

# **Glenwood Avenue Elementary School**

**Home of the Little Warriors**

**2022-2023**

**Parent/Student Handbook**

# **GLENWOOD AVENUE ELEMENTARY SCHOOL**

## **MISSION STATEMENT**

**The mission of the Wildwood School District is to meet the varied needs of our culturally and economically diverse student population so that all students are provided with the opportunity to maximize their education and career potential through the acquisition of the NJ Core Curriculum Content Standards and involvement in co-curricular activities, giving them the necessary skills to prepare for their roles as productive global citizens in the 21<sup>st</sup> Century.**

***APPROVED BY THE WILDWOOD BOARD OF EDUCATION AT ITS REGULAR MEETING OF NOVEMBER 14, 2007.***

## **VISION STATEMENT**

**The School community of Glenwood Avenue Elementary School will cooperatively provide the highest quality education to develop responsible citizens, while fostering a positive self-image, respect for others, and a desire for learning within a safe, nurturing, and multicultural environment.**

**GLENWOOD AVENUE ELEMENTARY SCHOOL  
RECEIPT OF HANDBOOK BY PARENT/GUARDIAN**

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**Name of Student**

**By signing this form, I (please print) \_\_\_\_\_ am acknowledging that I have received, read, and I understand all of the information that is included in the Glenwood Avenue Elementary School Handbook. I also understand that I must return this form to the Main Office of Glenwood Avenue Elementary School.**

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**Parent/Guardian Signature**

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**Date**

September 8, 2022

Dear Parents/Guardians:

Please be advised that the Wildwood School District, in conjunction with the New Jersey Department of Education, continues to make the issue of safety a priority. This is why Public Safety Policy #5142 was implemented.

If you wish to have your child escorted home by a designated individual(s), please complete, sign, and return the form on the back of this letter. Under the new policy, the District will not allow a child in grades Preschool to 2 to walk home **unescorted** if the parent/guardian submits the attached form requesting that a designated individual escort their child home from school. **If you do not respond to this letter, we will assume that your child can be dismissed at the usual times without an escort.**

If you have any questions, please do not hesitate to contact me. Thank you for your kind attention and cooperation.

**Pupil Safety – Dismissal Procedures** *(Please print all information)*

I, \_\_\_\_\_(parent/guardian) of \_\_\_\_\_ (student)

hereby request that my child be escorted home from school following dismissal each day.

I understand that this arrangement will be considered permanent throughout the entire year.

If I wish to change this arrangement in the future, I understand that I must provide written notification to the school principal prior to the change effective date.

\_\_\_\_\_  
Escort's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# **GLENWOOD AVENUE ELEMENTARY SCHOOL RULES**

- 1. Treat others, yourself, and the school environment with respect and dignity**
- 2. Cooperate fully and work to the best of your ability**
- 3. No physical contact**
- 4. Use appropriate language**

**\*NOTE: These rules apply from your home, to school, and within school. \***

# GLENWOOD AVENUE ELEMENTARY SCHOOL

(609) 522-1630

FAX (609) 729-5243

## **SUPERINTENDENT OF SCHOOLS**

Mr. John K. Kummings

## **ELEMENTARY PRINCIPAL**

Mr. Travis LaFerriere

## GLENWOOD AVENUE SCHOOL EXTENSIONS

Principal .....	3444	General Office .....	3950
Nurse.....	3446	Guidance .....	3440

### CHILD STUDY TEAM

522-1670

### SUPERINTENDENT'S OFFICE

522-7922

### BOARD OF EDUCATION OFFICE

522-7922

### **Non-Discrimination Statement for all Publications:**

The Wildwood School district is committed to the principle of equal opportunity in education and employment. The district does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other district-administered programs and activities. Inquiries and/or complaints should be sent to Ms. Renee Siegler, Affirmative Action Officer, at [rsiegler@wvschools.org](mailto:rsiegler@wvschools.org).

### **Message to Students from the Administration and Board of Education:**

We present this handbook with the hope that the information contained herein will help students and their parents take the fullest advantage of the educational opportunities offered by the Wildwood Public Schools. The handbook explains the routine procedures involved in operating the elementary school. The students have the responsibility of familiarizing themselves with these procedures. Should any further information be necessary, students and parents are urged to contact the elementary school administration. The staff and administration of Wildwood Public Schools join with the Board of Education in wishing each student a very successful school year with high academic achievement and many enjoyable experiences.

## Message from the Principal:

I would like to take this time to welcome everyone to Glenwood Avenue Elementary School. I am honored to serve as the Principal of our Little Warriors. At the elementary school, we emphasize student ownership of learning and provide opportunities for our students to learn and challenge one another. We are enthusiastic about student learning and convey high expectations for all students. We strive to create and maintain a school environment that promotes respect and caring as well as responsibility and academic integrity. The administration, teachers, and support staff work to empower students to be successful both inside and outside of the classroom. As educators, we have made the choice to be part of the Wildwood Community because we truly believe that we can make a difference in the lives of our children. Our students are our main focus and we work hard to engage them in meaningful educational experiences in order to prepare them for a successful future. We are grateful for the parents and families that make what we do at Glenwood possible. We appreciate your continued support and appreciate all that you do for our students. This is an exciting time in your child's life and we are privileged to be a part of it. We will continue to work hard to make the elementary school experience both productive and memorable for everyone.





**Board of Education:**

President	Mr. Ernest Troiano III
Vice-President	Josephine Sharpe
Board Members:	
Mrs. Carol Bannon, Mr. Edward Harshaw, Mr. David MacDonald, Mr. Joseph Murray Jr., Mrs. Kelly Philips, Mrs. Lynn Quinlan, Mrs. Mary Rulon, Ms. Roberta Joy Taylor	
Secretary to the Board/Business Administrator:	Mr. Jason Fuscellaro

**Administration:**

Superintendent	Mr. John K. Kummings
Elementary Principal	Mr. Travis LaFerriere
Supervisor of Curriculum & Instruction	Mrs. Josepha Penrose
Supervisor of the Child Study Team	Ms. Renee Siegler
Supervisor of Literacy of Data of Management	Mrs. Tricia Lemma
Guidance Counselor	Mrs. Megan Rattray

**Medical Services:**

School Doctor	Dr. Olarsch
School Nurse	Nurse Johnson

## **Child Study Team:**

The Child Study Team is a multidisciplinary educational team that is responsible to locate, identify, evaluate, and determine eligibility for students suspected of having educational disabilities. If a student is determined to be disabled, an Individualized Education Program (IEP) is developed. The student's placement and educational program are reviewed and a new IEP is written at least annually. The Child Study Team (CST) consists of a Learning Disabilities Teacher/Consultant (LDT/C), a School Social Worker, a School Psychologist and a Speech-Language Specialist.

Any child who is having difficulty in school should first be referred to the school based Intervention and Referral Services (I&RS) Team, to find solutions to those difficulties. If school-based general education efforts do not solve the difficulty, the I&RS Team may make a referral to the Child Study Team. Parents are part of the process and are informed before any action is taken. Parents/guardians have the option of making a direct referral to the Child Study Team, but working with the school-based I&RS is advised and an appropriate first step in most situations.

Students or parents wishing to meet with the Child Study Team should contact the office for an appointment. They can be reached at 522-1670.

Supervisor of the Child Study Team  
Learning Disabilities Teacher Consultant  
School Psychologist  
School Social Worker  
Speech Pathologist  
Student Assistance Counselor  
Child Study Team Secretary

Ms. Renee Siegler  
Mrs. Deborah Brenner  
Mrs. Melisa Vogt  
Ms. Katina Powell  
Ms. Sierra Palmer  
Ms. Diana Akeret  
Mrs. JoAnne Noon

## **Intervention and Referral Services:**

The I&RS Committee assists teachers with strategies for working with non-classified students who are experiencing mild learning or behavioral problems. A building administrator chairs the committee of professional staff who offer structured support and assistance to teachers by providing instructional strategies to promote student competence. Parents or guardians are notified when consultation with the I&RS Committee occurs and, as appropriate, are invited to participate in the I&RS meeting.

## **ARRIVAL PROCEDURES:**

Student drop-off before school will be on Magnolia Avenue. Students may be dropped off between 7:45AM and 8:00AM. Please do not drop your child off prior to 7:45AM as there will not be supervision present before this time. Students arriving at the school after 8:00AM must enter through the main entrance in the front of the building. Students will be considered late after 8:05AM. All classrooms will eat breakfast in their classroom.

