



**2018 -2019 STUDENT / PARENT HANDBOOK  
COLD SPRINGS SCHOOL**

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

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See GCSD Web Site

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# **COLD SPRINGS SCHOOL PARENT/STUDENT HANDBOOK**



## **SCHOOL COLORS**

Blue & Gold

## **SCHOOL MASCOT**

Lion

Mrs. Karen Kessler - Principal

Mrs. Kate Kearney - Assistant Principal

Mr. Joe DiPatri - Guidance/Administrator

Mrs. Norell Gurcsik - Assistant Principal/Director of Early Childhood

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



*Partnership. Performance. Pride.*

***Vision Statement***

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

***Beliefs***

We believe that...

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

**BOARD OF EDUCATION**

Mr. Jason Chiodi  
Mrs. Stephanie Cohan  
Mr. Leon Harris  
Mr. Edward Hubbs  
Mr. Bill Johnson  
Ms. Kathleen Maass  
Ms. Nicole Negri  
Mr. Shawn Spotts  
Ms. Michelle Wright

Margaret McDonnell, Secretary/Business Administrator  
Parker/McCay, LLC, Solicitor

**MEETINGS:**

**Caucus - 7:00 PM**

Thursday before scheduled meeting

**Regular Meeting - 7:00 PM**

Second Tuesday of each month

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**(856) 456-7000, Ext. 2166**

Superintendent's Secretary, TBD

**AFFIRMATIVE ACTION**

Elizabeth A. Curry, Ed.D., Affirmative Action Officer  
Title IX Coordinator  
Amy Francis, 504 Coordinator

Superintendent's Message:

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

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



**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. We want you to be aware of the procedures and practices we have in place in order to provide the best learning environment possible for your child(ren). We encourage parents and guardians to maintain close contact with the school throughout the school year and we suggest the following:

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

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

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

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

Sincerely,  
Karen Kessler  
Principal

**COLD SPRINGS SCHOOL**  
**FIRST - THIRD GRADE STAFF**  
**2018 - 2019 SCHOOL YEAR**

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

**ADMINISTRATION**

Kessler, Karen - Principal  
Kearney, Kate - Assistant Principal  
DiPatri, Joe - Guidance/Administrator  
Guresik, Norell - ECC Director

**FIRST GRADE**

Dailey, Patti  
Gallagher, Maraed  
TBA  
Hoover, Karen  
Pilla, Jodi  
Wall, Jill  
Yates, Tara

**SECOND GRADE**

Cusack, Caitlyn  
Davis, Jackie  
Rodden, John  
Roney, Pam  
Schultes, Gemma  
Todd, Sue  
Wolvin, Erin

**THIRD GRADE**

Anderson, Lisa  
Chando, Deena  
MacDonald, Susan  
Mikle, Karen  
Muha, Kristine  
Uhlendorf, Dominique  
Widen, Shelby

**HEALTH/PHYSICAL EDUCATION**

Athey, Lori  
Woodruff, Gary

**ESL**

Ruskoski, Jessica

**SPECIAL SUBJECTS**

Fluck, Pauline - Media Specialist  
Glinos, Donna - Art  
Holscher, Lynne - Computers

Lorenz, Linda - Music

**GIFTED/TALENTED**

Kumpel, Cynthia

**SPECIAL EDUCATION**

Bowe, Victoria  
Carlino, Dana  
Cohen, Kristen  
Dailey, Carl  
Formiglia, Michelle  
Fox-Fuchs, Darcy

Gray, Stephanie  
Motolese, Mary  
Pittman, Sara  
Schadt, Margot

**TUTORS**

Brady, Jacqueline  
Bonner, Deborah  
Prepsel, Sara

**TECHNOLOGY**

Barth, Michelle

**CHILD STUDY TEAM**

Stevenson, Melorra

**PARAPROFESSIONALS**

Bonner, Teresa  
Coffey, Jacqueline  
Ferrari, Kristen  
Kain, Mary  
Schili, Jamie  
Wigginton, Val

**COLD SPRINGS SCHOOL**  
**EARLY CHILDHOOD CENTER STAFF**  
**2018 - 2019 SCHOOL YEAR**

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

**ADMINISTRATION**

Gurcsik, Norell - Director of ECC

**KINDERGARTEN**

Barikian, Jaclyn  
Carey, Meghan  
Chando, Christa  
Cotellese, Jennifer  
MacDonald, Allison  
McNeely, Laura  
Zimecki, Allison

**KINDERGARTEN PARAPROFESSIONALS**

Monroe, Theresa  
Devereaux, Kelly  
Flood, Kate  
Grevera, Teresa  
Elder, Linda  
Franchi, Kathy  
Van Fossen, Debbie

**PRESCHOOL TEACHERS**

Ahern, Katie  
Blessinger, Ann  
Bigham, Denise  
Blum, Cynthia  
DiNoia, Jeanine  
Gladue, Suzanne  
Groff, Briana  
Grohowski, Kimberlee  
Jupin, Jackie  
Marroletti, Colleen  
McAllister, Crystal  
McFerrer, Alyssa  
Murphy, Theresa  
Musselman, Dana  
Ratner, Monica  
Rebstock, Lauren  
Stafford, Jillian  
Sutcliffe, Renee

**PARAPROFESSIONALS**

Leposki, Samantha  
Bazis, Paula  
Russo, Colleen  
TBD  
Flood, Kathleen  
Murphy, Mary  
Gunther, Deborah  
McCabe, Erica  
TBD  
Pagan, Janet  
Fedore, Jayne  
Pregartner, Janice  
Pennington, Kathy  
Beebe, Kelly  
Rusk, Geraldine  
Messerschmitt, Teri  
Stiles, Michaeline  
Dilks, Kimberly

**SPECIAL EDUCATION**

Navarra, Emily  
Maiorano, Maria  
Velez, Natalie

**CHILD STUDY TEAM/COMMUNITY OUTREACH**

McNally, MaryAnn

**SUPPORT STAFF**

Ward, Lizaan - Guidance  
Thomson, Dolores - Relief Aide  
Vasquez, Kristina - ECC Coach  
Harris, Debbie - Kindergarten Coach

