



**Parent – Student Handbook
2010-2011**

**Cold Springs School
1194 Market Street
Gloucester City, NJ 08030
856-456-7000**

Martin T. O'Connor, Principal
Robert MacCausland, Assistant Principal
Karen Kessler, Director of Early Childhood Center

Cold Springs School Mission Statement

The parents, teachers and administrators at Cold Springs School believe that every child can learn. We are committed to coordinating and integrating all available resources to bring high levels of learning to all our students. This will ensure that all students are on a path leading to success and attainment of their full potential.

Handbook Introduction

Dear Parent/Guardian:

This handbook was prepared for Cold Springs Families. It is intended to help acquaint you with school policies and regulations. Please keep it in a convenient place for handy reference. We encourage parents and guardians to maintain close contact with the school throughout the school year and 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 or her each evening about his/her experiences at school.
3. Review and sign the agenda book every night.
4. Be available as a listener for the 20 minutes SFA reading assignment (and sign the Read and Respond form) every night.
5. Call 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.

Much information will be sent to you via your child(ren) on the first days of school and regularly throughout the school year. It is our hope to publish our newsletter, The Cub's Tale, monthly in order to maintain good communications with our families.

Also, the school website gcsd.k12.nj.us/css is another good source of information for our school families.

Sincerely,

Martin O'Connor
Principal

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

Martin T. O'Connor, Principal

STUDENT/PARENT.GUARDIAN SCHOOL CONTRACT:

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

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

1. Attendance Policy
2. Internet Acceptance Use Policy: Discipline Code #33
3. Drug and Alcohol Policy
4. Dress Code

5. District Discipline Policy
6. No Child Left Behind (NCLB)
7. Surveys
8. Harassment, Intimidation or Bullying
9. Family Educational Rights and Privacy Act (FERPA)
10. Parents Rights Under Section 504
11. Intervention and Referral Services Team

Please complete the form below, which acknowledges your having read and understood the information enclosed in the Parent/Student Handbook.

Return to Homeroom Teacher no later than Friday, September 17, 2010.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature Date

Student Name (Please Print)

Student Signature Date

PRINCIPAL’S MESSAGE

Dear Parents/Guardians,

This book has been compiled to provide you with the most up to date information about Cold Springs School. We ask you to become familiar with it and sign the attached form that indicates that you are aware of the procedures and practices we have in place to provide the best learning environment possible for your child(ren).

Communication between home and school is important to us and we want to keep you informed about CSS as much as possible. Throughout the school year, we use several tools to keep you abreast of what is happening in school. Periodically, we send home a newsletter, **The Cubs’ Tale**, which includes classroom happenings as well as upcoming events. Your child’s agenda book contains additional school-wide information, as well as space for correspondence between teachers and parents. Our district web site and school web page: <http://www.gcsd.k12.nj.us> are also sources of information about Cold Springs School and we hope you will access them often. There is a list of phone numbers included in this booklet, which will assist you in contacting your child’s teachers and other school personnel. At the beginning of the school year, you will receive a yearly district calendar, and at the beginning of each month we send home a school calendar highlighting special events. Occasionally we send special notices home with your child in response to an unexpected or important development at school or in the community. We will also use Global Connect to share information with our families via telephone.

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

We wish you and your child(ren) a most successful school year and we will do all we can to make that happen.

Martin T. O’Connor
Principal

Cold Springs School Mission Statement

The parents, teachers and administrators at Cold Springs School believe that every child can learn. We are committed to coordinating

and integrating all available resources to bring high levels of learning to all our students. This will ensure that all students are on a path leading to success and attainment of their full potential.

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History of Gloucester City Schools

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

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

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

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

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

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

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

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

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



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

Mr. Paul Spaventa,
Superintendent of Schools

Message from the Superintendent:

I am happy to have finished my third school year as your Superintendent and I anticipate the continued success of the many fine programs in place within our school district. In the area of student achievement, we continue to make positive climbs in mathematics and reading scores. Gloucester City continually improves our instruction with ongoing professional development and scientifically based research on student learning. This year, our youngest students will be expanding their learning of digital imaging skills and various other computerized programs in their technology classes. For example, they will produce and publish content area projects in cooperation with the classroom teacher. At the middle school level, the district will expand the use of thematic skill-based reading units to our sixth grade. This program has been very successful at the junior high level. In addition, the implementation of diagnostic/prescriptive software at our middle grades will supplement language arts and mathematics while improving problem solving skills. In our middle and junior high grades, students will be able to build on both technology and content area proficiencies through the use of computerized programs such as Success Maker and Study Island – an internet based program that focuses on language arts, mathematics and technology instruction.

Our Early Childhood Center continues to grow and is a model program for Camden County. New legislation mandates pre-school programs for targeted students across the state, and our program exemplifies excellence. Many districts are encouraged by the county administration to structure their new programs after Gloucester City. Our experienced staff has offered help and advice to those who have visited our site. Early education is a recognized key factor in the developmental years of young children. We encourage parents to enroll their three and four-year-old children in our pre-school program to ensure success throughout their child's entire school career.

In our continuing efforts to enhance the opportunities of our high school students, we will expand the district's curriculum choices by participating in online courses with Virtual High School. In addition, the issuance of laptop computers to juniors and seniors and wireless environment at the High School will continue to support instruction and expand opportunities for learning. Camden County College has formed a partnership with Camden County Technical Schools to provide a career pathway in the field of Information Technology. This multi-faceted school/college partnership program provides high school students with various opportunities to earn college credit for college level work completed while in high school. In addition, the Camden County Board of Chosen Freeholders sponsors the One-Stop Career Centers where graduating students can perform a skills assessment, choose a college or technical institute, or search for Financial Aid. They provide quality, easily accessible and comprehensive employment, and supportive service information.

Our new Middle School is approved by the state under the School Development Authority and currently under review by the State Department. You will also notice a much needed new track and new field lighting at the High School this year.

There are many wonderful opportunities and activities available in the Gloucester City School District. We invite you to join the school communities in all our schools.

Paul A. Spaventa
Superintendent

Board of Education

Louisa W. Llewellyn, President
Edward C. Hubbs, Vice President

Adam Baker
Robert Bennett
Linda Bittmann
Jacqueline Borger
Patrick R. Hagan
W. Bruce Marks
Kathleen McHugh
Bruce Darrow – Brooklawn Representative

Margaret McDonnell, Secretary/Business Administrator
Frank Cavallo, Parker McCay, Solicitors
Janice Marchese, Accounts Payable
Marlene Brooks, Budget Coordinator
Gail Sacchetti, Secretary to Business Administrator
Karen McKinney, Human Resources Generalist

Meeting Dates

Caucus – 7:00 P.M. – Thursday prior to the regular meeting
Regular Meeting – 7:00 P.M. – 2nd Tuesday of Month

Please check public notices for possible schedule changes

**Cold Springs School Staff
856-456-7000**

Martin O'Connor, Principal
Karen Kessler, Assistant Principal/Director of Early Childhood
Kathy Brandt, Secretary
Joan Braunwarth, Secretary
Dorothy Evens, Secretary
Alice Jackson, Secretary
Joanne Morrell, Secretary

Adams, K. – LDTC	Ext. 3163
Anderson, L. – 3 rd Grade Teacher	Ext. 3382
Angelucci, C. – S.E. Teacher	Ext. 3421
*Athey, L. – P.E. Teacher	Ext. 3369
*Avila, J. – 1 st Grade Teacher	Ext. 3388
Baker, J. – 2 nd Grade Teacher	Ext. 3396
Bangle, C. – Paraprofessional	Ext. 3351
Barbara, C. – Kindergarten Teacher	Ext. 3366
Barikian, J. – Kindergarten Teacher	Ext. 3358
Bazis, P. – Paraprofessional	Ext. 3334
Beebe, K. – Paraprofessional	Ext. 3176
Bennett, R. – Security Officer	Ext. 3140
Benigno, C. – S.E. Teacher	Ext. 3347
Bigham, D. – EC Teacher	Ext. 3410
Blessinger, A. – EC Teacher	Ext. 3357
Blum, C. – EC Teacher	Ext. 3272
Bodner, R. – Speech Teacher	Ext. 3335
Boehner, C. – Paraprofessional	Ext. 3352
Bonner, D. – 1 st Grade Teacher	Ext. 3337
Boulden, E. – 2 nd Grade Teacher	Ext. 3401
Brandt, K. – Secretary	Ext. 3147
Braunwarth, J. – Secretary	Ext. 3249

