# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORWARD</td>
<td>4</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Board of Education &amp; Administration</td>
<td>4</td>
</tr>
<tr>
<td>School Staff</td>
<td>5</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td></td>
</tr>
<tr>
<td>School Hours</td>
<td>6</td>
</tr>
<tr>
<td>Daily Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Closings and/or Delayed Openings</td>
<td>6</td>
</tr>
<tr>
<td>School Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Early Dismissal Days Plan</td>
<td>8</td>
</tr>
<tr>
<td>Early Dismissals</td>
<td>8</td>
</tr>
<tr>
<td>Attendance</td>
<td>9</td>
</tr>
<tr>
<td>Tardiness to School</td>
<td>9</td>
</tr>
<tr>
<td>Make up Work Due to Absences</td>
<td>9</td>
</tr>
<tr>
<td>Attendance during Standardized Testing</td>
<td>10</td>
</tr>
<tr>
<td>Release of Pupils before the End of the Normal School Day</td>
<td>10</td>
</tr>
<tr>
<td>Change of Address or Telephone Numbers/Moving</td>
<td>10</td>
</tr>
<tr>
<td>ACHIEVEMENT</td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td>11</td>
</tr>
<tr>
<td>Explanation of Grading System</td>
<td>11</td>
</tr>
<tr>
<td>Homework</td>
<td>12</td>
</tr>
<tr>
<td>Interim Progress Reports</td>
<td>12</td>
</tr>
<tr>
<td>Conferences</td>
<td>12</td>
</tr>
<tr>
<td>Report Cards</td>
<td>12</td>
</tr>
<tr>
<td>Assessment Testing Information</td>
<td>13</td>
</tr>
<tr>
<td>Honor Roll/Merit Roll</td>
<td>13 - 14</td>
</tr>
<tr>
<td>No Child Left Behind</td>
<td>14</td>
</tr>
<tr>
<td>EDUCATIONAL PROGRAMS &amp; RELATED SERVICES</td>
<td></td>
</tr>
<tr>
<td>Student Recognition Programs and Activities</td>
<td></td>
</tr>
<tr>
<td>Back to School Night</td>
<td>15</td>
</tr>
<tr>
<td>Student of the Month</td>
<td>15</td>
</tr>
<tr>
<td>B.U.G. Program</td>
<td>15</td>
</tr>
<tr>
<td>Breakfast of Champions</td>
<td>15</td>
</tr>
<tr>
<td>Dolphin Club</td>
<td>15</td>
</tr>
<tr>
<td>Student Council</td>
<td>15</td>
</tr>
<tr>
<td>Field Trips</td>
<td>15</td>
</tr>
<tr>
<td>Related Services</td>
<td></td>
</tr>
<tr>
<td>Intervention and Referral Services</td>
<td>16</td>
</tr>
<tr>
<td>Student Disabilities Pursuant to Section 504/ADA</td>
<td>16</td>
</tr>
<tr>
<td>Counseling</td>
<td>16</td>
</tr>
</tbody>
</table>

continued
### EDUCATIONAL PROGRAMS & RELATED SERVICES

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program for Academic and Creative Enrichment (P.A.C.E.)</td>
<td>17</td>
</tr>
<tr>
<td>Basic Skills Instruction</td>
<td>17</td>
</tr>
<tr>
<td>Physical Education</td>
<td>17</td>
</tr>
<tr>
<td>Mind UP</td>
<td>18</td>
</tr>
<tr>
<td>Project Wisdom</td>
<td>18</td>
</tr>
<tr>
<td>Green Dot</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL SAFETY AND SECURITY</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Custody</td>
<td>19</td>
</tr>
<tr>
<td>Visitors</td>
<td>19</td>
</tr>
<tr>
<td>Volunteers</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire/Security Drills</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/School Safety Team</td>
<td>20</td>
</tr>
<tr>
<td>Fire/Evacuation Drills</td>
<td>20</td>
</tr>
<tr>
<td>School Security Drills</td>
<td>20</td>
</tr>
<tr>
<td>School Searches</td>
<td>20</td>
</tr>
<tr>
<td>Student Sales</td>
<td>20</td>
</tr>
<tr>
<td>Valuable Items</td>
<td>20</td>
</tr>
<tr>
<td>Drug, Alcohol, Tobacco Policy</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Pest Management</td>
<td>21</td>
</tr>
<tr>
<td>Asbestos Management Plan</td>
<td>21</td>
</tr>
<tr>
<td>Right-to-Know</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT CONDUCT AND RESPONSIBILITY</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Behavior</td>
<td>22</td>
</tr>
<tr>
<td>Positive Partnership Program</td>
<td>22</td>
</tr>
<tr>
<td>Behavior Plan</td>
<td>22</td>
</tr>
<tr>
<td>High Five Rules/Code of Conduct</td>
<td>22</td>
</tr>
<tr>
<td>Student Behavior Policy</td>
<td>23</td>
</tr>
<tr>
<td>Gum Chewing</td>
<td>23</td>
</tr>
<tr>
<td>Student Dress</td>
<td>23</td>
</tr>
<tr>
<td>Telephones</td>
<td>23</td>
</tr>
<tr>
<td>Student Use of Cellular Telephones and Other Devices</td>
<td>24</td>
</tr>
<tr>
<td>Acceptable Use of Internet</td>
<td>24</td>
</tr>
<tr>
<td>Student Internet, District Web Site &amp; Email</td>
<td>25</td>
</tr>
<tr>
<td>Student Events</td>
<td>25</td>
</tr>
<tr>
<td>Detention</td>
<td>25</td>
</tr>
<tr>
<td>Suspension</td>
<td>26</td>
</tr>
</tbody>
</table>

*continued*
<table>
<thead>
<tr>
<th>STUDENT CONDUCT AND RESPONSIBILITY</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Behavior</strong></td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td>26</td>
</tr>
<tr>
<td>Due Process</td>
<td>26</td>
</tr>
<tr>
<td>Harassment, Intimidation and Bullying (HIB)</td>
<td>27 - 28</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>28</td>
</tr>
<tr>
<td>Statutes</td>
<td>28</td>
</tr>
<tr>
<td>Student and Parent Grievances</td>
<td>28 - 29</td>
</tr>
<tr>
<td>Library Circulation Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Care of School Property</td>
<td>29</td>
</tr>
<tr>
<td>Lost or Damaged Books</td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services</td>
<td>30</td>
</tr>
<tr>
<td>Minimum Immunization Requirements</td>
<td>(no page #)</td>
</tr>
<tr>
<td>Student Use of Medication</td>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOD SERVICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunches</td>
<td>32</td>
</tr>
<tr>
<td>Cafeteria Etiquette</td>
<td>33 - 34</td>
</tr>
<tr>
<td>Nutrition Letter to Parents</td>
<td>35</td>
</tr>
<tr>
<td>Wellness Policy</td>
<td>36</td>
</tr>
<tr>
<td>Special Dietary Needs Letter to Parents</td>
<td>37</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNITY PARTNERSHIPS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Teacher Connection (PTC)</td>
<td>38</td>
</tr>
<tr>
<td>Curriculum Committee</td>
<td>38</td>
</tr>
<tr>
<td>PARTNERSHIPS IN EDUCATION (P.I.E.) United States Coast Guard</td>
<td>38</td>
</tr>
<tr>
<td>School Clubs</td>
<td>38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSPORTATION INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking to/from School</td>
<td>39</td>
</tr>
<tr>
<td>Bicycles/Skateboards/Roller Blades</td>
<td>39</td>
</tr>
<tr>
<td>Bus Behavior</td>
<td>39</td>
</tr>
</tbody>
</table>
“Every Child is Honored at Cape May City Elementary School”