## PHONE MESSAGES FOR STAFF

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

## TELEPHONE NUMBERS

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

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

<u>Ext</u>	<u>Name</u>
3150	Main Office
3152	Mrs. Karen Kessler, Principal
3248	Mrs. Kate Kearney, Assistant Principal
3150	Ms. Joanne Morrell, Principal's Secretary
3151	Mrs. Joan Braunwarth, Assistant Principal's Secretary
3154	Mr. Joe DiPatri, Guidance Office/Administrator
3261	Mrs. Norell Gursik, ECC Director/Assistant Principal
3160	Mrs. Carol Rucci, School Nurse
3179	Ms. Lisa DePrince, School Nurse
2156	Child Study Team, Mrs. Melorra Stevenson
3139	Nutri-Serve, School Cafeteria
3177	Mrs. Pauline Fluck, Media Specialist
3247	Ms. Dee Driscoll, Instructional Coach
3115	Mrs. Debbie Harris, Instructional Coach
3201	Mrs. Michelle Barth, Technology Coach
3161	Mr. Kevin Biehl, Maintenance Office

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

## **OFFICE OF SPECIAL SERVICES**

Amy Francis – Director (ext. 2168)

Tamra Boyle – Secretary (ext. 2172)

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

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

### **District Child Study Team:**

LDTC - Melorra Stevenson

Psychologist - Stacy Maugeri

Psychologist - Katherine Fields

Social Worker - Tamie Hobbs

Speech - Rosemarie Fitzpatrick

Speech - Rebecca Klein

Speech - Kaitlyn Adams

## **PARENTAL RESPONSIBILITIES**

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

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

Parents can help insure proper discipline in school by:

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

## **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.

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#### **DISMISSAL**

##### **Multi-Grade Level Families (Grades 1-3) and Car Pools – Gym Dismissal**

**3:03 PM to 3:15PM** – Students will meet in the gym. Parents may pick-up their children by entering the main doors of the building and then entering the gym.

##### **Rear of the Building Dismissal**

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

#### **SPECIAL INSTRUCTIONS:**

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

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

**ARRIVAL AND DISMISSAL PROCEDURES**  
**KINDERGARTEN, PRE-K**

**ARRIVAL**

**KINDERGARTEN**

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

**UPSTAIRS PRE-K**

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

**DOWNSTAIRS PRE-K**

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

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**DISMISSAL**

**KINDERGARTEN**

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

**UPSTAIRS PRE-K**

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

**DOWNSTAIRS PRE-K**

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



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

**FAMILY ARRIVAL – 8:15AM – 8:25AM**  
**KINDERGARTEN – THIRD GRADE STUDENTS**  
**BACK OF THE BUILDING**

At **8:15AM** each day, parents who have children in Kindergarten and Grades 1-3 (who have requested and have approval from the office for Family Arrival and Dismissal) may drive around to the back of the building to drop off their children at the same time. Please form one line along the curb and drop off children curbside. Staff will be outside to direct the children into the building. Once inside, Kindergarten students will be supervised in one of the classrooms until their school day begins. Children in Grades 1-3 will go immediately to their class or to breakfast. **This will take place in the back of the building only. PLEASE DO NOT COME EARLIER THAN 8:15 AM, THERE WILL NOT BE ANY STAFF TO SUPERVISE STUDENTS BEFORE THAT TIME.**

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

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

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

Follow the same process as listed above

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

Follow the same process as listed above

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

### **Please Note - Important Early Dismissal Information - Parent Pick-Up**

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

### **DISTRICT AND SCHOOL CALENDARS**

To view the 2018-2019 District Calendar for Gloucester City Public Schools, click [here](#). To view the 2018-2019 Cold Springs School Calendar of Events, click [here](#). NOTE: All calendar dates are subject to change; calendars will be revised to reflect such changes in a timely manner.

### **BELL SCHEDULES**

Please click [here](#) for Cold Springs School Grades 1 - 3 Bell Schedules for the 2018-2019 school year.

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

### **SCHOOL MESSENGER**

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

### **POWERSCHOOL PARENT PORTAL**

Powerschool provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service, students and parents will 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 Powerschool you may contact your child's classroom teacher.

### **EMERGENCY CLOSINGS**

#### **SCHOOL CODE #561**

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

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

### **VISITORS**

All visitors to the building are to report to the security desk and provide appropriate identification. They will receive a visitor's pass and will be directed to the appropriate location by security personnel. Unauthorized visitors will be subject to trespassing laws. Visitors and parents are not to visit a teacher's classroom unless the principal has given prior permission. Visitors must schedule appointments with teachers/staff.

### **BICYCLE SAFETY**

Students may ride bicycles to school. Bicycles must be locked. Arrangements should be made with administration for safe storage. The school will not assume any responsibility for bicycles. All students age 17 and under riding bicycles are required by state law to use helmet protection.

### **SKATEBOARDS AND SCOOTERS**

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

## **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, book bags, lunch boxes.

## **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, you may request a meeting with administration.
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*

## **STUDENT DRESS CODE (District Policy #5511)**

**(Full text of all Board Policies available [here](#))**

The teaching staff and the administration maintain that grooming and dress habits are important to a pupil's academic success and well-being. Therefore, it is in the intention of this code that pupils be expected to be clean, neatly attired, and that their dress be such as not to be immediately disruptive to other pupils or the school program. Modesty and the avoidance of distracting influences are the key to an attractive appearance.

In any case not covered by this code, or in the event of interpretation of the code, the above shall be the basic consideration. The administration/faculty shall enforce the dress code with the administration having the final decision regarding all matters concerning the dress code.

