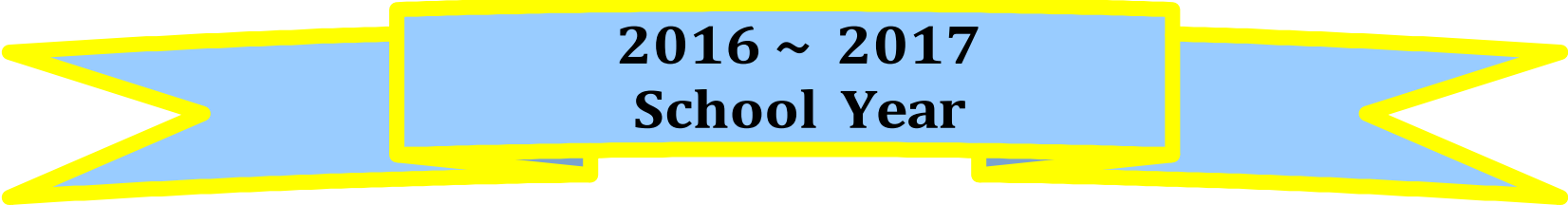


Little Egg Harbor Township School District
HANDBOOK/CALENDAR
For Parents/Guardians



**2016 ~ 2017
School Year**

Early Dismissal Dates

October 10, 19, 27, 2016

November 1, 23, 2016

December 23, 2016

March 22, 30, 2017

April 5, 2017

June 12, 13, 14, 2017

Frog Pond Elementary Early Dismissal Time - 12:20 PM

George Mitchell Elementary Early Dismissal Time - 1:15 PM

Early Childhood Center Early Dismissal Time - 1:15 PM

www.lehsd.k12.nj.us

Superintendent's Message

Embarking on my second year in the Little Egg Harbor School District, my focus is to enhance the relationship among community members, parents, and the school district. On October 11, 2016, the school district will begin the strategic planning process alongside local stakeholder groups. Through this collaborative process, the district's strengths, challenges, and current state will be addressed. Members of the planning team will ultimately derive a common vision as well as goals and objectives to serve as a guide for the next five years.

The Little Egg Harbor School District has the capacity to emulate the attributes of a high performing learning environment. The magnitude of our success depends on your input, devotion, and commitment.

The word "no" is not an option for our students because they are capable of accomplishing great things.

YES I CAN!!

Melisa Ann McCooley
mmccooley@lehsd.k12.nj.us

LITTLE EGG HARBOR SCHOOL DISTRICT **MISSION STATEMENT**

"In order to prepare our children to be productive and responsible citizens, the Mission of the Little Egg Harbor Township School District is to develop and maintain a collaborative and nurturing learning environment fostering individual abilities and encouraging all children to achieve their highest potential. We expect all children to meet or exceed the grade level benchmarks set forth in the New Jersey Core Curriculum Content Standards (NJCCCS)."

The members of the Little Egg Harbor School Community believe that a collaborative community includes the cooperative efforts of students, staff, parents, and other community members in the pursuit of lifelong learning.

This environment should foster the academic, emotional, social, creative, and physical development of all members of the community.

A productive and responsible citizen makes positive personal and social choices.

Through the use of developmentally appropriate practices and the appreciation of varied learning styles, each learner can maximize his/her potential.

LITTLE EGG HARBOR BOARD OF EDUCATION

The Little Egg Harbor Board of Education is an elected seven-member body comprised of township residents. The role of the Board is to establish policies and administrative procedures for the school district's daily operation and conduct the business of the school district. Board members make important decisions that affect not only our educational programs but the school facilities as well.

In addition to the elected Board of Education members, the Superintendent, Board Secretary and Board Attorney are also part of the Board of Education. They are non-voting, advisory members, who provide professional input so that the Board can make informed decisions.

Meetings

The meeting schedule for the current school year is noted below. In January, additional board meetings will be added to the schedule. All meetings are open to the public.