Forward

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

CAPE MAY CITY
BOARD OF EDUCATION

Dawn Austin President
Sharon Lee Kustra Vice President

MEMBERS

Edward Connolly Anita deSatnick
Shaun Deignan Joseph McKenna
Mark LeMunyon Larry Reed
Thomas Rippman

John Thomas Business Administrator/Board Secretary
Victoria Zelenak Superintendent

SECURITY

Robert Cramer, School Security Officer
CAPE MAY CITY SCHOOL STAFF 2018/2019

FACULTY
Rachel Axelsson
Tiffany Bohn
Jon Bowen
Nicole Cooper
Allison Crowther
Sara El-shoubary
Jay Eppenbach
Sharon Fruchtman
Scott Fisher
Ann Griffith
Kelley Helbig
Thomas Holden
Madeline Horner
Madeline Hunter
Kathy Lucas
Patricia Marten
Leah McClure
Jayne McDonough
Thomas Medvecky
Stephanie Neuman
Sandy Sandmeyer-Bryan
Katherine Sloan
LeeAnne Tarr
Alison Tully
Kimberly White
Janine Wilson

OFFICE STAFF
Erica Richman
Marianne Linnington
Miranda Lutz
Executive/CST Secretary
Assistant to BA/Food Service Director
Office Secretary

CAFETERIA STAFF
Christine Galestok
Patricia Heath
Lourdes Perez
Barbara Tomlin
Food & Nutrition Staff
Food & Nutrition Staff
Food & Nutrition Staff
Food & Nutrition Staff

CUSTODIAL STAFF
Craig Pilczuk
Darren Johnson
Christopher Langford
Manager of Grounds & Facilities
Custodian
Custodian

PARAPROFESSIONALS
Elizabeth Ferrante
Misty Hardy
Megan Reed
Paraprofessional
Paraprofessional
Paraprofessional
Rosemary Graham
Aimee Miller
Amanda Vota
Paraprofessional
Paraprofessional
Library Aide

**ATTENDANCE**

**SCHOOL HOURS**

The school calendar (enclosed) indicates that school begins at 8:30 a.m. for all Preschool to 6th grade children. Teachers arrive at school at 8:20 a.m. and are in their classrooms at 8:30 a.m. We ask that you send your children to school so they **arrive between 8:20 and 8:30 a.m.**

When students arrive in the morning they will go to the cafeteria and line up according to grade level with their classmates. At 8:30 a.m. students will be taken to their classrooms. Teachers will be in their rooms to greet your children. Students will be considered **tardy after 8:30 a.m.**

**DAILY SCHEDULE**

(Grades PreK-6)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 a.m.</td>
<td>Teachers’ day begins</td>
</tr>
<tr>
<td>8:20 a.m.</td>
<td>Students may enter building</td>
</tr>
<tr>
<td>8:20 - 8:30 a.m.</td>
<td>Buses &amp; walkers arrive/homeroom</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Student’s day begins</td>
</tr>
<tr>
<td>8:30 - 8:45 a.m.</td>
<td>Breakfast in classroom</td>
</tr>
<tr>
<td>11:05 – 11:45 a.m.</td>
<td>Preschool Recess/Lunch</td>
</tr>
<tr>
<td>11:50 a.m. - 12:30 p.m.</td>
<td>Grades K – 2nd Recess/Lunch*</td>
</tr>
<tr>
<td>12:40 - 1:20 p.m.</td>
<td>Grades 3rd – 6th Recess/Lunch*</td>
</tr>
<tr>
<td>3:05 p.m.</td>
<td>Students’ day ends/dismissal</td>
</tr>
</tbody>
</table>

*Early Dismissal Recess/Lunch Schedule:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Recess/Lunch</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>Recess/Lunch 11:05–11:45 a.m.</td>
<td></td>
</tr>
<tr>
<td>Grades K – 2nd</td>
<td>Lunch 11:30 a.m. - 12:00 a.m.</td>
<td>Recess 12:00 p.m. - 12:20 p.m.</td>
</tr>
<tr>
<td>Grades 3rd – 6th</td>
<td>Lunch 12:15 p.m. - 12:35 p.m.</td>
<td>Recess 12:35 p.m. – 12:55 p.m.</td>
</tr>
</tbody>
</table>

**EMERGENCY CLOSINGS AND/OR DELAYED OPENINGS**

**1:05 P.M. DISMISSAL**

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

<table>
<thead>
<tr>
<th>AM BROADCAST</th>
<th>FM BROADCAST</th>
<th>TELEVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCMC 1230</td>
<td>BOSS 97.3</td>
<td>KYW 3</td>
</tr>
<tr>
<td>WBUD 1450</td>
<td>WKTU’ 98.3</td>
<td>WPVI 6</td>
</tr>
<tr>
<td></td>
<td>WFNN’ 98.7</td>
<td>FOX TV 29</td>
</tr>
<tr>
<td></td>
<td>WKXW 101.5</td>
<td>NBC 10</td>
</tr>
</tbody>
</table>

Families will receive a Global automated telephone message from the school superintendent for notification of school closings and emergencies.
CAPE MAY CITY ELEMENTARY SCHOOL

2018/2019 CALENDAR
BOARD APPROVED: May 10, 2018

CAPE MAY CITY BOARD OF EDUCATION
DAWN AUSTIN, President
JOSEPH MCKENNA, Vice President
EDWARD CONNOLLY LARRY REED
SHAUN DEIGNAN SHARON LEE KUSTRA
MARK LE MUNYON THOMAS RIPPMLAN
ANITA de SATNICK
JOHN THOMAS, Business Administrator/Board Secretary
ROBERT FINEBERG, Solicitor

BOARD OF EDUCATION MEETINGS
6:30 PM (Unless Otherwise Noted)

SEPTEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 19 / T – 20

OCTOBER 2018
Su Mo Tu We Th Fr Sa
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
S – 22 / T – 22

NOVEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 17 / T – 20

DECEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 15 / T – 15

JANUARY 2019
Su Mo Tu We Th Fr Sa
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
S – 21 / T – 21

2018/2019 CALENDAR

CAPE MAY CITY BOARD OF EDUCATION
DAWN AUSTIN, President
JOSEPH MCKENNA, Vice President
EDWARD CONNOLLY LARRY REED
SHAUN DEIGNAN SHARON LEE KUSTRA
MARK LE MUNYON THOMAS RIPPMLAN
ANITA de SATNICK
JOHN THOMAS, Business Administrator/Board Secretary
ROBERT FINEBERG, Solicitor

BOARD OF EDUCATION MEETINGS
6:30 PM (Unless Otherwise Noted)

SEPTEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 19 / T – 20

OCTOBER 2018
Su Mo Tu We Th Fr Sa
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
S – 22 / T – 22

NOVEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 17 / T – 20

DECEMBER 2018
Su Mo Tu We Th Fr Sa
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
S – 15 / T – 15

JANUARY 2019
Su Mo Tu We Th Fr Sa
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
S – 21 / T – 21

INTERIM PROGRESS REPORTS
1st MP - October 3rd
2nd MP - December 12th
3rd MP - February 26th
4th MP - May 8th

