

THE NORTH WILDWOOD BOARD OF EDUCATION

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Open public meetings of the Board of Education are held on the dates listed below at the Margaret Mace School. Special conference and agenda meetings are open to the public, excepting those limited to personnel or negotiations. Meeting Agenda information is available at the Board Office at 609-729-4649.

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

July 27, 2026	January 4, 2027
August 24, 2026	February 2027 - To be announced
September 28, 2026	March 2027 - To be announced
October 26, 2026	April 2027 - To be announced
November 16, 2026	May 2027 - To be announced
December 14, 2026	June 2027 - To be announced

All Dates Subject to Change.

As a result of Public Law 2011, c. 202, signed by Governor Christie on January 17, 2012, the North Wildwood Board of Education authorized the moving of the annual school election from April to the November General Election. The General Election will be November 3, 2026. The school election will continue to be a separate nonpartisan election. At the November General Election, the voters will vote on the school board candidates. There is no vote on the annual school budget within the levy cap.

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

NORTH WILDWOOD SCHOOL DISTRICT ACCEPTABLE USE OF COMPUTERS NETWORK/COMPUTERS AND RESOURCES

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

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

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

Standards for Use of Computer Networks

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

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws, and regulations. Inappropriate activities are defined as those that violate the intended use of the network.
- B. Using the computer network(s)/computers to violate copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other electronic files;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources;
 7. Forges electronic mail messages or uses an account owned by others;

8. Posts anonymous messages for injurious purposes;
9. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Consent Requirement

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

Administrative Control

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

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

The Grievance Procedure

1. The North Wildwood Board of Education and its staff are aware of and adhere to the rules and regulations pertaining to the equality in educational programs as promulgated in state and federal laws.
2. The grievant must present in written form the complaint to the responsible person designated as the Grievance Officer. The Grievance Officer for the North Wildwood Public School District is the Supervisor of Student Services, 609-522-1454, Margaret Mace School.
3. The Grievance Officer has five working days in which to investigate and respond to the grievant.
4. If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee.
5. Response by the Superintendent or designee must be given within five working days.
6. If the grievance is not satisfied at this level, an appeal may be made within ten working days to the North Wildwood Board of Education, which will hear the complaint at the next regular meeting or within thirty calendar days. Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to witnesses, right to cross-examine, and to present written statements. The decision of the Board shall be by a majority of the members at a meeting, which shall be public.
7. The North Wildwood Board of Education shall respond to the grievant within thirty calendar days.

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

SEXUAL HARASSMENT ISSUES

Contact Carolyn Morey/Affirmative Action Officer at 609-522-1454 concerning issues related to sexual harassment. Refer to BOE Policy Manual.

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

ATTENDANCE

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

levels of more than 5, more than 10, and more than 15 absences. (Board policy #5113 states that a student must attend at least 162 days of school to be considered to have successfully completed the academic year.)

- b. A contract will be made with parents of students who have excessive absences and may include:
 - 1. Home visits to check on absences.
 - 2. Require students to be examined by a physician or school nurse before the student is given an excused medical absence.
 - 3. If parents do not comply or students continue to have poor attendance, legal action will be taken.
- c. ***Parents of students with more than 18 days absent must present documentation related to the student absences for a review of possible waiver of the 162-day requirement as outlined in the Board Policy #5113.***

Should the number of days a student attends school be less than 162 days, At the discretion of the administrator, students may also lose privileges such as extracurricular activities and noneducational school trips. After eighteen (18) days of unvalidated absences, the District will issue a legal 5-day Notice. (Title 18-A:38-25). If unvalidated absences continue, the Superintendent will file charges and parents will be required to appear in court.

- 14. Parents/Guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.
- 15. An absence shall be considered a validated absence for the following reasons:
 - a. Student illness
 - b. A requirement of student's IEP
 - c. Death or critical illness in the student's immediate family, or other with permission of the principal
 - d. Quarantine
 - e. Observance of the student's religion on a day approved for that purpose by the State Department of Education
 - f. Suspension
 - g. The requirement of a student's individual health care plan
 - h. Alternate short or long-term accommodations for students with disabilities
 - i. Required attendance in court
 - j. Necessary and unavoidable medical or dental appointments
 - k. Such good cause as may be acceptable to the principal
- 16. Students will be given the opportunity to make up work within two (2) days of validated absence.
- 17. An unvalidated absence occurs when a student returns to school without a written explanation for the absence. The student may be required to stay after school to make up their work. Both validated and unvalidated absences count towards the limit of 18 days absence for the school year. Unvalidated absences are as follows:
 - a. Family Travel
 - b. Performance of household or babysitting duties
 - c. Other daytime activities unrelated to school program
 - d. Leaving school without permission

