

“Every Child is Honored at Cape May City Elementary School”

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Forward

This Student-Parent Handbook was printed and prepared by the Cape May City Board of Education to ensure your child’s success in school. In order for this to happen, it is necessary for you to review the contents of this handbook yourself and to discuss them with your child so he/she thoroughly understands his/her responsibilities this school year.

This is a revised edition of previous handbooks. Please take a few moments to familiarize yourself, and your child, with these items. A complete review of the handbook is highly recommended for both you and your child.

Printed August 2009

CAPE MAY CITY SCHOOL STAFF 2009/20010

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To Be Announced	1:1 Aide
William Grier	1:1 Aide
Corey Johnson	1:1 Aide
Aimee Miller	1:1 Aide
Lorraine Raff	1:1 Aide
Malieka Vasser	1:1 Aide
Kimberly White	Instructional Aide
Bridgette Pascucci	School Wide Aide
Cynthia Woodson-Dukes	Before School Aide/Pre-School Aide - AM

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SCHOOL HOURS

You will notice on your school calendar (enclosed) that school begins at 8:30 AM for children. Teachers arrive at school at 8:20 AM and in their classrooms at 8:20 AM. We ask that you send your children to school so they **arrive between 8:20 and 8:30 AM.** Teachers shall be in their rooms at this time to greet your children. Students will be considered **tardy after 8:30 AM.**

DAILY SCHEDULE

(Grades K-6)

8:20 A.M.	- Teachers' day begins
8:20 A.M.	- Students may enter building
8:20 - 8:30 A.M.	- Buses & walkers arrive/homeroom
8:30 A.M.	- Classes begin
11:45 A.M. - 12:25 P.M.	- Primary lunch period*
12:30 - 1:10 P.M.	- Intermediate lunch period*
3:00 P.M.	- Students' day ends/dismissal

*Early dismissal lunch schedule: 11:35 A.M. - 12:15 P.M. - Primary lunch
12:20 P.M. - 1:00 P.M. - Intermediate Lunch

8:30 - 11:00 A.M. - Pre School Hours

EMERGENCY CLOSINGS AND/OR DELAYED OPENINGS 1:05 DISMISSAL

Emergency school closings will be announced over local radio stations as follows:

AM BROADCAST

WCMC - 1230
WBUD - 1450

FM BROADCAST

BOSS - 97.3
WKTU - 98.3
WFNN - 98.7
WKXW - 101.5

TELEVISION

KYW - 3
Action News - 6
WMGM - TV 40
FOX TV - 29
NBC 10

Families will receive a CONNECT-ED automated message from the school superintendent for notification of school closings and emergencies.

EARLY DISMISSAL DAYS PLAN

Dear Parent/Guardian(s):

During the school year, we often have Early Dismissal Days (1:05 PM) due to holidays, parent conferences, and teacher in-service training. We also have Early Dismissal Days (1:05 PM) the first and last week of school.

Attached is a list of Early Dismissal Days (1:05 PM) for the 2009/2010 school year. It is of vital importance that you post these dates on your calendar (or on your fridge).

Important Note: Dismissal Time is 1:05 PM on Early Dismissal Days.

It is imperative that you discuss an Early Dismissal Plan with your child. Tell your child exactly what they are to do on Early Dismissal Days. For example: come right home; go to the neighbor's house; stay for the after school daycare program.

Please fill out the Early Dismissal Day Plan included in your packet. This is to protect your child. We need your signature and your plan for Early Dismissal Days on record.

Thank you for your attention to this matter.

Sincerely yours,

A handwritten signature in black ink that reads "Victoria Zelenak" with a horizontal line extending to the right.

Victoria Zelenak
Superintendent

ATTENDANCE

Having children attend school is the parent's responsibility. It is important that children attend school unless they are ill. A child leaving before the end of a school day disrupts the continuity of the program, if at all possible, please arrange all appointments after school hours. **A school calendar is provided to announce planned holidays; please try to confine vacation trips to those days.** Students are required to minimally attend school 180 school days during the school year.

If a student is absent for any reason, **parents are to contact the principal's office on a daily basis (884-8485).** Should you not contact the school, you will be called at home and/or work, which takes a tremendous amount of time from the secretary's regular assignments. (**A note from parents is also required** upon a child's return to school.)

There is only one (1) legal reason for absence from school: religious holidays. School attendance is required by law for all children up to the age of 16 years. Beyond this age, school privileges are contingent upon regular attendance. This attendance is required "all the days and hours that school is in session." Recent legal decisions have strengthened the compulsory education laws.

In cases of continued or frequent absence from school due to illness, a physician's statement will be requested for readmission. This requirement includes absence caused by contagious diseases such as measles, smallpox, etc.

The school attendance officer or representative investigates absences by telephone, by visit, or by letter. **Continual, unexcused absences may result in the possible retention of a student, (i.e., 15 days unexcused absence) as per Board Policy.**

RELEASE OF PUPILS BEFORE THE END OF THE NORMAL SCHOOL DAY

Parents are requested not to ask that children be excused early except when an emergency makes early dismissal unavoidable. Such a request should be in writing and should include the reason for making the request. Parents will be required to enter the school and sign the student out in the main office.