A. Footwear - Footwear that violates the acceptable Dress Code Policy:

1. Bedroom Slippers
2. Untied shoelaces

B. Shirts, Blouses, Tops - Shirts, blouses, or tops that violate the acceptable Dress Code Policy:

1. Tank tops of any kind (male & female)
2. Tube tops
3. Off the shoulder tops
4. Tops that breach good taste or are obscene (administrative discretion)
5. Sheer tops/see-through tops
6. Any top that exposes the abdominal area

C. Shorts, Pants, Dresses - Shorts, pants, and dresses that violate the acceptable Dress Code Policy:

1. Pants worn lower than waist level
2. Shorts and skirts/dresses must be longer than the fingertips when the arms are placed to the student's side
3. Tight fitting or immodest shorts, pants, or dresses (administrative discretion)
4. Spandex shorts
5. Sleepwear
6. Pants that are excessively or immodestly ripped/torn (administrative discretion)

- D. Hats and Other Accessories - Hats and other accessories that violate the acceptable Dress Code Policy:
1. Hats (including the wearing of hoods) or head covers not governed by religious belief
  2. Bandanas/sweatbands
  3. Sunglasses
  4. Jewelry that could be considered a safety hazard
  5. Clothing of any kind that depicts bias, or hate (administrative discretion)

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

*\*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.*

**AFFIRMATIVE ACTION POLICY**  
**STUDENT AFFIRMATIVE ACTION AND**  
**EQUAL EDUCATIONAL OPPORTUNITY: BOARD POLICY #1140**  
**(Full text of all Board Policies available [here](#))**

**Affirmative Action Officer – Elizabeth A. Curry, Ed.D.**  
**Title IX Coordinator – Elizabeth A. Curry, Ed.D.**  
**504 Coordinator – Amy Francis**

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

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

The entire policy should be viewed by parents and students at the district website ([www.gcsd.k12.nj.us/school\\_board.htm](http://www.gcsd.k12.nj.us/school_board.htm)).

## **SEXUAL HARASSMENT POLICY – BOARD POLICY 5751**

**(Full text of all Board Policies available [here](#))**

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

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

### Definitions:

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

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

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The entire policy should be viewed by parents and students at the district website ([www.gcsd.k12.nj.us/school\\_board.htm](http://www.gcsd.k12.nj.us/school_board.htm)).

## **CURRICULUM AND INSTRUCTION**

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

## **ACADEMIC PROGRAM**

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

### **Creative Curriculum (PreK)**

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

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

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

### **English/Language Arts (Kindergarten – Grade 3)**

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

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

Fundations® is a multisensory and systematic phonics, spelling, and handwriting program that benefits all K-3 students. The program thoroughly teaches the foundational skills, and significantly supports the reading, writing, and language standards, found in states’ rigorous college- and career-ready standards.

Fundations presents the following concepts and skills in a cumulative manner from Unit to Unit and year to year:

- Letter formation
- Phonological and phonemic awareness
- Sound mastery
- Phonics, word study, and advanced word study
- Irregular (trick) word instruction
- Vocabulary
- Fluency

- Comprehension strategies
- Written composition (spelling and handwriting)

For more information on the literacy program, please feel free to contact 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 Mathematics coach, or go to [MHmymath.com](http://MHmymath.com).

### **HIGHLY QUALIFIED TEACHERS**

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

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

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

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

### **FAMILY LIFE CURRICULUM**

A copy of the state-mandated Family Life Education curriculum is available for review. If any part of the instruction in Family Life Education is in conflict with your conscience or sincerely held moral or religious belief, you may contact the office of the principal for a request form to have your child excluded from that particular part of the curriculum. You may also review the entire curriculum by making an appointment to meet with the principal.



**ACADEMIC CALENDAR: MARKING PERIOD/PROGRESS REPORTS (K-3)**

1 <sup>st</sup> Marking Period.....	September 4 - November 7
Progress Report.....	October 4
2 <sup>nd</sup> Marking Period.....	November 8 – January 29
Progress Report .....	December 14
3 <sup>rd</sup> Marking Period .....	January 30 – April 4
Progress Report .....	March 5
4 <sup>th</sup> Marking Period .....	April 5 – June 12
Progress Report .....	May 15

**ACADEMIC CALENDAR: TRIMESTERS (PRESCHOOL)**

1 <sup>st</sup> Trimester.....	September 4 - December 5
2 <sup>nd</sup> Trimester.....	December 6 - March 12
3 <sup>rd</sup> Trimester.....	March 13 - June 12

**NOTE:** All dates are subject to change due to the potential for inclement weather or other emergency school closings.

**STATE AND STANDARDIZED TESTING**

Required New Jersey State Tests are administered to 3rd graders each year at Cold Springs. Tests for this school year are scheduled for the following dates:

**PARCC Spring Block – TBA**

Additional Important Tests:

LinkIt Benchmark assessments are administered three times a year to Grades 2 and 3. In addition, Reading tests, including the Gates-MacGinitie and Dibels tests, are administered to all grade levels, K through 3.

**REPORT CARDS**

Report cards in Grades K-12 will have the numerical grades for all academic subjects with Grades K-8 denoting specific details regarding standards based proficiencies. Report cards will be issued quarterly and can be accessed through our Power School Parent Portal [here](#) (*update to parent portal when available*).

**GRADING**

The following grades are used in the school district. No other method to report student progress may be used:

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

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) - Policy #8330**

**(Full text of all Board Policies available [here](#))**

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review that students education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parents or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 20202-5901

**RELEASE OF STUDENT INFORMATION - Policy 8330**

**(Full text of all Board Policies available [here](#))**

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

**PROMOTION AND RETENTION: BOARD POLICY: #5410**

**(Full text of all Board Policies available [here](#))**

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.

**ATTENDANCE POLICY**

The Gloucester City Board of Education has a policy that a student must attend 181 days to obtain a thorough and efficient education as promised to every student by the New Jersey Constitution.

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

**PARENTS ARE ASKED TO LOG INTO POWERSCHOOL REGULARLY  
TO MONITOR STUDENT ATTENDANCE**

**A. Definitions**

1. "Attendance is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

2. "Excused absence" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The pupil's illness.
  - b. Family illness or death.
  - c. Education opportunities.
  - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. -794 and 705(20), and individualized health care plans pursuant to N.J.A.C.6A:16-2.3.
  - f. The pupil's suspension from school.
  - g. The pupil's required attendance in court.
  - h. Interviews with a prospective employer or with an admissions officer of an institution of higher education.
  - i. Examination for a driver's license.
  - j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.
  - k. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

**NOTE:** No child over the age of five years and under the age of 18 years shall remain in or upon any public place or establishment outside any school grounds between the hours of 8:30 am and 3:00 pm every Monday through Friday while school is in session during the school year.