- e. Leaving class because of illness but not reporting to the school nurse as directed
 - f. Being present in school but absent from class without approval
- 18. The administration will be in direct communication with the parents if the number of validated and unvalidated absences appears to be exceeding the 90% limit at any time during the year. If the number of unvalidated absences exceeds ten days, additional disciplinary action and/or legal action as stated in the New Jersey Administrative Code and Statutes may be taken.
 - 19. School districts are required by law to report students who have accumulated days that are counted as being unvalidated, therefore truant. The three conditions that define an invalidated absence and accumulate towards truancy are:
 - a. No parent permission- a student is absent without parents' knowledge or permission.
 - b. Parents unable to enforce attendance- student refuses to attend school.
 - c. The parent keeps students out of school without approval - a parent knowingly keeps the student out of school without notifying the school or getting permission from the school.
 - 20. Absences considered unvalidated will be counted as days truant. The following procedures will be enacted for students considered truant:
 - * The parent/guardian will be notified in writing following the third unvalidated absence.
 - * In addition to written notification, a meeting to jointly develop an attendance plan of action will be scheduled following the fifth unvalidated absence.
 - * ***Truancy charges may be filed following the eighth unvalidated absence.***
 - 21. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 18 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.
 - 22. When a student is absent from school, the child will not be permitted to participate or attend any extracurricular activity or school function for that day or evening.
 - 23. The board recognizes the following as absences; however, documentation is still required:
 - a. Disabling illness
 - b. Recovery from accident
 - c. Required court attendance
 - d. Death in the family
 - e. Religious observance in accordance with the statute. No pupil absent for religious observance of a day recognized by the commissioner of education. Religious observance in accordance with the statute. No pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.

Such good cause as may be acceptable to the administrator

24. Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where the school is in session by the authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Attendance Guidelines:

- ***K - 4 students must be in school from 7:45 am - 12:15 pm or from 10:00 am - 2:32 pm for it to count as a full day. Students must be in school from 7:45 am until at least 9:45 am and up until 11:06 am for a ½ day or from 11:36 am until at least 1:36pm.***
- ***5-8 students must be in school from 7:45 am - 11:45 am, 7:45 am - 12:20pm, or 10:00 am - 2:32 pm for it to count as a full day. Students must be in school from 7:45 am until at least 9:45 am or from 11:50 am until 2:32 pm for it to count as a ½ day.***

Late Arrival and Early Dismissal

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

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Family emergency;
- D. Court appearance;

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

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

LATENESS PROCEDURES

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

The following procedures will be followed to reduce tardiness:

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

ABSENCE REPORTING RULES

Parents must contact the school each and every day of absence. Please call the Information Hotline between 8:15 AM-10:00 AM on the day of absence -

609-522-1938. When the student returns from an illness, a note must accompany him/her to school that day. The school will make a reasonable effort to call the home of an absent student whose parent has not called the school to report his/her absence.

Potentially Missing Children

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

Marking Missing Child's School Record

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

REGULAR BELL SCHEDULE

GRADES K - 4 (Schedule A)

7:45 am – 8:00 am - Students may arrive at school
8:00 am - Morning Activities
8:10 am - Period 1 begins
8:54 am - Period 2 begins
9:38 am - Period 3 begins
10:22 am - Period 4 begins
11:06 am - 11:36 am Period 5 Lunch A
11:36 am - Period 6 begins
12:20 pm - Period 7 begins
1:04 pm - Period 8 begins
1:48 pm - Period 9 begins
2:32 pm - Student dismissal bell

GRADES 5 - 8 (Schedule B)

7:45 am – 8:00 am - Students may arrive at school
8:00 am-8:10am- Morning Activities
8:10 am - Period 1 begins
8:54 am - Period 2 begins
9:38 am - Period 3 begins
10:22 am - Period 4 begins
11:06 am - Period 5 begins
11:50 am - 12:20 pm Period 6 Lunch B
12:20 pm - Period 7 begins
1:04 pm - Period 8 begins
1:48 pm - Period 9 begins
2:32 pm - Student dismissal bell

EARLY DISMISSAL BELL SCHEDULE

GRADES PK - 8

7:45 am - 8:00 am - Students enter classroom;eat breakfast, attendance, announcements
8:00 - 8:31 am - Period 1
8:31 - 9:03 am - Period 2
9:03 - 9:35 am - Period 3
9:35 - 10:07 am - Period 4
10:07 -10:39 am - Period 5 or 6 (Not Lunch)
10:39 - 11:11 am - Period 7
11:11- 11:43 am - Period 8
11:43 – 12:15 pm - Period 9
12:15 pm - Grab and Go Lunch for students

CHANGE OF INFORMATION

MOVING OUT OF DISTRICT TRANSFERS

A parent/guardian must contact the Main Office to request a transfer card. After the checkout is completed, the parent will be given a transfer card. Please allow 24 hours for the process of your transfer request. **Transfer Cards will not be processed if there is an outstanding balance on your account and will only be released after the balance is settled.**

CHANGE OF ADDRESS OR TELEPHONE

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

Please contact the main attendance office for questions on transfers or attendance at 609-522-1454, ext.670.

INTERVENTION & REFERRAL SERVICE

CHILD STUDY TEAM

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

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

Parents and school personnel who suspect a child may have a disability may contact the Supervisor of Student Services, Mrs. Carolyn Morey at 609-523-8675 regarding pre-intervention services and/or an identification meeting.

PRE-SCHOOL DISABLED IDENTIFICATION AND SCREENING PLAN POLICY STATEMENT

The Superintendent, through the designated personnel, has established and implemented a plan to identify and screen children between the ages of 3-5, who are suspected of having a handicapping condition. For information about identification or screening of pre-school children, please call the Child Study Team Office: 609-523-8675.

DISCIPLINARY ACTION FOR SPECIAL NEEDS STUDENTS

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

SCHEDULE MODIFICATIONS

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

The Intervention & Referral Service Committees are regular education decision-making teams which serve to increase the capacity of the regular education program to serve children at risk. The primary purpose of the I&RS Committee is to work in close conjunction with the classroom teacher and parents in designing and recommending interventions for children experiencing difficulties in learning and/or behavior. The I&RS Committee involves parents in developing strategies to help their children.

