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OCEAN CITY INTERMEDIATE SCHOOL
PARENT / STUDENT HANDBOOK

2026-2027

Welcome to Ocean City Intermediate School

Welcome to Ocean City Intermediate School! The faculty, staff, and administration are excited to partner with you and your family throughout the school year. We are committed to providing a safe, supportive, and engaging learning environment where every student is encouraged to grow academically, socially, and emotionally.

At Ocean City Intermediate School, we take pride in offering meaningful educational opportunities that challenge students to achieve their personal best. We encourage all students to become active members of our school community by participating in the many academic, extracurricular, athletic, and service opportunities available throughout the year.

Our school is built upon the shared values of teaching, learning, respect, and responsibility. Every student is expected to demonstrate our Core Ethical Values each day:

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

These values help foster a positive school climate where everyone feels welcomed, valued, and supported.

Ocean City Intermediate School is fortunate to have outstanding facilities, dedicated educators, and a strong tradition of excellence. We encourage every student to take pride in our school by demonstrating good character, treating others with kindness and respect, and contributing positively to our school community.

We look forward to a successful and rewarding school year together!

DISTRICT LEADERSHIP

Dr. Brian Latwis, Superintendent
Mr. Tim Kelley, Business Administrator/Board Secretary
Mrs. Kaitlin Granese, Assistant Business Administrator
Dr. Curt Nath, Director of Data & Assessments
Dr. Lauren Gunther, Director of Curriculum & Professional Development
Mrs. Jacqueline Kulinski, Director of Student Services
Dr. Cathleen Smith, Director of Special Projects
Mrs. Michelle Johns, Supervisor
Mr. Andrew Nelson, Facilities Director
Mrs. Kelly Donato, Personnel Manager

Ocean City Intermediate School

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BUILDING ADMINISTRATION

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Mr. Jerry Brown, Assistant Principal
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Board of Education

Mr. Kevin Barnes, President
Mr. Chris Halliday, Vice President
Mr. Michael Allegretto
Mrs. Jennifer Cawley-Black
Mrs. Jennifer Dwyer
Mrs. Lisa Mansfield
Dr. Jacqueline McAlister
Mr. Corey Niemiec
Mrs. Jocelyn Palaganas
Mrs. Kelly Ann Emberger
Mr. Donald Polo
Mr. Andrew Shawl
Mr. Michael Stanton, School Solicitor

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Address and Telephone Number Changes

It is important that all address, email, telephone, and emergency contact information is up-to-date for your child. Please check to make sure this information is updated in the parent portal of PowerSchool. If assistance is needed in updating your information, please contact the OCIS main office.

Assemblies

Assemblies are planned periodically as special events during the school year. Some typical assembly themes include athletics, cultural presentations, anti-bullying, citizenship and professional speakers. Students are expected to be respectful and demonstrate good behavior and citizenship throughout the duration of the assembly program.

Attendance (Policy 5200)

Regular school attendance is essential to student success. Students who attend school consistently are better able to engage in classroom learning, develop positive relationships, and achieve academic growth. The Ocean City Intermediate School places a high priority on daily attendance and encourages students to be present, on time, and prepared to learn each day.

New Jersey law requires school-age children to attend school regularly. Parents/guardians are responsible for ensuring that students in their care attend school in accordance with state law (N.J.S.A. 18A:38-25) and Board of Education Policy 5200.

Families are encouraged to review the District's Attendance Policy. Excessive absences may negatively impact a student's academic progress and ability to meet grade-level expectations. When attendance concerns arise, the school will work collaboratively with families to identify supports and interventions to improve attendance. Continued excessive absenteeism may result in additional actions as permitted by New Jersey law and Board policy. The New Jersey Department of Education identifies students who miss 10% or more of the school year (18 days in a 180-day school year) as chronically absent, which may be considered when determining promotion or retention in accordance with district policy.

Attendance Requirements

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four (4) instructional hours during the school day (excluding lunch & recess). A pupil not present in school because of his/her participation in an approved school sponsored activity will be considered to be in attendance.

Excused, Verified, and Unexcused Absences

An **excused absence** per the state of New Jersey is an absence for one or more of the following reasons:

- Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16
- Participation in observance of Veterans Day
- Participation in district board of election membership activities
- Take Our Children to Work Day
- Closure of a busing school district that prevents a student from having transportation to the receiving school
- Attendance at a civic event (one day per school year) for students grades 6-12 pursuant to N.J.S.A. 18A:36-33.2

Verified unexcused absences that do not count towards truancy are absences for one or more of the reasons listed below. (*Note: A Verified Unexcused Absence is an absence that does not meet the State of NJ criteria for an excused absence for attendance reporting purposes. While these absences are reported as unexcused to the state, they are considered verified under OCSD Board Policy and do not count toward truancy*).

- The student's illness, supported by physician's documentation
- Student's required attendance in court, supported by court documentation
- Death in the family, supported by appropriate documentation

An unexcused absence counting towards truancy is a pupil's absence for any reason other than those listed above, including family vacations (see Family Vacations below).

Student & Parent Responsibilities

Regular and punctual attendance is essential to student success. Students are expected to attend school daily unless the absence is excused in accordance with district policy. Parents/guardians are responsible for ensuring their child attends school on time each day and for monitoring all absences.

Reporting an Absence

If a student is absent, parents/guardians must notify the school on the morning of the absence. Absences should be reported as soon as possible by emailing the attendance office at ocisattendance@ocsdnj.org.

Upon returning to school, the student must submit appropriate documentation to the Main Office. Please note that parent notes are not accepted to excuse / verify an absence. Verified absences require a doctor's note or other appropriate documentation as determined by the district attendance policy.

Family Vacations

Family vacations are not excused / verified absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class and instructional time.

Early Pick-Up / Student Dismissal

When possible, requests for early dismissal should be limited to appointments or other unavoidable circumstances. To minimize disruptions to the instructional day, families should follow these procedures:

- A written note from the parent/guardian should be submitted to the Main Office during homeroom. Parents/guardians may also notify the school by emailing the attendance office at ocisattendance@ocsdnj.org.
- Students will only be released to a parent/guardian or an individual authorized by the parent/guardian and identified in the parent PowerSchool portal.
- The adult picking up the student must report to the Main Office, sign the student out, and present a valid photo ID.

