



**Parent – Student Handbook
2016-2017**

**Cold Springs School
1194 Market Street
Gloucester City, NJ 08030**

Karen Kessler, Principal
Katherine Kearney, Interim Assistant Principal
Norell Gurcsik, Director of Early Childhood Center
Joseph DiPatri, Administrator/Guidance Counselor

Mission Statement

The educational process of the Gloucester City Public School District is the embodiment of visionary leadership, involved community, and individual needs. It is characterized by a holistic approach, by technological innovation, and by the development of socially responsible citizens.

All students in the Gloucester City School District will be able to demonstrate the skills as outlined in the New Jersey Core Curriculum Content Standards. The students of the Gloucester City Schools will become contributing members of a changing economy and be prepared and committed to life long learning.

Cold Springs School
1194 Market Street
Gloucester City, NJ 08030
856-456-7000 Fax: 856-456-2160
Early Childhood Fax: 856-475-0121

Karen Kessler, Principal

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 and to **sign and return the form** which was sent home with your child on their first day of school indicating that you are 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 – **Please sign and return the form which was sent home with your child on their first day of school**
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. Periodically, we send home a newsletter, **The Cubs' Tale**, which 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 numbers included in this booklet, which will assist you in contacting your child's teachers and other school personnel. At the beginning of the school year, you will receive a yearly district calendar, and at the beginning of each month we send home a school calendar highlighting special events. Occasionally we send special notices home with your child in response to an unexpected or important development at school or in the community. We will also use School Messenger to share information with our families via telephone.

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

STUDENT/PARENT/GUARDIAN SCHOOL CONTRACT

The Parent/Student Handbook has been prepared to inform you of the rules and regulations of Cold Springs School.

The administration requests that you give special attention to the following sections in the handbook:

1. School Hours and Arrival/Dismissal Procedures
2. Internet Acceptance Use Policy
3. Drug and Alcohol Policy
4. Dress Code
5. District Discipline Policy
6. No Child Left Behind (NCLB)
7. Surveys
8. Harassment, Intimidation and Bullying (HIB)
9. Attendance Policy
10. Parents Rights Under Section 504
11. Intervention and Referral Services Team

**PLEASE COMPLETE THE FORM WHICH WAS SENT HOME
WITH YOUR CHILD ON THEIR FIRST DAY OF SCHOOL – ACKNOWLEDGING
THAT YOU HAVE READ AND UNDERSTAND THE INFORMATION
WHICH IS ENCLOSED IN THE PARENT/STUDENT HANDBOOK**

**FULL SCHOOL DISTRICT POLICY CAN BE FOUND ON THE DISTRICT WEBSITE
BY CLICKING ONTO THE SCHOOL BOARD LINK
ON THE DISTRICT PAGE
AND THEN CLICKING INTO “POLICIES AND BYLAWS”**

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History of Gloucester City Schools

Formal education began in the late 1700's with the opening of a one-room log school on the edge of town. Parents were responsible for all expenses, including room and board for the teacher. The school was open year 'round, and children attended whenever they could.

A new constitution for New Jersey in the 1840's established public schools, but all costs were to be paid by the community. In 1847, Union Township/Gloucester Town was educating 239 children in two elementary schools. The frame schoolhouses were still open year 'round because attendance was still "come when you can".

Gloucester City was incorporated in 1868, education continued to grow, and brick buildings had replaced the frame schools. Three schools, under the direction of a six member elected School Board of Trustees, were opened by taxes levied on residents. The treasurer served as superintendent of schools. The seven teachers earned between \$25 and \$50 per month. By 1873, there were 1,636 children eligible for school, but only 1,046 attended with the average daily attendance at 523.

Attendance became compulsory in 1874; but since there was still no high school, children left school as soon as possible to go to work. Gloucester City became one of the first cities in New Jersey to provide an evening school for adults. In 1875 adults could continue or begin their education by attending school four nights each week. Attendance was strictly enforced; two absences in a row, and the person had to forfeit the seat. The first superintendent of schools was hired in 1877 at \$200 per year.

About 100 years after the beginning of education in town, Gloucester City had five schools, eleven teachers, one principal and four teachers for the adult school. The budget of \$7,877.31 in 1886 was met by state, local and pool taxes.

Several important changes took place in the first half of this century. Twenty-eight students were enrolled in the first four-year high school in 1907. The School Board of Trustees was changed from an elected to an appointed board with the annual budget set by a Board of Estimates. The Highland Park School followed in 1926 with the Heights leaving Haddon Township to become part of the City.

The second half of the twentieth century began with Gloucester City being used as an example in School Law classes. It was one of the only two systems in Camden County that still had an appointed school board. There were, at that time, six elementary schools and a junior-senior high school. By the late 1950's, the district was governed by an elected board, the number had been increased to nine, the first woman – Laura Douglass of Gloucester Heights – had been elected to the board, and the Hunter Street School was closed. During this time, the board recognized the need for a new junior-senior high school. Laura Douglass led the drive to get voter approval after the first bond issue was defeated.

In 1960 a disastrous fire destroyed the Monmouth Street School, and for about a year the children attended school in the high school on Cumberland Street. Finally, in March of 1961, the present high school, smaller than it is today, opened. There were five elementary schools. While there were no spectacular changes for the next 30 years, the district expanded the high school to handle the very large student enrollments of the 1960's and 1970's. Later special education became a vital factor in space usage.

With overwhelming vote approval in 1992, the school district prepared to enter the 21st century with the state-of-the-art Pre-K through grade three building named Cold Springs School, which opened in September 1995. However, this meant the closing of the four neighborhood schools, a somewhat sad ending to a bygone era.



Office of the Superintendent of Schools
(856) 456-7000, Ext. 2166

Mr. Joseph G. Rafferty
Superintendent of Schools

Message from the Superintendent:

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 so important that parents/guardians form a strong bond with the school in order to provide for guidance, direction, and support for every student to attain his or her maximum educational benefits. Complete copies of all policies, rules, regulations, and other information are available through the principal's office. I extend my appreciation to the many people who worked to make this Parent/Student Handbook possible and hope that you, as parents/guardians, will use it frequently.

Joseph G. Rafferty
Superintendent

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.

Board of Education

Edward Hubbs, President
Stephanie Cohan, Vice President

Robert Bennett, Sr.

Jacqueline Borger

Richard Dolson

John Driscoll

Leon Harris

Bill Johnson

Michelle Wright

Tracy Farrow – Brooklawn Representative

Margaret McDonnell, Business Administrator

Frank Cavallo, Jr. of Parker McCay, Solicitor

Theresa Shore, Accounts Payable

Patricia Blaylock, Administrative Assistant to Business Administrator

Karen McKinney, Payroll and Benefits

Meeting Dates

Caucus – 7:00 P.M. – Thursday prior to the regular meeting

Regular Meeting – 7:00 P.M. – 2nd Tuesday of Month

Meetings held at
Gloucester City High School
1300 Market Street
Gloucester City, NJ

**Please check the school district website and public notices
for summer meeting schedule and possible schedule changes**

Cold Springs School Staff
856-456-7000

Karen Kessler, Principal
Katherine Kearney, Interim Assistant Principal
Norell Gurcsik, Assistant Principal/Director of Early Childhood
Joseph DiPatri, Administrator/Guidance Counselor
Kathleen Brandt, Secretary
Joan Braunwarth, Secretary
Alice Jackson, Secretary
Joanne Morrell, Secretary

Anderson, L. – 3 rd Grade Teacher	Ext. 3382
Athey, L. – P.E. Teacher	Ext. 3369
Baker, J. – 2 nd Grade Teacher	Ext. 3396
Bangle, C. – Paraprofessional	Ext. 3351
Barikian, J. – Kindergarten Teacher	Ext. 3358
Barth, M. – Computer Teacher	
Bazis, P. – Paraprofessional	Ext. 3334
Beebe, K. – Paraprofessional	Ext. 3176
Bennett, R. – Security Officer	Ext. 3140
BEST Office	Ext. 3134
Bigham, D. – PreK Teacher	Ext. 3410
Birney, B. – Cafeteria Aide	-----
Blake, J. – 3 rd Grade Teacher	
Blessinger, A. – PreK Teacher	Ext. 3357
Blum, C. – PreK Teacher	Ext. 3407
Bonner, D. – Tutor	Ext. 3337
Bonner, T. – Paraprofessional	Ext. 3342
Bowe, V. – S.E. Teacher	Ext. 3432
Brady, J. – Tutor	Ext. 2328
Brandt, K. – Secretary	Ext. 3147
Braunwarth, J. – Secretary	Ext. 3249
Burglund, G. – Security Officer	Ext. 1788
Carey, M. – Kindergarten Teacher	
Carlino, D. – S.E. Teacher	Ext. 3301
Chando, C. – Kindergarten Teacher	Ext. 3378
Chando, D. – 3 rd Grade Teacher	Ext. 3381
Coffey, J. – Paraprofessional	Ext. 3424
Colvin, V. – Paraprofessional	Ext. 3364
Cotellese, J. – Kindergarten Teacher	Ext. 3303
Dailey, C. – S.E. Teacher	Ext. 3383
Dailey, P. – 1 st Grade Teacher	Ext. 3345
Davis, J. – 2 nd Grade Teacher	Ext. 3388
DePrince, L. – Nurse	Ext. 3160
Devereaux, K. – Paraprofessional	Ext. 3307
Dilks, K. – Paraprofessional	Ext. 3308
DiNoia, J. – PreK Teacher	Ext. 3418
DiPatri, J. – Guidance Counselor	Ext. 3154
Driscoll, D. – Reading Coach	Ext. 3247
Elder, L. – Paraprofessional	Ext. 3309
Fahy, K. – Math Coach	
Farreny, L. – S.E. Teacher	Ext. 3397
Fedore, J. – Paraprofessional	Ext. 3310
Feliciano, F. – PreK Teacher	Ext. 3343
Ferrari, K. – Paraprofessional	Ext. 3324
Fetzko, S. – Speech Teacher	
Fitzpatrick, R. – Speech Teacher	Ext. 3359
Flood, Katherine – Paraprofessional	Ext. 3319
Flood, Kathleen – Paraprofessional	Ext. 3311
Fluck, P. – Media Specialist	Ext. 3177