Brooks, S. – Paraprofessional	Ext. 3414
Carlino, D. – Kindergarten Teacher	Ext. 3301
Carlino, E. – 2 nd Grade Teacher	Ext. 3380
Chando, C. – Kindergarten Teacher	Ext. 3378
Chando, D. – 3 rd Grade Teacher	Ext. 3381
Christison, N. – EC Teacher	Ext. 3425
Clark, K. – Guidance Counselor	Ext. 3168
Coffey, J. – Paraprofessional	Ext. 3119
Cosentino, K. – Speech	Ext. 3306
Dailey, C. – S.E. Teacher	Ext. 3383
Dailey, P. – 1 st Grade Teacher	Ext. 3345
Dalton-Haggerty, A. – Paraprofessional	
Davi, K. – Spanish	Ext. 3402
DePrince, L. – Nurse	Ext. 3160
Devereaux, K. – Paraprofessional	Ext. 3307
Diaz, B. – S.E. Teacher	Ext. 3418
Dilks, K. – Paraprofessional	Ext. 3308
Donahue, K. – PT/OT Therapist	Ext. 3283
Driscoll, D. – Reading Coach	Ext. 3247
Dzedzy, K. – 3 rd Grade Teacher	Ext. 3371
Elder, L. – Paraprofessional	Ext. 3309
Evans, D. – Secretary	Ext. 3260
Farreny, L. – S.E. Teacher	Ext. 3397
Fedore, J. – Paraprofessional	Ext. 3310
Fine, B. – S.E. Teacher	Ext. 3354
Fisher, R. – S.E. Teacher	Ext. 3374
Flood, K. – Paraprofessional	Ext. 3311
Fluck, P. – Librarian	Ext. 3241
Foley, N. – Paraprofessional	Ext. 3313
Franceschini, H. – Cafeteria Aide	
Franchi, K. – Paraprofessional	Ext. 3341
Frank, C. – EC Paraprofessional	Ext. 3300
Gallagher, M. – 1 st Grade Teacher	Ext. 3304
Gansert, L. – S.E. Teacher	Ext. 3316
Gentile, C. – EC Teacher	Ext. 3399
Glinos, D. – Art Teacher	Ext. 3356
Gorman, D. – Cafeteria Aide	
Grevera, T. – Paraprofessional	Ext. 3314
Griffith, S. – Paraprofessional	Ext. 3128
Groff, B. – EC Teacher	Ext. 3403
Gunther, D. – Paraprofessional	Ext. 3315
Gurcsik, N. – EC Master Teacher	Ext. 3262
Hagan, K. – EC Teacher	Ext. 3348
Harris, E. – Security Officer	Ext. 3420
Holscher, L. – EC Teacher	Ext. 3412
Hoover, K. – EC Teacher	Ext. 3413
Jackson, A. – Secretary	Ext. 3151
Jackson, J. – S.E. Teacher	Ext. 3376
James, T. – Teacher / Tutor	Ext. 3319
Kessler, K. – Director of Early Childhood	Ext. 3261
Kowalski, L. – Paraprofessional	Ext. 3416
Kumpel, C. – T/G Teacher	Ext. 3389
Kurdyla, S. – BEST Program	Ext. 3134
Lafontaine, W. – Computer Teacher	Ext. 3379
Lafontaine, N. – Teacher / Tutor	Ext. 3391
Lewis, T. – 3 rd Grade Teacher	Ext. 3216
Light, K. – Paraprofessional	Ext. 3322
Lizzio, C. – Paraprofessional	Ext. 3324
Londino, J. – Paraprofessional	Ext. 3323
Lorenz, L. – Music Teacher	Ext. 3355
Lovinsky, J. – Child Psychologist	Ext. 3281
Lucia, M. – 1 st Grade Teacher	Ext. 3411
MacDonald, A. – 2 nd Grade Teacher	Ext. 3393

MacDonald, S. – 3 rd Grade Teacher	Ext. 3390
Mahoney, S. – ELL Teacher	Ext. 3284
Maiorano, M. – S.E. Teacher	Ext. 3422
Mann, A. – SC Pre-K	Ext. 3363
MacCausland, R. – Assistant Principal	Ext. 3248
Marroletti, C. – EC Teacher	Ext. 3419
McCabe, E. – Paraprofessional	Ext. 3417
McComb, S. – Teacher / Tutor	Ext. 3395
McCormick, C. – Paraprofessional	Ext. 3423
McDonnell, K. – 1 & RS Coordinator	Ext. 3282
McKiernan, D. – Paraprofessional	Ext. 3325
McNeely, L. – Kindergarten Teacher	Ext. 3361
Messerschmidt, T. – Paraprofessional	Ext. 3326
Mikle, K. – 3 rd Grade Teacher	Ext. 3384
Militti, D. – Math Coach	Ext. 3240
Monk, D. – Paraprofessional	Ext. 3350
Monroe, T. – Paraprofessional	Ext. 3327
Morrell, J. – Secretary	Ext. 3155
Motolese, M. – S.E. Teacher	Ext. 3328
Muendel, L. – S.E. Teacher	Ext. 3372
Muha, K. – 2 nd Grade Teacher	Ext. 3394
Murphy, M. – Paraprofessional	Ext. 3331
Musselman, D. – EC Teacher	Ext. 3406
O'Connor, J. – Teacher / Tutor	Ext. 3386
O'Connor, M. – Principal	Ext. 3152
O'Donnell, D. – Paraprofessional	Ext. 3332
Pagan, J. – Paraprofessional	Ext. 3334
Pastore, J. – EC Teacher	Ext. 3375
Pennock, K. – Paraprofessional	Ext. 3324
*Pino, J. – Kindergarten Teacher	Ext. 3418
Plews, M. – Reading Tutor	Ext. 3312
Pregartner, J. – Paraprofessional	Ext. 3336
Prepsel, S. – Kindergarten Teacher	Ext. 3362
Quigley, K. – 3 rd Grade Teacher	Ext. 3415
Rettig, H. – Paraprofessional	Ext. 3344
Ritchie, N. – Cafeteria Aide	
Romm., L. – Teacher / Tutor	Ext. 3387
Rucci, C. – Nurse	Ext. 3160
Ruskoski, J. – EC Teacher	Ext. 3400
Russo, C. – Paraprofessional	Ext. 3339
Schadt, M. – Resource Teacher	Ext. 3344
Schoeneer, K. – Technology Facilitator	Ext. 3201
Schultes, G. – 2 nd Grade Teacher	Ext. 3405
Spingler, L. – Paraprofessional	Ext. 3342
Stasium, L. – EC Teacher	Ext. 3404
Stevenson, M. – Social Worker	Ext. 3162
Sutcliffe., R. – EC Teacher	Ext. 3409
Tedesco, P. – Paraprofessional	Ext. 3343
Thomson, D. – Paraprofessional	Ext. 3338
Todd, S. – 1 st Grade Teacher	Ext. 3318
Underwood, R. – Teacher / Tutor	Ext. 3340
VanFossen, D. – Paraprofessional	Ext. 3330
Vasquez, K. – EC Teacher	Ext. 3408
Wall, J. – 1 st Grade Teacher	Ext. 3302
Ward, E. – Guidance Counselor	Ext. 3208
West, C. – EC Teacher	Ext. 3398
West, J. – Paraprofessional	Ext. 3346
Williams, J. – Cafeteria Aide	
Witcraft, H. – Paraprofessional	Ext. 3321
Wolvin, E. – 2 nd Grade Teacher	Ext. 3349
Woodruff, G. – P.E. Teacher	Ext. 3370
Woodruff, M. – Community Outreach	Ext. 3279
Zimecki, A. – Kindergarten Teacher	Ext. 3360

Emergency Closing

Sometimes it is necessary for school to be closed because of snow or other emergency conditions. Our school closing number is **561**. The following television stations will announce any school closings or delayed openings: Channels 3, 6, 9 and 10. You may also listen to KYW News Radio 1060 and B101.1 for information regarding school closings. You may also access our district web site to find out the latest up-to-date information at www.gcsd.k12.nj.us. A Global Connect call will also go out contacting you in the event of an emergency closing. Please contact the school if your telephone number changes during the school year in order to receive this message.

