

## **CLUBS AND ACTIVITIES**

Academic Team	Art Club
ASL Club	Band Front
Best Buddies	Billows
Cheerleading Fall	Cheerleading Winter
Chess Club	Choir
Cinema Production Club	Color Guard
Computer Club	Drama Club
Fellowship of Christian Athletes (FCA)	
French Club	Freshman Class Council
Freshman Mentoring	Gilda's Club
Graphic Club	History Club
Intramural Club	Intramural 9/10
Intramural 11/12	Jazz Band
Junior Class Council	Junior States of America
Key Club	Latin Club
Leadership Club	Literary Magazine
Marching Band	Mascot Club
Math Club	Model U.N./Mock Trial
National Honor Society	OC Life 21
Peer Mediation	Photography Club
Psychology Club	Science Club
Senior Class Council	Sophomore Class Council
Spanish Club	Stage Crew
Strength and Conditioning	Student Council
Surf Club	Technical Crew
Yearbook	
S.A.D.D. (Students Against Destructive Decisions)	
S.C.A.T. (Student Coalition Against Tobacco)	
S.E.A. (Student Environmental Association)	
S.T.O.P. (Students Together Opposing Prejudice)	

**SIGN UP AND GET INVOLVED!**

**MAKE NEW FRIENDS!**

## **INTERSCHOLASTIC ATHLETICS**

### **FALL:**

Cross Country (girls)	Cross Country (boys)
Field Hockey (girls)	Football
Soccer (girls)	Soccer (boys)
Tennis (girls)	

### **WINTER:**

Basketball (girls)	Basketball (boys)
Diving (girls)	Diving (boys)
Swimming (girls)	Swimming (boys)
Track (girls)	Track (boys)
	Wrestling

### **SPRING:**

Softball (girls)	Baseball (boys)
Crew (girls)	Crew (boys)
Golf (girls)	Golf (boys)
Lacrosse (girls)	Lacrosse (boys)
Track & Field (girls)	Track & Field (boys)
	Tennis (boys)

**GET OFF THE SIDELINES AND GET IN THE GAME!**

**WELCOME TO OCEAN CITY HIGH SCHOOL**

DEAR STUDENTS AND PARENTS:

On behalf of the faculty and staff of Ocean City High School it is our pleasure to extend to you a warm welcome. You are a student and parent at one of the finest schools in South Jersey.

The faculty and administration accept the responsibility to promote the development of all students intellectually, socially and culturally. Our goal is to assist you in developing your full potential to achieve success.

This handbook is one of the many tools available to you, which explains most school policies and procedures. For students new to OCHS, you should use it as a reference while adjusting to the High School and taking advantage of the many available opportunities.

Together, we all share the responsibility in making Ocean City High School a learning environment where the rights and safety of all are respected. Most importantly, we share the responsibility to make OCHS a school that is “Committed to Excellence”!

Sincerely,

Dr. Matthew Jamison  
Principal

Dr. Wendy O’Neal  
Assistant Principal

Mr. Michael Mattina  
Assistant Principal

**BOARD OF EDUCATION**

**Mr. Joseph Clark, Jr., President**

**Mrs. Jacqueline McAlister, Vice President**

Mr. H. James Bauer

Mr. Dale F. Braun, Jr.

Ms. Cecelia Gallelli-Keyes

Mr. William Holmes

Mr. Michael James

Ms. Suzanne Morgan

Mrs. Fran Newman

Mrs. Tiffany Prettyman

Mr. William Sooy

Mr. Carl Tripician

Mr. Daniel Tumolo

Mr. Gregory Whelan

**Mr. Timothy Kelley, Business Administrator**

**Dr. Kathleen Taylor, Superintendent of Schools**

## **TABLE OF CONTENTS**

ABSENCE / ATTENDANCE CODES / ADDRESS	PAGE 7
ASBESTOS NOTIFICATION	PAGE 25
ATTENDANCE POLICY	PAGE 8
BELL SCHEDULES	PAGE 6
BOARD OF EDUCATION MEMBERS	PAGE 2
CAFETERIA	PAGE 20
CALENDAR	PAGE 5
CHARACTER COUNTS	PAGE 4
DATING VIOLENCE	PAGE 20
DISCIPLINE CODE	PAGE 14
DRESS CODE POLICY	PAGE 13
ELECTRONIC SURVEILLANCE	PAGE 24
ELIGIBILITY POLICY	PAGE 12
EMERGENCY SCHOOL CLOSING	PAGE 23
EMERGENCY SECURITY DRILLS	PAGE 23
FERPA NOTICE	PAGE 25
GDL INFORMATION	PAGE 25
GRADING POLICY	PAGE 11
HARRASSMENT, INTIMIDATION & BULLING	PAGE 19
HOMEBOUND INSTRUCTION	PAGE 12
LOCKERS	PAGE 23
MEDIA / TV DISCLAIMER	PAGE 25
NATIONAL HONOR SOCIETY	PAGE 12
NON-DISCRIMINATION POLICY	PAGE 7
OBLIGATIONS	PAGE 23
PASSIVE ALCOHOL SENSOR	PAGE 22
PEST MANAGEMENT POLICY	PAGE 25
PROM RULES	PAGE 13
SCHOLARSHIP PROGRAM	PAGE 12
STUDENT APPEALS	PAGE 18
STUDENT ASSISTANCE PROGRAM	PAGE 22
STUDENT INTERNET POLICY	PAGE 24
STUDENT / STAFF ID POLICY	PAGE 23
SUBSTANCE ABUSE POLICY	PAGE 21
TRANSPORTATION TO ATHLETIC EVENTS	PAGE 23

## **HIGH SCHOOL PHONE NUMBERS**

(Four Digit Extension Numbers)

### **HIGH SCHOOL – MAIN OFFICE 609-399-1290**

#### **ADMINISTRATION**

DR. JAMISON	PRINCIPAL	8714
DR. O'NEAL	ASST. PRINCIPAL	8713
MR. MATTINA	ASST. PRINCIPAL	8712
MR. HAINES	K-12 ATHLETIC DIRECTOR	6656

**ATTENDANCE OFFICE** 8723

**CHILD STUDY TEAM (HIGH SCHOOL)** 8724

#### **GUIDANCE OFFICE**

MR. BANKS	8718
MRS. KUHLBERG	8720
MR. MARTIN	8719
MRS. MCDOWELL-CAMPO	8717
MRS. OVES	8716
MR. TABANO	8722

**LIBRARY MEDIA CENTER** 4223

#### **NURSE:**

MRS. SUPPI	8731
------------	------

#### **SOCIAL WORKER:**

MS. NOBLE	8756
-----------	------

#### **STUDENT ASSISTANCE PROGRAM**

MRS. JILL BERENATO	4101
--------------------	------

#### **SUPERINTENDENT OF SCHOOLS**

DR. KATHLEEN W. TAYLOR	609-399-5150
------------------------	--------------

## SCHOOL PHILOSOPHY

**WE BELIEVE**, Educating Ocean City High School students requires the combined commitment and shared concern of parents, students, staff, teachers, board members and residents. Effective communication and cooperation among these groups is essential in establishing a cohesive network that will achieve the level of excellence in education that our students deserve.

**WE BELIEVE**, Children learn best with qualified personnel, clean and safe facilities and challenging programs, which are the foundation of a comprehensive school curriculum.

**WE BELIEVE**, Administrators provide support, leadership and guidance to staff and students. They encourage and promote opportunities that enhance educational programs.

**WE BELIEVE**, Teachers provide initiative, resourcefulness and creativity while, fostering a positive learning environment.

**WE BELIEVE**, Students, with the support of their parents, are active participants in a wide range of curricular, co-curricular and service activities. Students are provided with the opportunity to exercise responsible decision-making and are partners in their learning.

**WE BELIEVE**, Education is a life-long process through which one matures and becomes an increasingly integrated individual who can successfully confront life situations.

## THE SCHOOL CREST

The **SCHOOL CREST**, which appears on many school related materials has a special meaning to Ocean City High School. The hawk or “Raider” type bird represents the symbolic name of the Ocean City Red Raiders. The books at the top part of the crest represent the educational endeavors of the Ocean City School District.

The plows at the top represent the agriculture industry, which has always been so important to the Southern New Jersey area. The ship in the middle with the OC on its sails is a “Caravel”, which was the early type of ship that was common to sailing off the coast of Ocean City. During the 1800’s, pirate ships often used the bay area as a hiding place while waiting for the sailing ships to appear and then they would raid them. The ship also represents the ship building industry, which at one time, was very important to the economy of South Jersey. Our present yearbook is called the “CARAVEL” and the school paper is called the “BILLOWS”, for the white caps of the waves of the beautiful Atlantic Ocean. These white tops can be seen at the bottom of the boat on the crest. Ocean City High School is rich in tradition and all students should be proud of the school and their South Jersey heritage.

## CHARACTER COUNTS

“Character is power.” –Booker T. Washington

The Ocean City Public School District conceptualizes character education by three core ethical values:

- *Respect, courage, and responsibility/honesty*

The Core Ethical Values of the Ocean City High School are:

- *Respect, courage, responsibility, honesty, moral character, integrity, good judgment, humility, performance character, academic honesty and integrity.*

Each school building has a unique character education program. Ocean City High School has two major themes of character education: Moral Character and Performance Character. Moral Character consists of those qualities that enable students to be ethical in their relationships and roles as citizens. Performance Character consists of qualities that enable students to achieve at their highest potential in the classroom and school community.

The OCHS platform of **Moral Character** is driven by three guiding principles:

**Integrity and Courage:** (developing the ability to reflect on one’s behavior; predicting outcomes of one’s actions; respecting others and acknowledging alternative views; standing for the ethical and right decision).