To reduce traffic congestion and ensure a safe and orderly dismissal, students should not be picked up early after 2:00 p.m. Families are asked to plan appointments accordingly and allow students to follow their normal dismissal procedures whenever possible.

Late Arrivals / Tardiness

Arriving at school on time is an important part of student success. Students who arrive after the start of the school day must report to the Main Office to sign in and receive a late pass before reporting to class. An automated notification will be sent to the parent/guardian when a student is marked tardy.

Students who accumulate three (3) unexcused tardies during a marking period may be assigned a detention. Habitual tardiness may result in additional disciplinary action and/or interventions in accordance with Board policy and New Jersey law.

Tardiness due to a medical appointment may be excused with documentation from a healthcare provider. Families are encouraged to schedule appointments outside of the school day whenever possible.

Make-Up Work

Students who are absent from school for any reason are expected to make up all missed assignments, classwork, and assessments. Upon returning to school, students should contact their teachers to obtain any missed work and seek assistance as needed. It is the responsibility of the student to complete all missed assignments and classwork..

Participation in School Activities

Participation in athletics, clubs, performances, dances, and other extracurricular activities is considered a privilege. Students are expected to maintain regular school attendance as well as meet academic and behavioral expectations in order to participate in school-sponsored activities.

To be eligible to participate in any activity held on a given day, students must be present in school for the instructional day. Students who are absent or dismissed early for reasons other than a verified medical appointment or an approved administrative reason are not eligible to participate in after-school activities that day. Students who leave school for a medical appointment must return prior to dismissal, sign in through the Main Office, and provide appropriate medical documentation to maintain eligibility.

Attendance Ineligibility and Academic Fulfillment

A pupil will be placed on Attendance Ineligibility if one of the following criteria are met:

- An accumulation of **more than fifteen (15) unverified absences** from school.
- An accumulation of **more than fifteen (15) unverified absences** from one course (unverified early dismissal or tardy).
- An accumulation of **more than twenty (20) total absences** for the school year.

Any pupil placed on Attendance Ineligibility is in danger of losing credit for the current school year and may need to attend Academic Fulfillment for remediation. Once placed on Attendance Ineligibility, students lose all school privileges and are prohibited from participating in any athletics, activities, and school-sponsored events.

Any pupil on Attendance Ineligibility may be able to regain credit by attending Academic Fulfillment. Academic Fulfillment sessions will be offered on Saturday mornings at the conclusion of Marking Periods 2, 3, and 4, with an additional summer requirement for any pupil who has not completed their required hours by the final scheduled Saturday session prior to the end of the school year. The following are general guidelines for the Academic Fulfillment program(s):

1. A pupil will attend one (1), two (2) hour session of Academic Fulfillment for each unverified day over the fifteen (15) day limit. For instance, if a student is absent nineteen (19) days and none of those days are verified, he/she must attend Academic Fulfillment for four (4) sessions (a total of 8 hours).
2. Academic Fulfillment sessions will be held on Saturday mornings (maximum 4 hours), scheduled at the end of Marking Period 2, Marking Period 3, and Marking Period 4. Any pupil on Attendance Ineligibility will be notified in advance of the applicable Saturday session date(s) and the number of sessions they are required to attend.
3. If a pupil does not attend Academic Fulfillment for the designated length of time, the student will not receive credit and may be required to repeat the entire year.
4. If a pupil has not completed all required Academic Fulfillment hours by the final established Saturday session prior to the end of the school year, the pupil will be ineligible to regain the credit during the school year and must serve their remaining sessions during the Summer Academic Fulfillment Program, held AFTER school dismisses for the summer.
5. Academic Fulfillment Program during summer (if offered):
    - Summer Academic Fulfillment may be offered to students who have not completed their required hours by the final established Saturday session before the end of the school year.
    - A pupil will attend one, two hour session of Academic Fulfillment for each unverified day over the day limit that remains unresolved.
    - For instance, if a student is absent nineteen (19) days and none of those days are verified, he/she must attend Academic Fulfillment for four (4) sessions (a total of 8 hours), less any sessions already completed during the Saturday sessions held during the school year.
    - Notification of the date(s) and times of the program will be made to any pupil required to attend an academic fulfillment day.
    - Academic Fulfillment during the summer may allow students the opportunity to recover up to 8 days of school.
6. Transportation to Academic Fulfillment sessions (Saturday and summer) is the responsibility of the parent/guardian of the student involved.

Bicycles

Bicycle racks are provided in the basketball court area when entering the school from Haven Avenue. All bicycles should be locked up during the school day. Students assume responsibility for their own bicycles, helmets, or other bicycle materials. When entering school grounds, students must walk their bikes to the bike racks. ALL students MUST wear helmets when riding their bikes to and from school.

Students under the age of 15 are not permitted to ride or park e-bikes at school. Under New Jersey's e-bike law (S4834/P.L.2025, c. 285), all e-bikes require registration with the NJ Motor Vehicle Commission, liability insurance, and a valid standard driver's license or special motorized bicycle license. Riders must be at least 15 years old; children under 15 are legally prohibited from operating an e-bike.

Bus Transportation

The Ocean City Board of Education provides transportation services in accordance with New Jersey law (N.J.S.A. 18A:39-1 et seq.) for eligible students. Parents/guardians who choose not to utilize district-provided transportation may opt out by completing the appropriate transportation waiver in accordance with Board Policy 8613.

Students who ride the school bus are expected to conduct themselves in a safe, respectful, and responsible manner at all times. Riding the school bus is a privilege, and all provisions of the Student Code of Conduct apply while students are being transported to and from school and school-sponsored activities.