Franchi, K. – Paraprofessional	Ext. 3341
Gallagher, M. – 1 st Grade Teacher	Ext. 3304
Gansert, L. – S.E. Teacher	Ext. 3316
Gentile, C. – ECC Coach	Ext. 3399
Glinos, D. – Art Teacher	Ext. 3356
Gorman, D. – Cafeteria Aide	-----
Gray, S. – S.E. Teacher	Ext. 3348
Grevera, T. – Paraprofessional	Ext. 3314
Griffith, S. – Paraprofessional	Ext. 3305
Groff, B. – PreK Teacher	Ext. 3403
Grohowski, K. – PreK Teacher	Ext. 3429
Gunther, D. – Paraprofessional	Ext. 3315
Gurcsik, N. – Director of Early Childhood	Ext. 3261
Hadley, C. – S.E. Teacher	
Harris, D. – Kindergarten Coach	
Holscher, L. – 2 nd Grade Teacher	Ext. 3412
Hoover, K. – 1 st Grade Teacher	Ext. 3413
Jackson, A. – Secretary	Ext. 3151
Jackson, J. – S.E. Teacher	Ext. 3376
Jupin, J. – PreK Teacher	Ext. 3375
Kain, M. – Paraprofessional	Ext. 3371
Kearney, K. – Administration	Ext. 3248
Kerr, S. – S.E. Teacher	Ext. 3354
Kessler, K. – Principal	Ext. 3150
Klein, R. – Speech Teacher	Ext. 3335
Kober, J. – PreK Teacher	Ext. 3331
Kumpel, C. – T/G Teacher	Ext. 3389
Leposki, S. – Paraprofessional	Ext. 3368
Levins, G. – Cafeteria Aide	-----
Lizzio, C. – Paraprofessional	Ext. 3313
Lorenz, L. – Music Teacher	Ext. 3355
MacDonald, A. – 1 st Grade Teacher	Ext. 3393
MacDonald, S. – 3 rd Grade Teacher	Ext. 3390
Mahoney, S. – ESL Teacher	Ext. 3284
Maiorano, M. – S.E. Teacher	Ext. 3422
Mann, A. – S.E. Teacher	Ext. 3363
Marroletti, C. – PreK Teacher	Ext. 3419
Maugeri, S. – Child Study Team	
McAllister, C. – PreK Teacher	Ext. 3398
McCabe, E. – Paraprofessional	Ext. 3417
McCormick, C. – Paraprofessional	Ext. 3423
McKiernan, D. – Paraprofessional	Ext. 3325
McNally, M. – Community Outreach	Ext. 3279
McNeely, L. – Kindergarten Teacher	Ext. 3361
Messerschmitt, T. – Paraprofessional	Ext. 3326
Mikle, K. – 3 rd Grade Teacher	Ext. 3384
Monroe, T. – Paraprofessional	Ext. 3327
Morrell, J. – Secretary	Ext. 3155
Motolese, M. – S.E. Teacher	Ext. 3328
Muha, K. – 3 rd Grade Teacher	Ext. 3394
Murphy, M. – Paraprofessional	Ext. 3330
Murphy, T. – PreK Teacher	Ext. 3305
Musselman, D. – PreK Teacher	Ext. 3406
Pagan, J. – Paraprofessional	Ext. 3333
Pennington, K. – Paraprofessional	
Pettolina, S. – Cafeteria Aide	-----
Pilla, J. – 1 st Grade Teacher	Ext. 3391
Pregartner, J. – Paraprofessional	Ext. 3336
Prepsel, S. – Kindergarten Teacher	Ext. 3362
Ratner, M. – PreK Teacher	Ext. 3411
Rebstock, L. – PreK Teacher	Ext. 3367
Ritchie, N. – Cafeteria Aide	-----
Roney, P. – 2 nd Grade Teacher	Ext. 3404

Rucci, C. – Nurse	Ext. 3160
Rusk, G. – Paraprofessional	Ext. 3433
Ruskoski, J. – PreK Teacher	Ext. 3400
Russo, C. – Paraprofessional	Ext. 3339
Schadt, M. – S.E. Teacher	Ext. 3353
Schili, J. – Paraprofessional	
Schoener, K. – Technology Facilitator	Ext. 3201
Schultes, G. – 2 nd Grade Teacher	Ext. 3405
Stevenson, M. – Child Study Team	Ext. 3162
Stiles, M. – Paraprofessional	Ext. 3329
Stinger, N. – PreK Teacher	Ext. 3428
Sutcliffe, R. – PreK Teacher	Ext. 3409
Thomson, D. – Paraprofessional	Ext. 3338
Todd, S. – 2 nd Grade Teacher	Ext. 3318
Uhlendorf, D. – 3 rd Grade Teacher	Ext. 3392
VanFossen, D. – Paraprofessional	Ext. 3332
Vasquez, K. – PreK Teacher	Ext. 3408
Wall, J. – 1 st Grade Teacher	Ext. 3302
Ward, E. – Guidance Counselor	Ext. 3128
Widen, S. – 3 rd Grade teacher	Ext. 3414
Wigginton, V. – Paraprofessional	Ext. 3380
Wolvin, E. – 2 nd Grade Teacher	Ext. 3349
Woodruff, G. – P.E. Teacher	Ext. 3370
Yates, T. – 1 st Grade Teacher	Ext. 3385
Zimecki, A. – Kindergarten Teacher	Ext. 3360

Emergency Closing

Sometimes it is necessary for school to be closed because of snow or other emergency conditions. Our school closing number is **561**. The following television stations will announce any school closings or delayed openings: ABC, CBS, NBC and FOX News. You may also listen to KYW News Radio 1060 and B101.1 for information regarding school closings. Additionally, our district web site may be accessed to find out the latest up-to-date information at www.gcsd.k12.nj.us. An automated call will also go out contacting you in the event of an emergency closing. Please contact the school if your telephone number changes during the school year in order to receive this message.

School Messenger

Gloucester City Public Schools uses School Messenger to notify our community about important events and news. New this year, 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.

Family Educational Rights and Privacy Act

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

School Calendar 2016-2017

September 5th	School Closed – Labor Day
September 6th	School Opens for First – Third Grade Students
September 6th	Kindergarten and Preschool Parent Orientation
September 7th	School Opens for Kindergarten and Preschool Students
September 15th	Back to School Night – Grades 1-3
September 20th	Back to School Night – Preschool & Kindergarten
October 10th	School Closed – Columbus Day
October 17th	Delayed Opening – Staff Development
November 9th	School Closed – Staff Development
November 10th	School Closed – NJEA Convention
November 11th	School Closed – NJEA Convention / Veteran’s Day
November 15th	Early Dismissal - Parent Conferences/Evening only
November 16th	Early Dismissal - Parent Conference/Afternoon only
November 17th	Early Dismissal - Parent Conference/Evening only
November 23rd	Early Dismissal – Students and Staff
November 24th – 25th	School Closed – Thanksgiving Recess
December 23rd	Early Dismissal – Students and Staff
December 26th -	
January 4th	School Closed – Winter Recess
January 5th – 6th	School Closed – Staff Development
January 16th	School Closed – Martin Luther King Day
February 14th	Early Dismissal – Parent Conference/Evening only
February 15th	Early Dismissal – Parent Conference/Afternoon only
February 16th	Early Dismissal – Parent Conference/Evening only
February 20th	School Closed – President’s Day
April 13th	Early Dismissal – Students and Staff
April 14th – 18th	School Closed – Spring Recess
May 26th	Early Dismissal – Students and Staff
May 29th	School Closed – Memorial Day
June 1st	Delayed Opening – Staff Development
June 13th – 15th	Early Dismissal for Students
June 15th	Last Day for Students
June 16th	Last Day for Teachers
* June 19th and 20th	Snow Days Make-Up (if needed)
June 26th	Summer School Begins

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 BEST 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, PREK 3, AND PREK 4

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 8:50AM.

PREK 4

8:40 AM – PreK 4 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. PreK 4 students are considered late at 8:50AM.

PREK 3

8:50 AM – PreK 3 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. PreK 3 students are considered late at 9:00AM.

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.

PREK 4

3:13 PM – PreK 4 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.

PREK 3

3:23 PM – PreK 3 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
KINDERGARTEN – THIRD GRADE STUDENTS
BACK OF THE BUILDING

At **8:15AM** each day, parents who have children in Kindergarten and Grades 1-3 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. Cars may leave via the center lane once they have picked up all children. The next few cars may pull forward. You will be given a purple placard with the family name(s) on it the first day. Please display it in the bottom corner of the passenger side window. 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 first dismissal. You will be asked to go around the building and come back. Parking is prohibited in this location and during this time.

FAMILY ARRIVAL – 8:30AM – 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.

Please Note - Important Early Dismissal Information

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. Please send in a note in advance, so that we can make the necessary arrangements. This requirement has been put into place to insure that all children are in the right place at the right time. 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. Also, dismissal changes will NOT be taken over the phone – 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.

Bus Information

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 rule 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:

Any child riding the bus **must**:

1. Enter and leave the bus in a quiet and orderly manner. Failure to do so may result in a student's loss of his/her riding privileges.
2. Remain seated throughout the trip and sit in the seat which has been assigned by the bus aide in order for attendance to be taken. **ONLY THE BUS AIDE OR DRIVER MAY OPEN ANY WINDOWS.** Failure to follow these rules may result in a student's loss of his/her riding privileges.
3. Talk in a normal tone throughout the trip; yelling, screaming and shouting only results in confusion and may lead to a student's loss of his/her riding privileges.
4. Practice all safety rules necessary to insure a pleasant, safe trip for everyone. Pushing, shoving, hitting, throwing objects (either from open windows or while inside the bus) endangers the safety of everyone and will not be tolerated which may then lead to a student's loss of his/her riding privileges.
5. Cooperation and respect of all students with the bus aide, bus driver and those staff members in a position of authority is a must. Failure to cooperate may result in the student's loss of his/her riding privileges.

