LOWER CAPE MAY REGIONAL HIGH SCHOOL

STUDENT HANDBOOK
2026 - 2027

HOME of the CAPER TIGERS

Excellence in Education

Lower Cape May Regional High School

687 US-9, Cape May, NJ 08204

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General Information

The purpose of this handbook is to inform freshman students and parents of the customs and regulations of the school and to remind upperclassmen students of their responsibilities, privileges, and opportunities. Good citizenship requires knowledge and acceptance of customs, traditions, and rules which benefit the best interest of the school. Education is exactly what the students make of it. Make Lower Cape May Regional High School an institution of pride to the students and the community. The "Tiger" is the mascot of Lower Cape May Regional High School and the school colors are Columbia Blue and Black accented with Gold. E Tribus Unum, "Out of Three, One!" the school emblem, is divided into three parts: The three stars, taken from our country's flag, designate New Jersey as the third state in the Union. The three plow shares are taken from the New Jersey State Flag signifying us as part of the Garden State. The sun, land, water and seahorses dignify our local area, and the ship represents the discovery of Cape May by Captain Mey.

Maturity and responsibility are hallmarks of a successful high school student. The administration requests that all DENTAL and DOCTOR appointments be taken care of without telephoning the school to remind students of such an appointment. No student shall be interrupted from their classes. The front office will not accept food deliveries, messages for your child, or any other non-emergency situations. Only messages from home of extreme emergency will be delivered.

Students should not bring large amounts of money or valuables to school. If it becomes necessary to bring money or valuables to school, they should be placed in the office safe. Students should not share lockers or locker combinations. **The school will not be responsible for personal items lost or stolen.**

Visitors

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office and receive a building pass. Parents are always welcome but, please sign in. Visitors are expected to leave promptly when their business is complete.

All visitors must pick up a pass in the main office when entering the building. Some form of ID such as a driver's license or registration card must be left in the front office and may be picked up before leaving the building. Students may not bring guests and visitors to school.

For the safety and security of everyone in the building, please be advised that the school is equipped with a 24-hour video surveillance system.

Lower Cape May Regional School District Mission Statement

The mission of the Lower Cape May Regional School District is governed by a respect for the worth and dignity of every human being. The schools are committed to the academic, mental, emotional, physical, aesthetic, and social development of all learners so they may realize the full measure of their roles purposefully in the world of work and leisure, and be prepared to lead challenging and productive lives.

The Board's function is to provide a positive school environment with sound, challenging, innovative educational programs that foster life skill development, investigate and celebrate change, but affirm tradition and promote excellence. An active partnership with the community, a comprehensive curriculum, and a dedicated and knowledgeable staff are components to the fulfillment of this mission. To ensure that this mission is realized the Board has adopted the following goals for students of Lower Cape May Regional School District. The goals are divided into two categories: Outcome Goals represent those behaviors and feelings that should be achieved by people. Process Goals are statements that describe activities and organizational processes utilized by the school system with the expectation that they contribute to providing a complete education program.

Outcome Goals – The Lower Cape May Regional School District Should Help Every Person To:

1. Acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.
2. Acquire a stock of basic information concerning the principles of the physical, biological and social sciences, the historical record of human achievements and failures, and current social issues.
3. Become an effective and responsible contributor to decision making processes of the political and other institutions of the community, state, country, and world.
4. Acquire the knowledge, skills and understanding that permit him or her to play a satisfying and responsible role as both producer and consumer.
5. Acquire job entry level skills and also to acquire knowledge for further education.
6. Acquire the understanding of and the ability to form, responsible relations with a wide range of other people; including, but not limited to, those with social and cultural characteristics different from his or her own.
7. Acquire the capacity for playing satisfying and responsible roles in family life.
8. Acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental.
9. Acquire the ability and the desire to express himself or herself creatively in one or more of the arts and to appreciate the aesthetic expressions of other people.
10. Acquire an understanding of ethical principles and values, and the ability to apply them to his or her own life.

11. Develop an understanding of his or her own worth, abilities, potentialities, and limitations.
12. Learn to enjoy the process of learning, and acquire the skills necessary for a lifetime of continuous learning and adaptation to change.

Process Goals – Lower Cape May Regional School District Should Provide:

1. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils.
2. Significant opportunities, consistent with the age of the pupil, helping to determine the nature of the educational experiences of the pupil.
3. Specialized and individualized educational experiences to meet the needs of each pupil.
4. Opportunities for teaching staff members and pupils to make recommendations concerning the operation of the schools.
5. Comprehensive guidance facilities and services for each pupil.
6. An environment in which any competition among pupils is positive.
7. Resources for education used with maximum efficiency.
8. Teaching staff members of high quality.
9. Diverse forms of constructive cooperation with parents and community groups.

Renaissance Program

Renaissance Criteria and Rallies

Lower Cape May Regional High School is part of the Renaissance Schools Movement to promote academic excellence by acknowledging student efforts through rewards and incentives. The key to the success of this program is that all students, regardless of ability, have an opportunity to receive recognition by showing evidence of academic growth and have exemplary discipline and attendance records. This program is designed to increase student attendance, improve academic performance, increase graduation rates, and create a positive and safe school environment.
At the end of each academic quarter, any student who has reached the following criteria is eligible to attend our Academic Rallies. This is done each quarter so if a student does not meet the criteria one quarter, we encourage him/her to try and meet it the following quarter.

Criteria:
Grades C+ or higher
No disciplinary infractions
Five absences or less per Semester
Additional Renaissance Activities:

Recognition Events

- Spotlight Staff & Student of the Month
- People's Choice Awards

- Halloween Dress Up Day
- Monthly Member Activities

Attendance
Rules and Regulations

Absence from school can mean that a pupil will fail the prescribed course of study and will not graduate. Absence also violates New Jersey State Law (N.J.S.A. 18A:38-25 and 26). Absence can also result in criminal charges against parents and juvenile delinquency findings against the absent pupil (TRUANCY). This Board of Education has a duty to enforce the attendance laws and therefore establishes, as a policy, that in the event of pupil absenteeism exceeding 12 days, there will be no credit issued for the school year. THIS WILL PROHIBIT SENIORS FROM GRADUATING and will prohibit other pupils from receiving academic credit. In addition, seniors who are off-credit will not be allowed to park on school grounds.

I. **ABSENTEEISM**

A. **ABSENCE VERIFICATION** – School attendance is a basic responsibility of the pupil in the learning process. Individual records must be maintained by the parent and the student. A student returning to school after an absence is required to present a Note of Explanation signed by the Parent or Guardian. This must be submitted on the day the child returns. A certificate of admission from the family doctor or school physician is recommended after each absence of three (3) days or more. Following a religious holiday when absence is required, a note is to be presented to the office. In case of tardiness, the child must report to the office with a note of explanation from the parent or guardian. Notes will not be accepted after the day the student returns to school

B. **LOSS OF CREDIT**

1. Pupils missing more than 12 school days for a year-long course, or more than 6 school days for a semester course, will not receive credit for said courses. THIS WILL PROHIBIT SENIORS FROM GRADUATION, AND UNDERCLASSMEN FROM RECEIVING ACADEMIC CREDIT. The absences and loss of credit will be calculated on a daily basis. Please be advised, there is no difference between verified and unverified absences concerning the awarding of academic credit. Any student missing more than twelve (12) days of school must complete credit restoration.

2. Once a student is deemed “NO CREDIT STATUS”, they are ineligible to participate in all extracurricular activities.

C. **INCOMPLETE SCHOOL DAY**

1. Pupils who arrive between 8:30 - 10:00 a.m. will be counted absent for 1/2 day.

2. Pupils who arrive after 10:00 a.m. will be considered absent for the entire day.

3. Pupils leaving school before 11:45 a.m. will be considered absent for the entire day.

4. Pupils leaving school between 11:45 - 1:30pm will be counted absent for 1/2 day.

5. Pupils leaving before 2:26 will be marked absent for their missed classes and will lose credit for those classes.

6. Pupils leaving for a medical appointment and planning to return to school must provide a doctor note upon returning.

7. When a student is absent from school they will not be allowed to participate in all extracurricular activities.

D. **WARNING NOTICE** – A letter will be sent to the parent/guardian of those students who have accumulated 4, 8, and 12 absences. Those students who have accumulated more than 12 absences will be sent a letter indicating that the student is on "no credit" status and will be given directions on how to initiate the attendance appeals process.

E. **FAMILY VACATIONS –** The administration of LCMR does not recommend taking vacation when school is in session. Vacations are not recognized as verified absences.

F. **COLLEGE VISITATIONS** – Visiting colleges while our school is in session is discouraged. If the situation dictates that school must be missed, the student must provide documentation in advance to the main office.

G. **RELIGIOUS HOLIDAY'S**- If a pupil is missing school due to the observance of a religious holiday, advance notification must be provided to the main office.

H. **CONSECUTIVE ABSENCES** – Any pupil who misses ten (10) consecutive school days, and does not appear on suspension, home instruction, and/or is not medically verified as incapacitated will be dropped from the rolls or issued a five (5) day notice depending on the student's age (N.J.S.A. 18:38-29).

II. APPEALS

The Board recognizes potential unforeseen factors which may create hardships relating to a student's ability to attend school.

A. **Attendance Appeals:** In keeping with the dictates of fairness and procedural due process, attendance appeals may be scheduled to give parents/guardians the opportunity to petition "no credit" status.

B. **Appeals Process:**

1. All appeals will be made to the student's Assistant Principal.

2. Appointments for attendance appeals conferences can be scheduled by calling the Assistant Principal's office.

3.The attendance appeals conference will provide a forum to review documentation and allow parents/guardians to present evidence of special circumstances for consideration by the vice principal.

4.The Assistant Principal will render one of the four following conclusions:

a. reinstate pupil to "credit" status

b. retain pupil on “no credit” status
c. retain pupil on “no credit” status pending further review at a later date based on extenuating circumstances
d. offer credit restoration to “make up” days above the 12 day limit.

5. Decisions by the Assistant Principal may be appealed to the Principal.

III. OTHER PROCEDURES

A. The number of absences allowed for pupils entering school after November 1st will be prorated.

B. “Out-of-School” Suspensions will count as verified days absent from school.

IV. CREDIT RESTORATION

Pupils that show extenuating circumstances to be absent in excess of 12 days and not above 21 absences may be offered credit restoration.

1. It will take one day in credit restoration for 4 hours to make up each day above 12 days. The program will be tentatively held during the final month of school.

2. Unverified absences from credit restoration will result in forfeiture of the right of participation and result in student “NO CREDIT” status.

3. Seniors who have credit restoration responsibilities will NOT be able to participate in graduation ceremonies.

4. Students will not be permitted to make up absences that are a result of cutting their assigned scheduled classes.

5. Students absent beyond 21 days for any reason will not be eligible to participate in credit restoration and will be required to repeat all courses for that year.

6. Students who do not fulfill assigned credit restoration responsibilities for that year will be required to repeat all courses for that year. Students on no credit status will not be promoted to the next grade.