Global Connect

Global Connect is a telephone messaging service that enables school officials to mass deliver telephone messages to all of the households in the school district. This system may be used to notify/remind you of important upcoming events, or in the event of emergency. Global Connect calls will also be activated to confirm the absence of students, even after they have been called out. The success of this system depends on the school having accurate and up to date phone numbers for every child in the district. **Please contact the school if your telephone number changes during the school year.**

School Calendar 2010-2011

September 6th	School Closed – Labor Day
September 7th	School Opens
September 7th	Preschool Orientation
September 8th	Preschool Opens
September 16th	Back to School Night – Grades 1-3
September 21st	Back to School Night – Pre-K & Kindergarten
October 11th	School Closed – Columbus Day
November 2nd	School Closed for Students – Teacher In-Service
November 4th & 5th	School Closed – NJEA Convention
November 11th	School Closed – Veterans Day
November 15th & 16th	Early Dismissal - Parent Conferences/Evening
November 17th	Early Dismissal - Parent Conference/Afternoon Only
November 25th & 26th	School Closed – Thanksgiving Break
December 24th – 31st	School Closed – Winter Recess
January 3rd	School Reopens
January 17th	School Closed – Martin Luther King Day
February 7th & 8th	Early Dismissal – Parent Conference/Evening
February 9th	Early Dismissal – Parent Conference/Afternoon Only
February 22nd	School Closed – Professional Development
April 22nd – 26th	School Closed – Spring Recess
April 27th	School Reopens
May 9th – 12th	NJ ASK 3
May 30th	School Closed – Memorial Day
June 9th – 13th	Early Dismissal
June 13th	Students' Last Day
June 14th	Teachers' Last Day
* June 15th – 17th	Snow Day Make-Up
* June 27th	Summer School Begins

Schedule of School Hours

Please Note Important Dismissal Information

The regular school day for students in Grades 1, 2, and 3 begins at 8:20 a.m. and ends at 3:03 p.m. The regular school day for students in Pre-K and Kindergarten begins at 8:40am and ends at 3:23pm.

Early Dismissal Days will start at 8:20 a.m. and will end at 1:10 p.m. for students in Grades 1, 2, and 3. Early Dismissal Days for students in Pre-K and K begin at 8:40 and end at 1:30 p.m.

A delayed opening due to inclement weather or some other emergency will begin 2 hours later than usual. That is 10:20 (Grades 1 – 3) and 10:40 (Grades Pre-K and K). Breakfast **will not** be served on delayed opening days.

Students who need to be picked up early from school must be picked up by 2:45 on regular school days and 12:45 on early dismissal days. After this time, students will be dismissed as usual. Please send in a note in advance, so that we can make the necessary arrangements. This requirement has been put into place to insure that all children are in the right place at the right time. Pre-K and K parents must be present with their Paw Print identification to pick their child up from school or at the bus stop. No student will be dismissed from school or the bus unless a parent or designated adult with identification is present. For students in Grades 1-3, no child is permitted to walk home from school by himself unless a parent letter requesting this procedure is on file in the CSS main office.

Marking Periods / Progress Reports / Parent Conferences / Report Cards

Grades 1 – 3

First Marking Period:

Progress Reports - October 6th
Conferences – November 15th, 16th & 17th
Night Conference – November 15th 7 16th
End of Marking Period – November 12th

Second Marking Period:

Progress Reports – December 17th
End of Marking Period – January 28th
Conferences – February 7th, 8th & 9th
Night Conferences – February 7th & 8th

Third Marking Period:

Progress Reports – March 2nd
End of Marking Period – April 4th

Fourth Marking Period:

Progress Reports – May 12th
Report Cards – June 13th

Grades Pre-K & Kindergarten

First Marking Period:

Conference – November 15th, 16th & 17th
Night Conference – November 15th & 16th
End of Marking Period – December 8th

Second Marking Period:

End of Marking Period – March 14th
Conferences – February 7th, 8th & 9th

Third Marking Period:

Report Cards – June 13th

**** Pre-school and kindergarten students
will not receive progress reports**

Grading System

Report cards are distributed quarterly with progress reports distributed mid-marking period. The following grading standards will be implemented as a pilot program this school year:

Pre-K through Kindergarten

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

First Grade Standards

- O – Outstanding (92–100%)
- S – Satisfactory (80-91%)
- N – Needs Improvement (70-79%)

Second through Third Grade Standards

- A – Excellent (92-100%)
- B – Above Average (83-91%)
- C – Average (74-82%)
- D – Below Average (65-73%)
- F – Failure (0-64%)

Effort Code

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

Promotion Requirements

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

Curriculum and Instruction

Gloucester City Public Schools are committed to a comprehensive process of curriculum planning and assessment to foster continuous improvement of student performance as measured by the local, state, national standards of excellence. Curriculum includes a scope and sequence of content, concepts, and skills taught in a particular discipline, textbook and other resource materials, identified measurable student learning objectives, and methods of assessing student performance of learning objectives.

Professional Development

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

Classroll

Classroll provides teachers with a base for communicating effectively with parents regarding student achievement in a secure online environment. Through this service students and parents now have access to teacher contact information, student assignments and homework. To obtain access to classroll you may contact your child's classroom teacher, the building technology facilitator, Ms. Kathy Schoener, extension 3243, or visit the district web site for accessing use instructions.

Homework Statement

We believe that the home and school can work effectively together in the education of our children.

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

Homework Objectives

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

Make-Up Work

When a student is absent from school, he/she will have one day to complete the assignments missed for every day that the student was absent. For example, if a student is absent from school for three days, he/she will have three days to make-up their missed assignments. Any missed tests will be made up at the discretion of the teacher by the end of the marking period.

Standardized Testing

An EdSolutions Skills Assessment in Language and Math is administered periodically. The results are used to measure students' academic growth and identification for special programs (Tutoring). The New Jersey ASK3 will also be administered in the spring to all third grade students in the state.

Student Responsibilities

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.

Student Records

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

Student Attendance Policy

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

A student must be in attendance for 170 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade or course to which he/she is assigned. Letters are sent home as a reminder of the attendance policy when students reach 3, 6, 9, and 10 days absent.

We are concerned about our children. When they are not in school, we believe that are sick at home. However, there is a national concern for missing children. Please call the Cold Springs School at 856-456-7000, as soon as you know that your child will be absent from school. When the message begins, enter "3244" if your child is in grades 1-3 or "3246" if they are in Pre-K/K and follow the informational prompts – you are able to leave a message on this voicemail at anytime of the day or night. If you know that your child will be absent for several days, please additionally leave that on the message and you will then not need to make a daily call. When your child returns to school, please send in a note confirming their absence. A doctor's or dentist's note is required for an excused absence. A FAX'd doctor's note is only accepted and will be reviewed by administration. **Beginning this school year, we will be issuing a Global Connect call to confirm the absence of your child.**

According to district policy, any student who exceeds 10 days of absence for the school year will be considered to be "non grade status" and is in danger of failing the school year. An 11 day letter of absence will be mailed and charges may be filed by the attendance officer.

Student Tardiness

Punctuality is an extremely important habit for students to develop. A student in Grades 1, 2, and 3 is late to school if he/she arrives after 8:30 a.m. A student in Grades Pre-K and K is late to school if he or she arrives after 8:50 a.m. A student who is late to school should report to the Main Office first to receive a late pass and then to his/her classroom. Any student arriving late to school should have a note from his/her parent.

Excessive tardiness could result in writing assignments, detentions, in school suspensions and/or a visit from the district attendance officer. *Effective in the 2005-06 school year, six (6) unexcused latenesses will equal the loss of one instructional day. Please refer to the Code of Conduct in this handbook for particular information.*

Internet Access

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

Harassment, Intimidation, or Bullying Student Harassment, Intimidation, or Bullying 5145.8

The Gloucester City Board of Education firmly believes that all of its students are entitled to an educational environment conducive to learning and free of harassment. Students should have the opportunity to enjoy coming to school and they must look forward to learning in each of our schools.

The board prohibits acts of harassment/intimidation/bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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 realizes that a part of growing, maturing and developing into a productive citizen requires learning the necessary social skills to be successful. The board will not accept harassment of students by other students and promulgates this policy to ensure that everyone is working toward an environment devoid of harassment.