Pupil transportation is a privilege which may be suspended. All students shall act in a manner that will not jeopardize their safety or the safety of their fellow passengers, nor shall they distract the driver from their duties. It is the responsibility of parents/guardians to review the following with their child:

1. Any conduct on a school bus, which distracts the bus driver, endangers or threatens students or violates any other rules of the Code of Student Conduct is prohibited.
2. Students shall not extend arms, legs or head out of the bus windows.
3. Students shall not tamper with the emergency doors or windows or any part of the bus equipment.
4. Students shall not open the bus windows without permission from the bus driver.
5. Students shall not fight / horseplay or throw objects from the bus.
6. Students shall keep books, book bags, lunch boxes and similar objects out of the aisle of the bus.
7. Students shall not eat or drink on the bus.
8. Loud talk and foul language is strictly prohibited.
9. Students are to report promptly to the bus driver any damage to the seats or any other parts of the bus near where they are sitting in order that they might not be charged with responsibility for the damage.
10. Students must wear seat belts while on the school bus.
11. Students must remain seated until the bus has come to a complete stop.
12. The bus and the bus stop are considered an extension of the classroom and misbehavior will subject the student to disciplinary consequences.
13. Students are under the authority of the school bus driver while on the bus and at the bus stop and are expected to adhere to the School District rules.

Failure to follow bus expectations may result in disciplinary action, including suspension or loss of bus transportation privileges in accordance with Board policy and administrative regulations.

Transportation Waiver – Away Events

Parents must notify the school if the need arises to transport their child from an away event such as an after school sporting event or other school sponsored activity. The district's Private Transportation Application must be completed and approved by administration prior to the date of the event. The private transportation application can be found in the main office.

Cafeteria Regulations

1. All students must report to the cafeteria promptly.
2. All students must be respectful and courteous to the cafeteria staff at all times.
3. Only students with permission should be out of their seats.
4. Students wishing to go to the lavatory must get permission to do so from the teacher(s) or aide(s) in charge.
5. All food and drinks must remain in the cafeteria.

6. The cafeteria aides will direct students to clean their tables and the floor area near their tables. The cafeteria must be kept clean for the next group of students coming to the cafeteria.
7. No drinks may be “saved” for after school. All drinks must be discarded before leaving the cafeteria.
8. Drinks packaged in a glass bottle or container are not permitted in school

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

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

Cell Phones

In accordance with New Jersey law (N.J.S.A. 18A:36-40b) and Board of Education Policy 5516, Ocean City Intermediate School follows a “bell-to-bell” policy restricting the use of cell phones and other internet-enabled devices. This policy is in effect from the start of the school day through student dismissal and applies to cell phones, smart watches, and any other internet-enabled device that is not issued by the Ocean City School District.

Each student who brings an internet-enabled device to school is expected to turn off the device and store it in their backpack, locker, or other bag throughout the entire school day. Devices are not permitted to be out or used during the school day.

Students will receive one warning or reminder. If infractions continue, the device will be held in the main office, where the parent/guardian will be required to pick it up at their convenience. Additional offenses will follow the OCSD Student Code of Conduct, ranging from lunch/after-school detentions up to In-School or Out-of-School Suspension.

Character Education

Our curriculum contains the guiding principles of exceptional character as outlined above. Good character traits are highlighted in our school activities. Students demonstrating the OCSD Character Traits will be nominated monthly to be recognized for Student of the Month. Students can also receive Character Keys for demonstrating these qualities. They are entered in a weekly drawing to receive a Character Key prize.

Chromebooks

Damaged devices or devices failing to operate properly must be reported to the main office & OCSD Tech Department for evaluation and/or repair. A copay will be assessed for devices needing repair. The parent/guardian is responsible for the cost of a device that cannot be repaired, as per the district’s Device Use Agreement.

All parents/guardians are responsible for full payment for loss, intentional damage, and/or neglect to the Chromebook. Students will receive one charger with the Chromebook and are responsible for purchasing a replacement if it is broken or missing; 45-watt USB-C chargers are widely available and support fast charging on Chromebooks. The administration also reserves the right to charge for Chromebook damage or neglect.

Lost Chromebooks are considered an obligation. Replacement Chromebooks may be issued solely at the discretion of the administration and will not be issued until a damage fee is paid. If a device is stolen, a police report must be provided to avoid the replacement fee.

Every student is responsible for the appropriate use of his or her Chromebook, which is to be used for educational purposes only. Students who intentionally abuse and/or neglect a school-issued Chromebook, or otherwise misuse the device, are subject to disciplinary action in accordance with the OCSD Student Code of Conduct.

Clubs / Activities & Sports / Athletics

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

- After School Sports Club (4th & 5th Grades)
- Art Club
- Band
- Baseball - Spring
- Basketball - Winter
- Cheerleading
- Chess Club
- Chorus/Choir
- Circle of Friends Club
- Cross Country - Fall
- Fellowship of Christian Athletes
- Field Hockey – Fall
- Fishing Club
- Lip Sync & Talent Show Club
- Mocean City Dance Club
- Motion Media Club
- National Junior Honor Society Tutoring
- OC Life 21
- Peanut Butter & Jelly Club
- School Newspaper
- Soccer - Fall
- Softball - Spring
- Student Council
- Surf Club
- Technology Club
- Theater Club
- Track - Spring
- Wrestling - Winter
- Yearbook

After school activity buses (north, south and Sea Isle City) are available most Mondays through Thursdays, departing at 3:30 PM. They do not stop at regular bus stops. Students who are not picked up by 3:25 PM must ride the after school activity bus.

Ineligibility from Clubs & Activities

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

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

1. Students are ineligible during their suspension. The student may not practice or participate in any extracurricular activity during the suspension period. In the event of an out-of-school suspension, conduct probation begins on the first day back from the OSS. Conduct probation can range from 10 – 30 school days and/or removal from subsequent school sponsored event(s).
2. Academic ineligibility (12 days) may also occur on the day report cards are issued. A student becomes ineligible when they receive 2-F's (failures) in any subject, including electives and physical education, or 2 or more "U's" in citizenship.

Counseling / Guidance

Our School Counselor is available to support students' academic, social, and emotional development by providing individual and group counseling, teaching skills for success, and collaborating with families and staff to help every student thrive.

Our Student Assistance Counselor (SAC) is available to all students and helps students overcome barriers to learning by providing support for concerns such as mental health, substance use, family challenges, and crisis situations, while connecting families with school and community resources when needed.

Please call our main office at 609-399-5611 to be connected with one of our counselors via phone or you can email them individually.