**FOR SECURITY REASONS, PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING WITHOUT FIRST OBTAINING A VISITOR'S PASS FROM THE MAIN OFFICE.**

## **DISMISSAL PROCEDURES:**

Students are dismissed on full days at 2:45 PM and on early dismissals at 12:35 PM. Students who require an escort as evidenced on the required paperwork must be picked up by a parent at these designated times. As a matter of child safety, the school will contact the Police and the Division of Youth and Family Services if a parent cannot be contacted, or does not arrive once contacted by 3:15 pm on full days and 1:10 PM on early dismissal days. Students at the Glenwood Early Childhood Annex and our WHS PreK Program, will be dismissed on full days starting at 2:20 PM for PreK and 2:35 PM for Kindergarten. On early dismissal days, PreK will dismiss at 12:10 PM, and Kindergarten at 12:25 PM.

**STUDENTS WILL ONLY BE RELEASED TO AN ADULT AGE 18 OR OVER THAT IS LISTED ON REGISTRATION FORM AND WHO CAN PRESENT VALID PHOTO IDENTIFICATION.**

## **FREQUENTLY ASKED QUESTIONS:**

### **WHAT DO I DO IF MY CHILD IS ABSENT?**

- Glenwood Avenue Elementary School will contact you via the automated dialer any day that your child is marked absent from school. If you have a question or concern about an absence, Call Mrs. Gonzalez at 522-1630 extension 3442.
- When your child returns to school, a legal note (Courts) or from a physician is required for the absence to be considered excused. Any excuse note from either a Court House or doctor's office may be faxed to 609-729-5243.
- At least a week's notice is required for family vacations in order to allow time for the teachers to prepare the makeup work. Requests for makeup work are handled through the Guidance Office.
- **Family vacation days are not excusable under state law and are calculated in the absence maximum.**
- If your child will be absent for an extended period of time due to an illness or family emergency, please contact the office at 522-1630 ext. 3442 to discuss assignments and options for your situation.

### **WHAT DO I DO IF MY CHILD IS HAVING A PROBLEM IN A CLASS?**

Should you have concerns over the calculation of a grade, or your child experiences some academic difficulties, or there is a recurring concern with a teacher; please:

- Schedule a conference with the teacher to discuss the situation.
- If no resolution can be reached at the conference, contact the Office to discuss the problem with your child's counselor.
- If no resolution can be reached after consulting the counselor, contact the Principal's secretary to schedule a meeting to discuss a solution to the situation, (522-1630 ext. 3444)

## **WHAT DO I DO IF MY CHILD IS HAVING A RECURRING PROBLEM WITH ANOTHER STUDENT?**

Should your child experience recurring problems with another student or a group of students, encourage them to take the following steps in solving the issue rather than measures, which may lead to discipline action according to the discipline policy:

- See their Counselor and/or a teacher to discuss the situation with an adult.
- Meet with the Principal to share your concerns and let her know who is involved.

Parents are asked to let someone know that your child is struggling for a solution by speaking directly with your child's counselor. If the problem continues, please feel free to contact the Principal's secretary to either schedule a meeting or discuss over the phone your concerns should they not be addressed to your satisfaction.

## **WHAT TO DO IF YOU HAVE A CONCERN OVER YOUR CHILD'S MEDICAL CONDITION, MEDICATION OR MEDICAL RECORDS?**

- Consult the School Nurse directly by calling the nurse's office at 522-1630, ext. 3446.

### **Permanent Student Records:**

Each pupil enrolled in the Wildwood Public Schools has a permanent record card in the file. This card is of great importance as a source of information concerning former students. The card also has great value as a source of information for guidance purposes while the student is enrolled in the school. The complete record of the students from the time they enrolled in the school until they move, withdraw from school, or graduate is supplemented by information contained on the card where all standard test results are recorded. The permanent record card may not be removed from the office unless the name of the borrower is recorded in the office. The cards and information they contain cannot be replaced if lost. The cards are to be used but everyone using them must take every step to insure their safety and condition. Cards must not be removed from the school building.

The information contained on each permanent record card is as follows:

- Name and address of the pupil
- Name and address of each parent or guardian
- Date and place of the pupil's birth

- Telephone number of the pupil's home
- Date of entry
- School the pupil attended before enrolling in Wildwood Public Schools
- Date of withdrawal and the reason of withdrawal
- Homeroom teacher for each grade and the year the pupil was in each grade
- A summary of the personality record for the high school years
- School photographs
- Record of the pupil's attendance (days absent and times tardy)
- Record of standardized tests in intelligence and achievement
- A record of school subjects and grades
- A record of transcripts sent to other schools and colleges
- A record of any scholastic honors
- A record of participation in athletics, music and other activities
- A place for any other information the school might wish to record. Any interested parents should contact the elementary school office for the procedure for reviewing pupil records. Also, all available state and federal policies regarding pupil records are available upon request from the elementary school office.

## **Model Notification of Rights under FERPA For Elementary and Secondary Schools:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will decide for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3) Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception,

which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

## **STUDENT INFORMATION FORMS:**

At the opening of each year, parents and guardians must complete a Student Information Form. This provides us with the necessary information to contact parents in emergency situations. It is essential that this information be kept up to date at all times. Please notify us immediately if there is any change in address, legal guardianship, etc.

Note: School policy requires not only the signature of the parent or guardian, but that of the person designated as the alternate emergency contact person. Students will not be released during school hours unless we have these signatures on file.

## **STUDENT PLACEMENT WHEN TRANSFERRING FROM OTHER COUNTRIES/ SOVEREIGNTIES:**

When a student is transferring from a school in another country or sovereignty, they will be placed in the most appropriate academic environment according to the age they will be by October first of the current academic year. The administration may modify this procedure based on the information that is provided by the sending district.

<b>Age as of October 1<sup>ST</sup> of the Current School Year</b>	<b>Grade Placement</b>
3	Pre-K
4	Pre-K
5	Kindergarten
6	First
7	Second
8	Third
9	Fourth
10	Fifth

## **PRESCHOOL/KINDERGARTEN:**

Preschool and Kindergarten will be off campus at the Glenwood Early Childhood Annex at 25th and Central Avenues in North Wildwood. Kindergarten breakfast will start at 8:00 am. **The preschool program does not start until 8:00 am.** Promptness in bringing your child to school and being on hand to take them home is imperative for the success of our students.

## **SCHOOL CLOSINGS/LATE OPENINGS:**

For Inclement Weather: In the event of snow or other severe inclement weather, the Superintendent of the Wildwood School District will make the final decision on school closings or late openings. In the event that we are faced with harsh weather, school closings will be posted on our district twitter and facebook pages. The district will also send out a pre-recorded message via the auto dialer. It is imperative that you provide the office with an up to date phone number in order to receive this call.



## GRADING PROTOCOLS:

The administration and faculty are interested in providing your child with the best possible education and will always be glad to discuss the problems that may arise during the school year. An appointment may be made by calling the elementary office at 522-1630.

### REPORT CARD DATES

Marking Period	Marking Period Ends	Report Cards Issued
1	November 15	11/17 Through 11/22
2	January 27	January 31
3	April 6	4/24 Through 4/28
4	June 20	TBA

First and third marking periods are designated for parent teacher conferences to be held in the school classrooms or virtually depending on NJ Orders. Parents must come to the school and discuss with the teacher the progress of the student in order to receive the child's report card.

On parent teacher conference days, students will follow the abbreviated day schedule. They must be in school no later than 8:05AM and will be dismissed at 12:35PM.

Any other special conferences with the teachers may be initiated by the parent or the teacher at any time. If you wish to arrange such a conference, please call the elementary office at 522-1630 ext. 3442.

Progress reports will be sent for any student doing unsatisfactory or failing work. They may also be used for positive comments regarding a student's achievement or behavior.

## GRADING SYSTEM:

A = 93 to 100

B = 85 to 92

C = 76 to 84

D = 70 to 75

F = Below 70 and Failing

M = Medical (Physical Education)

O = Outstanding

S = Satisfactory

I = Improving

N = Needs Improvement

## **ACADEMIC ETHICS:**

Academic Ethics are standards set by the Wildwood School District regarding scholastic dishonesty. Ethics violations include:

- Plagiarism – buying, selling, or obtaining by any means, another person’s work and submitting it without acknowledgement
- Cheating – possession or use of materials not authorized by the teacher during a test
- Collusion – unauthorized collaboration or assistance
- Submission of work that was completed wholly or in part by another person
- Obtaining/distributing a copy of a test or part of a test
- Taking a test for another person
- Copying – from a test paper, homework assignment, etc.
- Submitting false research data, lab reports, etc.
- Any action designed to give unfair or undeserved advantage or credit to a student.

