



**CREST MEMORIAL SCHOOL**

**2022/2023**

**PARENT/STUDENT HANDBOOK**

Dear Crest Memorial Family,

We are very excited to welcome students back after our long summer break. We hope everyone was able to enjoy some extra family time.

We here at CMS are very excited for a fantastic 2022-2023 School Year!

For more information about life here at CMS you may visit [www.crestmem.edu](http://www.crestmem.edu).

## **SCHOOL HOURS**

**Pre-K-Eighth Grade: 8:20am - 3:02 pm**

We request that all parents cooperate by sending children, in grades Pre-K to 8, to school by 8:20 A.M.

## **AFTER SCHOOL POLICY**

On occasion, parents should expect their children to stay after school in order to make up for work missed due to absence, to make up work not completed during the day, to do special committee or special project, to receive special remedial help, or as punishment for violation of school regulations. If the child is to be kept longer than 15 minutes beyond dismissal time, we will make a reasonable effort to contact the parent / guardian.

## **DISCIPLINE REGULATIONS**

The Wildwood Crest Board of Education, administration, and staff maintain that it is imperative that all students conduct themselves in a proper and orderly manner at all times in order for us to create a safe, disciplined learning environment. We further believe that it is only with the full support and cooperation of parents that a discipline policy can be effective. The administration will enforce the Discipline Regulations and Procedures in a clear, fair, and concise manner. The Discipline Regulations and Procedures were designed to serve as a guide and are not intended to be all inclusive. The disposition of disciplinary matters will be at the discretion of the administration. Students must be aware of and understand general classroom and school-wide rules.

### **General Classroom Rules:**

1. Students will complete all assignments in a timely and neat manner.
2. Students will be responsible for making up work missed on days absent at a timeline established by the teacher.
3. Students will follow teacher directions as to how they should work with others in a given instructional situation.
4. Students will be expected to come to class with the appropriate books, materials, and supplies so they can fully participate in the learning process.

**General School-Wide Rules:**

1. Students are not allowed to bring the following into school: cell phones, cameras, video cameras, iPod, electronic game systems or other electronic equipment. Teachers and administrators have the right to confiscate such equipment and the offending student may be subject to disciplinary action. Students who bring these items into the building will not be compensated if the items are lost, stolen or damaged.
2. Students will not run in the school, including the lunchroom, to and from classes and lunch, in the hallways or when entering or leaving the building.
3. Students will be expected to be well behaved in the lunchroom at all times. They will sit and eat their lunch in an orderly and proper fashion. All tables and floor areas will be checked for cleanliness prior to students leaving the lunchroom for the playground.
4. When moving through the hallways, students will do so quietly and in single file. Students will not touch displays on the walls and should walk on the right side of the hallway.
5. Students, at all times, will respect the rights of others, respect the school facilities and other individuals' personal property and, most importantly, learn self-respect.
6. At all times, students will exhibit behavior that upholds the high standards expected of Wildwood Crest students, be it in school or at school related activities.
7. At no time, including on the way to school, during school hours, on school grounds and on the way home from school, will violence of any form be tolerated.
8. Students who have permission to ride bicycles to school will place them in the bicycle racks provided by the district. Students should secure and lock their bicycles. The Wildwood Crest School District will not be responsible for bicycles that are stolen or missing. Bicycles, skateboards, scooters, roller blades, roller skates, sneaker skates, etc. are not permitted in the school building.
9. Immediately after school, all students must proceed directly home. For reasons of safety, students are not permitted to climb on school property or trees.
10. Students will not vandalize, mar, or destroy any property of the school or that of another individual.
11. Students will not exhibit open defiance of authority, engage in attempted theft, possess any type of weapon, possess cigarettes, alcohol, or drugs, use profane and/or abusive language or be involved in any other action deemed unacceptable by the staff and administration.
12. Students will not engage in actions that constitute danger to the physical well-being of themselves, other pupils, professional staff members, support staff members, or others having authority over students.
13. Students will not chew gum at any time, either in the school building or on school grounds.
14. Students will NOT display body piercings or body piercing paraphernalia of any kind.

The procedures that follow will be implemented and enforced in dealing with adverse student behaviors. These should be considered as intervention strategies and employed so as to improve upon the goals of positive attitude and behavioral changes. These strategies will be implemented relative to the degree of the behavior exhibited and the age of the student(s) involved. Serious violations of school rules and regulations which create a dangerous or unsafe condition for the student, other students, professional staff members, support staff members, or others having authority over students shall be cause for suspension upon the first offense.

### **Progressive Discipline**

All other violations of school policy will follow a progressive discipline model as described here.