When a student is assigned a bus stop, this is to be their permanent stop for the school year. Since close to two hundred children are transported to and from Cold Springs School on a daily basis, it is necessary for the bus aides and drivers to keep track of the children. Bussing is provided for students in accordance with their IEP and pupils whose route to school is deemed hazardous by the Board of Education. In order for a bus stop change to occur due to an address change, the required paperwork (four proofs of new/current address) must first be completed in the CSS designated office – this would be the main office for 1st-3rd grade students and the ECC office for Kindergarten and PreK students.

Adult supervision is required at all times at each bus stop for all children. No dogs are permitted at any bus stop. Also, since our student's health and safety are a priority, if a parent feels the need to smoke, we ask that they move away from the children and other parents that are waiting for their bus. PreK and Kindergarten children must be met at their bus stops by a parent or a designated ADULT who must present their school-issued identification card. If these requirements are not met, the PreK/Kindergarten child will be transported back to Cold Springs School at which time the parent/emergency phone numbers will be notified and the person contacted will need to pick up the student at the Early Childhood office.

Continued disregard of any of the above guidelines may result in the temporary or permanent suspension of your child's bus privileges.

Busses Depart from Cold Springs School

First through Third Grade
8:00AM
3:03PM

Pre-K and Kindergarten
8:20AM
3:23PM

When walking to or from a bus stop, extreme care must be used in crossing the streets. Students should cross at intersections or marked lanes only. If a student encounters a difficulty while coming to or going home from school, she/he should immediately report the difficulty to school officials, the closest crossing guard and their parents. Under no circumstances should a student accept a ride from an individual they do not know.

Trimester/ Progress Reports / Parent Conferences / Report Cards

PreK, Kindergarten, First Grade, Second Grade, and Third Grade

**** Pre-K and Kindergarten students will not receive progress reports**

First Trimester

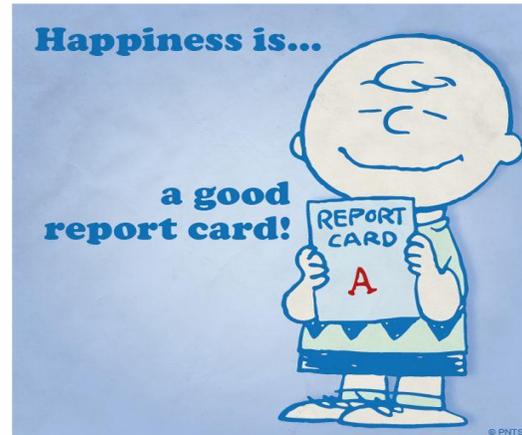
Mid-Trimester – October 8th
Progress Reports – October 21st
Conferences – November 15th, 16th & 17th
Night Conference – November 15th & 17th
End of Trimester – December 7th
Report Cards – December 13th

Second Trimester

Mid-Trimester – February 2nd
Progress Reports – February 14th
Conferences – February 14th, 15th & 16th
Night Conferences – February 14th & 16th
End of Trimester – March 17th
Report Cards – March 23rd

Third Trimester

Mid-Trimester – May 3rd
Progress Reports – May 5th
End of Trimester – June 15th
Report Cards – June 15th



Grading System

Report cards are distributed quarterly with progress reports distributed mid-marking period. Our Preschool program uses teaching strategies (GOLD) which provides a narrative summary of a pupil's progress during each marking period. Your child's preschool teacher will review the summary of his/her progress during the scheduled parent conferences. The following are the grading standards for students in Kindergarten thru Third Grade:

Kindergarten

(3)(S) Secure (Confident, Independent)
(2)(D) Developing (Progressing with Support)
(1)(E) Emergent (Beginning needing Assistance)

First through Third Grade Standards

92% - 100% - Excels at meeting grade level expectations
83% - 91% - Good progress toward grade level expectations
73% - 82% - Average progress toward grade level expectations
65% - 72% - Marginal progress toward grade level expectations
Below 65% - Not meeting grade level expectations

Effort Code

1 – Excellent Effort
2 – Expected Effort
3 – Inconsistent Effort
4 – Insufficient Effort

Special Subjects

O - Outstanding
S - Satisfactory
N - Needs Improvement
X - Area of Concern

Promotion Requirements (District Policy #5410)

A child will be promoted to the succeeding grade level when they have completed the course requirements and instructional objectives required at their presently assigned grade. In addition to student performance, as determined by the district grading policy, students must also demonstrate the social, emotional, and physical maturation necessary to be successful in the next grade level.

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, and national standards of excellence. Curriculum includes a scope and sequence of content, concepts, and skills taught in a particular discipline, textbook and other resource materials, identified measurable student learning objectives, and methods of assessing student performance of learning objectives.

Professional Development

Gloucester City continues to provide its staff members with a wide variety of professional development experiences that are designed to enhance classroom instruction. Professional development focuses include the integration of technology, specific content area sessions, classroom management and differentiated instruction.

MMS Parent Portal

MMS 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 now have access to teacher contact information, student attendance, student assignments and homework. Further information regarding this will be made available to parents. To obtain access to MMS you may contact your child's classroom teacher, the building technology facilitator, Ms. Kathy Schoener, extension 3201, or visit the district web site for accessing use instructions.

Homework Statement

We believe that the home and school can work effectively together in the education of our children. Homework is an extension of the school day that allows the home support system to review the day's progress, monitor the practices of newly learned skills and help each child grow in independent study skills. Assignments are not to be regarded as busy work.

Reading Homework

Each reading student is expected to read nightly for 20 minutes to a parent or other family member who in turn is to sign the homework form or calendar to confirm this. In addition students are required to write a sentence or two about what was read. Parents' encouragement and support in this effort is greatly appreciated. Students who consistently do their 20 minutes of nightly reading make significant gains over students who do not.

Homework Objectives

- 1) To extend the learning experiences of students beyond the classroom
- 2) To reinforce learning by providing further practice and application
- 3) To help develop independence and responsibility
- 4) To acquaint the parents with the type of work the student is doing in school

Make-Up Work

When a student is absent from school, he/she will have five days to complete the assignments missed for the days that the student was absent. Teachers shall make reasonable accommodations to extend time for pupils. Any missed tests will be made up at the discretion of the teacher by the end of the marking period.

Student Records

As a parent, you and your child have the right to individual privacy. If you have any questions about, or you wish to examine, your child's records at any time, you may do so by making an appointment with the Principal's office.

Standardized Testing

Both Gates assessments and Link-it benchmark assessments are administered periodically. The results are used to measure students' academic growth and identification. The PARCC (Partnership for Assessment of Readiness for College and Careers) standardized test will be administered to all third grade students.

Acceptable Use of Computer Networks/Computers and Resources (District Policy #2361)

CSS students have the benefit of access to a wide range of technology in their classes. Among these resources is the use of the Internet. **An "Acceptable Use" policy is sent home at the beginning of the school year for your review and signature. It should be returned to the school where it will be kept on file.** Students who violate the guidelines of the policy will lose the privilege of Internet access and may be subject to disciplinary consequence. The full Acceptable Use policy may be viewed on the district web page under Policies and By-laws.

Surveys

During the school year, the Board of Education may approve surveys to be administered to students during the school day. If you **do not** wish for your child to participate in school-administered surveys, please send a request in writing to have your child excluded from this activity.

School Visitors / Parental Visitation

Visitors, especially parents, are always welcome. Please call the appropriate grade level office to schedule an appointment with the person you wish to see. To insure the safety of the children and the good order of the school, we ask that all visitors first report to the Security area upon arrival. A photo ID is required and will be requested by security and/or staff. A visitor's pass will be provided and should be worn and visible while in the building.

Affirmative Action (District Policy #1140)

The Gloucester City School District will take whatever affirmative action is necessary to provide equal employment opportunities without regard to race, creed, color, sex, marital status or national origin and to ensure that all personnel actions such as recruitments, selection, placement, training, promotions, transfers, terminations, disciplinary actions and all benefits, compensation are equally applied.

The Board of Education affirms its responsibility to ensure all students equal educational opportunity, regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, social or economic condition or non-applicable handicap.

Field Trips

Educational field trips for the children may be scheduled during the school year. The purpose of these trips is to provide all school children with an educational experience outside the classroom. Teachers will provide pre-trip and post-trip activities as preparation and follow-up activities. Any parents asked to chaperone on trips may not take other children with them.

Student Photos

In the fall and spring, an outside photographer will take individual student photos. The photographer will additionally take group class pictures sometime during the spring. These photos are available for parent purchase at a minimal cost as a nice memento of your child's school years and are strictly a parent option.

Student Rights

Student photos and/or a student's likeness will not be published without the consent of the student's parents.

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 pages 9 – 11 of this handbook.

Lost and Found

Any item that is found should be turned into the school office. If a student loses an item he/she should first check with his/her teacher and then with the office. Continue to check for a couple of days in case the item is not immediately found. ***It is recommended that you label all of your child's possessions with their name with indelible marker, i.e., coats, sweaters, bookbags, lunch boxes.***

Expectations for Pupil Conduct (District Policy #5500)

As responsible citizens, many laws, policies, regulations, and ordinances affect our students. Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all.

Students are expected to have respect for school property and to take care of books, desks and other furniture and equipment.

An atmosphere of calm is essential to learning. Students need to use "quiet voices" in the classroom, cafeteria, library, halls and stairwells.

Inappropriate Items

Students are cautioned not to bring large amounts of money or radios, games, balls, toys, etc. to school. Items such as these can be lost or damaged as well as interrupt the educational process. Headphones, "ipods", and similar items are not to be brought to school. (Laser pens/Beepers/Pagers are not permitted in accordance with New Jersey State Law.) Cell phones are not permitted to be used during the instructional day. The school cannot be responsible for lost or damaged personal items.

Gum and Candy

Gum and candy should not be brought to school and/or eaten in school.