**Good Judgment:** (developing the ability to think about multiple perspectives on an issue/topic; making timely responses and adhering to timelines; critically comparing actions and outcomes; recognizing community and shared responsibilities).

**Humility:** (developing the ability to effectively listen; acknowledge mistakes and take appropriate action to amend; accept constructive criticisms; placing value to hard work and perseverance; showing appreciation for others’ accomplishments).

The OCHS platform of **Performance Character** is driven by the guiding principle:

**Academic Honesty and Integrity:** Educational programming is intended to foster an individual’s intellectual pursuits. Only through academic honesty and integrity can these pursuits be achieved for the individual student as well as the school community. Academic honesty and integrity require the student to produce outcomes that are genuine, thus the product will be a valid representation of academic achievement (see Academic Honesty and Integrity component in the discipline code).

### **Positive Reinforcement/Student Recognition**

**Moral Character:** Moral Character is encouraged with the Peer Mediation program, Freshmen Transition Program, Project Wisdom, and quarterly student recognition awards.

**Performance Character:** Performance Character is recognized by the Honor Roll, Academic Awards/Scholarship Presentations, and the Wall of Honor.

**OCHS SCHOOL CALENDAR  
2019-2020**

September	2	School Closed – Labor Day
	3-4	School Closed for all Students/Staff In-Service
	5	School Open for Students/Full Day of Classes
	24	Back to School Night-HS
October	14	School Closed – Columbus Day
	16	Early Dismissal for Students/Staff In-Service
November	6	School Closed for Students/Staff In-Service
	7-8	School Closed – NJEA Convention
	27	Early Dismissal – All Schools
	28-29	School Closed – Thanksgiving
December	20	Early Dismissal – All Schools
	23-31	School Closed – Winter Recess
January	1	School Closed – Winter Recess
	2	School Resumes
	20	School Closed – Martin Luther King, Jr. Day
	29	Early Dismissal for Students/Staff In-Service
February	14	Early Dismissal for Students/Staff In-Service
	17	School Closed – Presidents’ Day
March	26	Early Dismissal for Students/Staff In-Service
	27	School Closed for all Students/Staff In-Service
April	10-17	School Closed – Spring Recess
	20	School Resumes
	20-May 29	ELA & Math State Assessments Window: Grades 3 thru 11

May	4-15	Advanced Placement Exams
	4-June 5	Science State Assessments Window: Grades 3 thru 11
	15	Early Dismissal for Students/Staff In-Service
	25	School Closed – Memorial Day
June	10-11	Early Dismissal – HS Final Exams
	12-16	Early Dismissal All Schools – HS Final Exams
	14	Baccalaureate (tentative)
	16	Early Dismissal – Last Day of School
	16	HS Graduation (tentative)
	17	Staff In-Service – Last Day of School for Staff

**Staff Full In-service Days:** 9/3, 9/4, 11/6, 3/26, 6/17

**Staff PM In-service Days:** 10/16, 1/29, 2/14, 3/26, 5/15

School Closures due to inclement weather will be made up at the end of the school year. If there is an excessive amount of school closure days due to inclement weather days, the calendar will be readdressed.

### OCHS BELL SCHEDULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4
7:50 – 8:45	1	2	3	4
8:50–9:45	2	3	4	1
9:50–10:45	3	4	1	2
AM LAB	11:00–(ADV/H) 11:15–(AP)	11:00–(ADV/H) 11:15–(AP)	11:00–(ADV/H) 11:15–(AP)	11:00–(ADV/H) 11:15–(AP)
10:45-11:40	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH
PM LAB	11:10–(AP) 11:25–(ADV/H)	11:10–(AP) 11:25–(ADV/H)	11:10–(AP) 11:25–(ADV/H)	11:10–(AP) 11:25–(ADV/H)
11:40-12:35	5	6	7	8
12:40-1:35	6	7	8	5
1:40-2:35	7	8	5	6

### ONE HOUR DELAY OPENING SCHEDULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4
8:50- 9:35	1	2	3	4
9:40-10:25	2	3	4	1
10:30-11:15	3	4	1	2
AM LAB	11:30–(ADV/H) 11:45–(AP)	11:30–(ADV/H) 11:45–(AP)	11:30–(ADV/H) 11:45–(AP)	11:30–(ADV/H) 11:45–(AP)
11:15-12:10	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH
PM LAB	11:40–(AP) 11:55–(ADV/H)	11:40–(AP) 11:55–(ADV/H)	11:40–(AP) 11:55–(ADV/H)	11:40–(AP) 11:55–(ADV/H)
12:10-12:55	5	6	7	8
1:00-1:45	6	7	8	5
1:50-2:35	7	8	5	6

### EARLY DISMISSAL BELL SCHEDULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4
7:50-8:30	1	2	3	4
8:35–9:15	2	3	4	1
9:20-10:00	3	4	1	2
	NO LAB	NO LAB	NO LAB	NO LAB
10:00-10:30	Lunch/Snack	Lunch/Snack	Lunch/Snack	Lunch/Snack
	NO LAB	NO LAB	NO LAB	NO LAB
10:30-11:10	5	6	7	8
11:15-11:55	6	7	8	5
12:00-12:40	7	8	5	6

### TWO HOUR DELAY SCHEDULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4
9:50–10:25	1	2	3	4
10:30–11:05	2	3	4	1
11:10–11:45	3	4	1	2
AM LAB	12:00–(ADV/H) 12:15–(AP)	12:00–(ADV/H) 12:15–(AP)	12:00–(ADV/H) 12:15–(AP)	12:00–(ADV/H) 12:15–(AP)
11:45–12:40	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH	COMMUNITY LUNCH
PM LAB	12:10–(AP) 12:25–(ADV/H)	12:00–(AP) 12:15–(ADV/H)	12:00–(AP) 12:15–(ADV/H)	12:00–(AP) 12:15–(ADV/H)
12:40–1:15	5	6	7	8
1:20–1:55	6	7	8	5
2:00–2:35	7	8	5	6

## **OCEAN CITY PUBLIC SCHOOLS STATEMENT OF NON-DISCRIMINATION**

The Ocean City Board of Education is cognizant of the need to implement Title VI of the Civil Rights Act of 1964, the Federal Department Regulation (45CFR part 80) Title IX of the Education Amendments of 1972, Title VI New Jersey Administrative Code, and Section 504 of the Rehabilitation Act of 1974. The Ocean City Board of Education affirms its responsibility to ensure all students in the public schools of Ocean City equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.

### **OCEAN CITY 360**

To stay connected and keep families informed about the rapid-paced, ever-changing world in which our students live, OCHS has implemented an on-demand video and informational series that helps students and their families learn and navigate a range of issues they are facing, from social and emotional learning to character development to health and wellness. The Suite 360 platform offers students and parents access to similar subjects such as understanding emotional development, learning about health-related topics, identifying and correcting risky behaviors, and keeping the lines of communication open and flowing in both directions.

The program curriculum consists of short lessons delivered to students on demand through any internet connected devices by navigating to <http://oceancity360.org>. Students have free access to student specific content using their student log in and password information; parents must click “sign-up” and then use the school’s activation code: oceancity

### **STUDENT GRIEVANCES**

Any student who feels that he/she has been discriminated against on the basis of sex and/or race will use the following procedure to resolve the complaint:

1. Student must complete a Title IX grievance form within thirty (30) days of the alleged discrimination. Copies of the form are available in the office of the Athletic Director.
2. Within five (5) days of receiving the grievance the Affirmative Action Office, Superintendent, and the respective building Principal will meet with the grievant and any responsible person(s) to discuss the matter.
3. If the aggrieved person is not satisfied with the disposition of the grievance he/she may request that the Affirmative Action Officer present the grievance to the full Affirmative Action Committee. The committee will meet within ten (10) days of such request and hold a hearing in which all parties may testify.

4. Within five (5) days after this meeting the grievant will receive a written reply from the Affirmative Action Committee.
5. If the grievant is not satisfied with the disposition of the case, within five (5) days he/she should, by written request instruct the Affirmative Action Officer to forward all appropriate materials concerning the complaint to the County Superintendent of Schools, who will assume responsibility for processing the case.

### **CHANGE OF ADDRESS**

If a student changes residence, please submit proof of change to the High School Attendance Office (utility bill, lease, driver’s license, tax bill, etc.) with the new address and telephone number. Upper Township and Sea Isle City residents must present a new Certificate of Residency from Upper Township or Sea Isle City Board of Education.

### **ABSENT FROM SCHOOL**

In the event a student must be absent from school it is important that a parent/guardian email [attendance@ocsdnj.org](mailto:attendance@ocsdnj.org) to notify of the absence. In the event you are unable to email please call the ATTENDANCE HOTLINE at 814-8736. **An automated text/email will be generated if a student signs in late or is absent from school when the parent/guardian signs up for the Swipe notifications.**

**Note: This email/call does not excuse your student from school. In order for the absence to be verified, proper documentation must be submitted to the Attendance Office when your child returns to school following the absence.**

**Parents now have the option to receive emails or text messages with updates on their son’s/daughter’s attendance including daily attendance, tardies, class cuts or suspensions. If you would like to receive an email or a text please follow the directions for the automated system:**

1. Go to [www.app.swipek12.com](http://www.app.swipek12.com) and click on the “Parent Sign Up” link located in the upper right corner of the screen.
2. Enter your sign-up information in the spaces provided, then click “Next”.
3. Enter OCHS’s zip code which is 08226, then click “Find School”. Select Ocean City from the drop down menu.
4. Enter the ID number of your student, then click the “Add Student” button. Your student’s ID number is on their ID card or contact [woneal@ocsdnj.org](mailto:woneal@ocsdnj.org) for assistance.
5. Decide how you would like to be contacted and select individual criteria. **Caution: clicking the first box will send you an email every day.** Click “Next” when you are finished, read and agree to the terms and conditions, then click the “Submit Registration” button. Please allow 24-48 hours for your account to become active. The school must independently verify each account before access is enabled.

