

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day	4 Teacher Orientation	5 School Starts	6	7	8
9	10	11	12	13	14	15
16	17	18 Back-to-School Night	19	20 Picture Day	21	22
23	24 Board of Education Meeting-6:00 p.m.	25	26	27	28	29
30						

**DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT**

MARGARET MACE SCHOOL
 Phone: 609-522-1454
 Fax: 609-846-1704
 Web Page: www.mmace.com
 Homework Hotline: 609-522-1928/1938

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Columbus Day SCHOOL CLOSED	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Board of Education Meeting-6:00 p.m.	23	24	25	26	27
28	29	30	31			

DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT

MARGARET MACE SCHOOL
Phone: 609-522-1454
Fax: 609-846-1704
Web Page: www.mmmace.com
Homework Hotline: 609-522-1928/1938

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 1st Marking Period Ends	7 Teacher In-service SCHOOL CLOSED	8 NJEA Convention SCHOOL CLOSED	9	10
11	12	13	14	15	16	17
18	19 Parent Conferences (Evening)	20 Parent Conferences	21 Early Dismissal For Holiday	22 Thanksgiving Day	23	24
25	26 Board of Education Meeting-6:00 p.m.	27	28	29	30	

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December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Board of Education Meeting-6:00 p.m.	18	19	20	21 Early Dismissal Winter Break	22
23	24	25	26	27	28	29
	SCHOOL CLOSED					
30	31 SCHOOL CLOSED					

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January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day SCHOOL CLOSED	2 School Opens	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Teacher In-service SCHOOL CLOSED	19
20	21 Martin L. King Day SCHOOL CLOSED	22	23	24	25 2nd Marking Period Ends	26
27	28	29	30	31		

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February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Teacher In-service SCHOOL CLOSED	16
17	18 Presidents' Day SCHOOL CLOSED	19	20	21	22	23
24	25	26	27	28		

DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT

MARGARET MACE SCHOOL
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March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					3rd marking period ends	

DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT

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April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		EARLY DISMISSAL			Spring Break SCHOOL CLOSED	
		Parent Conferences (Evening)	Parent Conferences	Spring Break		
21	22	23	24	25	26	27
	SCHOOL CLOSED					
28	29	30				
	School Reopens					

DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT

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May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day SCHOOL CLOSED	28	29	30	31	

DATES SUBJECT TO CHANGE
NORTH WILDWOOD SCHOOL DISTRICT

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June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		EARLY DISMISSAL DAYS FOR STUDENTS				
16	17 Early Dismissal Day for Students 4th Marking Period Ends	18 (Three additional days included if needed for weather emergencies)	19 (Three additional days included if needed for weather emergencies)	20 (Three additional days included if needed for weather emergencies)	21	22
23	24	25	26	27	28	29
30						

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THE NORTH WILDWOOD BOARD OF EDUCATION

Charles Burns, President
Gerald Flanagan, Vice President
Michael Brown
Ronald Golden
David C. MacDonald
Scott McCracken
James Perloff
Victoria Rozanski
Laura Stefankiewicz
Via Zampirri
Christopher Armstrong, Superintendent
Rose Millar, Board Secretary/SBA
Todd Burkey, Treasurer of School Monies

Open public meetings of the Board of Education are held on the dates listed below at the Margaret Mace School. Special conference and agenda meetings are open to the public, excepting those limited to personnel or negotiations. Meeting Agenda information is available at the Board Office at 729-4649.

The North Wildwood Board of Education adopted the following schedule for meetings:
Time: 6:00 PM

July 23, 2018	January 2, 2019
August 27, 2018	February 2019 – To be announced
September 24, 2018	March 2019 – To be announced
October 22, 2018	April 2019 – To be announced
November 26, 2018	May 2019 - To be announced
December 17, 2018	June 2019 - To be announced

All Dates Subject to Change

As the result of Public Law 2011, c. 202, signed by Governor Christie on January 17, 2012, the North Wildwood Board of Education authorized the moving of the annual school election from April to the November General Election. The General Election will be November 7, 2018. The school election will continue to be a separate non partisan election. At the November General Election, the voters will vote on the school board candidates. There is no vote on the annual school budget within the levy cap.

The Board of Education will re-organize the first week of January. For information regarding school elections, call the Board Business Office at 609-729-4649.

North Wildwood School District
ACCEPTABLE USE OF COMPUTERS
NETWORK/COMPUTERS AND RESOURCES

The Board recognizes that as telecommunications and other new technologies shift, the manner in which information is accessed, communicated and transferred will alter the nature of teaching and learning. Access to telecommunications will allow users to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources, but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow users access to information sources that have not been prescreened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate user access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Networks

Any staff member or student engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network.
- B. Using the computer network(s)/computers to violate copyrights, license agreements or other contracts.

- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other electronic files;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Posts anonymous messages for injurious purposes;
 9. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Consent Requirement

No student shall be allowed to use the computer network and the Internet unless they have completed a parental and student consent form. The administration will take steps to properly inform elementary students of computer network responsibilities in an age appropriate fashion.

Administrative Control

The administration may monitor user activity on the district's computer network(s) and the Internet access provided; access any files stored by users on District computers and may monitor electronic mail sent from the District's computer network(s). When necessary, administrative monitoring activities will conform with all legal requirements and standards. Further-more, the administration may discontinue use of the district's computer network(s) and the Internet access privileges and may discipline any user who violates the terms of this policy.

CONSENT AND WAIVER AGREEMENT COMPUTER NETWORK AND INTERNET ACCESS

The following Agreement must be read and signed by the student and parent or legal guardian.

By signing this Consent and Waiver Agreement, I _____
(Parent/Legal Guardian)
state that I/we have reviewed the rights and responsibilities contained herein and I agree to abide by the restrictions contained in this Agreement.

Further, as parent or legal guardian I am hereby advised that the Board and its employees do not have control over the information on the Internet, although the Board shall attempt to provide prudent and available barriers to objectionable material. The intention of the Board is to make the Internet available for the purpose of furthering its educational goals and objectives. The Board does not guarantee that students will not find some means to access materials not linked with those goals and objectives.

Because the school district provides, through connection to the Internet, access to their computer systems around the world, I understand that the Board and administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide student access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain.

The Board believes that the benefits to staff and students from access to the Internet in the form of information resources and opportunities for collaboration outweigh the disadvantages of access. To that end, the Board respects each family's right to determine whether or not to permit the student to use the computer network and Internet access.

Specific conditions and services on the computer network and the Internet change from time-to-time and the Board makes no warranties with respect to services and specifically assumes no responsibility for:

1. The content of any information or advice received by a student from a source outside of the school district or any costs that are incurred as a result of seeking or accepting much advice;
2. Any extra costs, liability or damages caused by student use of the computer network or the Internet;
3. The privacy of electronic mail.

*It is the policy of the North Wildwood School District
not to use student information or pictures on our website.*

In signing this Agreement, I state that my son/daughter has
fully reviewed the following
"Statement of Student Responsibilities".

"STATEMENT OF STUDENT COMPUTER NETWORK RESPONSIBILITIES"

1. Use of the computer network and the Internet shall be for educational purposes only;
2. Use of the computer network and the Internet shall not be for illegal purposes of any kind;
3. The computer network and the Internet shall not be used to transmit threatening, obscene or harassing material in any form;
4. Students will not intentionally disrupt the computer network and Internet services;
5. Students will not attempt to gain access to any computer sites or files for which they do not have permission.
6. Students will not copy information in any form to which individuals or organizations hold copyright without specific written permission from those individuals or organizations;
7. Students will not engage in game playing on computer networks except when authorized to do so for educational purposes;
8. Students will print materials for educational purposes only to authorized printers;
9. Students will not engage in other activities that do not advance the educational purposes for which computer networks/computers are provided.

The Agreement granting the student access to the school district computer network and the Internet must be signed by the student and a parent or legal guardian.

It is understood and acknowledged that the administration may monitor pupil activities on the district's computer network(s) and the Internet access provided; access any files stored by pupils either on district computers or at a remote site that may be accessed by district computer; and may monitor electronic mail sent from the district's computer network(s). When necessary, administrative monitoring activities will conform with all legal requirements and standards. It is further understood and acknowledged that the administration may discontinue use of the district's computer network(s) and the Internet access privileges and may discipline any pupil who violates the terms of this agreement.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT**The Grievance Procedure**

1. The North Wildwood Board of Education and its staff are aware of and adhere to the rules and regulations pertaining to the equality in educational programs as promulgated in state and federal laws.
2. The grievant must present in written form the complaint to the responsible person designated as the Grievance Officer. The Grievance Officer for the North Wildwood Public School District is the Supervisor of Student Services, 522-6885, Margaret Mace School.
3. The Grievance Officer has five working days in which to investigate and respond to the grievant.
4. If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee.
5. Response by the Superintendent or designee must be given within five working days.
6. If the grievant is not satisfied at this level, an appeal may be made within ten working days to the North Wildwood Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.
7. The North Wildwood Board of Education shall respond to the grievant within thirty calendar days.

Note: Contact the Grievance Officer for additional information on accommodation plan eligibility and other information.

SEXUAL HARASSMENT ISSUES

Contact Carolyn Morey/Affirmative Action Officer at 522-1454 concerning issues related to sexual harassment. Refer to policies: #2224;4111.1: 5145.4; 6121.

The North Wildwood School District maintains policies, plans, and a grievance procedure for all students, staff, parents and community.

ATTENDANCE

1. N.J.A.C. 6:8-4.2(2): The Board of Education has established pupil attendance requirements as authorized by N.J.A.C. 6:4.2(2).
2. All students are expected to attend school each day in which school is in session.
3. Students who are habitually absent from Margaret Mace Elementary School cannot satisfactorily complete a prescribed course of study. Additionally, unauthorized absenteeism is in violation of state law (NJSA 18A-38:25-26).
4. There is an impelling responsibility on the part of the parents/guardians and students to maintain regular school attendance. Therefore, the Superintendent may retain students if minimum school attendance is not accomplished as set forth in this policy.
5. In order for a student to be considered present for a full day, he/she must be present at 11:00 a.m. and 1:00 p.m. and must be in school for four (4) hours of school exclusive of lunch and recess.
6. In order for a student to be considered present for a half day, he/she must be present at 11:00 a.m. or 1:00 p.m. and must be in school for two (2) hours of school exclusive of lunch and recess.
7. An excused absence is for religious observance and does not include illness, quarantine, suspensions, extended family vacations, homelessness or other prolonged absence.
8. A student will be recognized as having "perfect attendance" if the student attends school everyday or is in school the equivalent time to an early dismissal day. Students will only be allowed to use the "early dismissal" day one time to qualify for perfect attendance.
9. **When a child returns to school after an absence, he/she must present a written excuse from a parent/guardian to the classroom or homeroom teacher.**
10. Every effort should be made to schedule regular, medical, and dental visits after school. Early dismissals will only be given when accompanied by a written request stating the reason for leaving early.
11. A student who is absent with an illness longer than three (3) consecutive school days must report to the nurse's office prior to entering his/her classroom with a note explaining his/her absence.
12. Any student who is discharged from a hospital must have written clearance from his/her doctor prior to re-entry to school.
13. We are concerned about chronic student absenteeism. Part of the solution is to have better communication with the parents and to hold them more accountable for their child's attendance. The following procedures are in place to address the issue:
 - a. A letter will be sent to parents when students have reached the levels of more than 5, more than 10 and more than 15 absences. (Board policy #5113 states that a student must attend at least 162 days of school to be considered to have successfully completed the academic year.)
 - b. A contract will be made with parents of students who have excessive absences and may include:
 1. Home visits to check on absences.
 2. Require students to be examined by a physician or school nurse before the student is given an excused medical absence.
 3. If parents do not comply or students continue to have poor attendance, legal action will be taken.

