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# OCEAN CITY INTERMEDIATE SCHOOL STUDENT HANDBOOK

The staff and administration welcome you and your family to the Intermediate School. The school system in Ocean City prides itself in offering the best in quality education opportunities to its students. As a school citizen, you are invited and encouraged to take full advantage of the programming at the Intermediate School. We maintain the fundamental value of teaching, learning and behavior. Students are expected to demonstrate our Core Ethical Values:

- Responsibility
- Cooperation
- Friendship
- Fairness
- Respect
- Integrity
- Trust
- Courage

The Intermediate School has wonderful facilities and the most dedicated teachers in South Jersey. Be proud of your school and help contribute to its positive image.

## ACADEMIC RECOGNITION

An Honor Roll was established to recognize excellence in achievement in all grade levels. This Honor Roll has two classifications: Distinguished Honors and Honors. Distinguished Honors = “A’s” in all subjects except one, but no lower than a “B,” Honors = “A’s” and “B’s” in all subjects.

## ADDRESS AND TELEPHONE NUMBER CHANGES

An information file on each student is maintained by the Main Office, Guidance Office and the Nurses office which includes the student’s address, phone number and emergency phone number. It is imperative that this information be kept up to date and that emergency phone numbers are provided. Any changes in address or phone numbers must be reported to the Guidance Office as soon as they are known. Any student changing his/her address will be required to provide the same residency documentation as required for a new student.

## ASSEMBLIES

Assemblies are planned periodically as special events during the school year. Some typical assembly themes include athletics, cultural presentations, anti-bullying, citizenship and even professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

## ATTENDANCE

The Intermediate School places a **high priority** on regular school attendance by its students. With this in mind, it is the responsibility of the parents/guardians to see to it that the children in their care regularly attend school (18A: 38-25). Parents are sent and students are given a copy of our attendance policy. Please read it carefully as poor attendance could lead to poor grades, detention, loss of eligibility, summer school, **retention** and/or court action. The NJDOE labels students who

miss 10% as “**chronically absent**”, which may be used in determining a student’s eligibility for promotion.

An automated email will be sent when a student is marked absent. Please call us if you receive an email or phone call in error. To report absences, call 609-399-5322 anytime night or day. When your child returns to school, a note is necessary. The note should give the student’s name, homeroom/classroom teacher’s name, dates of absence and the reason.

In the event of remote learning, students will be responsible to regularly attend and/or participate in online learning.

### **BICYCLES**

Bicycle racks are provided on the Haven Avenue side of our school and by the main office. Students may not ride their bikes on school grounds. All bicycles should be locked. Students assume the responsibility for their own bicycles. ALL students **MUST** wear helmets when riding their bikes to and from school.

### **BUS TRANSPORTATION**

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a different bus must be made in writing by the parent/guardian and submitted to the Principal’s Office, but will only be accepted if there is seat availability and riding with an eligible bus student. Students will be allowed off the bus only at school and designated bus stops. Only students eligible to ride the school bus may do so. No exceptions to this without prior written permission from the principal.

Pupil transportation is a privilege which may be suspended. All children shall act in a manner that will not jeopardize their safety or the safety of their fellow passengers, nor shall they distract the driver from his/her duties. It is the responsibility of parents to see that the children are so instructed.

1. Any conduct on a school bus, which distracts the bus driver, endangers or threatens students or violates any other rules of the Code of Student Conduct is prohibited.
2. Students shall not extend arms, legs or head out of the bus windows.
3. Students shall not talk with the driver while the bus is in motion except in an emergency.
4. Students shall not tamper with the emergency doors

- or windows or any part of the bus equipment.
5. Students shall not open the bus windows except by the direction of the driver.
6. Students shall not fight/scuffle on the bus or throw objects from the bus.
7. Students shall keep books, book bags, lunch boxes and similar objects out of the aisle of the bus.
8. Students shall not eat or drink on the bus.
9. Loud talk and foul language is strictly prohibited.
10. Students are to report promptly to the bus driver any damage to the seats or any other parts of the bus near where they are sitting in order that they might not be charged with responsibility for the damage.
11. Students must wear seat belts while on the school bus.
12. Students must remain seated until the bus has come to a complete stop.
13. The bus and the bus stop are considered an extension of the classroom and misbehavior will subject the student to disciplinary consequences.
14. Students are under the authority of the school bus driver while on the bus and at the bus stop and are expected to adhere to the School District rules.

