

CAPE MAY COUNTY SPECIAL SERVICES



STUDENT/PARENT HANDBOOK
2009 – 2010

A LETTER FROM THE SUPERINTENDENT
2009 - 2010

Dear Parents/Guardians:

As the Superintendent for the Cape May County Special Services School District and on behalf of our Board of Education, I would like to welcome all of you to the 2009-2010 school year. Our children and staff are special to us and we will continue provide the ultimate level in special education for your children.

This Student/Parent Handbook is prepared and published by the Cape May County Special Services School District and its Board of Education to assist in the success of your child in our schools. It is to inform you of those items mandated by the State, to provide a single source for answers to frequently asked questions, to acquaint new students and their parents/guardians with the customs and regulations of the school and to remind returning students of their responsibilities and privileges. This handbook, along with a calendar being sent home each month and our website, www.cmcspecialservices.org, will answer most of your questions. If you need additional information, please contact your child's school principal.

In the interest of providing a positive learning experience for everyone, please spend a few moments going over this handbook with your child to make sure that both of you understand what is expected of you in the coming year.

May you and your child enjoy the 2009-2010 school year!

Sincerely,



Barbara J. Makoski
Superintendent

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History Of The Cape May County Special Services School District

Special Services began as a result of state and federal legislation in the 1970’s when public awareness began to focus upon the needs of the disabled. The school began in the Dias Creek School in 1971 and was known as *The Learning Resource Center*.

In 1973, a county-wide needs assessment called “Bridging the Gap” ascertained there was indeed a need in Cape May County for a Special Services School. On March 26, 1974, the Cape May County Special Services School District was formed by the Cape May County Board of Chosen Freeholders. With increased enrollment and federal pre-school grant money, Special Services moved to Shelton College and the name was changed to Ocean Academy.

Originally started as a grant project called Prevocational Alternative Secondary School (P.A.S.S.) for potential high school dropouts by Lynn Brodton, the Cape May County High School merged with Special Services in 1975, to function as the high school component.

As the school expanded to meet the ever-increasing population of students with special needs, classes and programs were farmed out into facilities in the West Cape May Fire Hall, Lower Township Memorial School as well as in the Villas, Palermo, and Marmora sites in Upper Township. A new building in the Crest Haven Complex, on county property financed by the Board of Chosen Freeholders, was opened in the fall of 1981 to provide a central campus.

Again, the population outgrew the facilities. Sites were found to house different components in Wildwood Crest, Villas, and Lower Township. A second building program financed by the Board of Chosen Freeholders was completed for the opening of the 1992 school year, and all programs were brought back on campus. In January of 1993, the school opened the Cape Educational COMPACT Program to address the need to serve disaffected high school students. In the 1997-1998 school year, the district celebrated its 25th anniversary.

George E. Bailey was the first Superintendent until June 1987, when he retired. G. Loy Ehlers was appointed to succeed him until his retirement in June 1998. At that time, Karalee M. Kludzuweit was appointed as Superintendent and served until her retirement in June 2005. On July 1, 2005, Barbara J. Makoski was appointed as Superintendent and continues to serve in that capacity.

Cape May County Special Services School District

Ocean Academy • Cape May County High School • Cape Educational COMPACT

To: All Parents, Staff Members, and Students of the
Cape May County Special Services School District

This is to inform you that the Affirmative Action Officer/Title IX Coordinator for the district is:

E. Ruth Brown
Education Technology & Assessment Office
CMC Special Services School District
148 Crest Haven Road
(Mailing address – 4 Moore Road, DN 704)
Cape May Court House, NJ 08210
465-2720 ext. 4420

This is to inform you that the Affirmative Action Compliance Officer for the district is:

Diane S. Fox
Business Administrator/Board Secretary
Board of Education Office
CMC Special Services School District
148 Crest Haven Road
(Mailing address – 4 Moore Road, DN 704)
Cape May Court House, NJ 08210
465-2720 ext. 2211

This also informs you that all Affirmative Action documents pertaining to personnel, programs, and purchases are located in the Board of Education Office, 148 Crest Haven Road, Cape May Court House, NJ 08210.

Authorized for the school in July 2009 by the Cape May County Special Services School District Board of Education.



Diane S. Fox
Business Administrator/Board Secretary

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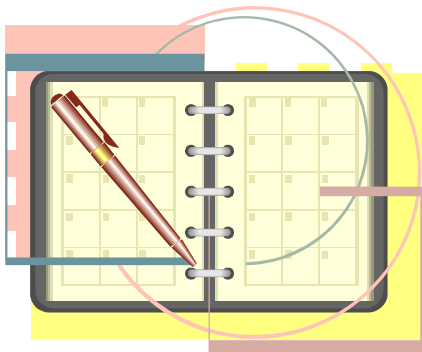
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**Cape May County Special Services School District
12-Month Calendar School Year 2009 – 2010
July 1, 2009 – December 31, 2009**

MONTH	DAY	ACTIVITY	DAYS IN SESSION
July	2	Half-day for Extended School Year Staff	20
July	3	Schools Closed – Independence Day Observed	
July	6	Extended School Year Program Begins	
July	31	Extended School Year Program Ends	
September	2	Opening Day Convocation – All Staff	17
September	3	Full-day Staff In-service	
September	7	Schools Closed – Labor Day	
September	8	Schools Open for the Year – Students Early Dismissal	
September	9-11	Early Dismissal for Students	
October	9	Schools Closed – County-wide In-service Day	20
October	12	Schools Closed – Columbus Day	
November	5-6	Schools Closed – NJEA Convention	17
November	25	Early Dismissal	
November	26-27	Schools Closed – Thanksgiving Holiday	
December	23	Early Dismissal	17
December	24-31	Schools Closed – Winter Break	

*PLEASE NOTE: Student Early Dismissal Days for staff in-services do not apply to Cape Educational COMPACT.