- Tier one offenses include: refusal to follow directions, inappropriate language use, creating classroom disruption, practicing poor citizenship or cell phone use. Consequences will be given based on teacher discretion and consider the magnitude and frequency of behavior. Tier one interventions may include but are not limited to the following:
  - Verbal warnings
  - Parent notification of concerns
  - Loss of privilege (no play time, line leader and other special duties taken away)
  - Brief classroom detention during lunch or after school (transitional point).
- Tier two offenses include: (a pattern of three or more repeated tier one offenses, open defiance of teacher authority, an intentional effort to offend staff or student, use of profanity or any tier one offense of an excessive magnitude. Tier two interventions may include but are not limited to the following:
  - Classroom detention during lunch or after school (transitional point).
  - Conference with school administrative staff
  - After-school, library detention
- Tier three offenses include: (a pattern of three or more tier two offenses, threatening other students or staff, vandalism, theft, violence, harassment, intimidation or bullying or any tier two offense of an excessive magnitude. Their three interventions may include but are not limited to following:
  - Three or more after-school detentions
  - In-school suspension
  - Out-of-school suspension

**Social Networking Rules:**

**NOTE:** *Students may not “friend” any teacher or member of the staff.*

**Disciplinary Procedures:**

1. The first level of classroom discipline starts with the child’s teachers. Teachers should exhaust all possible solutions in rectifying student disruptive behavior prior to involving the chief school administrator or designee. As appropriately needed, teachers should employ detentions, loss of activities, parental conferences, and any other fitting classroom procedure to correct unacceptable student behavior.

**Teachers will inform parents of assigning student detentions consistent with procedures as outlined in the Handbook for Parents and Students.**

Teachers will document all inappropriate behavior of students. This documentation should be maintained, as it is necessary when parent conferences are requested.

2. When all appropriate discipline procedures have been exhausted at the classroom level and unacceptable behavior still persists, second level intervention procedures will take effect.

Necessary information must be presented to the chief school administrator or designee before intervention can be activated at this level. At the chief school administrator or designee level, actions that may take place to remedy the unacceptable behavior are:

- A. Teacher/parent/student conferencing
- B. Student counseling
- C. Loss of school activities
- D. Detention during recess or after school  
(Possible Saturday detention.)
- E. In-school or out-of-school suspensions
- F. Referral to the Child Study Team
- G. Expulsion recommendation
- H. School Board Hearing
- I. Report filed with police or other appropriate authorities Teachers should bypass level one in the event the behavior exhibited by the student(s) is endangering self, other students, or school employees. The student(s) should then be referred immediately to the chief school administrator or designee’s office.

3. The third level of intervention will take place with the Wildwood Crest Board of Education. This action may be necessary when extremely detrimental or potentially detrimental behavior is evident, or when repeated intervention at levels one and two have not successfully achieved remediation of an unacceptable behavior.

At all times, the rights of the student will be considered and due process procedures will be adhered to. If any offense so warrants, the appropriate legal authorities will be contacted. Every attempt will be made to contact a parent or guardian in the event a law official deems it necessary to interview a student. If this is not possible, a school representative may be present during all questioning.

Parents/guardians and students should also refer to the Behavior Guidelines which are distributed separately.

### **HARRASMENT, INTIMIDATION AND BULLYING**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

You may visit this full policy by clicking here: <https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&id=eef4c81e7aab4c729ea0f05e9004c6c2>

### **HARRASSMENT, INTIMIDATION, OR BULLING (HIB) REPORTING FORM**

Parents and Students may click below to obtain the Form HIB 338 to report allegations of HIB. Once the form is received by the school, the principal is responsible for implementing the school district’s policy and procedures. An investigation shall be completed as soon as possible, but no later than 10 school days from the date of the written report of the incident. Please contact Mr. Lhulier with any questions.

Click her for the form. <https://www.crestmem.edu/domain/119>

*Lawrence Lhulier, Anti Bullying Coordinator /Mario Tridente, Anti Bullying Specialist*

### **LUNCH**

Students will be provided a supervised location to eat their lunch. A lunch program meeting State and Federal Class “A” standards will be available to our students. Milk will be available to students who wish to bring their lunch.

### **Lunch Schedule:**

Preschool - 4<sup>th</sup> Grade: 11:56am -12:26pm

5<sup>th</sup> Grade- 8<sup>th</sup> Grade: 12:35pm -1:05pm

### **EMERCENCY SCHOOL CLOSING**

In the event school is closed due to inclement weather or other emergencies. A Blackboard Connect Message and Text will be sent to all parents/guardians as well as be posted on our school website, and Facebook.