- Mrs. Kara Uhrich, School Counselor- kuhrich@ocsdnj.org
- Mrs. Eileen Conover, Student Assistance Counselor- econover@ocsdnj.org

Dances

Students in the 6th, 7th, and 8th grades must be eligible in order to attend school dances. Dances will run from 7:00 PM to 8:30 PM. Students may not leave prior to 8:30 PM unless a parent/guardian sign them out. They must be in attendance at school on the day of the dance. All school rules are in effect during dances. Students must be picked up promptly at 8:30 PM.

Dance eligibility: students must attend school on the day of the dance to be eligible for participation in school dances, unless out for a school sponsored event. Students missing any class periods on the day of a dance must have legitimate and documented reasons. Only students from the Intermediate School who are academically and behaviorally eligible may attend school dances.

Detention / ISS

There are three types of detention in our school:

A. Teacher Detention – assigned by the classroom teacher.

B. Administrative Detention – assigned by Administration. The following procedures will be followed:

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

C. Alternative Educational Plan/In-School Suspension (ISS) – Students assigned to AEP/ISS will complete writing assignments, homework, classwork, and other designated work during the assigned duration. AEP/ISS is assigned by the Principal or Vice Principal.

Discipline / Code of Conduct (Policy 5600)

Ocean City Intermediate School is committed to maintaining a safe, respectful, and productive learning environment for all students and staff. To support a positive school climate, students are expected to demonstrate appropriate behavior at all times. Discipline will be addressed when a student's actions interfere with the rights of teachers to teach or students to learn.

All staff members have the authority and responsibility to correct student behavior at any time during the school day or at any school-sponsored event. Students are expected to comply with all reasonable directions from any staff member.

Philosophy of Discipline

The foundation of our discipline philosophy is based on the following principles:

- All students are capable of appropriate behavior
- Misbehavior is a choice
- Students are responsible for their actions
- Teachers have the right to teach
- Students have the right to learn
- No student may interfere with the learning environment

We believe the best discipline is self-discipline. Students are encouraged to make thoughtful decisions and understand that their actions have consequences.

Approach to Student Behavior

The school uses a balanced approach to student behavior that includes:

- Recognizing and reinforcing positive behavior
- Addressing inappropriate behavior with appropriate consequences
- Supporting students through counseling, interventions, and corrective strategies

Students who demonstrate positive behavior may receive recognition such as verbal praise, Character Keys (Keys of Exceptional Character), and eligibility to participate in extracurricular activities, clubs, sports, and school events.

Consequences and Administrative Authority

When student behavior does not meet expectations, consequences will be applied in accordance with the Student Code of Conduct. While general guidelines exist, it is not possible to list every possible behavior or circumstance; therefore, administrators may determine appropriate consequences based on the situation.

Serious or repeated infractions may result in additional consequences, including loss of privileges and participation in end-of-year activities such as field trips, dances, award ceremonies, and other school events.

Students are expected to familiarize themselves with and follow all expectations outlined in the Student Handbook. The Ocean City Board of Education is committed to ensuring the safety and welfare of all students while on school property, in school, or at any school-sponsored event. Students may be referred to appropriate school personnel or civil authorities when necessary and are subject to disciplinary action in accordance with district policy.

Shared Responsibility for School Climate

All staff members share responsibility for supervising student behavior and maintaining a positive school environment. Teachers are primarily responsible for classroom management within their assigned areas, while all staff support the supervision and safety of students throughout the school day.

Dress Code (Policy 5511)

Ocean City Intermediate School believes that appropriate dress and good grooming contribute to a safe, respectful, and productive learning environment. Students are expected to dress in a manner that supports learning and reflects good judgment while complying with the Ocean City School District Dress and Grooming Policy (Board Policy 5511).

Student attire must be appropriate for the school setting and may not create a safety hazard, disrupt the educational process, or interfere with the rights of others. In certain classes or activities, students may be required to modify their attire or grooming to meet specific health or safety requirements established by the teacher or administration.

Students will not wear:

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

Students and parents/guardians are encouraged to review Board Policy 5511 – Dress and Grooming, which outlines the district's expectations regarding appropriate student attire.

Enforcement

The administration reserves the right to determine the appropriateness of student attire. Students found in violation of the dress code may be required to change clothing, contact a parent/guardian, be sent home, receive disciplinary consequences, and/or be referred to a counselor.

Emergency Closing

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

Excuse From Class

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

Field Trip Expectations

Field trips are an extension of the classroom and school day, and all students are expected to represent Ocean City Intermediate School with responsibility and respect. The OCSD Code of Conduct applies at all times during trips. Students must follow all guidelines outlined on the permission slip, which must be signed and submitted by a parent/guardian prior to the trip. Students are required to travel to and from the trip destination using school-provided transportation. Eligibility to attend is based on academic performance, behavior, and overall standing, as determined by the principal in consultation with trip advisors and the student's parent or guardian.

Fire & Security Drill Rules

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

General Suggestions for Parents / Guardians

To support student safety, success, and well-being, families are encouraged to review and follow the guidelines below:

- Encourage your child to return home promptly after school dismissal unless participating in a supervised school activity.
- Please do not call or text your child during school hours. In the event of an emergency, contact the Main Office.
- Students are not permitted to bring unsafe or distracting items to school, including weapons (real or replica), water guns, toys, radios, jewelry that may cause disruption, or electronic devices not approved for instructional use.
- Label all personal items, including coats, hats, gloves, sweaters, and rain gear, with your child's name.
- Remind your child to practice personal safety at all times, including not accepting rides or gifts from strangers and not opening exterior school doors for anyone other than staff members.
- Ensure your child receives adequate sleep each night to support readiness for learning.
- Maintain open communication with the school. If you have questions or concerns about your child's experience, please contact their teacher, counselor, or the principal.
- Families are encouraged to participate in school events, including PTA meetings and activities. To meet with a teacher, counselor, or administration, please schedule an appointment by contacting the school office. Formal parent/teacher conferences are held in October.

Hall Conduct

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

Health Services & Medications

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

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

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

Medications

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

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

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

Homework

Students will have homework for various classes. There are several reasons for homework:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in the classroom.
- To provide parents with an opportunity to see what is being studied as well as student comprehension or the topic.

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

Library Media Center

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

The library is open daily for borrowing and returning books. Students must have permission or a pass to visit the library during a scheduled class period.