MARKING PERIODS END
1st - November 5, 2018
2nd - January 23, 2019
3rd - March 28, 2019
4th - June 7, 2019

REPORT CARDS ISSUED
November 14, 15, & 16, 2018 (Parent/Teacher Conferences)
January 31, 2019
April 10, 11 & 12, 2019 (Parent/Teacher Conferences)
June 13, 2019

Total Student Days – 180
Total Teacher Days – 185

5 Contracted Teacher Days: 1- Orientation (PM September 2018)
2- NIEA Convention
1- Full Day Workshop/In-service (11/7/18)

= Days added for inclement weather.
If no days are used the last day of school will be
Friday, June 14, 2019.
In this case there will be a 1:05 PM Dismissal on
June 12th, 13th & 14th 2019

FEBRUARY 2019
Su Mo Tu We Th Fr Sa
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
S - 18 / T - 18

MARCH 2019
Su Mo Tu We Th Fr Sa
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
S - 20 / T - 21

APRIL 2019
Su Mo Tu We Th Fr Sa
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
S - 16 / T - 16

MAY 2019
Su Mo Tu We Th Fr Sa
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
S - 22 / T - 22

JUNE 2019
Su Mo Tu We Th Fr Sa
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
S - 10 / T - 10
Dear Parent/Guardian(s):

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

Early Dismissal Days for the 2018-2019 school year are noted on the calendar on the previous page. It is of vital importance that you post these dates on your calendar (or on your fridge).

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

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

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

Thank you for your attention to this matter.

Sincerely yours,

Victoria Zelenak
Superintendent
ATTENDANCE

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

If a student is absent for any reason, parents are to contact the nurse’s office on a daily basis (884-8485, ext. 227). Should you not contact the school, you will be called at home and/or work. (A note from parents is also required upon a child’s return to school.)

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

A representative of the school may investigate absences by telephone, or in person. Continual, unexcused absences may result in the possible retention of a student, (i.e., 15 days unexcused absence) as per Board Policy.

TARDINESS TO SCHOOL

If a pupil arrives late (after 8:30 a.m.), he/she is to REPORT DIRECTLY TO THE OFFICE, and present a note explaining the reason for being late. The pupil will then obtain a late slip so that he/she may be admitted to class. Continued tardiness will require a conference with parents and administration.

MAKEUP WORK DUE TO ABSENCE

When a pupil has an excused absence, he/she should make up his/her work as soon as possible.

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

Assessment is an on-going part of teaching and learning in a standards-based classroom, and teachers incorporate these skills into their instruction of the curriculum.

It is extremely important for students to attend school during state testing (which usually occurs during the months of March, April, and May).

- Students who arrive late cannot enter classrooms once testing has begun.
- Teachers and administrators encourage students to relax, have confidence in their abilities, and believe that they will do their very best.
- Parents will receive additional information from teachers in grades 3, 4, 5, and 6 prior to testing.

RELEASE OF PUPILS BEFORE THE END OF THE NORMAL SCHOOL DAY

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

Doctor and dentist appointments should be scheduled after school or when school is closed.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS/MOVING

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

- Students moving from the area must notify the school office a week before the student’s last day.
- A transfer card must be made up in order to enroll the student in his/her new school.
- If moving to another area of New Jersey, the transfer card MUST be mailed to the student’s new school. No transfer cards may be given, by New Jersey State Statute, to parents; UNLESS moving to a different state in which case the student’s transfer card may be picked up in the school office on the student’s last day at Cape May City Elementary.
ACHIEVEMENT

GRADING

Cape May City Elementary School acknowledges, and accepts the fact that each child is unique. We dedicate ourselves to establishing an atmosphere, which will help each child develop intellectually, socially, emotionally, and physically. Children differ in interests, abilities, past experience, and the rate at which they develop. Report card grades are not a comparison with other children, but a measure of EACH CHILD’S individual growth.

- The issuance of report cards four times a year is the communication between teacher, child, and parents regarding the child’s current individual growth and development.
- The letter grade indicates progress at the level of the child’s instruction.
- Parents are urged to take advantage of scheduled parent-teacher conferences in the fall and spring, or as frequently as needed.
- We are confident that these written reports, in conjunction with parent-teacher conferences, will give a comprehensive evaluation of each child’s progress during the school year.
- Classified students will receive grades for scheduled subjects from the Special Education Teacher.

EXPLANATION OF GRADING SYMBOLS FOR SUBJECT AREAS

<table>
<thead>
<tr>
<th>PRESCHOOL &amp; KINDERGARTEN</th>
<th>GRADES PreK-2 Achievement</th>
<th>RELATED ARTS GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>M = Meets or exceeds expectations at this time</td>
<td>4 = Exceeds</td>
<td>0 = Outstanding</td>
</tr>
<tr>
<td>D = Developing</td>
<td>3 = Meets Standard</td>
<td>S+ = Above Average</td>
</tr>
<tr>
<td>N = Needs strengthening</td>
<td>2 = Partially Meets the Standard</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>N/A = Not assessed during this marking period</td>
<td>1 = Below Standard</td>
<td>S- = Below Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>U- = Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADES 3-6 Achievement</th>
<th>RELATED ARTS GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 100 A = 94-99 A- = 93</td>
<td>O = Outstanding</td>
</tr>
<tr>
<td>B+ = 92 B = 86-91 B- = 85</td>
<td>S+ = Satisfactory</td>
</tr>
<tr>
<td>C+ = 84 C = 77 C- = 76</td>
<td>S- = Unsatisfactory</td>
</tr>
<tr>
<td>D+ = 75 D = 71-74 D- = 70</td>
<td>NA = Not assessed during this marking period</td>
</tr>
<tr>
<td>F = 69 or below</td>
<td></td>
</tr>
</tbody>
</table>

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

Homework is an essential element of a child’s education to ensure his/her success and achievement. Homework should enrich the programs the student is learning in school or provide him/her with practice. Occasionally, homework may introduce the student to a new subject matter that is being initiated, but this is not meant to be a frustrating event.

- Students usually receive homework four nights a week, Monday through Thursday, and may receive homework on the weekends as well.
- Homework will normally take each student between 20 minutes and 1 hour per day to complete (approximately 10 minutes nightly x grade level).
- The amount of homework assigned depends upon the age of the child; the younger the child, the more time that is left for developmental play.

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

INTERIM PROGRESS REPORTS

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

Months issued: October
December
February
May

CONFERENCES

Parents are urged to take advantage of scheduled parent-teacher conferences in the fall and spring, or as frequently as needed. We are confident that these written reports, in conjunction with parent-teacher conferences, will give a comprehensive evaluation of each child’s progress during the school year. Classified students will receive grades for scheduled subjects from the Special Education Teacher.

REPORT CARDS

Report cards will be issued during the following time periods:

November (at Parent/Teacher Conferences)
January
April (at Parent/Teacher Conferences)
Last day of school
ASESSMENT TESTING INFORMATION

Students will be administered certain tests during the course of the school year. The results will be utilized to improve instruction, evaluate pupil progress and instructional effectiveness, plus provide a resource for curricular review and/or revision.

Students in grades K to 6 will be administered standardized achievement tests and/or state mandated tests appropriate to their grade level annually each spring.

**Parents and guardians can best prepare their child for taking State Assessments by ensuring that:**
- Children arrive to school on time between 8:20 a.m. – 8:30 a.m.
- Children ATTEND SCHOOL EVERYDAY that school is in session
- Children stay in school until the designated dismissal time (3:05 p.m.)