The district publishes its yearly and special meeting announcements in the Asbury Park Press, the Press of Atlantic City, the Manahawkin Newspapers and the Sandpaper. Minutes of all Board Meetings are on file in the Board of Education Office located in the Joanne C. Burd Administration Building next to the Frog Pond Elementary School and are online.

Executive Session

In addition to the public portion of the Board Meeting, the Board may at any time meet in executive session to discuss matters defined as confidential under the *Sunshine Law*. Such discussions include personnel, negotiations and litigation.

Public Participation

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Board Bylaw No. 0164 governs public participation at BOE meetings.

Little Egg Harbor Board of Education

August Daleo, President

John Bellone, Vice - President

A.J. Barchetto

Gina M. Frasca

Matthew G. Maleski

Martha June Palan

James Becker

Little Egg Harbor Board of Education Meeting Dates

Frog Pond Elementary School Multi-Purpose Room

6:00 PM

September 12, 2016

October 17, 2016

November 14, 2016

December 12, 2016

This handbook/calendar has been prepared to provide you with basic information about the Little Egg Harbor Township School District for the 2016-2017 school year. Please keep it readily available for future reference. All Little Egg Harbor School District policies can be found on the district website (www.lehsd.k12.nj.us).

DISTRICT DIRECTORY

Superintendent of Schools.....296-1719 ext. 1010

Superintendent's Office (Hours 7:30 AM to 4:00 PM)

Superintendent - Melissa McCooley, mmccooley@lehsd.k12.nj.us

Administrative Secretary - Madge Rosenberg, mrosenberg@lehsd.k12.nj.us

Administrative Secretary - Laura Atkinson, latkinson@lehsd.k12.nj.us

Administrative Secretary - Debbie Christensen, dchristensen@lehsd.k12.nj.us

Technical Assistant - Mary Gordon, mgordon@lehsd.k12.nj.us

Board of Education.....296-1719 ext. 1013

School Business Administrator/Board Secretary

Vickie Tomasco, vtomasco@lehsd.k12.nj.us

Administrative Asst. /Bookkeeper - Ann Facemyer, afacemyer@lehsd.k12.nj.us

Secretary- Cindy Barton, cbarton@lehsd.k12.nj.us

Payroll- Kim Sprague, ksprague@lehsd.k12.nj.us

Accounts Payable - Rita Taliaferro, rtaliaferro@lehsd.k12.nj.us

Secretary/Bookkeeper - Susan Fehring, sfehring@lehsd.k12.nj.us

Special Services.....296-1719 ext. 1029

Director of Special Services - Erin Lichtenwalner, elichtenwalner@lehsd.k12.nj.us

Secretary - Jill Richmond, jrichmond@lehsd.k12.nj.us

Office of Instructional Services.....296-1719 ext. 1015

Director of Curriculum / Instructional Services - Jacqueline Truzzolino,
jtruzzolino@lehsd.k12.nj.us

Secretary- Mary Ann Ference, mference@lehsd.k12.nj.us

District Affirmative Action Office.....296-1719 ext. 1029

Director of Special Services - Erin Lichtenwalner, elichtenwalner@lehsd.k12.nj.us