Doctors and dentists should be requested to schedule appointments other than during school hours.

LEGAL CUSTODY

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's guardianship. If one parent/guardian has been awarded custody of the pupil in a divorce settlement, the parent/guardian shall present to the Superintendent a letter authorizing that person to accompany the child to or from school. The Superintendent or designee must take such steps as deemed necessary to ensure that the child is released only to the proper adult guardian.

BUS BEHAVIOR

The Coast Guard base provides bus transportation for the children of our Coast Guard families. The following rules are to be followed:

Students should **ALWAYS** remain seated while the bus is in motion. Students should **NEVER** hang out windows, shout or talk loudly, tamper with bus equipment, be rude, discourteous, or use profanity.

Students **ARE NOT PERMITTED** to ride any bus except the one to which they are assigned. **NO STUDENTS, OTHER THAN COAST GUARD STUDENTS, SHALL BE PERMITTED TO RIDE THE BUSES.** Please notify the school by NOTE/PHONE if it is necessary for you to pick up a bus student after school.

WALKING TO/FROM SCHOOL

Students who walk to school are to walk on the sidewalks and cross the streets only at corners and where crossing guards are stationed. When dismissed, students are to leave the school grounds immediately and walk directly home, and are not to trespass on private property. Children may use the playground after school however; they must report home first then return to the playground. **Coast Guard students must have written permission to walk home.**

BICYCLES/SKATE BOARDS/ROLLERBLADES

Students who ride bicycles, skateboards, rollerblades, or scooters to school must also have written parental permission and must obey traffic and safety regulations at all times. All pupils must wear helmets as per state law. Immediately upon arrival at school, children **MUST WALK BICYCLES**, etc. on the school grounds and place them in the bicycle rack, or designated storage area. All bicycles must be locked. The Board of Education **assumes no responsibility** for the safety of bicycles, etc. It is recommended that **students below Grade 4 not** be permitted to ride their bike to school for their own safety and well-being.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS/MOVING

There is a student information sheet in the office for each student that lists his/her address, telephone number, and a number to call when no one is home. If any of this information should change during the year, **PLEASE REPORT IT TO THE OFFICE IMMEDIATELY.**

If you are moving from the area, please notify the school office a week before your child's last day so that a transfer card can be made up which, **if you are moving to another area of New Jersey, MUST** be mailed to your child's new school in order to enroll him/her, no transfer cards may be given, by New Jersey State Statute, to parents; **UNLESS you are moving to a different state in which case you may pick up your child's transfer card in the school office on their last day** at Cape May City Elementary.

CARE OF SCHOOL PROPERTY

All textbooks that are taken home **MUST BE COVERED** by the end of the first week of school. Any type of appropriate material may be used for this purpose, such as commercial book covers, paper bags, or brown wrapping paper. Students are responsible for taking care of all school property as if it were their own. After all, in most cases for the school year, the book does stay with the child. Any damage must be paid for immediately, and destruction of school property will be grounds for serious disciplinary action.

REPORT CARDS

Report cards will be issued on the following dates:

November (at parent conferences)
February
April (at parent conferences)
Last day of school

GRADING

Cape May City Elementary School acknowledges, and accepts the fact that each child is unique. We dedicate ourselves to establishing an atmosphere, which will help each child develop intellectually, socially, emotionally, and physically. Children differ in interests, abilities, past experience, and the rate at which they develop. Report card grades are not a comparison with other children, but a measure of EACH CHILD'S individual growth. The issuance of report cards four times a year is the communication between teacher, child, and parents regarding the child's current individual growth and development. The letter grade indicates progress at the level of the child's instruction. Parents are urged to take advantage of scheduled parent-teacher conferences in the fall and spring, or as frequently as needed. We are confident that these written reports, in conjunction with parent-teacher conferences, will give a comprehensive evaluation of each child's progress during the school year. Classified students will receive grades for scheduled subjects from the Special Education Teacher.

EXPLANATION OF GRADING SYMBOLS FOR SUBJECT AREAS

KINDERGARTEN	GRADES 1-3 Achievement
M = Meets or exceeds expectations at this time	4 = Exceeds
D = Developing	3 = Meets Standard
N = Needs strengthening	2 = Partially Meets the Standard
X = Does not apply at this time	1 = Below Standard
	M = Meets Expectations
	N = Needs further support

GRADES 4-6 Achievement	EFFORT	GRADES 4-6 *SPECIAL AREAS - Achievement (includes Effort)
A = 93-100 Average	O = Outstanding	3 = Demonstrates consistently
B = 85-92	S+ = Satisfactory	2 = Progressing satisfactorily
C = 76-84	S- = Unsatisfactory	1 = Needs improvement
D = 70-75		NA = Not assessed during this marking period
F = Below 69		

COMMENTS

1. Conscientious Worker
2. Poor test marks
3. Assignments not complete
4. Lack of class participation
5. Adjusted grade based on individual program
6. Above grade level
7. Behavior needs improvement

HONOR ROLL/MERIT ROLL

Students in grades four through six are eligible to receive recognition for academic excellence through our two types of honor rolls. It is a pleasure for the faculty and administration to recognize our students for their fine academic endeavors.