- c. Parents of students with more than 18 days absent must present documentation related to the student absences for a review of possible waiver of the 162 day requirement as outlined in the Board Policy #5113.

Should the number of days a student attends school be less than 162 days, that student jeopardizes the normal progression of moving to the next grade will automatically be placed on the student retention list and be reviewed by the I & RS Team. At the discretion of the administrator, students may also lose privileges such as extra curricular activities and non educational school trips. After eighteen (18) days of unvalidated absences, the District will issue a legal 5-day Notice. (Title 18-A:38-25). If unvalidated absences continue, the Superintendent will file charges and parents will be required to appear in court.

14. **Parents/Guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.**
15. **An absence shall be considered a validated absence for the following reasons:**
 - a. Student illness
 - b. Requirement of student's IEP
 - c. Death or critical illness in the student's immediate family, or other with permission of principal
 - d. Quarantine
 - e. Observance of the student's religion on a day approved for that purpose by the State Department of Education
 - f. Suspension
 - g. Requirement of a student's individual health care plan
 - h. Alternate short or long-term accommodations for students with disabilities
 - i. Required attendance in court
 - j. Necessary and unavoidable medical or dental appointment
 - k. Such good cause as may be acceptable to the principal
16. **Students will be given the opportunity to makeup work within two (2) days of validated absence.**
17. **An unvalidated absence occurs when a student returns to school without a written explanation for the absence. The student may be required to stay after school to make up their work. Both validated and unvalidated absences count towards the limit of 18 days absence for the school year. Unvalidated absences are as follows:**
 - a. Family Travel
 - b. Performance of household or babysitting duties
 - c. Other daytime activities unrelated to school program
 - d. Leaving school without permission
 - e. Leaving class because of illness but not reporting to the school nurse as directed
 - f. Being present in school but absent from class without approval
18. **The administration will be in direct communication with the parents if the number of validated and unvalidated absences appears to be exceeding the 90% limit at anytime during the year. If the number of unvalidated absences exceeds ten days, additional disciplinary action and/or legal action as stated in the New Jersey Administrative Code and Statutes may be taken.**

19. School districts are required by law to report students who have accumulated days that are counted as being unvalidated, therefore truant. The three conditions That define an unvalidated absence and accumulate towards truancy are:
 - a. No parent permission - student is absent without parents' knowledge or permission.
 - b. Parent unable to enforce attendance - student refuses to attend school.
 - c. Parent keeps student out of school without approval - a parent knowingly keeps the student out of school without notifying the school or getting permission from the school.
20. Absences considered unvalidated will be counted as days truant. The following procedures will be enacted for students considered truant.
 - * The parent/guardian will be notified in writing following the **third unvalidated** absence.
 - * In addition to written notification, a meeting to jointly develop an attendance plan of action will be scheduled following the **fifth** unvalidated absence.
 - * Truancy charges will be filed following the **eighth unvalidated** absence.
21. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.
In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.
22. **When a student is absent from school, the child will not be permitted to participate or attend any extra-curricular activity or school function for that day or evening.**
23. The board recognizes the following as absences; however, documentation is still required.
 - a. Disabling illness
 - b. Recovery from accident
 - c. Required court attendance
 - d. Death in the family
 - e. Religious observance in accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.
 - f. Such good cause as may be acceptable to the Vice Principal.
24. Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Late Arrival and Early Dismissal

Circumstances may require that a pupil be late to school or dismissed before the end of the school day.

The board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Family emergency;
- D. Court appearance;
- E. Such good cause as may be acceptable to the administration.

No pupil shall be permitted to leave the school before the close of the school day unless he/she is signed out by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

LATENESS PROCEDURES

Chronic tardiness to school is a serious violation of attendance rules. Parents are expected to work with school authorities to correct this problem. The School Disciplinary procedures will be implemented if lateness becomes excessive. Students arriving late to school are to sign in to avoid unnecessary calls home and to maintain accurate attendance records.

The following procedures will be followed to reduce tardiness:

- A letter will be sent to inform parents of their child's attendance/tardy record.
- Students will serve school detentions for tardiness when the student exceeds four (4) days tardy. Beginning with the fifth day, the student will serve a school detention for each day tardy. The administration may add additional detentions if the days tardy become excessive or consecutive at any time during the school year.

ABSENCE REPORTING RULES

Parent's must contact the school each and every day of absence. Please call the Information Hotline between 8:15 AM-10:00 AM on the day of absence - 522-1938. When the student returns from an illness a note must accompany him/her to school that day. The school will make a reasonable effort to call the home of an absent student whose parent has not called the school to report his/her absence.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
- B. If no telephone contact can be made, the attendance officer shall investigate.
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities.
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the chief school administrator receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the chief school administrator shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see policy 5125 Pupil records). After the chief school administrator has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

REGULAR BELL SCHEDULE

GRADES K - 4 (Schedule A)

7:45 am – 8:00 am - Students may arrive at school
 7:45 am – 7:55 am – Breakfast served
 8:00 am - Students' day begins in the auditorium and gym
 8:02 am - Dismissal bell
 8:05 am - Late bell
 8:10 am - Period 1 begins
 8:54 am - Period 2 begins
 9:38 am - Period 3 begins
 10:22 am - Period 4 begins
11:06 am - 11:36 am LUNCH PERIOD A
 11:36 am - Period 5 begins
 12:20 pm - Period 6 begins
 1:04 pm - Period 7 begins
 1:48 pm - Period 8 begins
 2:32 pm - Student dismissal bell

GRADES 5 - 8 (Schedule B)

7:45 am – 8:00 am - Students may arrive at school
 7:45 am – 7:55 am – Breakfast served
 8:00 am - Students' day begins in the auditorium and gym
 8:02 am - Dismissal bell
 8:05 am - Late bell
 8:10 am - Period 1 begins
 8:54 am - Period 2 begins
 9:38 am - Period 3 begins
 10:22 am - Period 4 begins
 11:06 am - Period 5 begins
11:50 am - 12:20 pm LUNCH PERIOD B
 12:20 pm - Period 6 begins
 1:04 pm - Period 7 begins
 1:48 pm - Period 8 begins
 2:32 pm - Student dismissal bell

EARLY DISMISSAL BELL SCHEDULE

GRADES K - 4 (Schedule A)

7:45 am - 8:00 am - Students may arrive at school
 7:45 am – 7:55 am - Breakfast served
 8:00 am - Students' day begins in the auditorium and gym
 8:02 am - Dismissal bell
 8:05 am - Late bell
 8:10 am - Period 1 begins
 8:42 am - Period 2 begins
 9:14 am - Period 3 begins
 9:46 am - Period 4 begins
10:18 am - 10:48 am LUNCH PERIOD A
 10:48 am - Period 5 begins
 11:20 pm - Period 6 begins
 11:52 pm - Period 7 begins
 12:24 pm - Period 8 begins
 12:56 pm - **DISMISSAL**

GRADES 5 - 8 (Schedule B)

7:45 am - 8:00 am - Students may arrive at school
 7:45 am – 7:55 am - Breakfast served
 8:00 am - Students' day begins in the auditorium and gym
 8:02 am - Dismissal bell
 8:05 am - Late bell
 8:10 am - Period 1 begins
 8:42 am - Period 2 begins
 9:14 am - Period 3 begins
 9:46 am - Period 4 begins
 10:18 am – Period 5 begins
10:50 am - 11:20 am LUNCH PERIOD B
 11:20 am - Period 6 begins
 11:52 pm - Period 7 begins
 12:24 pm - Period 8 begins
 12:56 pm - **DISMISSAL**

DELAYED OPENING BELL SCHEDULE**GRADES PreK - 4 (Schedule A)**

10:00 am - Period 3 begins

10:22 am - Period 4 begins

11:06 am - 11:36 am LUNCH PERIOD A

11:36 am - Period 5 begins

12:20 pm - Period 6 begins

1:04 pm - Period 7 begins

1:48 pm - Period 8 begins

2:32 pm - Student dismissal bell

GRADES 5 - 8 (Schedule B)

10:00 am - Period 3 begins

10:22 am - Period 4 begins

11:06 am - Period 5 begins

11:50 am - 12:20 am LUNCH PERIOD B

12:20 pm - Period 6 begins

1:04 pm - Period 7 begins

1:48 pm - Period 8 begins

2:32 pm - Student dismissal bell

CELL PHONES

Cell phones may be used as a technology tool to enhance student learning. Students are not permitted to use cell phones in the classroom unless noted in a teacher's lesson plans for instructional purposes. Students may not use cell phones in the cafeteria and in the hallway between changing of classes.

The use of video/audio recording during school hours is prohibited at all times. Students are not permitted to wear headphones/earphones without the teacher's permission.

Any student using a cell phone without a teacher's permission or using a cell phone in an improper manner will be subject to disciplinary consequences.

- | | |
|--------------------------------|--|
| 1st Offense: | Parent notification; cell phone confiscation and the phone will be returned to the student at the end of the day. |
| 2nd Offense: | Parent notification; cell phone privilege revoked for one week, administrative detention, cell phone confiscated and returned to parent. |
| 3rd Offense: | Parent notification; cell phone privilege revoked for one month, two administrative detentions, cell phone confiscated and returned to parent. |

CHANGE OF INFORMATION**MOVING OUT OF DISTRICT/TRANSFERS**

A parent/guardian must contact the Main Office to request a transfer card. After checkout is completed, the parent will be given a transfer card. Please allow 24 hours for process of your transfer request.

CHANGE OF ADDRESS/TELEPHONE

Any change of address or telephone should be reported to the main office immediately. This information must include emergency contact numbers. Often parents/guardians who work outside the home, give work numbers as an emergency contact. Please notify us immediately if there is a change in the emergency contact number. Parents/guardians who move out of this school district must inform the office immediately. **Out-of-district students are subject to tuition charges.** Request Policy #5111 and Policy #5118.

Please contact the main attendance office for questions on transfers or attendance at 609-522-1454, ext. 610.

CHILD STUDY TEAM

The Board of Education provides the services of basic Child Study Team personnel (school psychologist, school social worker, speech-language consultant, and learning disability teacher-consultant). When necessary, the Superintendent recommends for board approval additional qualified persons or agencies to supplement the basic team evaluation. Appropriate staff members, including the nurse and teachers assigned to the pupil, are also involved.

Pupils who have been identified by any professional staff member, the parents/guardians of the child, or agencies concerned with the welfare of students as potentially educationally disabled are considered for referral. Teachers and administrators provide intervention resources (i.e.: adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. The members of the child study team are available to discuss problems informally with teachers. If the problems persist despite these intervention techniques, a formal referral requiring due process procedures is initiated. The evaluation of each such pupil proceeds in accordance with law. Copies of the Parent Rights Handbook and Special Education Law are provided to the parents of identified students and others by request.