Technology Office.....296-1719 ext. 2060

Technical Specialist - Tim Gensamer, tgensamer@lehsd.k12.nj.us

Technical Specialist - Mark McCloskey, mmccloskey@lehsd.k12.nj.us

Technical Specialist - Teri Martucci, tmartucci@lehsd.k12.nj.us

Transportation Office.....296-1719 ext. 2042

Transportation Liaison - Doris McCarrick, dmccarrick@lehsd.k12.nj.us

Secretary – Helen Kunder, hkunder@lehsd.k12.nj.us

Little Egg Harbor Community School... 296-7131 ext. 3114

Community School Coordinator - Tess Mullan, tmullan@lehsd.k12.nj.us

Assistant to the Coordinator - Kim Skripak, kskripak@lehsd.k12.nj.us

Community School office hours at George J. Mitchell 9:00 am-5:00 pm

Food Service.....296-1719 ext. 2029

Food Service Director - Michael Simoncini, msimoncini@lehsd.k12.nj.us

SCHOOL DIRECTORY

George J. Mitchell Elementary School..... 296-7131 ext. 3044

Principal - Deborah Giannuzzi, dgiannuzzi@lehsd.k12.nj.us

Elementary Supervisor – John Acampora, jacampora@lehsd.k12.nj.us

Elementary Supervisor - Deniese Guinan, dguinan@lehsd.k12.nj.us

Secretary - Cindy Loesch, cloesch@lehsd.k12.nj.us

Secretary - Diane Minucci, dminucci@lehsd.k12.nj.us

Secretary - Jo Ann Walton, jwalton@lehsd.k12.nj.us

Front Lobby Receptionist - Debbie LaMontagne, dlamontagne@lehsd.k12.nj.us

School Nurse - Mrs. Jean Sandor, jsandor@lehsd.k12.nj.us ext. 3015

George J. Mitchell School Child Study Team..... 296-7131 ext. 3012

School Psychologist - Sharon Serviss, sserviss@lehsd.k12.nj.us

Social Worker - Mary Bonanno, mbonanno@lehsd.k12.nj.us

LDTTC - Alyson Koch, akoch@lehsd.k12.nj.us

Secretary – Marcie Cummings, mcummings@lehsd.k12.nj.us

Robert C. Wood, Sr. Early Childhood Center..... 296-7131 ext. 4213

Principal - Anne Flynn, aflynn@lehsd.k12.nj.us

Elementary Supervisor - Deniese Guinan, dguinan@lehsd.k12.nj.us

Secretary - Jackie Harned, jharned@lehsd.k12.nj.us

Community Parent Involvement Specialist - Paula Guzman Bell, pgbell@lehsd.k12.nj.us

Master Teacher - Jacqueline Anderson, janderson@lehsd.k12.nj.us

Master Teacher - Cheryl Yatauro, cyatauro@lehsd.k12.nj.us

Social Worker - Amber Bennett, abennett@lehsd.k12.nj.us

School Nurse - Heather Kumichael, hkumichael@lehsd.k12.nj.us ext. 4108

Frog Pond Elementary School..... 296-1719 ext. 2016

Principal - Troy Henderson, thenderson@lehsd.k12.nj.us

Elementary Supervisor - Paul Nazarok, pnazarok@lehsd.k12.nj.us

Elementary Supervisor - Christine Cummings, ccummings@lehsd.k12.nj.us

Secretary – Jennifer Sprague, jsprague@lehsd.k12.nj.us

Secretary - Mikki Pasterak, mpasterak@lehsd.k12.nj.us

Secretary - Sandra Van Orden, svanorden@lehsd.k12.nj.us

Front Lobby Receptionist - Diane Covone, dconvone@lehsd.k12.nj.us

School Nurses.....ext. 2018

Nadine Paretzky, nparetzky@lehsd.k12.nj.us

Frog Pond Elementary School Child Study Team.....296-1719 ext. 2014

School Psychologist - Dr. Carol Oliver, coliver@lehsd.k12.nj.us

Social Worker - Sharon Skurat, sskurat@lehsd.k12.nj.us

LDTTC – Aime DeGirolamo, adegirolamo@lehsd.k12.nj.us

Secretary – Gina Hartman, ghartman@lehsd.k12.nj.us

**EMERGENCY/WEATHER CLOSINGS
SCHOOL CLOSING INFORMATION**

It is important to note that considerations for early dismissal procedures must take into account not only dangerous winter road conditions, but also flooding, forest fire possibilities, and other emergencies over which we have no control.

Our primary concern in such situations is that children are able to go to a safe environment.

Because of the difficulties involved in dismissing school early, this option will be utilized only when we are convinced that the transportation of children and their environment out of school will be safer than if they remain in school the entire day.

Please keep in mind that these decisions are made after discussion with other schools in the region and must be coordinated with the transportation schedules and bus availability.