**Students who commit such acts will be subject to academic discipline. Academic discipline may include loss of credit for work submitted for all parties participating in the incident, as well as loss of participation in activities whose membership is based in part on academic ethics. The actions will be reported to the administration, which reserve the right to also impose further disciplinary sanctions.**

## **BACK TO SCHOOL NIGHT:**

The focus of Back to School Night will be on the classroom and general atmosphere prevalent in our school. It is primarily an opportunity for parents to experience a typical school day that their son/daughter may experience and to meet the teacher. Individual student concerns are not addressed. Parents who wish to discuss their child’s personal needs are encouraged to call the school and schedule a conference. Aspects of the program and school that affect the entire class will be presented. Event may be virtual based on NJ Regulations.

## **PARENT CONFERENCES:**

Parent conferences are scheduled twice annually. Students will be dismissed early on conference days. Consult the calendar for scheduled conference days. Notices will be sent home with appointment times.

## **HONOR ROLL:**

**FIRST HONOR ROLL-** A pupil must have no mark below an "A" in the study areas: Reading, Math, Language Arts, Spelling, Health, Social Studies, and Science. The pupil must have no "N" or "U" marks, and must receive at least satisfactory in all special areas.

**SECOND HONOR ROLL-** a pupil must have all "A" or "B" grades in the study areas. Pupils must receive at least satisfactory in all special areas. If a letter grade appears in a special area, a C is considered to be satisfactory.

## **PERFECT ATTENDANCE:**

To be recognized for perfect attendance, students must be present every day during the period of recognition, and cannot be unexcused as tardy to school more than 10 times. Students who demonstrate these criteria during a marking period will be eligible for perfect attendance for the particular marking period. **Students who are tardy more than 10 times during the school year will not be eligible for perfect attendance for the school year.**

## **HOMEWORK:**

As educators, we realize homework is a vital and necessary part of material presented and discussed in the classroom. Homework serves as reinforcement in the learning process and is an integral part of the total educational program. Failure to complete or submit homework assignments will seriously impact your academic progress.

## **PARENT REQUESTS FOR SPECIFIC TEACHERS:**

Due to the ever changing and diverse needs of our student population at Glenwood Avenue Elementary School and our goal to make the most efficient use of our available resources, it is the policy of the school not to accept special requests for specific teachers.

## **PROMOTION REQUIREMENTS:**

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade.

Such retention shall be considered when:

- The student is achieving significantly below ability and grade level.
- Retention would have a reasonable chance of benefiting the child totally.
- Attendance impedes academic progress.

## **USE OF SCHOOL TECHNOLOGY:**

Students are required to sign an Acceptable Use Policy (AUP) prior to using any school technology or logging on to the school network. Each student will be issued an individual username and password. **It is against Board policy for any student to share their username and/or password with another user or to logon under any other user's data.** Any activities that occur under a student's assigned user name/password are the responsibility of that user. If you have reason to suspect that someone else is using your logon information, notify your teacher or an administrator immediately.

If anyone asks you to allow them to work under your password or offers to share someone else's logon data, report this immediately to your supervising teacher or to an administrator.

Students are reminded of the dangers of communicating using the Web. Students are not permitted to access their personal email or prohibited sites (i.e. Tik Tok YouTube, Facebook, etc.) using school hardware or at any time during the school day or at school activities. The use of Proxy Server sites is strictly prohibited and subject to disciplinary action. Students should never provide personal information over the Web without clearance from an adult supervisor.

The school curriculum does infuse a great deal of technology within the parameters of the AUP. The course of study may include but is not limited to the use of student email, secure social networking, video chatting, back channeling, and several other aspects of internet use for communication, research and learning.

## **SCHOOL WEBSITE:**

Visit the school website: [www.wwschools.org](http://www.wwschools.org)

Use this site to access:

- School calendar and upcoming events
- sports schedules
- faculty email and voicemail information
- academics and teacher pages

## **POLICY STATEMENT FOR ADMISSION OF PUPILS TO PRESCHOOL AND KINDERGARTEN:**

**Preschool:** Any child who will become three (3) years of age on or before October 1 of that school year shall be admitted to preschool at the beginning of that school year provided a slot is available.

**Preschool:** Any child who will become four (4) years of age on or before October 1 of that school year shall be admitted to preschool at the beginning of that school year provided a slot is available.

**Kindergarten:** Any child who will become five (5) years of age on or before October 1 of that school year shall be admitted to kindergarten at the beginning of that school year.

The Board of Education shall not be required to accept by transfer from public or private school any kindergarten pupil or preschool child who is not eligible for reason of age.

## **MINIMUM IMMUNIZATION REQUIREMENTS:**

A doctor's record must be presented showing that the child has received the following immunizations:

### **PRESCHOOL:**

- **DPT:** at least 4 doses
- **Polio Vaccine:** at least 3 doses
- **MMR:** at least 1 dose on or after the 1<sup>st</sup> birthday
- **Hepatitis B:** 3 Doses
- **Varicella:** one on or after the first birthday
- **HIB:** a minimum of one dose after the first birthday
- **Influenza:** 1 dose to be given between 9/1 and 12/31
- **Pneumococcal:** a minimum of one dose after the 1<sup>st</sup> birthday

### **KINDERGARTEN:**

- **DPT:** at least 4 doses with one given on or after the 4<sup>th</sup> birthday, or any 5 doses
- **Polio Vaccine:** at least 3 doses with the last dose being given after the 4<sup>th</sup> birthday or any 5 doses
- **MMR:** 2 doses
- **Hepatitis B:** 3 Doses
- **Varicella:** 1 dose on or after the first birthday

## **KINDERGARTEN PROGRAM:**

Kindergarten students are tested by the kindergarten staff. This takes place in the fall of every year. The main purpose of this screening is to determine student ability levels.

Our kindergarten program is based upon students' individual needs and readiness skills. We offer summer school for incoming kindergarten students during the summer preceding the first year they are to enter school, provided the funds are available. Parents wishing additional information regarding the kindergarten program should call the elementary principal at 522-1630 ext. 3444.

## **SUMMER SCHOOL:**

When the school is able to offer a summer program, only students who were enrolled during the closing school year and remain enrolled for the upcoming school year will be able to attend with the exception of PreKindergarten and Kindergarten students who are entering school for the first time.

## **NJ FAMILY CARE INSURANCE:**

NJ Family Care is a federal and state funded health insurance program created to help New Jersey's uninsured children and certain low-income parents and guardians to have affordable health coverage. It is not a welfare program. NJ Family Care is for families who do not have available or affordable employer insurance, and cannot afford to pay the high cost of private health insurance. For more information go to [WWW.NJFAMILYCARE.ORG](http://WWW.NJFAMILYCARE.ORG) or call 1-800-701-0710. **2<sup>ND</sup> FLOOR YOUTH HELPLINE** 2ND FLOOR is a confidential and anonymous helpline for NJ's youth and young adults. For more information, go to [WWW.2NDFLOOR.ORG](http://WWW.2NDFLOOR.ORG) or call 1-888-222-2228.

## **PUPIL CODE OF CONDUCT:**

### **SCHOOL CONDUCT RULES**

- All rules apply to elementary students during the school day, on the school premises, and at school related functions
- Students should **keep to the right** in the hallways, moving quietly in single file at all times.
- Do not touch any other student in the school at any time. Excessive horseplay is dangerous and will result in disciplinary action.
- Gum chewing is not permitted in school.
- Food or drinks should only be consumed in the cafeteria during breakfast and lunch. Students who need fluids due to illness/medication must obtain a pass from the nurse. They may only have bottled water in class. Caffeinated beverages or beverages in unsealed containers are not to be brought nor consumed at school.
- When you are dismissed at the end of the day, go right home, unless you are scheduled for an after-school activity. Students who must wait for brothers or sisters need to present a note to the teacher from parents/guardians telling the reason for waiting after school.
- Obey and show respect to all teachers and school personnel.
- Truancy from school is forbidden. Students who do not report to an assigned area or class are considered truant.
- Do not use profane language (cursing) at any time.
- Fighting is dangerous for the students involved and for bystanders and staff. Students who engage in fighting will be immediately disciplined and may face police charges.
- If at any time you feel you are being bullied or harassed by another student, or you witness such activity, report it to your teacher or the administration.
- Defacing or destroying school property is forbidden. Students will have to pay for the cost of any damage they cause and police charges may be filed.

- The possession or use of tobacco products and/or lighters or matches is not permitted in the building or on school grounds and will receive disciplinary consequences. Students with a tobacco problem are encouraged to seek help through the SAC or school nurse
- Students are not permitted to use or carry cellular phones during the school day. The office telephone may be used by students only in emergencies: to call home when the student is detained after school or when the student must be picked up at the school by a parent, etc. Social engagements should not be arranged over the school telephone.
- Students may not bring electronic devices such as iPods, cell phones, Gameboys, etc. to school.
- Dangerous items are not permitted in school. Personal pencil sharpeners are not permitted.
- Students may not demonstrate a relation to fraternity or gang affiliated entities. Such demonstration shall include but is not limited to the wearing of specific colors, jewelry, and symbols, and the use of hand signs.

