



2022 - 2023 STUDENT / PARENT HANDBOOK

COLD SPRINGS ELEMENTARY SCHOOL

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

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

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

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COLD SPRINGS ELEMENTARY SCHOOL

STUDENT / PARENT HANDBOOK



SCHOOL COLORS

Blue & Gold

SCHOOL MASCOT

Lion

Mr. Bill O’Kane – Interim Principal/ Director of Early Childhood

Mrs. Kate Kearney - Assistant Principal

1194 Market Street

Gloucester City, NJ 08030

Telephone: (856) 456-7000

Emergency Closing # 561

Click [here](#) for School Website



BOARD OF EDUCATION

Michelle Wright, Board of Education President

Meredith Flinn, Vice President

Jackie Borger

Leon Harris

Bernadette James

Kathleen Maass (Brooklawn Representative)

Kelly Rivas

Mike Smollock

Harry Ulmer

Sarah Bell, Secretary/Business Administrator

Parker/McCay, LLC, Solicitor

MEETINGS:

Caucus - 7:00 PM

Thursday before scheduled meeting

Regular Meeting - 7:00 PM

Second Tuesday of each month

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

(856) 456-7000 Ext 1110

Mr. Sean Gorman, Superintendent

Dr. Kimberley Chiodi – Assistant Superintendent/Director of Curriculum

Mrs. Donna Struss, Administrative Assistant to the Superintendent

(856) 456-7000, Ext. 1110

Dr. Kimberley Chiodi. Assistant Superintendent and Director of Curriculum

Affirmative Action and Title IX Coordinator

Mrs. Rosa Piccone, Administrative Assistant

SUPERINTENDENT’S MESSAGE

We are proud of our Gloucester Public Schools' many successful accomplishments during the 2021-2022 school year. We were one of the few school districts in South Jersey that remained physically open every day of the school year.

40% of our student body had not physically attended school for more than 17 months (since the pandemic began in March of 2020), so we knew that the return to the traditional format of school was going to present many challenges. But all members of our school community came together and rose above the tough challenges -- the continuous impact of the pandemic, societal strife, and social, mental, and emotional stress. We supported each other and kept moving forward together towards achieving our present and future goals.

Our high school was honored for the 6th consecutive year as one of US News & World Report's "America's Best High Schools." The groundwork for this great academic success is laid years beforehand at our elementary and middle schools. We also owe plenty of gratitude to the many dedicated and loving families throughout our community who remained committed to their child's intellectual advancement throughout the time of the pandemic. In addition to substantial academic achievements, we saw all of our local traditions returning for the first time since the 2018-2019 school year: Prom, Homecoming,

National Junior Honor Society, National Honor Society induction ceremonies, 8th Grade and High School graduations, Cold Springs School's "Clap Out" and Field Day, class field trips, and more. In many ways, our schools felt "normal" for the first time in three years. Student and staff community service and volunteerism continued to expand, and we celebrated our first South Jersey Group I Boys Basketball Championship in more than 50 years!

We added both a middle school wrestling team and a middle school theater program. We began to administer the PSAT free to nearly all 8th through 11th grade students in addition to providing juniors and seniors with the opportunity to take the SAT free at our high school. Our summer academic offerings, both remediation and enrichment, were offered more expansively at all three district schools; our campuses remained very active in July with activities ranging from "water days" to literacy and mathematical skill mastery.

We remain very excited for the new year. September will feature the long-awaited return of Industrial Arts and Construction Technology to the district. Cold Springs School's schedule will evolve in its second year since its redesign. GMS will open the year with a new master schedule, additions to their administrative structuring, and a new principal. Major projects for the year included the completion of the overhaul of the HVAC system, outdoor instructional and playground areas, and cafetorium at Cold Springs School, replacement of all GMS Smartboards, the construction of the state-of-the art Industrial Arts classroom and a new softball stadium at Gloucester High, and the replacement of our phone system throughout the school district. Nearly all of this has been achieved utilizing funds from federal grant monies. All of these projects were accomplished while only raising the average Gloucester City family household's taxes by \$1.85 per month.

We have transitioned a considerable amount of the formerly privatized support positions back to direct district employment. We continue to prioritize maximizing the safety of all three of our campuses and we will start the school year with a full-time police officer at each of our district schools.

Schools provide community members with a common experience and shared belief in the future. We are now embarking on a process to create a three-year strategic plan for the school district. Abraham Lincoln stated, "The best way to predict the future is to create it." Please join us to help create the future of the schools that serve our great community. A community survey aimed at this strategic planning process can be found on our school district websites and social media platforms. We will keep you informed as we advance through this impactful process.

Sincerely,

Mr. Sean Gorman & Dr. Kimberly Chiodi
Superintendent & Assistant Superintendent of Schools
GHS Graduates (Class of 1998)

PRINCIPAL'S MESSAGE

Dear Parents/Guardians, and Students,

On behalf of the Cold Springs Elementary School staff, welcome to the pride! It is our hope that you all enjoy a rewarding experience as Lions. This handbook was prepared to help inform our Cold Springs families about our school policies and regulations, as well as to provide you with the most up to date information pertaining to our school.

In order for our school to function as a place where our children can learn and grow to their fullest potential, it is essential that we create a nurturing environment built upon mutual respect. We want our school to be a place where all stakeholders experience the excitement of learning, and where the students, parents and school staff form an active partnership. Working together, there is no limit to what we and our children can achieve.

We encourage parents and guardians to maintain close contact with the school throughout the year. Communication between home and school is vital to our success and we want to make sure that we keep our families informed about what is taking place in our building as much as possible. With that in mind, there are several platforms that will be utilized throughout the school year to keep you up-to-date on what is taking place at CSS. There is a weekly principal's newsletter that will be sent out via email. It includes classroom happenings as well as upcoming events. Our district website and school webpage: <http://www.gcsd.k12.nj.us> are also great sources of information about Cold Springs School. Communications about unexpected or important developments at school or in the community will be shared via email and through our district and school website. We will also use Remind to share information with our families via telephone. OnCourse Connect is another form of communication, which will allow you to see your child's grades throughout the marking period. Additionally, we will use the twitter handle @GColdsprings to stay connected with our families on a regular basis.

We aim to establish an open line of communication between home and school in order to create a collaborative, safe, and nurturing environment, where our students will be inspired and empowered to follow their own personalized path to academic excellence.

This parent/student handbook is intended to serve as a brief introduction to our school. After reviewing it for general information, we encourage all parents and students to become actively involved in the Cold Springs experience. Best wishes for an exciting and rewarding school year.

Educationally Yours,

Bill O'Kane

Cold Springs School		
Pre-Kindergarten through Third Grade Staff 2022-2023		
<u>ADMINISTRATION</u>	<u>SECOND GRADE TEACHERS</u>	<u>KINDERGARTEN TEACHERS</u>
O’Kane, William – Interim Principal	Carrozzo, AnnaMaria	Barikian, Jaclyn
Kearney, Kate – Assistant Principal	Hadley, Cailin	Chando, Christa
O’Kane, William – ECC Director	Holmes, Nicole	Cotellese, Jen
	Griffith, Emily	Gray, Stephanie
	Martin, Jackie	MacDonald, Allison
<u>FIRST GRADE TEACHERS</u>	Roney, Pamela	McNeely, Laura
Brady, Jacqueline	Witcraft, Tyler	Yates, Tara
Gallagher, Maread	Wilson, Dana	Zimecki, Allison
McAlister, Katie	Wolson, Rachel	
Pilla, Jodie	<u>THIRD GRADE TEACHERS</u>	<u>SPECIAL SUBJECT TEACHERS</u>
Todd, Susan	Anderson, Lisa	Frank, Megan - SEL
VanArsdalen, Brenda	Bowe, Victoria	Glinos, Donna - Art
Wall, Jill	Chando, Deena	Holscher, Lynne - STEAM
Wesh, Erin	DiMeo, Kimberly	Lorenz, Linda - Music
	Law, Elizabeth	Reiners, MaryBeth - P.E
	MacDonald, Susan	Rodden, John - Computers
<u>TUTORS</u>	Mikle, Karen	Ruskoski, Jessica - ESL
Dailey, Patti	Muha, Kristine	Wells, Joanne - Library
Prepsel, Sara	Uhlendorf, Dominique	Woodruff, Gary - PE
Schultes, Gemma		
	<u>GIFTED AND TALENTED</u>	<u>ELL</u>
	Kumpel, Cynthia	Rusloski, Jessica

