



**Richard M. Teitelman
Middle School**

687 Route 9
Cape May, New Jersey 08204
Telephone: 609-884-3475

**2023 – 2024
STUDENT HANDBOOK**

Peter Daly, Principal
Mark Schiffbauer, Assistant Principal
Erik Simonsen, Director of Athletics & Student Activities

District Website
<http://www.lcmrschooldistrict.com>

Teitelman Mission Statement

It is our mission to create a diverse learning environment in which all are motivated to find their purpose, to see their worth, to realize their full potential in this community of caring and to race toward excellence.

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



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FOREWORD

This student handbook is a revised edition of previous handbooks. The purpose is to acquaint new students with the customs and expectations of the school and to remind current students of their responsibilities and privileges. Good citizenship requires a thorough knowledge and acceptance of customs, traditions, and rules which advance the best interest of the students. Some of the policies have been abbreviated to provide a “student friendly” version.

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.

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2023-2024 BELL SCHEDULES

1-6 Bell Schedule

Homeroom	8:25	8:30						
Period 1	8:30	9:32						
Period 2	9:35	10:37						
Period 3	10:40	11:42						
<i>Lunch 1</i>	<i>11:45</i>	<i>12:10</i>	<i>Period 4</i>	<i>11:45</i>	<i>12:15</i>	<i>Period 4</i>	<i>11:45</i>	<i>12:49</i>
<i>Period 4</i>	<i>12:13</i>	<i>1:17</i>	<i>Lunch 2</i>	<i>12:17</i>	<i>12:42</i>	<i>Lunch 3</i>	<i>12:52</i>	<i>1:17</i>
			<i>Period 4</i>	<i>12:44</i>	<i>1:17</i>			
Period 5	1:20	2:22						
Period 6	2:25	3:05						

Early Dismissal Schedule

Homeroom	8:25	8:30						
Period 1	8:30	9:14						
Period 2	9:17	10:06						
Period 3	10:09	10:58						
<i>Lunch 1</i>	<i>11:01</i>	<i>11:26</i>	<i>Period 4</i>	<i>11:01</i>	<i>11:28</i>	<i>Period 4</i>	<i>11:01</i>	<i>11:57</i>
<i>Period 4</i>	<i>11:28</i>	<i>12:24</i>	<i>Lunch 2</i>	<i>11:30</i>	<i>11:55</i>	<i>Lunch 3</i>	<i>11:59</i>	<i>12:24</i>
			<i>Period 4</i>	<i>11:57</i>	<i>12:24</i>			
Period 5	12:27	1:16						

SCHEDULE OF EVENTS
SEPTEMBER 2023-JUNE 2024

SEPT.	4	Labor Day	FEB.	19	President's Day-No School
	5	School Reopens		28	BOE Meeting 5:30pm
	6-9	Early Dismissal-Staff In-Service			
	7	Back to School Night 6pm			
	27	BOE Meeting 5:30pm			
OCT.	22	Cape May Halloween Parade	MAR.	13	BOE Meeting 5:30pm
	25	BOE Meeting 5:30pm		15	Staff Only – In-Service
	27	Haunted High School 6pm		28	Early Dismissal
				29	Spring Break begins
NOV.	6-10	Fall Break	APR.	1-5	Spring Break-No School
	15	BOE Meeting 5:30pm		8	School Reopens
	22	Early Dismissal		24	BOE Meeting 5:30pm
	23-24	Thanksgiving Break-No School			
DEC.	2	West Cape May Christmas Parade	MAY	1	Spring Concert 7pm
	9	Lower Twp. Christmas Parade		17	Early Dismissal
	13	BOE Meeting 5:30pm		22	BOE Meeting 5:30pm
	14	Choir Concert 7pm @ LCMR Theater			
	19	Band Concert 7pm@ LCMR Theater			
	22	Early Dismissal			
	23	Winter Recess – No School			
JAN.	1	New Year's Day	JUNE	13	Last Day for Students
	2	School Reopens		14	Staff Only – In Service
	15	MLK Day – No School		26	BOE Meeting 5:30pm
	24	BOE Meeting 5:30pm			

STAFF

CENTRAL ADMINISTRATION

Gregory M. Lasher..... Superintendent
Christine Teeney..... Dir. of Curriculum & Instruction
Joell Worster Supervisor of Child Study Team
Mark Mallett..... School Business Admin.

Erik Simonsen..... Athletic Director
Steve Mueller..... Technology Technician
Mike Eiler Technology Technician
Donald Piselli..... Technology Technician
Brett Matthews Web Coordinator

GUIDANCE/SUPPORT SERVICES

Tara Samaniego..... Guidance Counselor
Shannon Garrabrant..... Guidance Secretary
Kimberly Dascher..... Child Study Team
Myra Belasco..... School Social Worker
Gionna Botto-Malecki..... Child Study Team
Jennifer Slaney..... Child Study Team Secretary
Eric Coombs..... School Resource Officer
Rachel Axelsson Speech Therapist & CST

SECRETARY/SUPPORT STAFF

Michele Walsh Principal's Secretary
Kate Davis Asst. Principal's Secretary
JoAnn Laputka..... Transportation Supervisor
Kurt Himstedt..... Cafeteria Manager
Holly Morgan..... Food Service
Roy Olsen Super of Bldg & Grounds
Monica Young..... Transportation Secretary
Frank Zilinek Athletic Trainer

Morgan Dougherty..... Nurse
Michael Rodenbaugh Head Custodial
Cathy Sweeten Custodial Staff

School Phone #: 609-884-3475

Attendance: Mrs. Davis: Ext. 213

Cafeteria: Ext. 305

Child Study Team: Ms. Slaney: Ext. 234

Guidance: Ms. Garrabrant: Ext. 274

Main Office: Ms. Walsh: Ext. 212

Nurse: Mrs. Dougherty: Ext. 275

Principal: Mr. Daly: Ext. 214

Asst. Principal: Mr. Schiffbauer: Ext. 226

School Based Youth Services: Ext. 361

RMT TEITELMAN STAFF

Lyndsay Brunner	Christopher Eaves
Shannon Bucko	Dana Gleason
Mark Conley	Lindsey Harner
Elizabeth Connelly	Julie Heck
Melissa Creamer	Tami Kern
Tracy Crouthamel	Steve Leadley
Cory Damiana	Tammi Lee
Anthony D'Aleo	Heather Lewis
Charlsie DeHorsey	Elaine Marro
Dawn Dolinsky	Sydney Peterkin

Caitlyn Pohlig	Colleen Sorenson
Robert Pullyblank	Amy Souder
Mark Ridgway	Elizabeth Suter
Darren Rutherford	Jason Tabler
Lori Schulte	Krystle Tabler
Paul Schulte	Janice Utsch
Angie Schwab	Bethany Wiberg
Heather Shagren	Nikki Wright
George Simmons	Danielle Zimmer
Liza Smith	

BOARD OF EDUCATION

Thomas Connelly, Jr., President
Gary Douglass, Vice President

Board Members: Roy Abrams, Jr., Kelly Cronin, Retta Matagiese, Kathleen Elwell, Frank A. Onorato, Charles Hunt, Harry F. Sundstrom, Jr.