3. On the day a student returns from an absence, he/she should confer with their teacher about class work and assignments missed. In most cases, the student will receive one day to complete work for each day absent.

**B. Notice to School of Pupil's Absence**

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office before 9:00 a.m. of the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify their teacher and the office.

**C. Readmission to School After an Absence**

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

**D. Instruction**

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of a (3) three day school duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

#### **NOTIFICATION OF STUDENT ABSENCE**

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

Please note that students who arrive to school after 11:03 am or leave prior to 12:15 pm will lose an instructional day. A student must be in school a minimum of 4 hours to earn an instructional day.

#### **STUDENT AGENDAS**

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

#### **INSURANCE - District Policy #8760**

**(Full text of all Board Policies available [here](#))**

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

#### **STUDENT BREAKFAST – Price \$1.00**

Breakfast is available in the cafeteria from 7:55 - 8:15 AM.

#### **STUDENT LUNCH – Price \$2.35**

Lunch is served daily to all students during an assigned period. PLEASE NOTE that there is a \$5.50 credit maximum after which the student will receive a predetermined lunch (and will therefore not be able to select from the daily menu) unless paying in full.

## **SCHOOL NUTRITION: BOARD POLICY 8505**

**(Full text of all Board Policies available [here](#))**

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

## **CARE OF SCHOOL PROPERTY: BOARD POLICY #5513**

**(Full text of all Board Policies available [here](#))**

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

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

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

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

### **SCHOOL PROPERTY GUIDELINES**

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

**TEXTBOOK SCHOOL PROPERTY**

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

- New .....100% of cost
- 1 year ..... 75% of cost
- 2 years..... 50% of cost
- 3 years..... 25% of cost

**LAPTOPS / CHROMEBOOKS**

For any technology equipment that is lost or damaged, the following fine will be imposed:

- \$ 265.00 (Laptop / Chromebook)

**STUDENT ENTRANCE INTO BUILDING**

The main entrance doors to the building are open at 8:15 AM. All students are allowed to enter the building at this time. Students eating breakfast are allowed to report to the cafeteria at 7:55 AM. Only students eating breakfast may enter the building at this time.

**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 year and are strictly a parent option.

**YEARBOOK**

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

**EMERGENCY PROCEDURES**

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

**BOARD OF EDUCATION POLICY #2361 & 5516**

**(Full text of all Board Policies available [here](#))**

**2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

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

It is the policy of the district to establish safe and effective methods for pupil and staff users of the district's technological resources.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his or her designee.

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The Board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the Board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the Board be responsible for financial obligations arising through the unauthorized use of the system.

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

This acceptable use policy shall govern all use of the system. Sanctions for pupil misuse of the system shall be included in the disciplinary code for pupils.

For full text of this policy, please refer to the district website at [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us).



## **USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) - Policy # 5516**

**(Full text of all Board Policies available [here](#))**

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

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

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

For full text of this policy, please refer to the district website at [www.gcsd.k12.nj.us](http://www.gcsd.k12.nj.us).

### **PHONES, EARBUDS, AND PERSONAL ELECTRONIC DEVICES**

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

### **ILLNESS WHILE AT 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.

### **ACCIDENTS/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)**

**(Full text of all Board Policies available [here](#))**

“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.

### **FIELD TRIPS**

**See Board Policies #2340, #5850, #9180**

**(Full text of all Board Policies available [here](#))**

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.

### **INTERVENTION AND REFERRAL SERVICES TEAM (I & RS)**

The Intervention and Referral Services Team assists in the development of services that go beyond regular instructional practices to ensure success for every child. This includes specific plans for regular education students who are experiencing academic, behavioral, social, or emotional difficulties. In addressing a child's needs, the Intervention and Referral Services Team can involve parents, student peers, teachers, counselors, or other individuals and organizations. Requests for assistance to the Intervention and Referral Services team occur through a number of different avenues (teachers, counselor, etc.). For more information for 1st-3rd grade students, please contact Mr. Joe DiPatri (ext. 3154) and for our PreK/Kindergarten students, please contact Mrs. MaryAnn McNally (ext. 3279).

### **INFORMATION REGARDING 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 (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

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

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

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

### **PARENTS RIGHTS UNDER SECTION 504**

Parents have the right to:

1. have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
2. have the school district advise them of their rights under federal law.
3. receive notice with respect to identification or evaluation of, or service to, their child.
4. have their child with a disability receive free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school-related activities.

5. have their child with a disability educated in facilities and receive services comparable to those provided students without disabilities.
6. have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
7. have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.
8. have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.
9. have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
11. obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
12. receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
13. request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents within a reasonable time and advise them of the right to a hearing.
14. request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
15. ask for payment of reasonable attorney fees if they are successful on their claim.
16. file a local grievance or citizen complaint with the school district, the state board of education and/or the Office for Civil Rights.
17. appear the impartial hearing officer's decision.
18. receive all information in their native language and primary mode of communication.
19. expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

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

Cold Springs School – Mrs. Norell Gurcsik, Ext 3261  
Gloucester Middle School – Mr. William O’Kane, Ext 4011  
Gloucester City High School – Mr. Sean Gorman, Ext. 1514  
District Section 504 Coordinator – Mrs. Amy Francis, Ext. 2168  
Superintendent of Schools - Secretary Ext. 2166  
NJ Department of Education – Camden County Office 856-401-2400

**HOME INSTRUCTION: BOARD POLICY #2412**

**(Full text of policy available at district website)**

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

**INTEGRATED PEST MANAGEMENT: BOARD POLICY #7422**

**(Full text of all Board Policies available [here](#))**

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

**SUBSTANCE ABUSE – BOARD POLICY #5530**

**(Full text of all Board Policies available [here](#))**

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

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

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

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

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

If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

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

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

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

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

## STUDENT 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. TO SPEAK RESPECTFULLY TO STAFF

This means:

- Speaking quietly and in a polite tone of voice;
- Thinking before you speak;
- Speaking when it is appropriate to do so;
- Using polite language.