### ***Ocean City Board of Education Policy #8613 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.

For away events, parents must notify the school if the need arises to transport their child from an away event by completing the Private Transportation Application which can be found in the main office.

## **CAFETERIA REGULATIONS**

1. All students must report to the cafeteria promptly.
2. All students must be respectful and courteous to the cafeteria staff at all times.
3. Only students with permission should be out of their seats.
4. Students wishing to go to the lavatory must get permission to do so from the Teacher(s) or aide(s) in charge.
5. All food and drinks must remain in the cafeteria.
6. The cafeteria aides will direct students to clean their tables and the floor area near their tables. The cafeteria must be kept clean for the next group of students coming to cafeteria.
7. No drinks may be “saved” for after school. All drinks must be discarded before leaving the cafeteria.
8. Drinks packaged in a glass bottle or container are not permitted in school.

Violation of cafeteria rules will be met with disciplinary action. Causes for disciplinary actions are:

1. Throwing food or other objects.
2. Being insubordinate or disrespectful to the cafeteria aide(s) and/or teachers.
3. Taking food outdoors or outside the cafeteria.
4. Leaving tables uncleaned.

## **CANDY AND GUM**

Gum chewing is **NOT** permitted at anytime. Careless disposal of gum presents sanitation and cleaning problems and costly repair. Gum will be confiscated and not returned.

Candy is only permitted in the cafeteria during the scheduled lunch periods. Candy may also be confiscated and not returned at times other than lunch.

## **CELL PHONES**

Cell phones, which includes Apple watches, are to be turned off throughout the school day. Cell phones must be in a student’s locker and/or out of sight. The only exception is if given permission by a specific classroom teacher for instructional use. Please refer to the District Code of Student Conduct for more information about cell phones.

## **CHARACTER EDUCATION**

Our curriculum contains the guiding principles of exceptional character. Good character traits are highlighted in our school activities. Students will be selected monthly for Good Character Lunches. Our

students also receive Character Keys weekly and are entered in a drawing on Fridays for Character Key prizes.

## **CLUBS AND ACTIVITIES**

As a meaningful compliment to the academic program at the Intermediate School, a variety of extracurricular activities are offered. Students are urged to participate in these worthwhile programs.

- After School Sports (Boys & Girls)
- Art Club
- Band
- Baseball - Spring
- Basketball (Boys and Girls) - Winter
- Cheerleading
- Chess Club
- Chorus/Choir
- Cross Country (Boys and Girls) - Fall
- Fellowship of Christian Athletes
- Field Hockey – Fall
- Fishing Club
- Motion City Dance Club
- Motion Media Club
- National Junior Honor Society Tutoring
- OC Life 21 (4th thru 8th)
- Peanut Butter & Jelly Club
- School Newspaper
- Soccer (Co-Ed) - Fall
- Softball - Spring
- Student Council
- Surf Club
- Technology Club
- Technology Club (Minecraft 4th/5th)
- Technology Club (Lego Robotics 6th/7th/8th)
- Theater Club
- Track (Boys and Girls) - Spring
- Volleyball
- Wrestling - Winter
- Yearbook

Afterschool activity buses (north, south and Sea Isle City) are available most Mondays through Thursdays, departing at 3:20. They *do not* stop at regular bus stops.

## **CODE OF CONDUCT**

If a student is referred to the Principal because of an alleged code of conduct violation, that does not constitute an alleged commission of a crime or offense. In other words, a student who violates the student code of conduct can be interviewed without a parent or guardian present or without their approval. Please know that the Administration does have the statutory provision to act “in loco parentis”. Please also know that it is the student’s responsibility to comply with the school’s rules and regulations, and the Administrator has the responsibility to hold every student accountable for misbehavior inside of school, on the playground, and on the bus to and from school.