Approved by the Board of Education on April 21, 2009



CMCSSSD EDUCATION FOUNDATION

The Education Foundation is an independent, non-profit entity created to provide support for innovative and exemplary special programs and projects that would directly benefit the students of the Cape May County Special Services School District.

To date, the Foundation has funded a wheelchair accessible playground, numerous mini-grants to educational staff for classroom programs, a fully equipped sensory room in Ocean Academy, assistive technology equipment, specialized physical/occupational therapy equipment, a new student/staff weight room, two 12-passenger vans, and new acoustical tiles for the gymnasium to improve the sound quality during presentations, assemblies, workshops, and, of course, gym classes. The Foundation's primary fundraiser is the annual Auction/Dinner held each fall.



BOARD OF DIRECTORS

Front row (left to right): Barbara J. Makoski, Executive Director;
Kreni DiAntonio, President; Ruth Brown, Member

Back row (left to right): Dotsie Incarvito-Garrabrant, Esq. Secretary;
Lisa Gavigan, Member; George A. (Jerry) Stauffer, Jr., Treasurer;
John Lynch, Member; Matthew Iannone, Member;
Lenora Boninfante Kodytek, Vice President

Not pictured: Robert Boyer, Member; Stewart Kay, Esq., Member;
John McCann, Member; Michael Palombo, Member

Pet Therapy

A Pet Therapy program has been in place in the district for several years. Currently, two (2) trained therapy dogs come to “work” at Special Services every day with their co-worker teachers/owners, providing unconditional love and acceptance to our students.

Restaurant Occupations/Back Porch Café

The Restaurant Occupations program develops career awareness, practical skills and experience in the food services industry, along with appropriate work behaviors and attitudes. Students are prepared for entry-level employment in restaurants and other food services settings, with concentration on five basic areas: food preparation, cooking, serving, sanitation, and safety. Other skills introduced include table setting, taking orders, bussing, dishwashing, as well as reading, researching, and preparing recipes. Students work in a realistic work setting and gain practical experience in our school-based operational restaurant, the Back Porch Café, which is open to the public.

Social Skills Development/Character Education

A district-wide Social Skills Development/Character Education Program is in place, with the major goal of creating a safe and caring classroom and school environment. The program is based on the Social Decision-Making Problem-Solving model of the University of Medicine and Dentistry of New Jersey. Students and staff members share in learning and practicing effective social-emotional skills that help them interact effectively with one another in school, the community, the workplace, and throughout their lives.

Substance Awareness Activities and Counseling

Numerous drug-free activities occur throughout the school year, culminating in a drug and alcohol awareness week with special guests and events, just before spring break. In addition, counseling is provided to promote wellness and to focus the students’ attention on positive alternatives to alcohol and drug use. In this process, students see how much fun it is to “get high on life”.

Supermarket Careers/Cougar Deli

The Supermarket Careers program is designed to develop career awareness and practical skills, and provide on-site work experience in a supermarket convenience store environment. Students participating in this program perform all tasks necessary to maintain the operation of the Cougar Deli. The program focuses on six main areas: safety, food preparation, stocking and inventory, cashiering, custodial services, and work attitude. Students develop specific skills in food set-up and preparation at a deli counter, sandwich making, slicing and weighing, taking phone and counter orders, setting up and operating a bagel cart, maintaining inventory and stocking shelves, cashiering and bagging at the check-out counter, and custodial skills necessary for maintaining the store.

Cape May County Special Services School District 12-Month Calendar School Year 2009 – 2010 January 1, 2010 – June 30, 2010

MONTH	DAY	ACTIVITY	DAYS IN SESSION
January	1	Schools Closed – New Years Day	18
January	4	Schools Reopen	
January	18	Schools Closed – Recognition of Martin Luther King	
January	25	Schools Closed – Staff In-service	
February	12-15	Schools Closed – Presidents’ Holiday	18
March	16	Early Dismissal – Staff In-service	23
April	1	Early Dismissal – Spring Break	16
April	2-9	Schools Closed – Spring Break	
April	12	Schools Reopen	
April	26	Early Dismissal for Students – Staff In-service	
May	17	Early Dismissal for Students – Staff In-service	20
May	31	Schools Closed – Memorial Day	
June	21	Early Dismissal for Student	17
June	22	Early Dismissal for Student	
June	23	Early Dismissal – Last Day of School for Students & Staff	
Total Student Days in Session for 10-Month School Year (Sept. 2009 – June 2010)			183
Total Student Days in Session for Extended School Year (July 2009 – June 2010)			203

Storm Days: To conform to a 180 day school year, days will be added to or subtracted from the total number accordingly at the end of the school year. In the event that emergency closings exceed three (3) days, the option to shorten remaining scheduled holiday periods may be exercised.



EMERGENCY SCHOOL CLOSINGS

In the event of an emergency closing prior to the start of the school day, students will be notified by an automated phone notification system and announcements will be made on the following radio and TV stations:

WTKU 98.3 FM
WSNJ 1240 AM
WOND 1400 AM

WPVI-TV ABC 6
WMGM-TV NBC 40



In the event of an emergency closing during the regular school day, you will be notified by the automated phone notification system. If a parent/guardian cannot be reached, the emergency contact number will be used.