Students achieving either the Principal's Honor Roll or the Merit Roll will receive a letter of recognition, and have this distinction posted in the school's hall honor roll citation.

Standards for academic honors for grades 4-6 are as follows:

Principal's Honor Roll

1. All academic numerical grades in all subjects must be equivalent to an "A" (93-100) average. The grades will be based upon a student's performance on ability-level material. *Special Areas must have "S" – (#2) or better (effort included).
2. Effort grades must be "O" Outstanding, or "S" Satisfactory.
3. Students should have demonstrated good citizenship and respect for authority.

Merit Roll

1. All academic numerical grades in all subjects must be above or equivalent to a "B" (85-92) average. The grades will be based upon a student's performance on ability-level material. Special Areas must have an "S" – (#2) or better (effort included).
2. Effort grades must be "O" Outstanding, or "S" Satisfactory.
3. Students should have demonstrated good citizenship and respect for authority.

Work & Study Habits, Personal Habits, and Attitudes and Social Growth is reported by the homeroom teacher.

INTERIM PROGRESS REPORTS

Interim Progress Reports are sent home midway through each marking period if a student is not doing well in a subject. The purpose of these reports is to indicate strengths and weaknesses. They also serve to alert parents and students while there is time to improve weaknesses and/or grades. Teachers will be calling home frequently to discuss the progress of each student.

Dates issued: October
 December
 February
 May

BACK TO SCHOOL NIGHT

September introductory Back-To-School meetings are scheduled in order for the teacher and the parent to understand the expectations each has for their child's educational program. The September Back-To-School Night is one of the most important meetings to ensure your child's success in school. If the child gets off on the right foot early in the year, a lot more can be accomplished. All parents are invited to the September Back-To-School Night, and are expected to participate.

COUNSELING

Students will have guidance/counseling services available through their classroom teachers, plus our school Child Study Team and Guidance Counselor. Should you experience any problem in securing proper guidance services, or should you wish to discuss the situation, contact appropriate staff members at 884-8485 Ext. 228.

HEALTH SERVICES

Students should immediately report any accidents to our school officials. Parents will be notified of any illness or accident that requires further medical care. Unless a responsible adult is at home, no pupil will be taken or sent home. No student can leave school without permission of the nurse or principal. Please contact our school nurse to discuss any health related matters concerning your child (884-8485). To prevent epidemics of communicable diseases and nuisance diseases (scabies, impetigo, head lice, ringworm) in the school, certain exclusion periods and isolation precautions are enforced as per New Jersey State Law. Please consult the school nurse for the specific procedures and precautions pertaining to the diseases.

STUDENT USE OF MEDICATION

All medication brought into the school by students must be given to the school office and be taken under the nurse's supervision. ***Only pre-approved, emergency medication may be self-administered by certain students.*** Only medication **prescribed by a licensed physician** will be given. Parents must send the original prescription bottle to school, indicating the accurate dosage. No student is allowed to have any form of medication in his/her possession. This rule will be strictly enforced for the health and safety of all the students.

IMMUNIZATION REQUIREMENT

All students must show documentation that they have completed the required immunizations as per New Jersey Statute.

HOMEWORK

(See Make-Up Work Due to Absence, Page 18)

Homework is an essential element of a child's education to ensure his/her success and achievement. Homework should enrich the programs the student is learning in school or provide him/her with practice. Occasionally, homework may introduce the student to a new subject matter that is being initiated, but this is not meant to be a frustrating event. Students usually receive homework four nights a week, Monday through Thursday, and may receive homework on the weekends as well. Homework will normally take each student between 20 minutes and 1 hour per day to complete (approximately 10 minutes nightly x grade level). The amount of homework assigned depends upon the age of the child; the younger the child, the more time that is left for developmental play.

LOST OR DAMAGED BOOKS

Students must report loss of a textbook to the subject teacher who issued the book. The teacher will issue the student another book. The student must pay for lost books within two weeks.

LUNCHESES

Our cafeteria serves nutritious, federally subsidized lunches each day. Kindergarten students eat at 11:40 AM each day and students in grades one through three eat at 11:45 AM, while students in grades four through six eat at 12:30 P.M. Children may also go home for lunch, but must be signed out and met in the school office by a parent prior to leaving school grounds. Parents assume full responsibility for pupil's safety off grounds.

The menu is sent home with students each month. We make every effort to avoid changes or substitutions; however, this is sometimes unavoidable.

***Lunch tickets may be purchased on a weekly basis for \$2.00 or \$10.00 and are sold on MONDAY ONLY. Weekly tickets are only sold during a full-five day school week.** Other prices are as follows:

Weekly	\$10.00
Weekly Reduced*	2.00
Daily	2.00
Daily Reduced	.40
Milk	.40

*Price subject to change if necessary. Advance notice will be given if changes are made.