Cold Springs School

Pre-Kindergarten through Third Grade Staff 2022-2023

<u>PREK TEACHERS</u>	<u>PARAPROFESSIONALS</u>			<u>SPECIAL EDUCATION TEACHERS</u>
Ahern, Kathleen	Auerswald, Nancy	Franchi, Kathy	Pregartner, Janice	Carlino, Dana
Bigham, Denise	Bangle, Amanda	Gunther, Deborah	Ritchie, Sarah	Formiglia, Michelle
Blessinger, Ann	Bashir, Rahila	Hones, Amy	Rusk, Jodie	Maiorano, Maria
Blum, Cynthia	Bazis, Paula	Kain, Mary	Rusk, Emily	Pittman, Sara
Carey, Meghan	Bennett, Chloe	Kitchen-Gooch, Samantha	Russo, Colleen	Schadt, Margot
Chambers, Emma	Beswick, Michelle	Krumenacker, Nicole	Rutherford, Ahmad	Struss, Deanna
DiNoia, Jeanine	Billman, Jeannie	Leibrand, Jennifer	Schantz, Victoria	<u>INSTRUCTIONAL COACHES</u>
Groff, Brianna	Bonnani, Christy	Leposki, Samantha	Steffan, Samantha	Daubert, Jennifer
Grohowski, Kim	Bonner, Theresa	Madden, Patricia	Van Fossen, Deborah	Stamm, Kim
McCabe, Erica	Byrnes, Brooke	Marshall, Regan	Velez, Nicole	<u>SECURITY</u>
Jupin, Jacqueline	Campanelle, Nicole	Martinez, Autumn	Ward, Aidan	Bennett, Robert
Marroletti, Colleen	Cavanaugh, Melissa	McCabe, Erica	Warren, Brittney	Berglund, George
Jupin, Jacqueline	Cobb, Deanna	McCabe, Myranda	Wiggington, Valerie	Green, Brian (Officer)
McFerren, Alyssa	Coffin, Chelsea	McCarron, Sherri	Zuccarelli, Tiffany	<u>TECHNOLOGY</u>
Murphy, Theresa	Conway, Kelli	Messerschmitt, Terri		Collins, Bernie
Musselman, Dana	Craig, Oriana	Monk, Denise		<u>CHILD STUDY TEAM</u>
Ratner, Monica	Danz, Shannon	Monroe, Theresa		Beck, Jennifer
Rebstock, Lauren	DeMaria, Lindsay	Moran, Emily		Stevenson, Melorra
Stafford, Jillian	Devereaux, Kelly	Morgan, Karen		Ward, LizAnn
Trott, Amanda	Eells, Maryann	Munmum, Shahana		<u>SECRETARIES</u>
<u>PRE-K MASTER TEACHER</u>	Elder, Linda	Murphy, Sierra		Bangle, Donna
Vasquez, Kristina	Fedore, Jayne	Naphy, Trisha		Beebe, Kelly
<u>SCHOOL COUNSELOR</u>	Ferrari, Kerina	Pelo, Crystal		Blankenship, Ashley
Sutcliffe, Renee	Foley, Marie	Perez, Leticia		Van Diepen, Janice

OFFICE OF SPECIAL SERVICES

The Office of Special Services is responsible for the following: Child Study Teams, Related Services, English Language Learners (ELL), Special Education Programs, Section 504 Plans, Nursing Services, Residency.

Eliza Rawley, MA, LDT-C, Director of Special Services, ext.1415
Ms. Tamra Berry, Administrative Assistant, ext. 1410

Gloucester City School District Child Study Team

The Child Study Team consists of a school psychologist, social worker, and a learning disabilities teacher-consultant (LDT-C). The Child Study Team will review all referrals to determine if a child requires a full evaluation. Written permission is required before the child can be evaluated. If the child meets the eligibility requirements for classification, an individualized educational plan (IEP) will be developed. A member of the Child Study Team is designated to be the child's case manager and will assist parents, students, and teachers to implement the child's special education and related services program. In cases in which other conditions exist that may warrant accommodations but do not fall under the auspices of classification, school level intervention plans may be developed through your child's building level I&RS processes. These processes are initiated at the teacher level and follow a tiered system of interventions. In cases that exhaust this process, a 504 plan may be considered.

<u>Psychologists</u>	<u>Social Worker</u>	<u>LDT-C</u>	<u>Speech/Language Therapists</u>	<u>Occupational Therapists</u>	<u>Physical Therapist</u>
Damato, Kelsey Field, Kathryn O'Neill, Kiersten Ward, LizAnn	Hobbs, Tamie McNally, MaryAnn Stevenson, Melorra	Beck, Jennifer	Fitzpatrick, Rosemarie Klein, Rebecca O'Donnell, Alicia Smith, Rachele	Quenzel, Tara Strassle, Jessica	Samartino, Amanda

ELL (English Language Learners)

The school district is required to identify all students whose native language is one other than English utilizing specific assessment measures. These students may qualify for assistance within the ELL program.

ESL Teachers - Agatha Nagas, Jessica Ruskoski

Special Education Parent Advisory Group (SEPAG)

Is your child a different learner? Does he or she have an IEP, a 504, or receive other special services through the special education department? We encourage our parents and guardians to join the Special Education Parents' Advisory Group (SEPAG) to become more active in your child's education. SEPAG gives the opportunity to provide input and advice to the district regarding matters pertaining to students with disabilities. We invite you to join [GSD SEPAG Facebook Page](#)

PARENTAL RESPONSIBILITIES

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

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

Parents can help insure proper discipline in school by:

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

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

GRIEVANCE PROCEDURE - Chain of Command

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

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

DISTRICT AND SCHOOL CALENDARS

To view the 2022-2023 District Calendar for Gloucester City Public Schools, click [here](#).

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

BELL SCHEDULES

Please click [here](#) for all Cold Springs School Bell Schedules for the 2022 - 2023 school year.

REMIND

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

BUILDING VISITORS

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

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

ARRIVAL AND DISMISSAL PROCEDURES GRADES K - 3

ARRIVAL - 8:15 AM – 8:30 AM

Kindergarten, 1st, 2nd and 3rd graders

- **By car:** Students may be dropped off by car in the back of the building. Cars follow a single line, one-way traffic pattern around the building, entering at the ECC end of campus and exiting by the playground and Cold Springs Drive. Grades 1, 2 and 3 enter the middle rear doors to their classes. Kindergartens enter the rear door at the end of the building. Staff assist them in the hallways to get to their classrooms.
- **Walkers:** Students may enter the main lobby of CSS and walk up to homerooms.

DISMISSAL - 3:03 PM to 3:15PM

Gym Dismissal

- Students will meet in the gym. Parents may pick-up their children by showing their paw print at the Gym door.

Rear of the Building Dismissal

- Students being picked up by car in grades **1-3** will dismiss through the rear of the building.
- Two lines of traffic will travel in a one-way traffic pattern from the Preschool entrance around the back of the building and out to Cold Springs Drive.
- Cars will pull up to the curb to pick up their child.
- Staff members will retrieve paw prints from each car and bring the student to your vehicle.