Parents/guardians: Please ensure that your phone number(s) and emergency contact information is current and updated as changes occur.

PARENT/TEACHER CONNECTION

Special Services is privileged to have an active parent/teacher group at Special Services. This organization is open to all parents with a student in our district. Our PTC hosts events at the school and has raised funds for many different school projects. For further information, please contact Nancy Hart at 465-5113.

**Get involved in your child's education...
Join the Parent/Teacher connection today!**

Hotline to Report
Suspected Child Abuse



877-NJABUSE
(877-652-2873)

Floriculture/Pocket of Posies Florist

The Floriculture program provides students with floriculture skills while building necessary career experiences in floral design, display, and marketing. Students learn all aspects of running a floral business, including: proper care and handling of flowers, plants, and foliage; how to evaluate materials and arrangements; how to use floral tools, supplies, and products; how to apply design principles to the medium; how to construct arrangements for all occasions; how to display, price, and market floral designs; and how to preserve floral materials. In addition to classroom instruction and guest speakers, students take field trips to various floral industry sites within the county.

Itinerant Services

Cape May County Special Services School District provides related services and evaluations to students attending local school districts. These services include, but are not limited to, Occupational Therapy, Physical Therapy, Speech and Language Therapy, Educational Consultation, Child Study Team evaluations and consultations, and inclusion assistance for students with PDD/Autism.

Media Center

The district's Media Center provides access to a comprehensive inventory of literature and multimedia materials integrated across curricular content areas, for the use of students, staff members, and the community. The Media Center also provides Worldwide Web access to research and information resources to further connectivity throughout the world.

Occupational and Physical Therapy

The Occupational and Physical Therapy Department serves children with special needs when the unique physical, sensory, and perceptual needs of these children interfere with their total educational performance. The therapists use an integrated approach working with various disciplines toward the child's educational goals. Service delivery may be in the classroom or in the therapy room.

Outdoor Experiential Education (OXE)

Through a variety of outdoor and indoor activities in the community (hikes, camping trips, community recreation activities, service projects, etc.) OXE builds self-esteem, self-confidence, and self-awareness. Problem solving skills, recreation participation skills, a strong environmental ethic, and an experiential base for educational programs are also developed in each student.



INNOVATIVE PROGRAMS

Affiliation Agreements

The district frequently enters into affiliation agreements with colleges and universities to place student teachers, physical therapists, occupational therapists, psychologists, social workers, and speech/language therapists in our district schools so that they may complete their undergraduate requirements. This benefits both our district and those undergraduate students who participate in this program. For further information, you may phone the Related Services Department at 465-2720 ext. 4402.

Bell Choir

The George E. Bailey Bell Choir consists of students from both Ocean Academy and the Cape May County High School. The first half of the school year is spent preparing and practicing for the winter holiday performances and presentations at group homes, convalescent centers, other schools, and other community locations. The second half of the school year is for the preparation and practice for the spring concert and performances within the district and the community. The Bell Choir provides students with self-pride and confidence while teaching them musical awareness, discipline, attentiveness, teamwork, and physical skills.

Community Aquatic Program

The Community Aquatic Program provides classes and recreational swimming experiences to meet the interests and needs of the residents of Cape May County. Information regarding the program can be found on the district website, www.cmcspecialservices.org under the Community Aquatic Program tab.

Cougar Store

The High School offers a school store where students can learn marketing skills while providing the opportunity for students and staff to purchase school related materials and where the school mascot, the Cougar, builds school spirit.

Day Break Adult Medical Health Day Care/Over 21 Program

Day Break, which began in 1998, provides a therapeutic, medically based day care program for young adults with severe developmental delays. In addition to a full schedule of daily social and age appropriate activities, the program also offers comprehensive services that include social work services, occupational therapy, speech therapy, and physical therapy. The program has a full-time nurse/manager in addition to the activities providers. Day Break is licensed by the NJ State Department of Health and Senior Services.

DISTRICT WEBSITE

Our district maintains a website that gives current information about activities and events throughout our schools. This website has a calendar of events, teacher contact information, family and community resources, information about all school departments and personnel, and press releases about our students and schools.

The following student policies may be accessed through the district website by clicking on "School Policies":

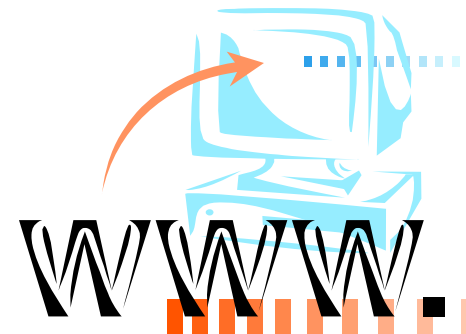
- Acceptable Use of Technology (AUP)
- Child Abuse and Neglect
- Cyber-Bullying
- Dress and Grooming Student
- Family Educational Rights Privacy Act
- Harassment, Intimidation and Bullying
- Nutrition Policy
- School Integrated Pest Management
- Smoking Prohibitions

ACCEPTABLE USE POLICY

Cape May County Special Services School District has an ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES Policy #2361, which applies to all computer network and internet use in our district. You may view this policy by visiting our website at www.cmcspecialservices.org, or by calling the school for a copy at 465-2720 ext. 2203.