Definitions of Harassment, Intimidation and Bullying: Harassment, intimidation, or bullying can be defined as unwelcome advances such as but not limited to: verbal or physical intimidation, bullying, extortion, name-calling, teasing or sexual harassment. Harassment, intimidation or bullying means a gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. Is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability.
- b. By any other distinguishing characteristic; and
- c. A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- d. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- e. Verbal or physical intimidation is to hurt by treating wrongly, injure; to attack with course of insulting language. Examples of verbal intimidation include name-calling, teasing, stating untrue or disparaging stories, screaming, demanding, or threatening. Examples of physical intimidation include punching, hitting, pushing, slapping, prohibiting someone to walk to their destination, crowding around a student or group of students with the purpose to intimidate.
- f. Bullying – as with aggressive behavior generally, bullying intentionally causes hurt to the recipient. This hurt can be both physical and psychological, while some bullying takes the form of hitting, pushing, taking money, it can also involve telling nasty stories, teasing and social exclusion. It can be carried out by one or a group. Three criteria particularly distinguish bullying: unprovoked, repeated action, and perceived intimidation by a stronger person. Examples of bullying include taking money, making an individual walk a route to avoid confrontation, physical abuse, verbal abuse, threatening looks or insulting stories.
- g. Any reprisal or retaliation against a student, school employee, volunteer or visitor who reports an act of harassment, intimidation or bullying will be investigated promptly.
- h. Any student, school employee, volunteer, or visitor found to have falsely accused another as a means of retaliation, harassment, intimidation, or bullying will be held accountable to the stipulations documented under our harassment and bullying behavior code.
- i. Regarding the school response to harassment and bullying the following procedures will, as needed, be used to determine referral to our documented codes for remediation or consequence regarding harassment and bullying.
- j. Investigation by assistant principal, principal and guidance counselor to determine the significance of the report regarding behavior as listed under definition of harassment and bullying.

Sexual Harassment - unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Examples of sexual harassment include unwelcome jokes, touching, verbal comments about parts of a person's body, clothing and looks, spreading sexual rumors, suggestive gestures, pressure for sexual activity, malicious activities such as pulling down a person's pants, or clothing. Any behavior which creates the perception of or actually causes a hostile environment for others.

The board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other student and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the board of education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

The chief school administrator shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and

standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

- a. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
- b. Address appropriate recognition for positive reinforcement for good conduct, self –discipline, good citizenship and academic success.
- c. Explain student rights; and
- d. Identify disciplinary sanctions and due process.
- e. Reporting and Investigating Procedures

Any student who believes that they are a victim of harassment by another student should report the alleged acts or circumstances to any staff member, school counselor or administrator.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteer, and visitors are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports, Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

All incident reports of harassment will be fully investigated and appropriate action will be taken.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificate and non-certified staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to these actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

A conference will be scheduled to address the situation and a proper course of action will be taken. This conference may include parental involvement at the discretion of the administrator. The administrator will implement an appropriate remediation plan.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Reprisal or Retaliation

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statues and regulations and district policies and procedures.

In an effort to minimize harassment from occurring, the district's health, guidance, family life curriculums as well as acceptable behavior standards will stress positive social behavior among all of our students.

Pursuant to N.J.S.A.: 37-17(5)(c), information and training regarding the district's policy against harassment, intimidation and bullying shall be incorporated into a school's employee training program.

Legal References:

N.J.S.A.:37-17(5)(a-c)

N.J.S.A.:18A:37-15(3)(b)(1-10)

Cross References:

2224, 5145.4, 6121, 6145

Transportation Regulations

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.

Busses Depart Cold Springs School:

First through Third Grade

A.M. 8:00 a.m.

P.M. 3:03 p.m.

Pre-K and Kindergarten

A.M. 8:20 a.m.

P.M. 3:23 p.m.

It is imperative that the following rule be followed.

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

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

Any child riding the bus **must**:

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

When a student is assigned a bus stop, this is to be their permanent stop for the school year. Since OVER 700 CHILDREN are transported to and from Cold Springs School on a daily basis, it is necessary for the bus aides and drivers to keep track of the children. Therefore, for the SAFETY OF THE CHILDREN, WE MUST LIMIT BUS STOP CHANGES TO CHANGE OF ADDRESS AND/OR PERMANENT CHANGE OF CHILD CARE. In order for a bus stop change to occur due to an address change, the required paperwork must first be completed in the district registrar's office located in the Mary Ethel Costello School.

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. Adult supervision is required at all times at each bus stop. If these requirements are not met, the PreK/Kindergarten child will be transported back to Cold Springs School at which time the parent/emergency phone numbers will be notified and the person contacted will need to pick up the student at the Early Childhood office.

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

Parent Transport

Parents are asked to make arrangements to pick up their children at the end of the school day or before the last half hour of the instructional day. If your child has a doctor's appointment or you must pick your child up early from school, please schedule them either after dismissal or before the last half hour of the school day. A letter referring to the early dismissal should be sent in with your child when there are any changes to the routine pick-up procedures. Students will not be released during the last half hour of school, barring an emergency situation.

Children being dropped off for the early childhood program must be accompanied by an adult to the front door of the early childhood building.

Parent drop off for grades 1-3 is no earlier than 8:15am, and students are late if they arrive after 8:30am. During inclement weather please time your arrival at school with our opening as children are not permitted in the building before 8:15, there is no staff on duty before this time. The BEST before school program is available for drop off beginning at 7:30am. Dismissal for grades 1-3 is at 3:03pm.

Parent drop off for Pre-K and Kindergarten is no earlier than 8:40am and students are late if they arrive after 8:50am. During inclement weather please time your arrival with our opening as no children are permitted in the building before 8:40am, there is no staff on duty before this time. The BEST before school program is available for drop off beginning at 7:30am. Dismissal for PreK and Kindergarten begins at 3:23pm.

Parents that drop off and pick up their children should be advised that NJ 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.

Morning Arrival Procedures

Be advised that buses will continue to drop-off grade 1 - 3 students in the front of the school building. When parents transport their children to school, please follow the procedures listed below:

1. There is a one-way traffic pattern around the perimeter of the school grounds.
2. Enter at the Early Childhood entrance and continue to drive around the rear of the building.
3. Drop off your child at the center doors, along the covered curb side.
4. If your child requires breakfast, move further ahead to the last set of doors and drop off your child there. (Teachers/staff will be there to greet your child at each set of doors.)
5. Once you have dropped off your child, carefully pull ahead and exit through the driveway closest to the cafeteria.

Afternoon parent transport procedures will be in the front of the school building.

No Child Left Behind Information (NCLB)

The federal No Child Left Behind (NCLB) legislation requires that all teachers be or become highly qualified in the core academic subject(s) they teach (English, Math, Science, Social Studies, the Arts and World Languages). This has been considered the best way of making sure that all students can achieve at high levels. The law also requires schools receiving federal funds to inform parents of their rights to ask schools about the qualifications of their child's teachers.

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

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

Teachers who are new (in their first year of teaching) or newly hired (in their first year in the school district) must meet these requirements at the time they are hired. Veteran teachers had until the end of the 2006-2007 school year to either take a State test of content knowledge for the subject(s) and level(s) they teach or they could demonstrate their content expertise through a combination of college coursework, professional development activities and experience.

Family Educational Rights and Privacy Act

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

Equal Educational Opportunity

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

Surveys

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

School Visitors / Parental Visitation

Visitors, especially parents, are always welcome. To insure the safety of the children and the good order of the school, we ask that all visitors first report to the Principal's Office. A visitor's pass will be provided and should be worn and visible while in the building. The best policy is to first call the office to schedule an appointment with the person you wish to see.

Academic Program

The educational program in grades 1-3 is delivered in heterogeneously grouped classes for mathematics, social studies, science, art, music, computers, health/physical education and language arts classes. Students are homogeneously grouped for instruction in reading. These groupings are primarily based on standardized test scores, report card grades and teacher recommendations.

Curiosity Corner

Curiosity Corner is a Pre-Kindergarten program for three and four year olds developed by the Success For All Foundation. Curiosity Corner provides the type of experiences for children that will foster the abilities and attitudes necessary for success in Kindergarten and the primary grades. Curiosity Corner provides developmentally appropriate activities for young children focusing around weekly theme lessons. Children are exposed to the world around them in a manner that is fun, exciting, and challenging.

Curiosity Corner is based on the following key concepts:

- ◆ Learning is fun
- ◆ Learning is a constructive process
- ◆ Learning takes place in a community
- ◆ Learning activities are developmentally and culturally appropriate
- ◆ Language and literacy development are the building blocks of cognitive, social and personal development



Kinder Corner

KinderCorner is a full-day, comprehensive kindergarten program for five-year olds. It fosters children's language, cognitive, mathematical, emotional, interpersonal, creative, and physical development. The program includes a detailed, stimulating curriculum, with complete literacy and math programs, many of the materials necessary to implement the program, and rich thematic units to teach the children basic science and social studies concepts. The program also provides support for the children's families, teachers, and communities.

Reading Roots / Reading Wings

Cooperative learning is the foundation of SFA Reading and Writing. When students are interacting, they are more likely to be actively involved and thinking about what they are learning. Students who are working together take greater responsibility for their learning and for the success of their teammates. Research shows consistent use of cooperative learning results in increased student achievement, improved relationships among children, improved self-esteem, increased motivation and more time on task. Roots begins developing this with partnering. Wings expands on this in using partnering and team activities.