Discipline / Detention

Effective classroom discipline is a key component in the educational process. Without individual and classroom discipline, effective teaching cannot take place. All students have the right to a quality public education that allows for individual differences. Recognizing this right and the needs of individuals, we at Cold Springs School strive to work in cooperation with each other and the home. The teacher is the first person to handle a discipline problem. If the teacher deems that an after school detention is necessary, the parents will be notified prior to the child staying for detention. If the problem continues, the child will be referred to the assistant principal's office for disciplinary action. Action taken will depend upon the severity of the disciplinary problem. Please refer to the Gloucester City School District Student Discipline Procedures Manual at the end of this book for specific information.

Suspension (District Policy #5610) / Expulsion (District Policy #5620)

"Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her 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" (N.J.S.A. 18A:37-2).

Care of School Property (District Policy #5513) / Vandalism (District Policy #7610)

The Gloucester City Board of Education believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the Board, the Principal of the school shall notify the Superintendent. The Board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

Drugs, Alcohol and Steroids (District Policy #5530 – Substance Abuse)

The Gloucester City Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event, away from the school, provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated and reported in accordance with the law. NJAC 6:29-6.5

Textbooks

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 is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the following schedule:

New book.....	100% of cost	2 year old book.....	40% of cost
1 year old book.....	75% of cost	3 year old book.....	25% of cost

Dress and Grooming (District 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 judgment of teachers or administrators, does not meet this requirement, may be sent home to change. Good judgment should dictate what to wear in an educational environment. The following is a list of appropriate attire:

(1) Footwear: Students may not wear slippers, untied or missing shoe laces, thongs, flip flops, high heels, or shoes with soles thicker than 2 inches, or shoes without straps. **Students should wear sneakers on days that they have gym class.**

(2) Shirts/Blouses: 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. 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. Shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.) or physical or sexual violence will not be permitted.

(3) Shorts/Dresses: Appropriate length shorts, skirts, and dresses may be worn. Inappropriate items are those that are considered tight fitting, immodest, frayed/cut-off, or have tears or unsightly holes. Spandex used as outer garments, or underwear worn as outerwear, is not permissible. All dresses, skirts, shorts and skorts must be at least mid-thigh in length.

(4) Hats and Other Accessories: No hats, caps, sweat bands, bandannas or scarves are to be worn inside the school building. Likewise, sunglasses may not be worn inside the school. The wearing of chains as belts or other accessories is not permitted.

(5) 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.

(6) Jewelry: Students are discouraged from wearing jewelry, especially earrings, in physical education classes.

**The Cold Springs School Physical Education teachers want to create a fun and safe learning experience for your child. We are asking for your cooperation in making sure that your child wears comfortable clothing and safe footwear on gym days.*

Student Attendance Policy (District Policy #5200)

Regular attendance at school is very important. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of students to successfully complete the prescribed curriculum requirements

A student must be in attendance for 172 or more school days in order to be considered to have successfully completed the attendance requirements of the grade/course to which he/she is assigned. Letters are sent home as a reminder of the attendance policy when students reach 3, 6, and 9 days absent.

We are concerned about our children. When they are not in school, we believe that they are sick at home. However, there is a national concern for missing children. Please call the Cold Springs School at 856-456-7000, as soon as you know that your child will be absent from school. When the message begins, enter "**3244**" if your child is in grades 1-3 or "**3060**" if they are in Pre-K/K and follow the informational prompts – you are able to leave a message on this voicemail at anytime of the day or night. If you know that your child will be absent for several days, please additionally leave that on the message and you will then not need to make a daily call. When your child returns to school, please send in a note confirming their absence (a parent note does not excuse an absence). A doctor's or dentist's note is required for an excused absence (this note should be sent into school with the student on the day of their return). A faxed doctor's note is only accepted once it is reviewed by administration. **An automated call will be made each day to confirm the absence of your child.**

According to district policy, any student who exceeds 9 days of absences for the school year will be considered to be "non grade status" and is in danger of failing the school year. A 10 day letter of absence will be mailed and court charges may be filed against the parent/guardian by the attendance officer.

Student Tardiness

Punctuality is an extremely important habit for students to develop. A student in Grades 1, 2, and 3 is late to school if he/she arrives after 8:30am. A student in the Kindergarten and PreK4 is late to school if he or she arrives after 8:50am and a student in the PreK3 is late to school if arriving after 9:00am. A student who is late to school should report to the Main Office of their respective wing in order to receive a late pass before reporting to his/her classroom. Any student arriving late to school should have a note from his/her parent.

Excessive tardiness could result in writing assignments, detentions, in school suspensions and/or a visit from the district attendance officer. ***Please refer to the Student Discipline Procedures Manual at the end of this handbook for particular information.***

ATTENDANCE PROCEDURES

In order to be clear on the number of days that a student has not been present in school, the attendance letters which will be mailed to parents will include ALL absences (both excused and unexcused absences will be included in the letters).

<u>DAYS OF ABSENCE</u>	<u>CONSEQUENCES</u>
3 days	Letter
6 days	Letter; Possible conference with Guidance, Administrator and/or Attendance Officer
9 days	Letter; Possible parent/student conference with Guidance and Administrator
10 days	Letter; Student will receive normal class work and grading

A phone conference may be permitted in lieu of in-person conference.

Parents are asked to reference the MMS system provided by the Gloucester City School District in order to monitor their children's attendance

Equal Educational Opportunity

Cold Springs School shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered regardless of race, color, creed, religion, sex, ancestry, nation of origin, place of residence within the district, social or economic condition or handicap.

Harassment, Intimidation, or Bullying (HIB)

(District Policy #5512 - the entire HIB Policy can be found on the district website)

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;

C. Protect and provide support for the victim of the act; and

D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law.

Procedures for reporting acts of Harassment, Intimidation, or Bullying:

- Any staff member who witnesses HIB or has HIB reported to them must report the incident to the HIB committee before the end of the school day. Members of the HIB Committee include: the building administration and the building anti-bullying specialist.
- A HIB box and paper HIB reporting forms will be available in the front office for anonymous reporting of acts of HIB.
- The building principal, or his designee, notifies the parents and authorizes the anti-bullying specialist to start the investigation.
- The anti-bullying specialist interviews and investigates the HIB report by interviewing students, staff, and others.
- The completed investigation report will be reviewed by principal or his designee. The administration will complete a Corrective Action Plan (CAP). A CAP can include discipline and/or remedial measures.
- Administration will contact parents and explain CAP.

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 administration, 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 full HIB policy may be viewed on the district web page under Policies and By-laws.

Safety Drills

Fire and emergency drills are held regularly to develop safety practices that will assist the students in moving quickly and in an orderly manner in case of an emergency.

Grievance Procedure (Chain of Command)

If a problem should arise

- 1) Please request a meeting with the teacher
- 2) If the teacher is unable to resolve the problem, please request a meeting with the principal
- 3) If the problem is still not resolved to your satisfaction, please request a meeting with the Superintendent of Schools

Only after attempting to resolve the problem in this manner, should the Board of Education be consulted.

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.

For more information on the literacy program, please feel free to contact the English Language Arts Coach or go to <http://www.hmhelearning.com/reading/journeys/primary/default.php> for more information about this program.

Mathematics

“My Math” has recently been adopted as our official mathematics program. Developed by McGraw-Hill, “My Math” aligns with the Common Core 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 the Mathematic coach, or go to MHmymath.com.

Home Instruction (District Policy #2412)

To provide uninterrupted education for students unable to attend their regular classes because of illness, disability or administrative action, the Board of Education shall provide home instruction when proper application has been made and approved. Tutoring will be subject to the following restrictions:

- A. Period of absences must be expected to be longer than two weeks except in special circumstances
- B. A parent/guardian or appropriate adult authority must be within calling range during the period of instruction
- C. In cases of illness or disability, medical certification is required both of the necessity for the student's absence and his/her fitness to benefit from the instruction

A student receiving home instruction is not considered absent as long as the home instruction is held as scheduled.

Highly Qualified

Federal law requires that all teachers be, or become, highly qualified in the core academic 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 schools about the qualifications of their child's teachers.

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

- A four-year college degree;
- A regular (not emergency) teaching certificate; 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. Veteran teachers had until the end of the 2006-2007 school year to either take a state test of content knowledge for the subject(s) and level(s) they teach or they could demonstrate their content expertise through a combination of college coursework, professional development activities and experience.

Change of Address / Phone Number / Emergency Number

Students moving to a new address, having a change in phone numbers or changing their emergency phone number, must notify the office of the change immediately. If you have a change of address, please contact the main office for students in First to Third Grade and the ECC office for students in Kindergarten and PreK – four proofs of residency will be requested.

Nutrition (District Policy #8505)

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to: Providing students with healthy and nutritious foods; Encouraging the consumption of fresh fruits, vegetables, low fat milk and whole grains; Supporting healthy eating through nutrition education; Encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity. The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day: Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations; All food and beverage items listing sugar, in any form, as the first ingredient; and **all forms of candy**. In elementary schools, 100 percent of all beverages offered shall be milk, water or 100 percent fruit or vegetable juices. In our middle and high schools at least 60 percent of all beverages offered other than milk and water shall be 100 percent fruit or vegetable juices. The Gloucester City Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters pupil attendance and education. Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. Heart disease, cancer, stroke and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood,. Further, the items most commonly sold from school vending machines, school stores and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies and snack cakes. The full nutrition policy may be viewed on the district web page under Policies and By-laws.

Lunch Program

A safe, clean cafeteria fosters a pleasant eating environment where all can enjoy the pleasure of each other's company. Children are assigned to lunchroom tables by class. They are encouraged to talk quietly with their fellow students at the table. Children who bring their lunch are asked not to bring bottles or cans of soda.

A child who disrupts others, shouts, runs, or touches another child's food will be given a warning. If the behavior continues several consequences may occur: The child will be separated from eating lunch with his/her class and he/she may be subject to disciplinary action. **UNDER NO CIRCUMSTANCES WILL THE THROWING OF FOOD BE TOLERATED. ANY CHILD WHO THROWS FOOD WILL NOT BE ALLOWED TO EAT IN THE CAFETERIA FOR A PERIOD OF TIME.**

Pre-Kindergarten students can bring a packed lunch to school each day. Students will also have the option of buying a lunch at the district price.