Credit Restoration Chart Summary

Days Absent	**Result**
0 to 12	Allowable days absent
13 to 21 Unverified	Loss of credit

13 to 21 verified	Credit restoration required for each day over 12 (9 max).
22 or more	No Credit Status. Conference with Assistant Principal.

Credit Recovery

Students who are identified as being off track for graduation may be approved to participate in credit recovery opportunities in order to fulfill outstanding graduation requirements.

Students may be approved to enroll in up to two credit-recovery courses at a time. In addition, the District may establish limits on the total number of credit-recovery credits a student may earn within a designated time period. During the school year, students may earn up to 10 credits through credit recovery. During the summer, students may earn up to 15 credits, with the possibility of up to 20 credits when approved by the school counselor and appropriate school administrator based on the student's graduation plan, remaining credit requirements, anticipated graduation date, and demonstrated ability to successfully complete the coursework. Requests that exceed these limits may be considered on an individual basis under exceptional circumstances.

Credit-recovery coursework must be completed within the school year or summer session for which the student is approved. Credit-recovery courses may not be carried forward indefinitely or remain open beyond the designated completion period without prior approval from the District. The District may establish specific enrollment and completion deadlines for individual courses or programs.

All credit-recovery courses must be approved by the District prior to enrollment. The District will determine which vendors, online providers, or educational programs are authorized for credit recovery to ensure that courses meet applicable New Jersey graduation requirements and District academic standards.

The student and/or parent/guardian is responsible for all costs associated with credit-recovery coursework, unless otherwise authorized by the District or covered through an identified District funding source.

The school counselor, in consultation with the appropriate school administrator, will develop or update the student's graduation plan and determine whether credit recovery is an appropriate option. The District reserves the right to limit or deny enrollment in credit-recovery coursework when the proposed course load is not considered reasonable, when the student has not demonstrated the ability to successfully complete the required coursework, or when enrollment would exceed established credit or time limits.

Make-up Work

Pupils are provided an opportunity to complete assignments missed because of their absence.

A. The time allowed to make up work missed is equal to the amount of time absent. An arrangement to make up work missed while absent is the responsibility of the pupil.

B. Pupils choosing to cut classes, or otherwise found to be truant, **may not make up work missed during these infractions.**

C. Pupils may make up assignments for time missed because of actions initiated by the authorities of the school, for example a suspension.

Tardiness

When pupils enter after 7:45 a.m. they must report to the main office in order to obtain a pass to enter class. Unless a bus is late, transported students should rarely have any reason to be late. Tardiness is included in the attendance policy. Students who sign in after 7:45 will serve a detention for the third occurrence.

- Detention will be assigned for each subsequent tardy in multiples of three (6…9..12..15).
- 9 lates will result in a two-week suspension of parking privileges.
- **After 15 lates a student will be assigned a detention for every late afterwards.**
- 18 lates will result in a one-month suspension of parking privileges for those who participate in the LCMR Parking Program.
- 24 lates will results in loss of parking privileges for one year.

To Be Excused Early

STUDENTS MAY NOT LEAVE THE BUILDING WITHOUT PROPER AUTHORIZATION. All pupils wishing to leave the school building before the day's end must bring a written request from a parent or guardian stating the TIME and REASON for leaving and include the phone number of the signer to verify the note. These notes will be verified between 8:15 and 9:00 a.m. The requests presented to the Assistant Principal's office must be written by his/her parent or guardian. **The parent, guardian, or person appearing on the emergency contact list must come to the office and pick up the student.** Parents, guardians, or those individuals appearing on the emergency contact list will be asked to present a valid identification before their student is permitted to leave. Without written consent from parent/guardian and verbal confirmation, the student will NOT be permitted to leave school. AS STATED BY LAW, THIS PERSON MUST COME INTO THE OFFICE TO SIGN OUT A STUDENT. Parents may sign out their student in the custody of another designee at any point of the day with permission from the assistant principal. The student must sign back in to the office if he or she returns to school the same day.

Please note, requests to sign out from school early will be granted with appropriate documentation for confirmed medical/dental appointments, driver's exams only (not driving

lessons), court appearances, or family emergencies approved by administration. **No sign-outs are permitted after 2:10 PM.**
STUDENTS WHO LEAVE SCHOOL WITHOUT PROPER AUTHORIZATION WILL BE DISCIPLINED.

Eighteen Year Old Students

Eighteen-year-old students who will be leaving school during the day must observe appropriate sign-out procedures and may only sign out for legitimate purposes. Students must provide documentation for their absence and will be held accountable for missed classes as per the attendance policy.

Guidance

The Guidance Department of Lower Cape May Regional High School is essentially a facilitating service. The guidance program is designed to be a service to the student, the faculty, and to the community.
Students and parents are urged to utilize the services available through the guidance department. Parent conferences are encouraged and arranged when it is deemed necessary by a student or his/her guidance counselor, teacher or parent. Parents requesting conferences should call the Guidance Department at 884-3475 ext. 240, to make the necessary appointment.
A wealth of information is housed in the guidance area relative to careers and occupations, colleges and their admissions' policies. Dissemination of this information to students is essential to the counseling services offered. The guidance department functions to provide services in the areas of: 1. Individual student growth; 2. Academics; 3. Career and occupational information; 4. Evaluation through testing; 5. Referrals to local and state agencies; 6. Liaison between the home and school; 7. Provide employment information and opportunities; 8. Individual counseling to all students; 9. College information

Curriculum

Lower Cape May Regional High School operates on an eight (8) period school day. A student must select a minimum of 4 major courses per year from the following areas: English, Foreign Language, Social Studies, Science, Mathematics, and Business. The graduation requirements are as follows:
Credit Scale: 10th: 30 credits, 11th : 60 credits, 12th : 90 credits

120 CREDITS
4 years of English
3 years of Math (Includes Algebra I and Geometry)
3 years of Science (includes Biology and Chemistry/Environmental Science/Physics)
3 year of Social Studies (includes World Cultures)
1 year of World Language
1 year of Practical, Performing, Fine Art
1 year of PE/H for each year or enrollment
1 year of 21st Century Life and Careers
1/2 year of Financial Literacy

Scheduling Policies

Guidelines for Schedule Changes

At Lower Cape May Regional High School, every effort is made to give students a schedule of classes that were requested during the course of the selection process. The school's master schedule and staffing is built upon careful and deliberate course selections made by students. Every effort should be made by students, counselors, parents, and teachers to ensure that the courses selected are appropriate for the students.

Grading Guidelines for Course Withdrawals

Full Year Course –
1. Dropped prior to the start of the third week of the semester, no record of the course will appear on the student's record.
2. Dropped after the third week of the semester and before the end of the first semester, WP or WF will appear on the student's record.
3. Dropped after the start of the second semester; F will appear on the student's record.

Semester Course –
1. Dropped prior to the start of the third week of the semester, no record of the course will appear on the student's record.
2. Dropped after the third week of the semester and before the sixth week of the semester; WP or WF will appear on the student's record.
3. Dropped after the sixth week of the semester; F will appear on the student's record.

Option B Requirements

Option B is available to students in grades 11-12 who have difficulty scheduling a preferred class due to local and/or state requirements. Option B allows students to fulfill credit requirements through an alternative means. This alternative means must satisfy New Jersey Student Learning Standards of the course as specified by the state of New Jersey as well as the District requirements of that course. Students pursuing the alternative means to fulfilling a requirement would not schedule that course during the normal school day. There are various methods by which course requirements can be satisfied therefore specifics must be negotiated with the student's guidance counselor and then submitted to the Principal for approval. Student must be in grades 11 or 12.

Minimum requirements for Option B include:

A. Student must have a minimum grade of C or better in all courses taken prior to requesting Option B.
B. Student must request a full schedule of courses in order to opt out of a required course. Students may not request Option B in favor of a study hall period.
C. Students must provide sound documentation demonstrating fulfillment of the Opt Out course requirement by the first Friday in January of the school year.

D. Students must participate and letter in two interscholastic sports at LCMRHS. No outside activities will qualify for this condition. Previous year participation in a sport is required.

Plagiarism on Option B project will result in removal from the program and will not be eligible to return to the program.

Students interested in pursuing Option B should meet with their guidance counselor and prepare a written proposal with a parent signature for presentation to the Principal.

Academic Policy

Report cards are distributed to students 2 times during the school year. Parents are urged to examine their children's grades carefully and encourage them to achieve satisfactory grades. If you do not receive a report card within one week after the end of the semester, then please contact the guidance office. A primary focus of the faculty and administration is the direct correlation between satisfactory academic achievement, regular attendance, and good school citizenship. Any student who receives an "incomplete" grade must make up the work within 10 school days following the end of the semester. Failure to make up an incomplete grade within this period will result in a failure for the semester. **Parents are strongly encouraged to monitor their child's academic performance on the PowerSchool Student Information System.**

GPA SCALE

PERCENTAGE	LETTER GRADE	POINT VALUE
100-98	A+	4.33
97-95	A	4
94-92	A-	3.67
91-89	B+	3.33
88-86	B	3.0
85-83	B-	2.67
82-80	C+	2.33
79-77	C	2.0
76-74	C-	1.67
73-71	D+	1.33
70-68	D	1.0
67-65	D-	0.67
64-0	F	0

- Letter grades will be posted on report card
- Percentage grades will also be posted on report card
- Not to be calculated with Course Weighting Scale

I=Incomplete **WP**=Withdrew Passing **WF**=Withdrew Failing

LC=Loss of Credit due to Attendance **P/F**=Pass/Fail

Cheating, plagiarism, or facilitating such activities will not be tolerated at LCMRHS. Violators of this policy will receive a "0" for the assignment and will be subject to administrative discipline action.

Lower Cape May Regional High School does not report class rank on student transcripts. **Therefore, students should select "None" from the drop down menu when asked about class rank on the Common Application.**

The academic environment at Lower Cape May Regional High School is very challenging, and the majority of our students meet that challenge by earning exemplary grades. Due to this high level of academic success, class rank does not reflect the achievements and potential of our students. Therefore, Lower Cape May Regional High School does not report class rank. Lower Cape May Regional High School recognizes students for academic achievement using cumulative weighted GPA as follows:

Summa Cum Laude: 4.66 +	Highest Distinction
Magna Cum Laude: 4.65 - 4.33	High Distinction
Cum Laude: 4.32 – 4.0	Distinction

State assessments are mandatory. Any student who does not participate in state mandated assessments will forfeit participation in extracurricular activities (including dances, sports, clubs, graduation).

Honor Roll

Students who meet the following criteria will receive honor roll status.

1st Honors – All Grades of "A"

2nd Honors – All Grades of "A and/or B"

National Honor Society

In the fall of the Junior and Senior years, students will be reviewed for eligibility for membership to the National Honor Society. Only those students with a minimum grade point average of 3.66 and have demonstrated positive characteristics of character, leadership, service, and active participation in a variety of extra-curricular activities will be considered. The eligibility requirements for membership to the National Honor Society are as follows:

- 11th and 12th grade students in good standing.