## **SCHOOL VISITORS**

Thank you for your continued cooperation in observing school procedures when visiting Crest Memorial School. In order to maintain a safe and orderly school environment, visitors are required to enter the building at the Main Entrance on St. Louis Avenue near New Jersey Avenue and sign the visitor's book outside the Main Office. You are also required to wear a lanyard given to you by either the School Security Officer or Main Office Secretary. Parents are requested to leave money, forgotten lunches and books at the Main Office. Students will be called to the office to receive them.

**ALL VISITORS MUST REPORT TO THE MAIN OFFICE WHEN ENTERING THE SCHOOL.**

## **COMMUNICATION WITH STAFF**

The best interests of the children require that the teacher give their undivided attention to the class. Therefore, parents are requested to help by communicating to teachers before or after their teaching time. In case of emergency, please leave a message with the school secretary.

When possible, please email teachers to address concerns or schedule phone conferences. Email ensures classroom instruction will not be interrupted.

## **REPORT CARDS AND PARENT CONFERENCES**

Communication between the school and home is essential. Report cards will be sent home during the months of November, February, April, and June. Occasionally, deviations may occur due to minor reporting changes and holiday schedules. Special narrative reports will also be utilized under certain circumstances. Parents in grades 4-8 are able to view their student's grades anytime at their convenience on the Genesis Parent Portal. Parents of grades K-8 are able to view their students' report cards on the Parent Portal.

School-wide teacher conferences, including Title 1 conferencing, are held after the first marking period. In addition, parents always have access to the school to discuss, without delay, concerns needing prompt attention. Should you wish to communicate with your child's teacher, we rely on your cooperation in helping us provide uninterrupted teaching time by emailing the teacher directly.

## **WALKING**

Children should be instructed to observe safety rules while walking to and from school. Children should cross major streets only at designated corners. A form must also be on file with the Main Office allowing the student to walk home.

## **DRESS CODE**

Our code calls for the following: CLEAN-NEAT-PRESENTABLE. The Superintendent or designee will make a judgment on referred cases and send the student home for correction if the condition warrants.

Please be advised that sweatpants, pajama bottoms and/or flannel pants are not permitted and are considered inappropriate school attire. All tops/shirts/blouses must have sleeves. Offensive and inappropriate words and/or pictures on clothing are not acceptable. No hats, scarves, or head coverings are permitted in school unless otherwise approved. No torn, frayed, fringed, or patched jeans or shorts of any kind are permissible.

For safety reasons, all shoes/sandals must have backs or back straps and must be correctly laced. Any amendments to the dress code will be made at the discretion of the administration.

## **BICYCLING/SKATEBOARD RIDING**

Students may ride their bicycles to school with the permission of their parents. However, parents are reminded to instruct their children in the proper handling of bicycles and in observing safety rules. All bicycles should be parked in the designated area and be locked while on school grounds. A form must also be on file with the Main Office allowing the student to ride their bike to school.

*N.J. LAW REQUIRES ALL CHILDREN AGE 14 AND UNDER TO WEAR HELMETS WHILE RIDING BICYCLES. BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER BLADES, ROLLER SKATES, ETC. ARE NOT PERMITTED IN THE SCHOOL BUILDING.*

## **PRE-SCHOOL HANDICAPPED SERVICE**

The Wildwood Crest School District in compliance with New Jersey State regulations provides screening services for handicapped children ages three to five. Special Education programs are provided for eligible children. Wildwood Crest parents of children ages three to five who suspect that their child is handicapped are advised to contact the Child Study Team office at 609- 522-1522, Option 6 during regular school hours for further information.

## **INTERVENTION AND REFERRAL SERVICES**

Parents and school personnel with concerns about a child's academic/social/ emotional progress may initiate a referral to the Intervention & Referral Services Committee (I & RS) by obtaining a referral form from the Guidance Office. If you have questions, please call Mr. Mario Tridente, I&RS Chairperson, at 522-1522 Option 3.

### **CHILD STUDY TEAM**

The Child Study Team is responsible for the identification, evaluation and determination of eligibility of children with disabilities. The definition of "child with a disability" under IDEA (Individuals with Disability Education Act) includes children with physical, emotional, learning and cognitive disabilities who, because of their condition, need special education and/or related services. The Child Study Team is also accountable for the development, monitoring and evaluation of the effectiveness of each student's Individualized Education Plan.

The identification process can be initiated by a parent or physician, but usually it is the teacher who will initially show concern over the pupil's lack of progress and make this fact known to the parent. The teacher may then, with the collaboration of the parent, seek to remedy the student's difficulties through strategic intervention provided by the Intervention & Referral Services Committee (I & RS) described above. If such techniques do not prove helpful, the child may be brought to the attention of the Child Study Team by the I&RS Committee.