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

Lockers (Grades 6-8)

Each student in grades 6–8 will be assigned a hall locker at the beginning of the school year. Lockers are equipped with built-in locks, and no external locks may be used.

Students are responsible for maintaining their lockers in a clean and orderly condition. Locker combinations must be kept confidential and may not be shared with other students for any reason. After closing the locker, students should scramble the combination dial to ensure the lock resets properly. Leaving lockers unlocked or improperly secured increases the risk of theft or loss of personal items.

Families are encouraged to remind students that proper locker use and security is an important responsibility. Any locker-related concerns or maintenance issues should be reported to the Main Office.

Students are permitted to access their lockers:

- Before and after school
- Before and after lunch
- Before and after physical education class
- At other times only with a valid teacher-issued pass

Lockers are the property of the school and may be inspected by school officials at any time, without prior notice, when deemed necessary for the safety and security of the school community. The school is not responsible for lost or stolen items stored in lockers.

Students in grades 4 and 5 are not permitted in the locker areas.

Lost and Found

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

Lost or Damaged Books

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

Lunch Information

A free/reduced lunch program is available. We have a computerized point of sale system that allows parents to pre-pay in any amount. Students are encouraged to bring prepayments to the cafeteria or it may be done online at www.myschoolbucks.com.

National Junior Honor Society (NJHS)

NJHS is open for 7th graders to apply at the end of the 2nd marking period. These students must meet the following academic requirements:

1. Achieve an “A average” or 92% (final F1 Grade on PowerSchool) in every class as a 6th grader.
2. Achieve all A’s in marking periods 1 & 2 of 7th grade.
3. Complete 8 service hours in your 6th and 7th grade year by application time.

In addition to these academic requirements, candidates must also demonstrate the five pillars of NJHS: scholarship, service, leadership, character, and citizenship.

As 8th graders, members help run our after-school Homework Help Clinic. This gives students a chance to help and connect with some of the younger students in our school! Members also volunteer their time assisting with various clubs in the building, such as Circle of Friends. Additionally, members act as tour guides at the end of the year for our incoming 3rd grade students to prepare them for Intermediate School.

A member of NJHS is expected to continue to demonstrate all of the above membership criteria throughout their time in the organization. Any member who does not uphold the academic, behavior, and/or attendance requirements may have his/her NJHS membership terminated.

Parent Conferences

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

Personal Property

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

Audio equipment, portable speakers, electronic games, water guns, etc. are not permitted in school. These items will be confiscated by teachers and placed in the main office. They may be claimed by your parents. The school is NOT responsible for lost or stolen electronic equipment.

Any student apprehended with firecrackers, noise-making devices, smoke bombs, knives, guns, etc., will be subject to disciplinary action per the OCSD code of conduct.

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

Physical Education Class

6-8 Grade Students must be prepared for class with PE clothing or will be considered unprepared. Students have the option to use the locker room to change or wear their PE clothes to school:

- PE clothing is required: t-shirts, shorts, sweatpants, sweatshirts, and leggings. Unprepared: crop tops, jeans, khakis, collared shirts, dresses and skirts, dress-code violations.
- Supportive sneakers are required. Unprepared: Crocs, Uggs, HeyDudes, Slides, Sanuks, Boots, Dress Shoes, etc.
- Deodorant (no body spray, perfume, etc.)

4-5 Grade Students: Supportive sneakers are required. Comfortable clothing for PE is recommended.

ALL STUDENTS – the following items are not permitted during PE class:

- Phones/Devices
- Headphones
- Gum/Candy
- Hats/Hoods
- Jewelry
- Toys

Medical Excuses – ***All gym excusal notes must be submitted to the nurse's office***. Any student requiring an excuse from PE will need a physician's note that must include the following:

- Student's name
- Physician's name on letterhead
- Reason for excusal
- Excusal **start** date and **end** date ("Until Further Notice" is not acceptable)
- Signed and stamped with MD's office stamp
- Students may have a one-day pass with a note from home.

Promotion and Retention

Students shall be promoted from one grade level to the next if they have attained a reasonable level of proficiency in prescribed subject matter as outlined in OCSD policy 5410. Parents will be informed if the student is having difficulties. Students may be eligible to attend summer school to offset retention possibilities. This will be a team decision.

Report Cards & OCIS Grading Scale

Student progress is reported quarterly and report cards are available for families to view online.

While report cards provide a formal summary of academic performance, the most effective way to monitor a student's progress is through ongoing communication with teachers and checking your child's PowerSchool portal. Families are encouraged to reach out via phone or email, or to schedule a parent/teacher conference as needed.

OCIS Grading Scale

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

Academic Recognition / Honor Roll

The Honor Roll recognizes student achievement in all grade levels. There are two levels of recognition:

- Distinguished Honors: A's in every subject or one subject with no lower than a B.
- Honors: All A's and B's in all subjects.

School Day & Arrival / Dismissal Procedures

The instructional day at Ocean City Intermediate School begins promptly at 7:45 a.m. and concludes at 2:20 p.m. The first bell rings at 7:35 a.m., at which time students may enter the building. Students are not permitted on school grounds before 7:20 a.m., as supervision is unavailable prior to that time.

Students arriving between 7:20 a.m. and 7:35 a.m. should enter the building through the Haven Avenue entrance via the basketball courts and report to the gymnasium for supervised Zero Period. At 7:35 a.m., students will be dismissed from Zero Period to their assigned areas. Zero Period from 7:20-7:35am is non-academic, however a supervised time for students who are dropped off early prior to the 7:35am bell signal. Students in grades 6–8 may stop at their lockers after 7:35am before proceeding directly to their homeroom.

Students are expected to be in their classrooms, prepared to begin instruction, by 7:45 a.m.

The regular dismissal time is 2:20 p.m., with school buses departing promptly at 2:25 p.m. On scheduled early dismissal days, students are dismissed at 12:10 p.m., and buses depart at approximately 12:15 p.m.

Students participating in after-school activities must always remain under the supervision of a staff member and report directly to their designated activity location at the conclusion of the school day.

Arrival, Dismissal, and After-School Procedures

To ensure the safety of all students, families are asked to follow the procedures below for arrival and dismissal.