CODE OF STUDENT CONDUCT

SUPPORT FOR STUDENTS EXPERIENCING BEHAVIOR DIFFICULTIES

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

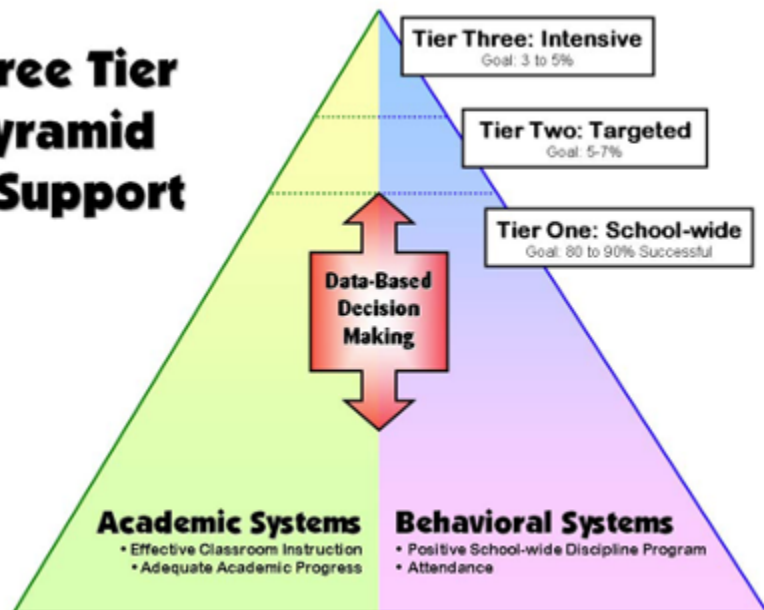
Teacher detentions are scheduled by staff when classroom rules are not followed, as determined appropriate by the teacher and in compliance with policy guidelines. School detentions are assigned by staff when school rules are not followed (See Disciplinary Referral). A one-day suspension may result when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

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

INTERVENTION GUIDELINES

- Meeting with an Administrator
- Meeting with Counselor
- The Child Study Team (CST) may be consulted.
- Intervention strategies will be tried for a few weeks and evaluated.
- The CST may recommend a full evaluation of the student within the guidelines of District policy, State and Federal regulations.

Three Tier Pyramid of Support



Tier One Supports (School-wide)

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

School-wide behavior supports include:

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

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

Targeted behavior supports include:

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

Tier Three Supports (Individual)

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

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

AW - Administrative Warning

TD - Teacher Detention

LD - Lunch Detention

AD - Administrative Detention

ISS - In School Suspension

OSS - Out of School Suspension

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

Margaret Mace School Discipline Matrix and Code of Conduct 2026–2027

Offenses Related to Behavioral Issues (Discipline Refreshes by Marking Period)			
Offense	1 st	2 nd	3 or more
• Dress code violation • Eating/drinking out of Cafeteria • In an unauthorized area • Running in Hallways	AW	LD	AD at Administrators Discretion
• Inappropriate behavior in Cafeteria • Refusing to follow teacher's direction	LD or TD	AD	Additional AD at Administrators Discretion
• Disruptive conduct during instruction • Inappropriate comments, attitude and/or behavior towards a student	TD	LD	AD at Administrators Discretion
• Disobedience to staff • Inappropriate comments, attitude and/or behavior	TD	AD	ISS at Administrators Discretion

towards staff • Disrespect, defiance to staff			
• Disrespect/defiance to administrator	AD	AD	ISS at Administrators Discretion
• Forging Documents • Cheating, Plagiarism	TD Loss of Credit	LD Loss of Credit	AD at Administrators Discretion Loss of Credit
• Possession or use of tobacco products • Use of matches or lighter • Vape/E-Cigarettes	ISS	2ISS	Additional ISS at Administrators Discretion
• Failure to serve teacher detention	LD	AD	Additional AD at Administrators Discretion
• Profanity/obscene gestures to student	LD	AD	Additional AD at Administrators Discretion
• Profanity/obscene gestures to staff	AD	ISS	Additional ISS at Administrators Discretion
• Vandalism (minor – under \$50)	AD	ISS	Additional ISS at Administrators Discretion
• Theft (minor – under \$50)	AD	ISS	Additional ISS at Administrators Discretion

Offenses Related to Attendance Issues

Offense	1 st	2 nd	3 or more
• Late to class • Leaving class without permission	TD	AD	Additional AD at Administrators Discretion
• Cutting class	TD	AD	Additional AD at Administrators Discretion
• Leaving school without permission	ISS, Guardian Conference, Possible Police Referral		Additional ISS at Administrators Discretion
• Truancy (not coming to school or leaving school – intentional without parent permission)	ISS, Guardian Conference, Possible Police Referral		Additional ISS at Administrators Discretion

Offenses Related to Aggression Issues

Offense	1 st	2 nd	3 or more
• Minor Altercation (between two students, verbal and/or minor physical interaction (i.e. bumps	LD	AD	ISS at Administrators Discretion

or pushing)			
• Physical Aggression/Excessive Horseplay	AD	ISS	ISS at Administrators Discretion
• Instigating a fight	AD	ISS	ISS at Administrators Discretion
• Use of racial/ethnic slurs and/or hateful/inflammatory statements (Bias incident)	OSS, Guardian Conference, Mandatory Counseling		
• Verbal or physical assault of a staff member	OSS, Guardian Conference, Police Referral		