Parents who suspect their child may have a disability may contact Mrs. Lori Datti in the Child Study Team by phone at 522-1522 or in writing to request an evaluation.

When the student is identified to the Child Study Team, the team, including the school psychologist, school social worker, and the learning consultant, reviews the student's records, school performance, teacher input, and parent concerns and determines whether an evaluation is warranted. If it is, parent consent to evaluate will be obtained. Following this evaluation, an Eligibility conference is held and if a pupil is found eligible for special education and related services, an Individualized Education Program (IEP) will be developed and implemented with parent consent. The IEP addresses the child's special needs, including specialized instruction and recommended placement. The entire procedure from identification to program implementation is completed within a ninety-day time limit imposed by law.

## **CRITERIA FOR ALGEBRA EXPERIENCE**

For each criterion requisite, students will be given a qualifying criterion score between (1-5). Seventh grade GPA, average MAP score, NWEA Algebra Readiness score and Spring NJSLA assessment score are all considered equally in deciding enrollment in Crest Memorial's eighth grade Algebra program. Students who achieve an overall average score of 4 or better automatically qualify. Students who score an overall average score between 3.5 and 3.9 can appeal program exclusion to the school principal or other designated member of the administrative team. Students who score below three will be deemed developmentally unprepared for the rigors of a high school algebra program. Because of class size constraints, alternative programs may be developed for parents of children deemed developmentally unprepared when the parent or guardian insists his or her child experience algebra. Alternative algebra programs will involve the use of online resources and classroom teacher supervision. However, it is the district's judgment that the abstract nature of algebra puts developmentally unprepared students at a disadvantage that can have long term negative consequences for student achievement in mathematics. The district's emphasis on developmental readiness with regard to eighth grade algebra are based on Eric Milo's research on the matter and the district's emphasis on providing high quality, student-specific educational programs.

### Criterion 1

-- Student has a cumulative grade point average of 90% or better

### Criterion 2

-- Student scores at the 60th percentile or better on the NWEA algebra readiness exam.

### Criterion 3

-- Student maintains an average MAP math score at the 60th percentile or better for all of seventh grade.

### Criterion 4

-- Student scores a 750 or better on the Math section of the Spring NJSLA assessment.

## ATTENDANCE

The Wildwood Crest Board of Education believes that the educational process requires continuous, uninterrupted school attendance for all students. The Board of Education directs the Superintendent or designee to develop and implement procedures for compliance with law and code requirements pertaining to students with irregular attendance, truant students, and potentially missing students. The student attendance policy is adopted pursuant to the authority and responsibility delegated to the Wildwood Crest Board of Education by N.J.S.A. 18: 38-25 and 26, N.J.A.C. 6: 8-4, 2 (d2).

It is essential that all students attend school on a consistent and regular basis. Wildwood Crest School District establishes the following requirements appropriate to the educational programs for all students:

All students shall maintain a level of school attendance of 90% or higher. The Board of Education directs the Superintendent or designee to develop administrative procedures which will strive to improve the attendance of those not achieving a 90% level or better.

The Board directs the Superintendent or designee to send a notice to the parent/guardian of any student who exhibits unacceptable attendance patterns. Absences attributed to disciplinary action shall be excluded. Any student having an unexcused absence shall be subject to the disciplinary rules of the School Board. Repeated trancies that interfere with the efforts of the Board and its staff to provide a thorough and efficient education may result in referral to the New Jersey Court System. Before any such action is taken, the Superintendent shall ensure that every effort is made to indemnify the habitual truant student and/or potential dropout. The Superintendent or designee shall be required to develop and implement an Attendance Improvement Plan for students whose attendance falls below a 90% level.

For a student to be given credit for being in attendance for any school day, they must have been in school for four hours.

### **ABSENCES:**

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence as per the Wildwood Crest Homework Policy. No student shall be deprived of an award, eligibility to compete for an award, or the opportunity to make up work, if the absence is due to a religious holiday.

**Below is an explanation of excused absences and unexcused absences as defined by the New Jersey Department of Education and in accordance with the Compulsory Attendance Law-6A:16-7.6.**

***1. Excused Absence:***

An absence from school for the observance of a religious holiday (see link below), Take Your Child to Work Day, or another absence determined to be excused by the NJDOE.

All other types of absences are considered unexcused and will be charged against the district on official state reports. <https://www.nj.gov/education/holidays20222023.shtml>

***2. Unexcused Absence That Counts Toward Truancy:***

Any absence from school that is not excused as defined above or does not appear under the Justified Absence Clause as defined below:

***3. Justified Unexcused Absence That Does Not Count Toward Truancy (Justified Absence Clause):***

- A. Student/Family illness; supported by written documentation from a medical professional;
- B. Student's required attendance in court; supported by written documentation;
- C. Where appropriate, when consistent with IEPs and 504s; D. Visits to secondary educational institutions; supported by written documentation (up to 3 visits per academic year);
- E. Necessary, unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; supported by written documentation.