E. Ruth Brown
Supervisor Education Technology



Please visit our website at
www.cmcspecialservices.org

BOARD OF EDUCATION

465-2720 ext. 2210

Thomas C. Whittington, President

Michael T. Palombo, Vice President

Lenora Boninfante Kodytek, Member

Terrence Crowley, Executive County Superintendent of Schools

Nancy Delp, Member

Jane Elwell, Member

Diane S. Fox, Board Secretary/School Business Administrator

Barbara J. Makoski, Superintendent

Kenneth Merson, Member

Michael P. Stanton, Esq., Solicitor



CENTRAL/SUPERINTENDENT'S OFFICE

465-2720 ext. 2203

Barbara J. Makoski, Superintendent

E-mail: bjm@cmcspecialservices.org

Debra W. Fincke, Confidential Secretary to the Superintendent, ext. 2201

Dianne Neville, Assistant Confidential Secretary to the Superintendent, ext. 2203



BUSINESS OFFICE

465-2720 ext. 2212

Diane S. Fox, School Business Administrator/Board Secretary

E-mail: dfox@cmcspecialservices.org

Jeanne Conway, Confidential Secretary to the Business Administrator, ext. 2212

Gail Johns, Payroll Assistant, ext. 7732

Arlene Rambo, Bookkeeper/Shared Services, ext. 2213

Suspension

I. Students who indulge in disruptive behavior may be suspended. Disruptive behavior includes, but is not limited to:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over him/her
- Actions that constitute a continuing danger to the physical well being of other pupils
- Physical assault upon another pupil
- Taking, or attempting to take, personal property or money from another pupil whether by force or fear
- Willfully causing, or attempting to cause, substantial damage to school property
- Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority
- Inciting other students to truancy
- Being under the influence of alcohol or drugs
- Bringing drugs or alcohol to school
- Making verbal threats to staff and other students

II. Pupils who commit assault upon a teacher, administrator, board member or other employees of the Board of Education acting in the performance of their duties or in a situation where their authority to so act is apparent, may be suspended from school consistent with procedural due process.

III. The Superintendent, in consultation with the Board attorney, shall develop regulations to assure due process to all students before a suspension is imposed and shall include:

- Informing the student of the charges against him/her
- Giving the student a chance to reply to the charges

When a principal imposes a suspension he/she must report it immediately to the Superintendent, who will in turn report it to the Board of Education. No suspension under "I" above may continue beyond the second regular meeting of the Board following the suspension without Board of Education action. No suspension under "II" above may be continued beyond 25 days without Board of Education action.

THINK BEFORE YOU ACT!



Substance Abuse Policy Statement

The Board of Education recognizes alcohol and other drug dependency as an illness and a major health and behavior problem and recognizes that unless schools and their students are drug and alcohol free, optimum conditions for learning do not exist. The Board of Education, by adopting this policy, which was developed through administration and staff participation, directs the Superintendent and staff to place into effect procedures for this policy. The Board pledges not only to meet, but to exceed State and Federal mandates for an alcohol and drug free district by providing the best programs possible for enforcement, intervention, and prevention of drug and alcohol abuse.

Students are prohibited from possessing, consuming or distributing drugs and alcohol in any form while at school, on school grounds, attending a school related function on or off campus, and traveling to and from school. Students are further prohibited from smoking cigarettes or using tobacco products in any form in school buildings and on school grounds.

In accordance with New Jersey Statutes 18A:40-4, students may be subject to medical examination, suspension, and other disciplinary sanctions established by this policy. Students and their parents/guardians are advised that New Jersey laws may require additional penalties beyond school sanctions for drug-related offenses on and off school grounds. A summary of these laws and the penalties will be provided to students and their parents/guardians annually.

If a student is suspected of being under the influence of drugs or alcohol, the parent will be called and arrangements will be made to have the student tested. A student may not return to school until the testing is complete and a doctor has verified that the student may return to school.

The Cape May County Special Services School District will make every effort to prevent student involvement with drugs, alcohol, tobacco, and other harmful behavioral-health matters by providing age appropriate education programs and supportive counseling. Parents and staff will receive detailed information about the procedures and consequences, legal and health related, of the use of alcohol, drugs, and tobacco.

The Board of Education further directs the Superintendent or his/her designee to conduct an annual review of the Policy and Procedures, and to report on the effectiveness to the Board of Education.

In establishing this policy, the Board of Education further directs the Superintendent to have programs and procedures developed and implemented for the purpose of assisting students who experience problematic drug or alcohol use. It is the Board's intention to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of alcohol and drug abuse. It is in this spirit that the development and enforcement of the policy is intended.

Building principals have further information on the implementation of this policy in each of our schools.