Offenses Related to Violence and Vandalism Issues

Offense	1 st	2 nd	3 or more
• Verbal or electronic threats to students of intended physical harm	OSS, Guardian Conference, Possible Police Referral		
• Verbal or electronic threats to staff of intended physical harm	OSS, Guardian Conference, Police Referral		
• Fighting	OSS, Guardian Conference, Possible Police Referral		
• Bullying, harassment, hazing, or intimidation, cyberbullying, cyberstalking (confirmed by ABS)	OSS, Guardian Conference, Mandatory Counseling		

Offenses Related to Violence and Vandalism Issues

Offense	
School Safety Issues • Tampering with alarm • Bomb Threat • False fire alarm • Terrorist threats • Arson	OSS, Guardian Conference, Police Referral

Sexual Misconduct Issues ● Harassment ● Lewd conduct ● Indecent exposure ● Pornography	OSS, Guardian Conference, Police Referral
Substance Abuse Issues ● Positive result for drug/alcohol screening ● Refusal to submit to drug screening ● Possession of illegal/controlled substances. ● Possession of drug paraphernalia ● Attempt to sell/transfer of illegal controlled substances or alcohol	Mandatory Counseling, Guardian Conference
● Possession of illegal/controlled substances. ● Possession of drug paraphernalia ● Attempt to sell/transfer of illegal controlled substances or alcohol	OSS, Guardian Conference, Police Referral
Weapons Issues ● Possession of fireworks, explosives, fake bomb ● Possession of firearm, knife, weapon, dangerous object and/or lookalike weapon ● Attempt to or sale of weapon or firearm	
● Vandalism -Major (over \$1250) ● Theft – Major (over \$100)	OSS, Guardian Conference, Financial Restitution

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

IN SCHOOL SUSPENSION

Margaret Mace School maintains an in-school student suspension program. Students assigned to in-school suspension must comply with the Margaret Mace School Code of Conduct. Students are required to complete classroom assignments during suspensions. The School Administration schedules suspensions. Failure to follow the established rules and regulations during suspension may result in additional days of suspension. Suspended students assigned to in-school suspension must report to the Main Office during the homeroom period. When a student is absent on the date assigned, the student must make up the in-school suspension upon return to school. Suspended students are responsible for the completion of all assignments during their suspension

RULES & REGULATIONS FOR IN SCHOOL SUSPENSIONS

1. While in in-school suspension, students must complete academic work. Additional detentions may be assigned to those students who fail to bring materials and assigned work to the suspension room.
2. Students will be given a 30-minute lunch period.
3. Disruption, disrespect, or failure to follow any of the established rules and regulations will result in additional days of in-school suspension or removal from school.
4. Students will be directly responsible for the in-school suspension teacher.

RESTRICTION FOR ALL SUSPENSIONS

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

OUT OF SCHOOL SUSPENSION

A student may receive an out of school suspension when the infraction of school rules and regulations are of a serious or persistent nature. Except when special considerations warrant, at the discretion of the administration, a pupil will be given written notice of the school regulations that result in his/her exclusion or suspension. A copy will be sent home with the pupil. The opportunity will be given to continue or make up all academic coursework.

DISCIPLINARY POINT SYSTEM

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

SCHEDULE OF ASSIGNED POINTS:

Lunch Detention or Teacher Detention - 1 point for each day.
Administrative Detention 60 minutes - 2 points for each day.
In School or Out of School Suspension - 3 points for each day.

POINT BASED RESTRICTIONS FOR GRADES 4 – 8

1 - 5 Points: Administration / Guardian Meeting.

8-10 Points: Ineligible for Athletics and Extracurricular Activities. Additional Loss of privileges at the Administration's discretion.

10 or More Points: Student/Guardian/Administrator Conference, Ineligible for Athletics and Extracurricular Activities. Additional Loss of privileges at the Administration's discretion.

A running record of cumulative points will be maintained in Realtime and will be reviewed and updated when incidents are reported.

STUDENT DISCIPLINE POINT REDUCTION PROGRAM

PURPOSE

The purpose of the Student Discipline Point Reduction Program is to provide students with structured opportunities to restore standing, demonstrate accountability, build positive habits, and improve behavior through meaningful school-based activities and reflection.

This program is intended to support restorative practices while encouraging responsibility, school involvement, and positive decision-making.

ELIGIBILITY

Students who have accumulated excessive discipline points may be assigned or permitted to participate in point-reduction activities at the discretion of administration.

Participation in the program does not eliminate serious disciplinary consequences for major infractions.

General Guidelines

- 1. Students must complete all assigned activities appropriately and respectfully.

- 2. Incomplete, disruptive, or insincere participation may result in no points being deducted.
- 3. Students may not earn more than the maximum allowable reduction established by administration.
- 4. Administrators retain discretion regarding approval of all activities.
- 5. Repeat behavioral incidents during participation may disqualify a student from the program.