Meal Pricing

School Lunch Program prices for the 2016-2017 School Year:

	Lunch	Breakfast	
PreK- Grade 3	\$2.25	\$1.00	
Reduced Rate	.40	.30	
Milk			.50

BREAKFAST/LUNCH PAYMENT

Parents who elect to purchase breakfast and/or lunch for their children are required to submit payment to the Gloucester City Board of Education. Failure to make payments will result in your child's suspension from purchasing snacks and/or breakfast/lunch.

Students that do not have sufficient funds in their account will be permitted to charge a maximum of \$10.00. Once a child reaches the \$10.00 limit, they will only be served a lunch consisting of PB & J sandwich, fruit and milk. The price of this lunch will be added to their account and this restriction will be in place until the account is paid in full. Additionally, students that have a balance due on their accounts will not be permitted to purchase snacks in the cafeteria.

Lunch payments may be made directly to the school cafeteria. Please clearly mark your envelope with your child's name along with the notation of "lunch payment".

INTERVENTION AND REFERRAL SERVICES TEAM (I&RS) and PRESCHOOL INTERVENTION AND REFERRAL SERVICES (PIRT)

The I&RS and PIRT are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff in supporting these students. The regulations make it clear that the I&RS activities should focus on student improvement and must consist of a formal, coordinated and well-articulated system of supportive activities and services for staff who have identified student difficulties and those who are involved in the amelioration of the identified educational concerns. Further information regarding the I&RS will be provided at the beginning of the school year.

SECTION 504 OF THE REHABILITATION ACT OF 1973

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 (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such 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 responsibilities 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 in writing in a reasonable time and advise them of their 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 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. Appeal 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.

Section 504 Compliance Officers

Cold Springs School

Mrs. Norell Gurcsik, 456-7000 Ext. 3260

Mary Ethel Costello School

Ms. Kristin Little, 456-7000 Ext. 2152

Gloucester High School

Ms. Sarah Foley, 456-7000 Ext. 1509

Ms. Sarah Finley, 456-7000 Ext. 1512

District Section 504 Coordinator

Ms. Amy Francis, 456-7000 Ext. 2168

Superintendent of Schools

Mr. Joseph Rafferty, 456-7000 Ext. 2166

NJ Department of Education

Camden County Office 856-401-2400

Department of Special Services

Amy Francis – Director
Tamra Boyle – Secretary – IEP Services (ext. 2172)
Helen Duffy – Secretary – Speech Services (ext. 2169)

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.

Pre-K through 3rd Grade Child Study Team:

Social Worker – Melorra Stevenson
School Psychologist – Stacey Maugeri

4th through 8th Grade Child Study Team

LDTC – Christina Battiato
School Psychologist – Kathryn Field (7th & 8th Grades)
School Psychologist – Jenna Dragani

High School Child Study Team:

LDTC – Lisa Labbree
School Psychologist – Glenn Brown
Social Worker – Tamie Hobbs

Speech/Language Specialists --

Amanda Duncan, Rebecca Klein, Sara Fetzko, Rosemarie Fitzpatrick

Illness While In School

If a student feels sick or has a problem that requires the school nurse's attention, the student should inform his/her teacher of such and obtain a HEALTH PASS. If the nurse feels that it is in the best interest of the student, the nurse will send the student home. However, before the student can leave, a call to a parent or an emergency contact person must be made - giving the school permission to release the student. Under no circumstances will a child be sent home without parental involvement.

Accident / Injuries

A registered nurse is on duty during the school day and will administer first aid to any student who becomes ill or injured while at school.

Administration of Medication (District Policy #5330)

“Medication” shall include all medicines prescribed by a physician, any patent drug or aspirin. “Medication” includes all prescription as well as non-prescription items.

Before any medication may be administered to any student during school hours, the Board of Education requires the written order of the physician, which shall include the dosage and the time at which or special circumstances under which the medication shall be administered. Upon receipt of doctor’s written order, the nurse will send home a form for parent’s signature. This document shall be kept on file in the office of the school nurse.

The following procedures shall be used:

- (1) All medications shall be administered by the school nurse, the parent or the student himself where the parent so permits and the school nurse is present.
- (2) Medications shall be securely stored and kept in the original labeled container.
- (3) The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing doctor, the dosage and timing of medication and a notation of each instance of administration.
- (4) The building principal shall be notified of any unusual circumstance concerning the use of medication by a student in his/her building.

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.

TB Testing

TB testing is done for all new employees (either part-time or full-time) who do not have a record of a recent TB test within the district. TB testing is done on all out-of-state students transferring into our district. Identification and follow-up for those with a positive reaction is done with chest x-rays and treatment if indicated.

Pupil Accident Insurance (District Policy #8760)

For the 2016-17 school year, the Gloucester City Board of Education will provide every student, free of charge, “full excess” coverage school time accident insurance.

In the event of a school time accident, “full excess” coverage will cover the hospital or medical expense not covered by your family health benefits (Blue Cross/Blue Shield, M.M.O., 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 Board of Education office if you should have any questions concerning the student insurance program at 456-7000 x2160.

INTEGRATED PEST MANAGEMENT (District Policy #7422)

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the superintendent of schools to implement Integrated Pest Management (IPM) procedures for each school to control pests and minimize exposure of children, faculty, and staff to pesticides.

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment. Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first. The school IPM plan is a blueprint of how the District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for each school.

The Board shall designate an integrated pest management coordinator. The school community will be educated about potential pest problems and the IPM methods used to achieve the pest management objectives. Records of pesticides use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized. The Principal of each school building, in collaboration with the District Facilities Director, will be responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IMP Act. Annually, the Facilities Director will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The full policy on Integrated Pest Management, policy 3511, may be reviewed at the Office of Public Information.

GLOUCESTER CITY SCHOOL DISTRICT

STUDENT DISCIPLINE PROCEDURES MANUAL

2016-2017 SCHOOL YEAR

REVISED SUMMER 2013

**THIS IS A GENERAL GUIDELINE FOR DISCIPLINE. ALL FINAL DISCIPLINE DECISIONS WILL
BE MADE AT THE DISCRETION OF THE SCHOOL ADMINISTRATION**

Mandatory Parent Conferences could include: phone call, written note, or in person meeting.

The type of conference will be made at the discretion of the School Administration

I. 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.”

II. 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 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, this manual is 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, this manual seeks 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 manual 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 procedures 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.

III. Students Code of Conduct

The Gloucester City School District is committed to the rights of students as recognized and protected under state and federal laws. In addition, the school district has enumerated certain student behavior expectations (responsibilities) that affect a positive influence on the school and community. A proper balance between rights and responsibilities is essential if Gloucester City is to provide the kinds of educational experiences that promote self responsibility and enhance educational opportunities for all students.

Seven standards of student conduct are offered as guides to the development of a Code of Conduct for each school, as well as a district wide model. These standards assert that responsible students should be encouraged and taught to:

1. SPEAK RESPECTFULLY TO STAFF

This means that students will

- Speak quietly and in a polite tone of voice
- Think before they speak
- Speak when it is appropriate to do so
- Use polite language

This means that student will not

- Swear at or verbally abuse a member of staff
- Shout at a member of staff
- Threaten a member of staff
- Interrupt a member of staff

2. BEHAVE RESPECTFULLY TO STAFF

This means that students will

- Do as they are asked or told without argument
- Accept that members of staff have authority over students because they have responsibility for their welfare
- Treat staff as professionals
- Show that they want to learn
- Listen carefully and follow instructions

This means that students will not

- Refuse to do as they are asked
- Physically threaten or intimidate a staff member
- Touch a staff member – including pushing past them
- Walk away when they are being spoken to or told to do something
- Refuse to hand over an item to be confiscated

3. SPEAK RESPECTFULLY TO OTHER STUDENTS

This means that students will

- Speak politely to other students
- Think before they speak
- Keep quiet if they have nothing pleasant to say
- Keep “street language” out of school

This means that students will not

- Swear at or verbally abuse other students
- Threaten another student
- Make offensive or insulting comments to or about another student
- Spread rumors
- Post, text or email abusive, offensive or harassing comments, videos or pictures of another student on any social media site

4. BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means that students will

- Show consideration in the corridors
- Avoid physical contact with other students
- Respect other students’ space
- Sit where they are asked to in class
- Tell a member of staff if there is a problem with another student

This means that students will not

- Intimidate another student
- Physically threaten or abuse another student

- Take or tamper with someone else's possessions
- Persuade another student to do wrong

5. RESPECT THE SCHOOL ENVIRONMENT

This means that students will

- Put rubbish in bins – in and out of classrooms
- Look after and having pride in the classrooms
- Report any damage to a member of staff
- Make sure they are in the right place at the right time

This means that students will not

- Damage or graffiti school property
- Enter classrooms without permission
- Bring illegal or forbidden items into the school environment

6. HAVE RESPECT FOR THEIR OWN LEARNING

This means that students will

- Want to succeed and value success
- Being on time to school and classes
- Have the proper supplies
- Do the work to the best of their ability
- Do their homework/coursework to the deadline
- Ask for help if they need it
- Take responsibility for their learning and being honest with themselves
- Know what they need to do in order to improve

This means that students will not

- Waste time in class or be late to class
- Rely on the teachers to do everything for them
- Blame anyone else if they don't make good progress
- Settle for just doing enough to get by

7. TO HAVE RESPECT FOR OTHER STUDENTS' LEARNING

This means that students will

- Value other people's ideas, values, work and contributions
- Co-operate with and support other students
- Be able to assess other students' work
- Help to create a positive classroom environment

This means that students will not

- Distract other students
- Make other students feel uncomfortable about their work or progress
- Be intolerant of other people's values, ideas or beliefs

This district wide plan to promote positive student conduct in conjunction with the school/classroom rules is designed to maintain order in the school, foster a climate of mutual respect for the rights of others, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

IV. Student Suspension and Expulsion

We hope that verbal reprimands, conferences, and detention would deter repeated misbehavior by students when these tactics do not modify student behavior, we must then resort to suspension and, in cases of extreme seriousness, recommendations for 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 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 harm upon another pupil.
4. Physical assault on another student.
5. Taking, or attempting to take, personal property or money from another pupil, or from his person, 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 a 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 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 the school district,
9. Incitement, which is intended to and does result in truancy by other pupils.
10. Use, possession, distribution, and/or selling of controlled dangerous substances.