Parents and school personnel who suspect a child may have a disability may contact the Supervisor of Student Services, Mrs. Carolyn Morey at 523-8675 regarding pre-intervention services and/or an identification meeting.

PRE-SCHOOL DISABLED IDENTIFICATION AND SCREENING PLAN POLICY STATEMENT:

The Superintendent, through the designated personnel, has established and implemented a plan to identify and screen children between the ages of 3-5, who are suspected of having a handicapping condition. For information about identification or screening of pre-school children, please call the Child Study Team Office: 523-8675.

DISCIPLINARY ACTION FOR SPECIAL NEEDS STUDENTS

The Child Study Team shall comply with controlling guidelines for disciplinary actions that are found necessary to go beyond the expectations of a classified student's written individualized educational program. Changing the placement of a classified student who is violent and disruptive will be made according to State and Federal Law.

SCHEDULE MODIFICATIONS

1. The schedule may be altered to fit the individual classroom/teacher needs as long as the *minimum* standards are maintained.
2. For special education students in self-contained classes, this minimum schedule should be maintained unless individual student needs and abilities warrant adjustments.

CODE OF CONDUCT

In accordance with our district's mission statement and commitment to creating the opportunity for every student to experience success and develop into productive citizens, we have these expectations for each student:

- A. To Do Your Best
- B. To Be Prepared to Learn
- C. To Respect Yourself and Others

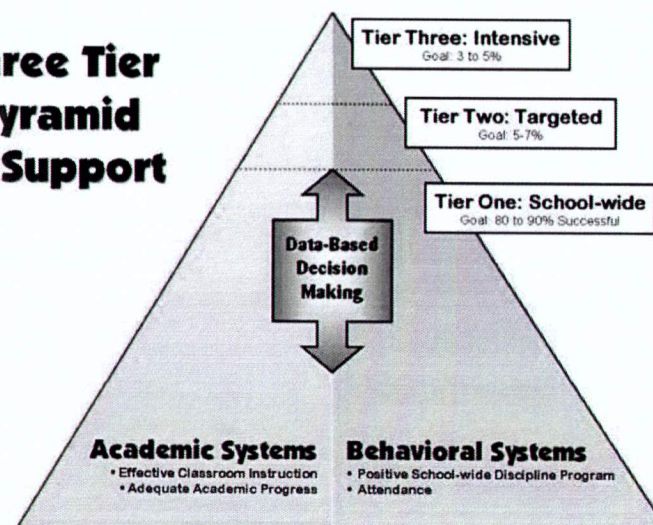
These expectations manifest themselves in the following ways:

- A. Behaviors consistent with "Doing Your Best"
 1. Taking pride in what you do
 2. Working productively
 3. Handing in assignments on time
 4. Maintaining regular study time at home
 5. Doing your own work
 6. Getting help when needed
 7. Being honest and truthful
 8. Accepting responsibility for your actions
 9. Staying on task and focused on what you are asked to do
- B. Behaviors consistent with "Being Prepared to Learn"
 1. Being on time and attending school regularly
 2. Completing classroom and homework assignments in a timely fashion
 3. Being prepared for each class, everyday
 4. Being aware of school procedures and rules and following them accordingly
 5. Getting enough rest and nutrition to have the energy to meet the demands of the school day
 6. Being organized to begin each day and each class
 7. Being open to suggestions and ideas to help you learn
 8. Beginning each class expecting to learn something new
- C. Behaviors consistent with "Respecting Yourself and Others"
 1. Take pride in yourself and your school
 2. Respond politely to others and expect the same in return
 3. Be courteous at all times to everyone you come in contact with throughout the day
 4. Maintain self-control so you and those around you can learn
 5. Ask permission to use things that do not belong to you
 6. Keep your personal areas orderly, neat and clean
 7. Help keep clean areas of general use such as hallways, cafeteria, gym, locker rooms and lavatories
 8. Walk quietly in the hallways
 9. Be concerned about your safety and others when using playground equipment, gym equipment and instructional equipment
 10. Maintain your personal space and respect others personal space
 11. Support one another when working in collaborative group projects and activities.

- D. Behaviors consistent with district expectations to “Eliminate harassment, intimidation, and bullying”:
1. Conforming to reasonable standards of socially accepted behavior
 2. Showing respect to the person, property and rights of others
 3. Obeying constituted authority and responding to those who hold that authority
 4. Not participating in active or passive support for acts of harassment, intimidation, or bullying
 5. Constructively attempting to stop acts of harassment, intimidation, or bullying
 6. Providing support to students who have been subjected to harassment, intimidation, or bullying
 7. Reporting acts of harassment, intimidation, or bullying to a school staff member
 8. Behaving in a manner that creates a supportive learning environment by their conduct, self-discipline and good citizenship

For students who are unable or unwilling to work towards these expectations and demonstrate inappropriate behavior, action will be taken as outlined in the **Three Tier Pyramid of Support**. These examples of behavior and disciplinary actions are not to be inclusive. They illustrate our standard procedure of operation for student management; however, the Administration retains the final authority to deal with individual students and incidents as it deems appropriate. Refer to Board Policy #5600.

Three Tier Pyramid of Support



Tier One Supports (School-wide):

Tier One Supports are proactive and preventative in nature. Since Tier One (school-wide) supports are built into the structure of the school, all students may benefit from these academic and behavioral supports.

School-wide behavior supports include:

- Explicit teaching of expected behaviors
- Consistent acknowledgement and correction of student behavior
- Active supervision
- Safe and welcoming culture
- Teaching students about norms and expected behaviors
- Development of engaging lessons to prevent students' off task behavior

Tier Two Supports (Targeted):

Tier Two supports (academic / behavioral) are short-term, interventions, which are highly efficient and provide rapid response for students who are not making adequate progress with Tier One supports alone.

Targeted behavior supports may include:

- Office Referral
- Parent, Teacher and Administration conference
- Targeted skill development
- School Based Network of Support including meetings with Counselor, School Psychologist, Administrators
- Increased supervision
- Increased support and feedback
- Increased progress monitoring

Tier Three Supports (Individual):

Tier Three supports (academic / behavioral) are long-term, intensive interventions, which focus on individual students. Tier Three supports are appropriate for students identified, through the systematic review of data, as unable to make adequate progress with Tier One and Two supports alone. Tier Three supports may or may not include a referral to the Intervention and Referral Services (I&RS) or the Resiliency Team.

- Parent / Guardian Participation
- Review of student data
- Collaboration of staff members including administration, counselor, teachers and others.
- Develop an individualized attendance, academic and behavioral plan for each student.
- Wrap around support including inter-agency collaboration
- Continuous monitoring and feedback

ACTIVITY RESTRICTION (AR)

Students who have been assigned external suspension are restricted in terms of participation in 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 restriction.

DISCIPLINE CODES FOR MARGARET MACE SCHOOL

AW – Administrative warning

30D – 30 minute after school detention

60D – 60 minute after school detention

SL – Silent Lunch

ISS – In school suspension (students report to an assigned area with a proctor during school)

E 2 – External suspension for the number of days indicated

E 4 – External suspension for the number of days indicated

E 8 – External suspension for the number of days indicated

E 10 – External suspension for the number of days indicated

Activity restriction – No attendance to or participation in school activities or events.

MARGARET MACE SCHOOL DISCIPLINARY CODES 2018-2019			
Offenses Related to Behavioral Issues (Discipline Refreshes by Marking Period)			
Offense	1st	2nd	3 or more
<ul style="list-style-type: none"> • Dress code violation • Eating /drinking out of Café • In an unauthorized area • Running in Hallways 	AW/Change of clothing AW	30D	2 60D
<ul style="list-style-type: none"> • Use of cell phone in school. • Cell phone on person & visible. • Internet violation – AUP violated 	60D	2 60D Call parents Call security/Admin.	ISS Device collected by parent/guardian Loss of internet privilege
<ul style="list-style-type: none"> • Inappropriate behavior in Café and/or Silent Lunch • Refusing to follow teacher's direction 	1SL	2SL	1 wk. SL
<ul style="list-style-type: none"> • Before and After School Wandering in Halls • School Security violated by letting someone in the hallway doors 	30D	60D	2 60D Call Parents
<ul style="list-style-type: none"> • Disruptive conduct during instruction • Inappropriate comments, attitude and/or behavior towards a student. 	30D or 2SL	60D	2 60D
<ul style="list-style-type: none"> • Chronic disobedience, disrespect, defiance, • Disruption of Instruction 	ISS	ISS Parent meeting	E2 / AR Parent meeting
<ul style="list-style-type: none"> • Inappropriate comments, attitude and/or behavior towards staff. • Disrespect, defiance to staff • Disobedience to staff. 	2SL or 60D	ISS Parent Meeting	E1/AR Parent meeting
<ul style="list-style-type: none"> • Forging Documents, • Cheating, Plagiarism 	2 60D Call Home	ISS Parent conference	2-ISS
<ul style="list-style-type: none"> • Possession or use of tobacco products. • Use of matches or lighter. 	ISS Meeting with SAC Parent meeting	ISS Parent meeting SAC	E2/AR Parent meeting SAC
<ul style="list-style-type: none"> • Failure to serve teacher detention. 	30D	60D	2 60D
<ul style="list-style-type: none"> • Failure to serve 60D detention or Silent lunch 	2 60D	ISS	2 ISS
<ul style="list-style-type: none"> • Profanity/obscene gestures to student 	60D	2 60D	ISS
<ul style="list-style-type: none"> • Profanity/obscene gestures to staff • Violated activity restriction 	E1	E2	E3
<ul style="list-style-type: none"> • Vandalism • (minor–under \$50) 	1 ISS/ Meeting with parent / restitution	2 ISS / Meeting with parent / restitution	3 ISS /Meeting with parent restitution
<ul style="list-style-type: none"> • Theft (minor 0 under \$25) 	ISS Restitution	1E /Meeting with Parent / restitution	2E /Meeting with parent restitution

Offenses Related to Attendance Issues 2018-2019

Offense	1 st	2 nd	3 rd
Late to class or school Leaving class w/o permission	4 th offense 30D 5-6 Offense 60D	7 th Offense 60D/PC 8 th Offense 260D	9 th Offense ISS 10 th Offense 2 ISS/PC
Cutting class	60D Call parents	ISS Call parents	2 ISS Parent conference
Leaving school w/o permission.	ISS Call parents	2 ISS Call parents	3 ISS Parent conference
Truancy (not coming to school or leaving school – intentional without parent permission).	ISS Parent conference	2 ISS Parent conference	3 ISS Parent conference

Offenses Related to Aggression Issues 2018-2019

Offense	1 st	2 nd	3 rd
Minor Altercation (between two students, verbal and/or minor physical interaction, ie..bumps or pushing)	2 60D Call parents	ISS Call parents	2 ISS Parent Conference
Physical Aggression / Excessive Horseplay	60D Call Parents	1 ISS Call Parent	2 ISS Parent conference
Creating a dangerous situation or instigating a fight.	2 ISS Call Parents	E2/AR Parent conference	E4/AR Parent conference
Use of racial/ethnic slurs and/or hateful/inflammatory statements (Bias Incident).	ISS Call parents	E2/AR Parent conference	E4/AR Parent conference Possible charges filed
Unacceptable behavior towards a staff member (verbal or physical).	ISS Call Parents	2 ISS Call parents	E2 - AR (10) Parent conference