  Students must have enrolled in a minimum of four college bound, honors, or advanced placement courses in each of the major subject areas: Math, Science, English, and Social Studies for grades 9-11.
- Students who take Algebra their freshman year may be admitted to the Cape May Chapter of the National Honor Society during their senior year if they successfully complete Algebra and Geometry as well as enroll in and complete Algebra II during their senior year providing they meet all other requirements.
- 11th and 12th grade students must have a minimum grade point average of 3.66. Grade point averages are not rounded up.

- Students must complete a minimum of 10 community service hours for each school year for grades 9-12, or a total of 20 hours prior to their junior year and a total of 40 hours by the end of their senior year.
- Students must maintain the above-mentioned standards throughout the tenure of their membership to the National Honor Society.
- NHS members in their senior year must maintain the required GPA standard and the minimum of four college bound courses in the 12th grade.

The eligibility requirements are in compliance with the national and local by-laws of the National Honor Society and have been approved by the High School Principal and the members of the Lower Cape May Regional Board of Education.

By vote of a committee, those seniors and juniors who meet the requirements of scholarship, citizenship, leadership and service are selected for membership in the Lower Cape May Regional Chapter of National Honor Society. A separate set of rules/regulations may be obtained in the Guidance office. Full details on eligibility are available from the Guidance Department or the National Honor Society advisor.

Online Grades

Powerschool

PowerSchool gives you the ability to check student grades and attendance. With your help we will use this to create a stronger partnership with a focus on student achievement.

Parents have been assigned a username for each student in the family. Students have their own username and password.

Getting Started:

- Go to www.lcmrschools.com and click on the “PowerSchool Parents” link along the right side of the page.
- Enter your username and password as it appears in the letter you receive. Click “Enter”. Be sure to keep the password in a secure location. Lost passwords will take time to reset.
- Once logged on, the Grades and Attendance window will appear. Use the icons at the top to view different screens.
- Grade History: Provides a transcript of your child’s term grades throughout the year.
- Attendance History: Displays your child’s attendance for the entire school year.
- Teacher Comments: Provides comments left by your child’s teachers.
- School Bulletin: Contains general announcements for the general public.
- Class Registration: We plan to use this function to select some of your classes for the next school year. This is currently inactive.
- My Calendars: This advanced function uses an outside program to create a calendar with all assignments and scores. We will provide more detail on this function later in the year. Feel free to explore.
- Anytime you want to get back to the main page just click on the word PowerSchool.

Summer School

In order to be eligible to make up a failed subject in summer school, a student must have remained in that course until the end of the school year.

Students are not allowed to be privately tutored for a failed course to earn credit. To receive credit, students must attend an approved summer school. The maximum grade a student will be awarded for passing a failed course in summer school will be a D- (Pass/Fail).

No Credit Status

Students who fail to follow LCMR policies on attendance, grades, discipline, and/or other obligations will be placed on **NO CREDIT STATUS**. This will make a student ineligible for all school events including; graduation ceremonies, prom, sporting events, and all other extracurricular events.

School Trips & Teacher Permission Forms

Eligible pupils wishing to participate in any authorized school trip must submit their parent's signature on the permission form before departure. Teachers and parents act as chaperones on all trips and their instructions must be complied with at all times. Unauthorized conduct will be reported to the Principal's Office by the chaperones in charge.

* ELIGIBILITY WILL BE DETERMINED BY COMPLIANCE WITH SCHOOL RULES AND REGULATIONS. Misconduct on previous school trips will make a student ineligible for future trips. Students who have exceeded the 12th day unverified absence limit will be ineligible for school trips.

L. C. M. R. Policy of Pupil Records

In accordance with requirements set forth in the New Jersey Administrative Code, Title 6, Chapter 3, Subchapter 2, entitled, "Pupil Records," local school district shall notify parents of their rights in regard to pupil records and shall make copies of the applicable State and Federal laws and local policies available upon request.

Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record.

The local school district may not compile any other records except mandated and permitted records.

Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey Statute, regulation or authorized administrative directive. Examples are: identifying data: record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with State regulations; and all other records required to be kept by the State regarding the education of handicapped. Permitted pupil records are those which a local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples are: group achievement and intelligence tests; aptitude tests and interest inventories; observations and ratings of individual pupils by professional members acting within their sphere of competency; observations and verified reports of serious or recurrent behavior patterns, extra curricular activities and achievements; rank in class; and academic honors earned.

As parents, you and your child(ren) have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators, and other staff members to maintain effective functioning of our educational institution.

If you have any questions or desires to examine your child's record file, you may arrange to do so by making an appointment with the respective guidance office or the child study team.

Physical Education

All students are required to change into physical education attire; free of pockets, zippers, snaps and buttons. The components of PE attire are sneakers, socks, gym shorts, t-shirt, and undergarments. Jewelry is not permitted to be worn in any gym class. Students are not permitted to leave clothes/belongings in the gym locker room overnight. Students are reminded to lock up all of their belongings while participating in Physical Education classes. **The school is not responsible for lost or stolen items.**

Health Curriculum

The Family Life Curriculum is a comprehensive abstinence-based curriculum.

Grade 9 Topics:
Individual Responsibilities
Facts vs. Fiction – Misinformation about Sexuality
Values & Decision Making – Personal, Family, and Peer Values
Abstinence
Health and Unhealthy Relationships
Sexual Assault / Sexual Abuse Prevention
Date Rape / Acquaintance Rape
Marriage and Parenthood
Human Reproduction
Prevention Behavior – STDs, HIV / AIDS

Grade 10 Topics:
Communicating Effectively
Sexuality – Responsibility, Premarital Sex, Abstinence, Disease Prevention – STDs, HIV/AIDS
Love, Pregnancy / Abortion, Marriage, Parenting – Financial and Emotional Commitment

Sports & Extra Curricular Activities

We are proud of our comprehensive athletic and extra-curricular offerings and encourage our students to participate to enhance their
educational experience:

Athletics

Football	Boys' Soccer	Girls' Soccer	Field Hockey
Cross Country	Boys' Tennis	Girls' Tennis	Golf
Boys Basketball	Girls Basketball	Boys' Track	Girls' Track
Wrestling	Fall Cheerleading	Winter Cheerleading	Ice Hockey
Swimming	Softball	Girl's Lacrosse	Boys' Lacrosse
Baseball	Winter Track	Girls' Volleyball	

Clubs and Activities			
Robotics Club	Student Council	Renaissance	Stage Crew
School Play	School Musical	Pep Band	Spanish Club
Yearbook	Book Club	Mock Trial	Chess Club
French Club	Peer Leaders	Key Club	4H
GSA	Honors Society	FBLA	Fiber Arts Club
Concert Band	Concert Choir	Band Front	Tri M Honors
Comic Book Club	Littoral Society	Literary Magazine	

Extracurricular / Athletic Eligibility

1. All first semester 9th grade students are eligible for participation in September.
2. For participation in September, all 10th, 11th and 12th grade students must have passed 6 subjects (30 credits) from the previous year. According to NJSIAA regulations, students not passing 6 subjects are ineligible until the 2nd semester.
3. At the end of the first semester, all students in all grades must be passing 6 subjects. Students must maintain a passing grade throughout the semester or they will forfeit their eligibility. It will be the responsibility of the coach, athletic director, and teachers to monitor the student's progress.
4. At the end of the second semester all students in all grades must be passing 6 subjects. Those not passing 6 subjects (30 credits) will be ineligible.

Intramural Policy

1. Intramural participants are to fill out a parent permission form and emergency information card. A health history will be provided by the nurse's office. These will be on file with the intramural director before participation.
2. A student who is excused from gym is not allowed to participate in intramurals. (This list is provided on a regular basis from the nurse's office to all gym teachers, department liaisons and administrators.)
3. If an injury occurs the intramural director is to make immediate contact with a parent or guardian and fill out an injury report to file with the nurse.
4. Intramurals are considered an extension of physical education class, therefore the athletic trainer is not responsible for treatment of intramural participants, including taping, except for emergency first aid. The athletic trainer is not always available for intramural activities.

Sportsmanship / School Events

All school rules and regulations apply to school sponsored events (dances, athletics, school plays, concerts, class-sponsored events, etc.). Any student found to violate any school standard while in attendance at a school-sponsored event will be subject to disciplinary action which may include being excluded from future events.
The need for good sportsmanship is important at all times. Students must remember that they are representing their school at both co-curricular and extra-curricular activities.

Lower Cape May Regional expects good behavior from its students, which includes:

1. Acceptable school dress at all school-sponsored events.
2. Noisemakers, streamers, banners and the like are prohibited at indoor events.
3. Booing, derogatory cheers/remarks are not acceptable at any event; more enthusiasm can be generated by following the cheerleader's direction.
4. Displays of temper, annoyance, rowdy behavior or exhibitionism will not change the outcome of any event.
5. Support of all school-sponsored activities is encouraged.
6. Follow the directions of monitors, police, or school officials at home and away. They are serving in the students' best interest.

Athletic Injury Policies

1. All athletes require sports physicals once a year by family doctor/medical home.
2. Updates needed every subsequent season.
3. A visit to any doctor requires a return-to-play notification by doctor.
4. A visit to the emergency room requires a follow-up by a doctor for a return to play notification.
5. An athlete excused from physical education class for any reason cannot participate in athletics until cleared by a doctor.
6. An athlete referred to a physician by the athletic trainer or nurse may not participate in practices or games until a clearance for return to play from the doctor is given in writing.
7. Any injury occurring outside of the school environment that is brought to the attention of the coach, trainer or nurse is subject to the same policies as an injury occurring within the school environment.
8. Athletes should report an injury to the coach immediately. Coaches will fill out an Injury Report and the athlete will be evaluated by the athletic trainer, if available, or the nurse before the athlete returns to play.
9. The insurance policy purchased by the LCMR Board of Education for students and athletes is a secondary insurance policy.

School Nurse

A school nurse is available in the Health Office for school related injury or illness during school hours. A student whose illness necessitates his/her leaving school MUST have that fact recorded in the Health Office and sign out in the main office for attendance purposes.

MEDICATIONS: Students are not permitted to take ANY medication in school except under the nurse's supervision. Any student required to take medication in school must have IN WRITING, ON FILE in the nurse's office, the reason for the medication, type and dosage, and the medication must be in the original prescription bottle. This also includes over-the-counter medications.

For any self-administered medications such as inhalers for asthma or other life-threatening illness, the parent must present written authorization for the medication. The child's physician must certify IN WRITING that the child has the illness and is capable of self-medication. The parent must renew this policy annually.

DOCTOR'S NOTES: Any student who has seen a doctor and was out of school due to illness must present a copy of the doctor's note to the Attendance Officer. A copy of the note may be provided to the Health Office as needed for medical purposes and/or Guidance Counselor.
TRANSFER STUDENTS: Any transfer student must submit proper medical records and other medical information to the Health Office immediately upon arrival to LCMR. New or transfer students will not be allowed to attend school until all necessary medical records are on file at LCMRHS.
SPORTS PHYSICALS: Any student participating in a school sport MUST have a sports physical prior to try-outs.
NURSE OFFICE CONDUCT: Please be mindful that the nurse's office is a place for student patients. Follow the office's policies and procedures. Any violation of such will result in disciplinary consequences.