Morning Arrival

- Students should not arrive on school grounds before 7:20 a.m., as supervision is not available prior to that time.
- Students should arrive at school so they are in their classrooms by 7:45 a.m. and are ready for the start of the instructional day.
- Students arriving by private vehicle, bicycle, or walking, should enter the building from the Haven Avenue entrance.

Afternoon Dismissal

- Students are dismissed at 2:20 p.m. on regular school days and 12:10 p.m. on scheduled early dismissal days.
- Students being picked up by private vehicle will exit the building and walk through the basketball courts to the designated parent pick-up area on Haven Avenue under staff supervision.
- Students who walk home may leave campus at dismissal using the Haven Avenue exit. Students are encouraged to use marked crosswalks and follow the directions of crossing guards.
- Students riding bicycles must wear a properly fastened helmet, walk their bicycles while on school property, and use the designated bicycle racks. Students should exit school grounds via Bay Avenue or Haven Avenue before mounting their bicycles.
- Students who are not picked up by 2:30 p.m. on regular school days or 12:20 p.m. on early dismissal days will be escorted to the Main Office to wait for their parent/guardian. Students requiring special assistance should report directly to the Main Office for dismissal.

After-School Activities / 3:20 p.m. Dismissal

The Ocean City Intermediate School offers a variety of after-school activities. Most activities conclude at 3:20 p.m., Monday through Thursday.

- Participation in after-school activities requires a completed permission slip signed by a parent/guardian indicating the student's dismissal arrangements.
- Students may be picked up by private vehicle at the front of the school beginning at 3:20 p.m.
- Students who are approved to ride the after-school activity bus must obtain a bus pass before dismissal. Activity buses depart at approximately 3:30 p.m.
- Students who are not picked up by 3:25 p.m. will be required to ride the late bus to ensure they have a ride home.

Students Transported to School by Parents

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

Parents must drop off or pick-up students on Haven Avenue directly behind the school. This street becomes one way heading south from 18th to 19th streets during these times. Students may use the gates to enter the basketball courts and walk directly to the school. The back doors will be open at this time. Also, Bay Avenue in front of the school is a "No Stopping or Standing" area. Be safety conscious! Do not drop-off or pick-up your child in our driveway during the bus hours or on the street in front of the school. Violators may be subject to police action.

School Property

The school building (and its contents), grounds, and other facilities are maintained by OCSD. Students are expected to be respectful and never intentionally damage or deface school property. Damaging in any way or destroying such property is inexcusable and students will be held accountable per the OCSD code of conduct. Parents/guardians will also be held financially responsible for replacement of the damaged property. Failure to fulfill financial obligations may cause students to be ineligible to participate in school activities or any other penalties deemed appropriate by administration.

Skateboards/Roller Blades

Skateboards or rollerblades used as a method of transportation is a parental/student decision. However, skateboards or rollerblades may not be used in any part of the school building or on school grounds. They may be carried and placed in a student locker or area of a classroom designated by the teacher. Violation of this policy will cause the skateboards or rollerblades to be confiscated and returned only to a parent. Any damage caused by skateboards or rollerblades will be the responsibility of the student and parent. Skateboards are not permitted on the school bus.

Smoking / Vaping

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

Student Sales

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

Telephones

Students may use the telephone in the office to contact a Parent / Guardian throughout the school day. Permission must be given by their teacher as well as office personnel in order to use the office phone.

Textbooks

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

Visitors

All visitors to the Intermediate School must sign in upon entering the building and receive a Visitor's Pass. Any visitor entering the building during the school day must have a valid license/photo ID with them at that time. Students are not permitted to have visitors during the school day. Visitors are not to visit any classroom or teacher without a pass from the main office.

Ocean City Public Schools Statement of Non-Discrimination

The Ocean City Board of Education is cognizant of the need to implement Title VI of the Civil Rights Act of 1964, the Federal Department Regulation (4CFR part 80) Title IX of the Education Amendments of 1972, Title VI New Jersey Administrative Code, and Section 504 of the Rehabilitation Act of 1974. The Ocean City Board of Education affirms its responsibility to ensure all students in the public schools of Ocean City equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicap. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices.

Student Grievances

Any student who feels that he/she has been discriminated against on the basis of sex and/or race will use the following procedure to resolve the complaint:

1. Student must complete a Title IX grievance form within thirty (30) days of the alleged discrimination. Copies of the form are available from the following persons:
   A. District Affirmative Action Officer
   B. Superintendent of Schools
   C. School Principal

2. Within five (5) days of receiving the grievance the Affirmative Action Office, Superintendent, and the respective building Principal will meet with the grievant and any responsible person(s) to discuss the matter.
3. If the aggrieved person is not satisfied with the disposition of the grievance he/she may request that the Affirmative Action Officer present the grievance to the full Affirmative Action Committee. The committee will meet within ten (10) days of such request and hold a hearing in which all parties may testify.
4. Within five (5) days after this meeting the grievant will receive a written reply from the Affirmative Action Committee.
5. If the grievant is not satisfied with the disposition of the case, within five (5) days he/she should, by written request, instruct the Affirmative Action Officer to forward all appropriate materials concerning the complaint to the County Superintendent of Schools, who will assume responsibility for processing the case.

Substance Abuse Policy

The Ocean City Board of Education recognized that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the public educational institution for this area, the schools should strive to prevent drug abuse and to help drug abusers by educational, rather than punitive, means.

For the purpose of the policy, “drugs” shall mean:

1. All dangerously controlled substances as so designated and prohibited in N.J.S.A. 24-:21-1 et seq., including anabolic steroids.
2. All chemicals which release toxic vapors as defined and prohibited in N.J.S.A. 2A: 170-25.9.
3. All alcoholic beverages.
4. All over-the-counter medications that are ingested in quantities in excess of the recommended dosage.

The use, possession or distribution of any form of drugs or narcotics is prohibited in school buildings, on school grounds or at activities sponsored by the school, both on-campus and off-campus. In addition, all members of the professional staff shall be informed of their responsibility to report to the building administration any pupil suspected of being under the influence of drugs.

The Student Assistance Program (S.A.P.) shall provide evaluation services for pupils who are affected by drug or alcohol use, including assessment and procedures.