OUR SCHOOLS

OCEAN ACADEMY

465-2720 ext. 5502

Mary Margaret Lynn, Principal

E-mail: mlynn@cmcspecialservices.org

Gail Buckman, Administrative Secretary, ext. 5502

Eileen Thomson, General Secretary, ext. 5501



CAPE MAY COUNTY HIGH SCHOOL

465-2729 ext. 6603

Annamarie Haas, Principal

E-mail: ahaas@cmcspecialservices.org

Patricia Dougherty, Administrative Secretary, ext. 6603

Eileen Thomson, General Secretary, ext. 6605



CAPE EDUCATIONAL COMPACT

Phone: 463-1985 • FAX: 463-1986

Located at 204 Moore Road, Cape May Court House

Wayne C. Newell, Principal

E-mail: wnewell@cmcspecialservices.org

Barbara A. Perrone, Administrative Secretary

RELATED SERVICES

465-2720 ext. 4402

Judith Lincoln, Supervisor

E-mail: jlincoln@cmcspecialservices.org

Theresa McCabe, Administrative Secretary, ext. 4402

Maureen Kennedy, School Nurses' Secretary, ext. 4414/4423

Laura Garofalo, Ocean Academy Child Study Team Secretary, ext. 4401

Theresa Thomas, High School Child Study Team Secretary, ext. 4445

Liz Guth, Secretary/Bookkeeper, Community Aquatic Program, ext. 3303

ASSESSMENT/EDUCATION TECHNOLOGY/MEDIA CENTER

465-2720 ext. 7731

E. Ruth Brown, Supervisor

E-mail: rbrown@cmcspecialservices.org

Sharon Dever, Secretary, ext. 7731

Amy Jo Hufana, Media Specialist, ext. 3312

Michael McCourt, Technology Specialist, ext. 4442

Lisa Primavera, Media Aide

DAY BREAK ADULT MEDICAL HEALTH DAY CARE/ OVER 21 PROGRAM

465-2720 ext. 4454

Deborah Smyth, R.N., Nurse/Manager

Denise Fessler, Aide

Ladonna Owens, Provider

FOOD SERVICES

465-2720 ext. 6619

Maryann Linnington, Director

MAINTENANCE/CUSTODIAL DEPARTMENT

465-2720 ext. 7761

Charles Yahara, Director of Facilities, Aramark

Julie Shelton, Asst. Director of Facilities, Aramark

Joanne Carter, Secretary, ext. 7761

TRANSPORTATION

463-3664/465-2720 ext. 7731

Fred Conlow, Director

Sharen Dever, Secretary, ext. 7731

Student Rules of Conduct

Statement of School Rules

Pupils shall not:

- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- Create disorder or disruptions on school premises;
- Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
- Steal, damage, or deface the property of other pupils, staff members or the district;
- Engage in the sexual and/or other harassment of pupils or staff members;
- Violate codes of conduct adopted for organizations of pupils;
- Possess or use weapons or any implement intended to harm others;
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- Convey information about other pupils or staff members known to be false;
- Act so recklessly as to endanger the safety of others;
- Procure the property of others by threat or intimidation;
- Enter school premises or any specific portion of the premises without permission and without authority;
- Vandalize school property, real or personal;
- Create litter on school property;
- Be truant from school or class;
- Cheat or otherwise engage in academic dishonesty;
- Persistently refuse to complete homework and other assignments;
- Engage in illegal gambling;
- Smoke on school property;
- Falsify an excuse or any school document;
- Set fire to or cause a fire in any way on school premises;
- Posses or explode a firecracker or other explosive device on school premises;
- Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- Posses, use, or distribute a substance in violation of Policy No. 5530;
- Join a secret society prohibited by law; or
- Engage in any other activity expressly prohibited by a school staff member in authority

Statement of Student Responsibilities

Students enrolled in the Cape May County Schools for Special Services have the following responsibilities:

- Responsibility to attend school on a regular basis and to be on time
- Responsibility to complete all academic work as assigned
- Responsibility to obey school rules and state and federal laws
- Responsibility to respect the rights of others
- Responsibility for your own actions
- Responsibility to use appropriate language
- Responsibility to respect school and personal property
- Responsibility to abide by the dress code

Pupil Records

In accordance with requirements set forth in the New Jersey Administrative Code, 6:3-6, entitled "Pupil Records," local school districts are to notify parents annually of their rights in regard to pupil records and shall make copies of applicable State and Federal Laws and local policies available upon request. Also, P.L. 1997, c.406, states that parents have access to educational, medical, dental, insurance, and childcare records of non-emancipated children who are public school students, whether or not the child resides with the parents. The only exception noted in the law is if a court order does not allow for access to these records.

Pupil records shall only contain information 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 that the schools have been directed to compile by New Jersey Statute, regulation or authorized administrative directive. Examples are: identifying data – pupil's name, address, date of birth, name of parents and/or guardians, citizenship, and sex of the pupil; record of daily attendance; description of pupil progress; regulations; and all other records required to be kept by the State regarding the education of disabled pupils, such as Child Study Team Evaluations and Individual Educational Plans.

Permitted pupil records are those that the Special Services 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.

As parents, you and your child 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 school system and they will also assist school administrators and other staff members to effectively serve your child.

If you have any questions or desire to examine your child's record file at any time, you may arrange to do so by making an appointment with the Office of the Superintendent at 465-2720 ext. 2201.

Visitors/Guests

The school policy is to accept only those visitors who have legitimate school business. Guests and visitors must register in the office and receive a building pass. Parents are always welcome, but must sign in at the office. **STUDENTS MAY NOT BRING GUESTS AND VISITORS TO SCHOOL.** Visitors are expected to return their building pass to the office, sign out, and leave promptly when their business is completed.

DESCRIPTION OF SCHOOLS AND PROGRAMS

District Overview - 465-2720 ext. 2203

The District provides special education and related services for school-aged, 3-21 year old students in Ocean Academy and the Cape May County High School. The district serves disaffected high school students at Cape Educational COMPACT; and offers an Adult Medical Day Care Program for adults over 21 years of age with severe developmental delays. Professional staff members are certified by the state of New Jersey. Parents have the right to inquire about the teachers' Highly Qualified status by contacting the principal of their child's school. Programming is determined by the Individual Education Plan (IEP) developed for each student and is available for children with the following classifications: Preschool Disabled, Cognitive Severe Disabilities, Multiple Disabilities, Auditory Impaired, Autistic Spectrum Disorders, and Behavior Disabilities. Related Services, including Physical Therapy, Occupational Therapy, Speech Therapy, Nursing, and Counseling are provided, as prescribed in the IEP, to students enrolled in our schools and through the Itinerant Services Program to students in local districts.