R3MT = RESPECTFUL-RESPONSIBLE-REFLECTIVE

The Richard M. Teitelman School is committed to creating a positive learning environment where students are academically and socially successful. As part of our strategic plan, we are implementing PBSIS-Positive Behavior Supports In Schools, a nationally validated framework for creating a positive school climate.

At Teitelman we refer to this approach as R3MT. Respectful – Responsible - Reflective. Positive Behavior Interventions and Supports framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases conduct infractions as measured by office conduct referral and suspension data. In New Jersey consistent high fidelity implementation of PBSIS has resulted in average of 21% decrease in referrals to the office for conduct infractions and 30% average decrease in out of school suspensions.

ATTENDANCE

EMERGENCY CLOSING

If the school is closed during the day, or severe inclement weather develops, check the TV (Channels 3, 6, 9 and 10); FM radio stations 94.3, 95.1, 96.9, 97.3, 98.3, 99.3, 100.7, 101.5, 102.3, 103.7 and 106.3: AM radio stations 1230, 1340, 1400, 1450; The School district webpage <http://lcmschooldistrict.com>. We will also use our automated calling system.

ATTENDANCE REGULATIONS

Regular attendance is essential for doing satisfactory schoolwork. Daily attendance is required **“all the days and hours that school is in session.”** Absence from school violates New Jersey State Law (N.J.S.A. 18:A:38-25 and 26).

TYPES OF ABSENCE

An Unexcused Absence that counts towards truancy is a student’s absence from school for full or portion of a day for any reason that is not an “excused absence” as defined below.

An Excused Absence is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday with ADVANCE NOTIFICATION provided to the main office, Take Your Child to Work Day or any other absence determined excused by the New Jersey Department of Education.

A Verified Absence is a student’s absence from school that does not count towards truancy, however, is still considered an official absence. The following absences are considered Verified:

1. Student’s illness; supported by written documentation to be handed in to the main office upon student’s return.
2. Student’s required attendance in court; supported by advance written documentation to be handed in to the main office.
3. Student’s visit to secondary educational institutions; supported by advance written documentation to be handed in to the main office upon student’s return.
4. Where appropriate, when consistent with IEPs, 504s, and individual health care plans.
5. Necessary, unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; supported by written medical documentation from physician’s office upon student’s return.

The school attendance officer or representative investigates absences by telephone, home visit or by letter. Letters will be sent to parents/guardians of students who have accumulated 4, 8, and 12 days of absences. This Board of Education has a duty to enforce the attendance laws and therefore establishes, as a policy, that in the event a student accumulates 12 or more unexcused absences, charges may be filed with the Lower Township Police Department. N.J.S.A. 18A:36-25.2 requires that schools investigate unexcused absences of five consecutive days which could result in a report to the Division of Child Protection & Permanency (DCPP). Any student accumulating 12 or more unexcused absences in a school year may be required to attend additional instruction programs during summer vacation.

FAMILY VACATIONS

Parents should put a priority on students attending school. The administration of RMT does NOT recommend taking vacations when school is in session. **Family vacations are NOT an excused or verified absence.**

TO REPORT YOUR STUDENT ABSENT OR ANY OTHER ATTENDANCE QUESTIONS CALL 609-884-3475 EXT.213

TARDINESS

Classes start promptly at **8:25 a.m.** Students are expected to be seated in the classroom at that time prepared for learning. Students who arrive between 8:25 a.m. – 9:30 a.m. will be marked tardy and will report to the main office to obtain a pass for admission to class. The Board of Education provides transportation for all students. Unless a bus is late, transported students should rarely have any reason to be late. Tardiness is included in the attendance policy. Students who arrive after 8:25 a.m. will serve a 4:00 p.m. detention for the third occurrence. Detention will be assigned for each subsequent tardy in multiples of three (6..9..12..15..18..)

INCOMPLETE SCHOOL DAY

- Students who arrive between 8:25 a.m. – 9:30 a.m. are considered tardy.
- Students who arrive between 9:30 a.m. – 10:30 a.m. will be counted present for ½ day.
- Students who arrive after 10:30 a.m. will be counted absent for the day.
- Students who leave school prior to 2:00 p.m. will be counted present for ½ day.
- NOTE: In order to participate in extra-curricular activities, students must be present for a majority of the school day.

PROCEDURE FOR EARLY DISMISSAL

If a student must be excused from school early, the student must bring a note signed by either parent or guardian stating the reason for the early dismissal. The note will be provided to the main office as soon as the student arrives to school. As stated by Law, the parent or guardian must pick up the student in the main office and sign the student out in the register provided. A student will not be permitted to leave without being signed out by his/her parent or guardian (or another designated adult listed under emergency contacts). Anyone picking up students will be asked to provide the office with identification. Students may not leave the building without proper authorization.

MAKE-UP WORK

Students are provided an opportunity to complete assignments missed because of their absences. The time allowed to make up work missed is equal to the amount of time absent. Arrangements to make up work missed while absent are the responsibility of the student. Students choosing to cut classes, or otherwise found to be truant, will not be given credit for work missed during these infractions. Students may make up assignments for time missed due to actions initiated by the authorities of the school, for example a suspension. Students who are going to miss classroom assignments due to a field trip must get their assigned work the day prior to the excused absence. The assignment will be due upon their return to class the following school day. **Homework request for one day absent will not be honored. When absent for one day only students will get their assignment upon return. If a student is absent for two or more days parents may call the guidance office, ext.274, to request work. Work will be picked up in the front office at the end of the school day.**

VISITORS

The school policy is to accept only those visitors who have legitimate reasons to be at the school. Guests and visitors must register in the office and receive a building pass if permission is granted by the administration. **Students are not permitted to bring guests to spend the day in classes with them.** All visitors should expect to provide identification. **No visitor or parent shall go beyond the security vestibule without the expressed permission of the administration or an authorized staff member.**

TRANSFER STUDENTS LEAVING TEITELMAN SCHOOL

A pupil who moves out of the district is required to:

- Return all books and school materials to the teachers and settle all fines and obligations with the front office.
- Supply the guidance office with his/her new address as soon as possible, so records may be completed. Parent/guardian must sign a release form, so records may be sent to the new school. The pupil will be given his report card to present to the new school. Any additional information will be sent to the new school at their request.