**Examples of Student Absence Totals**

***Example 1:***

Student misses 10 days for reasons other than those listed under the Justified Absence Clause:

Student is marked absent for 10 days

Student is marked for having 10 days that count toward truancy Student can be referred to municipal court for truancy charges

***Example 2:***

Student misses 10 days (7 for surgery with a note, 2 HS visits with a note, 1 NJDOE approved day)

Student is marked absent for 10 days

Students are marked for having 0 days that count toward truancy since all absences are defined under the **Justified Absence Clause**.

If a student is absent from school the child will be required to present a note explaining the absence on his/her first day back to school.

**Truancy:**

Students between the ages of 6 and 16 are considered truant when they have accumulated ten or more unexcused absences that count toward truancy. At such time, the district will determine whether or not the need for a court referral regarding truancy is appropriate.

*ABSENCES ARE ACCUMULATED THROUGHOUT THE YEAR AND ARE NOT RESET AFTER EACH MARKING PERIOD.*

*AN ABSENCE OR ABSENCES DUE TO A FAMILY VACATION ARE NOT CONSIDERED EXCUSED AS PER N.J.S.A 18:35 AND 26*

***WHEN A STUDENT IS ABSENT FROM SCHOOL THE CHILD WILL NOT BE PERMITTED TO PARTICIPATE OR ATTEND ANY EXTRACURRICULAR ACTIVITY OR SCHOOL FUNCTION FOR THAT DAY/EVENING.***

**POTENTIALLY MISSING CHILDREN**

Parents/guardians are responsible for notifying the school the evening before or early in the morning on the day when a child will be absent. If the daily attendance record indicates a child is absent, and the parent/guardian has not called the school, the Superintendent or designee shall attempt to contact them. If no telephone contact can be made, the Superintendent or designee shall investigate. If the Superintendent cannot locate the child, the appropriate local authorities will be informed. If a child who was present in the morning is absent after lunch the same procedure shall be followed.

**LEGAL CUSTODY**

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

**RELEASE OF STUDENTS BEFORE THE END OF THE NORMAL SCHOOL DAY**

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

## **TARDINESS**

Punctuality is of utmost importance. When a child is late to school, it affects not only the child who did not arrive on time, but the entire class as well. Repeated lateness further instills in children that being late is acceptable. If a child is tardy for any reason, he/she must report to the school office with a note of explanation and then report to his/her classroom.

Parents/guardians of students who reach five lates (excused or unexcused) will be notified in writing by the Superintendent or designee. Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Because the Board of Education believes that a full day's attendance is critical to success in school, and because tardiness to school and/or class can become disruptive and detract from the learning process, please note that doctor's notes (medical doctors, dentists, etc.) are necessary in order for a "Tardy" to be an "Excused Tardy".

Parents/guardians are strongly encouraged to make appointments (doctor, dentist, etc.) for their child after school to avoid interruption of the school day. Students with more than five (5) unexcused tardies will be ineligible for a "Perfect Attendance" award. Students with ten (10) unexcused tardies will be subject to administrative review and may be assigned a one-hour administrative detention. This detention may be assigned for the morning before school or the afternoon after school.

If a child arrives at school after 12:00 p.m. on any given school day, the child will not be permitted to participate in or attend any extracurricular activity or after-school function for that day/evening. For a student to be given credit for being in attendance for any school day, he/she must have been in school for four hours.

### **IF YOUR CHILD WILL BE ABSENT . . .**

To report your child's absence please call 609-522-1522 and then press 7. Leave your child's name, grade, teacher, the reason for the absence, and the caller's name. Please be sure that the child presents a note explaining the absence on his/her first day back at school. Any absence from school, except under the specific circumstances provided, shall be recognized by the Board as a violation of the requirement for regular attendance of eligible children under New Jersey School Law. In such an instance, the Superintendent is directed to take all steps legally authorized to compel the attendance of that child at school.

## **SUBSTANCE ABUSE**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the district.

Click here to view the policy in its entirety:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5530&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **WEAPONS**

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

Click here to view the policy:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=8467&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **NOTICE TO ALL PARENTS/GUARDIANS REGARDING USE OR STORAGE OF HAZARDOUS SUBSTANCES**

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

## **SCHOOL SEARCHES**

Please be advised that the district reserves the right to conduct unannounced searches or inspections of lockers, desks, or other property owned by the students and brought onto school grounds (for example, bookbags, handbags, lunch boxes, etc.) as often as may be necessary to maintain order and discipline and to protect the safety and well-being of our entire school community.