You 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. TO BEHAVE RESPECTFULLY TO STAFF

This means:

- Doing as you are asked or told without argument;
- Accepting that members of staff have authority over students because they have responsibility for your welfare;
- Treating staff as professionals;
- Showing that you want to learn;
- Listening carefully and following instructions.

You will not:

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

### 3. TO SPEAK RESPECTFULLY TO OTHER STUDENTS

This means:

- Speaking politely to other students;
- Thinking before you speak;
- Keeping quiet if you have nothing pleasant to say;
- Keeping “street language” out of school.

You will not:

- Swear at or verbally abuse other students;
- Threaten another student;
- Make offensive or insulting comments to or about another student;
- Spread rumors.



#### 4. TO BEHAVE RESPECTFULLY TO OTHER STUDENTS

This means:

- Showing consideration in the corridors;
- Avoiding physical contact with other students;
- Respecting other students' space;
- Sitting where you are asked to in class;
- Telling a member of staff if there is a problem with another student.

You 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. TO RESPECT THE SCHOOL ENVIRONMENT

This means:

- Putting rubbish in bins – in and out of classrooms;
- Looking after and having pride in your classrooms;
- Reporting any damage to a member of staff;
- Making sure you are in the right place at the right time.

You will not:

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

#### 6. TO HAVE RESPECT FOR YOUR OWN LEARNING

This means:

- Wanting to succeed and valuing success;
- Being on time to school and classes;
- Having the proper supplies;
- Doing the work to be the best of your ability;
- Doing your homework/coursework to deadline;
- Asking for help if you need it;
- Taking responsibility for your learning and being honest with yourself;
- Knowing what you need to do to improve.

You will not:

- Waste time in or be late to classes;
- Rely on the teacher to do everything for you;
- Blame anyone else if you don't make good progress;
- Settle for just doing enough to get by.

#### 7. TO HAVE RESPECT FOR OTHER STUDENTS' LEARNING

This means:

- Valuing other people's ideas, values, work and contributions;
- Co-operating with and supporting other students;
- Being able to assess other students' work;
- Helping to create a positive classroom environment.

You 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.

The 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.

### **EXPECTATIONS FOR STUDENT BEHAVIOR (District Policy #5500)**

**(Full text of all Board Policies available [here](#))**

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.

### **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.

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

**(Full text of all Board Policies available [here](#))**

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

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

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

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

### **SUSPENSIONS**

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

#### **Multiple Suspension Rule**

Any student, who receives two (2) out of school suspensions from school during the course of the year, will become immediately ineligible to participate in any extracurricular 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. Administration reserves the right to review each case.

## **EXPULSION**

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

### **Pupil Assault of Staff (NJ Statutes 18A: 372)**

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.

## **HARASSMENT, INTIMIDATION, AND BULLYING - BOARD POLICY #5512** **(Full text of all Board Policies available [here](#))**

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

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

## **BUS / TRANSPORTATION CONDUCT**

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

### **It is imperative that the following 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:

#### **A. Bus Code of Conduct:**

- Enter and leave the bus in a quiet, orderly fashion
- Remain seated in their assigned seat throughout the trip with a seatbelt properly fastened

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

**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).

Bussing is provided for students in accordance with their IEP and pupils whose route to school is deemed hazardous by the Board of Education.

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.

*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:**

<b>First through Third Grade</b>	<b>Pre-K and Kindergarten</b>
<b>8:00 AM</b>	<b>8:20 AM</b>
<b>3:03 PM</b>	<b>3:23 PM</b>

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.

### **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 evaluations. Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year. Students failing to follow procedures and/or emergency instruction will be disciplined.

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

*"When the School Becomes a Neighborhood"*

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

#### **SRO As Community Liaison/Problem Solver**

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

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

## STUDENT DISCIPLINE CODE

### Rationale

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

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

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

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

### Handling of Discipline

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

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

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

No student, regardless of age, shall be permitted to attend any school functions, on or off school property, if evidence exists that the student is under the influence of some intoxicant. Any student who consumes an intoxicant or who is found to be in possession of or under the influence of any intoxicant while participating in a school activity, on or off school property, shall be subject to disciplinary action. Consumption of any amount of alcoholic beverage is considered to be "under the influence".

### Standards of Behavior

Students are expected to:

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

<u>Student Rights</u>	<u>Student Responsibilities</u>
Students have the right to be treated with respect by peers and staff.	Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
Students have the right to an education in a positive and safe school climate.	Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate. Students have the responsibility to respect school property and help maintain an orderly environment.
Students have the right to present information that has a bearing on disciplinary action.	Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.
<b><u>When is the Discipline Code in Force?</u></b>	
<p>The code is in force:</p> <ul style="list-style-type: none"> <li>● On school property prior to, during, and following regular school hours</li> <li>● When school is in session or school activities are in operation.</li> <li>● While students are on a bus for any purpose.</li> <li>● At all school sponsored events and activities.</li> </ul> <p>Additionally, school administration has the authority to take action when a student's misconduct to and from school has a harmful effect on other students or on the orderly educational process.</p>	
<p><b><u>NOTE:</u></b>remedial disciplinary measure known as a Station House Adjustment in lieu of municipal charges.</p> <p>There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary.</p> <p>The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff member, and various other "NO TOLERANCE" occurrences.</p>	
<p><b><u>Station House Adjustment:</u></b> Where applicable, the administration will confer with the SRO to incorporate a community service or other</p>	
<p><b><u>Video Cameras:</u></b> Please be advised that Cold Spring School's facility is monitored by video cameras and may be used in discipline infractions.</p>	