The Reading Roots Component is based on research that illustrates the need for students to learn to read in meaningful context and, at the same time, to have a systematic presentation of word attack skills. Reading Roots empowers students by giving them decoding and comprehension strategies that work and provides interesting, worthwhile material that they can successfully read using their new skills.

The focus of Reading Wings is primarily on building comprehension, thinking skills, fluency, and pleasure of reading. Students build on the Roots foundation to learn to understand and enjoy increasingly more complex material.

For more information on the reading program, call your reading facilitator or go to www.successforall.net or the SFA Facilitators' web sites at www.gcsd.k12.nj.us.

Before / After School

We do have childcare services available through the B.E.S.T. and NJ After 3 programs. For more information, call 456-7000. If you do not need these services, we ask that you follow the daily schedule closely when dropping off and picking up students from school each day.

Nutrition

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to: Providing students with healthy and nutritious foods; Encouraging the consumption of fresh fruits, vegetables, low fat milk and whole grains; Supporting healthy eating through nutrition education; Encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity. The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day: Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations; All food and beverage items listing sugar, in any form, as the first ingredient; and All forms of candy.

In elementary schools, 100 percent of all beverages offered shall be milk, water or 100 percent fruit or vegetable juices. In our middle and high schools at least 60 percent of all beverages offered other than milk and water shall be 100 percent fruit or vegetable juices. The full nutrition policy, Policy 3542.1, may be reviewed at the Office of Public Information.

Breakfast Program

Breakfast will be distributed for Grades 1 – 3 in the cafeteria beginning at 8:20AM. Children arriving after 8:30AM may “pick up” and consume their breakfast during the homeroom period. Breakfast will also be distributed to the Pre-K and Kindergarten students at the beginning of each school day.

Lunch Program

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

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

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

Meal Pricing

School Lunch Program prices for the 2010-2011 School Year:

	Lunch	Breakfast	Milk
PreK- Grade 6	1.95	.85	
Reduced Rate	.40	.30	
Milk			.50



BREAKFAST/LUNCH PAYMENT

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

Children may charge their breakfast and/or lunch up to \$10.00. **As soon as \$10.00 or more is owed to the school, your child may not be permitted to purchase school meals until this debt is satisfied.** Parents who owe any balance on breakfast/lunch may not be permitted to purchase snacks. Parents are thus encouraged to pay for breakfast/lunch in advance to keep children's accounts open and in good standing.

INTEGRATED PEST MANAGEMENT

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

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

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

Home Instruction

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

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

A student receiving home instruction is not considered absent.

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

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

SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

The School District has specific responsibilities under the Act, which include the responsibilities to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. The Gloucester City School District has a grievance procedure that asks that initial notice of any discrepancies be directed to the building's Compliance Officer. If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has a right to a hearing with an impartial hearing officer.

Parents Rights Under Section 504

Parents have the right to:

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

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

Section 504 Compliance Officers

Cold Springs School
Mrs. Karen Kessler, Ext. 3261

Mary Ethel Costello School
Mr. William O'Kane, Ext. 2152

Gloucester High School
Mr. Sean Gorman, Sr. High, Ext. 1517

District Section 504 Coordinator
Ms. Nina Longer, 456-7000, Ext. 2168

Superintendent of Schools
Mr. Paul Spaventa, 456-7000, Ext. 2166

NJ Department of Education
Camden County Office 856-401-2400

Affirmative Action

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

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

Field Trips

Educational field trips for the children will 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.

Summer Enrichment

A "Remedial/Enrichment Summer Program" is offered to Cold Springs School students grades 1 to 3. All Cold Springs students may enroll on a "first come, first served basis".

PreK and Kindergarten children are teacher selected for a summer enrichment program based on academic need.

Student Photos

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

Student Rights

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

Family Life Curriculum

A copy of the State mandated Family Life Education Curriculum (NJAC 6:39-7.1) will be sent home with your child at the beginning of the school year. The law requires that this information be made known to you.

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.

Telephone Calls To Teachers

Teachers will not be called from classes for telephone messages. Requests to have calls returned will be forwarded to teachers. Each teacher has a "voice mailbox" that can be accessed with his/her extension number.

Health / Safety

Nurse

Ms. Carol Rucci/Ms. Lisa DePrince

Illness While In School

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

Accident / Injuries

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

Use of Medication by Students

“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, 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 in to our district. Identification and follow-up for those with positive reaction is done with chest x-rays and treatment if indicated.

Safety

Extreme care must be used in crossing streets. 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 or the City Crossing Guards. Under no circumstances should a student accept a ride from an individual they do not know.

Parents must not leave children or infants unattended in cars parked in the school parking lot while picking up or dropping off children at school.

Safety Drills

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

Insurance

For the 2010-11 school year, the Gloucester City Board of Education will provide every student, free of charge, “full excess” coverage school time accident insurance.

In the event of a school time accident, “full excess” coverage will cover the hospital or medical expense not covered by your family health benefits (Blue Cross/Blue Shield, M.M.O., etc.)

If you desire coverage on the extended 24-hour insurance plan, please request a brochure from your school office. The brochure will outline the additional coverage and the premium charge.

Please contact my office if you should have any questions concerning the student insurance program at 456-7000 x2160.

Ms. Margaret McDonnell
Board Secretary

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 found immediately. ***It is recommended that you label all of your child’s possessions with their name with indelible marker, i.e., coats, sweaters, bookbags, lunch boxes.***

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 in this book for specific information.

Suspension / Expulsion

"Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school" (N.J.S.A. 18A:37-2).

Care of School Property / Vandalism

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

Gum and Candy

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

Dress Code

Dressing appropriately for school shows pride in oneself and the school. Thus, clothing should be clean, appropriate and not extreme. Students whose attire, in the judgment of teachers or administrators, does not meet this requirement, may be sent home to change. Good judgment should dictate what to wear in an educational environment. The following is a list of appropriate attire:

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

(2) Shirts/Blouses: Shirts/blouses should extend downward and either over or under the bottom garment. A student's stomach and lower back areas should not be visible. Midriff tops, tank tops, and/or tops with enlarged armholes that do not provide coverage of the upper body may not be worn unless another shirt is worn underneath that does provide appropriate coverage. No shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.) or physical or sexual violence will be permitted.

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

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

(5) Outdoor coats: Outdoor coats and jackets should not be worn in the classroom except in emergency conditions directed by the principal or with the permission of the classroom teacher.

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

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

GRIEVANCE PROCEDURE (Chain of Command)

When a problem arises, please request a meeting first with the teacher. If the teacher is unable to resolve the problem, request a meeting with the principal. 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.

Change of Address / Phone Number / Emergency Number

Students moving to a new address, having a change in phone numbers or changing their emergency phone number, must notify the office of the change immediately. If you have a change of address, please contact the office of the registrar at 856-456-7000 x2158.

Inappropriate Items

Students are cautioned not to bring large amounts of money or radios, games, balls, toys, etc. to school. Items such as these can be lost or damaged as well as interrupt the educational process. Headphones, "ipods", and similar items are not to be brought to school. (Laser pens/Beeper/Pagers are not permitted in accordance with New Jersey State Law.) For safety purposes, Heelys are not permitted in school.

Cell phones are not permitted to be used during the instructional day.

Textbooks

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

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

Calculators

Each student is provided with a calculator during the school year and is responsible for its cost if damaged or lost.

Drugs, Alcohol and Steroids

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

Department of Special Services

Nina Longer – Director (ext. 2168)
Helen Duffy – Secretary (ext. 2169)
Tamra Boyle-Flinn – 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.

