food, failure to clean tables)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Administrative Detention • Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Administrative Double Detention • Removal from cafeteria for 1 to 3 days (lunch detention) • Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Administrative Double Detention • Removal from cafeteria for 2 weeks (lunch detention) • Parent notification
17.	Theft of Food/Beverage from Cafeteria	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 1 week removal from cafeteria (lunch detention) • Parent notification • Restitution <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 day ISS • 2 week removal from cafeteria (lunch detention) • Parent notification • Restitution <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 day OSS (external suspension) • 2 week removal from cafeteria (lunch detention) • Parent notification and conference with administration

		<ul style="list-style-type: none"> • Restitution • Municipal complaint may be filed
18.	Failure to Attend Teacher Detention	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Administrative Single Detention <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Administrative Double Detention • Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification • Parent conference with administrator and teacher may be required
19.	Failure to Attend Administrative Detention	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Detention assignment is doubled <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 day ISS • Parent notification • Parent conference with administrator and teacher may be required
20.	Inappropriate Conduct at Administrative Detention (GHS and GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Detention assignment doubled • Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification • Counselor notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 1 to 2 days ISS • Parent notification and conference with administration • Counselor notification
21.	Failure to Attend Saturday Detentions (excluding Credit Completion) (GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 2 Saturday Detentions • Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 day ISS • Parent notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 2 days ISS • Parent notification • Parent conference with administrator and teacher may be required
22.	Inappropriate Conduct at Saturday Detention (GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 2 Saturday Detentions • Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 day ISS • Parent notification • Counselor notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 2 days ISS • Parent notification and conference with administration • Counselor notification
23.	Inappropriate Conduct in ISS	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> • Failure to abide by the rules and regulations of ISS will result in a 1 to 3 day OSS (external suspension).
24.	Dress Code Violation (in accordance with District Policy 5511)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Administrative warning • Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) <p>2ND OFFENSE</p>

		<ul style="list-style-type: none"> • Administrative Single Detention • Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) • Parent notification • Counselor notification <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Administrative Double Detention • Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary) • Parent notification • Counselor notification <p><i>NOTE:</i> Time missed from class due to dress code violations will be noted in accordance with attendance policy.</p>
25.	Parking Violations (GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Administrative warning • Parent notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 30-day forfeiture of parking privilege • Parent notification <p>3RD OFFENSE</p> <ul style="list-style-type: none"> • Loss of parking privilege for duration of school year • Parent notification
26.	Unsafe Operation of Vehicle on School Property (GHS)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention • 30-day forfeiture of parking privilege • Parent notification • Municipal complaint will be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 2 days ISS • Parent notification • Loss of parking privilege for duration of school year • Municipal complaint will be filed
27.	<p>Inappropriate or Unauthorized Use of Electronic Device</p> <p>(devices including but not limited to cell phones, music players, e-readers, and accessories such as earbuds, etc.)</p> <p><i>*NOTE: Students who fail to comply with requests to confiscate devices will be subject to additional disciplinary measures.</i></p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Confiscation of Device (returned at end of school day) • Parent notification • Administrative Single Detention <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Confiscation of Device (returned to parent/guardian ONLY) • Parent notification • Administrative Double Detention <p>3RD OFFENSE</p> <ul style="list-style-type: none"> • Confiscation of Device (returned to parent/guardian ONLY) • Saturday Detention (GHS) • Parent conference with administration • Student is prohibited from bringing device to school