## **STUDENTS SAFETY/VIDEO SURVEILLANCE**

To help ensure student safety, video cameras and monitors have been installed in our school. All activities of building occupants will be monitored on film by this surveillance system, which will be routinely supervised by our School Security Officer and administrative personnel. This video may also be used as corroborative evidence in prosecuting illegal activities conducted in the school or on school property. These films are not subject to parental inspection.

## **STUDENT GRIEVANCE POLICY**

The Board of Education believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of pupils will be heard.

For the purposes of this policy, a pupil grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees. Click here for the policy:  
<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5710&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **STATUES**

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

1. Any parent has the right to view, to make notes, and/or to have a reproduction of the pupil's records. The parent may also have copies of the applicable state and federal laws governing students' records, upon request.
2. It is the policy of the Wildwood Crest School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance may be directed to David Del Conte Jr., our local Affirmative Action Officer.
3. Section 504 - Rehabilitation Act of 1973
  - a. The Wildwood Crest Board of Education does not discriminate against any handicapped individual as per Section 504.
  - b. This statement applies to areas of admissions, treatments or employment in its programs and activities.
  - c. Inquiries may be directed to Mario Tridente, our district coordinator.

### *Grievance Procedure - Title IX*

Complaints regarding alleged discrimination on the basis of race, color, creed, religion, sex, ancestry, age, national origin, or social or economic status must be made in writing.

## **AFFIRMATIVE ACTION/NON-DISCRIMINATION**

The Board of Education guarantees to all person's equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, without favoritism or harassment. Inquiries and/or complaints should be sent to David Del Conte Jr. (District Affirmative Action officer) at the school address. To view the whole policy, click here:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=1140&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES**

### Equity In Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. Click here to see the entire policy: <https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5755&id=eef4c81e7aab4c729ea0f05e9004c6c2>

### **STUDENTS MOVING OUT OF DISTRICT**

Parents should inform the school at least two days before an expected pupil transfer so that adequate records may be prepared and forwarded to the receiving school. Call Mrs. Teeney at 522-1522 x1110.

### **CLASS TRIPS**

Special trips have a definite place in the educational program of our school. Teachers are encouraged to make use of field trips for a particular purpose. Children are taken on these trips only with the permission of the parents. When a trip is being planned, permission slips will be sent home to be signed by the parents. No child will go on the trip unless such permission has been filed with the teacher.

### **INVITATIONS**

We ask for your cooperation in sending invitations for distribution in school only when every child in the class will receive an invitation.

### **NEWSLETTER**

*The Launch Points* is the weekly newsletter of Crest Memorial School, it will be emailed every Thursday to each parent. This *includes* important information on school and classroom activities, extracurricular and sports schedules, and the weekly lunch menu.

## PARENT TEACHER CONNECTION (PTC)

All parents and friends are invited to join the PTC and are welcome to attend any meeting. Interesting and informative meetings are held every third Wednesday of the Month in the school's media center.

## TITLE 1

Title 1 services are available for eligible students. For more information, please contact Lawrence Lhulier at 609-522-1522.

## PARTICIPATION IN SPORTS

*A COMPLETE SPORTS MEDICAL EXAMINATION FORM MUST BE COMPLETED FOR PARTICIPATION IN ONE OR MORE SPORTS. (NJAC 6:29-6.4) NO STUDENTS CAN PARTICIPATE IN ANY PRACTICE SESSIONS WITHOUT FIRST PRESENTING THEIR COMPLETED PHYSICAL STATEMENT TO THE NURSE'S OFFICE.* One medical examination per school year is mandated for participation in one or more sports. Sports include, but are not limited to, Boys and Girls J.V. and Varsity Basketball, Varsity and J.V. Cheerleading, Baseball, Softball, Tennis, Cross Country, and Soccer.

Please review the Athletic Handbook posted under athletics on our school website for more information. Click here to see the policy: <https://www.crestmem.edu/Page/1202>

## SPORTS-RELATED CONCUSSION AND HEAD INJURY POLICY

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

**Parents/guardians of all student athletes will receive a Fact Sheet/Acknowledge form. This form must be signed before your child can participate in a sport.**

Click here for the full policy:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=2431.4&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **PRESCHOOL AND KINDERGARDEN REQUIREMENTS**

In the spring of the year, school officials will advertise in the local media the date and time of pre-school and kindergarten registration and orientation. Information and forms necessary for registration will be completed by the school nurse.