SPECIAL INSTRUCTIONS:

- Cars must follow the two lines. Staff will bring students to cars. Parents should remain in their vehicles.
- One Way traffic in the rear of the building and in the front horse shoe
- For safety reasons, no parking is necessary, as staff will be on hand to assist your child in and out of the building.

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

Arrival and Dismissal Procedures Preschool

ARRIVAL: 8:40 AM

- Preschool students are dropped off at the ECC Main Entrance Doors.
- Paraprofessionals will walk students to their teachers.
- Once all students have arrived, teachers and paraprofessionals will walk students to their classroom.

DISMISSAL: 2:40PM

- Parents will wait in line at the ECC Main Entrance Doors with a Paw Print of student's name
- Paw Print will be shown to the paraprofessional at the door
- Paraprofessional will walk to pick up the student from the teacher's line and walk to the side ECC Gross Motor Door to dismiss student to the parent
- Paw Prints are **REQUIRED** to pick up the student.
- If you do not have a Paw Print, you will need to go to the office and present ID.
- Everyone who picks up students must be listed as a contact in OnCourse

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

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

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

BACKPACKS AND BOOKBAGS

All student backpacks and book bags must be secured in the student's assigned locker, cubby, or other storage areas during school hours. Students are prohibited from carrying book bags and backpacks (this includes waist and shoulder fanny packs) from class to class, although students may carry a small purse or handbag. In addition, students may carry their laptops/Chromebooks in the cases provided.

Guests at extracurricular activities, including athletic events, are not permitted to bring backpacks, book bags, or any other carrier larger than a small purse or handbag. All bags are subject to search at school events.

BICYCLE SAFETY

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

SKATEBOARDS AND SCOOTERS

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

STUDENT ENTRANCE INTO BUILDING

The main entrance doors to the CSS are open at 8:15 AM. All students are allowed to enter the building at this time.

EMERGENCY CLOSINGS

SCHOOL CODE #561

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

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

ONCOURSE CONNECT PARENT PORTAL

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

EMERGENCY PROCEDURES

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

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

K-9 DOGS IN BUILDING

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

STUDENT PHOTOS

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

PHONES, EARBUDS, AND PERSONAL ELECTRONIC DEVICES

Students are prohibited from using cell phones, earbuds, and personal electronic devices during school hours unless authorized for a specific instructional purpose. Such items should be stored in a student's cubby or desk, and are subject to confiscation for inappropriate or unauthorized use (Discipline Code Offense #27).

NOTE: Such devices are strictly forbidden to be used in the halls between classes, as this constitutes a serious safety violation.

FOOD AND BEVERAGE

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

STUDENT DRESS CODE: BOARD POLICY #5511

Dressing appropriately for school shows pride in oneself and the school. Thus, clothing should be clean, appropriate. Students whose attire, in the judgement of teachers or administrators, does not meet this requirement may be sent home to change. Whenever possible, a change of clothes will be made available to the student not adhering to the dress code to avoid missed instructional time. The administration/faculty shall enforce the dress code with the administration having the final decision regarding all matters concerning the dress code.

A. **Footwear** – Students may not wear footwear that would be potentially hazardous during an emergency or evacuation. Students are prohibited from wearing the following:

- Slippers
- Flip flops or thongs
- Shoes with a heel higher than 1”
- Shoes with a sole thicker than 1”

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

B. **Shirts, Blouses, Tops** – A student’s stomach and lower-back areas should not be visible. Shirts, blouses, or tops that violate the acceptable Dress Code Policy:

- Crop 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.
- Spaghetti straps (straps must be at least two inches wide)
- Tube tops or off the shoulder tops
- Sheer or see-through tops
- Shirts with printed mottos or pictures that are offensive, immodest, promote illegal drug use (tobacco, alcohol, bars, etc.), promote gang affiliation, or are violent or sexual in nature.
- Garments or accessories that depict bias or hate are strictly prohibited.

C. **Shorts, Pants, Dresses** – Appropriate length shorts, skirts, and dresses may be worn. All dresses, skirts, and shorts, and skirts must be at least mid-thigh in length. The following are considered inappropriate and therefore are prohibited:

- Pants worn lower than waist level
- Tight fitting or immodest shorts, pants, or dresses (administrative discretion)
- Pajamas (clothes that are meant to be worn as sleepwear)
- Larger rips/tears in pants, skirts, shorts must be below mid-thigh (administrative discretion).

D. **Hats and Other Accessories** – The following violate the acceptable Dress Code Policy and are therefore prohibited:

- Hats and caps (including the wearing of hoods) or head coverings not governed by religious belief
- Bandanas, head scarves, or sweat bands
- Sunglasses
- Chains as belts or other accessories

NOTE: All headwear must be kept in the student's locker during the school day! Failure to comply with regulations governing hoodies will result in revocation of a student's privilege to wear them to school.

E. **Outdoor Coats** – Outdoor coats and jackets should not be worn in the classroom except in emergency conditions directed by the principal or with the permission of the classroom teacher.

F. **Jewelry** – Students are discouraged from wearing jewelry, especially earrings and other body piercings, during PE classes. PE teachers may request a student to remove jewelry during class if they deem it to be potentially hazardous to the student's safety.

PLEASE NOTE: Because no dress code can be all inclusive, the administration reserves the right to make the final decision on all attire. Facets of the Dress Code may be waived if associated with a Theme Day or school spirit events. For example, sleepwear would be permitted on a school wide Pajama Day.

AFFIRMATIVE ACTION POLICY

STUDENT AFFIRMATIVE ACTION AND EQUAL EDUCATIONAL OPPORTUNITY:

[BOARD POLICY #1140](#)

Affirmative Action Officer and Title IX Coordinator – Dr. Kimberley Chiodi

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

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

SEXUAL HARRASSMENT POLICY – [BOARD POLICY #5751](#)

Title IX Coordinator - Dr. Kimberley Chiodi, ext. 1310 or kchiodi@gcsd.k12.nj.us

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. Pursuant to the U.S. Code of Federal Regulations and Title IX of the Education Amendments of 1972, the school district adopts this policy and will implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties. In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey’s Anti-Bullying Bill of Rights.

For the purposes of this policy, “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student’s participation in unwelcome sexual conduct;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity;
- "Sexual assault," "dating violence," "domestic violence," or "stalking" as defined by federal regulations.

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with federal regulations, any person may report sex discrimination, including sexual harassment, by any means to the district Title IX Coordinator.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals. The school district shall use the grievance and appeal processes outlined by federal regulations to address formal complaints of sexual harassment. The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process. The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

For more information on Title IX, as well as Policy and Regulation 5751, please refer to the district website. For full text of the policy, click [here](#).

CURRICULUM AND INSTRUCTION

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

ACADEMIC PROGRAM

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

Creative Curriculum (Pre-K)

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

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

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

English/Language Arts (Kindergarten - Grade 3)

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

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

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

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

For more information on the literacy program please feel free to contact Instructional Coach, Kim Stamm at extension 1515 or go to the web site: <https://benchmarkadvance.com/>

Mathematics

“Envisions” has been adopted as our official mathematics program. Developed by SAVVAS Scott-Foresman.

“Envisions” aligns with the New Jersey Learning State Standards and embraces the Mathematical practices. Students learn, practice and apply Mathematics toward becoming college and career ready.

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

For more information on the Mathematics program, please feel free to contact Instructional coach, Ellen Boulden, or go to the web site: [“Envisions” program website](#)

HIGHLY QUALIFIED TEACHERS

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

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

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

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

FAMILY LIFE/ HEALTH CURRICULUM

Social Emotional Learning (SEL)

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

Social Emotional Learning (SEL) is an integral part of education and human development. Students learn how to develop healthy identities, manage emotions and achieve goals.