CHANGE OF ADDRESS

Every pupil is required to keep the **guidance office** informed of his/her current legal address. Therefore, report any change of address to the guidance office, ext.274, as soon as it is known.

SCHOOL NURSE



A school nurse is available for school related injury or illness during school hours. A student whose illness necessitates his/her leaving school **MUST** have that fact recorded with the school nurse and sign out in the main office for attendance purposes. Students who feel ill must report to the nurse for evaluation and have the nurse excuse them from school.

Medications: Students are not permitted to have in their possession or take **ANY** medication in school except under the nurse's supervision. All medication must be kept with the school nurse. If a student has medication in his/her possession, severe disciplinary actions will be taken.

Any student required to take medication in school must have it **IN WRITING and 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 medication. For any self-administered medication 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 Mrs. Davis, the Attendance Recorder, in the main office upon returning to school. A copy of the note will then be provided to the Nurse's Office for medical purposes and/or Guidance Counselor.

With continued or frequent absence from school due to illness, a physician's statement is requested for readmission. This requirement applies to absence caused by contagious diseases such as measles, small pox, impetigo, etc.

NURSE OFFICE CONDUCT: Please be mindful that the nurse's office is a place for student patients, please respect the office's policies and procedures. Any violation of such will result in disciplinary consequences.

SCHOOL FIELD TRIPS & PARENT PERMISSION FORMS

Field trips are a rewarding and enriching experience designed to enhance the classroom curriculum. Students attending field trips must have demonstrated the ability to act appropriately and positively represent our school in the public. Eligible pupils wishing to participate in any authorized school trip must secure their parent's signature on the parent permission form before they may participate. Teachers and staff members act as chaperones on all trips and their instructions must be complied with at all times.

****ELIGIBILITY FOR FIELD TRIPS WILL BE DETERMINED BY COMPLIANCE WITH SCHOOL RULES AND REGULATIONS.*** Misconduct on previous school trips can make a student ineligible for future trips. Additionally, students with previous significant disciplinary issues may be excluded as deemed appropriate by administration for reasons of safety.

RMT – Incentive Field Trip Criteria Per Quarter

- School Suspension
- No more than 2.5 hours of accumulated detentions
- (Lunch = 1/2 hr., 4:00 = 1 hr., 5:30 = 2.5 hrs.)
- No more than 3 unverified absences
- Passing all classes

Other exceptions may be made by administration if there are extenuating circumstances.

ACADEMICS

2022-2023 GPA

Percentage	Letter Grade	Point Value	EOY Point Scale
100-98	A+	4.33	4.01 – 4.33
97-95	A	4.0	3.68 – 4.00
94-92	A-	3.67	3.34 – 3.67
91-89	B+	3.33	3.01 – 3.33
88-86	B	3.0	2.68 – 3.00
85-83	B-	2.67	2.34 – 2.67
82-80	C+	2.33	2.01 – 2.33
79-77	C	2.0	1.68 – 2.00
76-74	C-	1.67	1.34 – 1.67
73-71	D+	1.33	1.01 – 1.33
70-68	D	1.0	0.68 – 1.00
67-65	D-	0.67	0.51 – 0.67
64-0	F	0	0.00 – 0.50

Any combination of three failures for four marking periods will result in the course grade being a failure.

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

Letter grades will be posted on the report card. Percentage grades will not be posted on the report card not to be calculated with Course Weighting Scale.

I = Incomplete*

S = Satisfactory

U = Unsatisfactory

P = Pass

ME = Medical Excuse

*All incomplete grades must be made up within 10 days of the end of the marking period otherwise a failure grade will be recorded.

ACADEMIC RECOGNITION

It is the pleasure of the administration and the faculty to recognize a job well done through two academic citation rolls. Students achieving 1st and/or 2nd honors for the year will be eligible for awards presented at a ceremony near the end of the school year. The standards are as follows:

HONORS

- 1st Honors – All As, no more than one B
- 2nd Honors – All As and Bs, no more than one C
- All students recognized for honors should also demonstrate good citizenship and respect for self and others.

NATIONAL JUNIOR HONOR SOCIETY

The Teitelman School is proud to have a chapter of the National Junior Honor Society & abides by the criteria set forth accordingly. Admissions are open to qualifying eighth grade students. The following criteria will be used:

- A cumulative A- average. All subjects are included.
- Participation in at least one school or community activity.
- Demonstrated qualities of leadership.
- Recommended by a member of the faculty.
- No discipline infractions.

Students who transfer to Teitelman and have been selected by their previous schools may transfer their membership by contacting the chapter advisor



CLOSING EXERCISES

A closing ceremony is held at the end of the school year for the eighth grade students. Students who **fail two or more academic subjects may be prohibited from attending the ceremony.**

EXTRACURRICULAR ACTIVITIES

SPORTS PHYSICALS

Any student participating in a school sport MUST have a sports physical prior to try-outs. As of 2002 the State of New Jersey has issued guidelines requiring a physical examination to be done by the "home physician" (primary care provider) on each student. Go to the LCMR website, click on the Athletics tab, for more information and to register for Athletic Participation through FamilyID.

STANDARDS FOR SPORTS AND OTHER EXTRA-CURRICULAR ACTIVITIES

A review of the student's academic standings will be conducted by the coach and guidance office to determine if the student is eligible to participate in an activity.

- All first quarter 7th grade students are eligible for participation in September.
- For participation in September, all 8th grade students that failed 2 or more subjects from the previous year are ineligible until the winter season.
- At the end of the first marking period all students in all grades may not be failing 2 or more subjects to be eligible for winter season activities.
- At the end of the second marking period all students in all grades may not be failing 2 more subjects to be eligible for spring season activities.
- During each activity season those students failing 2 or more subjects will be ineligible until they meet the academic criteria. Related Arts will be an accumulated average.