### ***Pre-School and Kindergarten eligibility is established by the following requirements:***

1. A child must be 3 or 4 years of age **on or before October 1st** to enter pre-school.
2. A child must be 5 years of age **on or before October 1st** to enter kindergarten.
3. A birth certificate must be presented
4. 2 Proof(s)of residency must be presented.
5. The child must have a physical examination by his/her family physician dated within the last 365 days.
6. Immunizations to enter pre-school and kindergarten:

### ***Pre-School Requirements:***

The child must have and show documentation of:

- 1 dose of Varicella – 1 dose required on or after the first birthday
- 4 doses of DTP – required with one after age 4, or any 5 doses
- 3 doses of Polio – required with one after age four, or any 4 doses
- 1 dose of MMR – 2 doses required on or after the first birthday
- 3 doses of Hepatitis required
- Flu Shot by December 31st

Immunization documentation from a doctor must be presented. Such documentation can be obtained by calling your doctor's office.

### ***Kindergarten Requirements:***

The child must have and show documentation of:

- 4 DPT's and must show documentation that the 4th DPT was given on or after the 4th birthday or any 5 doses
- 3 OPV's and must show documentation that the 4th DPT was given on or after the 4th birthday or any 5 doses
  - 2 doses of MMR
  - 3 doses of HepB

Immunization documentation from a doctor must be presented. Such documentation can be obtained by calling your doctor's office. If parents/ guardians have not already provided the district with evidence of a physical examination done by their child's family physician on or after the child's fourth birthday, parents/guardians are required to do so prior to the beginning of the school year. You may reference these two policies:  
<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=4160&id=eef4c81e7aab4c729ea0f05e9004c6c2>  
<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5320&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **SIXTH GRADE IMMUNIZATION REQUIREMENT**

All students entering the 6th grade must show documentation that they have had a TDap and Meningococcal by the beginning of the school year.

## **EXTRACURRICULAR ATHLETIC ACTIVITIES**

The Wildwood Crest Board of Education encourages all students to participate in extracurricular athletic activities. Since students must spend an extraordinary amount of time with these activities, the following academic requirements must be met:

1. Any student who earns an "F" in any subject for the marking period may not participate in any extracurricular athletic activity.
2. Any student who receives more than one "D" in any marking period may not participate in any extracurricular athletic activity.
3. The fourth marking period for each year will be used to determine the fall eligibility.
4. Any student who is ineligible cannot participate in either practice or games. No student may rejoin his or her team at any time during the current season.

## **OTHER EXTRACURRICULAR ACTIVITIES**

The Wildwood Crest Board of Education encourages all students to participate in extracurricular activities. Since students must spend an extraordinary amount of time with these activities, the following academic requirements must be met:

1. Any student who earns an "F" in any subject for the marking period may not participate in any extracurricular activity.
2. The fourth marking period for each year will be used to determine fall eligibility.
3. Extracurricular activities are defined as all activities which are an extension of the classroom and/or are sponsored by the Wildwood Crest Board of Education, with the exception of athletic activities, which are governed by a separate Extracurricular Athletic Activities Policy. Extracurricular activities include, but are not limited to, Student Council, Computer Club, Chorus, Safety Patrol, Drama Club, Yearbook, Math Club, S.T.E.M Club, History Club, Ecology Club, Media Club.

## STUDENT DROP-OFF AND PICK UP PROCEDURES

School Staff and safeties will direct your child/children (Grades PreK-5) to the supervised area on New Jersey Avenue where they will line up each morning before entering the school. Police officers will be present on New Jersey Avenue. Students in Grades 6-8 will be dropped off on Pacific Avenue and will go to their designated areas.

Due to safety concerns, if students are **not** picked up immediately after the conclusion of the school day or after their extracurricular activity ends, (unless prior notification has been given to the office or teacher), the Wildwood Crest Police Department will be notified. Repeated failure to pick children up in a Timely fashion will generate a call to DCP&P.

## NUTRITION

Due to federal and state mandates, all schools are required to develop a wellness plan to help fight childhood obesity and combat life-threatening food allergies. If any parent or guardian would like to celebrate a child's birthday at school, we encourage you to send in healthy, NON-HOME-BAKED snacks to be distributed. **Due to allergies, only healthy, pre-packaged snacks with all ingredients listed will be distributed to students.** Some suggestions include low-fat granola bars, individually-wrapped Rice Krispy Treats, bags of carrots, Clementine oranges (very easy to peel), individually wrapped 100 calorie snacks, etc. Another alternative is stickers, pencils, erasers or any other simple school supply. If you have any questions, please feel free to contact Mrs. Sorensen in the Nurse's Office at 522-1522 Option 2.