“The 7 Mindsets” is an SEL program we will be using in our school.

Visit the web site for more information: [The 7 Mindsets](#)

ACADEMIC CALENDAR: MARKING PERIODS

1 st Marking Period.....	September 6, 2022 - November 14, 2022
2 nd Marking Period.....	November 15, 2022 - January 25, 2023
3 rd Marking Period	January 26, 2023 - March 30, 2023
4 th Marking Period	March 31, 2023 - June 13, 2023

NOTE: All dates are subject to change due to the potential for inclement weather or other emergency school closings. To view the most up-to-date version of the 2022-2023 District Calendar for Gloucester City Public Schools, click [here](#).

REPORT CARDS

Report cards in Grades PreK-12 will have the numerical grades for all academic subjects with Grades K-8 denoting specific details regarding standards based proficiencies. Grades can be accessed through our OnCourse Parent Portal [here](#). Report cards will be emailed quarterly via Remind. A current email address must be on file with the school office.

GRADING

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

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

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

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

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

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

STATE AND STANDARDIZED TESTING

Required New Jersey State Tests and commercial standardized tests are administered each year throughout the Gloucester City School District. The schedule for testing will be posted on the District Calendar once information is received from the State Department of Education. Third grade students take the New Jersey state assessment, the NJSLA, in the spring of each school year.

CSS STUDENT RECOGNITION PROGRAM

Monthly assemblies are held to recognize and honor student achievement. A student from each class is given an award for demonstrating the monthly character trait. Perfect attendance for the month is also recognized.

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

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

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

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

RELEASE OF STUDENT INFORMATION

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

ATTENDANCE: BOARD POLICY #5200

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

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

A. Definitions

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

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

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

4. On the day a student returns from an absence, he/she should confer with each teacher about class work and assignments missed. The teacher and student should agree mutually upon a schedule to complete all missed work. In most cases, the student will receive one day to complete work for each day absent.

B. Notice to School of Pupil's Absence

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

C. Readmission to School After an Absence

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

D. Instruction

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

3. Pupils absent for any reason are expected to make up the work missed; in grades six and above, the pupil is responsible for requested missed assignments and any assistance required. Teachers will provide make up assignments as necessary.
4. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

DAILY SCHOOL ATTENDANCE

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

ATTENDANCE AND EXTRACURRICULAR PARTICIPATION

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

- Athletic Events – All students must present student ID.
- Students in grades 7-12 must present their student ID cards in order to gain entry to athletic events and school events (dances, etc.).
- Students who are in grades 6 and under must be accompanied by a parent or guardian.

NOTIFICATION OF STUDENT ABSENCE

Regardless of whether or not they have contacted the school, parents will be notified of all student absences two hours after the beginning of the school day via an automated calling system. Therefore, it is imperative to provide the main office with updated and accurate phone numbers. Please complete and return emergency cards.

In the event a phone number is changed during the school year, parents must provide written documentation of the new phone number in order to authorize the change in the data system.

EARLY DISMISSAL FROM SCHOOL – Parent Pick-Up

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

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

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

PUPIL ACCIDENT INSURANCE – [BOARD POLICY #8760](#)

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

STUDENT BREAKFAST/ LUNCH

STUDENT BREAKFAST – Price \$1.15.

Breakfast will be served in the homeroom.

STUDENT LUNCH – Price \$2.70

Lunch will be served in the cafeteria.

UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE BILL: [BOARD POLICY #8550](#)

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

Applications for meals will still be collected even though all meals are free for everyone.

For more information on Food Services and to access the payment portal, [click here](#).

SCHOOL NUTRITION: [BOARD POLICY #8505](#)

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

CARE OF SCHOOL PROPERTY: [BOARD POLICY #5513](#)

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

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

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

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

SCHOOL PROPERTY GUIDELINES

1. Students are to maintain respect for school property at all times. There is to be no defacing of school property. Students that damage or destroy school property will pay the cost of repairs and/or replacement. This is inclusive of any school supplies (i.e.: books, calculators, laptops, etc.).

2. Use wastebaskets and other appropriate containers to discard trash.
3. Each student is responsible for his/her own books. Students must pay for any book damaged, lost or stolen.
4. Cover all textbooks with paper or cloth.
5. Pay the appropriate fine(s) for damaged books. The amount of the fine will be determined from the extent of the damage, but will not exceed the cost of the book. (NOTE: There will be a refund on lost books, which are later found.)

TEXTBOOKS/CALCULATORS/SCHOOL PROPERTY

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

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

DISTRICT ISSUED LAPTOPS / CHROMEBOOKS, BAGS AND CHARGERS

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

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

YEARBOOK

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

GRADUATION AND OUTSTANDING FEES

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

BOARD OF EDUCATION POLICY [#2361](#) & [#5516](#)

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

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

It is the policy of the district to establish safe and effective methods for pupil and staff users of the district's technological resources. For full text of the policy, please click the link above or visit the district website at <http://gcsd.ss9.sharpschool.com/>.

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

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

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

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

For full text of the policy, please click the link above or visit the district website at <http://gcsd.ss9.sharpschool.com/>.

ILLNESS WHILE AT SCHOOL

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

SCREENINGS

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

USE OF MEDICATION BY PUPILS: [BOARD POLICY #5330](#)

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

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

employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

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

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

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

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

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

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

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973:
[BOARD POLICY #2418](#)

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

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

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

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

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

PARENTS RIGHTS UNDER SECTION 504

Parents have the right to:

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

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

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

Cold Springs School – Bill O’Kane Ext 2014

Gloucester City Middle School – Donna Lacovara, Ext. 3014

Gloucester City High School – Guidance Department, Ext. 4030

District Section 504 Coordinator – Eliza Rawley, Ext. 1415

Superintendent of Schools – Sean Gorman (Mrs. Donna Struss, Secretary), Ext. 1110

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

HOME INSTRUCTION: [BOARD POLICY #2412](#)

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

NEW JERSEY YOUTH HELPLINE - 2ND FLOOR

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

SUBSTANCE ABUSE – BOARD POLICY #5530

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

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

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

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

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

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

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

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

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding

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

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

INTEGRATED PEST MANAGEMENT: [BOARD POLICY #7422](#)

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

STUDENT CONDUCT INFORMATION

PHILOSOPHY

The Board of Education recognizes the developmental stages of all learners and ensures that the conduct code honors these stages. The conduct of students in the Gloucester City School District shall reflect standards of good citizenship, age-appropriate behavior, responsibility for one's own actions, and respect towards others and school property. Our vision for discipline is systematically focused on utilizing positive reinforcement to guide and educate students through the implementation of social emotional interventions to promote successful character traits for future twenty-first century leaders.

OVERVIEW

The Gloucester City School District developed the Code of Conduct Procedure Manual to reinforce the foundation of acceptable behavior that is expected of all students attending Gloucester City School District. Students are expected to act in a responsible manner at all times. It is not possible to delineate rules for every possible situation that a student may encounter. The intent of this code manual is to identify commonly recognized student behaviors that are unacceptable in a school setting and to be a general guide for students, staff, teachers and administrators. As a listing, the code is not intended to be all-inclusive. There may be a situation that warrants different measures than those prescribed. 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 all students can learn. These codes list those behaviors and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and well-being of our students. It is our hope that this information will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. It should be noted that these codes also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want our students to become self-reliant, responsible thinkers who carry themselves with pride. If students are to develop self-reliance and discipline, they have the right to know what is expected and prohibited, and the reasons and probable consequences of such infractions.

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

EXPECTATIONS FOR STUDENT CONDUCT: [BOARD POLICY #5500](#)

Students, parents, teachers, school administrators, and the Board of Education all agree that positive student commitment and behavior are essential to creating a classroom environment that is conducive to learning for all students. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. It is our expectation that all students must act appropriately so that teachers can teach and students can learn. Students shall respect others, their possessions, and school property.