Cape Educational Compact - 463-1985

Cape Educational COMPACT offers a regular high school curriculum and independent studies to help students accelerate their progress toward graduation as well as to develop positive self-esteem and responsible behavior. Students admitted to COMPACT and their parents are required to sign a compact indicating that they are willing and required to adopt performance and personal goals which, if not met, could result in being dismissed from the program.

COMPACT is located at 204 Moore Road, Cape May Court House.

Cape May County High School – 465-2720 ext. 6603

The Cape May County High School provides individualized programs for students with disabilities from ages 14 through 21 in a specialized setting. Courses offered meet New Jersey state requirements for graduation, with core content academic area and vocational training provided as per individual student needs. Emphasis is placed on instruction in and practice of social skills needed to successfully function in the home, community, and workplace.

It is the goal of the Cape May County High School to empower students to acquire the academic and workplace readiness skills needed to lead productive and meaningful lives.

Ocean Academy – 465-2720 ext. 5502

Ocean Academy provides programs for children 3-13 years old. Preschool Disabled classes for 3-5 year olds participate in the High Scope curriculum for pre-readiness experiences, focusing on language development, physical, sensory, and perceptual motor integration, social skills and school adjustment. Instructional staff in the Multiple Disabled Program delivers core curriculum content at the kindergarten pre-readiness, primary readiness, and elementary levels. There is a sensory integration program for students diagnosed within the Autistic/PDD spectrum with an emphasis on building relationships and reciprocal communication. An eclectic, integrated approach fluidly incorporates a total communication approach (sign language, augmentative communication, PECS, assistive technology, etc.), DIR/Floortime, High Scope Curriculum, Applied Behavioral Analysis, and structured Social Skills instruction.

The Focus Program, a collaborative effort with Cape Counseling, provides children with emotional disabilities, and their families, an educational and intensive therapeutic environment that addresses their educational, behavioral, medical, and social emotional needs. In addition a Behavior Program for younger students ages 5-8 with emotional and behavior disabilities has been implemented which, focuses on academic and social skills and a strong counseling component.

Related Services – 465-2720 ext. 4402

The Related Services Department offers our students many evaluative and remedial services. It is designed to enhance our students' abilities to reach their educational and personal goals and includes:

School Nursing + Educational Counseling + Social Casework
Speech Language Therapy + Physical Therapy + Occupational Therapy
Physical Assessment + Autism Consultation Services + Psychiatric Consultation
Audiological Screening + Individual Counseling + Neurological Consultation
Parent Programs + Group Counseling + Psychological Consultation



Medical Screening

During the school year, your child will have various health screenings. New Jersey State Law requires these screenings for all children attending public schools. They will include weight, height, blood pressure, vision, hearing, and scoliosis of the spine. Screenings will be administered either by the school nurse or by the school physician. When screenings are completed, you will be notified of any significant findings.

Personal Items

Students should not bring large amounts of money or valuables to school. The school will not bear responsibility for personal items lost or stolen, including I-Pods, cell phones, etc. Cell phones are to remain off during the day and I-Pods and other electronic devices must be kept in the student's locker or given to a teacher during the day.

Safety

In an effort to provide the safest possible learning environment for our students and staff, all entrances into the buildings are locked and are accessible by staff card key or by ringing the appropriate office located nearest your entry and identifying yourself to be buzzed in.

- Board of Education Office
- Cape May County High School
- George E. Bailey Memorial Wing
- Ocean Academy



In addition, visitors are asked to comply with the following:

- All visitors **MUST** report to the nearest school office upon arrival;
- All visitors **MUST** show identification before receiving a school pass; and
- All visitors **MUST** display the above school pass when in the building.

Regarding pick-up of children:

- Parents/Guardians **must** call ahead to pick up child(ren)
- When a non-parent/guardian is picking up a student, the parent/guardian **must** notify the school office **in writing** of who will be picking up the student from school. The non-parent/guardian will be required to show identification before the child(ren) will be permitted to leave.

Injury/Illness

Please comply with the following procedures when your child has an injury or illness:

- If a child is found to have an elevated temperature by the school nurse, the child may be sent home and is to remain home for at least 24 hours or one full day until the temperature is normal.
- Following any illness requiring your child to be out of school, you **must** send a note including the type of illness, whether your child was seen by a doctor, and a list of any medication that was prescribed.
- Following any injury, medical procedure, or surgery, a written doctor's note permitting return to school is **required**. The note must include the type of injury, procedure or limitations on activities the student will have in school.
- A child injured during the school day is covered under a school insurance policy. **This coverage is only secondary to your insurance policy.** An insurance form will be provided to you and it is your responsibility to complete and mail the form to the insurance provider.
- Any student with an open wound must have the wound covered while at school.
- No student with an open, draining wound will be permitted in the pool or therapy pool.
- If a student is found to have head lice or nits, he/she will be sent home to be treated. The student may not return to school until his/her lice and nits are no longer present.