If a student is failing, they may practice with a team but not participate in games, contests or performances until they meet the academic criteria.

The administration reserves the right to apply this standard to spectator students as well. Students must be accompanied by an adult when returning as spectators for various school events and are expected to follow all school rules. Students are only authorized as spectators during actual games or events. Students are not authorized to attend practices as spectators.

TRANSPORTATION TO AND FROM EVENTS

As pursuant to the Lower Cape May Regional School District Board of Education policy, all students participating in extracurricular activities must use Lower Cape May Regional transportation. **PARENTS: ATHLETES ARE HIGHLY ENCOURAGED TO TRAVEL TO & FROM EVENTS AS A TEAM MEMBER WITH THEIR TEAM.** However, on individual basis exceptions can be made in extenuating cases; family emergencies, religious observances, weddings, funerals, and an obligation to another sporting event. This must be approved by the advisor or coach, athletic director and/or a building administrator, 24 hours prior to the day of request. It is further understood that in such a case only the parent/guardian may transport their child. **It is also important that parents drop off and pick up their child in a timely fashion for field trips, dances, and other after school events.**

STUDENT GOVERNMENT

The student government of the Teitelman School is open to any student who wants to participate. Students wishing to run for the office of president, vice president, secretary, or treasurer must fill out a petition and turn it into the faculty advisor. They are elected to this post at the beginning of each school year and must remain in good academic and behavioral standing. Only one student may hold each position.

Athletics

Baseball
Basketball
Cheerleading
Cross Country
Field Hockey
Football
Track
Soccer
Softball
Volleyball(Girls)
Wrestling

School Clubs

Art Club
Builders Club
Drama Club
Science Club

Extra-Curricular

Band
Literary Magazine
Newspaper
RMTV
Student Government
Yearbook

Homework Club
Math Club

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES & DANCES

Participation in these activities is a privilege and must be earned by students. While attending such activities, students must follow these guidelines:

- Students must inform parents of their planned after school activities.
- Students may stay after school only when participating in an activity sponsored by the school staff or other Board of Education acknowledged program.
- Students may not leave and return to a dance.
- Dances are organized for Teitelman students only.
- Students on suspension or those students restricted from extracurricular activities are denied the privilege of attending school functions.
- Students who have not followed school rules may be denied the privilege of extra-curricular activities, as participants and spectators. **ELIGIBILITY WILL BE DETERMINED BY COMPLIANCE WITH SCHOOL RULES AND REGULATIONS.**
- All school rules are in effect.
- **If a student is absent, he/she may not attend a dance, sports event, or performance on the days of the absences.**
- Students are not authorized to wander the building after school is dismissed. Students found in the building after school without proper supervision will be placed with the detention supervisor.
- Any Teitelman student walking to L.C.M.R. or Freeman Douglass Park for a practice or extra-curricular activity must have a signed note or documentation from their parent/guardian.

CAFETERIA

Your school cafeteria has an automated register system. Students use their 5 digit student ID number daily on a key pad. Upon entering their ID, the cashier will debit the appropriate amount. Any number of lunches can be prepaid and students are encouraged to bring lunch money to the cafeteria on the first day of the week or any morning to the Food Service Office. Please include student ID number with payment, checks are accepted.

There is also a breakfast program before school.

All school rules are in effect:



- No Food or Drink are to leave the cafeteria
- Students are expected to leave their eating area the way they found it.
- Students who fail to conduct themselves appropriately may be assigned to sit apart from classmates or a lunch detention.
- Students are discouraged from bringing any canned or bottled beverages to school.
Consumption of any type of caffeinated energy drink is not allowed at Teitelman.

CORRIDOR TRAFFIC

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, however, they must report to class on time.

VANDALISM

The Board of Education believes that the school should help pupils learn to respect property and to develop a feeling of pride in community institutions. The Board of Education charges each pupil with the responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. In accordance with law, pupils who cause damage to school property or the property of others within the jurisdiction of the school shall be subject to disciplinary measures, and their parents/guardians shall be financially liable for such damage. The Board of Education authorizes the imposition of fines for the loss, damage or defacement of textbooks, and reserves the right to withhold a diploma from any pupil whose payment of such fine is in arrears.

CAPE MAY SCHOOL BASED YOUTH SERVICES

The primary goal of 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 emotional 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. The Cape May School Based Youth Services Program is located in the Lower Cape May Regional High School E-Wing in Room E-7.

Recreation – School Based Youth Services offers a wide variety of recreational and educational activities and events, designed to improve self-esteem and to 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. All counseling services are confidential.

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

Life Skills/Career Development – Our goal is to encourage and develop the life skills needed to take advantage of educational, employment, and career opportunities.

Conflict Resolution, Mediation, and Anger Management – School based Youth Services provides supportive Counseling for youth who have been involved in conflicts, or who are having difficulty managing their anger.

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

Substance Abuse Awareness & Education – School Based Youth Services provides counseling, information, and referral for youth and their families.

For more information about Cape May School Based Youth Services please call 884-3475 extension 361.

GRIEVANCE PROCEDURE

If a student has a complaint or grievance resulting from a school rule, the following procedure must be followed in the order listed:

1. The student will confer with the staff member involved.
2. If the student is not satisfied with the result, he/she will meet with the teacher and/or the principal and or assistant principal.
3. If the student is still not satisfied, he/she will meet with parents, teacher, and the principal or assistant principal.
4. If the student is still not satisfied with the result, he/she will meet with parents, teacher, principal and superintendent.
5. If the student is still not satisfied, he/she will meet with the Board and all previously mentioned persons.
6. If the student is still not satisfied, he/she will confer with the Office of the County Superintendent.

NOTE: It is highly recommended that all grievances be mediated directly & not through social media.

504 GRIEVANCE PROCEDURE – 504 34 CFR §104.7(b)

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. The 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.

SUPPORT SERVICES

Richard M. Teitelman School provides the following support services for 7th and 8th grade students:

School Based Youth Services ext. 361

Impact 6

Peer Leadership

Homework Help

Math Help

Title I Services

If you or your child is interested in receiving assistance, please call the Guidance Office, ext.274.

POLICIES

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.lcmrschooldistrict.com and clicking on the anti-bullying link.