## **DANCES**

Students in the 7th and 8th grades must be eligible in order to attend school dances. Dances will run from 7:30 PM to 9:00 PM. Students may leave early only with the permission of a parent. You must be in attendance at school the day of the dance. All school rules are in effect during dances. Pick up **must** be by 9:00.

## **DETENTION**

There are three types of detention in our school.

A. Teacher Detention - assigned by the classroom teacher.

B. Administrative Detention - assigned by the Principal.

The following procedures will be followed:

1. Administrative detentions are held Tuesday and Thursday from 2:25 until 3:25.
2. The Administrative detention monitor is in charge at all times and is to be obeyed.
3. Failure to serve a detention as scheduled will result in further intervention according to individual student needs as well as automatic ineligibility for clubs, activities and sports.
4. Detention periods may be used for the purpose of independent study, homework or reading appropriate material.
5. Teacher and/or Administrative detention has precedence over all other school or recreational activities including athletic events.

C. Alternative Educational Plan (“AEP”)

Students assigned to AEP will complete writing assignments, homework, classwork, and other designated work.

## **DISCIPLINE**

To guarantee a good social and educational climate, it

is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when an individual’s actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time.

Students are expected to conduct themselves in an orderly, courteous manner at all times. The vast majority of the time, Intermediate School students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated.

The philosophy of our discipline program can be summarized as follows:

- All students can behave appropriately.
- Misbehavior is a matter of choice.
  - A student must accept the responsibility for his/her actions.
  - Teachers have the right to teach.
  - Students have the right to learn.
  - No student shall prevent a teacher from teaching or a student from learning.

The program is intended to guide the student toward becoming a responsible and productive member of society in general and school in particular by:

- Rewarding acceptable and exceptional behavior.
- Discouraging inappropriate behavior through negative consequences.
- Assisting the student to eliminate inappropriate behavior through counseling.

Those students who choose to act in an acceptable manner may receive a variety of positive rewards such as:

- Verbal praise from his/her teacher
- Keys of Exceptional Character
- Honors/ Distinguished Honor Roll
- Eligibility for clubs, activities, sports, dances, etc.

## **DRESS CODE**

Ocean City has always felt that good taste in personal attire and good grooming on the part of its pupils plays 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 pupil’s appearance be in good taste and in accordance with those principles that encourage good health habits. Pupils are required to wear clothing that is not

dangerous, distractive, or indecent. In classes where long hair or clothing would be a hazard, all pupils are expected to comply with the rules established by the administration and instructor to prevent possible injury. Pupils must always wear some type of shoes, sneakers, or sandals.

Pupils 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. Outercoats 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 pupil's attire. A pupil found to be in violation of the dress code may be sent home, required to change, subject to disciplinary action, and / or referred to a counselor.

### **EARLY DISMISSAL**

Students who want permission to leave school early shall comply with the following instructions:

1. A note from the parent/guardian shall be presented to the Attendance Office before homeroom period.
2. The homeroom teacher will give the student permission to take the note to the Attendance/Main Office where an Early Dismissal Slip will be issued.

No pupil shall be permitted to leave prior to the regular school hours of dismissal unless accompanied by a parent or adult designated by the principal or the parent. The adult is to report to the Main Office, where a signature will be required for early dismissal.

### **ELIGIBILITY POLICY**

Students participating in any school sponsored activity must be in compliance with the following requirements as established by the Board of Education:

Eligibility requirements apply to all non-credit student activities such as all athletic teams, cheerleading, band, choir, dramatics, publications, student council, dances, safety patrol and all allied clubs or activities.