The involvement of parents/guardians is the most important part of the development of safe procedures for early dismissals:

- ▶ The Board of Education is asking parents/guardians to make arrangements for a safe location for their children in the event of an early dismissal. You need to make suitable arrangements with a relative, friend, and/or neighbor to take care of your child (or children) in case no one is at home in the event of an emergency early dismissal. These arrangements must be clearly understood by the children.
- ▶ In the event that it becomes necessary to send students home early, it is important that your child or children know exactly what to do if an emergency situation occurs.
- ▶ On days when weather forecasts indicate the case of deteriorating weather, parents/guardians (and those involved in emergency arrangements) should listen to the radio for announcements.
- ▶ Please remember to update the school with any new phone number changes and to include cell phone numbers on emergency forms and registration forms.
- ▶ A telephone call, text message and Facebook post via our District Communication System will be made to the parents.
- ▶ Information will also be posted on the district website www.lehsd.k12.nj.us
- ▶ It is a good idea to periodically review your emergency arrangements with both the designated person and your child or children.

In addition to the district communication systems, announcements will be made on the following radio and TV stations as soon as the information becomes available.

WJRZ 100.1 FM	NEWJERSEY101.5 FM	SOFT ROCK 92.7
1160 WOBN AM	WFPG 96.9 FM	LITE ROCK 106.3 FM
WADB 1310 AM	WPUR 107.3	THE POINT 94.3 FM
NBC 10 "School Closing Alert 10 System" starting at 5:00 AM and during the Today Show.		
News 12 New Jersey beginning at 5:30 AM during the <i>Morning Edition</i> newscast		
Pinelands Cable Channel 21 – Cat Channel		
INTERNET SITES: AccuWeather Inc. – www.cancellations.com ; www.weatherclosings.com ; www.NBC.com ; www.lehsd.k12.nj.us		

STUDENT SCHOOL HOURS

The times below are subject to change to facilitate the transportation of pupils. Notice will be given should changes occur.

Student School Hours—Regular Day	
Full Day RCW Early Childhood Center	9:30 AM - 3:30 PM
Frog Pond Elementary School	7:50 AM - 2:35 PM
George J. Mitchell Elementary School	8:45 AM - 3:30 PM

Student Early Closing/Dismissal Times	
Full Day LEH Preschool	1:15 PM
Frog Pond Elementary School	12:20 PM
George J. Mitchell Elementary School	1:15 PM

Student Delayed Opening Times	
Full Day LEH Preschool	11:30 AM
Frog Pond Elementary School	9:50 AM
George J. Mitchell Elementary School	10:45 AM

***LUNCHES WILL BE SERVED ON EARLY DISMISSAL AND DELAYED OPENING DAYS.**

KINDERGARTEN AND PRESCHOOL ENTRANCE POLICIES

A child is eligible for entrance into preschool who will have attained the age of three (3) or four (4) years on or before October 1st of the year in which entrance is sought and has not yet attained the age at which admission to kindergarten is permitted. A child is eligible for entrance into a program of special education who has attained his/her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with rules of the State Board of Education. A child is eligible for entrance into kindergarten who will have attained the age of five years on or before October 1st of the year in which entrance is sought. No child will be admitted to kindergarten who has not met the age requirement set by this policy unless recommended by the principal. The student's original birth certificate is also required at the time of registration.

Chapter 14, New Jersey State Sanitary Code – Immunization of Pupils requires that all children in New Jersey schools have the following immunizations:

All Preschool students ages 6 months to 59 months - 1 dose between September 1st and December 31st.

- * DPT – four doses, one on or after 4th birthday
- * Polio – three doses, one on or after 4th birthday
- * MMR #1 @ 12 months – 15 months of age
- * MMR #2 prior to entering Kindergarten
- * Hepatitis Vaccine # 1, 2, 3 prior to entering Kindergarten
- * HIB – 2 doses between 2 and 11 months of age/1 dose after 1 year of age
- * Pneumococcal – 2 doses between 2 and 11 months; 1 dose after 1 year of age

Information: Meningococcal - 1 dose for pupils entering 6th grade/
Tdap - 1 dose for students entering 6th grade or 5 years after last DPT/ DTap or
Td dose

ATTENDANCE POLICY

Regular school attendance is critical to a child's success both academically and socially. When students are absent from school they fall behind in their lessons and catching up on the work they missed can be difficult.