DISTRICT ANTI-BULLYING CONTACTS

Erich Wolf - District Anti-Bullying Coordinator
Assistant Principal / Affirmative Action Officer
wolfe@lcmrschools.com
Ext: 217

Kelly Godfrey – High School Anti-Bullying Specialist
Supervisor of Special Projects/Student Discipline
godfreyk@lcmrschools.com
Ext: 215




Mark Schiffbauer – Richard M. Teitelman Anti-Bullying Specialist
Assistant Principal
schiffbauerm@lcmrschools.com
Ext: 226

BULLYING AND HARRASSMENT

What is bullying? Bullying is when someone keeps doing or saying things to have power over another person.

What is sexual harassment? Sexual harassment is unwelcome behavior of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities.

Bullying includes things like:		
Teasing, calling you names	Saying things to put you down	Making fun of how you look
Pushing or hitting you or being violent in some other way	Demanding money, food or other items	Excluding you from groups or activities
Damaging, hiding or breaking your things	Forcing you to do silly or dangerous things	Belittling your abilities and achievements
Making threats or saying things that make you or others scared	Writing mean or spiteful notes or graffiti about you or other	Making mean comments because of your race or your sex or your sexuality

<p>Did you know "Bullying" can be a</p> <div style="text-align: center;">  </div> <p>Criminal offense if it includes violence or threats of violence?</p>	<div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p>Bullying can include harassing someone on-line</p> </div>	<p>"Bullying" can even be a hate crime if it is based on race or religion.</p>
<p>If "Bullying" includes unwanted sexual discussion or actions, it is called Sexual Harassment <i>and that's against the law!</i></p>		

Have any of these things happened to you?????

Have you done any of these things to someone else?????

Bullying or sexual harassment is unacceptable behavior which makes the person being bullied or harassed feel afraid or uncomfortable.

WHAT CAN YOU DO IF YOU ARE BEING BULLIED?

- Coping with bullying can be difficult, but remember...you are not the problem, the bully is. You have a right to feel safe and secure.
- Spend time with your friends - bullies hardly ever pick on people if they're with others in a group.
- You've probably already tried ignoring the bully, telling them to stop and walking away whenever the bullying starts.
- If someone is bullying you, you should always tell an adult you can trust. This isn't telling tales. There's a difference between tattling to get someone in trouble and telling an adult you need help. You have a right to be safe and adults can do things to get the bullying stopped.
- **Talk with an adult you can trust. This might be a teacher, guidance counselor, case manager, school principal, parent, or someone from your family. If you find it difficult to talk about being bullied, you might find it easier to write down what's been happening to you and give it to an adult you trust.**

HOW CAN YOU HELP STOP BULLYING?

By demonstrating good student responsibilities such as:

- Not bullying other students.
- Helping students who are bullied.
- Making it a point to include ALL students who are easily left out of social groups.
- When you know someone is being bullied, tell a teacher or an adult at home.

CIVIL RIGHTS POLICY

The Lower Cape May Regional Board of Education affirms its responsibility to ensure all students in its public schools will have equal educational opportunities regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status and handicap. The Board also affirms the same opportunities to all its employees.

The Board will adhere to all state and federal guidelines governing Civil Rights in the school and the workplace. For more information regarding the governing guidelines, see the Student/Parent Handbook.

The Affirmative Action Officer can be contacted at 884-3475 ex. 215.

For full information regarding the governing guidelines for the Civil Rights, Drug and Alcohol, Sexual Harassment and Bullying Policies please refer to the School Website. The following are the key points in each of these policies. The School District Affirmative Action Officer can be reached at 884-3475 x215.

CONDUCT



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

In addition, the administration reserves the right to disallow students to participate in field trips, awards and graduation ceremonies, and extracurricular activities as consequences to discipline code infractions. Students who are habitual discipline offenders or who commit a serious offense may be placed in an alternate educational setting.

A parental conference is mandatory before a student returns to school from suspension. Conferences can be scheduled by calling the school between the hours of 8:00 AM and 3:05 PM.

Whenever a student is referred to the office for disciplinary action, it is considered to be a serious problem. As the primary source of educational responsibility, teachers expect and must receive cooperation and respectful behavior from the students. After the instructor or administrator has contacted parents and assigned corrective action, the following consequences may occur:

- After-school detention - 3:05 PM to 4:00 PM
- Lunch-time Detention
- After school detention - 3:05 PM to 5:30 PM
- Impact 6
- Out of school suspension
- Off bus suspension

Additional individualized disciplinary consequences may be assigned by the administrative staff as appropriate.

DISCIPLINE CODE

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

The teachers, guidance department, school resource officer and administration are available to assist students, so that misconduct and/or conflict may be avoided.

The Teitelman School staff recognizes the unique social, emotional, academic and developmental needs of students as they go through adolescence. Many times student behavior is an outgrowth of those needs. Therefore, when a student is given repeated consequences and does not demonstrate any significant behavioral change, additional strategies of a different nature will be employed:

- Behavioral Plan – Students with repeat offenses for violation of the student discipline code may be provided with a behavior intervention plan and/or attend counseling with School Based Youth Services.
- Academic Plan – Students not responding to multiple interventions for their academic performance could be assigned to after-school support programs.

VERBAL OR PHYSICAL ABUSE

Verbal or physical abuse to a staff member will not be tolerated and will result in a minimum of 3 days Out-of-School Suspension for verbal and 10 days Out-of-School Suspension for physical abuse and possible expulsion.

Any pupil who commits an assault (as defined by NJSA 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.

Any pupil who commits disorderly conduct (2C:33-2), harassment (2C:33-4), or any other illegal actions will be subject to the filing of complaints resulting in police investigation under criminal justice code.

VIOLENCE

STUDENT DISORDERS & 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 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 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.

FIGHTING POLICY

The Lower Cape May Regional Board of Education and administration identify student fighting and student violence as an extremely serious problem. Therefore, students involved in fights will be dealt with in a strict fashion. Please refer to the letter under separate cover “Student Fight Policy” that was mailed home during the summer for full details. In the event of a fight, a student’s parents/guardians are reminded that they may be instructed to pick up the students at the Lower Township Police Department. Full details describing administrative penalties and police involvement will be communicated to the parent/guardian.