"Vision screening and audiometer (hearing) tests are performed per state guidelines. In addition, the Wildwood Lions Club performs vision screenings for all students in our district. Scoliosis screening is provided biennially to every student above 10 years of age. A parent/guardian may opt their student out of the scoliosis screening by sending a written request to the school nurse by the last day of September."

School Insurance Coverage

The Lower Cape May Regional Board of Education desires to protect parents from financial burdens which can result from accidents while participating in school district sponsored and supervised activities including football, interscholastic sports, intramural sports, gym, cheerleading, and other school activities. To do this, the District provides accident insurance for all students through BMI Benefits, LLC.

This insurance is EXCESS COVERAGE. The policy will pay those expenses not covered (including deductibles) by any other medical insurance you may have. Thus, you must submit all bills to your insurance first. The school policy will pick up the unpaid balances, up to the limits and conditions of the policy. In the event you do not have hospitalization or accident coverage, the student accident insurance will apply.

Although this coverage is very broad, there are restrictions, limitations, and exclusions in this policy. In many situations, medical bills may not be covered in full. Parents should understand that medical expenses are their own responsibility, not that of the Board of Education. Some of the important benefits and limitations of the plan are:
1. The maximum benefit payable is $25,000 per covered person; aggregate limit per accident is $500,000.
2. Benefits are limited to treatment rendered within three (3) years from the date of the accident.
3. Benefits are based on usual, customary, and reasonable charges for services.

All injuries should be immediately reported to the coach, athletic trainer, or the school nurse. Claim forms will be provided by the school, but it is the parents' responsibility to:
1. Submit the claim form with Part IB filled out completely (any omissions will delay the processing of the claim).
2. Please contact all medical providers where treatment was received and instruct them that you have secondary insurance. If you give the medical/dental provider a copy of the BMI

Accident Claim Form and Provider Letter, they should bill BMI directly after they bill your primary insurance.

4. If you have no other medical insurance, you will need to fill out the "Statement of No Other Insurance form". Return this to BMI Benefits immediately and the claim will be paid as per the policy terms and conditions. Failure to return this will result in a delay or denial of the claim.

It is your responsibility, and to your benefit, to submit the necessary papers as soon as possible as the claim cannot be paid until all papers are submitted. ONLY ONE CLAIM FORM PER ACCIDENT IS REQUIRED. Also, a copy of this policy should accompany each claim form.

Media Center & Media Specialist

The library with its facilities, material, and staff is an integral part of the educational program of the school. Helping students to acquire skills in obtaining information, organizing, and communicating through a variety of media is a major focus of the library.

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

Media Center Pass Procedures

1. All students must have an approved E-Pass in order to enter the media center.
2. Students must sign in on the computer in the media center.
3. Students will remain in the library for the entire period unless the classroom teacher requests on the pass that they return during the period.

All students should come to the library with a definite classroom assignment or individual project that requires research. The librarian has the authority to send back any student who does not use his/her time constructively.

Media Center Circulation Policies

1. Materials may be borrowed for three weeks and renewed if no one has requested the same title.
2. Lost books must be paid for before final grades are released.
3. Damage of the materials and unauthorized removal will be dealt with as stated in the Discipline Policy.

Internet Use Policy

The Lower Cape May Regional Board of Education believes that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. It should also be noted that the internet system is the property of the Lower Cape May Regional School District, and as such, system users will be subject to routine monitoring of files and correspondence.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law and/or the Acceptable Use Policy. If any violation of the established regulations occurs, access privileges may be revoked, school disciplinary action (in accordance with district discipline code) and/or appropriate legal action may be taken. A fine and discipline infraction

will be assessed for misuse of computers or other technological equipment located in the school building.

Books

Students should keep in mind that textbooks are furnished by the school for the length of time that they are in class in which the book is used. It is important to take good care of books. They should not be stuffed with papers, or have the book pages written on, nor be left carelessly about the building. Remuneration must be made for lost, damaged or stolen books. As soon as a book is received, it should be covered with suitable material. A student's name and section should be written in front of the book on the inside front cover in the space provided.

Discipline Code

The Lower Cape May Regional Board of Education acknowledges that student conduct is closely related to the learning process – an effective instructional program requires an orderly school environment. The Board of Education requires each student to adhere to the rules and regulations promulgated by the administration, and to comply with such disciplinary measures as assigned for infractions of these rules. These rules will be implemented in a fair, consistent manner.

In addition, administration reserves the right to disallow students to participate in graduation ceremonies, attend the prom, and attend the senior trip, or participate in other extracurricular activities as consequences to discipline code infractions.

A parental conference may be required when a student returns to school from suspension. Students that are assigned out of school suspensions are not allowed on school property or to attend/participate in extracurricular events.

NOTE: Referral to the office for inappropriate conduct may result in suspension. Penalty for any infraction not listed below is subject to the judgment of the Assistant Principal and/or the Principal.

Failure to report to detentions and other assignments may result in suspension. If a student is absent on the day of a detention that detention will be served on the next day detentions are held.

Students assigned to the 3 to 7 after school program will not be permitted on school grounds, other than from 3 to 7pm, nor will they be allowed to participate in any school-related activities.

The teachers, guidance department, School Resource Officer and administration are available to assist students so that misconduct and/or conflict may be avoided.

Student Discipline Code Points System And The Jeopardy Program

In addition to our standard Student Conduct Code, a point system will be used to identify students who are continually disruptive to the educational process of the school. The point system is also intended to improve student behavior through increased student accountability.

A point value is assigned to each infraction.

- **When a student attains <u>70</u> points – Placement on the Jeopardy Program. In addition, students will lose their parking privileges.**
- **When a student attains <u>100</u> points – Student will lose all privileges to participate in school activities and extra-curriculars, including, but not limited to: sports, field trips, assemblies, clubs, dances, homecoming, prom and any other school activities.**

A student who has accrued 100 discipline points can remove Jeopardy points by going for an extended period <u>while attending school:</u> 1 month with no infractions reduces and good attendance, reduces down to 70pts; <u>this is the lowest amount of points a student can reduce down to.</u>

This policy will not preclude an administrator from suspending a student for severe and/or continuous infractions.

The Assistant Principal will have the authority to assign different point values and disciplinary consequences based upon the situation or severity of the incident.

Jeopardy Program:

PURPOSE: Discipline consequences are designed to modify student behavior. When a student does not cease disruptive or defiant behavior he/she puts him or herself in jeopardy of forfeiting their right to an education. Moreover, continual disruption and defiant behavior constitutes an interference with the instruction of other students. Thus, the disciplinary consequences increase progressively with the chronic offenders.

Habitual Offenders Of The Jeopardy Policy

Students who reach 100 points or more for a second time will be placed in the Jeopardy Program for the remainder of the school year. There will not be a possibility for point reduction after entering the program a second time.

Habitual Offenders Of Discipline Code

Students who are habitual discipline offenders or commit a serious offense may be placed in an alternate educational setting.

Outline Of Infractions And Consequences

A. LEAVING SCHOOL BUILDING AND/OR GROUNDS WITHOUT PERMISSION FROM SCHOOL AUTHORITIES (or FAILURE TO FOLLOW SIGN-OUT PROCEDURES. 10 Jeopardy pts.): STUDENTS MAY NOT LEAVE THE SCHOOL GROUNDS AT ANY TIME DURING THE SCHOOL SESSION WITHOUT PRIOR PERMISSION. THIS INCLUDES LUNCH PERIODS.

1. 1st time detention, students who fail to serve their detention will be assigned a 5:30 detention.
2. 2nd time – Two detentions. Failure to attend a 5:30 detention will result in out of school suspension.

B. CUTTING CLASS: (10 Jeopardy pts.), (Students are only to use their own passbooks for permission to leave class, any found violation of such will result in the same consequence as "Cutting Class")

1. Detention.

2. Two detentions and warning that a further cut will result in loss of credit for course.
3. Out of School Suspension.
4. Loss of credit for course.

C. INAPPROPRIATE LANGUAGE / BEHAVIOR: (10-20 Jeopardy pts.)

1. First offense for disruptive behavior is detention or suspension depending on severity of infraction.
2. Out of School Suspension.

D. DISRESPECT / DEFIANCE OF AUTHORITY: (10-20 Jeopardy pts.)

1. First offense for disruptive behavior is detention or suspension depending on severity of infraction according to Assistant Principal.
2. 1 to 3 days Out-of-School Suspension.
3. Out-of-School Suspension.

E. FIGHTING (30, 50, 100 Jeopardy pts.): 1-10 days Out-of-School Suspension.

The Lower Cape May Regional Board of Education and administration identify student fighting and student violence as extremely serious. Therefore, students involved in fights will be face significant consequences. In the event of a fight, a student's parents/guardians may be instructed to pick up the student at the Lower Township Police Department. Full details describing administrative penalties and police involvement will be communicated to the parent/guardian. A parent conference may be necessary before a student returns to school.

F. INVOLVEMENT WITH OR POSSESSION OF DRUGS OR ALCOHOL (50 Jeopardy pts.): (This includes any school sponsored or school related activities.)

Any or all of the following:

1. Up to 10 days Out-of-School Suspension.
2. Notification to Lower Township Police Department.

3. Student must provide a medical certification from a doctor prior to returning to school. If he/she fails to provide the school with a medical certification then the student will have a program/placement review and the parent/guardian may be reported to state authorities (DCP&P).

Under Influence/ Possession

1st Offense

4 to 10-day suspension

- Re-entry conference with Assistant Principal; Student, parent/guardian, SBYS
- Enrollment in the "Back on Track" Program
- Review and sign Back-on-Track contract.

- Three individual sessions with a representative from SBYS
- Random urine drug Screens until a negative test result is produced.
- Loss of parking privileges for the school year.

Refusal to attend counseling sessions

- Out of School Suspension/Placement Review

Urine Screens will be performed at the discretion of the school nurse and administration.

2nd Offense

4 to 10-day suspension

- Re-entry conference with Principal; Student, parent/guardian, and SBYS.
- Review contract.
- Removal from all extracurricular activities.
- Four individual sessions with a representative from SBYS
- Random urine drug Screens until a negative test result is produced.
- Continued Loss of parking privileges for the school year and removal from all extracurricular activities and events.

Refusal to attend counseling sessions

- Suspension/Placement Review

Urine Screens will be performed at the discretion of the school nurse, and administrator.

3rd Offense

Suspension and:

- Conference with Superintendent

4. Student will be placed on a substance abuse contract. This contract includes mandatory counseling and the school's right to conduct random drug screens.

5. STUDENT WILL LOSE PARKING PRIVILEGES (1 YEAR)

G. THEFT, VANDALISM AND/OR DESTRUCTION OF PROPERTY (20-100 Jeopardy pts): (School's or other person's property.)

1. 1 to 5 days Out-of-School plus restitution for damages.