Offenses Related to Violence and Vandalism 2018-2019

Offenses Related to Violence and Vandalism 2018-2019			
Verbal or electronic threats to students of intended physical harm	1 ISS/AR	E2 - AR Possible Charges filed	E3 – AR (45) Charges filed
Verbal or electronic threats to staff of intended physical harm	E4 - AR Possible Charges filed	Up to E10 - AR Supt. review/charges filed	
Fighting	E4 - AR Possible Charges Filed	E8 - AR Charges filed	E10 - AR (45) Supt. review charges filed
Bullying, harassment, hazing, or intimidation, Cyber Bullying, Cyber Stalking	Based upon administrative investigation, consequences may include: parental conference, detention, ISS, external suspension, police charges.		
Cat Fishing	E10 - AR	E10 - AR (45) Superintendent review for extension/charges filed	
Assaulting/causing injury to a staff member or student	E10 - AR (45) Superintendent review for extension/charges filed		

Offenses Related to Violence and Vandalism 2018-2019

Offenses Related to Violence and Vandalism 2018-2019			
School Safety Issues: <ul style="list-style-type: none">• Tampering with alarm• Bomb threat• False fire alarm• Terrorist threats• Arson	E10 - AR (45) Superintendent review for extension charges filed		
Sexual Misconduct Issues: <ul style="list-style-type: none">• Harassment• Lewd conduct• Indecent exposure• Pornography	E10 - AR (45) Superintendent review for extension charges filed		
Substance Abuse Issues: <ul style="list-style-type: none">• Positive result for drug/alcohol screening• Refusal to submit to drug screening	E10 – AR (45) SAC referral Readmission process	E10 - AR (45) SAC referral Supt. review Readmission process	
<ul style="list-style-type: none">• Possession of illegal/controlled substance.• Possession of drug paraphernalia.• Attempt to sell/transfer of illegal controlled substances or alcohol	E10 – AR (45) Meeting with SAC Superintendent review possible extension up to one year charges filed		
Weapons Issues: <ul style="list-style-type: none">• Possession of fireworks, explosives, fake bomb.• Possession of firearm, knife, weapon, dangerous object and/or look-alike weapon.• Attempt to or sale of weapon or firearm			
Vandalism – Major (over \$50) Theft – Major (over \$25)	E2 - AR Possible charges filed Parent conference	E3 – AR (10) Charges filed Parent Conference	E4 – AR (45) Charges filed Parent Conference

Note: The administration reserves the right to modify the consequences assigned based on their interpretation of the events of any given situation. Students are eligible for the appropriate due process in all discipline situations.

CODE OF CONDUCT LETTER

Dear Students and Parents:

I believe that every student in our school has the right to learn in a safe and secure environment among people they can trust. I have made and will continue to make every effort to ensure that our classrooms and schools are clean, neat and safe.

Our administrators and teachers work very hard to keep the disruptions that interfere with teaching and learning to a minimum. However, this cannot be accomplished without the assistance and cooperation of each and every student in our school.

The Student Discipline Policy outlined here provides a clear explanation of the conduct that is expected from every student. The policy defines actions that are in violation of our school rules and of the consequences and disciplinary measures which may be taken. Successfully meeting the Standards of Conduct begins with respect - respect for yourself and others, and most of all, respect for authority. Lack of respect is unacceptable and will be addressed accordingly.

I urge each student to sit and read this policy with his/her parent/guardian. If you have any questions about any aspect of the policy, feel free to contact the Principal's office. Please sign the "Memorandum of Understanding" and return it to your child's homeroom teacher.

I appreciate your cooperation and support of our effort to make this a safe, positive and educationally stimulating school year.

Sincerely,

Patricia Donlan

Memorandum of Understanding

We, the undersigned, have read and reviewed the "Student Code of Conduct". We understand its contents and will adhere to the rules and regulations. My child understands that any threat to his/her person is to be reported immediately to his/her teacher or Principal.

It is my understanding that such reporting will be kept confidential.

Student's Signature

School

Homeroom

Parent/Guardian Signature

Home Telephone #

Teacher's Signature

Date

Primary Behavior Plan Guidelines

1. Each teacher will set and display classroom rules.
2. Each teacher will place a colored chart in the classroom and move from one color to another at their discretion based on classroom rules.
3. Special area teachers will handle behavior on their own and report any violations to the classroom teacher. If necessary, the special area teacher will fill out a referral form and send it to the office.
4. Once at the red level, a Discipline Referral form will be completed and sent to the office.
5. The administrator will follow the consequences for each level of infraction.
6. After three referrals, a conference may be called between the teacher(s), administrator, and parent(s) to discuss the child's behavior.
7. Further referrals could initiate I & RS involvement.

SUPPORT FOR STUDENTS EXPERIENCING BEHAVIOR DIFFICULTIES

A major function of the school is to teach young people to be self-controlled in human relationships and to develop respect for others and respect for the rules and regulations that govern the lives of citizens in the school and community. Common sense is the most important ingredient in setting up rules of behavior for our school. Teachers in the North Wildwood School District develop and maintain an educational environment that is conducive to effective learning. Teachers instruct students in classroom and school rules integrated throughout the curricula and through counseling and conferences. Parent conferences and district support staff are utilized to correct behavior infractions and to resolve problems in a manner that enhances a student's self-esteem and offers remedial support.

Teacher detentions are scheduled by staff when classroom rules are not followed, as determined appropriate by the teacher and in compliance with policy guidelines. School detentions are assigned by staff when school rules are not followed (See Disciplinary Referral). A one day suspension may result when four school detentions do not produce acceptable behavior. The teacher refers all serious or chronic violations of rules to the Vice Principal who may assign detentions, suspensions, and/or refer them to the Superintendent.

When the administration has exhausted all normal means of modifying behavior, the student may be suspended in compliance with district policy. The following guidelines will be implemented to provide the student with all reasonable support from district staff:

INTERVENTION GUIDELINES

- Meeting with Vice Principal
- Meeting with Counselor
- The Child Study Team (CST) may be consulted.
- Intervention strategies will be tried for a few weeks and evaluated.
- The CST may recommend a full evaluation of the student within the guidelines of district policy, state, and federal regulations.

SUSPENSION**IN-SCHOOL SUSPENSION**

Margaret Mace School maintains an in-school student suspension program. Students assigned to in-school suspension must comply with the Margaret Mace School Code of Conduct. Students are required to complete classroom assignments during suspensions.

The School Administration schedules suspensions. Failure to follow the established rules and regulations during suspension may result in additional days of suspension.

Suspended students assigned to in-school suspension must report to the Main Office during homeroom period. When a student is absent on the date assigned, the student must make up the in-school suspension upon return to school. Suspended students are responsible for completion of all assignments during their suspension.

RULES & REGULATIONS FOR IN SCHOOL SUSPENSIONS

1. While in in-school suspension, students must complete academic work. Additional detentions may be assigned to those students who fail to bring materials and assigned work to the suspension room.
2. Students will be given a 30-minute lunch period.
3. Disruption, disrespect or failure to follow any of the established rules and regulations will result in additional days of in-school suspension or removal from school.
4. Students will be directly responsible to the in-school suspension teacher.
5. Suspension will be served from 8:00 am until 3:30 p.m. **At 2:32 pm, the suspended student will report to school detention.**
6. Social restriction begins on the first day of the suspension and ends the last day of the suspension; after which, the student will be on social probations. For every day of suspension, student will receive seven (7) consecutive calendar days of social probation (i.e.: 2 days of suspension = 14 consecutive calendar days of social probation).

SOCIAL PROBATION

A student will be under social probation for the time determined by the following equation: One (1) day suspension = seven (7) consecutive calendar days social probation excluding holidays and emergency closings. During social probation, a student may participate in school activities and events but will lose those privileges if an acceptable level of behavior or academic performance is not maintained. Privileges are reinstated on the morning following the last day of probation. The administration reserves the right to modify or expand these disciplinary conditions and/or decisions.

SOCIAL RESTRICTION FOR ALL SUSPENSIONS

A social restriction shall mean that a student shall lose his/her privilege of participating in or attending any extra-curricular activity sponsored by Margaret Mace School for the duration of the suspension. This exclusion from activities shall include, but not be limited to, participation in all sporting, dramatic and musical events, all practices and rehearsals scheduled for these events, attendance as a spectator at any event, all trips that are not direct extension requirements of the classroom, the spring dance, school dances, graduation, and any other activity that is not a direct extension of the classroom. This will include all Margaret Mace School sponsored weekend sports and/or activities. Based on the gravity of the suspension, activities/sporting events not sponsored by Margaret Mace School may be included in the social restriction period.

OUT OF SCHOOL SUSPENSION

Pupils on home suspension shall be counted absent unless the duration of the suspension requires home instruction. A student may receive an out of school suspension when the infraction of school rules and regulations is of a serious or persistent nature. Except when special considerations warrant, at the discretion of the administration, a pupil will be given a written notice of the school regulations that results in his/her exclusion or suspension. A copy will be sent home with the pupil for parent signature. The same social restriction and social probation condition exists as in-school suspension. The opportunity will be given to continue or make up all academic course work.

DISCIPLINARY POINT SYSTEM

It is the responsibility of every student to behave responsibly. The following point system of Margaret Mace School does not replace any Board of Education Policies, but rather provides added details to them.

SCHEDULE OF ASSIGNED POINTS:

School detention 1 point for each day assigned
Suspension 3 points for each day assigned

MARKING PERIOD CONSEQUENCES: GRADES 4-8

1-5 All privileges retained.
6-8 Loss of privileges at administrator's discretion.
9 or more At administrators discretion, further penalties may occur.

Students will start each marking period with zero (0) points. If a student loses privileges as a result of the points he/she acquired, those privileges will be lost until the end of the current marking period, or until the end of the school year in the fourth marking period. A record of cumulative points will be kept in the main office. If a student accumulates thirty (30) points or more during the school year, at the discretion of the Administrator's, she/he will not be allowed to participate in activities at the end of the year including assemblies, class trips, dances, and the eighth grade closing ceremony.

This system was designed with the knowledge that everyone makes mistakes occasionally. Consequences, based on points, come only after several infractions or serious infractions (such as fighting, truancy, or inappropriate language) of the school's discipline expectations.

DISCIPLINE APPEALS PROCEDURES

A student or parent/guardian may appeal a disciplinary decision. If an appeal is desired, the procedure below should be followed:*

1. Parent/guardian/student should schedule a conference with the teacher writing the Discipline Referral.
2. If the parent/guardian is not satisfied after the conference with the teacher, a conference with the Vice Principal may be requested.
3. If after the conference with the Vice Principal the situation remains unresolved, a meeting with the Superintendent may be requested.
4. If the matter remains unresolved after a meeting with the Superintendent, a written request for a meeting with the Board of Education may be made.