**SLA 3-6 & NJASK (Science) Testing**
- SLA - Students in Third, Fourth, Fifth, and Sixth grade will take the NJ Student Learning Assessment in March and April - May.
- NJASK - The New Jersey Assessment of Skills & Knowledge Test in Science will be given to students in grade five in May.

Assessment testing will be on-going during the course of the school year. Tests utilized are as follows:

**Early Childhood - Preschool**
Early Childhood Environment Rating Scale – Revised (Assessment instrument designed for preschool)

**Grades K-3**
DIBELS – (Evaluates the 5 Big Ideas in early literacy identified by the National Reading Panel: Phonemic Awareness, Alphabetic Principle, Accuracy and Fluency, Vocabulary, and Comprehension)

**Grades K-6**
MAP- Measures of Academic Progress/ Northwest Evaluation Association (NWEA)
- The MAP assessment is taken three times a year and measures student growth.
- Student goal setting worksheets for students in grades 3-6 are submitted to the curriculum committee representative for review.
HONOR ROLL/MERIT ROLL

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

Students achieving either the Principal’s Honor Roll or the Merit Roll will receive a letter of recognition. Each marking period a list of students on the Principal’s Honor/Merit Roll is posted in the main hallway of the school.

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

**Principal’s Honor Roll**

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

**Merit Roll**

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

EVERY STUDENT SUCCEEDS ACT

The Every Student Succeeds Act (ESSA) includes the legislation governing much of the federal funding available to school districts.

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

Under the ESSA Act Title I Parent Involvement and Notification, the district has posted the following letters and documentation on the district’s Web site:

- District and school parent involvement policies
- Sample school-parent compact
- Letter to parents of Title I students
- Highly Qualified Teacher (HQT) Right-to-Know letter
EDUCATIONAL PROGRAMS & RELATED SERVICES

BACK TO SCHOOL NIGHT

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

STUDENT OF THE MONTH
(For each grade level)

Each month, teachers from the Primary Grades (K-3), and the Intermediate Grades (4-6), select students who represent excellence in behavior, class participation, initiative and effort. Students who are chosen receive recognition by having a congratulations letter sent from the Superintendent, having their name announced over the PA, and receiving a certificate.

B.U.G. (BRING UP GRADES) (For grades 1-3)

Kiwanis Club volunteers from the community assist with implementing this program. Students are recognized for academic achievement when they maintain or increase grades in all subjects from one grading period to the next. Recognition usually takes place at an assembly during the school day.

BREAKFAST OF CHAMPIONS

Breakfast of Champions is a special breakfast that is given each marking period to any 4th, 5th, or 6th grade student who earns Honor/Merit Roll status. Parents are invited to attend and enjoy the breakfast and also see their student receive a certificate. There are four marking periods per semester, but due to the time constraints during the end of the school year, we are not able to provide a Breakfast of Champions for the fourth marking period students.

DOLPHIN CLUB

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

STUDENT COUNCIL

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

FIELD TRIPS

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

Parents and school personnel with concerns about a child’s academic/social/emotional progress may initiate a referral to the I&RS Committee by obtaining a referral form from the Intervention & Referral Services Team Leader. If you have questions, please call the I&RS Committee Team Leader at 884-8485, ext. 227.

Parents and school personnel who suspect a child may have a learning disability may contact the Child Study Team Coordinator regarding pre-intervention services and/or an identification meeting at 884-8485, ext. 229.

STUDENT DISABILITIES PURSUANT TO SECTION 504/ADA

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

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

Parents requesting information regarding student’s eligibility for 504 accommodations will be referred to the 504 Compliance Officer who can be reached at 884-8485, ext. 227.

COUNSELING

Students will have guidance/counseling services available through our school guidance counselor, their classroom teachers and our school Child Study Team. Should you experience any problem in securing proper guidance services, or should you wish to discuss the situation, contact the office and you will be referred to the appropriate staff members.
P.A.C.E. PROGRAM
(Program for Academic and Creative Enrichment)

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

<table>
<thead>
<tr>
<th>SCHOOL-WIDE ENRICHMENT</th>
<th>Primary Accelerated Learners P.A.L.S.</th>
<th>Gifted &amp; Talented Education With Accelerated Youth G.A.T.E.W.A.Y.</th>
<th>FOCUS ART</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK-6</td>
<td>K-3</td>
<td>4-6</td>
<td>Primary/Intermediate</td>
</tr>
<tr>
<td>All students</td>
<td>Eligible: Academically &amp; Creatively talented</td>
<td>Eligible: Academically &amp; Creatively talented</td>
<td>Eligible: Artistically talented</td>
</tr>
<tr>
<td>Experiences within &amp; beyond regular curriculum</td>
<td>Exploration</td>
<td>Thinking skills</td>
<td></td>
</tr>
<tr>
<td>Guest speakers, programs, community experts, etc.</td>
<td>Creative thinking</td>
<td>Creativity/Problem solving</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>Research</td>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Communication (oral &amp; written)</td>
<td>Communication (oral &amp; written)</td>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Independent Study</td>
<td></td>
</tr>
</tbody>
</table>

Gifted/Talented Identification

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

BASIC SKILLS INSTRUCTION

Students identified for Basic Skills Instruction may receive either Pull-Out or In-Class support services. Students are identified to participate in the Basic Skills Instructional program based on teacher recommendations along with the following data results: DIBELS, MAP Assessment, Standardized State Testing Results such as NJASK and PARCC, end of chapter and/or unit tests, and teacher-made assessments.

The “Brain Train” is an instructional time period when students are pulled out for BSI, P.A.C.E., or SPED instruction leaving the classroom teacher with a Core Group of students to teach. This model of instruction is based on the Response to Intervention learning approach, and is represented by a three-tiered pyramid of intensive and individualized interventions.

PHYSICAL EDUCATION

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

The Mind UP Program - teaches students how to be Mindful of their actions. Teachers implement the Core Practice during the day (a social emotional learning tool) to decrease stress, enhance academic performance, and promote emotional and social well-being.

Mindfulness training develops skills such as:
1 – Attention and concentration
2 – Emotional and cognitive awareness and understanding
3 – Bodily awareness and coordination
4 – Interpersonal awareness and skills

PROJECT WISDOM

Project Wisdom is a thought-provoking inspirational character education program with messages that are narrated over the school Intercom system. The program encourages students to reflect upon the meaning of civic and personal values and apply them to their daily lives.

GREEN DOT ANTI-BULLYING PROGRAM

The Green Dot Program – “Take a Stand, Lend a Hand” is an anti-bullying program implemented in the district with the partnership of Cape May County Prosecutor’s Office. The program was adopted from the Green Dot program at the University of Kentucky by Dr. Dorothy Edwards and modified to meet the needs of the elementary school students in the district focusing on the role of a bystander.

- The “Green Dot” has become an important symbol for the students at Cape May City Elementary School.
- Students wear a “Green Dot T-shirt” to represent their commitment to displaying good character traits and “Taking a Stand, Lending a Hand” to others.

All three programs promote positive classroom and school-wide behaviors in order to maintain a safe school environment under the requirements of the district HIB policy.
SCHOOL SAFETY AND SECURITY

LEGAL CUSTODY

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

VISITORS

The school policy is to accept only those visitors who have legitimate reasons to be at the school.