2. Out-of-School Suspension plus restitution for damages and notification of police depending on severity; possible recommendation for expulsion.

H. SMOKING/ POSSESSION OF CIGARETTES, E-CIGARETTES, SMOKING PARAPHERNALIA, OR OTHER TOBACCO PRODUCTS, VAPING: (20-50 Jeopardy pts): Notify the Lower Township Police Department. Drug screen if suspected of being under the influence or paraphernalia possession.

1. Two 5:30 PM detentions.

2. Suspension

J. EXCESSIVE UNVERIFIED TARDIES TO CLASS (Jeopardy 10 pts):

1. Detention on the 3rd tardy.

2. Detention for each subsequent tardy in multiples of three (6…9…12…15…18…). Parking privileges may be revoked.

3. Chronic offenders will be handled at the discretion of the Assistant Principal.

K. LATE TO SCHOOL (10 Jeopardy pts):

- Detention will be assigned for each subsequent tardy in multiples of three (6…9..12..15).
- 9 lates will result in a two-week suspension of parking privileges.
- **After 15 lates, a student will be assigned a detention for every subsequent offense on the next available detention date** (4:00 or 5:30 Detention).
- 18 lates will result in a one-month suspension of parking privileges for those who participate in the LCMR Parking Program.
- 24 lates will result in loss of parking privileges for one year.

L. FAILURE TO SERVE DETENTION (20 Jeopardy pts):

1. Failure to serve a 5:30 PM detention will result in one day Out of School Suspension.

M. BUS CONDUCT (20 Jeopardy pts):

Disruptive behavior, disrespect, defiance, inappropriate language, fighting, involvement with alcohol or drugs, vandalism, smoking, etc. – any misconduct on the bus will result in the administration of penalties delineated and may also include the loss of bus riding privileges.

N. INAPPROPRIATE DISPLAY OF AFFECTION (5-10 Jeopardy pts):

Public displays of affection are inappropriate in a school environment. Discipline at discretion of administration.

O. TRUANCY (20 Jeopardy pts):

Truancy is absence from school without the knowledge of the parent and school authorities. Since truancy is regarded as a serious offense, all such cases will be referred to the Assistant Principals for disciplinary action. Court action may be taken against the parent(s) or guardian(s).

P. VERBAL OR PHYSICAL ABUSE TO A STAFF MEMBER (30 Jeopardy pts):

Will not be tolerated and will result in a minimum of 3 days Out-of-School Suspension for verbal and Out-of-School suspension for physical abuse including a program review and superintendent conference.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator, or other employee of the Board of Education, shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 21 calendar days from the date of the pupil's suspension.

Q. WEAPONS (150 Jeopardy pts):

Including, but not limited to knives, guns, starter pistols, fireworks, compound bows, etc. Any type of these and other weapons are not permitted on school property. In addition, carrying and/or using mace is prohibited. Any student found with any of these items will have a complaint filed with the police and will be suspended a minimum of 10 days and will meet with the superintendent for a program review.

R. CELL PHONES (Personal Electronic Devices-PEDs) (10-20 Jeopardy pts):

Beginning with the 2026-2027 school year, New Jersey Law (S-3695/A-4882, *P.L.*2025, c.195) prohibits student cell phone use during the entirety of the school day. Students are prohibited from using personal internet capable devices (cell phones, headphones, air-pods, watches, etc.) from 7:45 AM until 2:27 PM.

The following conditions are in effect with respect to student usage of personal electronic devices in school.

- A student is not permitted to use alternative PED as the district provides a Chromebook for education.
- PEDs include, but are not limited to: laptop computers, Chromebooks (not issued by the LCMR School District), iPads or other tablet computers, IPods, smart watches, and cell phones with relevant apps and/or data plans.
- No technical support is provided for PEDs at school.
- Students may not use the camera or recording features of PEDs.
- Students shall be personally and solely responsible for the security of PEDs brought to school. The school shall not assume responsibility for theft, loss, damage or unauthorized calls made with a PED. If devices are loaned or borrowed and misused by non-owners, device owners are responsible for the misuse or policy violation(s).
- Attempting to access the school's private wireless network is strictly prohibited. Any expenses incurred during the use of the device are strictly the responsibility of the student /device owner.
- PEDs may be confiscated at any time by an administrator if these rules are not followed. Return of the device may be contingent on the outcome of a meeting with the parents of the involved student(s).

CONSEQUENCES FOR VIOLATING POLICY

1st violation: Written Warning

2nd violation: 4:00 Detention, 10 Points

3rd violation: 5:30 Detention, 20 Points

4th violation: Out of School Suspension, 30 Points

- The use of an electronic device which invades an individual's personal privacy will result in suspension and will be referred to local law enforcement agency.
- The use of electronic device to record fighting will result in suspension and will be referred to local law enforcement agency.
- The use PED's for the purpose of cheating will result in the loss of credit on the test or assignment, possible suspension, possible removal from the class and the loss of the privilege to use electronic devices at school for the remainder of the year.

S. SEXUAL HARASSMENT/DATING VIOLENCE (15-50 Jeopardy pts):

3 to 10 days Out-of-School Suspension depending on the severity.

T. RESPECT AND TOLERANCE (15-50 Jeopardy pts):

Student(s) shall not racially harass or intimidate other student(s) by name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. Shall not at school, on school property, or at school activities, wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred. (Examples: clothing, articles, material, publications or any items that denotes Ku Klux Klan, Aryan National – White Supremacy, Black Power, Confederate flags or articles, Neo-Nazi or any other "hate" group. This list is not intended to be all inclusive). Violations of this policy shall result in disciplinary action by school authorities. As a consequence, a first offense of the above would be a 1- to 3-day suspension followed by a 10-day suspension and referral to the Superintendent.

U. DRESS CODE VIOLATIONS (10-20 Jeopardy pts):

Students who are inappropriately dressed shall be sent to the Assistant Principal. In extreme cases, a student will be sent home to change his or her attire. Any continued occurrence of inappropriate dress will be considered willful disobedience and dealt with according to the discipline code.

1st incident – written warning and infraction sent home;

2nd incident – detention (4:00)

3rd incident – detention (5:30) Parent Conference.

V. BACKPACKS IN THE CLASSROOM.

Students are to store backpacks in lockers. Students may not carry backpacks to class.

1st incident – written warning and infraction sent home

2nd incident - detention

3rd incident – 5:30 Detention

Substance Abuse
Policy and Procedures

The Board of Education recognizes that for the safety, well-being, health and welfare of its students, a policy must be adopted committing the school district to establishing a procedure to aid the students in seeking help to correct possible substance dependency and/or abuse problems.

The misuse of alcohol and other drugs of abuse by one student may endanger the safety and well-being of all other students and faculty. Also, the misuse of drugs and alcohol and other drugs of abuse can create an impediment to learning, in which case, the school system has a responsibility to provide channels for help and assistance to students whose health may be in jeopardy. The School District has a clear responsibility to provide an atmosphere which will promote a quality learning environment, which can be undermined by misuse of alcohol and/or drugs of abuse.

Further, the Board of Education recognizes that an effective educational approach, promoting accurate information and positive decision making skills, is the first step in preventing a student

from becoming harmfully involved with alcohol and other drugs of abuse; and that such efforts should be provided in the home as well as in the school.

The Board will cooperate and consult with the local, county, state and federal and/or private agencies approved by the Department of Health in the development and implementation of this policy and procedures, and in the annual review of their effectiveness.

The Superintendent shall take such steps as may be necessary to notify, on an annual basis, all students and their parents, the community, and appropriate law enforcement agencies of this Board Policy, and to make it available for review.

For the purpose of this policy the following definitions are applicable:

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment which extends beyond the regular school program by virtue of the use of alcohol or other drugs of abuse by the pupil or the pupil's family.

"Treatment" means those programs and services offered to help a pupil because of the use of alcohol or other drugs by the pupil or the pupil's family. "Alcohol or other drugs of abuse" means:

1. Alcoholic beverages;

2. Any controlled dangerous substance, as identified in N.J.S.A. 24:21-2; and/or

3. Any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain "Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. A comprehensive program of drug education, in every grade, 7-12, shall be implemented to instruct students and staff in the nature of drugs, their effect on the human system and the social implications of drug abuse. No less than 10 clock hours — per students, per year — of drug abuse prevention shall be provided in grades 7-12 to include alcohol and other drug education including tobacco and anabolic steroids in accordance with Department of Education Chemical Guidelines pursuant to N.J.S.A. 18A:40A-1. An ongoing in-service drug/alcohol education program shall be established and maintained for all certificated personnel in cooperation with the school nurse, appropriate child study team members and approved agencies. At least one session at the start of each school year will be devoted to this end. All school personnel shall be instructed in the characteristics of children of alcoholics, identification of users and the impact of drug use in the classroom and society. All personnel shall be alert to signs of "disaffectedness" in students and shall ensure open communication with all students. **Therefore, the Board of Education endorses this philosophy of prevention and intervention and adopts the following procedur**e:

Under the Influence

Reporting, notification, and examination of students suspected of being under the influence of alcohol or other drugs of abuse.

Whenever it appears to any professional staff member that a pupil may be under the influence of alcohol or other drugs, they shall report the matter to the Building Principal or his/her designee. In the case of class trips, athletic events or other away activities, the person in charge is considered the designee to be notified.

The Principal or his/her designee shall immediately notify the parent or guardian and the chief school administrator and arrange for an immediate examination of the pupil, **which must take place within four (4) hours of the incident**. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector. If the chosen physician is not immediately available, the examination shall be conducted by the medical inspector, or if the medical inspector is not available, the pupil shall be accompanied by a member of the school staff designated by the Principal, to the Emergency Room of the nearest hospital and/or laboratory for examination. The School Nurse and/or Principal's designee shall accompany the student examiners. The examination should include urine screening in order to determine substance abuse. If the examination is performed by the school medical examiner, the urine analysis will be collected by the school nurse.

If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, **such examination shall not be at the expense of the District Board of Education.**

A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the Superintendent of Schools or Building Principal. If the written report of the medical examination is not submitted to the parent or guardian, Principal and Chief School Administrator within 24 hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received (with approval of the examining physician.

If there is a positive diagnosis from the medical examination indicating that the student is under the influence of drugs, the pupil shall be returned to the care of a parent or guardian as soon as possible. Local law enforcement agencies may be notified. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the Principal and Chief School Administrator from a physician who has examined the pupil to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. In all instances a parent/student/administrator conference is required before re-admittance.

If the parents are unwilling to seek appropriate help, or if the student refuses help, the school shall take the appropriate action based upon the advice of the Board attorney and district medical inspector. This may include suspension or expulsion. Refusal or failure by a parent or guardian to comply with 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 laws (N.J.S.A. 9:6-1).

Anabolic Steroids

Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to the Principal or, in his/her absence, to his/her designee.