* Every effort should be made to resolve the issue at the lowest possible level.

WEAPONS AND DANGEROUS INSTRUMENTS

Possession of fire arms, weapons and potential weapons, which includes imitation and toy guns, and other objects which have the appearance, and/or can be used as weapons, will result in serious discipline measures consistent with State, Federal laws and school policy. These infractions can mandate suspension and expulsion in instances defined in these regulations. Refer to Policy #5131.7 for discipline procedures.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

Board Policy #5131.1

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, and at school activities.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

A. Students

Consequences and remedial measures for a student 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 student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

1. Correct the problem behavior;
2. Prevent another occurrence of the problem;
3. Protect and provide support for the victim of the act; and
4. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law.

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP.

B. Reporting Harassment, Intimidation and Bullying Behavior

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

1. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
2. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
3. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

C. Investigating Reported Harassment, Intimidation and Bullying

The principal, or his or her designee, in consultation with the anti-bullying specialist, shall make a preliminary determination prior to initiating an investigation, as to whether a reported incident or complaint, assuming all facts presented are true, is a report that qualifies as harassment, intimidation and bullying according to the law (within the scope of N.J.S.A.18A:37-14).

If the principal, or his or her designee, in consultation with the anti-bullying specialist, determines that the incident or complaint is a report outside the scope of the law (N.J.S.A.18A:37-14) and does not qualify as harassment, intimidation and bullying, this determination may be appealed to the board of education according to the appeal process detailed below. The determination of the board may be appealed to the commissioner of education in accordance with law (N.J.A.C.6A:3).

When the principal, or his or her designee, in consultation with the anti-bullying specialist, determines that the reported incident qualifies as harassment, intimidation and bullying, the report shall be investigated promptly and in accordance with law and the following procedures:

1. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 - a. Taking of statements from victims, witnesses and accused;
 - b. Careful examination of the facts;
 - c. Support for the victim; and
 - d. Determination if alleged act constitutes a violation of this policy.
2. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist.
3. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying.
4. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation.

6. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
 - a. The nature of the investigation;
 - b. Whether the district found evidence of harassment, intimidation, or bullying; or
 - c. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

D. Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

E. Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the chief school administrator regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 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."

A copy of the entire policy is available on the district website or by contacting the Superintendent.

Margaret Mace Elementary School implemented the "No More Bullies, No More Victims" during the 2009-2010 school year. This program was developed to encourage students' social skill building and to take responsibility for not only their own actions toward fellow students but to be supportive "witnesses" to children who are being bullied. The program further sensitizes teachers to students' interpersonal relationships and empowers them toward making the classroom "bully free". It also enables parents to understand the dynamics of bullying and see the role they play in resolving or escalating the problem. The "No More Bullies, No More Victims" program has assisted our school in the development of a sense of community and fostered an attitude of responsibility for maintaining a safe school environment.

Additionally, the AI's Pals: Kids Making Healthy Choices Program is part of the Preschool program applied in the Kindergarten classrooms. The Early Childhood staff has received extensive training to strengthen their abilities to establish and nurture healthy, caring environments for children in which they can grow and flourish. Key concepts, which are reinforced in daily interactions, are introduced as a means to increase the pro-social life skills in young children.

The Margaret Mace staff and students have and will continue to participate in various training opportunities to address the concepts of Harassment, Intimidation, and Bullying.

CURRICULUM

A curriculum guide for each subject area and grade was developed and produced by the North Wildwood faculty, administration and staff and approved by the North Wildwood Board of Education after consultation with interested community, staff, and students for implementation in every area of instruction provided in the North Wildwood School District.

APPROVED CURRICULA

Math.....	7-8
Art.....	Pk-8
Carpentry.....	6-8
Computer Literacy.....	Pk-8
Health.....	Pk-8
Language Arts/Literacy.....	1-8
Library/Media Center.....	Pk-8
Mathematics.....	1-8
Music/General/Instrumental (Band).....	Pk-5
Physical Education.....	Pk-8
Preschool.....	Pk
Science.....	1-8
Social Studies.....	1-8
Technology.....	3-6
World Language.....	Pk-8

DANCES

Time: Specific beginning and ending times for said activity will be announced in advance.

Chaperones: A minimum of four adult chaperones will attend each dance (placement of chaperones is determined by the student council advisor or the teacher in charge).

Attendance: Only eligible students of Margaret Mace School may attend the dance. Outside students in grades 6-8 may be permitted only with special permission.

Control: Once a student has entered the dance, he/she may not leave and re-enter the dance.

Behavior: Responsible behavior must be maintained. No behavior that endangers safety. No inappropriate physical contact/inappropriate dancing. MMS School Code of conduct is in effect at all times. No food or drinks except in designated tables/area.

Dismissal: In the judgment of the advisor, a student who seriously violated safety rules, discipline codes and/or is suspected of using alcohol or drugs, will be detained until his/her parents are contacted. If a contact cannot be made and there is reasonable suspicion that the child in question will not be dismissed without adult supervision, the North Wildwood Police will be called and assistance requested.

Cleanup and Closing: Students should be responsible for clean up.

Student Dress: Clean, neat, and appropriate. Inappropriate attire would be reason to be refused admittance.

Spring Dance: Attended by 7th and 8th grade students only. Young men are encouraged to wear slacks, shirts with collars, vests, ties, sweaters and/or suits. Tuxedos are not permitted. Young ladies are encouraged to wear nice dresses, skirts/blouses or dress pants (no jeans). Evening wear or inappropriate attire is not permitted. Limousines and other costly means of transportation are not permitted. Students must be at school at the appropriate time on the day of the dance in order to attend. No student will be dismissed early from school. Social and academic eligibility rules apply as stated in the handbook. For more information, please request Board Policy #5131.2 – 522-6885.

DRESS CODE

The North Wildwood School District recognizes that good taste in personal attire and grooming plays a tremendous role in creating the kind of overall school atmosphere which is conducive to productive learning and efficient teaching. The administration anticipates students and parents will make appropriate decisions regarding their appearance to ensure their choices do not create a safety hazard, distract the educational programs of the school or violate District, State and Federal Guidelines.

Appropriate dress is required at all times in school and is determined by the administration. Dress which is unsafe or distracting to the educational process will not be tolerated. Students are expected to dress in a manner which is appropriate for a public school setting. Clothing worn or items carried are not to be distracting to other students, or disruptive to the normal routines and functions of the school.

The following guidelines have been set regarding proper school dress:

1. Students are not permitted to wear shirts or tops that cover less than three inches of the shoulder. Shirts or tops that are see-through, do not cover the midriff, or cut too low in the front are not permitted. Students are not permitted to wear shirts or tops that contain profanity or make reference to sex, drugs, alcohol, cigarettes, or violence.
2. Shorts, skirts, and pants must be appropriate length (Finger-tip Rule). No bicycle/spandex, ripped, cutoff, boxer type shorts, pajama bottoms or pants with writing on the back are permitted.
3. Shoes or sneakers must be worn at all times. No flip-flops or slip-ons are allowed.
4. Students shall not wear hats, bandanas, caps or other head covering inside the building (except for religious or health reasons and during spirit weeks).
5. For safety reasons, chains, dangling jewelry on articles of clothing (including those on book bags) shall not be worn or carried to school.
6. Body piercings / tattoos that are disruptive to the educational process will be removed and/or covered.

CAREER EDUCATION AND CONSUMER FAMILY LIFE SKILLS

We focus on providing our children with knowledge, skills and attitudes in the following areas, which are important to becoming a successful member of society:

Mental & Social Health	Body Structure	Nutrition
Function & Growth	Physical Fitness	Drugs
Safety & First Aid	Personal Health Care	Diseases
Consumer Health	Family Health	Careers
Community & Environmental Health	Life Management Skills	

FIELD TRIPS

Proper behavior is expected at all times. Margaret Mace School behavioral rules and consequences are in effect during the entire trip.

FOOD SERVICE

Margaret Mace School participates in the School Nutrition Program. Breakfast (7:45 a.m. – 8:00 a.m.) and lunch as scheduled. A menu is available on the district's website and sent home monthly. Refer to Board Policy #3542.1.

	Regular	Reduced
Breakfast	\$ 1.25	\$.30
Milk	.50	.50
Lunch	3.00	.40
Extra slice of pizza	1.00	

Please contact Brenda Trasatti, Secretary to the Superintendent for information on free and reduced eligibility, 609-522-6885. Eligibility forms are distributed to all students at the beginning of each school year. All parents/guardians are required to complete and return this form for each family / household. All information is maintained in a confidential file.

GRADING PROCEDURE

Pre K - 2 Grading Procedures			
Academic Assessment Key			Special Areas Key
Proficient	P	Applies skill/concept accurately and independently KEEP UP THE GOOD WORK!	O OUTSTANDING
Developing	D	Demonstrates minimal knowledge of skill/concept. KEEP TRYING!	S SATISFACTORY
Beginning	B	Difficulty working independently with limited knowledge of skill/concept. LET'S BUILD ON THIS AREA TOGETHER!	N NEEDS IMPROVEMENT
			U UNSATISFACTORY
			P PARTICIPATES

Grades 3 - 8 Grading Procedures					
Academic Assessment Key			Effort/Conduct Key		
100 - 93	A	EXCELLENT	O	OUTSTANDING	
92 - 85	B	GOOD	S	SATISFACTORY	
84 - 76	C	SATISFACTORY	N	NEEDS IMPROVEMENT	
75 - 70	D	PASSING	U	UNSATISFACTORY	
69	F	FAILING	P	PARTICIPATES	

Teachers are expected to utilize the remarks codes (see report card) to provide additional clarification to parents/guardians. Physical Education, grades PK-5, will be graded on the "O" to "U" scale. Physical Education, grades 6-8, will receive a numerical achievement grade.

Grade Status Check: Teachers will notify parent/guardian at the mid-term when their child is not demonstrating satisfactory performance or when performance drops a grade.

NOTE: The 4th marking period will affect eligibility for the 1st marking period of the following school year.

Honor Roll and Recognition for Academic Excellence

Grades Pre K-2

Student of the Day/Week - As determined by teacher

Student of the Month - Published by Assistant Principal

Other recognition for achievement and effort - As determined by teacher

Academic Awards Assembly Spring

Honor Roll Grades 3-5	Honor Roll Grades 6-8
First Honors: <ul style="list-style-type: none"> All "A's" No rating lower than "S" No "N's" or "U's" Second Honors <ul style="list-style-type: none"> All "A's" or "B's" No rating lower than "S" No "N's" or "U's" Honorable Mention <ul style="list-style-type: none"> All "A's" or "B's" with one "C" No rating lower than "S" No "N's" or "U's" 	First Honors <ul style="list-style-type: none"> All "A's" No rating lower than "S" No "N's" or "U's" Second Honors <ul style="list-style-type: none"> All "A's" or "B's" No rating lower than "S" No "N's" or "U's"
Student of the Month - Published by Assistant Principal Honor Roll Assembly - Quarterly Academic Awards Assembly - Spring	Student of the Month - Published by Assistant Principal Honor Roll Assembly - Quarterly Academic Awards Assembly - Spring

REALTIME PARENT PORTAL

The Parent Portal allows parents and guardians to view their child(s) school information at anytime through the internet. All grades will be updated weekly. For more information, visit the district's website at: www.mmace.com.