Student Expectations:

- Come to school prepared for the day. (Computer charged, pencils, headphones)
- Demonstrate respect for all people and all school property. (desks, chairs, supplies, etc.)
- Take responsibility for their own behavior and learning.
- Use time and resources wisely and responsibly.
- Share responsibility when working in a group.
- Communicate with parents, guardians, teachers about related things. (Grades, clubs, etc.)

Students are expected to exit the classroom and school building in an appropriate manner. Students may remain in the building for reasons such as: extra help from a teacher, sports, clubs, tutoring, student meetings, extended day, or any other school sponsored activity.

Students are expected to leave the school building at the end of the school day while acting responsibly. Students must cross the street at locations that have crossing guards, go directly home, notify your parents/guardians if you are not going directly home.

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

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

Students do not have the right to disrupt or interfere with 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, (including cursing) of those adults employed in the school will not be tolerated.

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

PREVENTION

In the classroom, teachers know that effective classroom management begins with prevention. Setting clear expectations for behavior, planning interesting lessons, keeping students on task, and using effective communication practices are some of the preventive measures teachers use. Some preventive measures that we emphasize include:

- Strive to make all students feel connected and engaged at school by building strong and active extracurricular programs that all students can participate in.
- Establish mentoring relationships
- Encourage effective communication between school and home to build partnerships.
- Express appreciation for students that follow the rules by calling or writing home.
- Teach and model appropriate behavior through Social Emotional Learning curriculum (K-8).

REMEDIAL MEASURES

When student behaviors require remedial measures - **Tier One** strategies are facilitated by classroom teachers and administrators respectively. The building Student Support Specialist (if applicable) and/or counselor is also a resource for consultation and support. In the **classroom, teachers** utilize one or more of the following approaches:

- Set clear expectations for behaviors within the classroom
- Provide clear consequences for the behavior (consistent with the code of conduct)
- Relationship building with a positive peer network
- Communicate with parents to develop a family agreement to ensure the parent and the student understand schools' rules and expectations
- Consider changing the placement of students within the classroom (i.e., changing student seat, purposeful grouping)

These measures are intended to support all parties involved. Measures listed above are not meant to be all encompassing and may be adjusted appropriately.

When student behaviors require remedial measures - and classroom strategies have been exhausted, Tier Two strategies are utilized by classroom teachers and administrators respectively as appropriate. The building Student Support Specialist (if applicable) and/or counselor is also a resource for consultation and support.

- **OPPORTUNITY TO RIGHT A WRONG:** Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices

- Explain the long-term negative consequences of the disciplinary infraction on all involved
- Schedule a follow-up conference with the student when students are removed from school.
- Consider wrap-around support services or after-school programs or services
- Provide social skill training, such as impulse control, anger management, developing empathy and problem solving
- Academic supports to address academic deficits contributing to poor social behaviors
- Self-identity and self-confidence empowerment building that reduces the need for the student to act out and gain power
- Morning and afternoon “check-in” systems to increase positive contact with adults
- Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen

These measures are intended to support all parties involved. Measures listed above are not meant to be all encompassing and may be adjusted appropriately.

RESTORATIVE PRACTICES

Restorative practices, when broadly and consistently implemented, will promote and strengthen positive school culture and enhance pro-social relationships within the school community. At Gloucester City School District, restorative practices include interventions when harm has happened, as well as practices that help to prevent harm and further conflict by helping to create a sense of belonging, safety, and social responsibility in the school community. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision making practices, and facilitates student learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding. Through restorative practices, members of the school community will:

1. Have an opportunity to be heard
2. Understand the greater impact of one’s actions
3. Learn to take responsibility
4. Repair the harm one’s actions may have caused
5. Recognize one’s role in maintaining a safe school environment
6. Build upon and expand on personal relationships in the school community
7. Recognize one’s role as a positive contributing member of the school community.

The primary means by which restorative practices may be implemented in the Gloucester City School District could include:

- **Affective Statements:** the starting point for all restorative practices involving active non-judgmental listening and expression of feelings and impact. Affective statements allow for students and staff to build strengthened relationships by genuinely presenting oneself as someone who cares and has feelings. This authentic expression offers one the opportunity to learn and reflect on how their behavior has affected others.

- Restorative Dialogue: A restorative approach to help those harmed by others' actions, as well as responding to challenging behavior consists in asking key questions:

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what you have done? In what way?
4. What about this has been hardest for you?
5. What do you think you need to do to make things as right as possible?

- Restorative Meetings/Conferences: Involves those who have acknowledged causing harm meeting with those that have harmed, seeking to understand each other's perspective and coming to a mutual agreement which will repair the harm as much as possible. Often all sides bring supporters, who have usually been affected and have something to say from a personal perspective.

STUDENT SUSPENSION AND EXPULSION: BOARD POLICY [#5610](#) AND [#5620](#)

While providing students with an education, it is also our responsibility to create a safe and positive environment that allows all students to learn. It is our goal as educators to encourage appropriate and safe behaviors that optimize the student learning experience. In some instances, disciplinary offenses may call for suspension, or in extreme cases, expulsion.

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

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

1. Open defiance to school expectations and/or school personnel.
2. Physical harm or threatening behavior to school personnel and/or peers.
3. Theft
4. Causing or attempting to cause substantial damage to school property.
5. Possession of alcohol or controlled substances

SUSPENSIONS

A student will serve an In-School-Suspension or Out-of-School Suspension as deemed appropriate by the building administrator when there is a violation of the student code of conduct. In School Suspensions will require students to report to school during normal school hours. The student will report to a small group setting where they

will still be required to actively engage in instructional programming. Out-of-School Suspensions will be given based on severity of the offense, in addition to the past record of the student. Students are not permitted on school property during the Out-of-School Suspension period, nor may they attend any school-sponsored activities or events. A parental conference is required before a student is permitted to return from an out-of-school suspension.

Multiple Suspension Rule

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

EXPULSION

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

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

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

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

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

HARASSMENT, INTIMIDATION, AND BULLYING - BOARD POLICY #5512

As per Board of Education policy 5512, all acts of harassment, intimidation or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Any person with any information regarding actual and/or potential planned hazing and/or information regarding acts of harassment, intimidation or bullying of pupils by any school employee or other pupils must report the information to the building-based Anti-Bullying Team. Reporting individuals are protected by law from any reprisals.

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

TRANSPORTATION CONDUCT

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

It is imperative that the following rules be followed:

- **Kindergarten, 1st, 2nd and 3rd Grade - ONLY the 8:00am bus**
- **Pre-K students - ONLY the 8:20am bus**

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

- Busses Depart from Cold Springs School:
 - 2:10 PM for Pre-K
 - 3:03 PM for Grades K-3

STUDENT BUS CONDUCT RULES

Enter and leave the bus in a quiet, orderly fashion

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

Revocation of Bus Riding Privilege

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

SCHOOL RESOURCE OFFICERS AND SCHOOL-BASED POLICING

A school resource officer (SRO) is a career law enforcement officer assigned in a community policing capacity to a local educational agency. SROs work in collaboration with schools and community-based organizations to provide a positive and visible law enforcement presence on school campuses. SROs have four major roles:

- **Law Enforcement.**
SROs address crime and disorder in and around a school campus. SROs strive to employ non-punitive techniques when interacting with students, using citation and arrest only as a last resort under narrow circumstances.
- **Informal Counselor.**
SROs build relationships with students and act as liaisons to community services for youth and families.
- **Educator.**
SROs teach students about crime prevention and safety, drug awareness, conflict resolution, and other topics related to law enforcement and the legal system.
- **Emergency Manager.**
SROs develop and implement emergency preparedness policies, including comprehensive school safety plans, and coordinate with first responders in an emergency. SROs are integral members of a school threat assessment team.