The Principal or his/her designee, shall immediately notify the parent or guardian and the Superintendent of Schools, if there be one, or the Building Principal, and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the medical inspector. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.

A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the Superintendent of Schools or Building Principal.

If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a school nurse or medical inspector, or another appropriately certified person for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.

If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well-being, the coordinator or other certified person shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

These consequences may be varied by the Principal or Superintendent depending upon the particular circumstances involved and the above consequences shall be generally served as the minimum consequences for an infraction.

While the pupil is at home because of the suspension / positive diagnosis the pupil will be evaluated by an individual appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drugs of abuse prevention.

The District Core Team shall evaluate the needs of the student and make recommendations and referrals for appropriate services. In order to make this determination, the coordinator or other staff member of the Core Team may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate in order to secure assistance to students and the family.

Any staff member who reports a pupil to the Principal or his/her designee in compliance with the provisions of this subsection shall not be libel in civil damages as a result of making such a report as specified in N.J.S.A. 18A:40A-13 and N.J.S.A. 18A:40A-14. The determination to have a medical examination by a professional staff member, when it appears that a student is involved with drugs, need not depend on a finding that the pupil is under the influence of a drug or possesses or distributes a drug on school premises.

If in the enforcement of these procedures controlled dangerous substances are found, the memorandum of agreement with the local police department re: "Drug Free School Zones" is immediately implemented.

These policies and procedures must comply with the confidentiality requirements established in 42CFR Part II.

CONSEQUENCES FOR POSITIVE DIAGNOSIS

Under Influence/ Possession

1st <u>Offense</u>

4 to 10-day suspension

Re-entry conference with Assistant Principal; Student, parent/guardian, SBYS

- Enrollment in the "Back on Track" Program

- Review and sign contract.
- Three individual sessions with a representative from SBYS
- Random drug tests for the remainder of the school year. Drug tests will be performed at the discretion of the school nurse and administration
- Refusal to attend counseling sessions: ISS (3 to 7), OSS 4 to 10 days.

2nd Offense

4 to 10-day suspension

Re-entry conference with Assistant Principal or Principal, student, parent/guardian, and SBYS.

- Removal from all extracurricular activities until exit from program.
- Review contract.
- Four individual sessions with a representative from SBYS.
- Random urine drug tests for the remainder of the school year. Urine Screens will be performed at the discretion of the school nurse, and administrator.
- Loss of parking privileges for the school year and potential removal from all extracurricular activities and events for the rest of the year.
- Refusal to attend counseling sessions: ISS (3 to 7), OSS 4 to 10 days

3rd Offense

4-day suspension and program/placement review

- Meeting with Superintendent

Remaining suspension and or treatment options will be discussed at this meeting.

Locker, Corridor Traffic, Search & Seizure

Students should not share lockers or locker combinations. The school will not be responsible for personal items lost or stolen. Keep to the right whenever moving through the halls; running in the halls, pushing, shouting, and general "horse play" are not permitted. Students are permitted to go to their lockers during the passing of classes. It is recommended in the event a student finds it necessary to go to his/her locker that he/she do so promptly. If a student is late to class he/she will be subject to discipline by the teacher involved and repeat offenders will be subject to administrative detention. Lockers are furnished by the school as a storage place for students' books, clothing, etc. Each student will have a locker equipped with a confidential combination lock. LOCKERS ARE TO BE KEPT CLEAN AND MAY BE INSPECTED BY THE ADMINISTRATION. Any locker malfunctions should be reported to the first period teacher. Do not place any other lock on a locker, as it will be removed by school authorities. VALUABLES BROUGHT TO SCHOOL ARE DONE SO AT THE STUDENT'S OWN RISK.

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, and discipline. Lockers are also subject to periodic inspection by the administration, PL. 1985, Chapter 198 18A: 36-19.2.

A pupil's personal possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the

age and sex of the pupil and the nature of the infraction. A physical search of a student may only be conducted by a staff member of the same sex as the pupil. In order to ensure a safe and drug free environment LCMR school district and the Cape May County Sheriff's department canine unit reserve the right to search all areas in the LCMR school district.

Care of School Property

Students should not mark school furniture, walls, ceiling, floor or equipment with pen, paint or any other instrument. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency and will be monetarily responsible for all damages in addition to facing school disciplinary action. Disciplinary action could result in an Out-of-School Suspension.

District Harassment, Intimidation, and Bullying Policy

A. Policy Statement

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.

B. Harassment, Intimidation, and Bullying Definition

"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

2. By any other distinguishing characteristic; and that

3. 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) 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

5. Has the effect of insulting or demeaning any pupil or group of pupils; or

6. 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.

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

*The entire Anti-Bullying Policy can be viewed online by visiting our website at www.lcmrschools.com and clicking on the anti-bullying link.

District Anti-Bullying Contacts

Dr. Erich Wolf - District Anti-Bullying Coordinator
Assistant Principal, LCMRHS
wolfe@lcmrschools.com
Ext: 218

Kelly Godfrey- High School Anti-Bullying Specialist
Assistant Principal, LCMRHS
godfreyk@lcmrschools.com
Ext: 218

Mark Schiffbauer - Richard M. Teitelman Anti-Bullying Specialist
Assistant Principal
schiffbauerm@lcmrschools.com
Ext: 213

POLICY ON HARASSMENT
(File Code: 4111.2)

I. General Statement of Policy

It is the policy of the Lower Cape May Regional School District Board of Education to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or

education; or (iii) that conduct or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to: (i) unwelcome verbal harassment or abuse; (ii) unwelcome pressure for sexual activity; (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other that necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property; (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or (vi) unwelcome behavior or words directed at an individual because of gender (vii) any sexual contact between a student and a teacher or any School District employee constitutes the crime of Sexual Assault under N.J.S.A. 2C:14-2c. This type of sexual activity is a crime whether the sexual contact is welcomed or unwelcome by the student.

B. Racial Harassment Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or(iii) otherwise adversely affects an individual's employment or academic opportunities

C. Religious Harassment Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or (iii) otherwise adversely affects an individual's employment or academic opportunities

D. Sexual Violence Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault Definition: Assault is: (i) an act done with intent to cause fear in another of immediate bodily harm or death; (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or (iii) the threat to do bodily harm to another with present ability to carry out the threat

H. 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.

III. Reporting Procedures

Any person who believes he or she has been the victim or religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the School District Central Office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Affirmation Action Officer or to the Superintendent.

A. In Each School Building – The Anti-Bullying Specialist or Affirmative Action Officer is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. An administrator is the person responsible for receiving oral or written reports from the following support staff: Transportation Department, Buildings and Grounds Department, and the Food Service Department. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the Building Principal or area supervisor immediately.

   Upon the receipt of a report, the Principal must be notified, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal or Anti-Bullying Specialist or to the Affirmative Action Officer. If the report was given verbally, the Principal or department area supervisor shall personally reduce it to written form within 24 hours and forward it to the Affirmative Action Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the Principal or department area supervisor. If the complaint involves the Building Principal, the complaint shall be made or filed directly with the Superintendent or the School District Affirmative Action Officer by the reporting party or complainant.

B. In the District – The School Board hereby designates Peter Daly as the School District Affirmative Action Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Affirmative Action Officer, the complaint shall be filed directly with the Superintendent.

C. A complaint can also be filed with any of the following:

State of New Jersey, Department of Human Services
Division of Child Protection and Permanency
Southern Regional Institutional Abuse Unit (DCPP)
Cape May County District Office
Court House Commons – Building B
601 Route 9 South
Cape May Court House, NJ 08210
Phone: 463-9652

Cape May County Prosecutor's Office
DN-110 Central Mail Room
4 Moore Road
Cape May Court House, NJ 08210
Phone: 465-1135

Lower Township Police Department
2600 Bayshore Rd.
Villas, NJ 08204
Phone: 886-1619

United States Department of Education
Office of Civil Rights Enforcement
330 C. Street SW
Washington D.C. 20202-1100
Phone: 202-205-5557

D. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

E. Use of formal reporting forms is not mandatory.

F. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. Investigation

By authority of the School District, the Affirmative Action Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. Results of the investigation will be kept in a confidential file by the Affirmative Action Officer.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

V. School District Action

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, NJ and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy as soon as is practical.

C. If the complainant feels, at any time, that the investigation has not been complete and/or satisfactory as to its outcome, he/she is urged to follow the various levels of reporting:

1. School Building Principal
2. District Affirmative Action Officer
3. School District Chief School Administrator
4. Board of Education, by way of the President

VI. Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Harassment or Violence as Abuse

Under certain circumstances, alleged harassment or violence may also be possible abuse under New Jersey law. If so, the duties of mandatory reporting under New Jersey statutes may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

VIII. Dissemination of Policy and Training

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook, and discussed as part of the Health and Physical Education Department Curriculum.

C. The policy will be disseminated at the beginning of the school year at the District-wide staff development program on Sexual Harassment during the In-Service Program. Also, the policy will be handed out to all newly hired staff members. And finally, the policy will be handed out to all staff in the September 15th's payroll envelope.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

Revised March 26, 2002

Passes

Passes are only to be issued to students in emergency situations. STUDENTS SHOULD USE LAVATORIES AND GO TO LOCKERS BETWEEN CLASSES, THEREBY COMING TO CLASS WITH THE NECESSARY MATERIALS. Students who arrive late to school will be given a "late pass" to present to the teacher for admission to class. The E-Hall Pass system must be utilized at all times. Failure to have an approved E-Hall Pass from a staff member will result in disciplinary action.

Violations of this policy or excessive use will result in pass restriction or escort at discretion of administration.

Dress & Grooming

The Board of Education of Lower Cape May Regional School District recognizes that standards of proper dress and grooming affect the behavior of students and that there are sanitation and safety factors directly related to proper dress and grooming. It further recognizes that school administrators, teachers, parents, and students need dress and grooming guidelines that are clear and specific so that rules of discipline can be enforced consistently. LCMR sets the following standards for school dress and appearance not only during school hours but at any school sponsored function. These standards are designed to create a more effective climate for learning, improve the safety and security of all students, increase pride and unity and decrease gang-related influences.

A. **Hair.** All students shall wear their hair in a clean and well-groomed manner. Hair worn in such a manner that it becomes a nuisance, a disrupting presence, or unsafe to others is not permitted (e.g. spiked hair that is excessive in length).

B. **Personal Dress.** Modesty and the avoidance of distracting influences are the keys to an attractive appearance.

1. Hats or sunglasses are not to be worn or carried indoors at any time, except for medical reasons. Students are required to carry a medical exemption card with them for the duration of affliction.
2. All hats and head gear are to be properly stored in the students locker during the school day. If worn indoors the item will be confiscated and given to the student's appropriate Assistant Principal.
3. Head covers, scarves, bandanas, headbands, or fashion related headwear is prohibited in the building at all times except for medical or religious purposes. If worn, these items will be confiscated and given to the student's appropriate Assistant Principal.
4. Emblems on clothing that are offensive or in poor taste are prohibited. This includes but is not limited to:
   a. Racial or ethnic slurs/symbols,
   b. Gang affiliations,
   c. Profane or obscene language,
   d. Subversive or sexually suggestive language, symbols or pictures, or
   e. Clothing that advertises the use of tobacco, alcoholic beverages or illegal drugs.
5. Dresses, skirts or shorts can be no shorter than mid-thigh. These garments MUST fall beyond the fingertips when fitted at the natural waist.
6. All shirts or dresses must have sleeves that cover the shoulder and have tight fitting armholes.
7. Tank tops, spaghetti straps, halter tops, tube tops, or other strapless dresses and tops, backless dresses and tops or muscle shirts are not permitted. Armpits must be covered.
8. All shirts or blouses must cover the midriff.