MODIFIED PROGRAM

Your child may be receiving a modified program in order to foster success at his or her ability level, which may not be at grade level. Some examples of modifications indicated on the report card include, but are not limited to:

- ❖ Works below grade level
- ❖ Works 1 year below grade
- ❖ Works to ability
- ❖ Receives modified program
- ❖ Tests read orally to student
- ❖ Test explained in detail
- ❖ Material altered to meet needs
- ❖ Content material retaught

Grading Procedures: P – Participates Satisfactorily

If you see these or similar comments on your child's report card, grades are being reported based on the modifications being implemented. These grades should be compared only to your child's previous and future grades and not to those of other students.

ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

1. Behavior/discipline code will remain in place.
2. Students receiving one or more "F"s will be ineligible to participate in extra-curricular activities during the next marking period.
3. Students receiving a total of two or more "U"s in Effort, Conduct, or Achievement will be ineligible for extra-curricular activities.
4. Eligibility criteria also applies to school dances during the school year.

Academic Eligibility Rules for Participation on Athletic Teams**Ineligibility Policy:**

- Students receiving 1 or more F's will be ineligible.
- Students receiving 2 or more U's will be ineligible.
- Students who are ineligible may not participate in competition during the 1st two weeks of the season.
- Ineligible students will be placed on an Academic Improvement Plan for the entire season.
- The Academic Improvement Plan will be implemented by the school guidance counselor.
- Academic Improvement Plans must be returned to coaches on the first day of each week.
- If a player has a "U" or "F" on the AIP, he or she will be ineligible for the entire week.
- If the athlete fails to return the AIP to the coach, he or she will be ineligible for the entire week.
- Ineligible students will be allowed to practice, travel and spectate games. They will not be allowed to wear a uniform or participate in competition.
- Students who become academically eligible during an athletic season may have the opportunity to participate if there is a roster spot open.
- If a student becomes academically ineligible during the season, the student may be placed on an Academic Improvement Plan for the rest of the season.
- Students who are ineligible will participate in all curricular and co-curricular activities such as choir, band and field trips.

Student participation is based on both academic and social eligibility as stated in the Student Handbook.

GUIDANCE

Guidance is available during school hours to help parents and students.

The Supervisor of Student Services is available throughout the school day. Students must request a pass from their teacher before going to the main office. Parents may call 522-1454, extension 606 or 616.

Parents may request a review of their child's school records by contacting the office of the Supervisor of Student Services.

NOTIFICATION OF STUDENT PROGRESS

The North Wildwood School District reports pupil progress to parents/guardians four times each year by way of a report card. The report card is based on a district-wide grading system for comparable grade levels. The teacher(s) make every effort to report both diagnostically and objectively to parents. Pupils who are not making satisfactory progress are identified by the teacher. Progress reports are issued at the mid-point of each marking period.

In addition to four written report cards the North Wildwood School District schedules two parent/teacher conferences during the school year. One evening date is scheduled. Please refer to the calendar.

DISTRICT WIDE TESTING

All students in the North Wildwood School District are evaluated annually for determination of achievement levels in basic skills. The North Wildwood School District administers state approved and locally developed assessments to all students in grades K-8 each spring. Teacher assessment including report card review is also used. All identified students who are eligible for participation in the preventative and remedial programs are provided with opportunities by the North Wildwood School District. Parents/guardians who have questions or concerns regarding their child's performance on the standardized test or participation in the basic skills program should contact the Supervisor of Student Services Office at 522-1454, ext. 606 or 616 during the regular school hours.

PREVENTION & REMEDIAL PROGRAMS IN READING, WRITING, AND MATHEMATICS

The North Wildwood School District provides preventative and remedial programs in reading, writing and mathematic skills to all students who qualify. A student qualifies for participation in the preventative and remedial programs when his/her performance is below the district minimum level of proficiency determined at each grade level. This minimum level of proficiency is determined through administration of selected assessments. It is consistent with guidelines set by the State of New Jersey. Parents/Guardians wishing additional information regarding these services should contact the Child Study Team office during regular school hours at 523-8675.

INTERVENTION AND REFERRAL SERVICES

An Administrator, selected teachers, and other support staff serve on the Intervention and Referral Service (I & RS). The I & RS reviews individual students who are having difficulty meeting success academically, socially or behaviorally. Suggestions and strategies for teachers, parents, and pupils are developed and reviewed by I & RS. Parents and school personnel with concerns about a child's academic/social/emotional progress may initiate a referral to the Intervention and Referral Service (I & RS) by obtaining a referral form from the Main Office. If you have questions, please call Mrs. Patricia Donlan, I & RS Chairperson, at 522-1454.

HEALTH SERVICES

Parents are required to advise the school nurse if their child must take prescribed drugs as recommended by the child's physician during school hours. The nurse is the only school official permitted to administer medications. Medication can only be given upon a written order from the student's physician and a written note from the parent. Medication MUST be in the original prescription bottle. Self medication for EpiPen and inhaler administration is permitted under strict guidelines. Refer to N.J.A.C. 45:11-23 et seq or contact the school nurse at 522-1454. No over-the-counter prescriptions can be administered (Tylenol, aspirin) without a doctor's order and parent note. Please call the nurse for clarification.

In the event that your child has symptoms of a fever, vomiting, diarrhea, an unexplained rash, or has been sent home from the nurse's office, we ask that your child stay out of school for 24 hours.

Physical Examinations and Inoculations: Refer to Chapter 14 of the NJ Sanitary Code and Board Policy #5141.3. Children must receive the following immunizations in order to complete his/her immunization requirements and be eligible to begin school in September:

PRESCHOOL IMMUNIZATIONS

- 4 doses of DTP/DTaP
- 1 dose of Hib
- 3 doses of Polio
- 1 dose MMR
- 3 doses Hepatitis B
- 1 dose varicella (chicken pox)
- 4 doses Pneumonia
- 1 dose Influenza

Please provide documentation of any vaccinations your child receives to the school nurse in order that his/her health card may be updated.

KINDERGARTEN THROUGH GRADE 5 IMMUNIZATIONS

- DTP (Diphtheria, Tetanus, Pertussis): Series of 4 or 5 immunizations - The last one administered age 4 or older. NOTE: Diphtheria Tetanus (DT) is acceptable in lieu of DTP only if a valid physician's medical exemption is submitted.
- Polio: Series of 3 or 4 immunizations - The last one administered age 4 or older.
- Measles-Mumps-Rubella: Administered after the first birthday and a booster given at least 1 month later.
- 3 doses Hepatitis B
- 1 dose Varicella

GRADE 6 ADDITIONAL IMMUNIZATIONS

- 1 dose of DTaP (Diphtheria, Tetanus, Pertussis - given after the 10th birthday)
- 1 dose of Meningococcal vaccine

SCREENING PROGRAM

1. Visual screening is done annually for all students in grades PreK-8.
2. Hearing tests are given annually for students in grades PreK-8.
3. Scoliosis examinations are given to all students in grades 5-8.

If your physician recommends that your child should not comply with these regulations, a written statement from the physician must be reviewed by the School Medical Inspector for determination consistent with the law. Exceptions provided in the school law for objections on religious grounds will be considered in a manner consistent with the law. Revised statutes: Title 18A:40-13, 19A:40-20, 18A:40-22.

If you have any questions about these requirements, please contact the school nurse at 522-1454.

PROCEDURES FOR STUDENTS WHO USE ORTHOPEDIC APPLIANCES

A student who is required to use orthopedic appliances in school for temporary term medical treatment such as crutches, wheelchairs, etc., **MUST** provide a doctor's written order for the appliance along with a written statement from the prescribing physician stating the beginning and ending dates, appropriate use of said appliance, and type of physical activity restrictions. Restricted activities cannot be resumed without written approval from the attending physician and the school nurse. No student may use an orthopedic appliance without prior approval from a doctor. Please refer to Medical Extra Curricular Eligibility for this information.

PEDICULOSIS

Periodically children are checked for head lice (pediculosis). If lice or nits (eggs) are present, a student must be excluded from school until "nit free." If you discover your child has pediculosis, please report this to the school nurse immediately. Information is available from the school nurse on prevention and treatment. Please call the school nurse, 522-1454, ext. 617, for information on treatment or other concerns.

HOME AND SCHOOL ASSOCIATION (HSA)

The Margaret Mace HSA meets periodically during the school year. The purpose of the Association is to provide extra programs and materials for the students which are beyond the means of the school board and to offer educational and entertaining programs and topics of discussion during the meetings.

Registration information may be obtained at the annual "Back-to-School" night or by contacting the HSA at 522-1454. Please visit their website at www.mmhsa.org

HOME INSTRUCTION

Home instruction services are provided to any pupil during extended absence upon the recommendation of the attending physician. Parents should notify the Child Study Team Supervisor at 609-523-8675. Refer to Board Policy #6173.

MAKE UP WORK

Pupils are provided an opportunity to complete assignments missed because of their absence. However, it would be unwise to believe that one can make up the learning activity of an entire class period. The rule of thumb for the time allowed to make up work missed is equal to the amount of time absent. Arrangements to make up work are the responsibility of the pupil.

Parents are encouraged to contact their child's teacher if homework problems occur.

INTEGRATED PEST MANAGEMENT NOTICE

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. North Wildwood School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventative approach to managing pests.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Margaret Mace School is:

Michael DeMayo

Business Phone Number: (609) 522-1454

Business Address: 1201 Atlantic Avenue, North Wildwood, NJ 08260

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Margaret Mace School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

LOST AND FOUND

All items are turned in to the custodians' office on the first floor of the building and may be claimed by identifying the lost item.

OFFICE INFORMATION

The offices are open Monday-Friday from 8 AM - 3:30 PM when school is in session.

Superintendent's Office 609-522-6885

Christopher Armstrong, Superintendent (carmstrong@mmace.com)

Brenda Trasatti, Secretary to the Superintendent

Board of Education Office 609-729-4649

Special Services/Child Study Team Office 609-523-8675

Carolyn Morey, Supervisor Student Services (cmorey@mmace.com)

Debra Hoelsworth, Secretary

Diana Akeret, Social Worker

Tonilynn Donzola, Speech Language Specialist

Kyran Killian, Student Assistance Counselor

Carol Parker-Elbert, LDT/C

Main Office 609-522-1454 ext. 610 or 606

Patricia Donlan, Vice Principal (pdonlan@mmace.com)

Monica Garriott, Secretary

Margaret Sabins, Secretary

PUPIL RECORDS

The Board of Education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing and allowing access to pupil records. Such records shall include all those mandated by the New Jersey administrative code, state statutes or authorized administrative directives, and such permitted records as the Board of Education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the pupil. The Board of Education shall report annually at a public meeting a description of the types of pupil records it has authorized certified school personnel to collect and maintain.

Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record. Student information directories as defined in the administrative code shall be compiled, publicized and made available in accordance with code provisions.

Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational and military recruitment programs which seek access to such records and directories. Educational, occupational and military recruiters shall have access to school facilities and student information directories pursuant to law; parents/guardians or adult pupils may request in writing to be excused from participating in all recruitment programs or having their names appear in student information directories for all recruitment purposes. Parents/guardians shall have access to copies of the applicable state and federal laws and local policies upon request. The notification shall be in the language of the parent/guardians whenever possible. (Individual pupil data will be released only to a pupil, his/her legal guardian, and appropriate school officials. N.J.A.C. 6:3-2)

A nonadult pupil may assert rights of access only through his/her parent/guardian. However, nothing in these rules shall be construed to prohibit certified school personnel, in their discretion, from disclosing pupil records to nonadult pupils or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons. A parent/guardian or adult pupil shall either have access to or be specifically informed about only that portion of another pupil's record that contains information about his/her own child or themselves.

All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the individual who originated the data.

The Superintendent shall require all permitted pupil records of currently enrolled pupils to be reviewed annually by certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records date no longer descriptive of the pupil or educational situation. Such information shall be destroyed and shall not be recorded elsewhere nor shall a record of such deletion be made.

When the parents/guardians' primary language is not English or if the parent/guardian is deaf, the district shall make every effort to:

- A. Provide interpretation of the pupil record in the dominant language or mode of communication of the parent/guardian;
- B. Assist parents/guardians in securing an interpreter.

The Superintendent is responsible for the security of pupil records maintained in the school district.

RECORDS OF EDUCATIONALLY DISABLED PUPILS

All records of educationally disabled pupils shall be maintained in accordance with administrative code and established procedures which will ensure proper accessibility and confidentiality.

A special confidential file shall be maintained listing the code numbers assigned to disabled pupils on whose behalf the Board of Education must take public action. Motions concerning disabled pupils shall refer to them by this coding, as shall any minutes, and only when such individual reference is absolutely necessary. Access to this file, as to all other records of disabled pupils, shall be granted only to the parents/guardians, specifically authorized school employees, and officials of the State Department of Education. Any further access will be in strict accordance with the law.

TRANSFER OF PUPIL RECORDS

The Superintendent shall request records of a newly enrolled pupil and forward mandated pupil records within the time limit prescribed by the administrative code. All records of district pupils moving into the ninth grade in the Wildwood school system shall be transferred in a secure and orderly fashion at the mutual convenience of the chief school Superintendents or their designees.

CHALLENGE TO RECORDS

Parents/guardians or adult pupils have the right to seek to include in the records material they think pertinent, or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation, or otherwise improperly contained in the pupil's record. They also have the right to challenge the district's granting or denial of access to the pupil's records.

The Superintendent has established procedures and designated the Counselor and Principal review such requests. These procedures include an appeal process as required by the New Jersey Administrative Code. Refer to Student/Parent Grievance Procedures. Board of Education Policy 5125 describes pupil record procedures. Contact the Superintendent's Office to request a copy, 522-6885.

REGISTRATION**PRESCHOOL REGISTRATION**

Registration for entrance to Preschool will take place in the spring on an announced date. A birth certificate, two proofs of residency, immunization records and medical history must be presented at the time of registration. Parents may contact the main office for additional information. Any child who will be three years of age by September 30th of the year of entrance is eligible for admission into Preschool. Refer to Board Policy #5111

KINDERGARTEN REGISTRATION

Registration for entrance to Kindergarten will take place in the spring on an announced date. A birth certificate, two proofs of residency, immunization records and medical history must be presented at the time of registration. Refer to Board Policy #5141.3. Parents may contact the main office for additional information. Any child who will be five years of age by September 30th of the year of entrance is eligible for admission to Kindergarten.

SAFETY AND SECURITY PROCEDURES**Arrival/Departure Rules**

Time of Arrival: 7:45 am.

Help us ensure the safety of students as they are transported to and from school by private vehicles. Adhere to the following precautions to avoid serious accidents.

1. Drop off and pick up your children on Twelfth or Thirteenth Avenue on the school side of the street only - even if this requires your youngster walking a few extra steps.
2. DO NOT DOUBLE PARK UNDER ANY CIRCUMSTANCE.
3. Do not drop off or pick up your children in front of the school (Atlantic Avenue).
4. Do not permit your child to cross the street in the middle of the block. Crossing Guards are at the corners to assist the children.
5. Do not allow your child to exit from your car on the street side.
6. Do not bring pets on school property.
7. Crossing Guards must report drivers who do not follow these rules.

Special precautions should be exercised during inclement weather days. Drivers have a tendency to park as close to school as possible creating more problems. Please keep the above rules in mind, regardless of the weather conditions. Your cooperation is appreciated.

Please use the "Drop-off Zone" when dropping off students in the morning. A zone has been created for arrival and will allow students to be dropped off near the Twelfth Street entrance to the building. It is indicated by signs reading, "No Stopping or Standing except drop off of Children." The area is painted with white lines enclosed within another line encompassing the total area. Anyone dropping off students who do not need to be escorted into the building, will pull into the drop off zone as closely as possible to the curb. The vehicles should pull up as far as possible into the zone allowing room for other vehicles to pull into the zone behind them. The drop off zone can accommodate approximately four vehicles at a time. With the vehicle transmission in park, the student(s) will exit the right side of the vehicle as quickly as possible.

The driver of the vehicle will then, as safely and quickly as possible, pull out of the drop off zone. At no time will the driver exit the vehicle while in the drop off zone. Please keep in mind that the entire area around the school is listed as a "No Parking Zone." As a courtesy, the police department allows drivers to park for short periods of time to drop off children. Rules must be followed regardless of the presence of a police officer or not. Officers are always patrolling the school zone and will take enforcement action if necessary.

CUSTODY

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the board of any change in the pupil's custodian. The vice principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

VISITORS

Parents, guardians and all other visitors to Margaret Mace School are required to sign-in at the Entrance Desk to obtain a visitor pass.

ENTRANCE INFORMATION

7:45 AM - 8:00 AM	Students only 12 th Avenue entrance
7:45 AM - 3:00 PM	Students, parents, and visitors enter Atlantic Ave. entrance

Appointments will gladly be made for you upon request. Please contact the Main Office (522-1454). This procedure allows all staff to focus on our students.

PLAYGROUND SAFETY RULES

1. Do not use the playground without supervision.
2. Do not run, push, shove or fight while near or on equipment.
3. Always walk around moving equipment or ball playing.
4. Sit properly on equipment.
5. The playground equipment is designed for a limited number of students at a time. Do not overcrowd.
6. Always check to see that other children will not be injured by your play.
7. Do not climb up slides - use the ladder.
8. Ask adults for help if there is a problem.
9. Always report a fight or injury to the adult in charge.
10. Share equipment and take turns.

SCHOOL POLICY REGARDING CHILD ABUSE REPORTING AND PREVENTION

The North Wildwood Board of Education acknowledges that school officials and employees are required to fully cooperate with the Department of Child Protection & Permanency in the investigation of child abuse cases. The North Wildwood Board of Education participates in this cooperative effort in the following way:

1. All suspected child abuse cases are required by law to be reported directly to DCP&P by officials designated by the Superintendent.
2. All records, past and present, pertaining to the child or children under investigation, are released to DCP&P upon their request.
3. Permits DCP&P to physically view the child or children.

4. Permits DCP&P to interview the child or children in the presence of a school official.
5. Permits DCP&P to interview any personnel who might have information relevant to investigation.

In addition to the above reporting of child abuse cases procedure, the North Wildwood Board of Education has an approved Career Education & Consumer Family Life Skills Curriculum which attempts to educate for the prevention of these tragic occurrences by providing information on interpersonal relationships and parenting. Request Board Policy #5141.4.

SCHOOL POLICY REGARDING EARLY DETECTION OF MISSING CHILDREN

The North Wildwood Board of Education is deeply concerned with the school attendance of each child to ensure early detection of any missing child.

The North Wildwood Board of Education directs its administration to develop policies to include:

1. Contacting the home of each absent child on a daily basis if possible.
2. Sending the attendance officer to homes of absent students that do not respond to school contacts within a three day period, or sooner if there is suspicion in the student's welfare.
3. Reporting the name, address and phone number of parent/guardian of students who cannot be located by the attendance officer to the local police and Department of Child Protection & Permanency (DCP&P) immediately.
4. Contacting receiving districts of transfer students within two weeks of transfer.
5. Allowing no child to leave the building during class time without parent/guardian permission.
6. Developing in service and procedures to prevent children from being lured off the school grounds by strangers.

BICYCLES/SKATEBOARDS/ROLLER BLADES RULES

Students who ride bicycles/skateboards, roller blades, or scooters to school must have written parental permission and must obey traffic and safety regulations at all times. NJ Law requires children under 17 years of age to wear a helmet. Immediately upon arrival at school, children MUST WALK BICYCLES, etc. on the school grounds and place them in the bicycle rack, or designated storage area. All bicycles must be locked. The Board of Education assumes no responsibility for the safety of bicycles, etc. It is recommended that students below Grade 4 not be permitted to ride their bike to school for their own safety and well being. Skateboards and roller blades may be brought to school with parent's written permission.

STUDENT INSURANCE

The Board of Education makes available to all parents a student accident insurance plan. This insurance is paid for by the Board of Education and covers all school related activities. **Injuries resulting from fighting are not covered.** Please be sure that arrangements are made in the occurrence of such events.

SCHOOL CLOSING INFORMATION

The following radio/ television stations will announce our closings and early dismissals for inclement weather days:

Coast 98.7

KYW Channel 3

NBC TV 10

Fox 29 (Channel 5)

ABC 6 Action News

WPVI TV Channel 6

NJ Stormwatch (includes the following radio stations:
92.7, 94.3, 96.9, 101.5, 104.9, 105.7, 107.3)

Early dismissals are scheduled for November 19- 20, December 21, April 16-18, and the last five days of school.

At times, it becomes necessary to close school early for emergencies, such as heavy snow. In such situations an announcement that school is closed will be made as soon as possible over the following radio and television stations. Please be sure that arrangements are made in the event of such happenings. Refer to Board Policy #1100.

SUBSTANCE AWARENESS PROCEDURES

During the school year, the Student Assistance Program and our guidance services may involve your son/daughter in a variety of effective activities developed to assist in their ability to cope with every day pressures. It is our intention to reach our young students before problems become apparent through group/individually discussed topics such as self-concept building, feelings, defenses, coping skills, decision making, drug and alcohol use and abuse, and families.

This program will explore and take advantage of the positive influence young people can have on each other and affect changes in their behavior and outlook. If you do not wish your child to participate in these activities, please notify the Superintendent, in writing. Policy: Drug & Alcohol Procedures 5131.6

LOCKER INSPECTION

Student lockers and desks are the property of the Board of Education and are subject to inspection at all times by the administration.

Any drugs, narcotics or weapons found in any locker or desk shall constitute a violation of school rules and shall subject the student to suspension or expulsion proceedings.

DRUGS, ALCOHOL, TOBACCO AND STEROIDS

The Board and staff are committed to the prevention of anabolic steroids, alcohol, tobacco, and other drug abuse and rehabilitation of anabolic steroids, alcohol, tobacco, and drug users and implementation of an elective anabolic steroid, alcohol, and drug curriculum, as well as providing special assistance for addicted students. The Board and staff desires to utilize positive approaches in dealing with these problems, but will resort to the necessary and appropriate steps to protect the school community from harm and exposure to anabolic steroids, alcohol, tobacco, and drugs. Additionally, the Board and staff also recognize that an effective educational approach, promoting accurate information and positive decision-making skills, is the first step in preventing a student from becoming harmfully involved with anabolic steroids, alcohol, tobacco, and other drugs.