A. Out-of-School Suspensions

OSS (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.

Two 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.

Re-Earn Eligibility / Two Suspension Rule

A student may re-earn his/her eligibility by demonstrating acceptable behavior, maintaining academic eligibility, and not receiving any administrative disciplinary actions 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.

B. 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.

C. 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.

D. Physical Restraint of Student

School Law 18A: 6-1 states that 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:

1. To quell a disturbance, threatening physical injury to others
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil
3. For the purpose of self-defense; and
4. For the protection of persons and property

E. Disciplining Students with Disabilities

Pupils with disabilities are subject to the same district Board of Education disciplinary policies and procedures as non-disabled pupils, unless the pupils individualized education program includes exemptions to those policies or procedures. Then the individualized education program shall be implemented.

V. Transportation

A. Bus Code of Conduct:

1. Enter and leave the bus in a quiet, orderly fashion
2. Remain seated throughout the trip with a seatbelt properly fastened
3. Keep hands and all objects inside the bus
4. Talk in a normal tone throughout the trip; yelling, screaming or shouting is not acceptable
5. 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.
6. 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.
7. 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.
8. 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.
9. Students that have been assigned a bus are not permitted to walk home from school.

B. Revocation of student Bus Riding Privilege (New Jersey State Statute 18A: 25-2)

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school during recess and on the playgrounds of the school and on the way to school. 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 1-14-69).

VI. Emergency Evacuation of School Building

Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evacuations. 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.

VII. Police Notification

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 action deemed necessary.

The involvement of law enforcement in most situations will be at the discretion of the 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.

The following is a general guideline of discipline. All final discipline decisions will be made at the discretion of the school administration. The rules and regulation that follow are effective on school grounds before, during and after school hours; on school grounds at any time when the school is being used by a social group; off the school grounds at any school and/or school related activity, function or event; on a school bus, school vehicle or at a school bus stop; and at the time or in any place, including off school grounds and during non-school hours, where students conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

1. ABUSIVE BEHAVIOR

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
1.A.	INCITEMENT TO FIGHT/HARASS/BULLY OR INTIMIDATE	<p>1st Offense: Administrative detention / parent contact 2nd Offense: Administrative double detention / parent contact 3rd Offense: Two Administrative double detentions / parent contact Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference One (1) to Three (3) Days OSS / Possible Superintendent Review</p>
1.B.	FIGHTING, GENERAL DISORDER	<p>1st Offense: Administrative double detention / Parent Conference A Municipal Complaint may be filed. 2nd Offense: Two (2) Administrative double detentions / Parent Conference A Municipal Complaint may be filed. 3rd Offense: One (1) to Three (3) Days OSS / Parent conference 4th Offense: One (1) to (10) Days OSS. Parent Conference, Child Study Team referral A Municipal Complaint may be filed. Superintendent's Hearing which may result in a Board of Education expulsion hearing.</p>
1.C.	BULLYING / HARASSMENT	<p>In determining the appropriate response to students that commit one or more acts of harassment, intimidation or bullying, school administration may consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.</p>
1.D.	ASSAULT AND BATTERY	<p>1st Offense: One (1) to Ten (10) Days OSS/ Parent Conference A Municipal Complaint may be filed. 2nd Offense: OSS pending Superintendent's Hearing, which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team referral A Municipal Complaint will be filed. Must attend conflict resolution sessions.</p>
1.E.	ASSAULT BY PUPIL ON GLOUCESTER CITY BOARD OF EDUCATION EMPLOYEE	<p>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.</p>

2. ABUSIVE LANGUAGE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
2.A.	VERBAL ASSAULT, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE, THREATS, OBSCENE MATERIAL [TO STUDENT]	<p>1st Offense: Administrative detention / warning / Parent Conference Municipal complaint may be filed.</p> <p>2nd Offense: Administrative double detention / Parent Conference Municipal complaint may be filed.</p> <p>3rd Offense: Two (2) Administrative double detentions / Parent Conference Municipal complaint may be filed.</p> <p>4th Offense: One (1) to Three (3) Days OSS / Parent Conference Municipal complaint may be filed.</p> <p>Additional Offense: Referral to I&RS and /or Child Study Review / Mandatory Parent Conference / Out of School Suspension (OSS) 1-10 days / Possible Superintendent Review</p>
2.B.	VERBAL ASSAULT, USE OF THREATENING LANGUAGE, VERBAL INTIMIDATION, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE TO A GLOUCESTER CITY SCHOOLBOARD EMPLOYEE	<p>1st Offense: One (1) to Three (3) Days OSS. Parent Conference A municipal complaint may be filed.</p> <p>2nd Offense: One (1) to Four (4) Days OSS. Parent Conference / I&RS and / or Child Study Referral A municipal complaint may be filed.</p> <p>3rd Offense: One (1) to Ten (10) Days OSS. Superintendent's hearing which may result in a Board of Education expulsion hearing. A municipal complaint may be filed.</p>

3. ACADEMIC

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
3.A.	INTERFERENCE WITH ACADEMIC INSTRUCTION	<p>1st Offense: Teacher Warning / Parent Contact [must be documented]</p> <p>2nd Offense: Teacher Detention / Parent Contact [must be documented]</p> <p>3rd Offense: Two (2) Teacher Detentions / Parent Contact [must be documented]</p> <p>4th Offense: One (1) Administrative Detention / Parent Contact</p> <p>5th Offense: One (1) Administrative Double Detention / Parent Contact</p> <p>6th Offense: Two (2) Administrative Double Detention / Parent Contact</p> <p>Additional Offenses: Administrative Review / Referral to I&RS and/or CST referral / OSS 1-3 days Mandatory Parent Conference</p>
3.B.	ACADEMIC DISHONESTY	<p>1st Offense: Teacher Conference/Parent Conference (zero for assignment)</p> <p>2nd Offense: Administrative Detention/ Teacher/Parent Conference (zero for the assignment)</p> <p>3rd Offense: One (1) Administrative Double Detention/Parent Conference/Referral to I&RS and/or CST referral (zero for the assignment) (STUDENT WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS ACQUIRED BY ACADEMIC DISHONESTY.)</p>

4. ARSON

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
4.A.	ARSON	1st Offense: Police Notification and OSS Pending Superintendent Hearing with Referral To Board of Education for Possible Expulsion.

5. BICYCLE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
5.A.	UNSAFE OPERATION OF VEHICLE/BIKE ON SCHOOL PROPERTY	1st Offense: Double Detention / Parent Conference. 2nd Offense: One (1) to Three (3) Days ISS / Parent Conference. BICYCLE PRIVILEGES REVOKED POLICE COMPLAINT MAY BE FILED.

6. COMPUTERS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
6.A.	TAMPERING WITH SCHOOL EQUIPMENT, COMPUTER SOFTWARE/ECORDS, SCHOOL FILES, POSSIBILITY BEING DROPPED FROM COMPUTER CLASS AND RECEIVING NO CREDIT FOR THE CLASS	1st Offense: Three (3) Days ISS / Parent Conference. Restitution for loss. A Municipal Complaint will be filed. 2nd Offense: Three (3) Days OSS / Parent Conference. Restitution for loss. A Municipal Complaint will be filed. 3rd Offense: Four (4) Days OSS /Parent Conference. Restitution for loss. A Municipal Complaint will be filed. 4th Offense: Ten (10) Days OSS /Parent Conference. Restitution for loss. A Municipal Complaint will be filed. Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. Ten (10) days OSS Possible Superintendent Review ANY VIOLATION MAY RESULT IN LOSS OF COMPUTER ACCESS, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.
6.B.	VIOLATION OF INTERNET ACCEPTABLE USE POLICY	1st Offense: Administrative Double Detention 2nd Offense: Two (2) Days ISS / Parent Conference 3rd Offense; Two (2) Days OSS / Parent Conference ANY VIOLATIONS WILL RESULT IN THE LOSS OF COMPUTER ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION.

7. CUTTING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
7.A.	CUTTING CLASS/ LEAVING CLASS WITHOUT PERMISSION	1st Offense: One Administrative Detention Parent Notification (zero for all class work) 2nd Offense: One Administrative Double Detention Parent Notification (zero for all class work) 3rd Offense: Two Administrative Double Detentions Parent Notification (zero for all class work) 4th Offense: One (1) - Three (3) Days ISS Parent Notification (zero for all class work) Additional Offenses: Administrative referral to I&RS and/or CST Review/ Mandatory Parent Conference Possible One (1) to Ten (10) Days OSS / Possible Superintendent Review

7.B.	TRUANT, CUTTING SCHOOL	1st Offense: Administrative Double Detention Parent Notification (zero for all class work) 2nd Offense: Two (2) Administrative Double Detentions Parent Notification (zero for all class work) 3rd Offense: One (1) to Three (3) Days ISS Parent Notification (zero for all class work) Additional Offenses: Administrative Referral to I&RS/ Child Study Review /Mandatory Parent Conference ISS or OSS up to Ten (10) day maximum. A daytime curfew violation may be filed with the municipality. Possible Superintendent Review (STUDENT WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS MISSED)
7.C.	LEAVING SCHOOL WITHOUT PERMISSION, NOT SIGNING OUT	1st Offense: Administrative Double Detention Parent Notification (zero for all missed class work) 2nd Offense: Two (2) Administrative Double Detentions Parent Notification (zero for all missed class work) 3rd Offense: One (1) to Three (3) days ISS Parent Notification (zero for all missed class work) Additional offenses: Administrative Referral to I&RS and/or Child Study Review/ Mandatory Parent Conferences /OSS A daytime curfew violation may be filed with the Municipality. Possible Superintendent Review (zero for all missed class work)