Point Reduction Activities

Activity	Description	Max Point Reduction (Administrator Discretion)
Lunch/Recess Assistance	Assist staff with cafeteria cleanup, organizing equipment, or playground setup under supervision.	1 point
School Beautification	Participate in approved campus cleanup, gardening, bulletin boards, or hallway organization projects.	2 points
Community Service Project	Assist with approved school events, family nights, assemblies, or service initiatives.	2 points
Reflection Essay	Complete a written reflection on behavior, consequences, and strategies for improvement.	2 points
Restorative Conversation	Participate in a restorative meeting with affected staff or peers.	2 points
Attendance Improvement	Demonstrate improved punctuality and attendance over a designated period.	2 points
Teacher Assistance	Help teachers organize classroom materials or prepare instructional resources.	2 points

Peer Mentorship	Older students assist younger students under staff supervision.	2 points
Academic Improvement Goal	Meet a targeted academic or assignment completion goal.	2 points
Positive Behavior Contract	Maintain behavior expectations for a designated period with no referrals.	3 points
School Spirit Participation	Participate positively in approved school events, clubs, or service activities.	1 point
Counseling/SEL Activities	Participate in counseling sessions, SEL lessons, or conflict resolution activities.	2 points
Presentation or Apology Letter	Create a presentation or write a sincere apology regarding the impact of behavior.	3 points
Leadership Assistance	Assist with morning announcements, student leadership tasks, or event setup.	3 points
Behavior Improvement Challenge	Meet individualized behavior goals over a specified timeframe.	5 points

Reflection Questions

Students completing reflective assignments may respond to questions such as:

1. What happened that led to the discipline referral?
2. Who was impacted by your actions?
3. What could you have done differently?
4. What strategies can help you make better choices next time?
5. What positive goals would you like to work toward?

Administrative Procedures

1. Administration reviews student discipline records.
2. Appropriate point-reduction activities are assigned.

3. Staff supervising activities verify completion.
4. Point reductions are documented in the student discipline system.
5. Parents/guardians may be notified of participation and progress.

Expectations for Students

Students participating in the program are expected to:

1. Follow all school rules.
2. Demonstrate respectful behavior.
3. Arrive on time.
4. Complete activities honestly and responsibly.
5. Accept feedback from staff.

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

DISCIPLINE APPEALS PROCEDURES

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

DRESS CODE

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

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

The following guidelines have been set regarding proper school dress:

1. Students are not permitted to wear shirts or tops that cover less than three inches of the shoulder. Shirts or tops that are see-through, do not cover the midriff, or cut too low in the front are not permitted. Students are not permitted to wear shirts or tops that contain profanity or refer to sex, drugs, alcohol, cigarettes, or violence.
2. Shorts, skirts, and pants must be the appropriate length.
3. Shoes or sneakers must be worn at all times. No flip-flops or slip-on are allowed.
4. Students shall not wear hats, bandanas, caps, or other head covering inside the building (except for religious or health reasons and during spirit weeks).
5. Mask or other face coverings are required when recommended by the CDC.

SUBSTANCE AWARENESS PROCEDURES

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

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

LOCKER INSPECTION

Student lockers and desks are the property of the Board of Education and are subject to inspection at all times by the Administration. Any drugs, narcotics or weapons found in any locker or desk shall constitute a violation of school rules and shall subject the student to suspension or expulsion proceedings.

DRUGS, ALCOHOL, TOBACCO, AND STEROIDS

The Board and staff are committed to the prevention of anabolic steroids, alcohol, tobacco, and other drug abuse and rehabilitation of anabolic steroids, alcohol, tobacco, and drug users and implementation of an elective anabolic steroid, alcohol, and drug curriculum, as well as providing special assistance for addicted students.

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

PRESCRIPTION/NON-PRESCRIPTION DRUGS

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

SMOKING

Smoking is prohibited on all buildings and grounds. This includes cigars, cigarettes, pipe, or any other matter or substance containing tobacco, including chewing tobacco. Refer to BOE Policy Manual.

ENFORCEMENT OF DRUG-FREE SCHOOL ZONES

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

LAW ENFORCEMENT LIAISON

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

UNDERCOVER OPERATIONS

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

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

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

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

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

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

STUDENT SEARCHES AND SECURING PHYSICAL EVIDENCE

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

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

POLICE PRESENCE AT EXTRACURRICULAR ACTIVITIES

The Superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of officers to maintain order or crowd or traffic control at a school function.

CONFIDENTIALITY OF PUPIL INVOLVEMENT IN INTERVENTION AND TREATMENT PROGRAMS

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

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

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

CURRICULUM

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

APPROVED CURRICULA

Art
Carpentry
Computer Literacy
Health
Language Arts/Literacy
Library/Media Center
Math
Music/General/Instrumental
Physical Education
Preschool
Science
Social Studies
World Language
STEM
Social and Emotional Learning
Algebra I

DANCES

- * **Time:** Specific beginning and ending times for said activity will be announced in advance.
- * **Chaperones:** A minimum of four adult chaperones will attend each dance (placement of chaperones is determined by the student council advisor or the teacher in charge). Attendance: Only eligible students of Margaret Mace School may attend the dance. Outside students in grades 6-8 may be permitted only with special permission.
- * **Control:** Once a student has entered the dance, he/she may not leave and re-enter the dance.
- * **Behavior:** Responsible behavior must be maintained. No behavior that endangers safety. No inappropriate physical contact/inappropriate dancing. The MMS School Code of conduct is in effect at all times. No food or drinks except in designated tables/areas.
- * **Dismissal:** In the judgment of the advisor, a student who seriously violated safety rules, discipline codes, and/or is suspected of using alcohol or drugs, will be detained until his/her parents are contacted. If contact cannot be made and there is reasonable suspicion that the child in question will not be dismissed without adult supervision, the North Wildwood Police will be contacted, and assistance requested.
- * **Cleanup and Closing:** Students should be responsible for clean-up.
- * **Student Dress:** Clean, neat, and appropriate. Inappropriate attire would be a reason to be refused admittance.