NOTE: - **If a student is involved in a fight, other significant offense, or a pattern of offenses the school may call for a drug screen because such events constitute a change in behavior.**
Student’s recording fights or distributing videos of fights may be subject to the same consequences as a fight offender.

1. First offense – Up to 5 days out of school suspension. The student may also be assigned to anger management training with the School Based Youth Services staff. Possible referral to Lower Township Police Department for action.
2. Second offense – Up to 10 days out of school suspension. Further anger management counseling could be assigned with the School Based Youth Services staff. Parent(s) may also be required to attend a 2-hour evening session for anger management training co-facilitated with School Based Youth Services and district staff. Administration may deem that the student can return to school only after both the student and parent/guardian sessions are completed. Referral to Lower Township Police Department for possible criminal charges.
3. Third offense - Out of school suspension for up to 10 days and referral to police agency for appropriate action, including possible criminal charges consistent with N.J. State Code of Justice 2C:12-1(a), 2C:12-1(b). NOTE: If a serious injury occurs and or a weapon is used during the course of a fight, steps one and two may be waived. When step three is used, the following procedure will be implemented:
 - a. The local police agency will be notified.
 - b. The police will be asked to transport the attacker(s) to the station for processing.
 - c. Charges will be processed by the school administrator or designee signing the complaint on behalf of the juvenile or the attacked juvenile’s parent may sign the complaint.
4. The attacker’s parent or guardian will be contacted to pick up the child at school or the police facility.

SMOKING ON SCHOOL GROUNDS



Smoking, vaping or any type of illegal inhalant use is not permitted on school district property at any time. Consequences will be the following:

1. Consecutive detentions until the completion of the Aspire Program. The program will start on the first assigned 5:30 detention. Referral to SBYS for smoking cessation program.
2. Two 5:30 detentions and completion of Impact 6 program.
3. One (1) day out of school suspension and student will be subject to a urine screen.

There is no reason for matches, lighters, cigarettes, e-cigarettes, vaping or other tobacco products in school. If a student is found to be in possession of any of these, he/she will be suspended from school. Smoking is against the law. Therefore complaints to local police may also be filed.

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 procedure:

DANGEROUS SUBSTANCES (C.D.S.)

Involvement with or possession of drugs, paraphernalia, alcohol, or C.D.S. will result in all of the following: 8 day suspension (4 if student complies with the District wide substance abuse policy – see pgs.19-21).

Under the Influence

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

Whenever it shall appear 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 much 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 available, a parent or guardian should also accompany the pupil.

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 medial 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 substance awareness coordinator, and 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 substance awareness coordinator 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 with 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 the district substance awareness coordinator or 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 teaching 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 teaching 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 liable 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 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 Offense

4 to 10 day suspension

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

Review and sign contract.

- **Two individual sessions with a representative from SBYS**
- **Weekly attendance at a group counseling session held by a counselor until clean urine screen is produced.**
- **Removal from all extracurricular activities.**

Refusal to attend counseling sessions

- **Discipline : 4 to 10 days (possible Impact 6)**

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

2nd Offense

4 to 10 day suspension

**Re-entry conference with Assistant Principal;
Student, parent/guardian, SBYS, and counselor.
Review contract.**

- **Four individual sessions with a representative from SBYS.**
- **Weekly attendance at a group counseling session held by a counselor until clean urine screen is produced.**
- **Removal from all extracurricular activities.**

Refusal to attend counseling sessions

- **Discipline : 4 to 10 days (possible Impact 6)**

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

3rd Offense

4 to 10 day suspension

Meet with Superintendent

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



CELL PHONES

Cell phones are not permitted for use anywhere in school or on school grounds during normal school hours. Cell phones should be turned off or kept on silent and shall be kept in the student's locker during school hours. Once the dismissal bell at the end of the day has sounded, students are permitted to activate their cell phones.

Unauthorized use of a cell phone will result in the phone being collected and held in the main office until it is picked up by a parent or guardian. Any student found using his/her cell phone in an unauthorized manner; in a classroom, locker room, bathroom or hallway, will be assigned a disciplinary consequence.

BACKPACKS

We recognize the utility of backpacks as they help students carry books and materials to and from school; **however, backpacks need to be stored in lockers during the school day.** They are not permitted to be carried to every class.

LOCKERS

Lockers are furnished by the school as a storage place for a student's 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. 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, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.



SEARCH & SEIZURE

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 may only be conducted by an appropriate authority of the same sex as the pupil. Before instituting such a search, except in the cases of emergency, the principal shall try to inform the parents/guardians and request their presence. **Students need to understand that they are responsible for items in their locker.** 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

MONEY, VALUABLES & PERSONAL ITEMS

Money or jewelry in excess of what is appropriate for daily personal use should not be brought to school. All items are the responsibility of the students and should be locked in their assigned lockers. Students wishing to secure items in physical education lockers need to provide their own lock. The sale of any materials by students is limited to school-sponsored fundraising activities and is not allowed during class time. Any item that creates a disturbance to the educational environment such as: cell phones, digital /video cameras, skate boards, water pistols, chains, weapons of any type, cigarettes, smokeless tobacco, laser pointers, squeeze bottles, mace, and any item judged by the administration to be inappropriate for school are prohibited on school grounds. Disciplinary action will be taken. Students are discouraged from bringing iPads, iPods, and air pods to school. If a student decides to bring any of these items to school, he or she must store it in their locker for the duration of the school day. **The school shall not assume responsibility for theft, loss, damage or unauthorized use of any student's personal items brought to school.**

SCHOOL OWNED MATERIAL & EQUIPMENT

Students will be issued textbooks at the beginning of the year. The teacher will record the book number and its condition. Students are responsible for payment for lost and damaged books and will be put on the fines and obligations list until payment is made. All records will be held until that account is settled. Fines may also be assessed for misuse of other school owned equipment.

MEDIA CENTER CIRCULATION POLICIES

1. Materials may be borrowed for two weeks and renewed if no one has requested the same title.
2. Reserve books (those that teachers have requested to be put on special loan) and reference books may be checked out but must be returned before the 1st period of the next day.
3. Lost books must be paid for before the end of the year or you will be put on the fines and obligation list.
4. Mutilation or removal of materials from the media center without properly checking them out will be considered damaging or stealing school property. Violators will be treated accordingly.