Please insure that your child comes to school. Your child's attendance could affect his/her promotion to the next grade level as explained in the Little Egg Harbor School Board Policy Regulation 5200, found on the district website.

VERY IMPORTANT ATTENDANCE INFORMATION

"Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200."

Finally, it is important for parents/guardians to understand that should any student continue to have poor school attendance, our district's school attendance officer may hand deliver a legal notice which explains New Jersey's school attendance laws. In addition, the attendance officer may file a legal complaint with the courts. Such cases can lead to a hearing in front of a judge or district magistrate.

If your child is absent from school, we request that you call the school office.

Any pupil who is absent or tardy must present to his/her teachers, the following day after such absence, a written excuse stating the reason for the absence and signed by the pupil's parent or guardian. A doctor's certificate may be required of a student who is absent from school for a period of three or more days. When a child will be absent for a religious holiday, a note from the parents should be presented in advance.

TAKING CHILDREN OUT OF SCHOOL

When there is a need for early dismissal, the student must bring a note specifying the reason for the request and the date and time at which dismissal is requested. The parent or other authorized person (designated by name in the written note) must call for the child at the school office. The adult picking up the child will be asked for identification such as a drivers' license. Students will only be called to the office when the person picking them up arrives. No child will be permitted to leave the building alone during school hours.

When possible, appointments for dental care and other professional treatment should be scheduled at times that do not conflict with school hours. Unless there is an emergency or doctor's appointment, we ask that you do not request to have your child dismissed earlier than five minutes before dismissal time so that he or she does not miss valuable class time.

For safety reasons, children will not be taken off the buses once they have boarded. Once students are on the bus at dismissal time they MUST ride the bus home. Students will not be released from the school buses for dismissal. If you do not want your child to ride the bus, please send in a note or call at least one hour prior to dismissal time. The time and reason for leaving should be included in the note. Be sure to write your child's full name clearly on the note.

Students will be released only to you, the parent, unless we have been notified by you in writing that you have granted permission for someone else to pick up your youngster. Any adult picking up a child from school must have proper photo identification. These procedures are for the safety and protection of your child.

Students will be considered absent for one (1) full day for each five (5) times they are

CONTACTING TEACHERS

Should you wish to contact a teacher, please send a note, email, or leave a voice mail on the teacher's school voice mail system. If you have a concern or question, the teacher will be happy to discuss it with you and attempt to arrive at a mutually acceptable solution. The District would like to handle questions and concerns in the following manner:

1. Any person who has a question or concern regarding what has occurred in a classroom should contact the teacher first.
2. In the event that the concern is not resolved to the satisfaction of both individuals, it can be discussed at a meeting with you, the teacher, and an administrator.
3. Parents are asked NOT to hold a conference with teachers while students are present in the classroom. Please make an appointment with the teacher to discuss concerns.

RESIDENCY, PHONE NUMBERS & EMERGENCY CONTACTS

Children attending Little Egg Harbor Township Schools are required to be residents of the district. If at any time your residency changes, or contact information changes, you must contact your child's school. In case it is necessary to reach you by phone, please be sure to update the school office of any changes in your phone numbers or emergency contacts.

SCHOOL VISITORS

In order to ensure the safety of our students, all persons entering the school buildings must report directly to the Main Office to present identification, sign in, and receive a visitor's badge. Visitors must receive permission from the main office to visit within the building. **VISITORS MAY NOT GO DIRECTLY TO A CHILD'S CLASSROOM.** This rule is for the protection of all students and staff.

IDENTIFICATION "BADGES"

The Little Egg Harbor Board of Education has instituted a system of Identification Badges for the district. All employees and visitors will wear an official ID badge whenever they are in one of the school buildings. Photo ID badges will be used for employees. Substitute teachers and other temporary employees will be issued ID badges for the days of employment in the district. All visitors must report to the main office of the building in order to receive their visitor badges. Badges must be returned to the main office when leaving the building. No one will be allowed in the buildings without such identification.