FOOD SERVICE

We are pleased to announce that starting in September 2026 Margaret Mace will operate the Community Eligibility Provision (CEP). CEP is a federal program that allows qualifying schools to serve free breakfast and lunch to all students at no cost and all kids get to eat nutritious meals. Therefore, **all students will be able to access meals at no cost.** This is important as school meal programs play a crucial role in ensuring kids get three meals a day and have the nutrition they need to thrive in and out of the classroom. You will still need to complete a School Meals and Summer EBT Application. All parents and guardians are required by the State of New Jersey to submit this application or check that you do not want to apply, which takes less than 10 minutes to complete. Only one application is needed per household.

Completing this application is important because approval for free school meals automatically qualifies your child for Summer EBT, a program that provides a one-time \$120 benefit for groceries during the summer months. Applying for free school meals is a quick, easy, and secure process! Please refer to our website for more information on additional benefits.

If your child wishes to have a second lunch, the cost is \$4.00 including milk. Please note that à la carte items and snacks, such as beverages, chips, and cookies, are not free. Prices for these items will be posted in each cafeteria. Participating in our school breakfast and lunch program provides nutritious food for our students, helping them to concentrate better and learn more. It also saves you valuable time and money at home. We are committed to promoting healthy eating habits and continuously improving our kitchen offerings.

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

GRADING PROCEDURES

Grades PreK – 2				
Academic Assessment Key			Special Areas Key	
Proficient	P	Applies skill/concept accurately and independently.	O	OUTSTANDING
			S	SATISFACTORY
Developing	D	Demonstrates minimal knowledge of skill/concept.	N	NEEDS IMPROVEMENT
			U	UNSATISFACTORY
Beginning	B	Difficulty working independently with limited knowledge of skill/concept.	P	PARTICIPATES

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

Teachers are expected to utilize the remarks codes (see report card) to provide additional clarification to parents/guardians. Physical Education, grades PK-4, will be graded on the "O" to "U" scale. Physical Education, grades 5-8, will receive a numerical achievement grade.

Honor Roll and Recognition for Academic Excellence

Grades PreK – 2

- Student of the Day/Week – As determined by teacher
- Student of the Month – Published by an Administrator
- Other recognition for achievement and effort – As determined by teacher
- Academic Awards Assembly – Spring

Honor Roll Grades 5 - 8
First Honors: • All “A’s” • No rating lower than “S” • No “N’s or “U’s”
Second Honors:

• All “A’s” or “B’s” • No rating lower than “S” • No “N’s or “U’s”
• Student of the Month – Published by administrator • Honor Roll Assembly – Quarterly • Academic Awards Assembly - Spring

REALTIME PARENT PORTAL

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

Academic Eligibility Rules for Participation on Athletic Teams

Ineligibility Policy:

- Students receiving 2 or more “F’s” will be ineligible.
- Students receiving 3 or more “U’s” will be ineligible.
- Students who are ineligible may not participate in the competition during the 1st two weeks of the season.
- Ineligible students will be placed on an Academic Improvement Plan for the entire season.
- The Academic Improvement Plan will be implemented by the school guidance counselor.
- Academic Improvement Plans must be returned to coaches on the first day of each week.
- If a player has a “U” or “F” on the AIP, he or she will be ineligible for the entire week.
- If the athlete fails to return the AIP to the coach, he or she will be ineligible for the entire week.
- Ineligible students will be allowed to practice, travel and spectate games. They will not be allowed to wear a uniform or participate in the competition. Students who become academically eligible during an athletic season may have the opportunity to participate if there is a roster spot open.
- If a student becomes academically ineligible during the season, the student may be placed on an Academic Improvement Plan for the rest of the season.
- Students who are ineligible will participate in all curricular and co-curricular activities such as choir, band, and field trips.

COUNSELING

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

The school counselor is available throughout the school day. Students must request a pass from their teacher before going to the main office. Parents may call 609-522-1454, extension 606 or 616.

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

NOTIFICATION OF STUDENT PROGRESS

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

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

DISTRICT WIDE TESTING

All students in the North Wildwood School District are evaluated annually for the determination of achievement levels in basic skills. The North Wildwood School District administers state-approved and locally developed assessments to all students in grades K-8 each spring. Teacher assessment including report card review is also used. All identified students who are eligible for participation in the preventative and remedial programs are provided with opportunities by the North Wildwood School District. Parents/guardians who have questions or concerns regarding their child's performance on the standardized test or participation in the basic skills program should contact the Guidance Office at 522-1454, ext. 649 during the regular school hours.

MULTI-TIERED SYSTEM OF SUPPORTS IN ENGLISH LANGUAGE ARTS, AND MATHEMATICS

The North Wildwood School District provides preventative and remedial programs in reading, writing, and mathematical skills to all students who qualify. A student qualifies for participation in the preventative and remedial programs when his/her performance is below the district minimum level of proficiency determined at each grade level. This minimum level of proficiency is determined through the administration of selected assessments. It is consistent with guidelines set by the State of New Jersey. Parents/Guardians wishing additional information regarding these services should contact the Child Study Team office during regular school hours at (609) 523-8675.