1. Students are ineligible during their suspension. The student may not practice or participate in any extra curricular activity during the suspension period. In the event of an out-of-school suspension, conduct probation begins on the first day back from the OSS. *Conduct probation* can range from 10 – 30 school days and/or removal from subsequent school sponsored event or events.
2. *Academic ineligibility* (12 days) may also occur on the day report cards are issued. A student becomes ineligible when they receive 2-F's (failures) in any subject, including electives and physical education, or 2-3's in citizenship.
3. *Dance eligibility*: students must attend school on the day of the dance to be eligible for participation in school dances, unless out for a school sponsored event. Students missing any class periods on the day of a dance must have legitimate and documented reason. Only students from the Intermediate School who are academically and behaviorally eligible may attend school dances.

### **EMERGENCY CLOSING**

It may be necessary to close school and/or dismiss pupils during the day due to a building emergency **or** inclement weather. Students should know what to do in case parents are not home when they arrive. **Emergency school closings will be posted on the OCSD website, and email and text alerts will be sent through SwiftK-12.**

### **EXCUSE FROM CLASS**

During the time classes are in session, no student will be allowed in the hall without the appropriate hall pass. A pass must be obtained from a classroom teacher before any student is permitted to go to the restroom, library, nurse or other school office.

### **FIRE & SECURITY DRILL RULES**

Students are to follow teacher directions in exiting the building or remaining in the building for lockdowns. Students are to walk while exiting, keeping hands to themselves with no talking. The complete procedure to be used during fire drills and security drills will be outlined by the teachers.

## GENERAL SUGGESTIONS TO PARENTS

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone your child during school hours; call the main office in the event of an emergency.
- Your child is not permitted to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, electronic equipment, etc. Sixth, seventh and eighth grade students may store electronic devices in lockers at the student's risk.
- Place names on all articles of outer clothing - gloves, hats, caps, sweaters, raincoats, etc.
- Instruct your child never to converse with or accept a gift from a stranger, never to get into a car with a stranger and never open an outer school door for a non-staff member.
- Your child must have plenty of sleep each night to do well in school.
- If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason contact your child's teacher, counselor or the principal.
- Visit our school when appropriate. It is highly desirable that you attend the various meetings arranged by the PTA. If you wish to confer with a teacher, please call the school and make an appointment. Parent/Teacher conferences are in October.

## GUIDANCE AND COUNSELING ASSISTANCE

A guidance counselor is available to all students. The counselor may be reached at 399-5611, ext. 5438 or by scheduling an appointment thru the guidance secretary.

## HALL CONDUCT

Students are expected to act in a proper manner during class changes and in the hallways. No loud talking, running, pushing, horseplay or shoving. Keep your hands to yourself at all times. Students will **keep to the right** while passing to classes.

## HEALTH SERVICES

A nurse is available for care of any ill or injured student. No care beyond first aid will be provided. Students are to report to the nurse's office with a pass, except in the case of an emergency. During the school year there are specific screenings that will be completed to identify problems, to track growth & development and to comply with NJ State Law.

- Height/Weight/Blood Pressure measurements
- Vision and hearing screenings
- Scoliosis (curvature of the spine) screenings
- Checks for pediculosis (head lice) as per OC BOE policy #8454

If a problem is identified during the screenings the parents will be notified. Referral and follow up is the responsibility of the parent/guardian and family physician.

## HOMEWORK

You will have homework daily. There are several reasons for homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide your parents with an opportunity to see what you are studying and how well you are doing.

**Each student will be provided with a Daily Homework Journal. Lost homework journals must be replaced at the expense of the student or parent/guardian.**

## LIBRARY MEDIA CENTER

The library promotes quality literature for book reports and recreational reading. The collection is being developed to reflect the needs of the curriculum and the needs and interest of middle school students. Students are expected to respect these valuable materials, to return borrowed book and magazines on time, and to be held financially responsible for replacement or repair of lost or damaged materials.

The library is open daily from 7:40 A.M. to 2:20 P.M. for borrowing and returning books. Students may use the library from 7:40 A.M. to 2:15 P.M., but must always have a pass.

Students should remember that the library is a place for browsing, reading, getting and returning books or doing research. Pupils who create disturbances in the library will lose library privileges. Each student is responsible for any material he/she borrows from the library and must pay for any lost books. Each student is responsible for any material he/she borrows from the library and must pay for any lost **or damaged** books.