## ABUSIVE BEHAVIOR OFFENSES

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

4.	Abusive Language to Any District Employee (written or spoken language or gesture that is offensive, obscene, or vulgar)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Immediate removal from school by parent or guardian</li> <li>● 3 to 5 days OSS (external suspension)</li> <li>● Parent conference with administration</li> <li>● Counselor notification</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● Immediate removal from school by parent or guardian</li> <li>● Minimum 5 days OSS (external suspension)</li> <li>● Parent conference with administration</li> <li>● Possible Superintendent's hearing</li> </ul>
5.	Failure to Follow Rules & Regulations (e.g. inappropriate conduct in halls, public displays of affection, in the hall without a pass, horseplay/scuffling, food or drink in halls)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Administrative double detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>●</li> <li>● Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 1 to 2 days ISS</li> <li>● Parent notification</li> <li>● Counselor notification</li> </ul>
6.	Incitement to Fight	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 1 day ISS</li> <li>● Parent notification</li> <li>● Counselor notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 2 days ISS</li> <li>● Parent notification</li> <li>● Counselor notification and conflict resolution session</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 2 days ISS</li> <li>●</li> <li>● Parent conference with administration</li> <li>● Counselor notification and conflict resolution session</li> <li>● Possible Child Study Review</li> <li>● Possible Superintendent's hearing</li> </ul>
7.	Fighting/Assault <b>or</b> General Disorder	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> <li>● 1 to 10 day OSS (external suspension)</li> <li>● Parent conference with administration</li> <li>● Counselor notification and conflict resolution session</li> <li>● Municipal complaint may be filed</li> </ul>
8.	Aggravated Assault	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> <li>● Minimum 10 day OSS (external suspension)</li> <li>● Parent conference with administration</li> <li>● Municipal complaint filed</li> <li>● Counselor notification and conflict resolution session</li> <li>● Possible Superintendent's hearing which may result in a Board of Education expulsion hearing</li> </ul>
9.	Assault by Pupil on Gloucester City Board of Education Employee	<p>ANY OFFENSE</p> <ul style="list-style-type: none"> <li>● 18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings.</li> </ul>

		<ul style="list-style-type: none"> <li>Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended. Must attend conflict resolution sessions.</li> </ul>
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**BEHAVIORAL OFFENSES**

	<b>Offense</b>	<b>Consequences</b>
10.	Academic Dishonesty <ul style="list-style-type: none"> <li>Cheating</li> <li>Copying of another's work OR providing work to another student to copy</li> <li>Fabrication/Falsification</li> <li>Tampering</li> <li>Plagiarism</li> <li>Unfair Advantage</li> <li>Other Academic Misconduct determined by the Administration</li> </ul>	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Zero for all class work</li> </ul> 2 <sup>ND</sup> OFFENSE <ul style="list-style-type: none"> <li>1 to 2 days ISS</li> <li>Parent Conference</li> <li>Zero for all class work</li> </ul> 3 <sup>RD</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>1 to 2 days OSS (external suspension)</li> <li>Parent Conference</li> <li>Zero for all class work</li> </ul>
11.	Disruptive or Unacceptable Behavior (language, gestures, or actions which interfere with the learning process)	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>Administrative Single Detention</li> </ul> 2 <sup>ND</sup> OFFENSE <ul style="list-style-type: none"> <li>Administrative Double Detention</li> <li>Parent Notification</li> <li>Counselor Notification</li> </ul> 3 <sup>RD</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>1 to 2 days ISS</li> <li>Parent Conference</li> </ul>
12.	Insubordination/Disrespect/Open Defiance of Authority	1 <sup>ST</sup> OFFENSE <ul style="list-style-type: none"> <li>1 to 2 days ISS</li> <li>Parent notification</li> <li>Counselor notification</li> </ul> 2 <sup>ND</sup> OFFENSE <ul style="list-style-type: none"> <li>2 days ISS</li> <li>2 s</li> <li>Parent notification</li> <li>Counselor notification</li> </ul> 3 <sup>RD</sup> AND SUBSEQUENT OFFENSES <ul style="list-style-type: none"> <li>1 to 3 days OSS (external suspension)</li> <li>Parent notification</li> </ul>

		<ul style="list-style-type: none"> <li>● Parent conference with administration</li> <li>● Counselor notification</li> </ul>
13.	Forgery (falsifying and/or possession of an altered note or school-related document from a parent/guardian/teacher/doctor)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>●</li> <li>● Parent notification</li> <li>● Pass restriction for a length of time to be determined by administration</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 1 to 3 days ISS</li> <li>● Parent notification</li> <li>● Pass restriction for a length of time to be determined by administration</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 1 to 3 days OSS (external suspension)</li> <li>● Parent conference with administration</li> <li>● Pass restriction for a length of time to be determined by administration</li> </ul>
14.	Cutting Class	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>●</li> <li>● Parent notification</li> <li>● Zero for all class work</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 2 s</li> <li>● Parent notification</li> <li>● Zero for all class work</li> <li>● Pass restriction for a length of time to be determined by administration</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 2 days ISS</li> <li>● 2 s</li> <li>● Parent conference with administration</li> <li>● Zero for all class work</li> <li>● Pass restriction for a length of time to be determined by administration</li> </ul> <p><i><b>NOTE:</b> Time missed from class will be noted in accordance with attendance policy. Any student who arrives to class after 10 minutes and is unable to produce a verifiable pass will be disciplined for cutting class.</i></p>
15.	Cutting School (Truancy)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>●</li> <li>● Parent notification</li> <li>● Zero for all class work</li> <li>● Municipal Daytime Curfew Violation filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 2 s</li> <li>● Parent notification</li> <li>● Zero for all class work</li> <li>● Pass restriction for a length of time to be determined by administration</li> <li>● Municipal Daytime Curfew Violation filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 2 days ISS</li> <li>● Parent conference with administration</li> <li>● Zero for all class work</li> </ul>