9. No see-through clothing or clothing with plunging necklines. No pajamas or other sleepwear.

10. Pants, shorts and skirts must be size appropriate, secured, and worn at the natural waistline.

11. Exposure of undergarments of any type is prohibited.

12. No jewelry that could be considered offensive or unsafe. This includes heavy chains, jewelry that is studded or pointed. No chains hanging from wallets or clothing. No enlarged belt buckles.

13. Clothing deemed threatening or offensive (trench coats, gang related attire, metal spikes and chains etc.)

C. **Footwear.** The most desirable footwear is that which provides a firm walking surface, good balance, secure attachments to the foot and protective covering over the toes. 1. All students must wear shoes at all times (examples: dress, tennis, sandals, clogs). 2. No shower shoes, house or bedroom slippers.

D. **Grooming.** It is expected that personal cleanliness will be observed. Grooming aids such as brushes, combs, perfumes, nail polish and make-up are NOT to be used in the classroom.

E. **Safety.** Nothing stated here is to be interpreted to limit the responsibility and obligation of teachers and administrators to make and enforce regulations concerning control of hair or clothing in the interests and safety demonstrably involved in any specific teaching situation.

F. **Enforcement.** Enforcement is the responsibility of all certified staff. Students who are inappropriately dressed shall be sent to the Assistant Principal. In extreme cases, a student will be sent home to change his or her attire. Any continued occurrence of inappropriate dress will be considered willful disobedience and dealt with according to the discipline code.

1st incident – Written Warning and infraction sent home
2nd incident – Detention (4:00)
3rd incident – Detention (4:00) Conference with a parent.

Student Grievances

1. Before submission of a written grievance, the aggrieved party (one or more who believe their legal rights are being denied) should attempt to resolve it informally.

2. If the grievance is not resolved informally, a written grievance (the complaint and the description of the events surrounding the complaint) should be taken to the guidance counselor who will attempt to resolve the grievance within 5 school days.

3. In the event the grievance is not resolved by the Guidance Counselor, the written grievance and the steps taken by the guidance counselor should be submitted to the Affirmative Action Officer or Assistant Principal.

504 Grievance Procedure

1. This grievance procedure shall apply to a student with a disability alleging discrimination under the provisions of Section 504 of the Rehabilitation Act of 1973.

2. The parent who believes his or her child has a valid basis for a grievance under Section 504 shall file an informal complaint in writing with the District 504 Coordinator stating the specific facts of the grievance and the alleged discriminatory act.

3. District 504 Coordinator will make reasonable efforts to resolve the matter informally by reviewing the grievance with appropriate staff including, but not limited to: the Principal, Child Study Team staff, and/or classroom teacher(s).

4. The District 504 Coordinator will investigate and document the complaint including dates of meetings, dispositions, and date(s) of dispositions. The District 504 Coordinator will provide a written decision to the complainant within seven working days of the written complaint.

5. If the complainant is not satisfied with the District 504 Coordinator's written decision, the complainant may appeal the decision in writing, setting out the circumstances that give rise to the alleged grievance. This written appeal must be filed with the District 504 Coordinator within three working days of the complainant's receipt of the written decision. The written appeal must state the basis for the appeal and the remedy sought by the complainant.

6. The District 504 Coordinator will appoint a qualified hearing officer within seven working days of the receipt of the written appeal. The hearing officer will conduct a hearing within seven working days of receipt of the written appeal. The hearing officer will give the parent a full and fair opportunity to present evidence relevant to the issues raised under the initial grievance. The parent may, at his or her own expense, be assisted or represented by individuals of their choice, including legal counsel. The hearing officer will present a written decision to the District 504 Coordinator and aggrieved individual within seven working days of the hearing.

7. The complainant may file a written appeal to the Board if not satisfied with the hearing officer's decision provided the written appeal is submitted to the Superintendent within three working days of the complainant's receipt of the hearing officer's written decision. The Board may, but is not required to, conduct a Board hearing on the appeal.

8. The complainant may request mediation and due process in accordance with N.J.A.C. 6A:14-2.6 and 2.7 if unsatisfied with the written decision of the Board. If specifically requested by the parent, the aforementioned N.J.A.C. 6A:14-2.6 and 2.7 grievance procedures must be followed.

Intake Grievance/Complaint Form

The form provides staff and students with a procedure to seek a remedy for alleged violations related to discrimination based on race, color, national origin, genetic sex, and disability status. A person has a right to resolve the complaint informally, or formally. A grievance/complaint can be filed in multiple ways (e.g., in-person, by mail, by telephone, or by electronic mail).
Step 1 This form can be submitted in person or electronically and returned to the appropriate compliance officers (e.g., Title IX, Section 504, Title II, or AA Coordinator). The appropriate coordinator will review and investigate the concern.

- Complainant:
- Complainant's Address:
- Complainant's Phone Number:
- Date Problem Began:

- Name of staff or student responsible for the alleged violation of Affirmative Action Program:
- Please describe what happened:

Non-Discrimination Statement

The Lower Cape May Regional School District does not discriminate in admissions or access to, treatment, or employment based on race, color, national origin, sex, or disability, in its programs and activities. The following people have been designated to handle inquiries/complaints regarding the non-discrimination policies:

Contacts

Please contact the following people for assistance:

Affirmative Action & Title IX:
Mr. Pete Daly
687 Route 9
Cape May, NJ 08204
609-884-3475
dalyp@lcmrschools.com

Section 504:
TBA
687 Route 9
Cape May, NJ 08204
609-884-3475

U.S. Department of Education
Department of Civil Rights
Online: You may file a complaint with OCR using OCR's electronic complaint form at the following website: http://www.ed.gov/about/offices/list/ocr/complaintintro.html.
Mail or Facsimile: You may mail or send by facsimile information to the address or phone number available at this link. You may use OCR's Discrimination Complaint Form or write your own letter. If you write your own letter, please include:

- The complainant's name, address and, if possible (although not required), a telephone number where the complainant may be reached during business hours;
- Information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required);
- The name and location (city and state) of the institution that committed the alleged discriminatory act(s); and
- A description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination.

Email: You may email OCR's Discrimination Complaint Form or your own signed letter to ocr@ed.gov. If you write your own letter, please include the information identified above.

Student Disorders and Disturbances

The Lower Cape May Regional Board of Education hereby affirms its belief in and support of those individual human rights which have been established by the Constitution of the State of New Jersey, and Federal as well as State statutes. The Board further recognizes and accepts the prerogative of individuals to exercise these rights in a peaceful manner to support views or positions which are not contrary to either the Federal or State Constitution, existing statutes or policies, rules, and regulations of the local Board of Education.

The Board further expresses, however, the disapproval of those who would forcibly impose their views on others or who would in other ways violate the individual dignity or rights of other persons. Above all, the Board of Education of the Lower Cape May Regional School District abhors and therefore cannot condone mass hysteria or violence in pursuing any cause or proposition regardless of its merits or the parties of interest.

To this end the Superintendent, with his/her staff, is directed to take such full and appropriate action as shall be necessary to quell disturbances including the lodging of formal complaints and administering appropriate discipline against those persons identified as parties to the disorder or disturbance and other such legal redress as may be warranted.

School and the Law

Any unlawful act taking place on school grounds or in school buses not only makes the student subject to penalties which the courts may prescribe but also may result in suspension or dismissal from school. Anyone found possessing, selling, or buying drugs/alcohol on school grounds is subject to Board of Education Policy on Drugs & Alcohol.

Every person 18 years of age shall be deemed to be an adult and shall have the same legal capacity to act as a person 21 years of age. (Chapter 8, Laws of 1972, effective January 1, 1973). Pupils in the public school comply with the rules established in pursuance of law, for the government of such schools, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them. (Title 18A:37).

Pupil / Parent Advocates

When a third party to a parent and/or pupil seeks to represent or otherwise advocate for a student, it shall be necessary for that party to apply with written notice. This notice should include an explanation of how he or she has knowledge or training with respect to the pupil and their education needs so as to facilitate the claims or defenses of the child. The applicant shall describe his or her relevant education, work experience or other qualifications related to the child’s condition.

At no time does the administration or any other staff member or party to the school district abrogate their responsibility to keep pupil records confidential. Access shall be granted only to authorize organizations, agencies or persons in accordance with the specifications and conditions prescribed by regulations and the laws of the state of New Jersey.

Monthly Fire/Security Drills

A fire evacuation plan is posted in each room. When the fire alarm sounds, students should pick up personal belongings; leave the room through the proper exit quietly and quickly. The teacher may ask students to help close windows. The first student to reach the outside door should hold the door open. Students must stay with their classes. No one is to return to the building until the signal is given. Tampering with fire alarms and fire extinguishers is an illegal act and will be treated accordingly, including police charges and the appropriate administrative disciplinary penalty.

Lunch Program

Lower Cape May Regional School District participates in the National Child Nutrition Program. Students are offered a Hot Lunch, Soup and Salad Lunch, Soup and Sandwich Lunch, and a Grab & Go Lunch daily. Ala carte entrees and other items are also sold. Family applications for the lunch program are sent to each household. You may apply or reuse their 5 digit identification number daily on a keypad. Upon entering their number, the cashier—and only the cashier—will know what determination that student is. Remember to include student ID number when making prepayments to ensure proper crediting of accounts. Checks are accepted. Student lunches are $3.85. Staff lunches are $5.00. Prepayments are encouraged.

Transportation

Lower Cape May Regional School District provides transportation for l00% of its students. Therefore, all other methods of arrival and departure from school such as walking or riding bicycles are discouraged. This is due to the hazardous conditions on Route 9 and other secondary roads.

Bus Safety Code

1. All school rules are in effect on school buses.
2. No students may ride a bus other than his or her own or get on or off at other than his/her own assigned bus stop without the permission of the school administration obtained in writing. This will be done only in the case of an emergency.
3. **THE BUS DRIVER MUST AT ALL TIMES BE PROMPTLY OBEYED. STUDENTS WHO VIOLATE THESE OR OTHER COMMON SENSE RULES MAY BE DENIED THE USE OF THE SCHOOL TRANSPORTATION FACILITIES.** In the event that a student's conduct on the bus results in his or her suspension from riding the bus, it is the parent's responsibility to provide the necessary transportation to and from the school during the suspension period.

Bus Policy

While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision.