## LOCKERS (6th, 7th and 8th Grade)

Each student will be assigned a hall locker at the beginning of the year. Hall lockers have built in locks - no other locks may be used. It is the responsibility of each student to keep lockers neat and clean. Locker combinations

should not be shared with other students for any reason. Additionally, after opening the lock, the dial should be moved several numbers to keep it from opening automatically when closed. Parents: please emphasize to your child that lockers are to be maintained in proper working order. Any problems should be reported to the Principal. Also, sharing combinations increases the chance of items being stolen from the locker. **DO NOT** leave your locker unlocked (“popped”)!

Students may go to their lockers before or after school, before or after lunch and before or after gym. Other times, students may go to their lockers with a valid pass signed by a teacher. Lockers are the property of the school and may be inspected at any time by school officials for just cause and without notification or permission.

The Intermediate School is not responsible for the loss of any item from a school locker. Fourth and fifth grade students are not permitted in locker area.

### **LOST AND FOUND**

Lost articles may be found in the Multipurpose Room, with the exception of jewelry, watches, keys, eye glasses, wallets and pocketbooks. These items will be in the main office. Each year lost clothing, jackets, etc. are never claimed. Please emphasize with your child they need to check often our Lost and Found if something is missing. We donate to charity unclaimed items several times during the school year.

### **LOST OR DAMAGED BOOKS**

Students are held responsible for all books issued to them. Any student who loses a book or is not in possession of a book for any reason, must report the loss to the subject teacher who issued the book. A replacement book will be issued and the student will be responsible for payment of the lost book. Students who damage or deface any school textbook(s) will also be held financially responsible for the replacement of the item.

### **LUNCH INFORMATION**

A free/reduced lunch program is available. We have a computerized point of sale system that allows parents to pre-pay in any amounts. Students are encouraged to bring pre-payments to the cafeteria on Monday morning or it may be done online.

### **MEDICATIONS**

The Ocean City Board of Education policy allows the administration of medication to pupils during school only

when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to the pupil during school hours. The State of New Jersey has very specific guidelines for the administration of medication in school.

The administration of medication in the school should be avoided whenever possible. **Unless a physician prescribes medication, they will not be allowed in the school, this includes over the counter products.** However, if medications are prescribed, only the school nurse may administer them with a written request by the physician and written consent by the parent/guardian. The medication must be brought to school in the original prescription bottle and properly labeled. You can obtain an extra bottle for school use from your pharmacy. No medication will be transported back and forth from home to school.

Any student in question of being under the influence of any unauthorized drug will be mandated to see a doctor immediately for a drug screening and transported by a parent/guardian.

### **PARENT CONFERENCES**

Parents are welcomed and encouraged to come to school to talk with teachers. Appointments must be made to coincide with the teachers’ schedules. This should be done through the Guidance Office. Please call 609-399-5611, ext. 5417 to set up the conferences. Formal conferences are scheduled once during the school year in October.

### **PERSONAL PROPERTY**

Students are advised against bringing large sums of money or items of considerable value to school. The school cannot assume the responsibility for broken, lost or stolen items. Lost or missing items should be reported immediately to a teacher and/or administrator.

Audio players, radios, record players, water guns, electronic games, walkman, etc. are not permitted in school. These items will be confiscated by teachers and placed in the main office. They may be claimed by your parents. The school is NOT responsible for lost or stolen electronic equipment. They **MUST** be kept in lockers.

*Cell phones* are never permitted to be turned on while in school. Cell phones are to be secured in student lockers until the end of the day. Phone calls can be made in the main office, if an emergency arises. Cell phones will be confiscated if they are used or the phone rings in school. It must also be stressed that there is no camera use or texting during the school day. Headphones, cell phones,

etc. are not to be used until a student exits the building or arrives at their after school activity. The Main Office may hold a cell phone until a parent or guardian picks it up.

Any student apprehended with firecrackers, noise-making devices, smoke bombs, knives, guns, etc., will be subject to disciplinary action and prosecution.