Medication

The following guidelines will be followed if your child will be taking medication in school:

- Any prescribed medications needed during the school day can be administered by the school nurse, under our school doctor's direction.
- No medication will be given without a new prescription from your child's doctor dated for the current school year. Please ask your doctor to write "FILE COPY" on the prescription. If you have recently sent in medication for your child without an updated prescription, contact your child's doctor immediately for a new prescription.
- For legal as well as safety concerns, all medications must be in the original container stating your child's name, medication, and dosage in order for the school nurse to administer any medication to your child.
- If your child is unable to swallow medication with water, you will be responsible for providing applesauce, pudding, etc.
- If you have any questions or to notify the school nurse of any changes in your child's medication, please call 465-2720 and dial the extension for the appropriate school:
 - ▶ Ocean Academy – ext. 4414/4415
 - ▶ Cape May County High School – ext. 4430

DISTRICT GUIDELINES

Attendance

The Cape May County Schools for Special Services Board of Education believes that the educational process requires continuous, uninterrupted school attendance for all students. The Board of Education recognizes the responsibility of parents/guardians to see that students attend school regularly.

The Board of Education directs the Superintendent to develop and implement procedures for compliance with law and code requirements pertaining to students with irregular attendance or truant students and potentially missing students.

The student attendance policy is adopted pursuant to the authority and responsibility delegated to the Special Services School District Board of Education by New Jersey Statutes 18A:38-25,26, and New Jersey Administrative Code 6:8-4,2(d2).

It is essential that all students attend school on a consistent and regular basis. The Cape May County Special Services School District establishes the following requirements appropriate to the educational programs for all students:

All students are expected to maintain a level of school attendance of 90% or higher.

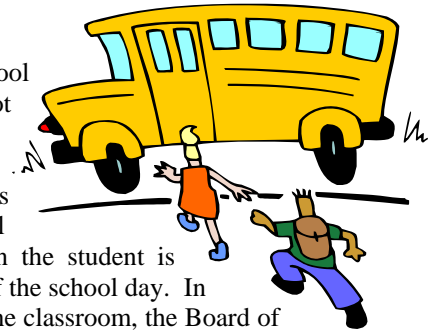
The Board of Education directs the Superintendent to develop administrative procedures that will strive to improve the attendance of those not achieving a 90% level or better.

The Board of Education directs the Superintendent to send a notice to the parent/guardian, as well as the local Child Study Team, of any student who exhibits unacceptable attendance patterns or whose absences have been unexcused for three (3) days. Reasons for excused absences are listed on page 16. Absences may also be considered unexcused if the parent has not called the school or written a note with the reason for the absence. Any student having unexcused absence shall be subject to the disciplinary rules of the School Board. Repeated trancies that interfere with the efforts of the Board and its staff and their efforts to provide a thorough and efficient education may result in the Special Services School District not having an appropriate educational program for the student. Before any such action is taken, the Superintendent shall ensure that every effort is made to identify the habitual truant student, potential dropout, and causes of absences.



Bus

While the law requires the sending school district to furnish transportation, it does not relieve the parents of students from the responsibility of supervision. Once a student boards the bus, and only at that time, does he/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 Principal will invoke the discipline code. It is necessary for a report to be filled out by the bus driver. **Students who become serious discipline problems on the school bus may have their riding privileges suspended by the Principal. In such cases, the parent/guardian of the student involved become responsible for seeing that their child gets to and from school safely.**



Care of School Property

Students should not mark school furniture, walls, ceiling, floor, or equipment with pen, paint, or any other instrument. Anyone willfully destroying school property through vandalism, arson, or 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.

District and State Testing

All students in the Cape May County Special Services School District are evaluated on an individual basis to determine annual growth in Individual Education Plan (IEP) goals and objectives. Students also participate as appropriate in the New Jersey Statewide Assessment System, which includes the Assessment of Skills and Knowledge (ASK) in grades 3-8, the High School Proficiency Assessment (HSPA), or the Alternate Proficiency Assessment (APA) as determined by their IEP.

Testing accommodations for statewide assessment are made according to individual student needs. Further information on district and state testing is available by phoning the Technology & Assessment Office at 465-2720 ext. 4420.

Crisis Management

In the event of an emergency, the school district has a crisis management team on site. The team members can communicate with each other to ensure efficient handling of any emergency situation. In addition, the Board of Education has approved a Crisis Management Plan, which is followed in the event of an emergency.

Staff and students are trained and participate in evacuation and lockdown drills on a regularly scheduled basis. Lockdown drills will be held monthly.

Examples of Safe Schools Practices at Cape May County Special Services School District

- Visitors must be admitted to the building via a voice and video security system;
- All visitors must enter the school at designated entrances and sign in at the nearest school office;
- All employees wear an identification badge;
- Parents are required to notify the school when their child is absent. If no call is received, every attempt is made to call the home; and
- Individual and group counseling is available to students to assist them in dealing with difficult issues.

Extracurricular Activities

We encourage our students to participate in the many curricular and extracurricular activities we offer in the Cape May County Schools for Special Services, including art, music, occupational preparation, School to Careers, and Outdoor Experiential Education. In addition, we will do everything we can to facilitate the participations of our students in team and club activities in the various sending districts. Any student interested should see his/her building principal. Parents are required to pick their students up promptly when after school activities are completed.

Immunizations

All immunization shots and records must be kept up to date or your child may be excluded from school. **Please notify the school nurse if your child receives any additional immunizations during the school year.**



GENERAL INFORMATION

Appointments

The administration requests that all dental and doctor appointments be taken care of without telephoning the school to remind students of such an appointment. Only messages from home of extreme emergency will be delivered.