## ATTENDANCE CODES

*AU* Absent – Truant

*AB* Absent – No Documentation

*VA* Verified Absence – Documentation provided supporting the absence

*DS\** Dismissal Sports

*SI\** In School Suspension

*SO\** Out of School Suspension

### \* Does not count towards OCHS attendance

In accordance with NJ State reporting, an absence that is verified is excused by OCHS, but is still counted as an absence by the NJDOE and counted in the absence total for each semester. Six (6) absences may require a student to attend a credit appeal meeting. Any absence that does not have supporting documentation to verify the absence is considered truant.

## STUDENT ATTENDANCE POLICY (Grades 9-12)

The educational process requires regular, continuous uninterrupted attendance in school, which shall include classroom participation, instruction and study by all students, regular contact of students with one another and their participation in well-planned, instructional activities, under the tutelage of competent teachers. These are all vital to a thorough educational program. Consequently, there is a responsibility upon parents/guardians and students to attend school regularly in as much as the Board of Education cannot condone unnecessary absences. Students who miss class excessively do not comply with the conditions prescribed for receiving course credit; therefore, the Ocean City Board of Education has determined that it will not issue credit for courses unless students meet the minimum student attendance requirements of the policy. BOE policy 5200.

The student attendance policy is adopted pursuant to the authority and responsibility delegated to the Ocean City Board of Education by N.J.S.A. 18:38 – 25 and 26 and N.J.S.A.C. 6:8-4, 2 (d2).

### A. Definitions

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.

a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.

b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

2. **In accordance with NJ State reporting, an absence that is verified is excused by OCHS, but is still counted as an absence by the NJ DOE and counted in the absence total for each semester. Six (6) absences may require a student to attend a credit appeal meeting. Any absence that does not have supporting documentation to verify the absence is considered truant.**

3. A "Verified Absence" (by OCHS) is a pupil's absence from school for a full day or a portion of a day with submitted documentation for one or more of the following reasons:

a. The pupil's illness, supported by doctor letter

b. Family illness or death, supported by parent/doctor letter

c. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16

d. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3

e. The pupil's suspension from school

f. The pupil's required attendance in court, with documentation

g. Interviews with a prospective employer or with an admissions officer of an institution of higher education, with documentation,

h. Examination for a driver's license, with documentation (driving lessons are not excused),

i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day, with documentation and

j. An absence for a reason not listed above, but deemed excused by the Principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

4. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

a. Leaves school at lunch time without a pass,

b. Leaves school without permission when school is still in session,

c. Leaves class because of illness and does not report to the school nurse as directed, or

d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

\*A student who is absent with parental permission but without a doctor's note, (or other documentation) and is not considered truant, the absences are counted in the absence total for each semester. Six (6) absences may require a student to attend a credit appeal meeting. If a student misses any class period on more than six (6) occasions during a semester, the students may be denied credit for the respective class(es).

\*Due to the rotating schedule-students that arrive to school late or leave school early or are absent from school six (6) or more times per class period may lose credit in that specific class period.

### B. Notice to School of a Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence. This call does not excuse your student from school. In order for the absence to be verified, proper documentation must be submitted to the Attendance Office when your child returns to school

following the absence.

2. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the principal or designee, who will assist in the arrangement of make-up work.

### **C. Readmission to School After an Absence**

1. A pupil returning from an absence of any length, including early dismissals and late arrivals must present to the attendance office supporting documentation of the absence, dated and signed by the parent/guardian. This documentation must be handed in to the Attendance Office prior to the start of the school day.

2. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the Building Principal and school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

### **\*Early Dismissal**

**Note: please be advised that Atlantic Avenue is closed at 2:15 for bus pick up, which may conflict with an early dismissal.**

Request to sign out from school early will be granted with appropriate documentation for confirmed medical/dental appointments, driver's exams court appearances or family emergencies as approved by a school administrator. This documentation must be handed in to the Attendance Office prior to the start of the school day. In case of illness, a student must report to the nurse's office and may be sent home by the nurse if a parent is contacted and able to pick up their student. Students may not sign themselves out of school. Students are reminded that they must "swipe out" as well.

If a student has an authorized early dismissal, the following procedure will be followed:

1. The parent/guardian should send a note in with supporting documentation of the appointment. The student should bring the note to the attendance office before school begins. The student will then be given an early dismissal pass. This pass will excuse the student from class at the specified time. The student must report to the attendance office for pick up. If your student is a driver, please state in your written communication that your student has your permission to drive.
2. The parent/guardian reports to the Main Office and sign out their student. Please be prepared to show identification if requested.
3. Students will not be released to anyone except the legal parent/guardian unless prior arrangements have been made with administration in advance.
4. Students will not be allowed to walk home unaccompanied by a parent/guardian.

**Note:** Even if your child's absence is verified through documentation, it does not excuse them from their designated classroom tests and/or assignments. It is the responsibility of the students to obtain and complete all make up work. Keep in mind that an early dismissal takes a student from important academic

instruction.

### **D. Instruction**

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.

2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.

3. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

4. In general, pupils will be allowed an equal number of days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

5. A pupil who missed a test because of an absence shall be offered an opportunity to take the test or an alternate test.

### **E. Denial of Course Credit**

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work. Communication with the teacher must be established prior to the absence.

2. A pupil will be conditionally dropped from the course and denied course credit when he/she has been absent from six or more of the class sessions, whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total.

Exceptions to this rule may be made for pupils who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.

### **F. School District Response to Absences During the School Year**

1. For up to four absences, the Building Principal or designee shall:
  - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each absence prior to the start of the following school day;
  - b. Conduct an investigation of the cause of each absence, including contact with the pupil's parent or legal guardian;
  - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of absences, if any, and to have the

child return to school and maintain regular attendance;

d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine absences, the Building Principal or designee shall:

a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each absence prior to the start of the following school day;

b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each absence;

c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;

d. Revise the action plan, as needed, to identify patterns of absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to a community-based social and health provider agency or other community resource;

(5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and

(6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the Building Principal or designee shall:

a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;

b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;

c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;

d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. For pupils with disabilities, the attendance plan and punitive and remedial

procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with E.1. above for each pupil with up to four cumulative absences.

a. For each pupil attending a receiving school with five or more cumulative absences, the absences shall be reported to the sending district by the receiving school.

(1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. through F.4. above, as appropriate.

### **G. Discipline**

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.

2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.

3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of absence.

4. In addition to the requirements as outlined in F.3.a through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.

5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No 8462.

### **H. Appeal**

1. A truant pupil may be suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.

2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.

3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. The pupil shall file a written appeal to the building principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.

b. The building principal or designee will respond in writing no later than seven working days after receiving the pupil's appeal.

c. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On the pupil's request, the principal shall convene an Attendance Review

Committee. The Attendance Review Committee shall meet informally to hear the pupil's reasons for reenrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.

f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

**TRANSFER OF STUDENTS**

- A. Any student who transfers into this school district during the school year who had been denied credit for courses taken at the student's prior school as a result of the violation of that schools' attendance policy, shall not be granted credit for those courses in this district.
- B. Students who have transferred into this district during a semester shall be required to meet the attendance requirements of this policy, the number of days of that semester a student will attend school in this district.

**WAIVERS FROM THE REQUIREMENTS OF THIS POLICY**

- A. A waiver from the requirement of Section II B, Credits, Excused Absences, may be granted by the Attendance Appeals Committee when a student's absences were unavoidable, were the result of the student's participation in an educational or career oriented experience, the benefits from which equaled or exceeded the benefits to be obtained from his/her presence in class or as the result of other extreme and unusual circumstance. The Attendance Appeals Committee may grant waivers from Section III Credits, Total Absences, provided that the Committee finds that the student's absences have not damaged that student's education and were the result of extreme and unusual circumstances beyond that student's control.
- B. The student, and his/her parent/guardian, appearing before the Committee and the Board shall have the burden of establishing that he/she is entitled to a waiver from the provisions of this policy.

**CREDIT RESTORATION**

Students whose credits have been withheld because of failure to comply shall have their credits restored provided they;

- A. Satisfactorily complete a course in an approved summer school or,
- B. Satisfactorily complete a course taught by a tutor, approved by the Board of Education, or,
- C. Satisfactorily complete a credit completion course offered by the Board of Education. The Board of Education shall offer a Credit Completion Course.

The program will be open to loss of credit students only. It will be conducted on a pass/fail basis. Students will receive the grade earned during the regular school year. All courses will be offered. Each course will run for 10 hours and students are permitted to enroll in a maximum of six (6) courses (30 credits). Students who act out, misbehave, or become a discipline problem in credit completion, will be immediately removed from the program and forfeit any right to participate in the program.

**GRADING**

Although students and parents can track student grades during the school year through "Guardian Access", parents are formally notified in writing, or via email, how their children are doing 8 times each year. Interim grades are issued midway through each of the 4 marking periods and report cards are issued at the end of each quarter. The final grade for each course is notated on the transcript. The **final grade** is calculated as per the following:

- Full year course – the 4 marking period grades are added together and divided by 4. This grade is then multiplied by 85%. An End of Course (EOC) assessment will be administered at the end of the year and count for 10% of the final grade. Four Quarterly Benchmark Assessments (QBA's) are given throughout the year (one per marking period) and have a value of 1.25%. The four of these QBA's averaged together contribute to 5% of the final grade.
- Semester course – the 2 marking period grades are added together and divided by 2. This grade is then multiplied by 97.5%. Two Quarterly Benchmark Assessments (QBA's) are given (one per marking period) and have a value of 1.25%. The two of these averaged together contribute to 2.5% of the final grade. There is no separate EOC assessment.