Please pay in cash, as checks are not accepted for payment of school lunches. When students are absent after purchasing a weekly ticket, they must use their credit on the day of returning to school. Credits will not be carried. No glass containers or bottles are permitted in the lunchroom.

The cafeteria staff and supervisory aides make every effort to have lunch be a pleasant, social break in the school day. **Students are expected to demonstrate proper manners and behavior daily during lunch/recess time.**

CAFETERIA ETIQUETTE

The cafeteria is one of the few places in our school that is shared by our entire student body in the space of a few hours daily. It is therefore necessary to keep this area clean and trouble free. The following are guidelines to assist in maintaining a clean and comfortable place to eat:

1. Students should enter the cafeteria in an orderly manner. At that point, students will be directed by the cafeteria supervisor to form a line. Students observed cutting ahead of others will be placed at the end of the line.
2. Students should pick up their lunches and proceed to their eating area.
3. Students should not move from one table to another after, or during, eating.
4. All litter is to be thrown in the trash. It should never be left on the tables or floor. Please cooperate in keeping your area clean.
5. If you spill something, you should get a cloth, mop, or help from a custodian to clean it up.
6. **NO FOOD IS TO BE TAKEN OUTSIDE OF THE CAFETERIA AREA AT ANY TIME!**
7. As you finish eating, you are to take your tray and the dishes to the dishwashing area. All silver is to be placed in the proper receptacle.
8. Use good table manners at all times.
9. Be courteous and considerate at all times.
10. If you use a lunch ticket, you must have it as you go through the lunch line to receive the lunch of your choice. No substitute or duplicate ticket will be issued. No student will go without a proper lunch.
11. Any student who does not conduct himself/herself in an appropriate manner during lunch may be assigned to sit apart from his/her classmates. Other appropriate measures may be taken if necessary.

HIGH FIVE RULES

1. Be Respectful
2. Be Responsible
3. Be There/Be Ready
4. Follow Directions
5. Hands, Feet, Objects & Unkind Words to Yourself

BEHAVIOR PLAN

The teacher will manage classroom behavior problems using general classroom management strategies including the following:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Stamps, stickers, and stars
- Positive contact with the home
- Special activities
- Publications
- Assemblies/field trips to reward positive behavior and academic progress
- Teacher/student conference
- Disciplinary action initiated by the teacher
- Teacher/parent contact (letter, phone)
- Teacher/parent conference
- Guidance referral
- Principal referral

Incidents that involve throwing things, biting, pushing, slapping, pulling hair, kicking, or any other physical contact, the following steps need to be followed:

1. The teacher calls the following personnel to assist in removing the student from the classroom and states the nature of the incident:
 - Anne Borger, Guidance
 - Brianna Turner, Social Worker (Special Education Students)
 - Victoria Zelenak, Principal
 - Joan Maurer, Nurse
2. The teacher completes a Behavioral Referral Form.
3. The support staff calls the parent(s).
4. Consequences:
 - Office intervention
 - Counseling
 - Conference with student
 - School/parent conference
 - Recess detention
 - After school detention
 - Internal suspension from classes
 - External suspension from classes and all school activities
 - Loss of assembly/field trip privileges/school activities
 - Full restitution by parent(s) for damage done by student
 - Referral to legal authorities

Parents are asked to read and discuss the following expectations with their child/children.

- Follow rules and regulations of the school, classroom, bus and cafeteria.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, other school employees, and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Take pride in their school and community.

Please discuss and sign the Behavior Plan included in your packet and return it to you student's teacher.

VOLUNTEERS

Parents, teachers, school board members, and the administration of the Cape May City Elementary School have formed a Volunteer Aide Program. Volunteers must be approved by the Board of Education.

Some areas where a volunteer might be helpful are in the classroom, library, or in the office. For more information, call a volunteer coordinator at 884-8485.

An orientation/training program shall be conducted for volunteers as early in the school year as possible.

The PTA is an active organization and looking for new members. Please inquire at the main office.

VISITORS

The school policy is to accept only those visitors who have legitimate reasons to be at the school. Guests and visitors must register in the office and receive a building pass if permission is granted by administration to be in the building. Parents are welcome and should immediately report to the office to follow this procedure.

STUDENT SALES

Students **may not conduct any sales** in school except when they are a part of school activities and when they have received permission from the principal.

SCHOOL EVENTS

All school rules and regulations apply to school-sponsored events (trips, athletics, school plays, concerts, class-sponsored events). Any student found to violate any school standard, while in attendance at a school-sponsored event, will be subjected to disciplinary action.

STUDENT DRESS

All students are to attend school in a manner, which is conducive to establishing a climate for teaching and learning. Modesty and the avoidance of distracting influences are the basics to an acceptable appearance. Sunglasses are not to be worn for safety reasons. ***No distracting make-up, or hairstyles (i.e. hair dye, extreme hair cuts) dress, costuming, jewelry, hats, or gang related symbols are acceptable in any established learning environment.***

GIRLS: Dresses, skirts with blouses and/or sweaters, pant dresses, wide-strap dresses, culottes, skorts or ¾ length walking shorts, slacks, pants, and jeans are considered appropriate. Attire with cutouts, see-through, midriffs, or strapless wear is inappropriate. No Flip Flops are allowed. It is recommended that **no regular sandals** be worn for students' safety.