8. DETENTION

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
8.A.	MISSED TEACHER'S DETENTION (WHEN AT ALL POSSIBLE A 24-HOUR NOTICE WILL BE GIVEN FOR THE DETENTION)	1st Offense: Two Teacher Detentions /Parent Contact 2nd Offense: Administrative Detention in addition to making-up teacher's detention 3rd Offense: Administrative Double Detention in addition to making-up teacher's detention 4th Offense: Two Administrative Double Detentions in addition to making-up teacher's detention 5th Offense: One (1) to Three (3) Days ISS in addition to making-up teacher's detention Additional Offenses: Administrative Referral to I&RS and/or Child Study Review /Mandatory Parent Conference / 1-10 Days OSS / Possible Superintendent Review
8.B.	MISSED ADMINISTRATIVE DETENTION	1st Offense: Detention Assignment is doubled 2nd Offense: Double Detention in addition to making-up original detention 3rd Offense: Two (2) Double Detentions 4th Offense: One (1) Day ISS. and original detention 5th Offense: Possible one (1) - four (4) Days OSS Additional Offenses: Administrative Referral to I&RS and/or Child Study Review /Mandatory Parent Conference / One (1) to Ten (10) Days OSS / Possible Superintendent Review
8.C.	INAPPROPRIATE CONDUCT AT DAILY DETENTION	1st Offense: Detention Assignment Doubled / Parent Contact 2nd Offense: One (1) to Three (3) Days ISS / Parent Contact 3rd Offense: One (1) to Three (3) DaysOSS / Parent Conference

9. DRESS CODE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
9.A	DRESS CODE VIOLATION TOP/BOTTOM GARMENT [HEAD COVERING WILL BE CONFISCATED]	<p>1st Offense: Administrative Warning</p> <p>2nd Offense: Administrative Detention / REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy</p> <p>3rd Offense: Administrative Double Detention / REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy</p> <p>4th Offense: One (1) to Three (3) Days ISS / REQUIRED TO SUITABLY DRESS BEFORE RETURN TO CLASS. Any classes missed will count toward the student being considered absent as per the Attendance Policy</p> <p>Additional Offenses: Administrative Referral I&RS and/or Child Study Review /Mandatory Parent Conference / 1-3 Days OSS. Any classes missed will count toward the student being considered absent as per the Attendance Policy / Possible Superintendent Review</p>

10. DRUG POLICY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
10.A.	Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6A:16-4.1(a)	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. 4 Days OSS C. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school E. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense:</p> <ul style="list-style-type: none"> A. All of the above B. Suspension pending Superintendent's Hearing which may result in a Board of Education expulsion hearing <p>Third Offense:</p> <ul style="list-style-type: none"> A. 4 Days OSS B. Police informed and appropriate action taken. The school SAC will determine the number of sessions that the student must attend C. Drug test/doctor note needed to return to school D. Random monitoring for one calendar year E. Suspension pending Superintendent's Hearing which may result in a Board of Education expulsion hearing
10.B.	Possession of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6A:16-4.1(a)	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Ten (10) Days OSS C. Police informed and appropriate action taken. The school SAC will determine the number of sessions that the student must attend. D. Drug test/doctor note needed to return to school E. Superintendent's Review which may result in a Board of Education expulsion hearing <p>Second Offense:</p>

		<p>A. Parents/guardians notified</p> <p>B. Police informed and appropriate action taken. The school SAC will determine the number of sessions that the student must attend.</p> <p>C. Drug test/doctor note needed to return to school.</p> <p>D. Superintendent's Hearing which may result in a Board of Education disciplinary hearing</p>
10.C.	Under the influence of alcohol, drugs, steroids or substance identified in N.J.S.A.C. 6A:16-4.1(a)	<p>First Offense:</p> <p>A. Parents/guardians notified</p> <p>B. Police notified and appropriate action taken. The school SAC will determine the number of sessions that the student must attend.</p> <p>C. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use.</p> <p>D. Four (4)-days OSS upon verification of positive diagnosis of alcohol, drugs, or use</p> <p>E. 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.</p> <p>F. Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan.</p> <p>G. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</p> <p>Second Offense:</p> <p>A. All of the above</p> <p>B. Superintendent hearing with possible referral to Board of Education for disciplinary action</p> <p>C. Police notified and appropriate action taken</p>

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
10.D	Distribution, transferring or selling controlled dangerous substance for possession of amount large enough to indicate possible intent to distribute, transfer or sell.	<p>First Offense:</p> <p>A. Parent/guardians notified</p> <p>B. Police informed and appropriate action taken. The school SAC will determine the number of sessions that the student must attend.</p> <p>C. Immediate medical examination including urinalysis to verify use and determine extent of use</p> <p>D. OSS pending Superintendent hearing with referral to Board of Education for expulsion</p> <p>Second Offense: Superintendent hearing with referral to Board of Education for expulsion</p>
10.E.	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>First Offense:</p> <p>A. The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body.</p> <ol style="list-style-type: none"> 1. Parent/guardian will be notified 2. A medical examination including a urinalysis will be performed 3. A Superintendent hearing with possible referral to the Board of Education for disciplinary action

11. EMERGENCY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
11.A.	INAPPROPRIATE CONDUCT DURING EVACUATION AND/OR EMERGENCY	<p>1st Offense: Teacher Detention / Parent Contact [must be documented]</p> <p>2nd Offense: Administrative Detention / Parent Contact</p> <p>3rd Offense: Administrative Double Detention / Parent Conference</p>

11.B.	TAMPERING WITH/OR PULLING FIRE ALARM	1st Offense: Four (4) Days OSS / Parent Conference A Municipal Complaint will be filed. 2nd Offense: Ten (10) Days OSS / Parent Conference A Municipal Complaint will be filed. 3rd Offense: Thirty (30) Days OSS / Parent Conference A Municipal Complaint will be filed. Board of Education may seek reimbursement for fines incurred for false alarms.
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12. FORGERY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
12.A.	FORGING/ALTERING/OR FALSIFYING SCHOOL RECORDS OR DOCUMENTS	1st Offense: Teacher Conference with student / Parent Contact [must be documented] 2nd Offense: Administrative Detention / Parent Contact 3rd Offense: Administrative Double Detention/ Parent Contact 4th Offense: One (1) to Ten (10) Days OSS / Parent Conference / Board Action

13. GAMBLING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
13.A.	GAMBLING (PARTICIPATION IN GAMES OF CHANCE WITH OR WITHOUT MONEY EXCHANGE)	1st Offense: Administrative Detention / Parent Contact / Police Notification & Confiscation of Paraphernalia 2nd Offense: Administrative Double Detention / Parent Contact / Police Notification & Confiscation of Paraphernalia 3rd Offense: One (1) to Three (3) Days OSS / Parent Conference / Police Notification & Confiscation of Paraphernalia

14. IDENTIFICATION

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
14.A.	IDENTIFICATION STUDENT I.D. FAILURE TO POSSESS	1st Offense: Administrative Single Detention 2nd Offense: Administrative Single Detention 3rd Offense: Administrative Double Detention Additional Offenses: Administrative Double Detention

15. INSUBORDINATION

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
15.A.	INSUBORDINATION, DEFIANCE OF AUTHORITY, DISRESPECTFUL, REFUSAL TO FOLLOW DIRECTIONS	1st Offense: Teacher Detention/ Parent Contact [must be documented] 2nd Offense: Administrative Detention/ Parent Contact 3rd Offense: Administrative Double Detention/ Parent Contact 4th Offense: Two (2) Administrative Double Detentions / Parent Contact 5th Offense: One (1) to Three (3) Days OSS / Parent Conference/ Referral to I&RS and/or CST Additional Offenses may result in Superintendent's hearing as well additional OSS The degree of the offense could result in an immediate OSS

16. I.S.S

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
16.A.	UNACCEPTABLE BEHAVIOR IN I.S.S.	<p>1st Offense: Administrative Double Detention in addition to satisfactory completion of ISS assignment / Parent Contact</p> <p>2nd Offense: One (1) Day OSS/ Parent Conference/ Completion of ISS assignment</p> <p>3rd Offense: Two (2) Days OSS/ Parental Conference/ Completion of ISS assignment</p> <p>4th Offense: Three (3) Days OSS/ Parent Conference/ Completion of ISS assignment</p> <p>Additional offenses: Administrative Referral to I&RS and/or Child Study Review / Mandatory parent conference / Ten (10) Day OSS / possible Superintendent Review</p>

17. LATENESS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
17.A.	<p>LATENESS TO SCHOOL</p> <p><u>GRADES 1-3 8:30AM</u> <u>Report to Office</u></p> <p><u>GRADES PK3 – K 8:50AM</u> <u>Report to office</u></p> <p><u>GRADE PK4 9:00AM</u> <u>Report to office</u></p>	<p>1st Offense: Warning</p> <p>2nd Offense: Warning / Agenda Book Note</p> <p>3rd Offense: Parent Letter / including School Attendance Policy</p> <p>6th Offense: Parent Letter / Administrative Action / Recycle the prior after each 6th offense <i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p>ACCUMULATED LATENESSES ARE A VIOLATION OF N.J.S.A. 18A-26 WHICH STATES THAT REGULAR ATTENDANCE OF CHILDREN SHALL BE DURING ALL THE DAYS AND HOURS OF WHICH THE SCHOOL IS IN SESSION <i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p>ALSO, ADDITIONAL LATENESS MAY RESULT IN:</p> <p style="text-align: center;">Mandatory Parent/Guardian Conference Child Study Team Review Superintendent Review Board of Education Action and Filing of Municipal Complaint</p>
<p>17.B.</p> <p><u>*NOTE*</u> <u>DOES NOT</u> <u>APPLY TO</u> <u>C.S.S.</u></p>	<p>LATENESS TO SCHOOL FROM 8:09 -10:30 INSTRUCTION TIME</p> <p>All students are to report immediately to the Asst. Principals' Secretary when arriving to school after 8:09 a.m.</p>	<p>1st Offense: Administrative Warning</p> <p>2nd Offense: Administrative Warning</p> <p>3rd Offense: Administrative Warning</p> <p>4th Offense: Administrative Single Detention <i>(First Lateness Letter will be sent to parent/guardian)</i></p> <p>5th Offense: Administrative Double Detention <i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p>6th Offense: Recycle the above after every 6th offense.</p> <p>ADDITIONAL LATENESS OFFENSES: MAY RESULT IN O.S.S. AND A MUNICIPAL COMPLAINT FILED. POSSIBLE LOSS OF CREDIT DUE TO A VIOLATION OF N.J.S.A. 18A-26 WHICH STATES THAT "REGULAR" ATTENDANCE OF CHILDREN SHALL BE DURING ALL THE DAYS AND HOURS OF WHICH THE SCHOOL IS IN SESSION. <i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p style="text-align: center;">Mandatory Parent/Guardian Conference Child Study Team Review Superintendent Review Board of Education Action and Municipal Complaint will be filed.</p>