**Grading Scale is as follows:**

Report Card Grade	Equivalent Letter Grades	Conversion Factor for GPA
98 – 100	A+	4.33
95 – 97	A	4.00
92 – 94	A-	3.67
89 – 91	B+	3.33
86 – 88	B	3.00
83 – 85	B-	2.67
80 – 82	C+	2.33
77 – 79	C	2.00
74 – 76	C-	1.67
71 – 73	D+	1.33
68 – 70	D	1.00
65 – 67	D-	0.67
0 – 64	F	0.00

Students that receive an “**Incomplete (IN)**” on their report cards due to absence must make up the work within a two-week period following the issuance of report cards or the grade automatically becomes an “F”.

**Other Grading Notes** - Students may make schedule adjustments during the school year that have an impact on their record. The following designations may appear on a student’s report card and their transcript: **WP** – withdrew passing, **WF** – withdrew failing, **LC** – loss of credit due to attendance.

**Citizenship** – Ocean City School District promotes and acknowledges the role that good citizenship plays in fostering a positive learning environment. Although citizenship is not considered in the calculation of grades, it is noted on the report card. The following letters are listed next to each posted grade:

O – Outstanding            S – Satisfactory            U - Unsatisfactory

*Note: 2 or more U’s will make a student ineligible for co-curricular activities – See your student handbook for a complete description of the Eligibility Policy.*

**Honor Roll** – Students performing at a high academic level each marking period will be recognized by being placed on the “Honor Roll”. The following weighted GPAs (out to four decimal places and not rounded up) serve to qualify students for one of our two levels of qualification:

3.8000 and above	Distinguished Honors
3.3000 to 3.7999	Honors

**Graduation** – Students graduating with a weighted GPA of 3.3000 – 3.7999 (not rounded up) will receive a silver tassel. Students graduating with a weighted GPA of 3.8000 and above will receive a gold tassel.

#### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is open to all Juniors and Seniors who have achieved a 3.75 academic weighted average, overall, at the completion of the tenth or eleventh. A rigorous application process is then instituted which documents the qualities of Leadership, Character, and Service which are also criteria for admission, as stipulated by the National Association of Secondary School Principals.

#### **SCHOLARSHIP PROGRAM**

Senior students are encouraged to visit the guidance web page and work closely with their counselors regarding the community scholarship program. The many scholarship opportunities have various criteria that are not

exclusively academic/class rank.

#### **HOMEBOUND INSTRUCTION**

There are a variety of circumstances that may arise during a school year that prevent a student from attending school. These include, but are not limited to physical illness, mental health treatment, substance abuse treatment, pregnancy, disciplinary infractions, etc. The obligations of the school, student and family in assisting students faced with these situations are outlined in NJ Administrative Code 6A:16-10.1 & 10.2 and BOE Policy 2412 & 2481. If it is necessary for a student to be out of school for 10 or more consecutive school days, the family should contact the school nurse to obtain a Request for Homebound Instruction form. This form will provide the school with the necessary information and releases to begin the delivery of services. Homebound Instruction will meet the requirements as outlined in N.J.A.C. 6A:8. The student will receive instruction that will meet the Common Core State Standards, Core Curriculum Content Standards and those requirements that the Ocean City Board of Education has approved for graduation. Many courses are dependent on the specialized curricula, such as Advanced Placement, or on the use of equipment and materials provided at the school. These courses are not offered on Homebound Instruction. Additionally, courses in the sciences that require labs, fine and practical arts, computers (with specific software), and family and consumer science that depend on a significant amount of in-class performances are not offered on Homebound Instruction.

#### **ELIGIBILITY REQUIREMENTS**

Eligibility requirements apply to all non-credit student activities such as: Athletic teams, Cheerleaders, Jazz Ensemble, Band Front, Small Ensemble, Trips, Prom and ALL OTHER school related clubs and/or activities.

- I. A student is ineligible if suspended from school as either an in-school or out-of-school suspension. The period of ineligibility will begin when the suspension is invoked, i.e., the student is notified by the Administration of the suspension. The period of ineligibility will end when the student is readmitted to school at the conclusion of the suspension. Students who are suspended from school may not participate in any school-related function as a member of a club or activity. Similar to suspension, if a student is placed on conduct probation they are ineligible to participate in school activities.
- II. A student is ineligible when report cards are issued if: He/she receives any combination of two (2) or more failures or incompletes: or he/she receives two (2) or more “U’s” in citizenship.
  - A. Students who are ineligible may not participate in any non-credit student activity until removed from the ineligibility list.

- B. If a student is ineligible and his/her name appears on the next posted warning sheet, he/she remains ineligible.
- III. A. Students who are ineligible at the end of the school year as a result of the 4<sup>th</sup> marking period, will start the next school year on a probationary basis. They will be permitted to participate in non-credit student activities and may practice and/or rehearse with their respective athletic teams, as a cheerleader or in a non-credit student activity, BUT they may not participate, perform, or attend games, matches, plays, concerts, etc., as a team/squad/club or student activity member until removed from the ineligibility list.
- B. Any student who is on probationary status and whose name appears on the ineligibility list when warning notices are posted for the first marking period, will become ineligible.
- IV. A. In order to issue an unsatisfactory citizenship mark, a teacher must have attempted some form of intervention as a means to remediate the student's unsatisfactory behavior. In addition to the teacher's attempts to work with the student, this intervention should also include: Guidance referral and parental contact, and if deemed appropriate, a discipline referral to Administration.
- B. As a general rule, isolated incidents whereby the student is disciplined by the Administration should not be the sole justification for issuing an unsatisfactory citizenship mark: however, certain student actions may warrant both referral to the Administration and the issuing of an unsatisfactory citizenship mark.
- C. Teachers must document improper behavior and attempts at intervention so that they will be able to substantiate the unsatisfactory citizenship mark.
- V. All students participating in NJSIAA sponsored athletic events must conform to the State Eligibility Requirements. The New Jersey State Interscholastic Athletic Association imposes other obligations which must be fulfilled in order for any student/athlete to compete in Interscholastic Athletics. The State is primarily concerned that the student is making satisfactory progress toward graduation. To be eligible for athletic competition during the first semester (Sept 1 to Jan 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120 credits), during the immediately preceding academic year. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 50% of the credits (15 credits) required by the State of New Jersey for graduation (120 credits) at the close of the preceding semester (January 31). Full year courses shall be equated as one-half of

the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. Also, students who reach the age of 19 prior to September 1 of any year are ineligible for participation. Student will be informed of their status regarding eligibility by the Athletic Director, Guidance Counselor or Coach/Activity Advisor. Questions concerning the other details of this policy should be referred to the Assistant Principal/Athletics.

\*Students attending co-curricular events and sporting events are required to be in school on the same day for the minimum number of hours required on their regular scheduled school day.

### **PROM RULES**

The prom is a school activity, therefore, the same behavior/policies that are observed in school are required, regardless of the age of the guest. The prom is considered an extension of the school day/program.

Students must comply with the following rules:

#### **Eligibility:**

- All students who are serving a suspension during the Prom, are not eligible to attend the Prom.
- All students must be academically eligible in order to attend the Prom.
- All guests must be under 21 years of age by the date of the prom (except for a student enrolled in Ocean City High School).
- All guests must present a photo ID at the prom in order to gain entrance into the Prom.
- Guests who are not enrolled in Ocean City High School must receive a favorable recommendation from the high school he/she is currently attending or last attended.
- The phone numbers of all participants MUST be provided in case of an emergency.

**Students must be present in school the day prior to the Prom to attend Prom. No early dismissals or late arrivals are permissible on this day.**

### **STUDENT DRESS CODE**

Ocean City has always felt that good taste in personal attire and good grooming on the part of its' students play a major role in creating the type of overall school atmosphere which is conducive to a positive educational experience. While styles do change, the Administration reserves the right to require that a student's appearance is in accordance with those principles that encourage good health habits. Students are required to wear clothing that is not dangerous, distracting, or indecent. In classes where long hair or clothing would be a hazard, all students are expected to comply with the rules established by the Administration and instructor to prevent possible

injury. Students must always wear some type of shoes, sneakers, or sandals. BOE policy 5511.

**STUDENTS WILL NOT WEAR:**

1. Any apparel or accessory with offensive, bias, or profane material on it or refer to drugs, sex, alcohol, tobacco products (as determined by Administration).
2. Cut-off shirts or blouses, tube tops, muscle shirts, halter, one-strap or backless tops.
3. Shirts, blouses, skirts, shorts or pants exposing the midriff or worn below the natural waist.
4. Hats, hoods, scarves, bandanas, or other headgear.
5. Clothing which is designed for beachwear (bathing suits, etc.).
6. Undergarments or pajamas worn as outerwear. (including bedroom slippers).
7. Sunglasses.
8. Outer coats or jackets of any length in the cafeteria.
9. Chains, cords, spiked jewelry or ropes (regardless of intended use).
10. Excessively (above mid-thigh) short skirts and /or shorts.

*The Administration reserves the right to determine the appropriateness of a student's attire. A student found to be in violation of the dress code may be sent home and subject to disciplinary action.*

**DISCIPLINE CODE**

The Code of Student Conduct has been adopted by the Ocean City School Board and developed with the advice of school-level and district level committees. The Code Student Conduct meets the School District's requirement of implementing the School Board Policy #5600.

1. A major function of the schools is to teach young people to exercise self-control in human relationships and to develop respect for others and for the rules and regulations we develop to govern our lives.
2. There must be understanding and uniformity between Administration, Teachers, Parents, and Students as to the conduct expected in school affairs.
3. Every student shall maintain high personal standards of **COURTESY, DECENCY, MORALITY, CLEAN LANGUAGE, HONEST AND WHOLESOME RELATIONSHIPS WITH OTHERS.**
4. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.