PRESCRIPTION/NON-PRESCRIPTION DRUGS

Any student using a prescription/nonprescription drug should bring the medication in its original container accompanied by a doctor's order. The doctor's order should include dosage of medication, time to be administered, route and duration of medication usage. A note with parental signature permitting the school nurse to administer the medication should also be included.

SMOKING

Policy 3515 prohibits smoking on all buildings and grounds. This includes cigars, cigarettes, pipe, or any other matter or substance containing tobacco, including chewing tobacco.

ENFORCEMENT OF DRUG FREE SCHOOL ZONES

The Board of Education of North Wildwood recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C.6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988-1.

LAW ENFORCEMENT LIAISON

In order to ensure that such cooperation continues, the Board directs the Superintendent to designate a school district liaison to law enforcement agencies and to prescribe the roles and responsibilities of the school liaisons. Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

UNDERCOVER OPERATIONS

The Board hereby recognizes that the Superintendent may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that anabolic steroid, alcohol or other drug use and/or drug trafficking of the same is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent to request such intervention under these circumstances. The Board recognizes that the Superintendent is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board directs the Superintendent and school Principal to cooperate with the law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent, Principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

SUMMONING LAW ENFORCEMENT AUTHORITIES ONTO SCHOOL PROPERTY FOR THE PURPOSE OF CONDUCTING INVESTIGATIONS, SEARCHES, SEIZURES AND ARRESTS

Any school employee who has reason to believe a student or staff member is using or distributing anabolic steroids, controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school Principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and the Administrative Code. He/she will provide the officials with a room in any area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the Superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The Superintendent or the Principal shall immediately notify the student's parent or guardian whenever a pupil arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance, drug paraphernalia, or anabolic steroids.

Whenever the police have been summoned to a school building by the Superintendent, the Superintendent shall report the reason the police were summoned and any pertinent information to the Board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

STUDENT SEARCHES AND SECURING PHYSICAL EVIDENCE

The Principal or his/her designees, may conduct a search of student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in New Jersey v. T.L.O., U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement.

If, as a result of the search, anabolic steroids, a controlled dangerous substance, or drug paraphernalia is found, or if anabolic steroids, a controlled dangerous substance, or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately, in turn, notify the appropriate law enforcement agency. The Principal shall ensure that the steroids, controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Principal shall then contact the student's parent/guardian to inform them of the occurrence. Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or interrogation is to be conducted, the Superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

POLICE PRESENCE AT EXTRACURRICULAR ACTIVITIES

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of officers in the event of an emergency or when the Superintendent believes that uniformed police presence is necessary to determine illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

CONFIDENTIALITY OF PUPIL INVOLVEMENT IN INTERVENTION AND TREATMENT PROGRAMS

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 C.F.R.2 and J.J.A.C. 6:3-6.6

PROCEDURES AND GUIDELINES

Discipline

1. Possession of or use of anabolic steroids, alcoholic beverages, tobacco, or controlled dangerous substances while on school premises and/or participating in any school activity, shall be subject to disciplinary actions identified by the discipline code for each school and approved by the Board of Education. Notification will be made to the local police department for each offense.
2. Selling, distributing, or purchasing anabolic steroids, alcohol, tobacco, or controlled dangerous substances in or on school grounds or during any school activity shall be subject to disciplinary actions identified by the discipline code for each school and approved by the Board of Education. Notification will be made to the local police department for each offense and all materials confiscated shall be submitted to that department.
3. Consistent with the North Wildwood Board of Education policies, due process provisions are provided for alleged violations of this anabolic steroids, alcohol, tobacco, and other drugs abuse policy.

Reporting, Notification, and Examination Procedures

1. If a pupil voluntarily reveals to any school personnel that another pupil is involved with or is considering becoming involved with anabolic steroids, alcohol, tobacco or other drugs, the staff member(s) shall use his/her best judgment to decide which of the alternatives listed below to follow without revealing the pupil's name:
 - to listen and discuss in confidence the situation as related by the pupil;
 - consult with the administration, the nurse, the guidance counselor, and/or mental health personnel; and
 - consult appropriate in-school or approved out-of-school agencies.
2. If a pupil is suspected of being under the influence of anabolic steroids, alcohol, tobacco, or other drugs (or a pupil reports knowing a substance user):
 - Pupil should be observed if there are any symptoms (i.e.: abnormal and/or erratic pupil behavior). If there are observable symptoms, teacher should have pupil escorted to nurse's office. (If there are no symptoms, observe until that time when there is no basis for continuing).
 - Nurse proceeds as follows:
 - Notifies the Principal or his/her designee who immediately notifies the parent/guardian and the Superintendent.
 - Records contact with pupil on medical file;
 - Determines if immediate medical attention is needed and follows emergency medical procedures if needed.

- ❖ Vice Principal is responsible to:
 - Tell parents/guardians that the child is ill and asks that the parents/guardians come to school immediately.
 - Explain to the parent/guardian that the pupil is thought to have used anabolic steroids, alcohol, tobacco, or other drugs.
 - Arrange for an immediate examination of the pupil by a doctor the purpose of diagnosing if the pupil is under the influence. This doctor may be selected by the parent/guardian, or if such doctor is not immediately available, the examination may be done by the medical inspector or at the emergency room of the nearest hospital. The pupil should be accompanied by a designated staff member and a parent/guardian, if available.
 - ❖ The pupil's parent/guardian and the Superintendent shall receive a written report from the attending physician within 24 hours of the examination to determine whether or not the pupil was under the influence.
 - ❖ If a written report of the medical examination is not submitted to the Superintendent within 24 hours, the pupil shall be allowed to return to school until such time a positive diagnosis of anabolic steroids, alcohol, tobacco, or drug use is received.
 - ❖ If the medical examination reveals a positive diagnosis of anabolic steroids, alcohol, tobacco, or drug abuse, the pupil shall be returned to the care of a parent/guardian as soon as possible. The pupil will not be permitted to return to school without a written report stating the nature of the pupil's illness and that the pupil is physically and mentally able to perform in school.
 - ❖ Refusal or failure by a parent or guardian to comply with the provisions of N.J.A.C. 6:29-6.5(a)8 shall be deemed a violation of the compulsory education and/or child neglect laws and appropriate action will be taken within the constraints of the law.
 - ❖ Superintendent will decide upon the consequences of the pupil's behavior. For example, a pupil may be allowed to return to class, to participate in an intervention program, to have further assessment, to attend a community agency program or may be suspended. In all instances involving the use of anabolic steroids, alcoholic beverages, tobacco, or other drugs, a Violence Vandalism and Substance Abuse Incident Report shall be made.
3. If the possession is observed by school personnel:
 - ❖ The school employee observing the possession will escort the pupil(s) to the Vice Principal's office to be privately interviewed.
 - ❖ Notification of parent/guardian will take place and the pupil will be temporarily excluded from school, pending further investigation and assessment of the pupil.
 - ❖ Necessary legal authorities will be notified by the school.
 - ❖ Investigation and assessment of the pupil will dictate further action (i.e.: suspension, referral to school programs or community agencies, expulsion).

4. If the pupil is thought to be in possession:
- ❖ A request to search a school locker is submitted to the Vice Principal in writing by a staff member, stating the circumstances that are perceived to warrant a search. The Vice Principal is to meet with the staff member who originates the request.
 - ❖ All requests for the search of a pupil's person or possessions shall be directed to the Superintendent or his/her designee.
 - ❖ The Superintendent or his/her designee shall assess whether in his/her discretion there are reasonable grounds to believe that a pupil:
 1. possess evidence or illegal activity; or
 2. possess evidence or activity that would interfere with school discipline and order submitted to the local police department.

DISCIPLINARY ACTION FOR POSSESSION, USE AND/OR SELLING OF DRUGS AND/OR ALCOHOL

Students' desks and lockers are subject to inspection at all times by duly authorized school officials. (Consists of administration, faculty, custodial staff, cafeteria staff). Any students caught using, in possession of, or selling a drug/alcohol/steroids on the school grounds or at a school activity will be immediately suspended. The Superintendent will notify the **appropriate law enforcement agencies**. School personnel will cooperate with the police in prosecution of such a student.

First Offense: up to 10 days suspension depending on the circumstances.
 Second Offense: up to 20 days suspension depending on the circumstances.
 Third Offense: indefinite out of school suspension pending consideration of expulsion "Dealing" or possession of "dealing sized" quantities shall be a third offense out of school suspension.

When any student is arrested on a drug/alcohol charge outside of school and the police or other information available to the Superintendent indicate that the presence of the student in school would be a detriment to other students, the student will be immediately suspended and considered subject to the implementation of the evaluation and treatment sections of this policy.

The entire policy regarding drugs, alcohol, tobacco, and steroids is available on the district website or by contacting the Superintendent.

DRUG AND ALCOHOL CURRICULUM AND INSTRUCTION

The Margaret Mace School shall incorporate a drug and alcohol education unit into its health education curriculum for all secondary pupils (grades 7 and 8) in accordance with existing Department of Education guidelines. A minimum of ten clock hours per school year of drug and alcohol education shall be provided pursuant to N.J.S.A. 18A-28.7. The elementary grades shall incorporate into its curriculum drug and alcohol education appropriate for the pupil's age, maturity, and grade level in accordance with existing Department of Education guidelines.

DUE PROCESS

The pupil and/or his parent/guardian may appeal any action taken under this policy through the Student/Parent Grievance Procedure, published annually in the Student/Parent Handbook of the school.

TEXT BOOK USE PROCEDURE

Students are to write their name in ink on the inside cover of the texts, workbooks, composition books, and binders which are assigned to them. When the class has finished a book, students are to remove the cover, erase all pencil marks and make sure all papers are removed. If a textbook, library book or other assigned book is lost or damaged beyond normal wear, the pupil must pay for it in the office. If the book is found before the end of the school year (June 30), the money will be refunded. Students with textbook obligations will not receive their final report card until obligations are filled. Please contact the Main Office for clarification.

VIDEO TAPING

Occasionally, teachers videotape students of the Margaret Mace School when they are actively involved in learning activities and special projects. These tapes may be shown at Board of Education meetings, teacher meetings, to professionals who express interest in our programs, and are available for viewing on our website. Permission slips are sent home for parent signature. Parents who wish to view a school video should contact the Vice Principal's office.

WORKING PAPERS

Children between the ages of 14-18, who seek employment must do so in accordance with the labor laws as prescribed by the State of New Jersey. Student forms, which may be obtained in the office, must be completed and approved before work is started, as follows:

1. Promise of Employment: To be completed by employer.
2. Physician's Statement: Each student must have a physical exam.
3. Proof of Age: Birth certificate or other acceptable form.

The school is responsible only for the processing of working papers. They are approved or disapproved by the State of New Jersey Department of Labor, located in Trenton. Call 522-1454 ext. 610 for information and hours.