The Student Assistance program shall provide for treatment services as defined in N.J.A.C. 6:29-9 for pupils who are affected by drug and alcohol abuse, including:

1. Instruction and counseling services, and;
2. Referral and support services for pupils who are in care or returning from care from drug and alcohol dependency.

Request for Assistance

A. A student may request counseling for any substance abuse problem. This will not be considered a first offense and the situation will be held in confidence. The degree of counseling shall be determined by the Student Assistance program counselor and/or other counselors involved.
B. A staff member or a student’s peer may request counseling on a student’s behalf. This referral will not be considered a first offense and the situation will be held in confidence. A minimum of three counseling sessions with the Student Assistance Program counselor will be scheduled.

Intervention Procedures for Students Suspected to Be Under the Influence

Whenever it appears to any teaching staff member, school nurse or other member of the educational staff, of any of the schools in the Ocean City School District, that a pupil may be under the influence of a controlled dangerous substance, as defined by the New Jersey Statutes, or any chemical (which includes alcohol,) or chemical compound which releases vapors or fumes, causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system, this situation shall be reported to the school nurse and to the building principal, or in his/her absence, his/her designee.

Whenever any other employee of the Ocean City School District believes that a student is under the influence of a controlled dangerous substance or any chemical (which includes alcohol) or chemical compound as aforesaid, that staff member shall immediately report their belief to a member of the educational staff of the school district.

Any person who reports a pupil to the principal or his/her designee in compliance with the provisions of the subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 18A: 40-4.2. Upon receiving such report, the building principal shall initiate, in instances involving controlled dangerous substances and/or alcohol, or when there is any doubt regarding the nature of the substance affecting the pupil, the following procedures:

A. Notify the parent or guardian of the student and the Superintendent of Schools.
B. Remove the pupil to a protective environment for observation in care of the school nurse or doctor. The building principal shall request the assistance of the school nurse or doctor in assessing the physical state of the pupil. This should not be construed to limit or condition the right of a district Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis and as an agent of the parent or guardian for the welfare of the pupil.
C. Upon notification from the school, the parent/guardian must make arrangements to have the student picked up from school and examined by a physician within two (2) hours. This examination may be by a doctor selected by the parent or guardian, or, if such doctor is not immediately available, that he/she shall arrange for the pupil to be transported to the Emergency Room of Shore Memorial Hospital, Somers Point, NJ. It must include a urinalysis and/or blood tests for substance abuse.
    - If a parent or guardian cannot be reached within one hour or cannot arrange for the examination in two (2) hours, the student shall be transported to Shore Memorial Hospital for said exam and testing to ensure his/her medical well being.
    - In the event that this occurs within one (1) hour of the end of the school day and a parent/guardian cannot provide transportation, the student will not be permitted to leave the school building without a parent/guardian and will be transported to Shore Memorial Hospital.
    - Whenever a student who appears to be under the influence of a controlled dangerous substance leaves the building without authorization, the police will be notified.
D. The student shall not be permitted to resume attendance at the school until he/she has submitted to the building principal a written report from his/her personal physician or the physician who initially examined him/her. This report must certify that he/she is able to return and must include a urinalysis and/or blood test that shows he/she is clear of any “drugs” as outlined on page one.
E. In the instance where results of urinalysis and/or blood tests are not available within 24 hours, the student may return to school, providing he/she has a note from a physician indicating that the appropriate tests have been done.
F. Upon receipt of the report, if the diagnosis is positive:
    - FIRST TIME – Five (5) day suspension from school.

    The student upon returning to school must report to the Student Assistance Counselor or designee for three required sessions. Contact will be made by the counselor to the parent regarding the

situation. Additional sessions and/or referrals to other services may be recommended by the counselor.

- SECOND TIME – Ten (10) day suspension from school.
  When a student returns to school, he/she is required to be accompanied by a parent/guardian. They, in turn, are required to meet with the principal/assistant principal and the Student Assistance Counselor or designee. The parent is informed of the treatment which is needed and an appropriate outside referral is made.

G. While the pupil is at home because of the medical examination or after his/her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effects on his/her school performance.
H. Failure to comply with this policy will result in a 5 day suspension and referral to the Student Assistance Counselor.
I. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A;40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A;38-31) and/or child neglect (N.J.S.A. 9:6-2 et seq.) laws.

Possession and/or Selling of Drugs and/or Alcohol Including Steroids

A. Student's desks and lockers are subject to inspection at all times by duly authorized school officials.
B. Any student caught using, in possession of, or selling a drug/alcohol will be subject to the provisions of this policy A-I and immediately suspended from school. The building principal will notify the Superintendent of Schools prior to contacting the student's parent/guardian and appropriate law enforcement agencies. School personnel will cooperate with the police in the prosecution of such a student.

REMINDER: Suspension involves a period of ineligibility during the days of suspension. Suspended students may not take part in any extra curricular activities of the school. These procedures will affect all school related activities. This follows for In-School and Out-of-School Suspension.

Passive Alcohol Sensor (PAS)

The PAS is a non-invasive device. Many of the sensors look similar to a flashlight or microphone. It is used to detect the presence of alcohol. The administration may elect to utilize a PAS at co-curricular and extra-curricular functions such as dances.

a. If a student registers a positive PAS reading, they will be retested after fifteen minutes (manufacturer's recommendation).
b. If the PAS reading is positive a second time, the Substance Abuse policy is put into effect, meaning: parents are contacted; the student is released to the custody of their parents; student is checked by physician and tested, if that test is positive student is suspended and is referred to the SAC per BOE policy.
c. The PAS test is used to establish a high degree of "reasonable suspicion" or the parent/guardian may elect to accept the PAS reading and all conditions in the Substance Use Policy specifically under: F. "Diagnosis is Positive."

FERPA Parental Notice

In accordance with No Child Left Behind Act of 2001 (NCLB), parents and eligible students have the right to inspect educational records under the Family Educational Rights and Privacy Act (FERPA). Specifically:

- Inspect and review records
- Request amendments to records
- Rights to consent to disclosures
- Rights to file a complaint

Additionally:

- FERPA allows districts to release records in health and safety emergencies.
- FERPA does not cover security camera images and personal observations.