**ACADEMIC HONESTY AND INTEGRITY**

Academic honesty and integrity requires the student to produce outcomes that are genuine, thus the product will be a valid representation of academic achievement. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he/she does not possess, or having assistance to complete a test, project or other assignment in a way other than permitted by the teacher. Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work will not be tolerated. It is the intention of this Code to reinforce standards of integrity and to prepare students for post-secondary opportunities.

**Cultivating Academic Honesty and Integrity involves all stakeholders:**

**The Student** is expected to uphold the spirit and the letter of this Code both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. The student is not to represent as his/her own the work of anyone other than him/herself. It is the student's responsibility to know which academic behaviors are acceptable. It is also the student's responsibility to learn how to attribute work properly by citation, footnote, and bibliography (refer to avoiding plagiarism on school website for guidelines). No assignment is exempt from this policy.

**The Parent/Guardian** is expected to adopt the philosophical wholesomeness of this Code and uphold the spirit and letter of it by reviewing it with his/her student(s) and encouraging the student to practice academic honesty throughout his/her years at Ocean City High School.

**The Teacher** is expected to review with the students the policy of academic honesty and integrity at the beginning of the year/semester and other times during the year as he/she deems appropriate. The teacher is expected to direct students to available resources that are useful in helping students to correctly copy, paraphrase, cite, and summarize another person's work. The teacher is also expected to be specific as to whether an assignment is cooperative or individual and to enforce the policy in all instances of academic honesty.

**The Administrator** is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members. Disciplinary action taken with students concerning Academic Honesty and Integrity will follow the process prescribed below.

The following actions are reflective of academic dishonesty and are subject to disciplinary action by teacher, school, and/or district (some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws).

**Academic dishonesty includes but is not limited to the following:**

**Cheating:**

- Looking at another student's test, answer sheet, or other materials during an assessment
- Talking and/or using a cell phone during tests and quizzes
- Allowing another student to replicate one's own work
- Putting one's name on another's paper/project, etc.
- Aiding another student on individualized tests or quizzes
- Tampering with teacher's grade records, tests or quizzes
- Stealing or selling quizzes/tests
- Willfully authoring or writing another student's assignment/paper

**Action:**

- Teacher will contact the parent(s)
- Teacher will review situation and based on the incident and severity is authorized to assign a zero
- Teacher will refer incident to National Honor Society if applicable
- Teacher will refer student to Administration if other student behaviors warrant disciplinary action (e.g. stealing, harassment, property damage etc.)
- Second offense will result in a "U" unsatisfactory conduct

**Plagiarism:**

- Falsifying research data or citations
- The willful copying, paraphrasing, or summarizing another person/author's work without proper citation and appropriate credit (refer to Avoiding Plagiarism on school website for guidelines)

**Action:**

- Plagiarism is established by teacher searches of hardcopy and/or electronic documentation
- Teacher will contact the parent(s)
- Teacher will review situation and based on the incident and severity is authorized to assign a zero
- Teacher will refer incident to National Honor Society if applicable
- Teacher will refer student to Administration if other student behaviors warrant disciplinary action (e.g. stealing, harassment, property damage etc.)
- Second offense will result in a "U" unsatisfactory conduct

**CLASSROOM DISCIPLINE**

Individual teachers are primarily responsible for classroom management. Inappropriate classroom behavior may result in the parent/guardian being contacted and possibly a conference arranged, and/or the student receiving a warning or an after school teacher detention. When the teacher has exhausted his/her efforts, or the situation has become one of a serious nature

(such as open defiance, insubordination, fighting, obscene language, smoking, destruction of school property, etc.) the student will be referred to the Administration (in writing) using a Discipline Referral form.

**DISCIPLINARY PROCEDURES**

When a student is referred to the office for misconduct, the following disciplinary procedures may be administered.

**1. PARENT CONFERENCE**

It is a widely accepted fact that quality education is the result of a team effort. With this in mind parents are encouraged to actively participate in the educational process especially when disciplinary action is required.

**2. DETENTION / ADMINISTRATIVE DETENTION**

**Detention** will be held Tuesday, Wednesday and Thursday each week. It will begin promptly at 2:40 p.m. and end at 3:20 p.m. Students are to report to room A-103 and be prepared to do homework, read or study.

**NO PRIVILEGES WILL BE PERMITTED INCLUDING CELL PHONES.**

**If a student fails to serve Detention:**

FIRST TIME – Detention is reassigned

SECOND TIME – Administrative detention

THIRD TIME – In-school Suspension

**Administrative Detention** will be held Tuesday, Wednesday and Thursday each week. It will begin promptly at 2:40 p.m. and end 4:00 p.m. Student are to report to room A-103 and be prepared to do homework, read or study. Misbehavior or lateness will result in an in-school suspension.

**NO PRIVILEGES WILL BE PERMITTED INCLUDING CELL PHONES**

**NOTE:** Failure to serve Administrative Detention will result in In-School Suspension. The date of Administrative Detention may only be changed due to severe extenuating circumstances at the personal request of a parent/guardian.

**NOTE:** A student failing to serve a teacher assigned detention will receive a detention.

**3. CONDUCT PROBATION**

As part of disciplinary consequences, a student may be placed on Conduct Probation. Students placed on Conduct Probation will not be permitted to practice or participate in any sport, attend any school social event, participate in any club or other activity, or function in any capacity in the extra-curricular/co-curricular programs. This includes, but is not limited to such events as dances, sporting events, the prom, and intramurals. Conduct Probation will range from 10 – 30 days. In the event of an out-of-school suspension, the conduct probation begins on the first day back from the out-of-school suspension.

Reasons for placement on Conduct Probation are, but not limited to, the following:

1. Due to a serious violation of the discipline code (e.g., fighting, violation of the substance policy)
2. After a second suspension for any reason.
3. Due to continual disciplinary infractions: incorrigible behavior.
4. At the discretion of Administration for other disciplinary infractions.

Students who are on Conduct Probation and violate the discipline code will be subject to the appropriate disciplinary action and an additional 10-30 days of Conduct Probation.

#### **4. SUSPENSIONS**

##### **A. IN-SCHOOL-SUSPENSION (ISS)**

ISS begins at 7:50 a.m. each day. The student will be assigned a specified starting date, ISS may be assigned for 1 to 3 days in length depending upon the infraction. Students must do school work and follow all rules or an OUT-OF-SCHOOL SUSPENSION will be invoked. All students are dismissed at 2:35 p.m. A student may serve a maximum of 6 days IN-SCHOOL-SUSPENSION per semester, after that, they will receive OUT-OF-SCHOOL SUSPENSION.

##### **B. OUT-OF-SCHOOL SUSPENSION (OSS)**

Involves exclusion from school for duration of 1 to 10 days. Upon re-entering school, a parent meeting will be held with the principal (or designee). A Principal's Status Review will be held after multiple suspensions or at the discretion of the principal.

#### **5. ADMINISTRATIVE REVIEW COMMITTEE**

The Administrative Review Committee includes the Superintendent of Schools and at least two members of the Board of Education. The following students will be referred to the Committee by the Principal: repeat offenders, weapons offenders, repeated violence or extreme violent offenders, assault or threat of a staff member, distribution of drugs or alcohol offenders and any offender as deemed necessary by the Superintendent of Schools.

#### **6. EXPULSION**

Expulsion is at the discretion of the Board of Education, and according to all due process procedures.

**The School Administration has the duty and responsibility to provide for a safe and positive learning environment of all students and staff. Although not all inclusive, typical violations of the Ocean City High School.**

#### **VIOLATIONS OF THE DISCIPLINE CODE WILL BE DEALT WITH AS FOLLOWS:**

1. **FIGHTING/CONDUCT POTENTIALLY DANGEROUS TO OTHERS:**  
FIRST OFFENSE – 3 day out-of-school suspension, principal's hearing  
SECOND OFFENSE – 5 day out-of-school suspension, principal's hearing  
THIRD OFFENSE – 10 day out-of-school suspension and administrative review.  
**ASSAULT:**  
Minimum – 5 day out-of-school suspension, Principal's Hearing  
Maximum – 10 out-of-school suspension and possible Administrative Review.  
**NOTE: Disorderly conduct and/or assault charges will be filed with the Ocean City Police Department.**
2. **VIOLENCE AND/OR THREATS DIRECTED TOWARDS A STAFF MEMBER:**  
This is a very serious offense. THREATENING a staff member will result in a minimum 5 day out-of-school suspension.  
VIOLENT and/or OFFENSIVE TOUCHING of a staff member will result in a 10 day out-of-school suspension. In both cases, the student will be referred to the Principal and/or the BOE Review Committee for re-entry and/or further disciplinary action including criminal charges.
3. **SMOKING, POSSESSION, USE OF TOBACCO PRODUCTS, ELECTRONIC NICOTINE DELIVERY SYSTEM (ENDS):**  
Smoking, possession, use of tobacco products and ENDS are prohibited on all school grounds, busses, buildings and during any school sponsored functions, according to Public Law, 1989 C-96.  
FIRST OFFENSE – In-school suspension  
SECOND OFFENSE – Out-of-school suspension  
SUBSEQUENT OFFENSES – Out-of-school suspension and a formal complaint will be filed with the Cape May County Department of Health.  
In addition, possession of any tobacco products will result in a warning the first time; subsequent infractions may result in after school detention. Further, any student who attempts to impede the enforcement of the policy by serving as a "lookout" for violators or in any way hinders enforcement, will be guilty of the same offense as the violator and will serve the same penalty. All students congregating in a lavatory stall or at its entrance where smoking is occurring may be charged with violating the non-smoking law and may be assigned a one (1) day in-school-suspension or administrative detention.
4. **TRUANCY AND CUTTING CLASS – UNEXECUSED ABSENCES:**  
Truant one day – 1 day in-school suspension  
Cut class – 1 day administrative detention per class or in-school suspension

and the student receives a zero on assignments/tests.