STUDENT DISCIPLINE CODE

Rationale

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

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

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

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

Hall Regulations

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

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

Handling of Discipline

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

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

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

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

Standards of Behavior

Students are expected to:

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

<u>Student Rights</u>	<u>Student Responsibilities</u>
Students have the right to be treated with respect by peers and staff.	Students have the responsibility and are expected to treat peers, staff, and oneself with respect.
Students have the right to an education in a positive and safe school climate.	Students have the responsibility to respect the property of others and demonstrate behavior which guarantees a positive and safe school climate. Students have the responsibility to respect school property and help maintain an orderly environment.
Students have the right to present information that has a bearing on disciplinary action.	Students have the responsibility to comply with rules and regulations and accept the consequences for their actions established by the Board of Education.
<u>When is the Discipline Code in Force?</u>	
<p>The code is in force:</p> <ul style="list-style-type: none"> ● On school property prior to, during, and following regular school hours ● When school is in session or school activities are in operation. ● While students are on a bus for any purpose. 	

- At all school sponsored events and activities.

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

NOTE:

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

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

Station House Adjustment:

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

Video Cameras:

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

GCSD INFRACTIONS AND CONSEQUENCES

**The Administration recognizes that extenuating and mitigating circumstances may warrant adjustment to the penalties listed herein. The disciplinary guidelines contained herein are not all-inclusive. Administrative discretion will be taken if and when a more comprehensive disciplinary action is required.*

LEVEL ONE INFRACTIONS – Disrupting the orderly educational process for self or others:

INFRACTION	1 ST OFFENSE	2 ND OFFENSE (and subsequent where applicable)	3 RD OFFENSE (and subsequent where applicable)
FAILURE TO FOLLOW RULES & REGULATIONS	-Single Detention -Parent Notification	-Double Detention -Parent Notification	-Saturday Detention -Parent Notification -Counselor Notification
DISRUPTIVE OR UNACCEPTABLE BEHAVIOR	-Single Detention -Parent Notification	-Double Detention -Parent Notification -Counselor Notification	-Saturday Detention -Parent Conference w./ guidance counselor
DISRESPECT	-Single Detention -Parent Notification	-Double Detention -Parent Notification -Counselor Notification	-Saturday Detention -Parent Conference w./ guidance counselor
CAFETERIA MISCONDUCT	-Double Detention -Parent Notification	-Double Detention -3 days Lunch Detention -Parent Notification	-Saturday Detention -1 week Lunch Detention -Parent Notification
CUT TEACHER DETENTION	-Single Detention	-Double Detention -Parent Notification	-Saturday Detention -Parent conference w./ teacher and guidance counselor
DRESS CODE VIOLATION	-Administrative Warning -Student required to change into suitable attire (may use Phys. Ed. attire if necessary)	-Single Detention -Parent Notification -Counselor Notification -Student required to change into suitable attire (may use Phys. Ed. attire if necessary)	-Double Detention -Parent Notification -Counselor Notification -Student required to change into suitable attire (may use Phys. Ed. attire if necessary)
ELECTRONIC DEVICE POLICY VIOLATION	-Confiscation of device(s) by administration for day (returned to student) -Single Detention -Parent Notification	-Confiscation of device(s) by administration for day (returned to parent / guardian ONLY) -Double Detention -Parent Notification	- Confiscation of device(s) by administration for day (returned to parent / guardian ONLY) -Saturday Detention -Parent conference w./ administration -Student prohibited from carrying device(s) in school for a term to be determined by administration
LATENESS TO CLASS	-Teacher Detention -Parent Notification by Teacher	-Single Detention -Parent Notification by Teacher	-Double Detention -Parent Notification by Teacher -Counselor Notification by Teacher

LEVEL TWO INFRACTIONS – Devaluing the importance of school and classroom attendance / participation:

INFRACTION	1 ST OFFENSE	2 ND OFFENSE (and subsequent where applicable)	3 RD OFFENSE (and subsequent where applicable)
ACADEMIC DISHONESTY	-Double Detention -Parent conference w./ teacher	-Saturday Detention -Parent conference w./ guidance counselor	-2 days ISS -Parent conference w./ administration
	-Zero credit for assignment	-Zero credit for assignment	-Zero credit for assignment
FORGERY	-Saturday Detention -Parent Notification -30 day hall pass restriction	-1 day ISS -Parent Notification -60 day hall pass restriction	-3 days ISS -Parent conference w./ administration -Hall pass restriction for duration of school year
CUTTING CLASS (10 or more minutes late with no verifiable pass or excuse; or leaving class without permission)	-Saturday Detention (2-hr) -Parent Notification -Zero credit for missed work	-Saturday Detention (4-hr) -Parent Notification -Zero credit for missed work -30 day hall pass restriction	-1 day ISS -Parent conference w./ administration -Zero credit for missed work -60 day hall pass restriction
CUTTING SCHOOL (leaving property without permission; 3 or more infractions may result in a Superintendent Hearing)	-1 day ISS -Parent Notification -Zero credit for missed work -Municipal Daytime Curfew Violation	-2 days ISS -Parent Notification -Zero credit for missed work -30 day hall pass restriction -Municipal Daytime Curfew Violation	-3 days ISS -Parent conference w./ administration -Zero credit for missed work -60 day hall pass restriction -Municipal Daytime Curfew Violation
CUT ADMIN. DETENTION	-Double Detention	-Saturday Detention -Parent Notification	-1 day ISS -Parent conference w./ administration
CUT SATURDAY DETENTION (excludes Credit Completion)	-Saturday Detention (4-hr) -Parent Notification	-1 day ISS -Parent Notification	-2 days ISS -Parent conference w./ administration
INAPPROPRIATE CONDUCT AT DETENTION	Depending on the severity of the infraction, inappropriate conduct at detention may result in: -Detention assignment doubled, and/or -2 days of ISS Egregious conduct may result in a more severe consequence, based on administrative review.		
INAPPROPRIATE CONDUCT IN ISS	Depending on the severity of the infraction, inappropriate conduct in ISS may result in: -Immediate removal from school by parent / guardian -Up to 3 days OSS Egregious conduct may result in a more severe consequence, based on administrative review.		
PARKING VIOLATION	-Administrative Warning -Parent Notification -Vehicle moved per administrator or SRO direction	-30-day forfeiture of parking privilege -Parent notification	-Loss of parking privilege for school year -Parent Notification
LATENESS TO SCHOOL (PRIOR TO 10:30 AM)	Every 6 th unexcused lateness will result in students having to complete a 4-hour Saturday credit completion session.		