LATENESS AND UNEXCUSED EARLY RELEASE

	Offense	Consequences
28.	Lateness to school (after 8:30 for Grades 1, 2 and 3)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Lateness Documented • Administrative Warning <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Lateness Documented • Administrative Warning <p>3rd OFFENSE*</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) <p>*For every 3rd lateness to school, students will be required to attend a Saturday Credit Completion session from 8 – 10 AM. (GHS)</p> <p><i>NOTE:</i> Students who are habitually late to school may be subject to municipal action. Administration reserves the right to assign lunch/study hall detention, Saturday detention, and ISS if students fail to comply with aforementioned consequences.</p>
29.	Lateness to school (after 8:30 AM)	<ul style="list-style-type: none"> • All students are to report immediately to the main office. • Students WILL NOT receive credit for attendance if not in school a minimum of four (4) hours. Arrival to school after 10:30 AM is considered an absence.
30.	Lateness to class	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Teacher Detention • Parent notification by teacher <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • Administrative Double Detention • Parent notification by teacher <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification by teacher • Counselor notification <p><i>NOTE:</i> Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered an absence/cutting.</p>
31.	Unexcused Early Release	<ul style="list-style-type: none"> • Students cannot receive credit for attendance if not in school for a minimum of 4 hours. If a student leaves school prior to being in attendance for 4 hours, they will be marked absent for that day. • Students who leave school early but have been in attendance for at least 4 hours will have their class period absences noted in accordance with attendance and credit policies. Parents/guardians are strongly encouraged to make appointments for their students after school hours.

PROPERTY OFFENSES

	Offense	Consequences
32.	Tampering with School Equipment	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 2 days ISS • Saturday Detention (GHS) • Parent notification • Restitution for any damage or loss • Municipal complaint may be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 3 day OSS (external suspension) • Parent notification and conference with administration • Restitution for any damage or loss • Municipal Complaint will be filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 5 day OSS (external suspension) • Parent notification and conference with administration • Restitution for any damage or loss • Municipal Complaint will be filed • Possible Superintendent’s hearing • Possible loss of computer/technology access (where applicable) • Possible additional legal action (where applicable)
33.	Tampering with Network Resources (including school, student or staff files)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 2 days ISS • Saturday Detention (GHS) • Parent notification • Restitution for any damage or loss • Municipal complaint may be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 3 day OSS (external suspension) • Parent notification and conference with administration • Restitution for any damage or loss • Municipal Complaint will be filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 5 day OSS (external suspension) • Parent notification and conference with administration • Restitution for any damage or loss • Municipal Complaint will be filed • Possible Superintendent’s hearing • Possible loss of computer/technology access (where applicable) • Possible additional legal action (where applicable)
34.	Accessing Unauthorized or Inappropriate Sites and Materials	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 2 days ISS • Saturday Detention (GHS) • Parent notification • Counselor notification • Restitution for any damage or loss • Municipal complaint may be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 3 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Municipal Complaint may be filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 5 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Municipal Complaint may be filed

		<ul style="list-style-type: none"> • Possible Superintendent's hearing • Possible loss of computer/technology access (where applicable) • Possible additional legal action (where applicable)
35.	Theft/Stealing (individual or school property on school grounds or during school related activities)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 4 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint may be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 5 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint may be filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 10 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint may be filed • Possible Superintendent's hearing
36.	Vandalism or Destruction / Defacing of Property NJSA 18A:37-3 (Liability of parent/guardian for willful destruction of property by student under 18)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 3 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint will be filed <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 4 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint will be filed <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • 10 day OSS (external suspension) • Parent notification and conference with administration • Counselor notification • Restitution for loss • Municipal Complaint may be filed • Possible Superintendent's hearing
37.	Trespassing (on school property without permission)	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> • 1 to 10 day OSS (external suspension) • Parent notification and conference with administration • Municipal Complaint will be filed
38.	Gambling (card games, wagers, or any other such activity)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Saturday Detention (GHS) • Confiscation of paraphernalia • Parent notification • Counselor notification • SRO notification <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • 1 to 2 days ISS • Saturday Detention (GHS) • Confiscation of paraphernalia • Parent notification • Counselor notification

		<ul style="list-style-type: none"> • SRO notification 3RD OFFENSE <ul style="list-style-type: none"> • 1 to 3 days OSS • Confiscation of paraphernalia • Parent notification • Counselor notification • SRO notification
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SAFETY / HAZARD OFFENSES