Visitors and guests must report to the main office to register and receive a photo visitor’s pass for the building issued by an authorized school official.

Approved visitors/guests visitor’s passes will identify the specific area of the school to be accessed. All visitor passes must be visibly displayed.

PROCEDURE

1. All visitors must ring the security doorbell to be identified in order to gain access into the front lobby.
2. Once in the front lobby, all visitors must report to the main office to sign in.
3. Approved visitors will obtain a photo visitor’s pass to be displayed on their clothing when on school premises.

Visitors must comply at all times with Board of Education policies, administrative rules and school regulations. Whenever possible, visitors should obtain authorization from the Superintendent in advance.

Parents and Guardians are welcome to visit during American Education Day, Breakfast of Champions, B.U.G. Awards, selected assemblies, and Visual and Performing Arts presentations. Lunch with a student must be pre-approved. Any other visitations must be requested at an appointment with the Superintendent.

VOLUNTEERS

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

- Some areas where a volunteer might be helpful are in the classroom, library, or in the office. For more information, call a volunteer coordinator at 884-8485.
- In addition to getting a photo visitor’s pass in the main office, all Volunteers must sign in and out of the Volunteer’s Log Book located in the front office.
- An orientation/training program will be conducted for volunteers as early in the school year as possible.
- Each Volunteer is required to have a Criminal History Record Check completed prior to volunteering at the school.
DISTRICT SCHOOL SAFETY TEAM

The School Safety Team meets at least twice a year and is responsible to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic practices in the school addressing climate issues, such as HIB. Team members are listed on the school website.

FIRE/EVACUATION DRILLS

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

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

SCHOOL SECURITY DRILLS

School Security/Lockdown Drills are practiced once a month in keeping with the School Safety & Security Plan and as required by NJ Statute 18A:4-1. The first drill occurs within the first 15 days of school. Students, Staff, and parents are notified. Thereafter, all drills are unannounced. A security drill is also conducted during summer school program.

SCHOOL SEARCHES

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

STUDENT SALES

Students may not purchase or offer for sale any item or service or conduct business of any sort in school except when they are a part of school activities and when they have received permission from the Superintendent.

VALUABLE ITEMS

Students are asked NOT to bring items of value to school.

- Teachers cannot take responsibility for the loss or theft of items such as jewelry, watches, cameras, etc.
- Electronic devices such as stereos, Walkman radios, beepers, iPods, etc. are not appropriate to a learning environment.
- All school furnishings (desks, bookshelves, lockers, etc.), electronic devices (computers, cameras, projectors, televisions, etc.), and sports equipment (footballs, soccer balls, basketballs, etc.) are the exclusive property of the Cape May City Board of Education and may not be removed from school property without express permission of the Superintendent.
The Cape May City Board of Education and the staff of Cape May City Public School (hereafter referred to as the “Board” and the “staff”) recognize that the misuse of drugs is a serious problem with enormous impact upon the welfare of the entire school community. The Board and staff are committed to the prevention of anabolic steroid, alcohol, and other drug abuse. The Board and staff desire to utilize positive approaches in dealing with these problems, but will resort to the necessary and appropriate steps to protect the school community from harm and exposure to anabolic steroids, alcohol, and drugs.

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

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

The same conditions exist in reference to student search, confidentially and all other conditions as stated in Policy Code 4119.231.

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

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

INTEGRATED PEST MANAGEMENT
POLICY #3510

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

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

The superintendent is responsible for timely notification to students’ parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act. Questions can be directed to Craig Pilczuk, IPM Coordinator, at 884-8485, ext. 231.

ASBESTOS MANAGEMENT PLAN

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

RIGHT-TO-KNOW

The Cape May City Elementary School is in full compliance with PEOSH Hazard Communication Standard including the New Jersey Worker and Community Right to Know Law.
CODE OF CONDUCT

The school is currently revising the Code of Conduct. The Harassment, Intimidation and Bullying (H.I.B.) Policy can be found on Page 25 and also on our district website under DOCUMENT – SELECT SCHOOL POLICIES. www.cmcboe.org

BEHAVIOR PLAN

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

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

HIGH FIVE RULES

Parents are asked to read and discuss the following High Five Rules with their child/children.

1. Be Respectful
   • Cooperate with teachers, administrators, other school employees, and other students.
   • Be courteous to others at all times.
   • Respect all individual and cultural differences.

2. Be Responsible
   • Be honest at all times.
   • Take care of school property
   • Recognize a Safe School environment and take pride in their school & community.
   • Say “No” to drugs, alcohol, and tobacco products, and Bullying.
   • Review the School Internet “Acceptable Use Policy” and “Cell Phone Policy”.

3. Be There/ Be Ready
   • Arrive to school on time.
   • Make a sincere effort to do their best work.
   • Strive for good attendance – EVERY DAY COUNTS!

4. Follow Directions
   • Look, Listen, and Learn
   • Remain in supervised areas at all times.

5. Keep Hands, Feet, Objects and Unkind Words to Yourself
   • Be polite to others.
   • Use appropriate language.
STUDENT BEHAVIOR

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

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

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

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

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process. A pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil’s suspension.

RE: Cape May City Board of Education Policy #5131

GUM CHEWING

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

STUDENT DRESS

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

GIRLS: Dresses, skirts with blouses and/or sweaters, pant dresses, wide-strap dresses, or ¾ length shorts, slacks, pants, and jeans are considered appropriate. Attire with cutouts, see-through, midriffs, or strapless wear is inappropriate. No Flip Flops are allowed.

BOYS: Slacks, jeans, and shirts worn properly are required. No half-shirts or tank tops are permitted. No Flip Flops are allowed.

SHORTS: Permission to wear shorts is granted by the administration from the start of school until the end of the academic year. When shorts are permissible, this does not include “mini” shorts, or bathing suits.

HATS: Hats are not to be worn in the building unless a special “Hat Day” has been approved and announced by the administrator.

TELEPHONES

Students are NOT ALLOWED TO USE TELEPHONES DURING THE SCHOOL DAY, except in case of emergency. In case of emergency, students may request usage from the teacher, who will direct the student in the usage of the classroom telephone.
POLICY (#5131.8)  
STUDENT USE OF CELLULAR TELEPHONES AND OTHER DEVICES

The Board of Education recognizes the need to provide access to technological resources. For the purpose of this policy, it includes portable two-way telecommunications devices, including but not limited to cellular telephones with or without cameras, beepers, walkie-talkies, other hand-held devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

The Cape May City Board of Education extends to students the privilege to possess; display and use “Communication Devices” before and after the instructional day provided such “Communication Devices” are not displayed, activated or used inside school buildings during the instructional day. All such devices must be turned off and in a classroom closet, backpack or similar enclosure during the instructional day. The instructional day includes, but is not limited to lunch breaks, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day as well as extracurricular activities or after school activities.

In the event a pupil violates this Policy, the Superintendent or designee will confiscate the device, have it retrieved by the parent or guardian and revoke the student’s privilege for future possession or use of “Communication Devices”.

The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extracurricular or after school activity.

Consequences for misuse of cellular phones are addressed in the District Code of Conduct.