### **Wildwood Virtual Student Code of Conduct (WVSCC):**

Although our classroom environment will at times be virtual (online), the standards of behavior are as important as they are in our buildings. Our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Wildwood Public School Students understand how to behave in an online environment, we have developed a code of conduct that all students ages Pre-K through twelve, are required to follow. This code of conduct addresses student interaction with Wildwood faculty, staff, and other Wildwood students, as well as their individual actions.

#### **Interactions with Wildwood Faculty and Staff**

- Students are expected to address all Wildwood faculty and staff members as adults with the courtesy expected for education professionals. They are expected to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
- Students are expected to phrase communications with Wildwood faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations will be respectful.
- Students must be dressed appropriately for a classroom environment. Please adhere to our school dress code. Although learning from inside of your home, pajamas are not appropriate attire for school.
- Because our online environment is a learning environment, students will not be permitted to use excessive “slang” or language that they might use in other environments. Students will make their best effort to communicate with teachers in complete sentences.
- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with Wildwood faculty and staff. These actions are prohibited.
- Students will use their school issued email address. Any profile pictures for email and/or online learning platforms must be appropriate for an educational environment. Students who use profanity or language that may otherwise be construed as offensive, shall not be permitted in correspondence with Wildwood faculty, staff and students. The Wildwood

Administration reserves the right to determine if student language or gesturing is inappropriate. Students using inappropriate language or gestures may be subject to disciplinary action.

### **Interactions with Other Wildwood Students**

- All communications with other students enrolled in our program must be of a course-related nature. Sending an unsolicited email to other Wildwood classmates is prohibited.
- All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
- The integrity and authenticity of student work is something that we take seriously and check using a variety of technology. Copying the work of others, allowing others to knowingly copy another student's work, and/or misusing content from the Internet, could result in disciplinary action. Students are expected to abide by the Academic Integrity Policy that is accepted as part of the Wildwood Public School District.
- Do not collaborate with other students (work with) on your class assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, however it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
- Students will not use obscene, profane, threatening, or disrespectful language or images in any communications with other students. These actions could result in disciplinary action.

### **Appropriate Use of the Internet**

- Wildwood students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
- In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
- Any student that violates this policy will be subject to disciplinary action that may result in confiscation of district equipment, as well as other disciplinary or legal action.

### **Disciplinary Action**

Violations to the Wildwood Public School's Virtual Student Code of Conduct will initiate the following procedure:

- The teacher will first notify the student and parent that the student has violated the code of conduct.
- Upon violation, the teacher will complete and submit a log entry using the PowerSchool data management system. This action will alert administration.



- Based on the report, the administration will determine what, if any, disciplinary action must be taken. A violation of the Wildwood Virtual Student Code of Conduct will result in a disciplinary action and may result in the loss of district issued technology.

## **ELECTRONIC DEVICES:**

Due to the potential privacy issues caused by the enhanced abilities of video and picture options, this policy will also apply to the use and possession of cellular and/or portable phones, and/or smart watches, on school property. Anyone with possession of one of the above items is to keep them turned off and in their book bag. If such items are heard or seen, the staff will immediately confiscate them. A parent conference may be required for repeat offenses.

Electronic game/music systems (i.e. iPods, Gameboys, etc.) are not permitted in school. A parent conference may be required for repeat offenses.

## **STUDENT DRESS CODE:**

### **The following items ARE NOT permitted:**

- Any headgear including caps, hats, bandanas, “do-rags”, sweatbands, scarves, kerchiefs, combs, hats, wave caps, etc.
- Any items that obscure the eye such as sunglasses, decorated contact lenses, etc.
- Clothing with spaghetti straps, sheer fabrics, spandex, backless, strapless or halter tops, bare midriffs and/or tops that are immodest.
- Clothing that contains suggestive or inappropriate pictures or words (examples: references to alcohol, drugs, sex or words/phrases with double meanings).
- Clothing that demonstrates a relation to a fraternity or gang affiliated entity.
- Shorts, skirts or dresses that are not fingertip length when arms are extended straight down.
- An undergarment that is exposed or clearly visible. Undershirts should not be oversized or worn as the only shirt.
- Coats, jackets, gloves or other outerwear are not to be worn in class, including at assemblies. **These must be kept in the classroom.**
- Bare feet, rubber break apart flip-flops, and bedroom slippers pose a safety hazard.
- Pajamas, flannel pants, slippers, or another bedroom attire.
- Jewelry or accessories made of heavy or lengthy chains, pointed metal studs, etc.

**Students in inappropriate attire will be required to change prior to returning to class. An attempt to reach the student’s home will be made by the Administration. In addition, the student will be subject to disciplinary action.**

## **CAFETERIA RULES:**

- Students should only enter the cafeteria during their assigned lunch period or when a staff member instructs them to do so.
- Follow all directions of adults in the cafeteria.
- As you enter for lunch, please go to the appropriate line and wait to be served. Have your ID and/or money ready and go to your assigned seat as soon as your lunch purchase is complete.
- There will be no throwing of food, paper, or other objects.
- All students are required to clean their lunch area of all debris before leaving the lunchroom.
- Keep your hands, feet, and objects to yourself.
- Speak quietly and only to those persons directly across or next to you.
- Stay in your assigned seat. Raise your hand for permission to move about the cafeteria or if you have a problem.
- Running is never permitted in the cafeteria or hallways.
- Students will line up quietly and leave the cafeteria in an orderly fashion to proceed to the next class when the supervisor gives the direction.

**Consequences for these offenses will be discussed with the students and explained to them by the principal and supervising teachers on duty. Disciplinary actions may become necessary should the student continue to violate the rules of cafeteria conduct.**

### **CARE OF BOOKS AND EQUIPMENT:**

Books and equipment are loaned to you for your use during the school term. Since they are the property of the school district, please take care of them with the same respect you would have for your own belongings. Keep them in such condition that the next person using them may be glad you were the individual who last used the equipment.

### **MEDICATIONS AT SCHOOL:**

Students **are not** to carry prescription or over the counter medications in school. Parents of students who are required to take medication during the school hours must contact the nurse by telephone before the student carries the medication to school. All medications must be in their original container and must be presented to the school nurse during homeroom. Students with any medications failing to follow the policy may be considered in violation of the substance abuse policy.

### **STUDENTS IN THE BUILDING:**

At NO TIME are students permitted to remain in the school building after school hours unless they are under the direct supervision of a certified staff member. Students arriving in the

morning may not enter the building prior to 7:45AM, and must report directly to the cafeteria unless they are late.

## **WEAPONS POLICY:**

It is the policy of the school district to maintain a positive, safe, and secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have even the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal action.

### **Possession**

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above.

### **Student Reporting**

Students who see or become aware of a weapon at school must not touch it, nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

### **Weapons**

"Weapon" can be defined as any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

### **Weapons Violations by Student**

Any student found in possession of any item designated as a weapon by the administration will be subject to immediate serious consequences including, but not limited to:

- Confiscation of the weapon.
- An administrative hearing with student(s), which will:
  - Inform the student of the policy provision that has been violated.
  - Confront the student with the evidence.

- Provide an opportunity for the student to respond to the allegations.

Upon notification of the parent/guardian, the student shall be assigned an initial external suspension of 10 school days. The School Resource Officer (SRO) or the local police department will also be notified and charges will be pressed (if applicable). A recommendation will immediately be made to the Superintendent for further disciplinary actions.

## **THE USE OF DRUGS AND ALCOHOL:**

The Wildwood Board of Education and the staff of Wildwood Public Schools 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 drug abuse and rehabilitation of drug users and implementation of an effective drug and alcohol curriculum, as well as providing special assistance for addicted students. 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 from exposure to controlled and dangerous substances.

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 drugs and alcohol.

If a student is reported to the administration as a potential concern for substance abuse, the administration is compelled by law to institute a screening process that shall include examination by the school nurse, collection of a sample, and examination by a physician (required by law).

Following these procedures, the student may return to school with the appropriate documentation and return to class until such time as the screening results are obtained, unless the physician is unable to certify that they do not appear to be currently impaired. If the screening results are negative, no record of the screening will appear in the student's file for future reference. A positive screening will result in further action being taken by the district, including, but not limited to, disciplinary measures and referral to the district. (Student Assistance Counselor) Any person may refer a student to the SAC counselor and the situation will be held in confidence.

## **STUDENT ASSISTANCE COUNSELING SERVICES**

A student may request counseling for any substance abuse problem. The Student Assistance Counselor and the counselee will determine the degree of counseling. Any person may refer a student and the situation will be held in confidence.