	Offense	Consequences
39.	Tampering With or Pulling Fire Alarm	1ST OFFENSE <ul style="list-style-type: none"> • 4 day OSS (external suspension) • Parent notification and conference with administration • Municipal Complaint will be filed 2ND OFFENSE <ul style="list-style-type: none"> • 10 day OSS (external suspension) • Parent notification and conference with administration • Municipal Complaint will be filed 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • 30 day OSS (external suspension) • Parent notification and conference with administration • Municipal Complaint will be filed <p><i>NOTE: Board of Education may seek reimbursement for fines incurred for false alarms.</i></p>
40.	Inappropriate Conduct During Evacuation and/or Emergency	1ST OFFENSE <ul style="list-style-type: none"> • Saturday Detention (GHS) • Parent notification 2ND OFFENSE: <ul style="list-style-type: none"> • 1 to 2 days ISS • Saturday Detention (GHS) • Parent notification 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • 1 to 3 days OSS (external suspension) • Parent notification and conference with administration
41.	Possession of Devices Emitting Laser Beam	1ST OFFENSE <ul style="list-style-type: none"> • Confiscation of Device • Parent notification • SRO notification; municipal complaint may be filed • Saturday Detention (GHS) 2ND OFFENSE <ul style="list-style-type: none"> • Confiscation of Device • Parent notification • SRO notification; municipal complaint may be filed • 1 to 3 days ISS 3RD AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> • Confiscation of Device • 1 to 3 days OSS • Parent conference with administration • SRO notification; municipal complaint may be filed
42.	Arson	ALL OFFENSES <ul style="list-style-type: none"> • Police Notification • Municipal Complaint Filed • Parent notification and conference with administration

		<ul style="list-style-type: none"> • Suspension pending Superintendent hearing with referral to Board of Education for possible expulsion
43.	Possession of Weapons or Weapon-Related Paraphernalia NJSA2C:39	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> • External suspension of a length to be determined by administration until Superintendent's hearing which may result in a Board of Education expulsion hearing • Parent conference • Child Study Team referral • Municipal Complaint will be filed <p><i>NOTE:</i> This code also refers to imitation, toy, or decoy weapons.</p>
44.	Assault With Weapon, or Infliction of Bodily Harm NJSA 2C:12-1	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> • External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing • Parent conference • Child Study Team referral • Municipal Complaint will be filed
45.	Personal Possessions/ Weapons and Dangerous Instruments	<ul style="list-style-type: none"> • In the interest of the safety of personal possessions, the Board of Education asks the cooperation of parents and students to refrain from wearing or bringing expensive items to school. • If arrangements are made to bring an expensive or fragile item for classroom purposes, they must be labeled or otherwise identified and secured with the teacher who teaches the class. • The Board of Education prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent. • For purposes of the policy weapons or dangerous instruments include those that commonly represent crime and violence, (i.e., knives, switch blade knives, gravity knives, stilettos, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp instruments, anything that the purpose is to administer bodily harm.) • Any student found in possession of such shall be reported to an administrator immediately. The administrator shall proceed with appropriate procedures to confiscate the instruments and report to the Superintendent and the local police. • In accordance with federal regulations (improving America's Schools Act 1994), any student found in possession of a gun on school property shall be suspended and referred to the Board of Education for one(1) year. Must attend conflict resolution sessions. • The Board of Education prohibits the carrying of paging devices on school property unless approved for use by a student with a medical condition for which a physician orders monitoring. • 2C:33-18; 18A:6-1; 18A372.1