ACCEPTABLE USE OF INTERNET

The district has developed a technology plan that effectively uses electronic communication to advance and promote learning and teaching. To support its commitment to providing avenues of access to local, statewide, national and global information, the district’s system of electronic communication includes access to the Internet for students and staff. The operation of the computer network relies, in part, on ensuring teachers receive proper training in the use of the system, ensuring that all students are adequately supervised when using the system; maintaining executed user agreements; and interpreting an acceptable use policy for staff and students. It is necessary for students and staff to follow the guidelines that are set forth in Board Policy 6142.10. TECHNOLOGY - ACCEPTABLE USE OF INTERNET. The Acceptable Use Policy (AUP) is posted online under the Board of Education Policies tab.

- Students and Staff will not be permitted to use the computers and access the Internet unless they have signed the Internet User Contract.
- Parents or guardians must also sign and date the agreement indicating they have reviewed the AUP with their child(ren) giving them permission to use Internet through the district computer system.
- Students in grades PreK-2 may print their names with assistance of their parent and/or guardian.
- If any user, whether a student or a staff member, violates the Acceptable Use Policy/Internet User Contract, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures.
- Students will be subject to all possible disciplines as described in the district's Student Code of Conduct and district policy.

Parents/Guardians who have questions about the use of technology resources should contact the Superintendent.
POLICY # 6142.10
STUDENT INTERNET, DISTRICT WEB SITE & EMAIL POLICY

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

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

1. All use of the network and the Internet must be in support of education and consistent with the purposes of the Cape May City School District.

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

3. Neither send nor receive information that can be hurtful or harmful to others. This includes discrimination by race, religion, ethnic origin, or sex, which includes the sending or receiving of sexually explicit material.

4. The student should report any violations of the use of the network and the Internet to the teacher in charge.

5. The teacher in charge must approve the use of personal disks if compatible with the network computers, consistent with licensing laws.

6. Personal information about oneself should not be shared over the Internet such as last name, home address, phone number, etc.

7. Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law is prohibited.

8. Network users identifying a security problem on the district system must notify the teacher in charge. Do not demonstrate the problem to anyone.

9. Network users may download materials other than software programs for their own classroom use. Copyrighted materials must be used in accordance with district policy and applicable law.

10. Vandalism or improper use of software will result in cancellation or suspension of system use privileges. Vandalism is defined as a “malicious attempt to harm, or destroy, district equipment, or materials, that of another user, or of the district system, or the Internet system.”

Any students who do not adhere to the policy of Internet Use Policy will receive consequences which may include the loss of internet privileges.

SCHOOL EVENTS

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

DETENTION

Students who do not adhere to the District High Five Rules may receive recess/lunch or detention as per our Code of Conduct.
SUSPENSION

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

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

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

EXPULSION

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

DUE PROCESS

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

The Cape May City School district is committed to providing an educationally safe learning environment for students and staff, which prohibits acts of harassment, intimidation or bullying (HIB). The district’s partnerships with the local community and county (Cape May County Prosecutor’s Office, the Cape May City Police & Fire Departments, the Cape May City Public Works Department, the County Office of Emergency Management and the United States Coast Guard Base) have allowed school administrators, faculty, staff and volunteers to demonstrate appropriate behaviors and to educate students in a safe and disciplined school district where students can socialize and continue to achieve high academic standards while being treated with respect.

HARASSMENT, INTIMIDATION AND BULLYING (HIB) DEFINITION

- **HIB means intentional conduct**, including gestures, physical, verbal, or written conduct or electronic communication (by use of an electronic device, including a telephone, cellular phone, computer, or pager) that creates a hostile educational environment by substantially interfering with a student’s education.

- **Motivation for HIB behavior**
  - Any actual or perceived characteristic
  - Examples: Race, national origin, marital status, sex, sexual orientation, gender identity and expression, ancestry, mental/physical/sensory disability, or any other distinguishing characteristic(s)

- **Location of Incident**
  - Occurs on school property
  - At school sponsored activity or event
  - On a school bus
  - Off school grounds (including cyberspace)

- **Substantially Disrupts the Orderly Operation of a School**
  In addition to causing substantial disruption or interference the HIB conduct must meet one of the following conditions
  - Has an effect of insulting or demeaning student or group of students
  - Creates a hostile educational environment for student by interfering with students education or
  - Severely or pervasively causes physical or emotional harm to students

DISTRICT IMPLEMENTATION OF HIB LEGISLATION

- Anti-Bulling Coordinator
- Anti-Bullying Specialist
- School Safety Team
- Reporting Form for HIB
- Specific Timelines for Investigation Procedures
- Student HIB Contract and Parent/Guardian HIB Agreement
- Training/Distribution of HIB Information to Administrators, Faculty, Staff and Volunteers

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

Refer to the Board of Education Link on the district Home Page [www.cmcboe.org](http://www.cmcboe.org) for the Anti-Bullying Policy and Code of Conduct Policy #5131.1

The district Anti Bullying Speech and Coordinator can be reached by calling us at 884-8485.
DISTRICT HIB GRADE AND REPORTING INFORMATION

The Anti-Bullying Rights Act of 2011 requires all New Jersey schools and districts to provide parents and the public with their annual self-assessed anti-bullying grade. The HIB grade and Anti-bullying Coordinator/Specialist contact information is posted on the district website: www.cmboe.org

POLICY #6121
AFFIRMATIVE ACTION

The Board of Education directs the Superintendent to:

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

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

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

STATUTES

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

1. Any parent/guardian has the right to view, to make notes, and/or to have a reproduction of the pupil’s records. The parent may also have copies of the applicable state and federal laws governing students’ records, upon request.

2. It is the policy of the Cape May City School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance may be directed to Mr. John Thomas, our Affirmative Action Officer.

3. Section 504 – Rehabilitation Act of 1973
   a. The Cape May City Board of Education does not discriminate against any handicapped individual as per Section 504.
   b. This statement applies to areas of admissions, treatments, or employment in its programs and activities.
   c. For information, call the main school office at 609-884-8485. Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, or social or economic status must be made in writing.

STUDENT AND PARENT GRIEVANCES

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

Students and parents have rights to grievance through successive channels: teachers, principal, superintendent, and Board of Education. A grievance shall be promptly investigated and in no case shall the time limits specified be exceeded.
The aggrieved is entitled to be represented at all stages of procedure. Grievances may be instituted and followed-up verbally or submitted in writing at the option of the grievant.

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

**LIBRARY CIRCULATION PROCEDURES**

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

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

**CARE OF SCHOOL PROPERTY**

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

**LOST OR DAMAGED BOOKS**

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

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

IMMUNIZATION REQUIREMENT

All students must show documentation that they have completed the required immunizations as per New Jersey Statue. RE:Cape May City Board of Education Policy #5141.3

New Jersey Department of Health

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY

N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL

(SEE NEXT PAGE)

* Footnote: The requirement to receive a school entry booster dose of DTP or DTaP after the child’s 4th birthday shall not apply to children while in child care centers, preschool or pre-kindergarten classes or programs.

The requirement to receive a school entry dose of OPV or IPV after the child’s 4th birthday shall not apply to children while in child care centers, preschool or pre-kindergarten classes or programs.

** Footnote: Antibody Titer Law (Holly’s Law)—This law specifies that a titer test demonstrating immunity be accepted in lieu of receiving the second dose of measles-containing vaccine. The tests used to document immunity must be approved by the U.S. Food and Drug Administration (FDA) for this purpose and performed by a laboratory that is CLIA certified.