HOMEWORK POLICY

The homework policy may be found on the district webpage at www.lehsd.k12.nj.us.

CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use. Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears, as per District policy 5513.

LOST AND FOUND ARTICLES

A lost and found section is maintained in each school building. Articles of clothing, books, school bags, lunch boxes, and the like should be PROPERLY MARKED. If something is missing contact the school immediately, as items are periodically recycled.

DRESS REGULATIONS

It is the responsibility of the parents/guardians to send children to school properly dressed. This board policy is in place to ensure the safety of the students and prevent disruption of the education program. The following minimum standards are considered appropriate guidelines for student attire:

- ▶ Skirts must be at least of finger-tip length. No spandex shorts are allowed unless under a skirt of appropriate length.
- ▶ See-through shirts, bare midriffs, spaghetti straps, and low-cut tops that expose cleavage are not permitted. Pants must be worn at waist level.
- ▶ Footwear must be firmly secured to feet. For safety reasons, no flip-flops or any type of beach footwear are permitted.
- ▶ Hats or caps are not permitted inside the school building except for approved programs or events.
- ▶ Jewelry, especially earrings, must be safe and conducive to both academic and physical activities or should be removed for those occasions.
- ▶ Students may wear shorts that are at least finger-tip length at any time except during special occasions when other dress is specifically required or weather condition make wearing shorts inappropriate for health reasons.
- ▶ Clothing should be neat and clean. No ripped or tattered clothing is permitted.
- ▶ Any writing or pictorial representations on clothing should not detract from the orderly environment of the school. Words, images, or representations considered obscene, dangerous, or insulting to others are not permitted.

PERSONAL POSSESSIONS

Students are not to bring large sums of money or valuable personal possessions to school. We cannot assume responsibility in the event of their loss.

ELECTRONIC DEVICES

The school assumes no responsibility for cell phones, iPods, and/or gaming devices.

Smoking Is Prohibited In Little Egg Harbor School District Buildings and Grounds

Smoking is prohibited in all Little Egg Harbor Township School District Buildings and Grounds. (As per NJ statute and BOE policy) (P.L. 1989, C.96). systems brought to school.

FIELD TRIPS

Participation on class field trips is not mandatory. Field Trips are a privilege.

As part of the educational program, students may be taken on field trips approved by the Board of Education and the Administration. These trips are supervised by the classroom teachers. Field trip admission fees are paid by students and chaperones.

Parents/Guardians are notified in advance whenever a trip is planned, and of the cost, if there is an admission fee. Any student who does not have the approval of their parent/guardian will be unable to participate. Parents acting as chaperones are responsible to pay any admissions fees before going on a trip.

Parent/Guardians can only sign out their own child from a field trip destination.

SMOKING and DRINKING ALCOHOLIC BEVERAGES ARE NOT PERMITTED
AT ANY TIME DURING A SCHOOL TRIP

BUS TRANSPORTATION

You can help us (and speed up our response to you) by directing questions related to transportation directly to Doris McCarrick, the district's Transportation Liaison. Doris McCarrick's phone number is 296-1719 ext. 2042. She will be available to address your concerns most days between the hours of 9:00 AM and 4:00 PM.

PRESCHOOL AND KINDERGARTEN PARENTS

All Preschool and Kindergarten students must be met at the bus stop. If someone is not at the bus stop to meet the student, the child will be returned to school. If someone other than the designated person is going to meet your child, please notify the Transportation Office so that the bus driver can be notified. If someone other than the designated person is at the bus stop for your child and the bus driver does not know who this person is and was not notified of this change, the child will be kept on the bus and returned to school. If your child is returned to school you will be notified by telephone to come to pick up your child. If there is no answer at home, those people on your emergency contact list will be called. It is vitaly important that you keep your emergency contact list names and telephone numbers current. It is equally important that you keep your home telephone and address current on all school records.

BUS ASSIGNMENTS

Only authorized bus riders shall be permitted to ride a school bus to and from school. Permission must be obtained from the Transportation Liaison before a bus rider may ride a different bus. Requests for a bus change must be submitted in writing and will be considered only in case of unforeseen child-care or family emergency situations. All students are to use their assigned bus stops only.