## **GUIDANCE:**

The guidance program is multifaceted, serving the school population from grades pre-kindergarten through five. These services include counseling students, program development, consultations, as well as crisis intervention. Counseling is a process by which the student gains an understanding of him/ herself in relation to the family, the school, and the community through individual and group conferences. In a consultant capacity, the elementary guidance counselor supports the educational and emotional development of students through:

- Cooperation with the Child Study Team; assisting in the development of individualized educational plans.
- Parental conferences.
- Discussions with teachers concerning effective ways of working with individual students at all levels.
- Cooperating with the principal and other concerned personnel in implementing new programs for students.

Parents who wish to consult or make an appointment with the school counselor may call 522-1630, extension 3440.

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

I&RS is a school-based team of administrators, guidance, teachers and support staff that design, monitor and implement strategies for educating non-classified pupils who are referred by the classroom teachers because they are having difficulties in their classrooms.

## **BULLYING, HARASSMENT, INTIMIDATION:**

The district policy on Harassment, Intimidation and Bullying is available online at [www.wildwooddistrict.org](http://www.wildwooddistrict.org) and via hard copy in the main office.

### **A. Policy Statement**

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

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

### **B. Harassment, Intimidation, and Bullying Definition**

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. by any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any pupil or group of pupils; or
  - c. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

### C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Student Code of Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in selfdiscipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Student Code of Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Student Code of Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faithbased, health and human service, business and law enforcement, in the development of this Policy.

Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a) 2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and

4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Student Code of Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Student Code of Conduct and N.J.A.C. 6A:16-7.

##### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior; 6. Relationships between the parties involved; and 7. Context in which the alleged incidents occurred.

##### Factors for Determining Remedial Measures

###### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic; and
11. Relationship to pupils and the school district.

###### Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;



4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Neighborhood situation;
9. Family situation;
10. Community activities;

Consequences and appropriate remedial action for a pupils or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Student Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Student Code of Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or ~~and~~ bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Silent lunch
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

#### Examples of Remedial Measures – Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);

#### Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Recommending family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations (Cape Counseling, Crisis Intervention, Perform Care, Cape Assist);
21. Development of a general bullying response plan;
22. Peer support groups
23. Alternative placements (e.g., alternative education programs); and
24. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment

withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

#### E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Student Code of Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

#### F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of

harassment, intimidation, or bullying anonymously. Formal action for violations of the Student Code of Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or investigate, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position. The district Anti-Bullying Coordinator shall:
  - a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Antibullying Specialist. If no individual meeting these criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;

- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request; g. Collaborate with the district Anti-Bullying Coordinator in the collection of districtwide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

#### H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident?

The Principal shall proceed in accordance with the Student Code of Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to

the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative

Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Student Code of Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Student Code of Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Antibullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

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

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects,



observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Student Code of Conduct, per N.J.A.C. 6A:16-7.1(a) 2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

#### J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, ~~or~~ retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

#### K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent(s) who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school

district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

#### M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy a school employee, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to fulltime and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public-school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A.18:37-22. d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

#### N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' anti bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment and review.

O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:1746. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption. N.J.S.A. 18A:37-13 through 18A:37-32 N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at SchoolSponsored Functions and on School Buses – April 2011

**Students who experience Bullying should report the incident to a teacher or an administrator. Offenders are subject to disciplinary actions.**

### **CYBER BULLYING:**

The District will not tolerate any form of Electronic Bullying including but not limited to: social networking sites (You Tube, My Space, Facebook, etc.), email, blogging, and text messaging.

**Students who experience Electronic Bullying should report the incident to a teacher or an administrator. Offenders will be subject to disciplinary action.**

### **DISCIPLINE PROCEDURES:**

The classroom teachers will meet with their respective students to explain their own discipline plans. This plan will include a list of behaviors and consequences and/or rewards. Your child's teacher will send a copy of his or her individual classroom discipline plan for your signature, your understanding, and your support. If you have any questions or concerns about the discipline plan, please don't hesitate to contact the principal, the counselor, or your child's teacher.

**OFFICE DETENTION (OD)** – A 60-minute detention program held from 2:45PM-3:45PM.

**LUNCH DETENTION (LD)** – A 30-minute detention program held during the lunch period.

**IN SCHOOL SUSPENSION (ISS)** - an intermediate step before external suspension. Students are placed into the In School Suspension by administration where they will be removed from the general student population in a classroom monitored by the in-school program proctor. Students who do not comply with the rules for the In-School Suspension will be assigned additional days or issued External Suspension.

**EXTERNAL SUSPENSION (OSS)** - When a student is suspended from school, the parent/guardian of the pupil will be required to attend a mandatory in school conference with administration.

After the student has served the suspension and, with their parent/guardian, have attended the conference and agreed to the terms of reinstatement, the student will be readmitted to classes. It is understood that while on In School or External Suspension, the student may not attend or participate in activities, trips or sports. Students on external suspension are not permitted on school grounds.

**ACTIVITY RESTRICTION (AR)** - Students who have been assigned external suspension are restricted in terms of participation in co/extra-curricular events when they return from the suspension. The length of the restriction will be determined by the administration. Students who are chronically disobedient may also be assigned activity restrictions.

### **ESL (English as a Second Language):**

ESL services are provided to students whose native or dominant language is not English, causing them difficulty in class participation and work completion.

### **HEALTH OFFICE**

The school nurse is a certified professional who, together with other school personnel plans and implements a total school health program. The nurse helps to meet student needs for good health care. Medications may only be dispensed by the school nurse under the following guideline:

- There must be a written request from the parent/guardian.
- A doctor must provide written orders for all medications, both over-the-counter and prescribed.
- Medication must be brought to school in the original container and kept in the nurse's office.
- Students who are required to take medication during the school hours must have a parent or guardian contact the nurse by telephone before the student carries the medication to school. All medications must be presented to the school nurse during homeroom.

Unless the above conditions are met, the nurse will be unable to administer medication. Students may not carry medication, prescription or over-the-counter. Students with any medications failing to follow the policy may be considered in violation of the substance abuse policy.

### **MEDICAL EXCUSES (PHYSICAL EDUCATION):**

A student may be excused from physical education classes due to medical reasons. A doctor's certificate must be presented to the Main Office. The student however, is required to fulfill his or

her Health Education responsibility regardless of the medical excuse. Medical excuses will not count toward promotion requirements of the health education portion or if the student was failing physical education prior to the medical excuse.

## **ILLNESSES:**

Children are expected to be in class every school day unless a child is personally ill. However, if your child has any sign of fever, chills, etc., and you feel that the illness could be contagious, please do not send your child to school. The school nurse will be very glad to help you with any problems concerning illnesses. She also has the responsibility of sending students home if she believes they have a contagious disease. Therefore, with your cooperation we can work together to help solve some of the problems of illnesses.

## **PROCEDURES TO FOLLOW FOR CONTAGIOUS AND INFECTIOUS DISEASES:**

- Whenever a child has a contagious disease, the parents are requested to notify the school immediately. Appropriate steps can then be taken to prevent the spread of contagion among other children in the same classroom.
- In the event that a child shows symptoms of a contagious disease such as a rash, sore throat, fever, or vomiting, the nurse or the principal will contact the home and ask that some adults come to the school to take the child home.
- Children with infectious conditions such as pink eye, impetigo, scabies, athlete's foot, pinworms, mononucleosis, and ringworm are also excluded from school until treatment is verified by a doctor.
- If a child has been absent with a contagious disease, school officials require a doctor's certificate for re-admittance.

## **ATTENDANCE/ABSENTEEISM**

### **REQUESTS FOR HOMEWORK (for anticipated absence)**

Parents of students who are absent 3 days or more may call the Main Office (522-1630) as early in the day as possible for homework requests. Please inform the Main Office as to who will pick up the requested assignments.

### **ATTENDANCE POLICY**

It is the policy of this Board to require that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of this State. The educational programs offered are predicated upon the presence of pupils in school and require continuity of instruction and classroom participation. The regular contact of pupils with one another and their participation in a well-planned instructional activity under the tutelage of a teacher are vital in order for them to master course proficiencies.

The Board shall require from the parent of each child who has been absent from school or from class for any reason a written statement of the cause for the absence. Any absence notes signed

by parents are just to let the school know that they are aware of the absence. **Such notes only verify parental awareness of the students' absence and will not be interpreted as an automatic excused absence.** The Board reserves the right to verify such statements and to investigate the cause of each absence. The Board may report to appropriate authority's infractions of the law regarding the attendance of students below the age of sixteen (16). The district also interprets this law to include tardiness when lateness to school or to class diminishes classroom instructional time. It is acknowledged that the district Child Study Team, in compliance with state code and law, may adjust attendance standards for classified students.