		<ul style="list-style-type: none"> <li>• Pass restriction for a length of time to be determined by administration</li> <li>• Municipal Daytime Curfew Violation filed</li> <li>• Possible Superintendent’s hearing</li> </ul> <p><b><i>NOTE:</i></b> Time missed from school will be noted in accordance with attendance policy.</p>
16.	Cafeteria Misconduct (Actions which disrupt the orderly management of the cafeteria; e.g. throwing food, failure to clean tables)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent notification</li> <li>• Removal from cafeteria for 1 to 3 days (lunch detention)</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Removal from cafeteria for 2 weeks (lunch detention)</li> </ul>
17.	Theft of Food/Beverage from Cafeteria	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1week removal from cafeteria (lunch detention)</li> <li>• Parent notification</li> <li>• Restitution</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> <li>• Restitution</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Restitution</li> <li>• Municipal complaint may be filed</li> </ul>
18.	Failure to Attend Teacher Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
19.	Failure to Attend Administrative Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Detention assignment is doubled</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
20.	Inappropriate Conduct at Administrative Detention	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> </ul>

		<ul style="list-style-type: none"> <li>•</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> </ul>
21.	Failure to Attend s (excluding Credit Completion)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 s</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> <li>• Parent notification</li> <li>• Parent conference with administrator and teacher may be required</li> </ul>
22.	Inappropriate Conduct at Saturday Detention  Not Applicable at CSS	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 2 s</li> <li>• Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 1 to 2 days ISS</li> <li>•</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 3 days OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> </ul>
23.	Inappropriate Conduct in ISS	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• Failure to abide by the rules and regulations of ISS will result in a 1 to 3 day OSS (external suspension).</li> </ul>
24.	Dress Code Violation (in accordance with District Policy 5511)	<p>1<sup>st</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative warning</li> <li>• Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Administrative Single Detention</li> <li>• Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• Administrative Double Detention</li> <li>• Student required to change into suitable attire before return to class (may change into Phys. Ed. attire if necessary)</li> <li>• Parent notification</li> <li>• Counselor notification</li> </ul> <p><b><i>NOTE:</i></b> Time missed from class due to dress code violations will be noted in accordance with attendance policy.</p>

25.	Parking Violations	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Administrative warning</li> <li>● Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 30-day forfeiture of parking privilege</li> <li>● Parent notification</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Loss of parking privilege for duration of school year</li> <li>● Parent notification</li> </ul>
26.	Unsafe Operation of Vehicle on School Property	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 30-day forfeiture of parking privilege</li> <li>● Parent notification</li> <li>● Municipal complaint may be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 1 to 2 days ISS</li> <li>● Parent notification</li> <li>● Loss of parking privilege for duration of school year</li> <li>● Municipal complaint will be filed</li> </ul>
27.	<p>Inappropriate or Unauthorized Use of Electronic Device</p> <p><i>*NOTE: Students who fail to comply with requests to confiscate devices will be subject to additional disciplinary measures.</i></p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned at end of school day)</li> <li>● Parent notification</li> <li>● Administrative Single Detention</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned to parent/guardian ONLY)</li> </ul> <p>Parent notification</p> <ul style="list-style-type: none"> <li>● Administrative Double Detention</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned to parent/guardian ONLY)</li> <li>● Parent conference with administration</li> <li>● Student is prohibited from bringing device to school</li> </ul>

**LATENESS AND UNEXCUSED EARLY RELEASE**

	<b>Offense</b>	<b>Consequences</b>
28.	Lateness to school (after 8:25 bell until 10:45 AM)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Lateness Documented</li> <li>● Administrative Warning</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Lateness Documented</li> <li>● Administrative Single Detention</li> <li>● There will be a suspension of extracurricular privileges until detention is served.</li> </ul> <p><i><b>NOTE:</b> Students who are habitually late to school may be subject to municipal action. Administration reserves the right to assign lunch/study hall detention, , and ISS if students fail to comply with aforementioned consequences.</i></p>

29.	Lateness to school (after 10:45 AM)	<ul style="list-style-type: none"> <li>● All students are to report immediately to the main office.</li> <li>● Students WILL NOT receive credit for attendance if not in school a minimum of four (4) hours. Arrival to school after 10:45 AM is considered an absence.</li> </ul>
30.	Lateness to class	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Teacher Warning</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Teacher Detention</li> <li>● Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● Administrative Single Detention</li> <li>● Parent notification</li> <li>● Counselor notification</li> </ul> <p><b><i>NOTE:</i></b> Arriving 10 minutes late or more to class without a verifiable pass or excuse will be considered an absence/cutting.</p>
31.	Unexcused Early Release	<ul style="list-style-type: none"> <li>● Students cannot receive credit for attendance if not in school for a minimum of 4 hours. If a student leaves school prior to being in attendance for 4 hours, they will be marked absent for that day.</li> <li>● Students who leave school early but have been in attendance for at least 4 hours will have their class period absences noted in accordance with attendance and credit policies. Parents/guardians are strongly encouraged to make appointments for their students after school hours.</li> </ul>



**PROPERTY OFFENSES**

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

		<ul style="list-style-type: none"> <li>• Possible Superintendent’s hearing</li> <li>• Possible loss of computer/technology access (where applicable)</li> <li>• Possible additional legal action (where applicable)</li> </ul>
35.	Theft/Stealing (individual or school property on school grounds or during school related activities)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 5 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing</li> </ul>
36.	Vandalism or Destruction / Defacing of Property NJSA 18A:373 (Liability of parent/guardian for willful destruction of property by student under 18)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 3 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• 4 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>• 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Counselor notification</li> <li>• Restitution for loss</li> <li>• Municipal Complaint may be filed</li> <li>• Possible Superintendent’s hearing</li> </ul>
37.	Trespassing (on school property without permission)	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• 1 to 10 day OSS (external suspension)</li> <li>• Parent notification and conference with administration</li> <li>• Municipal Complaint will be filed</li> </ul>
38.	Gambling (card games, wagers, or any other such activity)	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>• Confiscation of paraphernalia</li> <li>• Parent notification</li> <li>• Counselor notification</li> <li>• SRO notification</li> </ul> <p>2<sup>ND</sup> OFFENSE</p>