INTERVENTION AND REFERRAL SERVICES

An Administrator, selected teachers, and other support staff serve on the Intervention and Referral Service (I & RS). The I & RS reviews individual students who are having difficulty meeting success academically, socially, or behaviorally. Suggestions and strategies for teachers, parents, and pupils are developed and reviewed by I & RS. Parents and school personnel with concerns about a child's academic/social/emotional progress may initiate a referral to the Intervention and Referral Service (I & RS) by obtaining a referral form from the Main Office. If you have questions, please call the Guidance Office at 522-1454, ext. 6499

HEALTH SERVICES

Parents are required to advise the school nurse if their child must take prescribed drugs as recommended by the child's physician during school hours. The nurse is the only school official permitted to administer medications. Medication can only be given upon a written order from the student's physician and a written note from the parent. Medication must be in the original prescription bottle. Self-medication for EpiPen and inhaler administration is permitted under strict guidelines. Refer to N.J.A.C. 45: 1 1-23 et. seq or contact the school nurse at 609-522-1454. No over-the-counter prescriptions can be administered (Tylenol, aspirin) without a doctor's order and parent note. Please call the nurse for clarification.

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

Physical examinations and inoculations: Refer to Chapter 14 of the NJ Sanitary Code and BOE Policy Manual. Children must receive the following immunizations in order to complete his/her immunization requirements and be eligible to begin school in September.

PRESCHOOL IMMUNIZATIONS

- 4 Doses of DTP/DTaP
- 1 Dose of HIB
- 3 Doses of Polio
- 1 Dose of MMR
- 3 Doses of Hepatitis B
- 1 Dose of Varicella (Chickenpox)
- 4 Doses of Pneumonia
- 1 Dose of Influenza

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

KINDERGARTEN THROUGH GRADE 5 IMMUNIZATIONS

- DTP (Diphtheria, Tetanus, Pertussis): Series of 4 or 5 immunizations - The last one administered age 4 or older.
- Polio: Series of 3 or 4 immunizations - The last one administered age 4

- or older
- Measles-Mumps-Rubella: Administered after the first birthday and a booster given at least 1-month later
- 3 Doses of Hepatitis B
- 1 Dose of Varicella

GRADE 6 ADDITIONAL IMMUNIZATIONS

- 1 Dose of DTaP (Diphtheria, Tetanus, Pertussis – given after the 10th birthday)
- 1 Dose of Meningococcal Vaccine

SCREENING PROGRAM

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

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

If you have any questions about these requirements, please contact the school nurse at 609-522-1454.

PROCEDURES FOR STUDENTS WHO USE ORTHOPEDIC APPLIANCES

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

PEDICULOSIS

Periodically children are checked for head lice (pediculosis). If lice or nits (eggs) are present, a student must be excluded from school until "nit free." If you discover your child has pediculosis, please report this to the school nurse immediately. Information is available from the school nurse on prevention and treatment. Please call the school nurse, 609-522-1454, ext. 617, for information on treatment or other concerns.

HOME AND SCHOOL ASSOCIATION (HSA)

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

Registration information may be obtained at the annual "Back-to-School" night or by contacting the HSA at 609-522-1454.

To learn more please visit their website at www.mmhsa.org.

INTEGRATED PEST MANAGEMENT NOTICE

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

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

The IPM Coordinator for Margaret Mace School is:

Richard Harris, Facilities Manager
Business Phone Number: 609-522-1454
Business Address: 1201 Atlantic Avenue,
North Wildwood, NJ 08260

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

As part of a school pest management plan, Margaret Mace School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in

accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants, and children, should avoid unnecessary pesticide exposure.

OFFICE INFORMATION

The offices are open Monday-Friday from 8:00 AM - 3:30 PM when school is in session.

Superintendent's Office 609-522-6885

Jonathan Price, Superintendent (jprice@mmace.com)

- Jennifer Fisher, Assistant to the Superintendent (jfisher@mmace.com)

Board of Education Office 609-729-4649

Guidance/Child Study Team Office 609-523-8675

Carolyn Morey, Supervisor (cmorey@mmace.com)

- Linda Matthews, Secretary (lmattthews@mmace.com)
- Social Worker, Alison Dardine (adardine@mmace.com)
- Tonilynn Donzola, Speech Language Specialist (tdonzola@mmace.com)
- Michelle Shaw, Guidance Counselor (mshaw@mmace.com)

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

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

- Sherri Davis, Main Office Secretary (sdavis@mmace.com)
- Margaret Sabins, Registration and Reception (msabins@mmace.com) 609-522-1454 ext.670

PUPIL RECORDS

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

report annually at a public meeting a description of the types of pupil records it has authorized certified school personnel to collect and maintain.

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

Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records and pupil participation in educational,

occupational, and military recruitment programs, which seek access to such records and directories. Educational, occupational and military recruiters shall have access to school facilities and student information directories pursuant to law; parents/guardians or adult pupils may request in writing to

be excused from participating in all recruitment programs or having their names appear in student information directories for all recruitment purposes. Parents/guardians shall have access to copies of the applicable state and federal laws and local policies upon request. The notification shall be in the language of the parent/guardians whenever possible. (Individual pupil data will be released only to a pupil, his/her legal guardian, and appropriate school officials. N.J.A.C. 6:3-2).

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

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

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

The Superintendent is responsible for the security of pupil records maintained in the School District.

TRANSFER OF PUPIL RECORDS

The Superintendent shall request records of a newly enrolled pupil and forward mandated pupil records within the time limit prescribed by the

administrative code. All records of district pupils moving into the ninth grade in the Wildwood school system shall be transferred in a secure and orderly fashion at the mutual convenience of the chief school Superintendents or their designees.

CHALLENGE TO RECORDS

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

The Superintendent has established procedures and designated the Counselor and Vice Principal to review such requests. These procedures include an appeal process as required by the New Jersey Administrative Code. Refer to Student/Parent Grievance Procedures. Refer to BOE Policy Manual. Contact the Superintendent's Office to request a copy, 609-522-6885.