LEVEL THREE INFRACTIONS – Engaging in inappropriate, unsafe, or intimidating behavior that may jeopardize the welfare of an individual or the school community:

INFRACTION	1 ST OFFENSE	2 ND OFFENSE (and subsequent where applicable)	3 RD OFFENSE (and subsequent where applicable)
CONDUCT UNBECOMING	Administration will review the nature and severity of the offense. Upon review, consequences may include one or more of the following: -ISS for a period of time to be determined by administration -OSS for a period of time to be determined by administration -Parent conference with administration -Counselor Notification -Possible PRIDE program placement -Possible Superintendent Hearing which may result in a BOE disciplinary hearing		
ABUSIVE LANGUAGE / PROFANITY	-Saturday Detention -Counselor Notification -Parent Notification	-1 day ISS -Counselor Notification -Parent Notification	-3 days ISS -Counselor Notification -Parent Conference w./ Administration

ABUSIVE LANGUAGE TO ANY ADULT	<ul style="list-style-type: none"> -2 days OSS -Counselor Notification -Parent Notification -Immediate Removal from School by Parent / Guardian 	<ul style="list-style-type: none"> -4 days OSS -Counselor Notification -Parent Conference w./ Administration -PRIDE program placement -Immediate Removal from School by Parent / Guardian 	
INCITEMENT TO FIGHT	<ul style="list-style-type: none"> -2 days ISS -Counselor Notification -Parent Notification 	<ul style="list-style-type: none"> -4 days ISS -Counselor Notification -Parent Notification 	<ul style="list-style-type: none"> -3 days OSS -Counselor Notification -Parent Conference w./ Administration
FIGHTING / ASSAULT	<ul style="list-style-type: none"> -Up to 10 day OSS -Parent Conference w./ Administration -Counselor Notification -Municipal Complaint may be filed 	<ul style="list-style-type: none"> -See 1st Offense PLUS immediate PRIDE program placement 	
VIOLATIONS OF THE ANTI – BULLYING BILL OF RIGHTS	<p><i>In addition to appropriate remedial and behavioral interventions, the following disciplinary actions may be taken for any student found to have violated the ABS:</i></p> <ul style="list-style-type: none"> -OSS for a length to be determined by administration -Parent Notification -Conference with counselor and/or administration -Notification of School Resource Officer -Municipal complaint may be filed 		

INSUBORDINATION OR OPEN DEFIANCE OF AUTHORITY	-2 days ISS -Counselor Notification -Parent Notification	-4 days ISS -Counselor Notification -Parent Notification	-3 days OSS -Counselor Notification -Parent conference w./ administration -PRIDE program placement
UNSAFE OPERATION OF VEHICLE ON SCHOOL GROUNDS	-Saturday Detention -30-day forfeiture of parking privilege -Parent Notification -Municipal complaint will be filed	-2 days ISS -Loss of parking privilege for school year -Parent Notification -Municipal complaint will be filed	
TAMPERING WITH SCHOOL EQUIPMENT or NETWORK RESOURCES	-2 days ISS -Saturday Detention -Parent Notification -Restitution for damage or loss -Municipal Complaint may be filed	-2 days OSS -Parent conference w./ administration -Restitution for damage or loss -Municipal Complaint will be filed	-4 days OSS -Parent conference w./ administration -Restitution for damage or loss -Immediate PRIDE program placement -Municipal Complaint will be filed -Possible Superintendent Hearing -Possible legal action (where applicable)
ACCESSING UNAUTHORIZED OR INAPPROPRIATE SITES OR MATERIALS	-2 days ISS -Saturday Detention -Counselor Notification -Parent Notification -Municipal Complaint may be filed	-2 days OSS -Parent conference w./ administration -Counselor Notification -Municipal Complaint may be filed	-4 days OSS -Parent conference w./ administration -Counselor Notification -Immediate PRIDE program placement -Municipal Complaint may be filed -Possible Superintendent Hearing

			-Possible legal action (where applicable)
THEFT / STEALING (individual or school property)	-3 days OSS -Parent conference w./ administration -Counselor Notification -Restitution for loss -Municipal Complaint may be filed	-4 days OSS -Parent conference w./ administration -Immediate PRIDE program placement -Counselor Notification -Restitution for loss -Municipal Complaint will be filed	-10 day OSS -Parent conference w./ administration -PRIDE placement for remainder of school year -Counselor Notification -Restitution for loss -Municipal Complaint will be filed -Possible Superintendent Hearing

VANDALISM / DESTRUCTION OF PROPERTY (per NJSA 18A:37-3)	-3 days OSS -Parent conference w./ administration -Counselor Notification -Restitution for loss by parent (if student is a minor) or student -Municipal Complaint may be filed	-4 days OSS -Parent conference w./ administration -Immediate PRIDE program placement -Counselor Notification -Restitution for loss by parent (if student is a minor) or student -Municipal Complaint will be filed	-10 day OSS -Parent conference w./ administration -PRIDE placement for remainder of school year -Counselor Notification -Restitution for loss by parent (if student is a minor) or student -Municipal Complaint will be filed -Possible Superintendent Hearing
TRESPASSING	Depending on the severity of the offense, the following consequences may result from trespassing on school property: -Up to 10 day OSS -Parent conference w./ administration -Municipal Complaint may be filed -Possible PRIDE program placement		
GAMBLING	-1 day ISS -Confiscation of paraphernalia -Parent Notification -Counselor Notification -SRO Notification	-3 days ISS -Confiscation of paraphernalia -Parent Notification -Counselor Notification -SRO Notification	-3 days OSS -Confiscation of paraphernalia -Parent conference w./ administration -Counselor Notification -SRO Notification -Immediate PRIDE program placement
INAPPROPRIATE CONDUCT DURING EMERGENCY (OR DRILL)	-1 day ISS -Saturday Detention -Parent Notification	-3 days ISS -Parent Notification	-3 days OSS -Parent conference w./ administration -Immediate PRIDE program placement

LEVEL FOUR INFRACTIONS – Engaging in egregious conduct and/or criminal activity in the school that could result in harm to an individual or the school community:

INFRACTION	1 ST OFFENSE	2 ND OFFENSE (and subsequent where applicable)	3 RD OFFENSE (and subsequent where applicable)
AGGRAVATED ASSAULT	<ul style="list-style-type: none"> -Minimum 10 day OSS -PRIDE program placement -Counselor Notification -Parent Conference w./ Administration and possible Superintendent hearing -Municipal Complaint filed -Possible BOE expulsion hearing 		
ASSAULT BY STUDENT ON GCSOE EMPLOYEE (PER NJ S.2C:12-1 & 18.A:37-2.1)	<ul style="list-style-type: none"> -Immediate suspension consistent w./ procedural due process pending BOE expulsion hearing (no later than 30 days after suspension) -Conflict resolution sessions -PRIDE program placement pending outcome of BOE hearing 		
THREAT TO SAFETY OF OTHERS	<p><i>Based on the seriousness of the incident, administration may take one or more of the following actions:</i></p> <ul style="list-style-type: none"> -OSS for a length to be determined by administration -Parent Conference -Possible CST referral -Possible PRIDE program placement -Municipal Complaint may be filed -Possible Superintendent hearing -Possible BOE expulsion hearing 		
TAMPERING WITH OR PULLING FIRE ALARM	<ul style="list-style-type: none"> -4 day OSS -Parent Conference w./ administration -Immediate PRIDE program placement -Municipal Complaint will be filed 	<ul style="list-style-type: none"> -10 day OSS -Parent Conference w./ administration -PRIDE program placement for remainder of the school year -Municipal Complaint will be filed 	<ul style="list-style-type: none"> -30 day OSS -Parent Conference w./ administration -Superintendent Hearing -Municipal Complaint will be filed
ARSON	<p>All offenses will result in the following:</p> <ul style="list-style-type: none"> -Police Notification -Municipal Complaint will be filed -Parent conference w./ administration -External suspension pending Superintendent hearing -Referral to BOE for possible expulsion hearing -PRIDE placement for duration of the school year pending outcomes of BOE proceedings 		

POSSESSION OF DEVICES EMITTING A LASER BEAM	<p>Depending on the nature of the offense (disruption, infliction of injury, etc.) caused by the device, consequences may include one or more of the following:</p> <ul style="list-style-type: none"> -Confiscation of device -Parent Notification -Saturday Detention and/or ISS and/or OSS -SRO Notification and possible Municipal Complaint -Possible PRIDE program placement
POSSESSION OF WEAPONS, WEAPON- RELATED PARAPHERNALIA, OR DANGEROUS INSTRUMENTS (per NJSA 2C:39)	<p>The Gloucester City BOE prohibits anyone from bringing onto school district property those weapons or dangerous instruments that are generally associated with intimidation, violence, or criminal intent. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.</p> <p>The Administration has the right to determine the nature and seriousness of any weapon-related incident. Upon review, one or more of the following actions will be taken:</p> <ul style="list-style-type: none"> -External suspension of a length to be determined by administration until a Superintendent hearing, which may result in a BOE expulsion hearing. -Immediate PRIDE program placement -Parent conference w./ administration -Child Study Team referral -SRO Notification -Municipal Complaint will be filed