Students may not bring items to school for the purpose of selling to students. Such items will be confiscated and returned only to parents.

### PHYSICAL EDUCATION CLASS

Dress Code – Students must change-out for each class. Students out of uniform will be considered unprepared for class. PE uniform should consist of:

- Plain White T-Shirt (suggested)
- Plain Black Shorts (suggested)
- Athletic Sneakers with Socks

PE clothes are not to be worn to school or under school clothing. No sports uniforms may be worn. No jewelry, gum/food, toys, electronics or other personal items are permitted in class.

Medical Excuses – Any student requiring an excuse from PE will need a physician’s note that must include the following:

- Student’s name
- Physician’s name on letterhead
- Reason for excusal
- Excusal **start** date and **end** date (“Until Further Notice” is not acceptable)
- Signed and stamped with MD’s office stamp

Students may have a **one day pass** with a note from home. All gym excusal notes must be submitted to the nurse’s office.

### PROMOTION AND RETENTION

Students shall be promoted from one grade level to the next if they have attained a reasonable level of proficiency in prescribed subject matter. Parents will be informed if the student is having difficulties. Students may be eligible to attend summer school to offset retention possibilities. This will be a team decision.

### REPORT CARDS

Report Cards of students’ progress can be accessed online quarterly. The most effective communication regarding a child’s progress is a phone call or email to the teacher or a parent/teacher(s) conference.

### OCIS Grade Scale

A+	98-100	P	Pass
A	95-97	F	Fail
A-	92-94	I	Incomplete
B+	89-91	Cit	Citizenship
B	86-88	O	Outstanding
B-	83-85	S	Satisfactory
C+	80-82	U	Unsatisfactory
C	77-79		
C-	74-76		
D+	71-73		
D	68-70		
D-	65-67		
F	0-64		

### SCHOOL DAY

The school day for students begins at 7:40 A.M. and ends at 2:20 P.M. Due to supervisory schedules, students will not be permitted in school before 7:35 A.M., unless prior permission has been given by the principal. Upon arrival, students shall report to their designated supervisory areas. Sixth, seventh and eighth grade students shall go to their grades’ locker areas and then immediately to homeroom.

Student dismissal will be at 2:20 P.M. All buses leave promptly at 2:25 P.M. full days and 12:15 P.M. on early dismissal days. Students involved in after-school activities are to remain in their assigned areas with an adult.

### SCHOOL PROPERTY

Pupils must realize that the school building (and its contents), grounds, and other facilities for their education are paid for out of the general tax funds. Damaging in any way or destroying such property is inexcusable and the parents/guardians will be held financially responsible for replacement of the damaged property. Not fulfilling financial obligations may cause students to be ineligible to participate in school activities or any other penalties deemed appropriate by administration.

### SKATEBOARDS/ROLLER BLADES

Skateboards or rollerblades used as a method of transportation is a parental/student decision. However, skateboards or rollerblades may not be used in any part of the school building or on school grounds. They may be carried and placed in a student locker or area of a classroom designated by the teacher. Violation of this policy will cause the skateboards or rollerblades

to be confiscated and returned only to a parent. Any damage caused by skateboards or rollerblades will be the responsibility of the student and parent. Skateboards are not permitted on the school bus.

### **SMOKING**

Students are not permitted to smoke, “vape” or use tobacco products at any time in the school building, on the school grounds or within the area surrounding the school grounds. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and a possible suspension from school. Also, adults may not smoke or use tobacco products anywhere on school grounds.

### **STUDENT DISMISSAL PLAN**

All students that are in the transportation area will receive busing. These students load the buses in the front of the building from 2:20 – 2:25 P.M. on full days and from 12:10-12:15 P.M. on early dismissal days, under teacher supervision.

All students who are picked up by private vehicles are to exit the school, walk through the basketball courts to the vehicles parked on Haven Avenue. This is under teacher supervision. All students not picked up by 2:35 P.M. on full days and 12:25 P.M. on early dismissal days are escorted to the Main Office. Anyone needing special assistance must wait in the Main Office for parent pick-up.