BOYS: Slacks, standard trousers, and shirts worn properly are required. No half-shirts or tank tops are permitted.

SHORTS: Permission to wear shorts is granted by the administration from the start of school until the end of the academic year. When shorts are permissible, this does not include hot pants, "mini" shorts, or bathing suits. Hats are not to be worn in the building unless a special "Hat Day" has been approved and announced by the administrator.

STUDENT COUNCIL

The student council for the Cape May City Elementary School is composed of representatives of students in the upper grade levels. They are elected to this position at the beginning of each school year. Student council members are considered leaders from within the general student body. They are expected to work for the continual improvement of our school.

STUDENT OF THE MONTH

Each month, teachers from each grade level select a student that represents excellence in behavior, class participation, initiative, and effort. That student receives recognition by having a congratulations letter sent from the principal, having their name announced over the PA, and receiving a certificate.

DOLPHIN CLUB

Students receive a Dolphin Note from teachers and staff for exhibiting good manners and good behavior. The Dolphin Notes are placed in a box centrally located. Each month students are drawn at random to participate in a Chicken Lunch with the Superintendent as a reward.

STUDENT BEHAVIOR

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

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

The school requires that pupils conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority and respond to those who hold that authority.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the superintendent for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

A pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

HARASSMENT, INTIMIDATION OR BULLYING

The board of education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation, or bullying against any pupil.

“Harassment, intimidation or bullying” is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

DUE PROCESS

Every student and his/her parents are entitled to the rights and privileges provided by the law. The administration of this school has, at all times, and will continue to afford its students the opportunity to discuss infractions, accusations, or indictments whenever such a discussion is requested.

We encourage the parents of our students to become involved in our discipline code, by attending conferences, supporting policies, and by helping us to insure that fair, equitable, and just determinations are reached.

SUSPENSION

A student who shows disregard or defiance to authority, purposely violates school rules and regulations, brings weapons or weapon-like objects to school, engages in unsafe practices, uses obscene language or gestures, or violates the rights of others and interferes with the normal classroom routine will be suspended by the principal.

Generally, the student will not be permitted to return to school until a conference has been held involving the student, the parents, and the principal.

The parents or guardians of the student will be notified by letter, and if possible, by phone.

EXPULSION

In rare circumstances, a child may be expelled from Cape May City Elementary School. Due process will be followed in such matters.

DETENTIONS

Occasionally, students may receive an after-school detention for misbehaving during school, or at school functions. Detention time is from 3:00 – 3:30 P.M.

Detentions will be given as follows:

- Teacher – When a teacher assigns a detention, parents will be notified prior to detention being held. Teachers will also call concerning your child's behavior. ***A call may precede a written detention notification.***
- Administrative – When the principal gives after-school detentions, a written notice will be sent to the parent, plus a phone call will be made to the parent or guardian informing them of the detention, and reasons for its assignment. A conference may also be required.

Parents MUST ARRANGE FOR THE TRANSPORTATION of their child if a detention is assigned. Your cooperation is necessary and greatly appreciated.

GUM CHEWING

Students are not permitted to chew gum in the school building, or on school grounds, **at any time.**

FIRE/EVACUATION DRILLS

During the course of the school year, there will be several fire/evacuation drills for the purpose of preparing for an emergency. Signs have been placed in conspicuous places in each classroom, instructing students on the proper method of exit from each room. Cooperation is needed for all students if panic is to be avoided. Below are a few simple rules to follow.

1. All students should be familiar with the fire drill procedure for each of the classrooms. These are posted in each room, and the students should study them the first day of school.
2. When the signal sounds, STOP WORK IMMEDIATELY, and follow the directions of the classroom teacher. Any student who is not with his/her class (on the way to another class, in the lavatory, etc.) will return to his/her class.
3. Walk quickly to the appropriate exit. Pushing, shoving, and yelling are to be avoided at all costs, as those actions could cause injuries.
4. Once outside the school, follow the directions of the teachers and move at least 50 feet away from the building. (Avoid standing in the parking lot areas, as this would hinder fire engines.)
5. Return to the building when appropriate signal is given.
6. OBEY the directions of the teachers at all times.
7. When outside, students must stay with their assigned group.

FIELD TRIPS

Most school trips are an extension of the curriculum and are an excellent source of additional information. Students will be asked to complete a form, indicating his/her parent's permission to take the trip. All school rules apply on school-sponsored trips. Please remember that your behavior is a direct reflection of yourself and our school.

LOCKDOWN DRILLS

Lockdowns are practiced periodically according to the School Safety & Security Plan.