Once a student boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.
In view of the fact that a bus is an extension of the classroom, the Board of Education shall require students to conduct themselves in a manner consistent with established standards for classroom behavior. In cases when a student does not conduct him/herself properly on a bus, the discipline code will be invoked by the Assistant Principal and/or Principal. It is necessary for a report to be filled out by a bus driver. Students who become serious disciplinary problems on the school bus may have their riding privileges suspended by the Assistant Principal or Principal. In such cases, the parents of the student involved become responsible for seeing that their child gets to and from school safely. In the case of establishing the culpability of student(s) for vandalism of the bus or its equipment, the parent(s) shall be held responsible for paying damage incurred.

Bus Behavior

Riding on a school bus is a privilege. Violation of the rules may result in the loss of bus privileges. Students should take their seat and remain there until it is time to leave the bus. Students must sit on the seat facing the front of the bus. Sitting on books or other objects is not permitted. Any equipment brought on the bus must be put where the driver directs as the student boards the bus. Defacing or otherwise damaging the bus is not permitted. No litter is to be left aboard the bus. Talking must be in conservational tones with no vulgar language or gesture either to the driver, passengers, or passersby. Unnecessary conversation with the driver when the bus is in motion, is prohibited. Bus drivers have the right to assign seats and only they can grant permission to open windows. Students must not extend hands, arms, or heads through the bus windows. Throwing anything within the bus or out of the windows is not allowed. Animals may not be brought aboard the school bus without permission from the Principal and the Transportation Supervisor. Students are under the authority of the driver of the school bus while being transported to and from school. Any serious infractions of the rules must be reported by the driver to the Assistant Principal. The life of the student and all others on the bus is at stake and no conduct can be tolerated that might jeopardize the safe travel to and from school. All proper legal steps will be taken to see that the established regulations are enforced.

School Parking Regulations

Given the limited availability of parking spaces on school property, the following criteria determine student eligibility to obtain a parking permit.
1. 12th grade students in their final year of high school are eligible to apply, followed by 11th grade students if space is available and with permission from the Assistant Principal.
2. Student and Guardian must attend “Share the Keys” Presentation
3. Students must be on credit status for the previous three years of high school.
4. Students who are placed on the Jeopardy Program will lose their parking privileges.
5. Students must have a valid New Jersey driver’s license.
6. Students must present proper registration and insurance documentation.
Once students are determined to have met all of the criteria, they must complete an application for a parking permit and submit it to the proper school authority.

Additional Parking Regulations

1. All automobiles and mopeds parked on the school grounds must be registered with the school's police liaison and must display the current decal. **Students are not permitted to park their vehicles in the front row of the parking lot closest to the main entrance of the school.**

ANY STUDENT THAT ATTEMPTS TO PARK ON SCHOOL GROUNDS WITHOUT AUTHORIZATION WILL FORFEIT THE RIGHT TO PARK FOR THIRTY DAYS

2. Parking is with a valid permit in assigned spaces only.
3. Parking is strictly limited to the student parking area.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. There will be no loitering or visiting in the parking lot.
6. Students must obey posted speed limits and drive 5 miles per hour within the parking lot. Students found to be driving recklessly on school grounds will lose their parking privileges for one month on the first offense and for the remainder of the school year on the second offense.
7. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
8. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges, towing of vehicles and/or administrative penalties may occur when violations of these regulations occur.
9. Students with permission to drive to school but leave school without proper authorization will lose their parking privilege. Students with permission to drive to school and have properly signed out, but take students home who do not have permission to leave school will lose their parking privileges.
10. Excessive tardiness: 9 lates = 2 week suspension of parking privileges, 18 lates = 1 month suspension of parking privileges, 24 lates = 1 year suspension of parking privileges.
11. Cars not displaying the proper identification will be ticketed.
12. Students who are suspended from school for substance abuse will lose their parking privileges for the remainder of the school year.

Graduation Protocol

Any appeals to decisions about graduation attire will be referred to the Special Projects Committee of the Board of Education. Appeals must be in writing and submitted by the officers of the Junior class no later than December 1st of their Junior year.

School Based Youth Services Program (Room E-7)

The primary goal of Lower Cape May School Based Youth Services, is to provide activities, life skills, and mentoring to help our young people complete their education, enrich their physical and mental health, and to realize their greatest potential. Cape May School Based Youth Services provides a variety of programs, services, and activities to achieve these goals. Students can easily access our services and recreation programs, as we are conveniently located on school grounds. All counseling services are confidential.

Lower Cape May School Based Youth Services is a unit of ACENDA Integrated Health and is funded through the New Jersey Department of Human Services. The program is available to all area youths served by the Lower Cape May Regional School District.

Note: All students must have an e-pass from the appropriate staff member to be admitted into SBYS. Administration reserves the right to remove students who do not follow proper procedures. Additionally, students may be removed for misbehavior.

Recreation – School Based Youth Services offers a wide variety of recreational and educational activities and events, designed to improve self-esteem and provide an atmosphere for creativity, exploration and healthy peer relationships.

Counseling Services – School Based Youth Services provides supportive counseling as well as referral and access to individual, group and family counseling.

Youth Advocacy – Advocacy for education, credit restoration, and reference support for school and employment.

Life Skills Development – Our goal is to develop life skills that will help our youth to become self-sufficient and to find employment and career opportunities.

Conflict Resolution, Mediation and Anger Management – For youth who have been involved in conflicts or who are having difficulty managing their anger.

Wellness Education & Awareness – School Based Youth Services promotes healthy lifestyles, proper nutrition, and provides medical referrals.

Employment – School Based Youth Services provides employment counseling, screening, and referral.

Substance Abuse Awareness and Education – School Based Youth Services provides information and referral services for youth and their families

For information about Lower Cape May School Based Youth Services call 609-884-3475

Emergency Closing

In the event the school must close due to bad weather or other emergencies, please refer to the following media outlets; NJ1015.com (njstormwatch.com), KYW1060.com (CBSphilly), NBC10, Channel 6 Action News, KYW News Radio 1060, www.lcmrschooldistrict.com, Delayed openings will also be announced. The school also utilizes the All-Call System to alert families of school closing. Parents are urged to update all phone numbers with the school.

Bell Schedule

2026-27 BLOCK SCHEDULE WITH FLEX L/C-DAY

BLOCK 1	7:45-9:05
BLOCK 3	9:09-10:26
BLOCK 5	10:30-12:20
LUNCH 1	10:57-11:22
LUNCH 2	11:26-11:51
LUNCH 3	11:55-12:20
BLOCK 7	12:24-1:41
FLEX	1:47-2:27

2026-27 BLOCK SCHEDULE WITH FLEX L/C-DAY

BLOCK 2	7:45-9:05
BLOCK 4	9:09-10:26
BLOCK 6	10:30-12:20
LUNCH 1	10:57-11:22
LUNCH 2	11:26-11:51
LUNCH 3	11:55-12:20
BLOCK 8	12:24-1:41
FLEX	1:47-2:27

2026-27 TIGER SCHEDULE 8 PERIOD DAY

PERIOD 1	7:45-8:25
PERIOD 2	8:29-9:09
HOMEROOM	9:13-9:21
PERIOD 3	9:25-10:05
PERIOD 4	10:09-10:49
PERIOD 5	10:53-11:33
PERIOD 6	11:37-12:59
LUNCH 1	11:37-12:02
LUNCH 2	12:06-12:31
LUNCH 3	12:34-12:59
PERIOD 7	1:03-1:43
PERIOD 8	1:47-2:27

2026-27 1 HOUR DELAY TIGER

PERIOD 1	8:45-9:17
PERIOD 2	9:21-9:52
HOMEROOM	9:56-10:04
PERIOD 3	10:08-10:39
PERIOD 4	10:43-11:14
PERIOD 5	11:18-11:49
PERIOD 6	11:53-1:16
LUNCH 1	11:53-12:18
LUNCH 2	12:22-12:47
LUNCH 3	11:51-1:16
PERIOD 7	1:20-1:51
PERIOD 8	1:55-2:27

2026-27 2 HOUR DELAY TIGER

PERIOD 1	9:45-10:10
PERIOD 2	10:14-10:36
HOMEROOM	10:40-10:48
PERIOD 3	10:52-11:14
PERIOD 4	11:18-11:40
PERIOD 5	11:44-12:06
PERIOD 6	12:10-1:33
LUNCH 1	12:10-12:35
LUNCH 2	12:39-1:04
LUNCH 3	1:08-1:33
PERIOD 7	1:39-1:59
PERIOD 8	2:03-2:27

2026-27 1 HOUR BLOCK DELAY L/C DAY

PERIOD 1	8:45-9:50
PERIOD 3	9:54-10:56
PERIOD 5	11:00-12:23
LUNCH 1	11:00-11:25
LUNCH 2	11:29-11:54
LUNCH 3	11:58-12:23
PERIOD 7	12:27-1:39
FLEX	1:47-2:27

2026-27 1 HOUR BLOCK DELAY L/C DAY

PERIOD 2	8:45-9:50
PERIOD 4	9:54-10:56
PERIOD 6	11:00-12:23
LUNCH 1	11:00-11:25
LUNCH 2	11:29-11:54
LUNCH 3	11:58-12:23
PERIOD 8	12:27-1:39
FLEX	1:47-2:27

2026-27 2 HOUR BLOCK DELAY L-DAY

PERIOD 1	9:54-10:34
PERIOD 3	10:38-11:24
PERIOD 5	11:28-12:51
LUNCH 1	11:28-11:53
LUNCH 2	11:57-12:22
LUNCH 3	12:26-12:51
PERIOD 7	12:55-1:41
FLEX	1:47-2:27

2026-27 2 HOUR BLOCK DELAY C-DAY

PERIOD 2	9:54-10:34
PERIOD 4	10:38-11:24
PERIOD 6	11:28-12:51
LUNCH 1	11:28-11:53
LUNCH 2	11:57-12:22
LUNCH 3	12:26-12:51
PERIOD 8	12:55-1:41
FLEX	1:47-2:27

2026-27 EARLY DISMISSAL 12:30 BLOCK L-DAY

PERIOD 1	7:45-8:51
PERIOD 3	8:55-9:57
PERIOD 5	10:01-11:24
LUNCH 1	10:01-10:26
LUNCH 2	10:30-10:55
LUNCH 3	10:59-11:24
PERIOD 7	11:28-12:30

2026-27 EARLY DISMISSAL 12:30 BLOCK C-DAY

PERIOD 2	7:45-8:51
PERIOD 4	8:55-9:57
PERIOD 6	10:01-11:24
LUNCH 1	10:01-10:26
LUNCH 2	10:30-10:55
LUNCH 3	10:59-11:24
PERIOD 8	11:28-12:30

Alma Mater

By Helen Porter

All Glory to our high school
Down by the Blue Atlantic Shore
Her fame we'll tell no matter where we go
The Blue and the Black we'll cherish forevermore
Ever we'll praise her, ne'er forget her
Proudly her colors we'll raise on high
And so with our hearts staunch and true
We'll all be loyal to Lower Cape High.