All students who ride bikes are required to wear helmets and walk their bikes off the property via Bay or Haven Avenues. All bikes must be locked in the designated area utilizing the bike racks.

All students walking from school may depart via Bay or Haven Avenues as soon as the dismissal bell rings. Students are encouraged to use crosswalks and the crossing guard.

*Activity/3:20 Dismissal:* The Ocean City Intermediate School has afterschool activity buses on most Mondays through Thursdays. Students may be picked up by vehicles **out front** by 3:20 P.M. or they will be placed on the afterschool activity bus that pulls away at approximately 3:30 P.M. All designated walkers and bicyclists leave immediately upon the 3:20 P.M. activity dismissal. The Main Office is open until 4:00 P.M. for any questions and concerns.

All afterschool activities require a permission slip with pick-up requirements stated and parent signature. Students riding the bus must obtain a bus pass.

### **STUDENT SALES**

Students are prohibited from conducting any sales in school except when they are part of a Board approved school activity.

### **STUDENTS TRANSPORTED TO SCHOOL BY PARENTS**

Parents who drive students to school are reminded that during the morning bus time - 7:30 - 7:45 A.M. - and the afternoon bus time - 2:00 - 2:30 P.M. - motor vehicles are not permitted in the front driveway regardless of the weather.

Parents must drop off or pick-up students on Haven Avenue directly behind the school. There is a safe drop-off/pick-up zone on the “west side” of the street. Students may use the gates to enter our back playground and walk directly to the school. The back doors will be open at this time. Also, Bay Avenue in front of the school is a “No Stopping or Standing” area. Be safety conscious! Do not drop-off or pick-up your child in our driveway during the bus hours or on the street in front of the school. Violators may be subject to police action.

### **TARDINESS**

If you arrive late to school, an email and automated phone call will be sent home. When you do arrive to school, report to the Main Office for a late slip. After your third lateness in a marking period, a detention may be assigned. Students who exhibit habitual lateness to school will be subject to further discipline and/or court action may be taken by the administration. Only a note from a doctor can excuse lateness.

### **TELEPHONES**

Students may not use the telephone in the office without the permission of office personnel.

### **TEXTBOOKS**

Books are assigned to a student for his/her personal use. Textbooks must be covered and kept in a locker or desk when not in use to avoid damage or loss. Each student is responsible for the care and protection of books and will be required to reimburse the school for damage beyond normal wear and usage of the book.

### **VISITORS**

All visitors to the Intermediate School must sign in upon entering the building and receive a Visitor’s Pass. Students are not permitted to have visitors during the school day. Visitors are not to visit any classroom or teacher without a pass from the main office.

## **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.

### **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 from the following persons.
  - A. District Affirmative Action Officer
  - B. Superintendent of Schools
  - C. School Principal
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.

### **SUBSTANCE ABUSE POLICY**

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.

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 or 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 program counselor 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 Program counselor 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) or chemical compound as aforesaid, that staff member shall immediately report their 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 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 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. 1. 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 Memorial Hospital, Somers Point, NJ. IT MUST INCLUDE A URINALYSIS AND/OR BLOOD TESTS FOR SUBSTANCE ABUSE.

2. 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 Memorial Hospital for said exam and testing to ensure his/her medical well being.
  3. 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 Memorial Hospital.
  4. 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. The student shall not be permitted to resume attendance at the school until he/she has submitted to the building principal a written report from his/her personal physician or the physician who initially examined him/her. This report must certify that he/she is able to return and must include a urinalysis and/or blood test that shows he/she is clear of any "drugs" as outlined on page one.
- E. In the Instance where results of urinalysis and/or blood tests are not available within 24 hours, the student may return to school, providing he/she has a note from a physician indicating that the appropriate tests have been done.
- F. UPON RECEIPT OF THE REPORT, IF THE DIAGNOSIS IS POSITIVE:

1. FIRST TIME – Five (5) day suspension from school.

The student upon returning to school must report to the Student Assistance Counselor or designee for three required sessions. Contact will be made by the counselor to the parent regarding the situation. Additional sessions and/or referrals to other services may be recommended by the counselor.