17.C. <u>*NOTE*</u> <u>DOES NOT</u> <u>APPLY TO</u> <u>C.S.S.</u>	LATENESS TO SCHOOL FROM 10:30 A.M INSTRUCTION TIME All students are to report immediately to the Asst. Principals' secretary when arriving to school after 10:30 a.m.	Same procedures as in 17.B. Students cannot receive credit for attendance if not in school a minimum of four (4) hours. PLEASE BE ADVISED THAT TEACHERS CAN REDUCE GRADES OF A STUDENT THAT IS CONSISTENTLY LATE TO SCHOOL WITHOUT AN EXCUSED NOTE RESULTING IN THE STUDENT MISSING HIS/HER CLASS(ES).
17.D.	LATENESS TO CLASS	1st Offense - Teacher Warning [must be documented] 2nd Offense - Teacher Detention/ Parent contact [must be documented] 3rd Offense - Teacher Detention /Parent contact [must be documented] 4th Offense - Administrative Single Detention in addition to making-up teacher's detention 5th Offense - Administrative Double Detention in addition to making-up teacher's detention 6th Offense – Two (2) Administrative Double Detentions Additional Offenses: Administrative I&RS Referral and/or CST Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review

18. POSSESSION/USE OF PROHIBITED ITEMS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
18.A.	POSSESSION OF RADIO/MP3 PLAYER, ETC.	1st Offense: Confiscation of Device Return At The End of School Day 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention
18.B.	POSSESSION OF DEVICE EMITTING A LASER BEAM	1st Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Detention 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Two Administrative Double Det.
18.C.	USE OF PAGING DEVICE DURING THE INSTRUCTIONAL DAY IS PROHIBITED	1st OFFENSE: Confiscation of Device Return At The End of School Day 2nd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offense: One (1) to Three (3) Days ISS. Parent Conference Student is prohibited from using device in school. It is recommended that students do not bring to school to avoid possible interference with instruction.
18.D.	USE OF/POSSESSION OF A PORTABLE PHONE DURING THE INSTRUCTIONAL DAY	1st OFFENSE: Confiscation of Device Return At The End of School Day 2nd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd OFFENSE: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention Additional Offense: One (1) to Three (3) Days ISS. Parent Conference Student is prohibited from using device in school. It is recommended that students do not bring to school to avoid possible interference with instruction.

19. PDA

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
19.A.	PUBLIC DISPLAY OF AFFECTION (PDA)	<p>1st OFFENSE: Warning 2nd OFFENSE: Administrative Single Detention 3rd OFFENSE: Administrative Double Detention 4th OFFENSE: One (1) Day ISS. Additional Offense: Administrative and Child Study Review / Mandatory Parent Conference / One (1) to Three (3) Days OSS / Possible Superintendent Review</p>

20. RACIAL INCIDENTS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
20.A.	BIAS, RACIAL OR ETHNIC CRIMES	<p>Students are cautioned as to the use of any verbal or written statements, pictures, or symbols directed to any members of our school community or made in a general or anonymous fashion.</p> <p>Any illegal incident of bias/racial/ethnic crimes will be reported to the appropriate local/county police authorities and may be consequence by school-passed sanctions. Any offense will result in the mandatory attendance of the student at Conflict Resolution Sessions. Suspensions will be determined in accordance with the degree of the bias, racial, or ethnic crime.</p>

21. SMOKING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
21.A.	POSSESSION OF TOBACCO PRODUCT OR PARAPHERNALIA	<p>1st OFFENSE: Confiscation and One (1) Days ISS Referral to S.A.C. for smoking cessation program 2nd OFFENSE: Confiscation and Three (3) days ISS Referral to S.A.C. for smoking cessation program</p>
21.B.	STUDENTS WHO ARE SEEN EXHALING SMOKE, POSSESSING LIGHTED TOBACCO PRODUCT, OR FOUND WITH SMOKELESS TOBACCO IN THEIR MOUTH	<p>1st OFFENSE: Two (2) Days ISS Referral to S.A.C. for smoking cessation program / Municipal Complaint filed / For first offense, a pass restriction will be in effect 2nd OFFENSE: Three (3) Days OSS Referral to S.A.C. for smoking cessation program / Municipal complaint filed 3rd OFFENSE: Four (4) Days OSS Referral to S.A.C. for smoking cessation program / Municipal complaint filed</p>

22. THEFT

22.A.	THEFT/STEALING - INDIVIDUAL OR SCHOOL PROPERTY ON SCHOOL GROUNDS OR DURING SCHOOL RELATED ACTIVITIES.	<p>1st Offense: Teacher Conference with student/ Parent Contact [must be documented] 2nd Offense: Administrative Detention / Parent Contact / Restitution for Loss / A Municipal Complaint may be filed 3rd Offense: Administrative Double Detention/ Parent Contact / Restitution for Loss / A Municipal Complaint may be filed 4th Offense: One (1) to Three (3) Days OSS / Parent Conference / Restitution for Loss / A Municipal Complaint may be filed Additional Offenses: Administrative Referral to I&RS and/or CST //Mandatory Parent Conference / One (1) to Ten (10) Days OSS / A Municipal Complaint may be filed / Restitution for Loss / Possible Superintendent Review.</p>
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23. TRESPASSING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
23.A.	TRESPASSING, BEING ON SCHOOL PROPERTY WHEN SCHOOL IS NOT IN SESSION WITHOUT PERMISSION, DISORDERLY CONDUCT	1st Offense: One (1) to Ten (10) Days OSS / Parent Conference / A Municipal Complaint may be filed. 2nd Offense: One (1) to Ten (10) Days OSS / Parent Conference / A Municipal Complaint may be filed.

24. UNACCEPTABLE BEHAVIOR

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
24.A.	UNACCEPTABLE BEHAVIOR	1st Offense: Teacher Detention / Parent Contact [must be documented] 2nd Offense: Two Teacher Detentions / Parent Contact [must be documented] 3rd Offense: Administrative Detention / Parent Contact 4th Offense: Administrative Double Detentions / Parent Contact 5th Offense: Two (2) Administrative Double Detentions / Parent Contact Additional Offenses: Administrative I&RS Referral and/or CST Review / Mandatory Parent Conference / One (1) to Three (3) Days ISS/OSS / Possible Superintendent Review

25. UNAUTHORIZED AREAS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
25.A.	IN AN UNAUTHORIZED AREA, WITHOUT PERMISSION, WITHOUT PROPER PASS (HALLWAYS, LAVATORIES, CARS, OUTSIDE THE SCHOOL BUILDING, ETC.)	1st Offense: Administrative Warning 2nd Offense: Administrative Detention / Parent Contact 3rd Offense: Administrative Double Detention / Parent Contact 4th Offense: Two (2) Administrative Double Detentions / Parent Contact 5th Offense: One (1) to Three (3) Days ISS / Parent Contact Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference / One (1) to Three (3) Days OSS / Possible Superintendent Review
25.B.	EATING IN AN UNAUTHORIZED AREA	1st Offense: Administrative Single Detention 2nd Offense: Administrative Double Detention 3rd Offense: One (1) Day Instructional Support and Supervision Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference / One (1) to Three (3) Days OSS / Possible Superintendent Review

26. VANDALISM

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
26.A.	DESTRUCTION OF PROPERTY, VANDALISM, DEFACING PROPERTY NJSA 18A:37-3 Liability of parent/guardian for willful destruction of property by student under 18	1st Offense: Administrative Detention / Parent Contact / Restitution for Loss A Municipal Complaint may be filed. 2nd Offense: Administrative Double Detention / Parent Contact / Restitution for Loss A Municipal Complaint may be filed. 3rd Offense: One (1) to (3) Days ISS / Parent Contact / Restitution for Loss A Municipal Complaint may be filed. 4th Offense: One (1) to Three (3) Days OSS / Parent Conference /

		Restitution for Loss A Municipal Complaint may be filed. Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference / One (1) to Ten Days OSS / Possible Superintendent Review
26.B.	DESTRUCTION OF PROPERTY, VANDALISM, DEFACING OF PROPERTY BELONGING TO A BOE EMPLOYEE NJSA 18A: 37-3 Liability of parent/guardian for willful destruction of property by student under 18	1st OFFENSE: One (1) to Three (3) Days OSS / Parent Conference/ Restitution for Loss A Municipal Complaint may be filed. 2nd OFFENSE: One (1) to Five (5) Days OSS / Parent Conference/ Restitution for Loss A Municipal Complaint may be filed. Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference / One (1) to Ten (10) Days OSS / Possible Superintendent Review

27. WEAPONS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
27.A.	POSSESSION OF WEAPONS OR WEAPON RELATED PARAPHERNALIA NJSA2C:39	The Administration has the right to determine the nature and seriousness of the incident. Upon determining the seriousness of the incident-weapon, the following disciplinary action will be taken: External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal complaint will be filed.
27.B.	PERSONAL POSSESSIONS/ WEAPONS AND DANGEROUS INSTRUMENTS	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 <i>Board of Education</i> 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. 2C:33-18; 18A:6-1; 18A372.1
27.C.	ASSAULT WITH WEAPON, OR INFLECTION OF BODILY HARM NJSA 2C:12-1	OSS pending Superintendent's Hearing which may result in a Board of Education expulsion hearing / Parent Conference / Child Study Team. A Municipal complaint will be filed.