## **ATTENDANCE GUIDELINES AND PROCEDURES**

School attendance is the basic responsibility of the student toward the learning process. Parents are responsible for notifying the school each morning when the child is absent. It is the responsibility of the student and the parent to maintain a personal written record of each absence, lateness, or early release as verification data to be provided to the school in the event of an attendance appeal.

Absences from school or classes due to calendar-designated holidays, school-sponsored field trips, and other school-sponsored activities for which the student has obtained appropriate permission shall count as days of being in attendance under this policy.

The official register will determine full and half days of attendance at school. **In order to be credited with a full day of attendance, a student must sign in no later than 8:45 AM (a minimum of 5½ hours exclusive of lunch). In order to receive credit for a half-day attendance, a student must sign in by 11:15 a.m. (a minimum of three hours exclusive of lunch). For students who sign in after 11:15 a.m., an absence will be recorded. On early dismissal days, students must sign in by 9:00 in order to receive credit for the day.**

Students on Homebound Instruction shall be considered present and meeting all attendance requirements during the period provided they are meeting all of the requirements of the Homebound

Instruction policies. Students absent from school cannot attend extra curricular events on that day. Students who transfer in from other schools during the year must meet pro-rated attendance requirements to receive credit for courses taken. If this student has been denied credit for courses taken at the prior school because of that school's attendance policy, the student's grade shall be recorded as "F" or "no promotion status" in our records.

Any student who transfers from Glenwood Avenue Elementary School to attend school elsewhere, and consequently re-enters Glenwood Avenue Elementary School during the same school year, will be assessed for all absences while at Glenwood Avenue Elementary School as well as those from any other schools attended during the school year.

If students, enrolled in Glenwood Avenue Elementary School during the previous year, enter school after the beginning of the school year, they will be required to meet the full minimum attendance requirements.

## **ABSENTEEISM:**

All absences will be categorized as EXCUSED or UNEXCUSED.



## EXCUSED ABSENCES

Such absences include an illness verified by a doctor's note which should be presented following the absence, death in family, approved religious holiday, school sponsored activities, required court appearances, or others due to extenuating circumstances (as determined by the Principal). All other absences are unexcused. **Excused absences are included within the 20-day absence maximum.** Attendance in homeroom will be the accounting method for daily attendance and for the purpose of recording attendance for the New Jersey State School registers. If absent from homeroom, a student must sign-in at the Front Desk to assure credit for the day's attendance. Failure to sign-in at the proper location is considered a failure to follow proper school attendance procedures and is subject to disciplinary action. **Failure to sign-in will affect the total absence number for the school year. Absences for vacations or other travel will be included as a part of the 20 absences during the school year.** Student absences due to family vacation or travel are not considered as "excused" under state guidelines. Pupils absent in excess of twenty days in a full year shall be placed on No Promotion Status. A student has a right of appeal (see below). It is the obligation of the student and his/her parents to keep records of any school absences.

*NOTE: STUDENTS ARE RESPONSIBLE FOR MAKING UP ALL WORK MISSED TO THE SATISFACTION OF HIS/HER TEACHER. WHENEVER POSSIBLE, THE TEACHING STAFF WILL DEVELOP MEANINGFUL, ALTERNATE MAKE-UP ASSIGNMENTS IN LIEU OF GUEST SPEAKERS, FILMS, AND OTHER EXPERIENCES THAT CANNOT BE DUPLICATED.*

**Individual student attendance will be reviewed each semester to determine eligibility for participation in co-curricular activities. Students may be prohibited from participation in activities, which result in absence from regularly scheduled classes.**

The Attendance Committee or counselor may also communicate with the parent as to attendance status. Parents will be notified when a student is not in school unless a parent calls in a student's absence to the Attendance Secretary prior to the start of second period. The Guidance Counselor will review attendance with students periodically, contacting parents in the event of concern. An action plan will be jointly developed with student, parents and counselor, as needed. The Action Plan will be re-evaluated and/or revised as needed, between days 5 to 9 of unexcused absences. DYFS will be contacted if child abuse and/or neglect are suspected. There will be cooperation with Law Enforcement as appropriate.

## CUTTING CLASS AND TRUANCY:

Students who are absent from class without authorization while being in attendance in school on the day of that class absence shall be referred to the Principal's Office for cutting class. Students who are truant (absent from school without authorization) will be assigned disciplinary consequences and are not entitled to do make-up work for classes missed. Students under the age of 16 are legally obligated to attend school. Their presence in school is the responsibility of their parents or guardians. **Parents of students who accumulate 10 or more unexcused absences will be subject to legal prosecution.** It is important to note that family vacation time is viewed by NJ as unexcused absence time and may result in charges being filed if such absences

are excessive. **Parents will receive written notification that a court complaint has been filed with respect to 10 days unexcused absences.**

### **NO PROMOTION STATUS:**

The failure of the student to attend school on a basis consistent with the design of this policy could place the student on a "No Promotion Status", thus jeopardizing the receiving of credit for the class regardless of the grade average. **ANY STUDENT WHO ACCUMULATES MORE THAN 20 SCHOOL DAYS OF UNEXCUSED ABSENCE CAN POSSIBLY BE PLACED ON RETENTION STATUS.**

### **LOSS OF PROMOTION DUE TO EXCESSIVE ABSENCES:**

When a student exceeds the attendance limit, the notice of loss of promotion shall be in writing and will provide the avenues of appeal verbally and in writing. All students must petition in writing in order to initiate the appeal's procedure. The student must provide documentation to reduce the number of excused absences below the limit (20) or offer valid reason(s) to restore credit for the year. If the student neglects to appeal within a reasonable time, promotion will be withdrawn for the school year in question.

### **FOLLOWING AN ABSENCE:**

Students should report to the front lobby desk before school to obtain an admission slip following an absence. A written explanation of each absence from the parent/guardian should be presented on the first school session following an absence. If the absence is to be excused, medical, legal or other documentation must be presented. Any undocumented absence shall be classified as unexcused. Excessive unexcused absences are subject to disciplinary and/or legal action.

### **EARLY DISMISSALS:**

There will be no early dismissals or excuses granted for miscellaneous purposes. Where possible, dental and medical appointments shall be made for hours when school is not in session. When early dismissal for valid purposes is necessary, the student requesting the dismissal must do the following:

- A note signed by a parent or guardian must be presented to the ATTENDANCE SECRETARY THE DAY BEFORE THE REQUESTED EARLY DISMISSAL. The note will be validated by phone. If a student forgets a note the Principal may grant the early dismissal only if a parent can be contacted. For liability reasons, students cannot be allowed to leave the building without parental permission.
- The parent or guardian will come into the Principal's office and sign out the student, at the requested time.

## **MAKE-UP WORK (EXCUSED ABSENCES):**

For any work missed due to an excused absence or excused tardiness, it is the responsibility of the student to see the teacher in order to schedule a time to make-up the work. The time will be at the teacher's convenience. If the work is not made up, the teacher **MUST** record the grade as a failure. If the teacher determines that a make-up is not necessary, the missing grade will simply be eliminated from computing the student's final average. The teacher will establish time constraints in regards to acceptance of make-up work following an absence.

It is requested that parents provide the Principal with a note informing the school of vacation days that will affect the student's attendance. The student's teachers must sign and give the student work prior to leaving for vacation. Days missed because of vacation are normally counted within the total number of absences per class.

**Absences due to cutting and/or truancy will not receive credit for makeup work.**

## **INCOMPLETE:**

At the end of any of the first three marking periods, if a student has not completed work required to pass due to excused absences of any kind, a grade of "Incomplete" will be issued. If at the end of ten school days, any work that has not been made up automatically reverts to a failing grade, except in the case of extenuating circumstances as previously determined by the administration.

## **HOMEBOUND INSTRUCTION:**

Parents/Guardians of students with an injury or illness that results in an anticipated absence of 2 weeks or more are to advise the attendance office or principal of this situation as soon as possible. A doctor's note confirming the need for the extended absence will be required. The Child Study Team is responsible for all homebound instruction and will coordinate the scheduling of tutor(s) and the distribution of class work assignments with the assistance of guidance personnel. The goal of the home instruction program is to minimize the educational loss to any student who is the victim of a medical condition resulting in an extended absence (at least 2 weeks) from school.

## **TARDINESS:**

- Students who are tardy will be subject to discipline action at the discretion of the Administration.
- Tardiness to school shall be defined as "arriving at school after the homeroom late bell has rung".
- Students arriving late to school will report to the main office for a late slip.
- Students arriving late to homeroom should be signed in as Tardy on the homeroom report.
- Students are required to be on time to class. If a student is late, he/she is to be admitted, and excuse noted. Chronic lateness will be recorded by teachers and reported to the Principal for discipline action on the Referral Notice.