For more information, please contact the office of the superintendent.

Harassment, Intimidation, and Bullying (HIB) Policy & Procedures

Ocean City Board of Education Policy #5512 – Harassment, Intimidation, and Bullying (HIB), and Ocean City Board of Education Regulation #5512 – Harassment, Intimidation, or Bullying Investigation.

The Ocean City District HIB Policy and Investigation procedures are outlined on the district website and found in board policy 5512.

Annual Integrated Pest Management Notice

This notice is required by the NJ School Integrated Pest Management Act. The Ocean City School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventative approach to managing pests that is explained in the School District's IPM Policy. An IPM Coordinator is required to oversee all activities related to the IPM Plan and pesticide use at all schools. Mr. Henry Rodrique, Director of Facilities, is the designated Ocean City School District's IPM Coordinator. His office is located at the Ocean City High School and can be contacted at 609-399-1290 ext. 6502. To obtain a copy of the complete IPM Policy and Plan or view the MSDS/SDS sheets for products used in pest control at the Ocean City School District, please contact his office. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine their safe use in accordance with printed label instructions. Below is a list of possible products used in our School District, administered and monitored by Elder Pest Control under EPA and DEP guidelines:

- Niban Granular Bait
- Max Force FC Select Bait Gel
- Gourmet Ant Bait Gel
- Advance 360 Dual Choice Ant Bait Stations
- Max Force Bait Stations
- CatchMaster Insect Monitors (sticky tape)
- Insect Glue Boards

This is an excerpt from the Ocean City School District's IPM Policy (for the full policy contact the IPM Coordinator): Each school shall consider the full range of management options, including no action at all. The use of non-pesticide pest management methods are to be used first or whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not

effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Annual Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), all staff members must be notified annually of the district's activities regarding asbestos found in the Ocean City District Schools.

The management plan and the inspection reports can be found in the main offices of the individual schools and the Director of Facilities' Office. This information is available for your review during school hours. Please contact the main office to arrange to see reports.

Media/TV Disclaimer

By attending Ocean City Intermediate School, I permit the Ocean City Board of Education the right to use my child's image, voice and name for use in publications and media production in association with the Ocean City School District (for example, Honor Roll list in local newspaper).

In assigning these rights, students/staff grant to producer and its successors, assigns, and licenses, the full and irrevocable right to produce, copy, distribute, exhibit, and transmit their voice and likeness by means of broadcast or cablecast, videotape, film, publication, or any other electronic or mechanical method now known or hereinafter invented.

Parents/Guardians may request in writing to the principal to exempt their student(s) from the aforementioned disclaimer.

Daily Schedules

4th Grade

Full Day Schedule	
7:45 - 7:50	Homeroom
7:50 - 9:10	Block 1
9:10 - 10:35	Block 2
10:35 - 10:55	Recess
10:55 - 11:20	Lunch
11:20 - 11:50	Enrichment/Spanish
11:50 - 1:15	Block 3
1:15 - 1:20	Homeroom
1:20 - 2:20	Specials/Prep

Half Day / Early Dismissal Schedule	
7:45 - 8:38	Homeroom/Block 1
8:38 - 9:30	Block 2
9:30 - 9:50	Recess
9:50 - 10:10	Lunch
10:10 - 10:30	Enrichment Spanish
10:30 - 11:25	Block 3
11:25 - 11:30	Return to Homeroom
11:30 - 12:10	Specials/Prep

5th Grade

Full Day Schedule	
7:45 - 7:50	Homeroom
7:50 - 9:10	Block 1
9:10 - 10:35	Block 2
10:35 - 11:00	Lunch
11:00 - 11:20	Recess
11:20 - 12:50	Block 3
12:50 - 1:15	Enrichment/Spanish
1:15 - 1:20	Homeroom
1:20 - 2:20	Specials/Prep

Half Day / Early Dismissal Schedule	
7:45 - 8:38	Homeroom/Block 1
8:38 - 9:30	Block 2
9:30 - 9:50	Lunch
9:50 - 10:10	Recess
10:10 - 11:05	Block 3
11:05 - 11:25	Enrichment/Spanish
11:25 - 11:30	Return to Homeroom
11:30 - 12:10	Specials/Prep

6th Grade

Full Day Schedule	
7:45 - 7:50	Homeroom
7:50 - 8:50	Specials/Prep
8:50 - 10:20	Block 1
10:20 - 11:50	Block 2
11:50 - 12:20	Lunch
12:20 - 1:50	Block 3
1:50 - 2:20	Enrichment/Spanish

Half Day / Early Dismissal Schedule	
7:45 - 7:50	Homeroom
7:50 - 8:30	Specials/Prep
8:30 - 9:30	Block 1
9:30 - 10:30	Block 2
10:30 - 10:50	Lunch
10:50 - 11:50	Block 3
11:50 - 12:10	Enrichment/Spanish

7th Grade

Full Day Schedule	
7:45 - 7:50	Homeroom
7:50 - 9:20	Block 1
9:20 - 9:50	Enrichment/Spanish
9:50 - 11:20	Block 2
11:20 - 11:50	Lunch
11:50 - 12:50	Specials/Prep
12:50 - 2:20	Block 3

Half Day / Early Dismissal Schedule	
7:45 - 7:50	Homeroom
7:50 - 8:50	Block 1
8:50 - 9:10	Enrichment/Spanish
9:10 - 10:10	Block 2
10:10 - 10:30	Lunch
10:30 - 11:10	Specials/Prep
11:10 - 12:10	Block 3

8th Grade

Full Day Schedule	
7:45 - 7:50	Homeroom
7:50 - 9:20	Block 1
9:20 - 10:20	Specials/Prep
10:20 - 11:50	Block 2
11:50 - 12:20	Enrichment/Spanish
12:20 - 12:50	Lunch
12:50 - 2:20	Block 3

Half Day / Early Dismissal Schedule	
7:45 - 7:50	Homeroom
7:50 - 8:50	Block 1
8:50 - 9:30	Specials/Prep
9:30 - 10:30	Block 2
10:30 - 10:50	Enrichment/Spanish
10:50 - 11:10	Lunch
11:10 - 12:10	Block 3