*** Footnote: No acceptable immunity tests currently exist for Haemophilus Influenzae type B, Pneumococcal, and Meningococcal.
# New Jersey Department of Health

**MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY**

**N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL**

<table>
<thead>
<tr>
<th>Disease(s)</th>
<th>Meets Immunization Requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTaP</td>
<td>Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses.</td>
<td>Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable test for pertussis.</td>
</tr>
<tr>
<td></td>
<td>Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses</td>
<td></td>
</tr>
<tr>
<td>Tdap</td>
<td><strong>Grade 6:</strong> (or comparable age level for special education programs): 1 dose</td>
<td>For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.</td>
</tr>
<tr>
<td>Polio</td>
<td>Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses.</td>
<td>Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.*</td>
</tr>
<tr>
<td></td>
<td><strong>Age 7 or Older:</strong> Any 3 doses</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday.</td>
<td>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**</td>
</tr>
<tr>
<td>Rubella and Mumps</td>
<td>1 dose of live mumps-containing vaccine on or after the first birthday.</td>
<td>Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable.**</td>
</tr>
<tr>
<td>Varicella</td>
<td>1 dose on or after the first birthday</td>
<td>All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable.</td>
</tr>
</tbody>
</table>
| Haemophilus influenza B (Hib) | Age 2-11 Months: 2 doses  
Age 12-59 Months: 1 dose                                      | Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. *** |
| Hepatitis B         | **K-Grade 12:** 3 doses or  
**Age 11-15 years:** 2 doses                                                                           | If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. |  |
| Pneumococcal        | Age 2-11 months: 2 doses  
Age 12-59 months: 1 dose                                                                            | Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. *** |
| Meningococcal       | Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose                      | For pupils entering Grade 6 on or after 9-1-03 and born on or after 1-1-97. This applies to students when they turn 11 years of age and attending Grade 6. |
| Influenza           | Ages 6-59 Months: 1 dose annually                                                                | For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period. |
Please Note The Following:

The specific vaccines and the number of doses required are intended to establish the minimum vaccine requirements for child-care center, preschool, or school entry and attendance in New Jersey. These intervals are not based on the allotted time to receive vaccinations. The intervals indicate the vaccine doses needed at earliest age at school entry. Additional vaccines, vaccine doses, and proper spacing between vaccine doses are recommended by the Department in accordance with the guidelines of the American Academy of Pediatrics (AAP) and Advisory Committee on Immunization Practices (ACIP), as periodically revised, for optimal protection and additional vaccines or vaccine doses may be administered, although they are not required for school attendance unless otherwise specified.

Serologic evidence of immunity (titer testing) is only accepted as proof of immunity when no vaccination documentation can be provided or prior history is questionable. It cannot be used in lieu of receiving the full recommended vaccinations.

Provisional Admission:
Provisional admission allows a child to enter/attend school after having received a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series.

Pupils <5 years of age, must receive the required vaccines within 17 months in accordance with the ACIP recommended minimum vaccination interval schedule. Pupils 5 years of age and older, must receive the required vaccines within 12 months in accordance with the ACIP recommended minimum vaccination interval schedule.

Grace Periods:

• 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school, or child care facility.

• 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

STUDENT USE OF MEDICATION

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

**Cafeteria Policy:** *Thank you for participating in our School Breakfast and Lunch Programs.* We use a computerized point of sale system that works like a debit account. Send payment for the account and lunch costs will be deducted when your child comes through the serving line. Payment is to be made in advance or on the day the lunch is served. Students may charge two times only. If an account is past due and a lunch is not brought from home, an alternate meal of a cheese sandwich w/milk or juice will be provided – please know that we will always contact you before this were to occur. If you need to know your child’s account balance please send a note, call or email us. You can send cash or checks with your child which teachers will collect in the morning. Please be sure your child’s name is on the payment. If possible consider paying by the week or month.

*Checks can be made to: Cape May Elementary  Thank you!* ☝

**The Cafeteria can supply healthy treats for your child’s in school celebration!** Order forms are available on the school website. (School Info tab, Lunch Menu tab, go to the bottom of the page, select: Celebration Party Order Form.) Or just call us and we will be happy to send one home! Website: [www.cmcboe.org](http://www.cmcboe.org)

**Free and Reduced Priced Meals Application:** If your income or circumstances change during the school year you can always update your **free and reduced meals application.** Just let us know if you need a new form to complete. If you have questions or need assistance please call us.

**LUNCHES**

Our cafeteria serves nutritious lunches each day.

- The menu is sent home with students each month and includes menu choices, daily, weekly, and monthly prices and our cafeteria policies.
- Every effort is made to avoid changes or substitutions; however, this is sometimes unavoidable.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>$13.75</td>
</tr>
<tr>
<td>Weekly Reduced</td>
<td>$2.00</td>
</tr>
<tr>
<td>Daily</td>
<td>$2.75</td>
</tr>
<tr>
<td>Daily Reduced</td>
<td>$0.40</td>
</tr>
<tr>
<td>Milk/Juice</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

Payment may be made in cash or checks for school lunches. Checks can be made payable to: Cape May City Elementary. When lunch accounts are not current, parent(s) will be notified at least three times, if the account remains not current, student(s) will receive a cheese sandwich along with a container of white milk until the account is current.

**RECESS/LUNCH SCHEDULES:**

Students will participate in recess each day before eating their lunch in the cafeteria.

<table>
<thead>
<tr>
<th></th>
<th>Reccess/Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
<td>11:05 a.m. to 11:30 p.m.</td>
</tr>
<tr>
<td>K - 2nd Grades</td>
<td>11:50 a.m. to 12:10 p.m.</td>
</tr>
<tr>
<td></td>
<td>12:10 p.m. to 12:30 p.m.</td>
</tr>
<tr>
<td>3rd - 6th Grades</td>
<td>12:40 p.m. to 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. to 1:20 p.m.</td>
</tr>
</tbody>
</table>
EARLY DISMISSAL SCHEDULE

Grades K – 2nd
Recess 11:30 a.m. – 11:50 a.m.
Lunch 11:30 p.m. - 12:00 p.m.

Grades 3rd – 6th
Recess 12:35 p.m. – 12:55 p.m.
Lunch 12:15 p.m. – 12:35 p.m.

CAFETERIA ETIQUETTE

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

Every student shall use hand sanitizer and/or wash their hands before eating their lunch.

Entering the cafeteria and getting lunch:
1. Students should enter the cafeteria from recess in an orderly manner.
2. Students getting the school lunch will be directed to form a single line to obtain food.
   • Students observed cutting ahead of others will be placed at the end of the line.
   • Students shall not leave the line to talk to a friend.
   • Students should pick up their lunches and proceed to their assigned eating area.
3. Students bringing their lunch from home shall enter the cafeteria with their class and go immediately to their assigned seating area. No glass containers or bottles are permitted in the lunchroom.

Seating in assigned areas:
• Each class will sit at their assigned tables.
• Students should not leave their assigned seats during lunch.
• Students shall raise their hands if they need assistance or have a question.

Good Manners:
• Students are to use good table manners at all times.
• Students are asked to be “mindful” by being courteous and considerate

Lunches:
• Students are not to exchange food and/or drink items with another student.
• Leftover food is not to be taken outside of the cafeteria area at any time.