Repeat Offenders will receive in-school suspension or out-of-school suspension as determined by the number of offenses. **Leaving school property during school hours will result in an in-school suspension. Repeat Offenders will receive out-of-school suspension. A student that cuts class or is truant from class two (2) or more times may lose credit in that class.**

*NOTE: The student will also be responsible for possible consequences as they relate to the Attendance Policy.*

5. WEAPONS, KNIVES, CHAINS, AND MACE:

Pocket knives, hunting knives, clubs, chains, mace or any other instruments that could be construed as a weapon are not permitted on school grounds. When found, the instrument will be confiscated and the police will be notified. After an investigation, a suspension may be invoked and/or referral to the Principal's Status Review.

*NOTE: Students who use any such instrument in a fight, threat or argument will be subject to immediate long term suspension and/or expulsion from school and the Ocean City Police Department will be contacted.*

6. RADIOS/CELL PHONES/BEEPERS/PAGERS

Cell phones, Radios, iPods, beepers, pagers and MP3 players are not to be used in school. In accordance with New Jersey State Law (section 2C:33-19) the possession and/or use of a beeper/pager on school property is prohibited. Cell phones are recognized as a societal tool and norm. The use of cell phones during the instructional day (7:50 am - 2:35pm) is strictly prohibited unless authorized by the teacher. However, students are permitted to use cell phones during Community Lunch. Because of privacy rights and other concerns, students using cell phones in restrooms, locker rooms, and other sensitive areas will be addressed accordingly by the Administration and the Ocean City Police.

First offense: Teacher warning/parent contact.

Second offense: Referral to Assistant Principal; detention assigned.

Third offense: Referral to Assistant Principal; administrative detention assigned; parent conference.

Fourth offense: Referral to Assistant Principal; in-school suspension assigned; parent conference.

7. VIOLATION OF THE HATE/BIAS POLICY:

Parent conference, with the possibility of suspension based on the severity of the actual offense. The incident will be reported to the OCPD.

8. DATING VIOLENCE:

Based on severity and investigation– admonishment, temporary removal from the classroom; classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and

expulsion.

9. LEAVING SCHOOL PROPERTY WITHOUT PERMISSION:

In-school suspension; repeat offenders will receive out-of-school suspension

10. MISBEHAVIOR ON THE SCHOOL BUS:

Warning, parent conference, loss of bus privileges, suspensions

11. DAMAGING OR DEFACING SCHOOL PROPERTY:

Restitution for damages, and possible administrative detention, in-school suspension, out-of-school suspension

12. DANGEROUS AND/OR CARELESS BEHAVIOR:

Possible restitution, administrative detention, in-school suspension, out-of-school suspension.

13. MASS MISBEHAVIOR, MISCONDUCT, FORGED NOTES:

Possible administrative detention, in-school suspension, out-of-school suspension.

14. DEFIANCE, DISRESPECT, OR USE OF PROFANITY:

Administrative detention, in-school suspension, or out-of-school suspension based on severity of infraction.

15. FIRECRACKERS (POSSESSION OR USE)

Out-of-school suspension.

16. STEALING:

Out-of-school suspension and the Ocean City Police Department will be contacted.

17. TAMPERING WITH THE FIRE ALARMS:

Or any apparatus, or in any way endangering the safety of the students, staff, or building. Out-of-school suspension and referral to the Ocean City Police Department.

18. PORNOGRAPHIC OR SEXUALLY EXPLICIT MATERIAL

Material will be confiscated and parent conference will be held.

19. POSSESSION OR USE OF NARCOTICS OR ALCOHOL OR OTHER CONTROLLED DANGEROUS SUBSTANCES:

Notify police, out-of-school suspension, written clearance to return to school, participation in the Student Assistance Program prior to returning to school. (as per Substance Abuse Policy, see page 21).

*The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. (Policy 5530)*

## 20. EXCESSIVE PUBLIC DISPLAY OF AFFECTION:

Warning and parent conference.

## 21. TARDINESS TO SCHOOL:

Parents/Guardians have access to student tardies in Swipe, when you sign up for notifications.

- A. First and second offense each marking period – a verbal warning will be issued in school.
- B. Third, fourth and fifth tardy each marking period – will result in after school detention, verbal warning issued in school and written letter will be sent home to the parent/guardian to alert of the impeding problem.
- C. Sixth, seventh and eighth tardy each marking period – will result in administrative detention, verbal warning issued in school and written letter will be sent home to the parent/guardian to alert of the impeding problem.
- D. Ninth and tenth – In-school suspension, all others out-of-school suspension.

*TARDINESS TO CLASS WILL BE HANDLED BY THE INDIVIDUAL TEACHER, CHRONIC OFFENDERS WILL BE REFERRED TO THE OFFICE.*

E. Any student who arrives to school after 8:15am must have a note from the parent/guardian explaining the cause of the excessive tardy. If a student arrives to school without documentation, a phone call will be placed to the parent for the explanation of the tardy.

## 22. FAILURE TO COMPLY WITH SWIPE (ID) POLICY:

In the beginning of the school year all students will be issued an Ocean City High School ID. It is the students' responsibility to have the ID card with them every school day. Student ID's are used for attendance, purchasing lunch, access to the library, Guidance, School Nurse's Office, library book sign-outs, and student identification. Upon arrival to school, all students must "Swipe in" at one of the several locations at the main entrance for attendance purposes. If a student arrives to school late, they must report to the attendance office and "Swipe in" at that location. An automated text/email will be sent to all students who are NOT marked present (by swiping in) at the start of the school day (7:50 AM). This alert is made to confirm with parents/guardians that at the start of the day, their child was

not yet swiped in with their ID as of 8:15am. If a student misplaces their ID, a replacement can be issued. Temporary ID's cost \$1.00 and come with an adhesive backing. Permanent ID's can be ordered and replaced for \$3.00. *All students must have their ID in their possession every day.*

### **FAILURE TO "SWIPE IN":**

- A. First and second failure to "Swipe-in" each marking period – verbal warning.
- B. Third, fourth, and fifth failure to "Swipe-in" each marking period – will result in Administrative detention.
- C. Sixth, seventh and eighth failure to Swipe-in" each marking period – will result in in-school suspension.
- D. Continued non-compliance will result in out-of-school suspension.

### **NOTICE**

- **The School Administration maintains the right to discipline students appropriately for violations not contained herein including, but not limited to, "out-of-school" and/or "after-hours" behavior of a violent or illegal nature.**
- **Chronic violation of the discipline code will result in progressively stricter consequences by the school administration.**
- **The Ocean City Board of Education, the High School Administration and the Transportation Providers reserve the right to monitor all students and activities by means of electronic surveillance equipment.**
- **In certain circumstances (major incidents/incorrigible behavior) a Principal's Status Review may be held resulting in a student being placed on probationary/conditional status at OCHS.**

### **STUDENT APPEALS**

Ocean City High School believes that all students have the right to seek an appeal through established channels. An appeal does not delay or impede administrative action; it seeks only redress in the form of student record. All appeals are to be formal, thus the student/parent seeking redress must follow the procedure below:

- An individual student/parent may want to file a written appeal to the Assistant Principal assigned to the student's grade indicating the: 1) action that caused the appeal, 2) the reason that the student/parent believes an appeal is warranted and 3) the relief sought within 3 school days from the date of the administrative action.
- Within 5 school days the Assistant Principal shall render a decision and inform the student/parent of the decision in writing. Should the student/parent not agree with the decision of the Assistant Principal, an appeal to the Principal must be made within 3 school days. The appeal to the Principal must be in writing with an:
  - 1) Explanation of reason for dissatisfaction of the Assistant Principal's

decision.

- The Principal may hold a hearing, if it is deemed necessary, to determine all facts.
- The Principal, within 7 school days, shall render a decision. The parent will be notified of the Principal's decision in writing.

### **HARASSMENT, INTIMIDATION, OR BULLYING (HIB)**

Ocean City Board of Education Policy HIB #5512 & Regulation #5512  
The HIB Policy and Investigation Procedure are found at [www.oceancityschools.org](http://www.oceancityschools.org)

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

#### **Pupil Expectations**

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

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

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

- a. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
- b. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

c. Pupil rights; and

d. Sanctions and due process for violations of the Code of Pupil Conduct.

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

a. Walk away from acts of harassment, intimidation, and bullying

when they see them;

b. Constructively attempt to stop acts of harassment, intimidation, or bullying;

c. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and

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

5. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. The H.I.B. Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

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

6. Factors for Determining Consequences

a. Age, developmental and maturity levels of the parties involved and their relationship to the school district;

b. Degrees of harm;

c. Surrounding circumstances;

d. Nature and severity of the behavior(s);

e. Incidences of past or continuing patterns of behavior;

f. Relationships between the parties involved; and

g. Context in which the alleged incidents occurred.

7. Harassment, Intimidation, and Bullying Off School Grounds:

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

a. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either

b. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

c. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or

d. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions

9. Reports to Law Enforcement:

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

### **DATING VIOLENCE AT SCHOOL**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Service—I&RS), behavioral management plans, and/or alternative placements. BOE policy 5519.

### **CAFETERIA**

Ocean City High School has a closed lunch program. Students are NOT permitted to sign out or leave the property at any time to purchase food and/or drinks. Likewise, food from outside establishments may not be delivered to the school by anyone, including relatives, for a student's lunch.

While the lunch period serves an essential function, it is recognized that it is also a social period. However, appropriate conduct is mandatory. Throwing objects/food in the cafeteria will not be tolerated. Offenders will be subject to swift disciplinary action.

### **Student Meal Charges**

The OCHS cafeteria and foods program is run in accordance with the federal schools lunch program. Therefore, students purchase meals at regular price, reduced price or free of charge. Please contact (609) 399-1290 ext. 8701 with any questions regarding the school lunch program or a free/reduced lunch application.