SUBSTANCE-RELATED OFFENSES

46.	Possession of Drug Paraphernalia (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Parent notification • 4 day OSS (external suspension) • SRO informed and municipal complaint filed • Student will be required to attend drug counseling sessions • Drug test/doctor’s note needed to return to school • On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • All of the above <i>PLUS</i>: • External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing <p>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</p>
47.	Possession of Alcohol, Drugs, Steroids, or Substances identified in N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Parent notification • 10 day OSS (external suspension) • SRO informed and municipal complaint filed • Student will be required to attend drug counseling sessions • Drug test/doctor’s note needed to return to school • On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. • Superintendent's hearing which may result in a Board of Education disciplinary hearing <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • All of the above <i>PLUS</i>: • External suspension until Superintendent's hearing, which may result in a Board of Education disciplinary hearing. <p>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</p>
48.	Under the Influence of Alcohol, Drugs, Steroids or Substances identified in N.J.S.A.C. 6:29-9.3(a)	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Parent notification • Immediate medical examination including urinalysis to verify use and determine extent of use • SRO notified and municipal complaint filed (if drug test is positive) • 4-day OSS upon verification of positive diagnosis of alcohol, drugs, or use. • Medical statement substantiating a student's state of well-being is required before re-entry after positive diagnosis of chemical use. This also pertains to students who are returning after completing a drug treatment program. • Student and parent/guardian referral to counselor for treatment, after-care, and re-entry plan. • Student will be required to attend drug counseling sessions. • On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. • 30 day pass restriction will be in effect • 30 day athletic ineligibility <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • All of the above <i>PLUS</i>: • 60 day pass restriction will be in effect • Two-season athletic ineligibility • Superintendent's hearing which may result in a Board of Education disciplinary hearing <p>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</p>
49.	Distribution, Transferring or Selling Controlled or Dangerous Substance	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> • Parent notification • SRO informed and municipal complaint filed • Student will be required to attend drug counseling sessions.

	(or possession of amount large enough to indicate possible intent to distribute, transfer or sell)	<ul style="list-style-type: none"> • Drug test and doctor’s note are needed to return to school • External suspension pending Superintendent hearing with referral to Board of Education for disciplinary action. <p>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</p>
50.	OTC (Over The Counter) Medications - Possession/Consumption	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 1 day ISS • Parent notification • Municipal complaint may be filed <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Any additional offenses will result in an external suspension pending a superintendent’s hearing
51.	OTC (Over The Counter) Medications - Distribution	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • 4 - 10 days OSS • Parent notification • Municipal complaint may be filed <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Any additional offenses will result in an external suspension pending a superintendent’s hearing
52.	Conviction for Violation of the Drug Law Committed Off School Property. <i>As per Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i>	<p>ALL OFFENSES</p> <p>The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body, including but not limited to:</p> <ul style="list-style-type: none"> • Parent notification • Drug test and doctor’s note are needed to return to school • External suspension pending Superintendent hearing with referral to Board of Education for disciplinary action. <p>NOTE: A drug screen will be assumed to be positive in the event that a drug screen or test is refused.</p>
53.	Smoking or use of Electronic Cigarette/Vape (includes students who are seen exhaling smoke/vapor, using chewing tobacco or other tobacco product) <i>Smoking on school grounds or in vehicles on school grounds is prohibited by law!</i> <i>*A drug screen or test yielding a positive outcome for will result in additional consequences per discipline code offense #48. A drug screen will be assumed to be positive in the event that the drug screen or test is refused.</i>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • IMMEDIATE DRUG TEST* • 2 days OSS • Parent notification • Referral to SAC for smoking cessation program • Municipal Complaint will be filed • 30 day pass restriction will be in effect • 30 day athletic ineligibility <p>2ND OFFENSE</p> <ul style="list-style-type: none"> • IMMEDIATE DRUG TEST* • 4 day OSS (external suspension) • Referral to SAC for smoking cessation program • Municipal Complaint will be filed • 60 day pass restriction will be in effect • Two-season athletic ineligibility <p>3RD AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • IMMEDIATE DRUG TEST* • 4 day OSS (external suspension) • Referral to SAC for smoking cessation program • Municipal Complaint will be filed • Pass restriction will be in effect for remainder of school year • One year athletic ineligibility
54.	Possession of Tobacco Products or Electronic Cigarette/Vaporizer and Associated Materials	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> • Confiscation of materials • Parent notification • 1 day ISS • Referral to SAC for smoking cessation program <p>2ND AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> • Confiscation of materials • Parent notification • 1 day OSS • Referral to SAC for smoking cessation program

PRIDE PROGRAM

The CSS PRIDE Program offers a smaller setting, often one-to-one, for students who need help catching up on work missed due to an illness or absences. It also is an alternative setting to students who struggled to meet behavioral expectations in a traditional school setting. PRIDE is a transition program with the goal of successfully re-entering students into the mainstream population.