El gobierno federal y el estado de New Jersey en su totalidad, ha requerido a todas las escuelas que desarrollan un plan de vivir sanamente y así ayudar a combatir la obesidad y la emenaza a la salud de los niños con alergias a las comidas. Los padres que deseen celebrar el cumpleaños de su hijo en la escuela, los alentamos a que envíen comida NO HECHA EN CASA. La comida debe ser comprada en una tienda en el paquete original que muestren los ingredientes originales listados en el paquete. Algunas sugerencias pueden incluir galletas de granola baja en grasa, Rice-Krispy treats que sean individualmente envueltas, bolsas de zanahorias, naranjas clementinas (fáciles de pelar), bolsas de 100 Calorie Snacks que sean individualmente envueltas, etc. Otras alternativas serían stickers, lápices, gomas, o cualquier otro producto simple de uso escolar. Nuestro distrito ya no va a distribuir bizcochitos o brownies para celebrar los cumpleaños de los estudiantes. Nosotros lo sentimos por cualquier inconveniencia pero tenemos que cumplir con las directivas del gobierno federal y estatal. Si tienen cualquier pregunta pueden llamar a Mrs. Sorensen en la oficina de la enfermera al número 522- 1522 numero 2.

## NURSING PROCEDURES

The school nurse is Mrs. Sorensen, RN. Mrs. Sorensen welcomes any pertinent calls from parents concerning all aspects of our health program. **To discuss a concern, please call 522-1522.**

Mrs. Sorensen will call parents/guardians in the event of an illness/emergency during regular school hours. In the event of an illness a parent/guardian will be requested to come to the school to escort the child home. **If the child is sent home from school with a fever, he/she must remain at home the following day to prevent communicability.**

## COMMUNICABLE DISEASES

To prevent epidemics of communicable diseases and nuisance diseases (scabies, impetigo, head lice) in the school, certain exclusion periods and isolation precautions are enforced as per New Jersey State Law. Any child who has any sign of fever, chills, a very runny nose, severe coughing, skin eruption, earache, red sore throat, or diarrhea **SHOULD NOT BE SENT TO SCHOOL**. Such symptoms may indicate the beginning of a contagious disease. It also frequently means that the child has to be sent home from school. When these symptoms exist, it is neither fair to the individual child nor to the children with whom he/she comes in contact for him/her to attend school. Please consult the school nurse for the specific procedures and precautions pertaining to the diseases.

## ADMINISTRATION OF MEDICATIONS

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Click here for the full policy:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5330&id=eef4c81e7aab4c729ea0f05e9004c6c2>

## **ADMINISTERING MEDICATION ON FIELD TRIPS**

In those situations where a pupil attends a field trip and is not permitted to self-administer medication or the medication being taken does not qualify for self-administration, the parent / guardian of the pupil shall make every effort to adjust the time of the dosage so the pupil does not require the medication during the trip.

In those cases where, through written direction of the prescribing physician, medication must be administered during the trip, the parent/guardian must provide written permission for the school nurse, who will accompany the students, to administer the medication. The parent/guardian may provide the school with written notification to permit the pupil as appropriate, or another school employee as allowed by law, to accompany the pupil on the trip and to administer the medication to the pupil. It is the responsibility of the parent/ guardian to provide the pupil or the designated person with the medication and instruction for administration. The written notification shall include a statement that the parent/guardian releases the district and its employees or agents from all liability as a result of any injury arising from the good faith actions of anyone assisting in the administration of medication as allowed by law.

## **HOMEWORK GUIDELINES**

### **Purpose of Homework**

At CMS, homework serves three purposes. One, it provides extra practice for students and reinforces skills taught during lessons. Two, it should help parents understand what's happening in the classroom and provide an opportunity for parents to reinforce a teacher's classroom instructional efforts. Three, it helps parents develop an awareness of a child's cognitive strengths, which can serve as a point reference when a student questions his or her ability in other areas.

### **Homework Expectations**

The amount of homework assigned and its impact on a child's grade will vary by grade level and subject area. CMS has no mandated quantity of homework that students should receive in all areas. However, parents should expect kids to have some form of homework assigned Monday-Thursday in language arts and math for grades 1-8. Homework may be assessed the following day or at the end of the week. Parents should contact their child's classroom teachers for more specific expectations. In grades K-3 for math and language arts, students should expect between 10-20 minutes of homework per night. In grades 4-8, students should expect between 20-40 minutes of homework in math and language arts per night. It is best practice for parents to encourage their kids to maintain a routine where they write homework assignments down in an assignment book and have parents check for completion each night. Teachers will set aside time for assignment book updates and encourage students to write down their assignments for parent review each school day.