PHYSICAL EDUCATION

ALL children must wear sneakers (white soles preferred) for Physical Education classes. **Play shoes are not acceptable.** Physical Education is a required subject for ALL children in New Jersey. **A note from a physician is necessary for a child to be excused from Physical Education classes,** including swimming classes, which are a required part of our Physical Education program for pupils in grades 3-6. It is recommended that students using the pool as part of their physical education program bring in, and wear in the locker room, and on the pool deck only (not in the pool), a pair of Aqua/Water Shoes to prevent slipping and protect their feet. **Please – no flip-flops are permitted in the pool!!**

P.A.C.E. PROGRAM (Program for Academic and Creative Enrichment)

P.A.C.E. provides opportunities for students to have both interesting and individually challenging learning experiences beyond the regular classroom. P.A.C.E. includes school-wide enrichment, pullout programs for academically and creatively talented students, and special art classes for artistically talented students.

SCHOOL-WIDE ENRICHMENT	P.A.L.S.	G.A.T.E.W.A.Y.	FOCUS ART
PreK-6	K-3	4-6	Primary/Intermediate
All students	Eligible: Academically & Creatively talented	Eligible: Academically & Creatively talented	Eligible: Artistically talented
Experiences within & beyond regular curriculum	Exploration	Thinking skills	
Guest speakers, programs, community experts, etc.	Creative thinking	Creativity/Problem solving	
	Research	Research	
	Communication (oral & written)	Communication (oral & written)	
		Leadership	
		Independent Study	

Gifted/Talented Identification

The P.A.L.S. and GATEWAY programs are designed to meet the needs of students who exhibit gifted and talented potential by virtue of their exceptional levels of ability. Students may be nominated by teachers and/or parents. Nominees are screened for eligibility using standardized test scores, the GATES (Gifted and Talented Evaluation Scale), a parent/guardian inventory, a writing sample, and report card grades. Eligibility screenings focus on academics, creativity, and leadership/task commitment.

TARDINESS TO SCHOOL

If a pupil arrives late (**after 8:30 AM**), he/she is to **REPORT DIRECTLY TO THE OFFICE**, and present a note explaining the reason for being late. The pupil will then obtain a late slip so that he/she may be admitted to class. **A pupil who is habitually late will RECEIVE OFFICE DETENTION DURING THEIR LUNCH/RECESS, OR AFTER SCHOOL.**

TELEPHONE

Students are **NOT ALLOWED TO USE TELEPHONES DURING THE SCHOOL DAY**, except in case of emergency. In case of emergency, students may request usage from the teacher, who will direct the student in the usage of the classroom telephone. Students may not bring cell phones or pagers to school.

LIBRARY CIRCULATION POLICIES

The materials in the school library have been acquired to supplement classroom instruction, encourage individual interests and concerns, and to provide for recreational reading.

1. Materials may be borrowed for two weeks and renewed if no one has requested the same title.
2. Reserve books (those that teachers have requested to be put on special loan) and reference books may be checked out through the school librarian.
3. Lost books must be paid for before final grades are released.
4. Mutilation or removal of materials from the library without properly checking them out will be considered damaging or stealing school property. Violators will be treated accordingly.

NOTE: 5. Resource materials are available for parents' use to support learning at home.

VALUABLE ITEMS

Students are asked not to bring items of value to school. Teachers cannot take responsibility for the loss or theft of items such as jewelry, watches, cameras, etc. Stereos, beepers, Walkman radios, etc. are not appropriate to a learning environment, and are not to be brought to school. **All desks, computers, lockers, etc. are the exclusive property of the Cape May City Board of Education.**

MAKE-UP WORK DUE TO ABSENCE

When a pupil has an excused absence, he/she should make up his/her work as soon as possible. Work in all subjects should be made up within a period equal to the number of days of the pupil's absence. For example: If a student is absent for three (3) days, the student must have his/her work made up in no more than three (3) school days. This should not be interpreted to imply the work does not have to be made up for three days. It means arrangements must be made as soon as the pupil returns to school, and the work completed within the allowable time. The **responsibility** for making up work missed because of an absence rests with the student. Teachers will do all they can to assist the student, but the pupil must take the initiative. **Students' assignments will usually be given after the child returns** to school in order that the teacher be available to explain directions. Assignments may be given, which the student can complete independently, if such a **request is made through the school office prior to 9:30 A.M.**

STATUTES

N.J. Administration Code Title 6 and Title IX 1972 Education Amendments:

1. Any parent/guardian has the right to view, to make notes, and/or to have a reproduction of the pupil's records. The parent may also have copies of the applicable state and federal laws governing students' records, upon request.
2. It is the policy of the Cape May City School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance may be directed to Mrs. Terri Nowotny, our Affirmative Action Officer.
3. Section 504 – Rehabilitation Act of 1973
 - a. The Cape May City Board of Education does not discriminate against any handicapped individual as per Section 504.
 - b. This statement applies to areas of admissions, treatments, or employment in its programs and activities.
 - c. For information, call the main school office at 609-884-8485. Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, or social or economic status must be made in writing.

DRUGS, ALCOHOL, STEROIDS, FIREARMS/WEAPONS

The Cape May City Board of Education and the staff of Cape May City Public School (hereafter referred to as the “Board” and the “staff”) recognize that the misuse of drugs is a serious problem with enormous impact upon the welfare of the entire school community. The Board and staff are committed to the prevention of anabolic steroid, alcohol, and other drug abuse. The Board and staff desire to utilize positive approaches in dealing with these problems, but will resort to the necessary and appropriate steps to protect the school community from harm and exposure to anabolic steroids, alcohol, and drugs.