### **MySchoolBucks**

**www.mySchoolBucks** is an online resource for parents and guardians to easily access information regarding their student(s) individual food service account at Ocean City School District. Once you have created a mySchoolBucks account you can: set low balance alerts, make online payments and monitor daily purchases.

How to sign up for mySchoolBucks:

1. Visit [www.mySchoolBucks.com](http://www.mySchoolBucks.com)
2. Register for a free account
3. Add your student(s) to your "household" using their student ID number  
Ex. 10000XXXXX
4. Begin utilizing mySchoolBucks right away!

Pay only one convenience fee for online payments on multiple student accounts by splitting your payment. Students may only charge food on their account if the account is in good standing. Students that run a negative balance will be listed as a financial obligation. If financial obligations are not met, the student jeopardizes privileges.

## **SUBSTANCE ABUSE POLICY/PROGRAM**

The Ocean City Board of Education recognized that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the public educational institution for this area, the schools should strive to prevent drug abuse and to help drug abusers by educational, rather than punitive, means. BOE policy 5530.

For the purpose of the policy, "drugs" shall mean:

1. All dangerously controlled substances as so designated and prohibited in N.J.S.A. 24-:21-1 et seq., including anabolic steroids
2. All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A: 170-25.9.
3. All alcoholic beverages.
4. All over-the counter medications that are ingested in quantities in excess of the recommended dosage.

The use, possession or distribution of any form of drugs of narcotics is prohibited in school buildings, on school grounds or at activities sponsored by the school, both on-campus and off-campus. In addition, all members of the professional staff shall be informed of their responsibility to report to the building administration any pupil suspected of being under the influence of drugs.

The Student Assistance Program (S.A.P.) shall provide evaluation services for pupils who are affected by drug or alcohol use, including assessment and procedures. The Student Assistance Program shall provide for treatment services as defined in N.J.A.C. 6: 29-9 for pupils who are affected by drug and alcohol abuse, including:

1. Instruction and counseling services, and;
2. Referral and support services for pupils who are in care or returning from care from drug and alcohol dependency.

### REQUEST FOR ASSISTANCE

- A. A student may request counseling for any substance abuse problem. This will not be considered a first offense and the situation will be held in confidence. The degree of counseling shall be determined by the Student Assistance Counselor (S.A.C.) and/or other counselors involved.
- B. A staff member or a student's peer may request counseling on a student's behalf. This referral will not be considered a first offense and the situation will be held in confidence. A minimum of three counseling sessions with the Student Assistance Counselor (S.A.C.) will be scheduled.

### **INTERVENTION PROCEDURES FOR STUDENTS SUSPECTED TO BE UNDER THE INFLUENCE**

Whenever it appears to any teaching staff member, school nurse or other member of the educational staff, of any of the schools in the Ocean City School District, that a pupil may be under the influence of a

controlled dangerous substance, as defined by the New Jersey Statutes, or any chemical (which includes alcohol,) or chemical compound which releases vapors or fumes, causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, this situation shall be reported to the school nurse and to the building principal, or in his/her absence, his/her designee.

Whenever any other employee of the Ocean City School District believes that a student is under the influence of a controlled dangerous substance or any chemical (which includes alcohol) N.J.A.C 6: 29-6-7,) or chemical compound as aforesaid, he shall immediately report his belief to a member of the educational staff of the school district. Any person who reports a pupil to the Principal or his/her Designee in compliance with the provisions of the subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 18A: 40-4.2.

Upon receiving such report, the building principal or designee shall initiate, in instances involving controlled dangerous substances and/or alcohol, or when there is any doubt regarding the nature of the substance affecting the pupil, the following procedures:

- A. Notify the parent or guardian of the student and the Superintendent of Schools.
- B. Remove the pupil to a protective environment for observation in care of the School Nurse or Doctor. The building Principal or Designee shall request the assistance of the School Nurse or doctor in assessing the physical state of the pupil. This should not be construed to limit or condition the right of a district Board of Education to seek emergency medical assistance for a pupil when acting in **loco parentis** and as an agent of the parent or guardian for the welfare of the pupil.
- C. The Principal or Designee, in response to every report must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy. Upon notification from the school, the parent/guardian must make arrangements to have the student picked up from school and examined by a physician within two (2) hours. This examination may be by a doctor selected by the parent or guardian, or, if such doctor is not immediately available, that he/she shall arrange for the pupil to be transported to the Emergency Room of Shore Medical Center, Somers Point, NJ. It must include a urinalysis and/or blood tests for substance abuse. If a parent or guardian cannot be reached within one hour or cannot arrange for the examination in two (2) hours, the student shall be transported to Shore Medical Center, with a school official for said exam and testing to ensure his/her medical well-being. In the event that this occurs within one (1) hour of the end of the school day and a parent/guardian cannot provide transportation, the student will not be permitted to leave the school building without a parent/guardian and will be transported to

Shore Medical Center, with a school official. Whenever a student who appears to be under the influence of a controlled dangerous substance leaves the building without authorization, the police will be notified.

D. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

E. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.

F. In the instance where the written report of the medical examination is not available within 24 hours, the student may return to school, providing the student has a note from the physician indicating that the examination has been done and the student is cleared to return to school.

#### **UPON RECEIPT OF THE WRITTEN REPORT OF THE EXAMINATION, IF THE DIAGNOSIS IS POSITIVE:**

1. **FIRST TIME** – Minimum Three (3) day ISS to a maximum of Five (5) day OSS from school. The student upon returning to school must report to the S.A.C. or Designee for three required sessions. Contact will be made by the S.A.C. to the parent regarding the situation. Additional sessions and/or referrals to other services may be recommended by the S.A.C.
2. **SECOND TIME** – Five (5) day OSS from school. When a student returns to school, he/she is required to be accompanied by a parent/guardian. They, in turn, are required to meet with the Principal/Assistant Principal and the S.A.C. or Designee. The parent is informed of the treatment which is needed and an appropriate outside referral is made.
3. **THIRD TIME** – Ten (10) day OSS from school and Administrative Review.

G. While the pupil is at home because of the medical examination or after his/her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effects on his/her school performance.

H. Failure to comply with this policy will result in a 5 day suspension and referral to the S.A.C.

I. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A; 38-31) and/or child neglect (N.J.S.A. 9:6-2 et seq.) laws.

#### **POSSESSION AND/OR SELLING OF DRUGS AND/OR ALCOHOL INCLUDING STERIODS**

- A. Student's desks and lockers are subject to inspection at all times by duly authorized school officials.

B. Any student caught using, in possession of, or selling of drugs or alcohol will be subject to the provisions of this policy A-I and immediately suspended from school. The building Principal will notify the Superintendent of Schools prior to contacting the student's parent/guardian and appropriate law enforcement agencies. School personnel will cooperate with the police in the prosecution of such a student.

C. The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. (Policy 5530)

**REMINDER:** *Suspension involves a period of ineligibility during the days of suspension. Suspended students may not take part in any extra-curricular activities of the school. These procedures will affect all school related activities. This follows for in-school and out-of-school suspension.*

#### **PASSIVE ALCOHOL SENSOR (PAS)**

The PAS is a non-invasive device. Many of the sensors look similar to a flashlight or microphone. It is used to detect the presence of alcohol. The Administration may elect to utilize a PAS at co-curricular functions such as dances and the Prom.

If a student registers a positive PAS reading, they will be retested after 15 minutes (manufacturer's recommendation).

If the PAS reading is positive a second time, the Substance Abuse Policy is put into effect, meaning: parents are contacted; the student is released to the custody of their parents; student is checked by physician and tested, if that test is positive student is suspended and is referred to the SAC per BOE Policy

The PAS test is used to establish a high degree of "reasonable suspicion" or the parent/guardian may elect to accept the PAS reading and all conditions in the Substance Abuse Policy specifically under: F. "Diagnosis is Positive."

#### **STUDENT ASSISTANCE PROGRAM (INTERVENTION & REFERRAL SERVICES)**

The OCHS Intervention and Referral Service Team provides support services to students who are experiencing psychosocial problems which may include drug and alcohol abuse, either personally or within the family environment. The goal of this program is to foster the enhancement of students' self-esteem, problem solving, interpersonal relationships and coping skills. The program is working toward this goal by providing an assessment/evaluation process. Referral to appropriate treatment, peer support services, education and both individual and group meetings.

Early intervention is the key to the success of this program and our children's lives. We encourage parents, teacher, administrators and students to participate

in the referral and implementation of the program. All referrals are automatically guaranteed anonymity and confidential Law 42 CFR. All referrals can be made through the school nurse, guidance counselor or directly to the Student Assistance Counselor.

#### **WAIVER OF PUPIL TRANSPORTATION**

The Board of Education is required to provide transportation services for the school year to an elementary pupil living more than two miles from the public school of attendance or to a secondary school pupil living more than two and one-half miles from the public school of attendance in accordance with the provisions of N.J.S.A. 18A:39-1 et seq.

Parents may elect not to use school provided transportation. Parents may sign a waiver to opt out of school provided transportation per board policy 8613. The signed waiver is to be returned to the school's main office. In the event a parent/guardian of a pupil eligible for transportation services waives transportation services for that school year and circumstances change during that school year due to a family or economic hardship, the school district will reinstate the pupil's eligibility for transportation to and from school.

#### **TRANSPORTATION TO ATHLETIC EVENTS AND PRACTICE INTERSCHOLASTIC COMPETITION**

All student athletes are transported to and from away games/contests by school provided transportation. No student is permitted to transport himself/herself to an away game/contest.

Athletics Practice – The school provides transportation to all off-campus practice sites during the respective seasons (except for baseball and softball practice at the 5<sup>th</sup> and Bay Recreation Complex). If a student transports himself/herself to school, he/she is permitted to drive to the practice site with parental permission.