PHYSICAL EDUCATION DRESS

Students have Physical Education classes daily. Students must have a change of dress. Change of dress means clothing not worn to school. Acceptable clothing will be: shorts (to mid-thigh), T-shirt, securely tied sneakers, and socks. Sweat suits are recommended for outdoor activities in late fall and early spring. Students may not wear jewelry during physical education activities. Subversive or sexually suggestive language, symbols or pictures, or words are also not permitted.

PHYSICAL EDUCATION POLICY

Consequences when students are not prepared for P.E. class:

- | | |
|--------------------------------------|----------------------------------|
| 1 st – warning by teacher | 3 rd – 4:00 detention |
| 2 nd – parent contact | 4 th – 5:30 detention |

FIRE DRILL/EMERGENCY RESPONSE PLAN



NJ 2C:33-3. False Public Alarms. This law states that it is a crime if someone initiates or circulates a report or warning of an impending fire, explosion, bombing, crime, catastrophe or emergency knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a building, etc. The school will take severe disciplinary actions and notify the appropriate authorities. The purpose of fire drills is so that we will be prepared in the event of a real emergency. Cooperation is needed from all students if panic is to be avoided.

Below are a few simple rules to follow. The signal of such a drill shall be a loud alarm and flashing of alarm light.

1. All students should be familiar with the fire drill procedure for each of the classrooms. These are posted in each room and the students should study them the first day of the school year. When the signal sounds, STOP WORK IMMEDIATELY and follow the directions of the classroom teacher. Any student who is not with his/her class (on the way to another class, in the lavatory, etc.) will return to class immediately.
2. Walk quickly to the appropriate exit. Pushing, shoving, and yelling are to be avoided at all costs as those actions could cause injuries.
3. Once outside the school move at least 50 feet away from the building. Note- Avoid standing in the parking lot areas, as this would hinder the fire engines.
4. When outside students must stay with their assigned group.
5. Return to the building when the appropriate signal is given.

OTHER EMERGENCY DRILLS

Other types of drills that will be practiced during the year include but are not limited to: evacuation drill, shelter in place drill, lockdown drill and active shooter. Information will be given to students, parents, and staff in advance of each drill until the drill becomes routine in nature. To the greatest extent possible, one emergency drill will be held each month.

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. LCMRSD 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. Appropriate dress is required at all times in school. Appropriate dress is determined by the Lower Cape May Regional School District. Dress which is unsafe or distracting to the educational process will not be tolerated. Student dress and grooming is a personal matter between students and their parents/guardians. The school, however, will enforce proper dress decorum if it jeopardizes the student's health, welfare, safety, interrupts the educational process or is offensive in nature to others.

Students are not permitted to wear:

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



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.

Personal Dress. Modesty and the avoidance of distracting influences are the keys to a professional appearance.

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.

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.

Enforcement. Parents/guardians will be notified for student dress code infractions. Parents/guardians will be asked to bring to school a change of clothes for their child. Repeat offenses will be administratively dealt with on a case by case basis with parental involvement.

OUTLINE OF INFRACTIONS AND CONSEQUENCES

INFRACTION	CONSEQUENCE
Weapons	Suspension- 10 days
Involvement with or Possession of Drugs or Alcohol	Suspension- 4-10 days if student complies with District wide substance abuse policy.
Fighting (video or video distribution)	Suspension 3-10 Days
Verbal or Physical Abuse to a Staff Member	Suspension Verbal –minimum 3 days, up to 5 days Physical – 10 days
Cell Phone Use – Calling, texting, ringing, taking pictures or video recording(after first bell or before last bell) in unauthorized area such as classroom, locker room, lunchroom, bathroom, or hallway	Detention 4:00, 5:30, Suspension, and confiscation - parent must pick up from school
Video recording/audio recording or picture taking with cell phone or camera without authorization	Suspension 1-3 days
Sexual, racial harassment	Detention or suspension based on policy
Bullying	Detention or suspension based on policy
Theft, Vandalism and/or destruction of property	Suspension 1-5 Days
Use of or possession of smoking paraphernalia, e-cigarettes, vaping paraphernalia, cigarettes, other tobacco products	1.Consecutive detentions until the completion of the Aspire Program. The program will start on the first assigned 5:30 detention. Referral to SBYS for smoking cessation program. 2.Two 5:30 detentions and completion of Impact 6 program. 3.One (1) day out of school suspension and student will be subject to a urine screen.
Leaving School without authorization, Truancy	Detention – 5:30 or suspension
Cutting Class	Detention – 4:00 or 5:30
Dress Code	Written warning, 4:00, 5:30
Inappropriate Language/Disruptive Behavior	4:00, 5:30, suspension, based on infraction
Disrespect/Defiance of Authority	Detention or suspension based on infraction
Failure to Serve Detention	Detention 4:00= 5:30, 5:30= 2 5:30
Bus Conduct	Detention – 4:00, 5:30, bus suspension based on infraction
Use of iPads, iPods, cameras and other audio equipment	4:00, 5:30 & confiscation based on infraction
Late to school on the 3 rd incident / for each subsequent tardy in multiples of three 6, 9, 12 etc.	Detention 4:00
Excessive unexcused late to class (3x)	Detention 4:00
Inappropriate Display of Affection	4:00, 5:30 – parent conference
Threats of violence	Discipline consequences, meeting with school administration and possible Police investigation
<p>Note: Administration will have the authority to assign different consequences based upon the situation or the severity of the incident. Penalty for any infraction not listed above is subject to the judgment of the assistant principal and/or the principal.</p>	

*NOTE- For full information regarding the governing guidelines and policies, please refer to our [School Website](#).

STUDENT/PARENT/PRINCIPAL CONTRACT FOR ELIMINATING GUNS AND WEAPONS FROM SCHOOLS

Guns and other weapons clearly are a hazard to a safe learning environment and the welfare of human beings. While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, principal, and parent. This contract draws attention to the specific responsibilities of those three individuals. Use of language or actions that are threatening to the health and well-being of the student or another person will result in appropriate disciplinary action. These include the threat of possession or use of weapons. Weapons, including but not limited to knives, guns, starter pistols, tasers etc. are not permitted on school property. In addition, carrying and/or using mace is illegal. Any student found with any of these items will be suspended for a minimum of 10 days, and a complaint will be filed with the police. A meeting will be held with the superintendent for possible expulsion.