Additionally, the Board and staff also recognize that an effective educational approach, promoting accurate information and positive decision-making skills, is the first step in preventing a student from becoming harmfully involved with anabolic steroids, alcohol and other drugs.

The following firearms/weapons are not permitted in the School Building or in the Drug Free School Zone: any type of weapon – e.g. gun, slingshot, screwdriver, penknife, pointed stainless steel nail filers, ice pick, etc., - that could be considered dangerous to fellow students, staff or administration.

As per the Drug, Alcohol and Steroid Policy, the same conditions exist in reference to student search, confidentially and all other conditions as stated in Policy Code 4119.231.

The entire drug, alcohol, steroid, firearms/weapons policy and procedures are on file in the Superintendent's Office, the Main Office, the Guidance Office, the Nurse's Office, and the Child Study Team Office and are available to all staff, pupils, parents and guardians.

RE: Cape May City Board of Education Policy #5131.6 & #5131.

SCHOOL SEARCHES

Please be advised that the district reserves the right to conduct unannounced searches or inspections of lockers, desks, or other property owned by the students and brought onto school grounds (for example, book bags, handbags, lunch boxes, etc.) as often as may be necessary to maintain order and discipline and to protect the safety and well-being of our entire school community.

**POLICY #6121
AFFIRMATIVE ACTION**

The Board of Education directs the Superintendent to:

1. Provide equal educational opportunities for all pupils by ensuring equal access to school facilities, programs, equipment, staff services, financial resources, and other benefits;
2. Eliminate any sexism, and group bias, or stereotyping, discovered in school programs, and educational materials.

The Affirmative Action Policy, plans, and grievance procedures are located in the main office of the Cape May City Board of Education. Inquiries regarding these matters should be directed to:

Mr. John Thomas
Business Administrator/Board Secretary/Affirmative Action Officer
Cape May City School District
921 Lafayette Street
Cape May, New Jersey 08204

STUDENT AND PARENT GRIEVANCES

A grievance shall mean a complaint by a student, the Student Council, or a parent concerning a decision or policy. The grievance shall be initiated within thirty (30) days of the loss, inconvenience, or injury.

Students and parents have rights to grievance through successive channels: teachers, principal, superintendent, and Board of Education. A grievance shall be promptly investigated and in no case shall the time limits specified be exceeded.

The aggrieved is entitled to be represented at all stages of procedure. Grievances may be instituted and followed-up verbally or submitted in writing at the option of the grievant.

For Board consideration, the grievance must be in writing. The decision of the Board of Education is final except for any possible legal action or appeal to the Commissioner of Education.

SEXUAL HARASSMENT

It is the policy of the Cape May City Public Schools to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the Cape May City Public Schools' staff to harass another staff member or student, through conduct or communications, of a sexual nature as defined in Section II.

Section II. Definition:

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, or physical conduct, of a sexual nature when made by any member of the school staff to another staff member, or student; or when made by any student, to a staff member, or another student, when:

1. Submission to such conduct is made either explicitly, or implicitly, a term, or condition, of an individual's employment, or education, or when;
 2. Submission to, or rejection of, such conduct by another individual is used as the basis for academic, or employment, decisions affecting that individual, or when;
 3. Such conduct has the purpose, or effect, of substantially interfering with an individual's academic, or professional performance, or creating an intimidating, hostile, or offensive employment, or educational environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to, the following:
- verbal harassment or abuse;
 - pressure for sexual activity;
 - repeated remarks to a person with sexual or demeaning implications;
 - unwelcome touching;
 - suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Section III. Procedure

Any person who alleges sexual harassment by any staff member, or student, in the district may use the procedure detailed for all grievances (i.e.), first to the supervisor of the person involved and then to the superintendent. The superintendent shall advise the complainant on how to formalize a complaint under district requirements and/or the federal form requirements under Civil Rights Act 1964, as amended.

Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's work status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the compliant, and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct, and to take corrective action when this conduct has occurred. The superintendent shall report to the Board appropriately.

Section IV. Sanctions

A substantial charge against a staff member in the school district shall subject such staff member to disciplinary action, such as reprimand, loss of salary increment, suspension without pay, or discharge.

A substantial charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline policy.

STUDENT DISABILITIES PURSUANT TO SECTION 504/ADA

The Cape May City School District in compliance with New Jersey State regulations provides screening services for handicapped children ages three to five. Special Education programs are provided for eligible children.

Cape May City parents of children ages three to five who suspect that their child is handicapped are advised to contact the Child Study Team office at 884-8485 during regular school hours for further information.

INTERVENTION AND REFERRAL SERVICES

Parents and school personnel with concerns about a child's academic/social/emotional progress may initiate a referral to the I & RS Committee by obtaining a referral form from the Child Study Team Office. If you have questions, please call the I & RS Committee Chairperson at 884-8485.

Parents and school personnel who suspect a child may have a learning disability may contact the Child Study Team Coordinator regarding pre-intervention services and/or an identification meeting.