ONLINE REGISTRATION

PRESCHOOL

Registration for entrance to Preschool is available online via our website www.mmace.com. A birth certificate, two proofs of residency, immunization records, and medical history must be presented at the time of registration. Parents may contact the Main Office for additional information. Any child who will be three years of age by September 30th of the year of the entrance is eligible for admission into Preschool. Refer to the BOE Policy Manual.

KINDERGARTEN

Registration for entrance to Preschool is available online via our website www.mmace.com. A birth certificate, two proofs of residency, immunization records, and medical history must be presented at the time of registration. Parents may contact the Main Office for additional information. Any child who will be five years of age by September 30th of the year of the entrance is eligible for admission into Preschool. Refer to BOE Policy Manual.

SAFETY AND SECURITY PROCEDURES

Arrival/Departure Rules

Time of Arrival: 7:45 AM

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

serious accidents.

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

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

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

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

CUSTODY

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

VISITORS

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

ENTRANCE INFORMATION

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

Appointments will gladly be made for you upon request. Please contact the Main Office (609-522-1454). This procedure allows all staff to focus on our students.

SCHOOL POLICY REGARDING CHILD ABUSE REPORTING AND PREVENTION

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

1. All suspected child abuse cases are required by law to be reported directly to DCP&P by officials designated by the Superintendent.
2. All records, past and present, pertaining to the child or children under investigation, are released to DCP&P upon their request.
3. Permits DCP&P to physically view the child or children.
4. Permits DCP&P to interview the child or children in the presence of a school official.
5. Permits DCP&P to interview any person who might have information relevant to an investigation.

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

SCHOOL POLICY REGARDING EARLY DETECTION OF MISSING CHILDREN

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

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

1. Contacting the home of each absent child on a daily basis if possible.
2. Sending the Attendance Officer to homes of absent students that do not respond to school contacts within a three-day period, or sooner if there is suspicion in the student's welfare.
3. Reporting the name, address, and phone number of parents/guardians of students who cannot be located by the Attendance Officer to the local police and Department

of Child Protection & Permanency (DP&P) immediately.

4. Contacting receiving districts of transfer students within two weeks of transfer.
5. Allowing no child to leave the building during class time without parent/guardian permission.
6. Developing in-service and procedures to prevent children from being lured off the school grounds by strangers.

BICYCLES (Including eBikes)/SKATEBOARDS/ROLLER BLADES RULES

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

STUDENT INSURANCE

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

SCHOOL CLOSING INFORMATION

The following website and social media will announce our closings and early dismissals for inclement weather days:

SOCIAL MEDIA

Webpage: www.mmace.com

X: @margaretmacenw

Instagram: MargaretMaceNW

Facebook: Margaret Mace Elementary School

At times, it becomes necessary to close school early for emergencies, such as heavy snow. In such situations, an announcement that school is closed will be made as soon as possible over the following radio and television stations. Please be sure that arrangements

are made in the event of such happenings. Refer to BOE Policy Manual.

SUBSTANCE AWARENESS PROCEDURES

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

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

LOCKER INSPECTION

Student lockers and desks are the property of the Board of Education and are subject to inspection at all times by the Administration. Any drugs, narcotics or weapons found in any locker or desk shall constitute a violation of school rules and shall subject the student to suspension or expulsion proceedings.

DRUGS, ALCOHOL, TOBACCO, AND STEROIDS

The Board and staff are committed to the prevention of anabolic steroids, alcohol, tobacco, and other drug abuse and rehabilitation of anabolic steroids, alcohol, tobacco, and drug users and implementation of an elective anabolic steroid, alcohol, and drug curriculum, as well as providing special assistance for addicted students.

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

PRESCRIPTION/NON-PRESCRIPTION DRUGS

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

SMOKING

Smoking is prohibited on all buildings and grounds. This includes cigars, cigarettes, pipe, or any other matter or substance containing tobacco, including chewing tobacco. Refer to

BOE Policy Manual.

ENFORCEMENT OF DRUG-FREE SCHOOL ZONES

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

LAW ENFORCEMENT LIAISON

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

UNDERCOVER OPERATIONS

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

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

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

Any school employee who has reason to believe a student or staff member is using or distributing anabolic steroids, controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school Principal who, in turn, shall report same to the Superintendent. The Superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law

enforcement official, it is determined that further investigation is necessary, the Superintendent will cooperate with the law enforcement authorities in accordance with the law and the Administrative Code. He/she will provide the officials with a room in any area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the Superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

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

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

STUDENT SEARCHES AND SECURING PHYSICAL EVIDENCE

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

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

POLICE PRESENCE AT EXTRACURRICULAR ACTIVITIES

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

function.

CONFIDENTIALITY OF PUPIL INVOLVEMENT IN INTERVENTION AND TREATMENT PROGRAMS

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

PROCEDURES AND GUIDELINES

Discipline

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

Reporting, Notification, and Examination Procedures

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

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

search. The administrator is to meet with the staff member who originates the request.

- All requests for the search of a pupil's person or possessions shall be directed to the Superintendent or his/her designee.
- The Superintendent or his/her designee shall assess whether in his/her discretion there are reasonable grounds to believe that a pupil:
 1. possess evidence or illegal activity; or
 2. possess evidence or activity that would interfere with school discipline and order submitted to the local police department.

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

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

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

DUE PROCESS

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

VIDEOTAPING

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