		<ul style="list-style-type: none"> <li>● 1 to 2 days ISS</li> <li>● Confiscation of paraphernalia</li> <li>● Parent notification</li> <li>● Counselor notification</li> <li>● SRO notification</li> </ul> <p>3<sup>RD</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 1 to 3 days OSS</li> <li>● Confiscation of paraphernalia</li> <li>● Parent notification</li> <li>● Counselor notification</li> <li>● SRO notification</li> </ul>
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**SAFETY / HAZARD OFFENSES**

	<b>Offense</b>	<b>Consequences</b>
39.	Tampering With or Pulling Fire Alarm	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 4 day OSS (external suspension)</li> <li>● Parent notification and conference with administration</li> <li>● Municipal Complaint will be filed</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● 10 day OSS (external suspension)</li> <li>● Parent notification and conference with administration</li> <li>● Municipal Complaint will be filed</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 30 day OSS (external suspension)</li> <li>● Parent notification and conference with administration</li> <li>● Municipal Complaint will be filed</li> </ul> <p><b><i>NOTE:</i></b> Board of Education may seek reimbursement for fines incurred for false alarms.</p>
40.	Inappropriate Conduct During Evacuation and/or Emergency	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Parent notification</li> </ul> <p>2<sup>ND</sup> OFFENSE:</p> <ul style="list-style-type: none"> <li>● 1 to 2 days ISS</li> <li>● Parent notification</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● 1 to 3 days OSS (external suspension)</li> <li>● Parent notification and conference with administration</li> </ul>
41.	Possession of Devices Emitting Laser Beam	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned to parent/guardian ONLY)</li> <li>● Parent notification</li> <li>● Administrative Single Detention</li> <li>●</li> </ul> <p>2<sup>ND</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned to parent/guardian ONLY)</li> <li>● Parent notification</li> <li>● SRO notification</li> <li>● Administrative Double Detention</li> </ul> <p>3<sup>RD</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● Confiscation of Device (returned to parent/guardian ONLY)</li> <li>● Parent conference with administration</li> <li>● SRO notification</li> </ul>

		<ul style="list-style-type: none"> <li>• Student is prohibited from bringing device to school</li> </ul>
42.	Arson	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• Police Notification</li> <li>• Parent notification and conference with administration</li> <li>• Suspension pending Superintendent hearing with referral to Board of Education for possible expulsion</li> </ul>
43.	Possession of Weapons or Weapon-Related Paraphernalia NJSA2C:39	<p>The Administration has the right to determine the nature and seriousness of any weapons-related incident. Upon determining the seriousness of the incident, the following disciplinary action will be taken:</p> <ul style="list-style-type: none"> <li>• External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing</li> <li>• Parent conference</li> <li>• Child Study Team referral</li> <li>• Municipal Complaint will be filed</li> </ul> <p><b><i>NOTE:</i></b> This code also refers to imitation, toy, or decoy weapons.</p>
44.	Assault With Weapon, or Infliction of Bodily Harm NJSA 2C:12-1	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> <li>• External suspension until Superintendent's hearing which may result in a Board of Education expulsion hearing</li> <li>• Parent conference</li> <li>• Child Study Team referral</li> <li>• Municipal Complaint will be filed</li> </ul>
45.	Personal Possessions/ Weapons and Dangerous Instruments	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• For purposes of the policy weapons or dangerous instruments include those that commonly represent crime and violence, (ie., knives, switchblade 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.)</li> <li>• 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.</li> <li>• 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.</li> <li>• The Board of Education prohibits the carrying of paging devices on school property unless approved for use by a student with a medical condition for which a physician orders monitoring.</li> <li>• 2C:33-18; 18A:6-1; 18A372.1</li> </ul>

**SUBSTANCE-RELATED OFFENSES**

<p>46.</p>	<p>Possession of Drug Paraphernalia (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● 4 day OSS (external suspension)</li> <li>● SRO informed and municipal complaint filed</li> <li>● Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC)</li> <li>● Drug test/doctor's note needed to return to school</li> <li>● Ongoing random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● All of the above <i>PLUS</i>:</li> <li>● External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul>
<p>47.</p>	<p>Possession of Alcohol, Drugs, Steroids, or Substances identified in N.J.A.C. 6:29-9.3(a) N.J.A.C. 6:36-1 et seq</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● 10 day OSS (external suspension)</li> <li>● SRO informed and municipal complaint filed</li> <li>● Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC)</li> <li>● Drug test/doctor's note needed to return to school</li> <li>● Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● SRO informed and municipal complaint filed</li> <li>● Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC).</li> <li>● Drug test/doctor's note needed to return to school.</li> <li>● External suspension until Superintendent's hearing which may result in a Board of Education disciplinary hearing.</li> </ul>
<p>48.</p>	<p>Under the Influence of Alcohol, Drugs, Steroids or Substances identified in N.J.S.A.C. 6:29-9.3(a)</p>	<p>1<sup>ST</sup> OFFENSE</p> <ul style="list-style-type: none"> <li>● Parent notification</li> <li>● Immediate medical examination including urinalysis to verify use and determine extent of use</li> <li>● SRO notified and municipal complaint filed (if drug test is positive)</li> <li>● Suspension 4 day external suspension upon verification of positive diagnosis of alcohol, drugs, or use.</li> <li>● 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.</li> <li>● Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan.</li> <li>● Student will be required to attend drug counseling sessions with the school's Substance Abuse Counselor (SAC)</li> <li>● On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense.</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● All of the above <i>PLUS</i>:</li> <li>● Superintendent's hearing which may result in a Board of Education disciplinary hearing</li> </ul>

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

	Cigarette/Vaporizer and Associated Materials	<ul style="list-style-type: none"> <li>● 1 day ISS</li> <li>● Referral to SAC for smoking cessation program</li> </ul> <p>2<sup>ND</sup> AND SUBSEQUENT OFFENSES</p> <ul style="list-style-type: none"> <li>● Confiscation of materials</li> <li>● Parent notification</li> <li>● 1 day ISS</li> <li>●</li> <li>● Referral to SAC for smoking cessation program</li> </ul>
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#### 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.

## **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.