NO CHILD LEFT BEHIND

The *No Child Left Behind Act of 2001* includes the legislation governing much of the federal funding available to school districts.

Under *No Child Left Behind*, our district receives Title IV monies for Safe and Drug-Free Schools and Communities. These monies support programs to prevent violence in and around school; prevent the illegal use of alcohol, drugs, and tobacco by young people; and foster a safe and drug-free learning environment that supports academic achievement. Our district uses the Title IV funds to employ Behavior Management Assistants in the Cape May City Elementary School. These staff members assist the principal in enforcing the Student Code of Conduct and creating a safe school environment.

Also, under *No Child Left Behind Act of 2001*, our district receives Title I monies to help all students achieve proficiency on the challenging state standards and assessments. Most of our funding is designated for the Basic Skills Improvement Program.

The law also established the Parents' "Right to Know" provision, which allows parents to request information on the professional qualifications of their children's teachers. Please know that all of our teachers are considered "highly qualified". You may contact the school principal if you have any further questions.

POLICY #3510 INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. Integrated pest management procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. The procedures will apply IPM principals to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Cape May City Elementary shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

The superintendent is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act. Questions can be directed to Robert Britton, IPM Coordinator, at 884-8485.

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan is available for public review at the school office. Contact Terri Nowotny at (609) 884-8485.

NEW JERSEY MODEL SCHOOL NUTRITION POLICY

The Board of Education, or recognized school authority, recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal; and
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006).

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- 1) Based on manufactures nutritional data or nutrient facts labels:
 - No more than eight grams of total fat per serving, with the exception of nuts and seeds
 - No more than two grams of saturated fat per serving
- 2) All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing two percent or less fat.
- 3) Whole milk shall not exceed eight ounces.

In elementary schools:

- 100 percent of all beverages offered shall be milk; water or 100 percent fruit or vegetable juices.

Food and beverages served during special school celebrations during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. Foods brought from home to be shared with others (e.g., classroom party) must be in a sealed package, purchased from a grocery store or bakery and must contain a content label.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNV's during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. We shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and community at large.

POLICY # 6142.10 STUDENT INTERNET, DISTRICT WEB SITE & EMAIL POLICY

The Cape May City Board of Education considers a computer network to be a valuable tool for education and encourages the use of computer-related technology in district classrooms. The district now has the ability to enhance students' education through the use of computers on the Local Area Network and the Internet.

Student users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the district. All students must comply with the following:

1. All use of the network and the Internet must be in support of education and consistent with the purposes of the Cape May City School District.
2. Be respectful of the rights, ideas, information, and privacy of others.
3. Neither send nor receive information that can be hurtful or harmful to others. This includes discrimination by race, religion, ethnic origin, or sex, which includes the sending or receiving of sexually explicit material.
4. The student should report any violations of the use of the network and the Internet to the teacher in charge.
5. The teacher in charge must approve the use of personal disks if compatible with the network computers, consistent with licensing laws.
6. Personal information about oneself should **not** be shared over the Internet such as last name, home address, phone number, etc.
7. Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law is prohibited.
8. Network users identifying a security problem on the district system must notify the teacher in charge. Do not demonstrate the problem to anyone.
9. Network users may download materials other than software programs for their own classroom use. Copyrighted materials must be used in accordance with district policy and applicable law.
10. Vandalism or improper use of software will result in cancellation or suspension of system use privileges. Vandalism is defined as a "malicious attempt to harm, or destroy, district equipment, or materials, that of another user, or of the district system, or the Internet system."

INTERNET USER CONTRACT – STUDENT

I _____ understand the policies as outlined in the Cape May City Public Schools Technology policy and will abide by those rules. I also understand that any inappropriate conduct will be dealt with as deemed appropriate by the administration and this may include, but is not restricted to immediate revocation of Internet access rights, detention, suspension, and legal prosecution. The administrators of the network are not responsible for any misconduct of harm that I commit. I am held fully responsible for all my actions. In using this network, I promise to:

Be respectful of the rights, the ideas, the information, and the privacy of others.

Neither send nor receive information that can be hurtful or harmful to others. This includes discrimination by race, religion, ethnic origin, sex, and sexual orientation. (I understand that this includes the sending or receiving of sexually explicit material.)

Neither receive nor distribute unauthorized copies of copyrighted software.

I promise to visit only the site addresses that would be educationally helpful to me in this school. I promise not to visit any sites that feature drugs, alcohol, sex, weapons, and/or violence. I promise not to type profanity or any inappropriate language. I promise not to give my last name, home address, home phone number, school name, or school address.

Signature of Student

Student's Teacher

Date signed: _____

I _____ being the parent/guardian of the above student understand all the policies outlined in the Cape May City Public School Technology policy. I also understand that even though my son/daughter's school is providing supervision and guidance during the student's use of the Internet, complete blockage of all unauthorized material is not guaranteed and I will not hold the school responsible for the student's access of unauthorized material. By signing here, I give my son/daughter permission to access the Internet through his/her school.

Signature of Parent: _____

Date Signed: _____