Pre-K through 3rd Grade Child Study Team:

LDTC – Kathy Adams
Psychologist – Jessica Lovinsky
Social Worker – Melorra Stevenson

4th through 8th Grade Child Study Team

Psychologist – Helen Rupp
Social Worker – Lauren Williams

High School Child Study Team:

LDTC – Nancy Schetter
Psychologist – Glenn Brown
Social Worker – Tamie Hobbs

Related Services Personnel -

Occupational Therapist – Ms. Karen Donahue
Physical Therapist -- Jane Sippel

Speech/Language Specialists --

Rebecca Bodner, Colleen Ott,

Behavior Specialist – Kathryn Field

STUDENT DISCIPLINE PROCEDURES MANUAL

2010-2011 SCHOOL YEAR

REVISED SUMMER 2010

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

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

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

I. Philosophy

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

II. Overview

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

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

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

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

III. Expectations for Student Behavior

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

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

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

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

A. Classroom Management of Student Behavior

Teachers are charged with keeping order and propriety in the classrooms. There are many techniques teachers should employ to bring about the desired change in student's behavior. Teachers should make use of the following strategies and techniques to correct unacceptable student behavior in the classroom:

1. Personal conferences with pupil
2. Teacher assigned detention
3. Parental contact – In person parent conference; by phone; in writing
4. Conference with other teachers
5. Conference with Guidance Counselor, with or without the pupil
6. Teacher initiated performance contract
7. Informal conference with administration
8. Child Study Team referral, if warranted
9. Referral to proper grade level assistant principal
10. Referral to the Intervention & Referral Services Team

ONCE A STUDENT IS REFERRED TO THE ASSISTANT PRINCIPAL, THE ASSISTANT PRINCIPAL WILL EVALUATE THE SITUATION AND, IN CONTEXT OF THE STUDENTS DISCIPLINARY HISTORY AND THE CONSEQUENCES OF HIS/HER MISBEHAVIOR, ASSIGN THE APPROPRIATE DISCIPLINARY MEASURES AS NEEDED.

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 assault 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. Harassment, Intimidation, or Bullying

In accordance with State Law N.J.S.A 18A:37-15 (3)(b)(4) Students at the Cold Springs Schools are expected to treat one another and staff members with respect. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating other with civility and respect, and refusing to tolerate harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus and that:

- a. *a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging a student in reasonable fear of harm to his person or damage to his property; or*
- b. *has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

E. 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

F. Disciplining Students with Disabilities

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

V. Transportation

A. Bus Code of Conduct:

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

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

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school during recess and on the playgrounds of the school and on the way to school. The driver shall be in full charge of the school bus at all times and shall be responsible for order, she/he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the "unmanageable" pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his/her transportation to and from school during the period of such exclusion. This act shall take effect immediately. (Assembly Bill #18 approved 1-14-69).

VI. Emergency Evacuation of School Building

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

VII. Police Notification

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

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

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

1. ABUSIVE BEHAVIOR

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
1.A.	INCITEMENT TO FIGHT/HARASS/BULLY OR INTIMIDATE	1st Offense: Administrative detention / parent contact 2nd Offense: Administrative double detention / parent contact 3rd Offense: Two Administrative double detentions / parent contact Additional Offenses: Administrative and Child Study Review /Mandatory Parent Conference One (1) to Three (3) Day OSS / Possible Superintendent Review
1.B.	FIGHTING, GENERAL DISORDER	1st Offense: Administrative double detention / Parent Conference. A Municipal Complaint may be filed. 2nd Offense: Two (2) Administrative double detentions / Parent Conference. A Municipal Complaint may be filed. 3rd Offense: One (1) to Three (3) Day OSS / Parent conference 4th Offense: One (1) to (10) Day OSS. Parent Conference, Child Study Team referral. A Municipal Complaint may be filed. Superintendent's Hearing which may result in a Board of Education expulsion hearing.
1.C.	BULLYING / HARASSMENT	In determining the appropriate response to students that commit one or more acts of harassment, intimidation or bullying, school administration may consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.
1.D.	ASSAULT AND BATTERY	1st Offense: One (1) to Ten (10) Day OSS. Parent Conference A Municipal Complaint may be filed. 2nd Offense: OSS pending Superintendent's Hearing, which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team A Municipal Complaint will be filed. Must attend conflict resolution sessions.
1.E.	ASSAULT BY PUPIL ON GLOUCESTER CITY BOARD OF EDUCATION EMPLOYEE	18A:37-2.1 Assault by pupil upon a teacher, etc.; suspension, expulsion proceedings. Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the board of education, acting in the performance of his duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than 30 calendar days following the day on which the pupil is suspended

2. ABUSIVE LANGUAGE

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
2.A.	VERBAL ASSAULT, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE, THREATS, OBSCENE MATERIAL. [TO STUDENT]	<p>1st Offense: Administrative detention / warning / Parent Conference / Municipal complaint may be filed.</p> <p>2nd Offense: Administrative double detention / Parent Conference / Municipal complaint may be filed.</p> <p>3rd Offense: Two (2) Administrative double detentions / Parent Conference / Municipal complaint may be filed.</p> <p>4th Offense: One (1) Day OSS / Parent Conference / Municipal complaint may be filed.</p> <p>Additional Offense: Referral to I&RS and / or Child Study Review / Mandatory Parent Conference / Out of School Suspension (OSS) 1-3 days / Possible Superintendent Review</p>
2.B.	VERBAL ASSAULT, USE OF THREATENING LANGUAGE, VERBAL INTIMIDATION, OBSCENE GESTURES, VULGAR OR ABUSIVE LANGUAGE TO A GLOUCESTER CITY SCHOOLBOARD EMPLOYEE	<p>1st Offense: One (1) to Three (3) Day OSS. Parent Conference / A municipal complaint may be filed.</p> <p>2nd Offense: One (1) to Five (5) Day OSS. Parent Conference / I&RS and / or Child Study Referral. A municipal complaint may be filed.</p> <p>3rd Offense: One (1) to Ten (10) Day OSS. Superintendent's hearing which may result in a Board of Education expulsion hearing. A municipal complaint may be filed.</p>

3. ACADEMIC

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

4. ARSON

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
4.A.	ARSON	<p>First Offense: Police Notification and OSS Pending Superintendent Hearing with Referral To Board of Education for Possible Expulsion.</p>

5. BICYCLE

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

6. COMPUTERS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
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6.A.	TAMPERING WITH SCHOOL EQUIPMENT, COMPUTER SOFTWARE/RECORDS, SCHOOL FILES, POSSIBILITY BEING DROPPED FROM COMPUTER CLASS AND RECEIVING NO CREDIT FOR THE CLASS	<p>1st Offense: Three (3) Day ISS. Parent Conference. Restitution for Loss. A Municipal Complaint will be filed.</p> <p>2nd Offense: Three (3) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed.</p> <p>3rd Offense: Five (5) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed.</p> <p>4th Offense: Ten (10) Day OSS. Parent Conference. Restitution for Loss. Municipal Complaint will be filed.</p> <p>Additional Offenses: Administrative and Child Study Review. Mandatory Parent Conference. Ten (10) day OSS. Possible Superintendent Review</p> <p>ANY VIOLATION MAY RESULT IN LOSS OF COMPUTER ACCESS, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.</p>
6.B.	VIOLATION OF INTERNET ACCEPTABLE USE POLICY	<p>1ST Offense: Administrative Double Detention.</p> <p>2ST Offense: Two (2) Day ISS. Parent Conference.</p> <p>3rd Offense: Two (2) Day OSS. Parent Conference.</p> <p>ANY VIOLATIONS WILL RESULT IN THE LOSS OF COMPUTER ACCESS AS WELL AS OTHER DISCIPLINARY AND/OR LEGAL ACTION.</p>

7. CUTTING

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
7.A.	CUTTING CLASS/ LEAVING CLASS WITHOUT PERMISSION	<p>1st Offense: Administrative Detention. Parent Notification (zero for all class work)</p> <p>2nd Offense: One Administrative Double Detention. Parent Notification (zero for all class work)</p> <p>3rd Offense: Two Administrative Double Detentions. Parent Notification (zero for all class work)</p> <p>4th Offense: One (1) - three (3) Day ISS. Parent Notification (zero for all class work)</p> <p>Additional Offenses: Administrative referral to I&RS and/or CST / Mandatory Parent Conference Possible One (1) to Ten (10) Day OSS. Possible Superintendent Review</p>
7.B.	TRUANT, CUTTING SCHOOL	<p>1st Offense: Administrative Double Detention / Parent Notification (zero for all class work)</p> <p>2nd Offense: Two (2) Administrative Double Detentions / Parent Notification (zero for all class work)</p> <p>3rd Offense: One (1) to Three (3) Days ISS Parent Notification (zero for all class work)</p> <p>Additional Offenses: Administrative Referral to I&RS/ Child Study Review /Mandatory Parent Conference ISS or OSS up to Ten (10) day maximum. A daytime curfew violation may be filed with the municipality. Possible Superintendent Review (STUDENTS WILL RECEIVE A "0" ON ALL CLASS WORK THAT WAS MISSED)</p>
7.C.	LEAVING SCHOOL WITHOUT PERMISSION, NOT SIGNING OUT	<p>1ST Offense: Administrative Double Detention/ Parent Notification (zero for all missed class work).</p> <p>2nd Offense: Two (2) Administrative Double Detentions Parent Notification (zero for all missed class work).</p> <p>3rd Offense: One (1) to three (3) day ISS/Parent Notification (zero for all missed class work).</p> <p>Additional offenses: Administrative Referral to I&RS and/or Child Study Review/Mandatory Parent Conferences; OSS. A daytime curfew violation may be filed with the Municipality. Possible Superintendent Review (zero for all missed class work).</p>