Cape May County High School Rules

- Be in assigned classroom at the assigned time
- Use appropriate language in classrooms and hallways
- Inappropriate physical contact with other students or staff members is not permitted
- Keep all personal electronics in your backpack/locker during the school day
- Keep hats off inside the building
- Open containers and beverages are not permitted in the hallways

CMC Special Services School District Non-Smoking Rules

- It is illegal to smoke anywhere on school grounds!
Parents and visitors must also comply with this State Law on our school grounds.
- All items found in the possession of a student i.e. cigarettes and/or smoking paraphernalia (lighters, matches, etc.), will be confiscated and will not be returned to the student. Refusal to turn over the items will result in a suspension. See consequences below.
- If any student is caught smoking on school grounds, he/she will face the following consequences:
 - ▶ 1st Offense: One (1) day out of school suspension
 - ▶ 2nd Offense: Three (3) days out of school suspension
 - ▶ 3rd Offense: Five (5) days suspension and a Manifestation Determination meeting with the student's sending district to determine if a new placement is necessary for the student



PLEASE NOTE: Calling the police and pressing charges for violating New Jersey State Law is an option with each offense. Parents and other visitors must also comply with this State Law on school grounds.

***PLEASE KEEP OUR SCHOOL SAFE
BY FOLLOWING THESE RULES!***

Dress Code

Pupils should wear clothing that is appropriate for their age and for school. Pupils are expected to come to school wearing neat, appropriate and suitable attire that does not distract others and is not offensive. Clothing that is appropriate for the beach, pool, or health club is not appropriate for school.

Examples of inappropriate attire include, but are not limited to, garments that reveal under garments, midriffs, or buttocks. Pants must be able to stay up without being hand held. The length of skirts, dresses, and shorts should be appropriate for school. The straps of tank tops should be at least two inches wide. Spaghetti straps, halter-tops, short shorts, hats, headbands, sunglasses, ski goggles, and bandanas are not appropriate for school.

Pupils may not wear clothing and/or accessories that have any associations with substances, violence, or gangs. Clothing that is offensive to any national ethnic, religious, sexual orientation, or gender group is not appropriate for school.

Clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior whether stated or implied will not be permitted.

Shoes/sneakers are required to be worn at all times. Discretion should be used regarding the appropriateness and/or safety of certain types of shoes. **FLIP FLOPS ARE PROHIBITED.** Students wearing inappropriate clothing will be required to change.

Early Dismissal for Individual Students

In the event a parent needs a student to be released from school early, a signed request from the parent or guardian stating the time and reason for early release with the phone number of the signor must be in the office by 9:00 a.m. All requests will be verified. The student must be signed out by the parent or guardian in the Principal's office, and if returning to school that day, signed back in. If a family member other than the parent or guardian will be picking the student up, that person must be at least 18 years of age and the name must be on the note from the parent. Identification will be requested before releasing the student. Students must not leave the building without proper authorization.

Evacuation Drills

An evacuation plan is posted in each room. When the alarm sounds, students should leave the room through the proper exit quietly and quickly. Students must stay with their classes and 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.

Excused Absences

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student shall be deprived of an award, eligibility to compete for an award, or the opportunity to make up work if their absence is due to a religious holiday. Students are required to bring in a note after each absence.

The Board of Education considers the following as cause for excused absence:

- Illness
- Recovery from an accident
- Required court appearance
- Death in the family
- Religious observance

Insurance Statement

Parents/guardians are advised that the school district does not provide insurance coverage for lost or damaged personal property or equipment. Should such damage or loss occur, it is recommended that parents/guardians contact their personal insurance carrier.

Legal Custody

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

Lock Downs and Lock Down Drills

In the event of a crisis situation in the building, lock-down procedures are in place. Lock down drills will be held once a month. Students are expected to follow all of the lock down procedures and obey the directions of the staff members in charge at their location. Silence is imperative so students are not permitted to use cell phones during a lock down. In the case of a true emergency, parents would be notified as soon as possible using the phone notification system.

School Lunch Program

Forms will be sent home in August for families to apply for free or reduced lunch. For students who do not qualify for free or reduced lunch a calendar will be sent home with the costs for each particular month for both breakfast and lunch. Please use this as your guide to what you should send in by the first of each month if you choose to have your child purchase lunch and/or breakfast.

School Nurse – 465-2720

- Ocean Academy, ext. 44154/4415
- George E. Bailey Memorial Wing, ext. 4424
- Cape May County High School, ext. 4430
- Cape Educational COMPACT, 463-1985

A nurse is available in the Health Office for cases of school related injury or illness during school hours. A student whose illness necessitates his/her leaving school must have that fact recorded in both the Health Office and the Main Office. Other emergencies that necessitate a parent or guardian picking up their child during the school day must be handled through the Main Office. A written request **MUST** be signed by the parent/guardian (no verbal requests will be honored) and given to the Main Office for school records. Signing out without proper authorization will be considered leaving school without permission regardless of who provides the transportation and will result in implementation of the discipline code. Students are not permitted to take any medication in school except under the nurse's supervision. Parents must send the original prescription bottle to school indicating the accurate dosage and a prescription dated for the current year. Please see section on medication.

School Trips and Teacher Permission Forms

Eligible pupils wishing to participate in any authorized school trip must secure their parent/guardian's signature on the parent permission form before they may participate. Eligibility will be determined by compliance with school rules and regulations. Teachers act as chaperones on all trips and their instructions must be complied with at all times. Unauthorized conduct and misuse of privileges are reported to the Principal's Office by the teacher in charge.

Tardiness

When pupils enter school after their assigned starting time, they must report to the Principal's office in order to obtain a pass to enter their class. Unless a bus is late, transported students should rarely have any reason to be late. Tardiness is included in the attendance policy.