#### **EMERGENCY SCHOOL CLOSING**

In the event inclement weather necessitates the closing of school, please listen to the following FM radio stations: WFPG 96.9; WZBZ 99.3; WGBZ 105.5; WIXM 97.3; WMGM 103.7; WAYV 95.1; WTKU 98.3; WWXK 98.7; WZXL 100.7; WKOE 106.3; WPUR 107.3; or the following AM stations; WFPG 1450; WOND 1400; WONZ 158; WMID 1304. WIBG 1020; or TV stations 3,6,10 or 40. You can also look for updates on our Twitter/Facebook or school website—[www.oceancityschools.org](http://www.oceancityschools.org)

#### **EMERGENCY/SECURITY DRILLS**

As required by law in The State of New Jersey, our school will hold at a minimum, one fire drill and one security drill per month. Security drill is defined as lock down, evacuation, active shooter or bomb threat.

#### **LOCKERS**

Each student will be issued a hall locker for books, coats, etc.. Under no circumstances are student to share lockers or combinations with other students. Each locker comes EQUIPPED WITH AN INSERT LOCK; it is the student's responsibility to keep his/her personal belongings secure at all times. It is the student's responsibility to keep his/her locker neat and clean, inside and out. Students who deface a locker will be subject to disciplinary action, as well as fined for repair. Report all malfunctions to the office.

Lockers are available for use during Physical Education classes. However, PE LOCKERS ARE NOT EQUIPPED WITH A LOCK. It is recommended that every student have their own combination lock to use for PE class. It is the student's responsibility to keep his/her personal belongings secure at all times.

*NOTE: Lockers are the property of the Board of Education and are issued to the student body on a loan basis. For the purposes of safety, security and maintenance of a suitable climate for learning the school has the legal right to randomly or with reasonable suspicion search/inspect student lockers periodically during the year. Searches may also be conducted utilizing drug detection canines.*

#### **OBLIGATIONS**

During the course of the school year, necessary textbooks, safety equipment, library materials, sports equipment, and other school owned items are issued. These items are LOANED to the students and must be handled with care and respect. Lost or damaged item (beyond responsible wear) must be paid for by the student. OBLIGATIONS will be levied at the conclusion of each semester.

#### **STUDENT/STAFF IDENTIFICATION POLICY**

The Board of Education recognizes the safety of its pupils as a consideration of utmost importance and is charged with providing for the protection and welfare of all students enrolled in its schools while they are on Board of Education property and/or engaged in Board of Education sponsored activities. To fulfill this responsibility, including the administration of established rules, procedures and security measures, it is necessary that duly authorized Board of Education employees be able to identify all students and staff and to distinguish them from other people for whom the Board of Education is not responsible. The Board requires all pupils to carry school district issued identification cards at all times while in school. A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined (Policy 5517). Additionally, students shall use their ID to login their daily attendance in school upon arrival.

All BOE employees shall wear and clearly display their ID badge at all times when he/she is on Board of Education property, including transportation vehicles, or when participation in Board of Education sponsored activities. Any employee who fails to comply with this policy as defined by the Administration will be subject to penalty and consequences as outlined in the employee's Discipline Policy. All students and employees will receive a new ID badge each school year at the expense of the Board of Education. Replacement ID badges

will be the financial responsibility of the individual.

### **STUDENT INTERNET/NETWORK RESPONSIBILITY POLICY**

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the district's electronic network account.

The Ocean City Public Schools has access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The access allows for the following: (1) electronic mail; (2) information and news from a variety of sources and research institutions; (3) access to many university libraries, the Library of Congress, and more.

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The Ocean City Public Schools has taken every available precaution to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials. The users of the district's access to the Internet firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational mission of this school district.

Following are guidelines provided to establish the responsibility you are about to acquire. If any user violates any of these provisions, his or her access to the school district's account will be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **TERMS AND CONDITIONS**

1. **Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the opportunity for collaborative work. The use of the school district's account must be in support of education and research and consistent with the educational objectives of the Ocean City Public Schools. Transmission of any material in violation of any U. S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or any material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges:** The use of the school district's Network/Internet access is a privilege, not a right, and inappropriate/unauthorized use will result in cancellation of those privileges. Only those students with prior experience or instruction who have signed this contract shall be authorized to use the Internet. Personal notebook/laptop computers are not permitted to be connected to the network, nor any other unauthorized access to network resources.

3. **Network Etiquette:** The use of the school district's account requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not send abusive messages to anyone.
  - Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden (\*Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities).
  - Privacy. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property.
  - Connectivity. Do not use the network in such a way that would disrupt the use of the network by others.
4. **Services:** The Ocean City Public Schools will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via the school district's account is at your own risk. The Ocean City Public Schools deny any responsibility for the accuracy or quality of information obtained through its services.
5. **Vandalism:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading of computer viruses.
6. **Updates:** The Ocean City Public Schools may occasionally require new registration and account information from you to continue providing services. All Terms and Conditions as stated in this document are applicable to the Ocean City High School. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed and interpreted in accordance with the laws of the State of New Jersey, United States of America.
7. Pursuant to the "Anti-Big Brother Act" (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) the Ocean City School District must advise you that School District electronic devices such as laptops, iPads, ereaders, etc. that a student takes home may record or collect information. The information can include but is not limited to, web browser history, personal information stored on the devices hard drive, pictures, voice and video recordings, and global positioning information. Ocean City School District will not use any of the information on the device nor use the features of the device, such as web cameras, in any way that would violate the privacy of the student or individuals residing with the student.

### **ELECTRONIC SURVEILLANCE**

The School District utilizes security cameras and video recording devices at the schools. These are located in cafeteria, hallways, designated areas, entryways, and

parking areas. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. Ocean City High School conducts electronic surveillance in all public use areas of the school and the buses serving the school. This includes all areas under the control of the school except lavatories and locker rooms. No individual, whether student, staff or visitor has an expectation of privacy while using any school facilities.

### **MEDIA/TV DISCLAIMER**

By attending Ocean City High School, I permit the Ocean City Board of Education, the right to use my image, voice, and name for use in publications and media production in association with the Ocean City School District (for example, Honor Roll list in local newspaper and Morning Wave broadcast).

In assigning these rights, students/staff grant to producer and its successors, assigns, and licenses the full and irrevocable right to produce, copy, distribute, exhibit, and transmit their voice and likeness by means of broadcast or cablecast, videotape, film, publication, or any other electronic or mechanical method now known or hereinafter invented. Parents/Guardians may request in writing to the Principal, to exempt their student(s) from the aforementioned disclaimer.

### **FERPA PARENTAL NOTICE**

In accordance with No Child Left Behind Act of 2001 (NCLB), parents and eligible students have the right to inspect educational records under the Family Educational Rights and Privacy Act (FERPA).

Specifically:

- Inspect and review records
- Request amendments to records
- Rights to consent to disclosures
- Rights to file a complaint

Additionally:

- FERPA allows districts to release records in health and safety emergencies
- FERPA does not cover security camera images and personal observations.

For more information, please contact the office of the Superintendent.

### **ANNUAL INTEGRATED PEST MANAGEMENT NOTICE**

This notice is required by the NJ School Integrated Pest Management Act. Ocean City Public Schools 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 that is explained in the School District's IPM Policy. An IPM Coordinator is required to oversee all activities related to the IPM Plan and pesticide use at all schools. Mr. Henry Rodrique, Director of Facilities, is the designated Ocean City School District's IPM Coordinator. His office is located at the Ocean City High School and can be reached at 609-399-1290 ext. 6502. To obtain a copy of the complete IPM Policy and Plan or view the MSDS/SDS sheets for products used in pest control at the Ocean City School District, please contact his office. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine their safe use in accordance with printed label instructions. Below is a list of possible products used in our School District, administered and monitored by Elder Pest Services under EPA and DEP guidelines:

- \*Niban Granular Bait
- \*Max Force FC Select Bait Gel
- \*Gourmet Ant Bait Gel
- \*Advance 360 Dual Choice Ant Bait Stations
- \*Max Force Bait Station
- \*Catchmaster Insect Monitors (sticky tape)
- \*Insect Glue Boards

This is an excerpt from the Ocean City School District's IPM Policy (for the full policy contact the IPM Coordinator): Each school shall consider the full range of management options, including no action at all. The use of non-pesticide pest management methods are to be used first or whenever possible. The choice of using pesticide shall be based on a review of all other available options and a determination that these options are not effective or are not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for first use.

### **ANNUAL ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), all parents/guardians must be notified annually of the district's activities regarding asbestos found in the Ocean City District Schools. The management plan and the inspection reports can be found in the main offices of the individual schools and the Director of Facilities' Office. This information is available for your review during school hours. Please contact the main office to arrange to see report.

### **VOTER REGISTRATION**

Voting is an integral part of the democratic process. OCHS strongly encourages our eligible students to register to vote. The link provided, details who is eligible to vote and how to register to vote:

<https://www.state.nj.us/state/elections/voting-information.html>

### **NEW JERSEY GDL INFORMATION (Graduated Driver License)**

For Students with a Probationary license—per the State of New Jersey: You must observe the following requirements and restrictions while driving with a probationary (formerly provisional) license:

- Display a reflectorized decal on each license plate (front/back); decals available at motor vehicle agencies, \$4 per pair.
- No driving after 11:01pm and before 5:00 am
- Parent(s), guardian(s) or dependent(s) are allowed as passengers. A dependent is a permit or probationary driver's child, not siblings.
- Only one additional passenger is allowed unless accompanied by a parent or guardian.
- You can't use cell phones, hand held video games or any other hands-free interactive, wireless communication device.
- Seat belts must be worn at all times.
- There are GDL Exemptions for employment or religious reasons. Please refer to the state website for this information.