Additional Servings & Side Dishes can be purchased a la carte

Spills and cleaning up:
• All litter is to be thrown in the trash. It should never be left on the tables or floor. Students are asked to cooperate by keeping their seating area clean.
• If students spill something, they should try to help clean up by asking for napkins, paper towels, a cloth, mop, or seek the help from a custodian to clean it up.
• Teachers will call on classes to throw out their trash.
• Students will line up as directed to empty their tray and/or throw out items.
• Instructions will be given as to where to place and stack empty trays.
• After emptying their trays, students will line up as directed.
• Students will be signaled to become quiet in the cafeteria to hear directions for dismissal. (Grades K-2 approximately 12:25P.M. and Grades 3-6 approximately 1:15P.M.)
Behavior/Code of Conduct

- Any student who does not conduct himself/herself in an appropriate manner during lunch may be assigned to sit apart from his/her classmates. Time-out may be for (5) to (10) minutes or the entire lunch period depending on the circumstances.
- Students who display inappropriate behaviors during recess or lunch may receive a warning, time out, or loss of recess time.
- Students outside may be directed to the picnic table to sit during their loss of recess time.
- Students are expected to follow the **HIGH FIVE RULES:**

1. Be Respectful
2. Be Responsible
3. Be There/Be Ready
4. Follow Directions
5. Keep Hands, Feet, Objects & Unkind Words to Yourself
2018-2019 School Year

Hello and thank you for your interest in our School Wellness Policy.

Here are some key points about the food service program at our school district:

- Our Wellness Policy is up to date and consistent with the USDA guidelines of the Health Hunger Free Kids Act, (HHFKA).
- Our school participates in the National School Breakfast and Lunch Programs through the New Jersey Bureau of Child Nutrition, New Jersey Department of Agriculture, and United States Department of Agriculture.
- We have adopted Offer vs. Serve policies
- Breakfast is available in school each school day, served in the classroom at no charge to families!

Available on our website:

- Breakfast and Lunch Menus
- Daily, Weekly and Monthly Meal Prices
- Offer vs. Serve Policies
- Free and Reduced Meals Application
- Summer Feeding Program Information Flyer
- USDA Nondiscrimination Statement
- Wellness Assessment
- Link to fun and educational nutrition websites
- Classroom Celebration Order Forms

Your comments, ideas and suggestions about our Wellness Policy are encouraged and welcomed. Please contact me and we can also provide information about our Self Wellness Evaluation.

Thank you!

Marianne Linnington
Food Service Director
609-884-8485 ext. 230
mlinnington@cmcboe.org
Cape May City School
Wellness Policy

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

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

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations under the National School Lunch and Breakfast Program and the Healthy Hunger Free Kids Act. We serve breakfast in the classroom to all students free of charge. Lunch is served daily with several choices. Both programs operate as offer vs. serve programs encouraging students to include all meal components, but allowing them to decline some items. Additional information on the offer vs. serve policies are available on our school website.

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

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

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

- Based on manufacturers nutritional data or nutrient facts labels:
  - No more than eight grams of total fat per serving, with the exception of nuts and seeds.
  - No more than two grams of saturated fat per serving.
- All beverages shall not exceed 12 ounces, with the following exceptions:
  - Water.
  - Milk containing 1% Low fat or Fat Free Milk.

In elementary schools:

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

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

Alternative ideas for healthy school celebration ideas and treats are available from your school cafeteria.

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

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

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

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

37
September 5, 2018

Dear Parent/Guardian:

Many children with disabilities have no special dietary needs. They are able to participate in the Child Nutrition Program the same as all other children in the school. In some instances, however, children with disabilities may experience difficulty when chewing and swallowing, which would require that the physical characteristics of their foods be changed. Some children may need low calorie meals, and others high calorie meals. Children with severe disabilities may need special dietary foods, or a therapeutic diet.

Federal regulations require schools, and institutions to serve meals at no extra charge to those children whose disabilities restrict their diet in such a way that they cannot fully participate in the food service program without some modification to the foods offered on the scheduled menu. Accordingly, the child, of his/her parent or guardian, interested in special services must request special meals from the school, and provide the school with medical certification from a medical doctor. This medical certification must contain the following:

- Verification that the special meals are needed due to the student’s disability
- Recommendation/prescription for alternate foods, and forms of foods needed to meet the student’s special dietary needs.

Meal services to children with disabilities are provided as part of the child’s total care plan. It is important for parents of children with special dietary needs to seek assistance from the child’s teacher or therapist, medical provider, and the school food service director to determine the best way to meet the child’s needs within the limitations that may exist at the child’s school.

If you have questions regarding the need for meal modifications, contact Victoria Zelenak, at 609-884-8485.

Sincerely,

Victoria Zelenak
Superintendent
COMMUNITY PARTNERSHIPS

Parent Teacher Connection (PTC)

The PTC is an active parent organization looking for new members. PTC is made up of parents, teachers, board members and community members whose goal is to increase participation of parents and community members in our schools’ events. Please inquire at the main office to find out when and where the PTC meets each month.

CURRICULUM COMMITTEE

The curriculum committee provides a valuable vehicle for collective communication with teachers, staff, parents, administrators, community members, and students regarding standards-based curriculum, instructional programs, and professional development. The committee promotes reflection and inquiry that supports curriculum development, student learning and continuous improvement. Being a representative on the district curriculum committee is a voluntary position. To participate on the committee, contact the main office 884-8485.

PARTNERSHIPS IN EDUCATION (P.I.E.)
United States Coast Guard

Partnership in Education (P.I.E.) – is a relationship developed between the Cape May Coast Guard Community and the school community. The Coast Guard community organizes and participates in events and activities with the school community. The Coast Guard provides a model for Leadership, citizenship, character development, academic success, community involvement, and caring for others. Our students benefit by seeing these traits in action by the Coast Guard.

EXTRACURRICULAR CLUBS

<table>
<thead>
<tr>
<th>Club</th>
<th>Grades</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-Kids</td>
<td>K - 2</td>
<td>sponsored by the Kiwanis</td>
</tr>
<tr>
<td>Conversation Comrades</td>
<td>3 - 6</td>
<td>sponsored by the Kiwanis</td>
</tr>
<tr>
<td>After School Athletics</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Earth Club</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Homework Club</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Computer Club</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>World Language Club</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Student Council</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Yearbook Club</td>
<td>3 - 6</td>
<td></td>
</tr>
<tr>
<td>Pep Squad</td>
<td>3 - 6</td>
<td></td>
</tr>
</tbody>
</table>
WALKING TO/FROM SCHOOL

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

BICYCLES/SKATEBOARDS/ROLLERBLADES

Students who ride bicycles, skateboards, rollerblades, or scooters to school must also have written parental permission and must obey traffic and safety regulations at all times.

- All pupils must wear helmets as per state law.
- Immediately upon arrival at school, children MUST WALK BICYCLES, etc. on the school grounds and place them in the bicycle rack, or designated storage area.
- All bicycles must be locked. The Board of Education assumes no responsibility for the safety of bicycles, etc. Students below Grade 4 must be accompanied by an adult to ride their bikes to school for their own safety and well-being.

BUS BEHAVIOR

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

- Students should ALWAYS remain seated while the bus is in motion.
- Students should NEVER hang out windows, shout or talk loudly, tamper with bus equipment, be rude, discourteous, or use profanity.
- Students ARE NOT PERMITTED to ride any bus except the one to which they are assigned.
- NO STUDENTS, OTHER THAN COAST GUARD STUDENTS, SHALL BE PERMITTED TO RIDE THE BUSES.
- Please notify the school by NOTE/PHONE if it is necessary for you to pick up a bus student after school.