2. SECOND TIME – Ten (10) day suspension 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 Student Assistance Counselor or designee. The parent is informed of the treatment which is needed and an appropriate outside referral is made.

- 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 Student Assistance Counselor.
- 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 a drug/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.

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 and extra curricular functions such as dances.

- If a student registers a positive PAS reading, they will be retested after fifteen minutes (manufacture'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.

c. 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 Use Policy specifically under: F. "Diagnosis is Positive."

#### **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.

*Ocean City Board of Education Policy #5512  
Harassment, Intimidation, and Bullying (HIB)  
And*

*Ocean City Board of Education Regulation #5512  
Harassment, Intimidation, or Bullying Investigation  
(HIB) Procedure*

*The HIB Policy and Investigation Procedure are found  
on [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. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.
6. 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.
7. 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.
8. 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.

9. 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

10. 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.

*Ocean City Board of Education Policy #5519*  
*Dating Violence at School*  
(Adopted: 22 February 2012)

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.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or

incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling. The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. 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 alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is 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 Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37

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

This notice is required by the NJ School Integrated Pest Management Act. The Ocean City School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventative approach to managing pests 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 contacted 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 Control 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 Stations
- 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 a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **ANNUAL ASBESTOS NOTIFICATION**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), all staff members 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 reports.

### **MEDIA/TV DISCLAIMER**

By attending Ocean City Intermediate School, I permit the Ocean City Board of Education the right to use my child's 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).

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.

4th GRADE			
7:45 - 7:50	Homeroom		
7:50 - 8:20	Period 1	Enrichment	
8:20 - 9:05	Period 2		
9:05 - 9:50	Period 3		
9:50 - 10:35	Period 4	Recess 10:15-10:35	
10:35 - 11:05	Period 5	Lunch	
11:05 - 11:50	Period 6		
11:50 - 12:35	Period 7		
12:35 - 1:20	Period 8		
1:20 - 2:20	Period 9	Specials	and PE

5th GRADE			
7:45 - 7:50	Homeroom		
7:50 - 8:35	Period 1		
8:35 - 9:20	Period 2		
9:20 - 10:05	Period 3	Recess 9:45-10:05	
10:05 - 10:35	Period 4	Lunch	
10:35 - 11:20	Period 5		
11:20 - 12:05	Period 6		
12:05 - 12:50	Period 7		
12:50 - 1:20	Period 8	Enrichment	
1:20 - 2:20	Period 9	Specials	and PE

6th GRADE			
7:45 - 7:50	Homeroom		
7:50 - 8:50	Period 1	Specials	and PE
8:50 - 9:35	Period 2		
9:35 - 10:20	Period 3		
10:20 - 11:05	Period 4		
11:05 - 11:50	Period 5		
11:50-12:20	Period 6	Lunch	
12:20 - 1:05	Period 7		
1:05 - 1:50	Period 8		
1:50 - 2:20	Period 9	Enrichment	

7th GRADE			
7:45 - 7:50	Homeroom		
7:50 - 8:35	Period 1		
8:35 - 9:20	Period 2		
9:20- 9:50	Period 3		Enrichment
9:50-10:50	Period 4		
10:50 - 11:20	Period 5	Enrichment	
11:20 - 11:50	Period 6	Lunch	
11:50 - 12:50	Period 7	Specials	and PE
12:50 - 1:35	Period 8		
1:35 - 2:20	Period 9		

8th GRADE			
7:45 - 7:50	Homeroom		
7:50 - 8:35	Period 1		
8:35 - 9:20	Period 2		
9:20 - 10:20	Period 3	Specials	and PE
10:20- 11:05	Period 4		
11:05 - 11:50	Period 5		
11:50 - 12:20	Period 6	Enrichment	
12:20 - 12:50	Period 7	Lunch	
12:50 - 1:35	Period 8		
1:35 - 2:20	Period 9		