	<p>NOTE: This code also refers to imitation, toy, or decoy weapons (including, but not limited to, "splat" guns, paintball guns, etc.).</p> <p>In compliance with the federal Improving America's Schools Act of 1994, the Gloucester City BOE will prohibit from school attendance for a period of not less than one year any student who has been determined, in accordance with the procedures set forth in this article, to have possessed a firearm, a firearm or destructive device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity.</p>
ASSAULT WITH WEAPON OR INFLICTION OF BODILY HARM (per NJSA 2C:12-1)	<p>All offenses will result in the following:</p> <ul style="list-style-type: none"> -External suspension until Superintendent Hearing which may result in BOE expulsion hearing -PRIDE placement for duration of school year pending outcomes of BOE proceedings -Parent conference w./ administration -Child Study Team referral -Police Notification -Municipal Complaint will be filed
POSSESSION OF DRUG PARAPHERNALIA (not containing any controlled dangerous substance otherwise identified in N.J.A.C. 6:29-9.3(a))	<p>1st OFFENSE</p> <ul style="list-style-type: none"> -Parent Notification -4 days OSS -SRO Notification -Municipal Complaint may be filed -Student Required to attend counseling sessions -Ongoing random urine monitoring for one calendar year <p>2nd OFFENSE will include ALL OF THE ABOVE, PLUS:</p> <ul style="list-style-type: none"> -External suspension until Superintendent Hearing which may result in a BOE disciplinary hearing -Immediate PRIDE program placement pending BOE proceedings
POSSESSION OF ALCOHOL, DRUGS, STEROIDS, OR ILLICIT SUBSTANCES (identified in N.J.A.C. 6:29-9.3(a) and N.J.A.C. 6:36-1 et seq)	<p>1st OFFENSE</p> <ul style="list-style-type: none"> -Parent Notification -4 days OSS and 6 days ISS -Physician's medical clearance required to return to school -Drug test required (NOTE: If refused, test results will be assumed positive) -SRO Notification -Municipal Complaint may be filed -Student and parent/guardian referral to counselor for treatment, after-care, and re-entry plan. -Student Required to attend drug counseling sessions -Ongoing random urine monitoring for one calendar year -Superintendent Hearing which may result in a BOE disciplinary hearing -Immediate PRIDE program placement pending BOE proceedings <p>2nd OFFENSE will include ALL OF THE ABOVE, PLUS:</p> <ul style="list-style-type: none"> -PRIDE program placement for the remainder of the school year pending BOE proceedings

<p>UNDER THE INFLUENCE OF ALCOHOL, DRUGS, STEROIDS, OR OTHER ILLICIT SUBSTANCES (identified in N.J.A.C. 6:29-9.3(a) and N.J.A.C. 6:36-1 et seq)</p>	<p>1ST OFFENSE</p> <ul style="list-style-type: none"> -Parent notification -Immediate medical examination including drug test to verify use and determine extent of use (NOTE: If refused, test results will be assumed positive) -SRO notified (if drug test is positive) <p><u>UPON POSITIVE VERIFICATION:</u></p> <ul style="list-style-type: none"> -4 days OSS and 6 days ISS. - Physician's medical clearance required to return to school -Student and parent/guardian referral to counselor for treatment, after-care, and re-entry plan. -Student will be required to attend drug counseling sessions. -Ongoing random urine monitoring for one calendar year -30 school day hall pass restriction will be in effect -30 school day athletic and extracurricular ineligibility -Possible PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement <p>2ND AND SUBSEQUENT OFFENSES</p>
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	<p>All of the above <i>PLUS</i>:</p> <ul style="list-style-type: none"> -Immediate PRIDE Program placement -Loss of Athletic and Extracurricular participation eligibility until end of PRIDE placement -Superintendent hearing which may result in a BOE disciplinary hearing
<p>DISTRIBUTION, TRANSFER, OR SELLING OF CONTROLLED OR DANGEROUS SUBSTANCE (or possession of an amount large enough to indicate intent to distribute, transfer, or sell)</p>	<p>ALL OFFENSES</p> <ul style="list-style-type: none"> -Parent Notification -SRO informed and Municipal Complaint filed -10-day OSS -Physician's medical clearance required to return to school -Drug test required (NOTE: If refused, test results will be assumed positive) -Student will be required to attend drug counseling sessions. -Immediate PRIDE Program placement -Superintendent hearing which may result in a BOE disciplinary hearing
<p>CONVICTION FOR SUBSTANCE VIOLATION OFF SCHOOL PROPERTY</p>	<p>ALL OFFENSES</p> <p>The school district will take whatever action it believes is appropriate to protect the rights and well-being of the entire student body, including but not limited to:</p> <ul style="list-style-type: none"> -Parent Notification -External suspension pending Superintendent Hearing with referral to BOE for disciplinary action -Possible PRIDE program placement -Drug test and physician's medical clearance

POSSESSION OR CONSUMPTION OF OVER-THE-COUNTER MEDICATIONS	<ul style="list-style-type: none"> -Up to 4 days OSS and 6 days ISS -Parent Notification -Possible PRIDE program placement -SRO Notification -Municipal Complaint may be filed <p>In addition to all consequences associated with 1st offense:</p> <ul style="list-style-type: none"> -External suspension pending a Superintendent hearing -Immediate PRIDE program placement 		
DISTRIBUTION OF OVER-THE-COUNTER MEDICATIONS	<ul style="list-style-type: none"> -Up to 4 days OSS and 6 days ISS -Parent Notification -Possible PRIDE program placement -SRO Notification -Municipal Complaint may be filed 	<p>In addition to all consequences associated with 1st offense:</p> <ul style="list-style-type: none"> -External suspension pending a Superintendent hearing -Immediate PRIDE program placement 	
SMOKING <i>Smoking on school grounds or in vehicles on school grounds is prohibited by law!</i>	<ul style="list-style-type: none"> -2 days OSS -Parent Notification -Referral to counselor for smoking cessation program -Municipal Complaint filed -30 school day hall pass restriction -30 school day athletic ineligibility -Possible PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement 	<ul style="list-style-type: none"> -4 days OSS -Parent conference w./ administration -Referral to counselor for smoking cessation program -Municipal Complaint filed -Immediate PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement 	
USE OF ELECTRONIC CIGARETTE / VAPE <i>A drug screen or test yielding a positive result will lead to additional</i>	<ul style="list-style-type: none"> -2 days OSS -Parent Notification -Immediate medical examination including drug test to verify use and determine extent of use 	<ul style="list-style-type: none"> -4 days OSS -Parent conference w./ administration -Immediate medical examination including drug test to verify use and determine extent of use 	

<i>consequences per the discipline code.</i>	(NOTE: If refused, test results will be assumed positive) -Referral to counselor for smoking cessation program -Municipal Complaint filed -30 school day hall pass restriction -30 school day athletic ineligibility -Possible PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement	(NOTE: If refused, test results will be assumed positive) -Referral to counselor for smoking cessation program -Municipal Complaint filed -Immediate PRIDE Program placement and loss of athletic/extracurricular eligibility until the end of placement	
POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTE / VAPE AND ASSOCIATED MATERIALS	-1 day ISS -Confiscation and disposal of materials -Parent Notification -Referral to counselor for smoking cessation program	-1 day OSS -Confiscation and disposal of materials -Parent Notification -Referral to counselor for smoking cessation program -Possible PRIDE program placement and loss of athletic/extracurricular eligibility until the end of placement	