8. DETENTION

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

9. DRESS CODE

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

10. DRUG POLICY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
10.A.	Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a)	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. 5 Day OSS. C. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense: Suspension pending Superintendent's Hearing which may result in a Board of Education expulsion hearing.</p>
10.B.	<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>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Ten (10) Day OSS. C. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). D. Drug test/doctor note needed to return to school. E. Superintendent's Review which may result in a Board of Education expulsion hearing <p>Second Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified B. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor C. Drug test/doctor note needed to return to school. D. OSS pending Superintendent's Hearing which may result in a Board of Education expulsion hearing.
10.C.	<p>Under the influence of alcohol, drugs, steroids or substance identified in N.J.S.A.C. 6:29-9.3(a)</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parents/guardians notified. B. Police notified and appropriate action taken. The student will be required to attend drug-counseling sessions with the school's Substance Abuse Counselor (SAC). C. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use. D. Five (5)-day OSS upon verification of positive diagnosis of alcohol, drugs, or use. E. Medical statement substantiating a student's state of well being is required before re-entry after positive diagnosis of chemical use. This also pertains to students who are returning after completing a drug treatment program. F. Urinalysis with negative result will be required upon return to school. G. Student and parent/guardian referral to the school substance abuse counselor for treatment, after-care, and re-entry plan. H. On-going random urine monitoring. The monitoring will be in place for one calendar year from the offense. <p>Second Offense:</p> <ul style="list-style-type: none"> A. All of the above B. Superintendent hearing with referral to Board of Education for expulsion. C. Police notified and appropriate action taken.
10.D.	<p>Distribution, transferring or selling controlled dangerous substance for possession of amount large enough to indicate possible intent to distribute, transfer or sell.</p>	<p>First Offense:</p> <ul style="list-style-type: none"> A. Parent/guardians notified. B. Police informed and appropriate action taken. The student will be required to attend drug-counseling sessions with the school Substance Abuse Counselor (SAC). C. OSS pending Superintendent hearing with referral to Board of Education for expulsion. <p>Second Offense: Superintendent hearing with referral to Board of Education for expulsion.</p>

10.E.	Conviction for violation of the drug law committed off school property. <i>As per Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials</i>	First Offense: A. The school district will take whatever action it believes is necessary to protect the rights and well-being of the entire student body.
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11. EMERGENCY

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
11.A.	INAPPROPRIATE CONDUCT DURING EVACUATION AND/OR EMERGENCY	1st Offense: Teacher Detention / Parent Contact [must be documented] 2nd Offense: Administrative Detention / Parent Contact 3rd Offense: Administrative Double Detention / Parent Conference
11.B.	TAMPERING WITH/OR PULLING FIRE ALARM	1st Offense: Five (5) Day OSS. Parent Conference. A Municipal Complaint will be filed. 2nd Offense: Ten (10) Day OSS. Parent Conference. A Municipal Complaint will be filed. 3rd Offense: Thirty (30) Day OSS. Parent Conference. A Municipal Complaint will be filed. Board of Education may seek reimbursement for fines incurred for false alarms.

12. FORGERY

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

13. GAMBLING

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

14. IDENTIFICATION

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

15. INSUBORDINATION

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

16. I.S.S

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

17. LATENESS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
17.A.	<p><u>LATENESS TO SCHOOL</u></p> <p><u>GRADES 1-3 8:30AM</u> <u>Report to Office</u></p> <p><u>GRADES PK – K 8:50AM</u> <u>Report to office</u></p>	<p>1st Offense: Administrative Warning 2nd Offense: Administrative Warning / Agenda Book Note 3rd Offense: Parent Letter / including School Attendance Policy 6th Offense: Parent Letter / 1 Charged Absence / Recycle the prior after each 6th offense</p> <p><i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p>ADDITIONAL LATENESS OFFENSES: MAY RESULT IN O.S.S. AND A MUNICIPAL COMPLAINT FILED. POSSIBLE LOSS OF CREDIT DUE TO A VIOLATION OF N.J.S.A. 18A-26 WHICH STATES THAT "REGULAR" ATTENDANCE OF CHILDREN SHALL BE DURING ALL THE DAYS AND HOURS OF WHICH THE SCHOOL IS IN SESSION.</p> <p><i>(Additional Lateness Letters will be sent to parent/guardian)</i></p> <p><u>Mandatory Parent/Guardian Conference</u> Child Study Team Review Superintendent Review Board of Education Action and Municipal Complaint will be filed.</p>

<p>17.B. <u>*NOTE*</u> <u>DOES NOT</u> <u>APPLY TO</u> <u>C.S.S.</u></p>	<p><u>LATENESS TO SCHOOL</u> <u>FROM 8:09 -10:30</u> <u>INSTRUCTION TIME</u></p> <p>All students are to report immediately to the Asst. Principals' Secretary when arriving to school after 8:09 a.m.</p>	<p>1st Offense: Administrative Warning 2nd Offense: Administrative Warning 3rd Offense: Administrative Warning 4th Offense: Administrative Single Detention <i>(First Lateness Letter will be sent to parent/guardian)</i> 5th Offense: Administrative Double Detention <i>(Additional Lateness Letters will be sent to parent/guardian)</i> 6th Offense: 1 Charged Absence Recycle the above after every 6th offense.</p> <p>ADDITIONAL LATENESS OFFENSES: MAY RESULT IN O.S.S. AND A MUNICIPAL COMPLAINT FILED. POSSIBLE LOSS OF CREDIT DUE TO A VIOLATION OF N.J.S.A. 18A-26 WHICH STATES THAT "REGULAR" ATTENDANCE OF CHILDREN SHALL BE DURING ALL THE DAYS AND HOURS OF WHICH THE SCHOOL IS IN SESSION. <i>(Additional Lateness Letters will be sent to parent/guardian)</i> <u>Mandatory Parent/Guardian Conference</u> Child Study Team Review Superintendent Review Board of Education Action and Municipal Complaint will be filed.</p>
<p>17.C. <u>*NOTE*</u> <u>DOES NOT</u> <u>APPLY TO</u> <u>C.S.S.</u></p>	<p><u>LATENESS TO SCHOOL</u> <u>FROM 10:30 A.M</u> <u>INSTRUCTION TIME</u></p> <p>All students are to report immediately to the asst. principals' secretary when arriving to school after 10:30 a.m.</p>	<p>Same procedures as in 18.B. Students cannot receive credit for attendance if not in school a minimum of four (4) hours.</p> <p>PLEASE BE ADVISED THAT TEACHERS CAN REDUCE GRADES OF A STUDENT THAT IS CONSISTENTLY LATE TO SCHOOL WITHOUT AN EXCUSED NOTE RESULTING IN THE STUDENT MISSING HIS/HER CLASS(ES).</p>
<p>17.D.</p>	<p>LATENESS TO CLASS</p>	<p>1st Offense - Teacher Warning [must be documented] 2nd Offense - Teacher Detention/ Parent contact [must be documented] 3rd Offense - Teacher Detention /Parent contact [must be documented] 4th Offense - Administrative Single Detention in addition to making-up teacher's detention 5th Offense - Administrative Double Detention in addition to making-up teacher's detention 6th Offense – Two (2) Administrative Double Detentions Additional Offenses: Administrative I&RS Referral and/or CST Review /Mandatory Parent Conference External School Suspension (OSS) 1-3 Days Possible Superintendent Review</p>

18. POSSESSION/USE OF PROHIBITED ITEMS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
<p>18.A.</p>	<p>POSSESSION OF RADIO/MP3 PLAYER, ETC.</p>	<p>1st Offense: Confiscation of Device Return At The End of School Day 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Single Detention 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention</p>
<p>18.B.</p>	<p>POSSESSION OF DEVICE EMITTING A LASER BEAM</p>	<p>1st Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Detention 2nd Offense: Confiscation of Device Return to Parent/Guardian Only. Administrative Double Detention 3rd Offense: Confiscation of Device Return to Parent/Guardian Only. Two</p>

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

19. PDA

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

20. RACIAL INCIDENTS

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

21. RACIAL INCIDENTS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
21.A.	Possession of Tobacco Product or paraphernalia	1st OFFENSE: Confiscation and One (1) Day ISS. Refer to S.A.C. for smoking cessation program. 2nd OFFENSE: Confiscation and Three (3) day ISS. Refer to S.A.C. for smoking cessation program.
21.B.	Students who are seen exhaling smoke, possessing lighted tobacco product, or found with smokeless tobacco in their mouth.	1st OFFENSE: Three (3) Day ISS. Refer to S.A.C. for smoking cessation program. Municipal Complaint filed. For first offense a pass restriction will be in effect. 2nd OFFENSE: Five (5) Day OSS. Refer to S.A.C. for smoking cessation program. Municipal complaint filed. 3rd OFFENSE: Ten (10) Day OSS. Refer to S.A.C. for smoking cessation program. Municipal complaint filed.