WE AGREE TO THE FOLLOWING COMMITMENTS:

STUDENT

- I agree not to communicate about weapons inappropriately.
- I agree not to bring a gun or any weapon to school or to any school event.
- I will tell my peers to seek adult assistance when conflict situations begin to get out of control.
- I will not carry another person's gun or weapon.
- If I see a gun or other weapon on campus or at a school event, I will alert an adult about its existence immediately.

PARENT/GUARDIAN

- I will teach, including by personal example, my teenagers about the dangers and consequences of guns and weapons use, and I will keep any guns and all weapons I own under lock and away from my children.
- I will support the school's policies to eliminate guns and weapons and work with the school in developing programs to prevent violence.
- I will carry out my responsibility to teach my children how to settle arguments without resorting to violence, to encourage him/her to use those ideas when necessary, and to follow school guidelines for reporting guns and weapons they see to an appropriate adult.

PRINCIPAL

- I will ensure that students have an anonymous way to report to an adult any guns or other weapons they see on campus.
- I will promote conflict resolution instruction for all students as part of the curriculum.
- I will communicate the school's policies on guns and weapons to all participants in the school community and focus upon the responsibilities we all have.
- I will use the school's student leadership groups and student meetings to obtain ideas to develop a safe school environment.
- I will report all guns and other weapons violations to law enforcement officials, according to established procedures.

TRANSPORTATION

Lower Cape May Regional School District provides transportation for its students. Therefore, other methods of arrival and departure from school, such as walking or riding bicycles, are not allowed.

- 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, he or she becomes 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. Parents are hereby made aware that each bus has videotaping capabilities. However, the school shall hold pupils accountable for inappropriate behavior at school bus stops in accordance with the law (18: A 25-2).
- Since a bus is considered 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. All school rules are in effect on school busses.
 - In cases when a student does not conduct himself/herself properly on a bus, a report will be filled out by a bus driver and the discipline code will be carried out by a building level administrator.
 - Students who become serious disciplinary problems on the school bus may have their riding privileges suspended. In such cases, the parents of the student involved become responsible for the transportation of their child.
- Parent(s) shall be held liable for paying damages incurred.
- No students may ride a bus other than his/her own or get on or off at other than his/her own assigned bus stop without written permission from the school administration. This will be done only in the case of an emergency. Students may not walk to school, ride their bikes, or skateboards.



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 conversational 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.

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. All students are made aware of the term “classroom appropriate use” when offered availability of technology at Richard M. Teitelman School. Using computers for games, listening to music, personal e-mail service and/or browsing unauthorized, unacceptable sites for middle school aged students will affect grades in class and future opportunity for computer use. It should be noted that the Intranet/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 a 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. Students’ rights are limited by the need of the school to uphold these standards and expectations. They are also limited by the need to uphold the laws of the State of New Jersey. The safety of your child is a priority.

Power School – Online Grading

Lower Cape May Regional School District’s Student Information System. “Power School” will give you the ability to check your student’s grades and attendance from any Internet connection. With your help we will use this to create a stronger partnership with a focus on student achievement.

- Students have their own username and password.

Getting Started:

- Go to www.lcmrnschools.org and click on the “Power School Parents” link along the right side of the page.
- Enter your child’s username and password. 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.
- 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 Power School.

Example of student’s initial log on screen- Grades and A

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

Grades and Attendance

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	E3	Y3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
P1(ALL)											Advanced Pre Algebra 7 Pullyblank, Robert	C 81	B+ 91	C+ 84	A- 93		B 88	0	0
P2(ALL)											Spanish 7 Stetser, Natalie	B+ 91	B+ 90	B+ 92	A- 93		B+ 92	0	0
P3(ALL)											Physical Education/Health Yerk, Sally D	A+ 100	A+ 100	A+ 100	A+ 98		A+ 100	0	0
P4(ALL)											Language Arts 7 Ackley, William	B 88	B+ 91	A- 93	A- 94		B+ 92	0	0
P5(ALL)											Science 7th Hansen, Rachel	A- 93	A 97	A 97	A 96		A 96	0	0
P6(ALL)											Social Studies 7th Tabler, Jason	B+ 90	A- 95	A 96	A 96		A- 95	0	0
P7(ALL)											Industrial Arts Drawing Reminway, Lewis C						A- 94	0	0
P7(ALL)											Music Heck, Julie						A- 95	0	0
P8(ALL)											RMT TV Gronow, Gina	A+ 99	A+ 99	A+ 99	A- 95		A+ 99	0	0

Annotations:

- Schedule, period by period.** (Points to the attendance grid)
- Schedule with course names and teachers. Teachers name are also email** (Points to the course and teacher information)
- Absence and tardy totals** (Points to the Absences and Tardies columns)
- Student’s current average. Click on average to see assignments** (Points to the average values in the grade columns)

1:1 CHROMEBOOK INITIATIVE STUDENT GUIDELINES

Lower Cape May Regional School District is preparing our students to work as responsible citizens and life-long learners by providing both students and teachers with technology tools and skills necessary for student-directed learning. The Lower Cape May Regional High School Board of Education supports that our schools model 21st century learning with students.

Terms of Chromebook Loan - Select students enrolled in Lower Cape May Regional School District will be issued a Chromebook. The Chromebook will be assigned to individual students and serial numbers will be recorded.

Chromebooks run on Chrome OS and are Internet dependent. They also have web-filtering and anti-virus services. Additionally, all Chromebooks have a tracking/monitoring system that is activated when the Chromebook is logged on. The school does not have remote access to the web camera installed on each computer. <https://www.goguardian.com>

Passwords: Students will login under their assigned usernames and passwords. Students will not share their password with other students.

Sound: Students will abide by headphone guidelines.

Printing: Limited printing availability in schools.

CHROMEBOOK USE GUIDELINES

Chromebooks are to be used for educational purposes only! The acceptable internet use policy applies. Students are responsible for the care & management of their Chromebook. **ALL CHROMEBOOKS MUST BE IN A CASE WHEN NOT IN USE, specifically when travelling from class to class to protect them from any damage.** Any damage not covered by warranty will be the sole responsibility of the assigned student.

Broken Screen (LCD)	\$50.00
Damaged Keyboard	\$25.00
Damaged/Lost Power Adapter	\$35.00
Chromebook Case	\$15.00
Missing/Removed Asset Tags/Labels	\$5.00
Replacement Chromebook	\$250.00
<i>*The costs of any other parts needed for repairs will be based on Dell's current price list.</i>	
<i>Prices based on 2022-2023 and subject to change</i>	