- Students who are tardy without a valid excuse will be considered truant from any classes missed. Students will not receive credit for classes missed because of unexcused lateness.
- Students who accumulate in excess of 10 tardies, may be required to serve a ½ hour after school detention for every subsequent tardy.
- Students who accumulate in excess of 10 tardies, may receive an automated wake-up call for a duration the principal deems appropriate.
- Verification of the following reasons for tardiness will be excused:
  - An appointment with a physician
  - A mandated court appearance
  - Attending a religious service
  - Any extenuating circumstance to be determined and validated by the Principal.

**PENALTIES FOR TARDINESS AND ABSENTEEISM:**

Any time a student is late for school; the student must sign in at the front desk, with a note from a parent stating the reason for the lateness.

Students who have been absent must bring notes signed by parents or guardians stating the reason for the absence. Children who fail to bring in notes must report to the office to obtain passes to their classrooms before they will be admitted.

<u>Number of Unexcused Absences</u>	<u>Action Taken</u>
<b>5 days consecutive</b>	When a student accumulates 5 consecutive absences, the school is required to contact DCPP as well as the Wildwood Police Department.
<b>5 Days</b>	Attendance Committee contacts parent and talks to and warns child.
<b>7 Days</b>	Parents will receive an attendance letter along with an attendance contract. Parents must sign and return attendance contract.
<b>10 Days</b>	Principal files court complaint for truancy.
<b>20 Days</b>	Principal files second court complaint for truancy.

## **EXTENDED STUDENT VACATIONS AND EXCESSIVE ABSENCES:**

Students who will be absent from school for one week or longer for such predictable reasons as a family vacation must give one week's notice of the absence to their teachers as well as the administration. Failure to do this could result in the students losing the privilege of receiving the assignments and making up tests. **Family vacation time is not considered an excused absence under state guidelines and Board policy.**

Students who accumulate excessive unexcused absences (more than 20 per year) are subject to serious consequences including possible retention at their present grade level for non-attendance. For an absence to be excused there must be documentation from a physician or documentation of a required court appearance.

## **PRESCHOOL ATTENDANCE:**

The staff and teachers of the Glenwood Avenue Elementary School Program look forward to working with you and your child/children this year. We work our very hardest to provide a successful and positive educational experience for your child, as we prepare them for the challenges of the kindergarten curriculum. This cannot happen if your child misses school days, so attendance is very important. Please be mindful you are setting an example of responsibility for your child. Of course, there are times when children are ill and need the attention of the doctor. However, when preventable excessive absences or tardiness occurs, your child is unable to benefit from the full experience of preschool. Below is important information regarding our attendance procedure?

<b><u>Number of Unexcused Absences</u></b>	<b><u>Action Taken</u></b>
<b>3 Days</b>	The classroom teacher will schedule a conference with the parent/guardian.
<b>5 Days</b>	The guidance counselor will schedule a parent conference or home visit with the parent/guardian, followed by a letter.
<b>10 Days</b>	The guidance counselor and principal will schedule a parent conference or home visit with the parent/guardian, followed by a letter.
<b>15 Days</b>	The guidance counselor and principal will schedule a parent conference or home visit with the parent/guardian, followed by a letter. Parent/guardian will also be required to sign an attendance contract.
<b>18 Days</b>	Child will be removed from our preschool program.

## **POSTERS:**

Posters add color to the building and are appropriate for certain activities including class elections, class activities, and school activities. In most cases the approval of the administration or activity sponsor will be necessary for the placement of posters, however, posters involving personal advertisements and out of school activities may be placed only with the approval of the principal. Posters should be correctly spelled, neat, artistically well done, and reflective of high standards of decency. Posters may not be placed in either lobby or the office corridor, on window glass surfaces, or on doorway windows. Business solicitations of services and goods are not permitted.

## **PARENTS' AND STUDENTS' RESPONSIBILITIES AND GENERAL INFORMATION:**

### **PERMISSION FOR TRIPS:**

The Student Information Form, taken home by the student at the beginning of the year, contains (at the bottom of the form) a paragraph in which the parent gives permission for the student to participate in walking field trips during the year. This must be signed by the parent if permission is granted. For field trips requiring transportation, a special permission form is taken home to be signed by the parent/ guardian. It covers a single occasion and specifies departure and arrival times, destination, etc. Students who do not bring in the signed permission form may not go on the field trip. **As per Wildwood Board of Education Policy, we are unable to include parents as chaperones on field trips.**

### **SCHOOL RULES AND REGULATIONS:**

You have the right and a responsibility to live by the rule of law and to equal protection under that law, in school as in the larger society. It is your responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to your conduct to and from school as well as in the building itself. Public information such as state school law, decisions by

the Commissioner of Education, rulings by the State Board, and county and district by-laws and directives are available to you as a student at your local Board of Education office and elementary school office.

### **PHOTOGRAPHS:**

Once a year, usually in the fall, professional photographs of the students are taken at the school. All the children have their pictures taken. It is the option of the parents to decide in advance if they want to purchase the pictures, which are offered in a packet deal at a reasonable price. The pictures must be paid in full at the time they are taken.

### **INSURANCE:**

Parents are encouraged to consider purchasing the Student Protection Plan for accident insurance. Under normal circumstances, injuries that occur during the school day become the responsibilities of the parent, unless you have purchased school insurance and it is in effect. Please check your policy carefully. You must report accidents promptly. Please report school day accidents to the nurse.

### **CHANGE OF ADDRESS:**

This is important because school records are involved. When you move, report your new address and date of change to your child's teacher immediately. The teacher will double-check changes of address at the start of each month. Failure to report a change immediately may cause the Board of Education to take strong measures.

### **TRANSFERS AND WITHDRAWALS:**

If a student is going to transfer or withdraw, the parent or guardian must come to the principal's office and sign a withdrawal form. All student obligations, such as textbooks, library books, musical instruments, etc., must be cleared before a transfer card will be issued. The transfer card along with an immunization record is necessary before a student may enroll in a new school.

### **CORPORAL PUNISHMENT:**

Students are protected from corporal punishment by school employees, except under the following four conditions when such force is considered "reasonable and necessary" (1) To quell a disturbance, (2) to obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, (4) for the protection of persons and property.

### **DESK SEARCHES:**

Desks are the property of the school and are therefore subject to random inspection by any administrator at any time. Student desks are only for the use of the student assigned to that specific desk.

### **TELEPHONE CALLS:**

If a parent wishes to call a teacher, the call should be made either before or after school. If a call is received during school hours, the parent will be asked to leave a message on the voice mail system and the teacher will return the call as soon as possible. Parents who need to leave special dismissal instructions for their child must leave the message on the teacher's voice mail prior to 2:00 p.m. An emergency message after 2:00 p.m. must be left with the office by dialing "0" at the prompt. Please do not call teachers at home unless prior arrangements have been made with the teacher. Students may use the office telephone only in emergencies.

### **SCHOOL VISITORS:**

Before visitors are given permission to enter the Glenwood Avenue School building, they must ring the security bell on the entrance door on the New York Avenue side of the building. Visitors must identify themselves and state the need for access to the building before permission to enter will be granted. Visitors must then go directly to the elementary office. The school secretary will assist the visitor. If permission is given to visit in the school building, a visitor's pass will be issued, which must be returned to the office at the end of the visit. Teachers will not be permitted to talk to parents during school hours unless the parents receive permission from the office. Classroom visits or conferences should be arranged in advance through the principal. This may be done by letter or telephone. We want parents to have easy access to the school to discuss problems that need immediate attention. However, we want to keep classroom interruptions down to the very minimum.

### **AFTER SCHOOL POLICY:**

Upon occasion parents may expect their child to remain after school in order to:

- Make up work not completed during the school day
- Make up work missed due to an absence
- Perform a special assignment



- Serve a detention
- Attend our Wave 21 after school program

Parents will be notified if a child is to be kept thirty minutes or more beyond the normal dismissal time.

## **STUDENT/ PARENT GRIEVANCE PROCEDURE:**

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

Students and parents have rights of grievance through successive channels: teacher, principal, superintendent and the Board of Education. Grievances shall be promptly resolved and in no case shall the time limits specified for teacher grievances be exceeded. The aggrieved is entitled to be represented at all stages of the 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. This procedure shall be printed and distributed to the students/parents.

## **PARTIES:**

No birthday or other personal parties are permitted in the classrooms. Such activities tend to become too frequent and cut into instructional time.