22. THEFT

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

23. TRESPASSING

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

24. UNACCEPTABLE BEHAVIOR

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

25. UNAUTHORIZED AREAS

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

26. VANDALISM

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
26.A.	<p>DESTRUCTION OF PROPERTY, VANDALISM, DEFACING PROPERTY NJSA 18A:37-3 Liability of parent/guardian for willful destruction of property by student under 18</p>	<p>1st Offense: Administrative Detention / Parent Contact / Restitution for Loss. A Municipal Complaint may be filed. 2nd Offense: Administrative Double Detention / Parent Contact / Restitution for Loss. A Municipal Complaint may be filed. 3rd Offense: One (1) to (3) Day ISS / Parent Contact / Restitution for Loss. A Municipal Complaint may be filed. 4th Offense: One (1) to Three (3) Day OSS / Parent Conference / Restitution for Loss. A Municipal Complaint may be filed. Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference One (1) to Ten Day OSS. Possible Superintendent Review</p>
26.B.	<p>DESTRUCTION OF PROPERTY, VANDALISM, DEFACING OF PROPERTY BELONGING TO A BOE EMPLOYEE NJSA 18A: 37-3 Liability of parent/guardian for willful destruction of property by student under 18</p>	<p>1ST OFFENSE: One (1) to Three (3) Day OSS. Parent Conference/ Restitution for Loss. A Municipal Complaint may be filed. 2ND OFFENSE: One (1) to Five (5) Day OSS. Parent Conference/ Restitution for Loss. A Municipal Complaint may be filed. Additional Offenses: Administrative Referral to I&RS and/or CST Review / Mandatory Parent Conference One (1) to Ten (10) Day OSS. Possible Superintendent Review</p>

27. WEAPONS

CODE:	EVENT:	OFFENSE AND CONSEQUENCES
27.A.	<p>POSSESSION OF WEAPONS OR WEAPON RELATED PARAPHERNALIA NJSA2C:39</p>	<p>The Administration has the right to determine the nature and seriousness of the incident. Upon determining the seriousness of the incident-weapon-the following disciplinary action will be taken: External Suspension Until Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal complaint will be filed.</p>
27.B.	<p>PERSONAL POSSESSIONS/ WEAPONS AND DANGEROUS INSTRUMENTS</p>	<p>In the interest of the safety of personal possessions, the Board of Education asks the cooperation of parents and students to refrain from wearing or bringing expensive items to school. If arrangements are made to bring an expensive or fragile item for classroom purposes, they must be labeled or otherwise identified and secured with the teacher who teaches the class. The <i>Board of Education</i> prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, and /or criminal intent. For purposes of the policy, weapons or dangerous instruments include those that commonly represent crime and violence, (ie., knives, switch blade knives, gravity knives, stilettos, blackjacks, chains, brass knuckles, guns, chemical agents, chemical agent spray, explosives of any kind including firecrackers/fireworks, ball-bats, clubs, and/or other sharp</p>

		<p>instruments, anything that the purpose is to administer bodily harm.) Any student found in possession of such shall be reported to an administrator immediately. The administrator shall proceed with appropriate procedures to confiscate the instruments and report to the Superintendent and the local police. In accordance with federal regulations (improving America's Schools Act 1994), any student found in possession of a gun on school property shall be suspended and referred to the Board of Education for one (1) year. Must attend conflict resolution sessions. 2C:33-18; 18A:6-1; 18A372.1</p>
27.C.	<p>ASSAULT WITH WEAPON, OR INFLICTION OF BODILY HARM NJSA 2C:12-1</p>	<p>OSS pending Superintendent's Hearing which may result in a Board of Education expulsion hearing. Parent Conference, Child Study Team. A Municipal complaint will be filed.</p>

**GLOUCESTER CITY PUBLIC SCHOOLS
ACADEMIC CALENDAR 2010-2011**



Cold Springs □ Mary Ethel Costello □ Jr. Sr. High □ Highland Park

School will be closed on the days specified. State law provides a minimum of 181 days per school year. This calendar represents 181 instructional days and 4.5 staff development days. Snow emergencies will be handled by opening at 10 AM when possible. Snow makeup days will be added to the end of the calendar starting with 6/14.

August 26.....New Staff Orientation
 September 1, 2 & 3.....Staff Development – School Closed For Students
 September 2.....7th Grade Orientation
 September 6.....Labor Day – School Closed
 September 7.....First Day of School for All Students
 September 7.....Pre-K Parent Orientation
 September 8.....First Day for Pre-K Students
 September 16.....Back to School Night CS Grades 1 - 3
 September 21.....Back to School Night CS Grades Pre-K-K
 September 22.....Back to School Night MEC Grades 4 - 6
 September 23.....Back to School Night – HS Grades 7 - 12
 October 5, 6 & 7.....HSPA 12
 October 6.....Progress Reports
 October 11.....Columbus Day – School Closed
 October 19.....Parent Conferences Evening – Early Dismissal HS
 November 2.....Staff Development – School Closed for Students
 November 4 & 5.....NJEA Convention - School Closed
 November 11.....Veteran’s Day. – School Closed
 November 12.....*End of First Marking Period
 November 15 & 16.....Parent Conferences Evening – Early Dismissal CSS
 November 16.....November Parent Conferences Afternoon – Early Dismissal MEC
 November 17.....Parent Conferences Afternoon – Early Dismissal CSS
 November 17 & 18.....Parent Conferences Evening – Early Dismissal MEC
 November 25 & 26.....Thanksgiving Recess – School Closed
 December 17.....Progress Reports
 December 24-31.....Winter Recess – School Closed
 January 11.....Parent Conferences Evening – Early Dismissal High School
 January 17.....Martin Luther King Day – School Closed
 January 24-27.....HS Mid-Term Exams – Early Dismissal HS
 January 28.....*End of Second Marking Period
 February 7.....Parent Conferences Afternoon – Early Dismissal MEC
 February 7 & 8.....Parent Conferences Evening – Early Dismissal CSS
 February 8 & 9.....Parent Conferences Evening – Early Dismissal MEC
 February 9.....Parent Conferences Afternoon – Early Dismissal CSS
 February 21.....President’s Day – School Closed
 February 22.....Staff Development – Early Dismissal for Students
 March 1,2 & 3.....HSPA 11
 March 2.....Progress Reports
 March 8.....Parent Conferences Evening – Early Dismissal HS
 April 4.....*End of Marking Period 3
 April 22-26.....Spring Recess – School Closed
 May.....NJASK 3-8
 May.....End of Course Biology and Algebra Assessments
 May 10.....Progress Reports
 May 24.....Parent Conferences Evening – Early Dismissal HS
 May 30.....Memorial Day – School Closed
 June 8-13.....HS Final Exams – Early Dismissal HS
 June 9-13.....CSS & MEC Early Dismissal for Students
 June 13.....*End of Marking Period 4 – Last Day for Students – Early Dismissal for Students
 June 14.....Teacher Checkout
 June 14, 15, 16 & 17.....Snow Days Makeup
 June 27.....Summer Classes Begin

STATEWIDE ASSESSMENTS

HSPA 12 – 10/5, 10/6, 10/7	MU - 10/12, 10/13, 10/14
HSPA 11 – 3/1, 3/2, 3/3	MU – 3/8, 3/9, 3/10
NJASK 6/7/8 – 5/3, 5/4, 5/5, 5/6	MU - 5/9, 5/10, 5/11, 5/12, 5/13
NJASK 3/4/5 – 5/9, 5/10, 5/11, 5/12, 5/13	MU – 5/16, 5/17, 5/18, 5/19, 5/20
EOC Biology – 5/17, 5/18.	MU – 5/19, 5/20
EOC Algebra 1 – 5/23 – 5/27 Flexible	

*Report cards will be distributed approximately one week after the close of each marking period