## **FOOD EXCLUSIONS FOR CLASSROOM CELEBRATIONS:**

The foods on the list below, are not permitted for any school sponsored activities (During school hours). The following food items are not permitted for classroom celebrations (Harvest Festival, Thanksgiving, Winter break, Spring break, Valentine's Day, etc.):

- Soda water
- Water ices (which contain less than 100% fruit juice)
- Chewing gum
- Certain candies: (Hard candy such as sour balls, fruit balls, candy sticks, candy canes, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops)
- Jellies and gums: (Includes such foods as gumdrops, jellybeans, jellied and fruit-flavored slices)

- Marshmallow candies
- Fondant:(Includes such foods as candy corn and soft mints), Licorice, Spun candy (Cotton candy), and Candy coated popcorn.

All snacks and beverages must meet the following standards based on manufacturer's nutritional data or nutrient facts labels:

- No more than 8 grams of total fat per serving, with exception of nuts and seeds.
- (Not advised for Peanut/Tree nut specified classrooms).
- No more than 2 grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following Exceptions:
  - Water
  - Milk containing 2% or less of fat
  - Whole milk shall not exceed 8 ounces
- 100% of all beverages shall be milk, water or 100 percent fruit or Vegetable juices.

### **THE FOLLOWING ITEMS MAY NOT BE SENT IN:**

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

### **POLICY EXEMPTIONS:**

Food and beverages served during special school sponsored celebrations or curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA Regulations.

### **The following foods are NOT-EXEMPT:**

Soda water, Water Ices except those which contain 100% fruit juices, Chewing Gum, Certain Candies- Processed foods made predominantly from sweeteners or artificial sweeteners, Hard candy: sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and life savers, Jellies and Gums-A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices, marshmallow candies-an aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added, Fondant-a product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn and soft mints, licorice-a product made predominantly from sugar and corn syrup, which is flavored with an extract from the licorice root, spun candy-a product that is made of sugar that has been boiled at high temperatures and spun at a high speed in a special machine, Candy Coated Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.

**FOODS THAT ARE SENT TO SCHOOL THAT ARE NOT IN COMPLIANCE WITH THE SCHOOL NUTRITION POLICY WILL BE CONFISCATED AND MUST BE CLAIMED BY A PARENT BY THE END OF THE SCHOOL DAY. IF NOT CLAIMED, THE ITEM(S) WILL BE DISPOSED OF.**

**MEDIA CENTER:**

The purpose of the Media Center is to ensure that students and staff are effective users of ideas and information, to promote reading, and to facilitate the use of information technologies in a collaborative environment. We provide access to materials in all formats, instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas via technology.

In addition, students come to the Media Center with their classes and teachers for readers' advisory and book selection. During this time students are encouraged to check out books of high personal interest. Students are responsible for the condition and existence of the book/books that they have checked out of the library. If a book is lost or damaged, the student will be expected to pay the full price of the book. A report card will not be issued if the student has not returned or paid for the lost or damaged book.

**SCHOOL VISITORS/SCHOOL SECURITY:**

- All visitors must be registered with the school's visitor management system, sign in, and wear a visitor's pass.
- Students are not permitted to bring visitors to school as guests for the day.
- Report to the office immediately any unauthorized person whom you see in the building without a visitor's pass.
- **DO NOT** let anyone in any locked exterior door. Visitors **MUST** enter through the main door.
- **DO NOT** wedge any door open at any time.

**STUDENT SAFETY AND VIDEO SURVEILLANCE:**

To help ensure student safety, video cameras and monitors have been installed in our school. All activities of building occupants will be monitored on film by this surveillance system, which will

be routinely supervised by security and administrative personnel. This video may also be used as corroborative evidence in prosecuting illegal activities conducted in the school or on school property. These films are not subject to parental inspection.

### **LOCK DOWN AND SECURITY DRILL PROCEDURES:**

A minimum of one lock down or security drill is held each month. The principal or the principal's designee is in charge of lockdown drills. Procedures for lockdown drills are located in each classroom.

### **FIRE DRILL PROCEDURES:**

A minimum of one fire drill is held each month. The principal or the principal's designee is in charge of fire drills. As soon as the fire bell sounds, all windows must be shut and the lights turned off. Once everyone has left the classroom, the doors must be shut. During fire drills, strict discipline must be observed by students, for their own safety. Students are to leave the building in an orderly fashion, under the direction of their teacher. **NO CONVERSATION MAY TAKE PLACE.** Special caution must be exercised on stairs, because any slight misstep may result in injuries.

Each teacher will take the class roll book when he/she leaves the building and will take roll once the class has reached its designated area. In addition to the procedures above, the following may apply, and be practiced routinely:

- **“Code 1”** will be announced prior to the fire alarm sounding. This code will indicate that you are to exit the building as you would for a fire drill but everyone heads east and across New York and line up on either Magnolia or Glenwood Avenue, depending on the street you exited.
- **“Prepare for Code 1”** will be announced prior to the alarm sounding. There will be a 30 second delay for children to put on their coats and ready themselves to exit. Then follow the procedure for “Code 1”. This will allow us to move to St. Ann School at New Jersey and Magnolia Avenues for shelter if necessary.

### **SIGNAL TO REENTER:**

Do not return until signal is given. All teachers will remain with their classes, standing at the head of the lines until the signal is given to return.

## **FIRE DRILL EXIT PLAN:**

Each teacher will walk the children through the exit procedures for the classroom prior to an actual drill. Specials teachers will review exit procedures with each class. A student who is in the lavatory at the time of a fire drill should exit with the class closest to the lavatory and give his/her name and grade to the teacher of that class.

**WILDWOOD PUBLIC SCHOOLS  
WILDWOOD, NEW JERSEY**

**SCHOOL CALENDAR 2022 –2023**

<u>MONTH</u>		<u>NUMBER OF TEACHING DAYS</u>
<b>AUGUST 2022</b>		
29 (Monday) &	New Teacher Orientation, Mandatory Non-tenure Professional Development per Article 5, A, 3, c. of the WBOE/WEA Negotiated Agreement (Tentative)	
30 (Tuesday)		
<b>SEPTEMBER</b>		
05 (Monday)	LABOR DAY – SCHOOLS CLOSED	
06 (Tuesday)	CONVOCATION & PREPARATION – (All teachers report at 8:00 a.m.)	
07 (Wednesday)	PROFESSIONAL DAY – CLOSED FOR STUDENTS	
08 (Thursday)	SCHOOLS OPEN FOR STUDENTS (FULL DAY)	17
<b>OCTOBER</b>		
10 (Monday)	COLUMBUS DAY - SCHOOLS CLOSED	20
<b>NOVEMBER</b>		
09 (Wednesday)	PROFESSIONAL DAY – CLOSED FOR STUDENTS	
10 (Thursday)	N.J.E.A. CONVENTION - SCHOOLS CLOSED	
11 (Friday)	N.J.E.A. CONVENTION - SCHOOLS CLOSED	
23 (Wednesday)	EARLY CLOSING FOR THANKSGIVING RECESS	
24 (Thursday)	THANKSGIVING RECESS - SCHOOLS CLOSED	
25 (Friday)	THANKSGIVING RECESS - SCHOOLS CLOSED	17
<b>DECEMBER</b>		
23 (Friday)	EARLY CLOSING FOR WINTER BREAK	17
<b>JANUARY 2023</b>		
02 (Monday)	SCHOOLS REOPEN	
16 (Monday)	MARTIN LUTHER KING DAY - SCHOOLS CLOSED	21
<b>FEBRUARY</b>		
17 (Friday)	SCHOOLS CLOSED	
20 (Monday)	PRESIDENTS' HOLIDAY - SCHOOLS CLOSED	18
<b>MARCH</b>		
17 (Friday)	PROFESSIONAL DAY – CLOSED FOR STUDENTS	22
<b>APRIL</b>		
06 (Thursday)	EARLY CLOSING FOR SPRING BREAK	
17 (Monday)	SCHOOLS REOPEN	14
<b>MAY</b>		
29 (Monday)	MEMORIAL DAY - SCHOOLS CLOSED	22
<b>JUNE</b>		
16 (Friday)	JUNETEENTH – SCHOOLS CLOSED	
20 (Tuesday)	LAST DAY OF SCHOOL/TEACHER CHECK-OUT	13
	<b>TOTAL NUMBER OF TEACHING DAYS</b>	<b>180</b>
	<b>TOTAL NUMBER OF TEACHER ATTENDANCE DAYS</b>	<b>185</b>

NOTE: Early closing for additional teacher in-service will be scheduled on an “as-needed basis.” Should an alteration of the school calendar be necessary, days will be taken from the Winter and/or Spring breaks, as well as other days not established as official state holidays, including Saturdays up to and including June 30th. Additionally, if circumstances dictate, professional days will be rescheduled at the end of the school year. (May be subject to change.)

**ADOPTED BY THE WILDWOOD BOARD OF EDUCATION AT ITS REGULAR MEETING OF APRIL 27, 2022.**