Most of the buses have the capability to be equipped with a camera.

PARENTS ARE NOT PERMITTED ON THE SCHOOL BUS.

RULES OF CONDUCT

All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district. District policies may be found on our district website.

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16- 7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

CONDUCT ON BUSES

While the law requires the school district to furnish transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. The law (18A:25-2) does give persons in authority over pupils the right to hold the pupils accountable for disorderly conduct on the way to and from school.

In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a school bus, such instances are to be brought to the attention of the building principal or his/her designee. The bus driver will notify the building administrator by using a written bus incident report.

BUS BEHAVIOR GUIDELINES

- * Sit in your assigned seat and remain seated for the entire ride.
- * Seat belts must be used when provided.
- * Cooperate with the driver and/or bus aide and follow their direction.
- * At all times, keep head, hands, and feet to yourself and inside the bus.
- * Eating or drinking on the bus is not permitted.
- * Talk quietly. Use inside voice. Yelling or screaming are unacceptable behaviors.
- * Name calling and profane language are unacceptable behaviors.
- * Tampering with safety or emergency bus equipment is unacceptable behavior.
- * Throwing any object on the bus, at the bus, or out of the bus is unacceptable behavior.
- * Follow the safe boarding and departing bus procedures directed by the driver and/or bus aide.
- * Physical conflict – aggressive and/or physical conduct – hitting, punching, fighting, etc. are unacceptable behaviors.

RULES FOR SAFE PUPIL TRANSPORTATION

The Transportation Liaison and bus drivers are responsible for the safety, welfare, conduct, and control of the pupils they are transporting. Therefore, the following rules will be strictly enforced:

- * Drivers will maintain posted schedules as accurately as possible. Students should be at their bus stop ten (10) minutes prior to pick up time. Drivers will not wait for tardy students.
- * Pupils who must cross the road to board/depart from the bus will cross in front of the bus only on the signal of the bus driver.
- * Pupils will line up single file to get on and off the bus.
- * Aisles are to be kept free from backpacks, books, lunch boxes, etc. (musical instruments will be placed under a seat, or held during the trip).
- * Pupils will only ride their assigned bus. Any change must be approved by a building administrator and/or the transportation liaison.
- * Pupils will board and/or leave the bus only at their designated bus stop. To leave the bus at any other stop, the pupil must have a note from his/her parent and approval from a building administrator and/or transportation liaison.
- * Permission to ride the bus may be taken away for unacceptable/unsafe behavior.
- * Students bringing large projects or large instruments to and from school need to be transported both ways by their parents.

BUS CONDUCT CONSEQUENCES

The first formal referral for misconduct on the school bus may result in a warning letter being sent home. Further disciplinary action may be taken if warranted at this time.

If a child is formally referred a second time for misconduct, the parent will be contacted and the student will be suspended from riding the bus for 1-3 school days.

If a child is formally referred a third time for misconduct, the parent will be contacted and the student will be suspended from riding the bus for 3-5 school days.

If a child continues to present disciplinary problems on the school bus, the Board of Education may consider revoking transportation via the school bus for a determined period of time upon recommendation by the building principal/designee.

If, in the opinion of the school administrator or his/her designee, a child's conduct seriously jeopardizes the health and safety of the school bus driver and pupils on the bus, the building principal or his/her designee may immediately suspend the said child from the bus for a period of one week without prior notice to parents.

When a child is suspended from the school bus, it will be the responsibility of the parent/guardian to transport the child to and from school safely.

**UNACCEPTABLE BEHAVIOR MAY RESULT IN
AN IMMEDIATE BUS SUSPENSION.**

SCHOOL MILK PROGRAM

Students in Preschool, Kindergarten, 1st, and 2nd grades have milk or juice break every day. During this time, students will be allowed to drink the milk or juice they purchase from the cafeteria. A student may bring a non-glass container of juice or milk to school if he/she does not wish to buy school milk.

The ordering of milk for students in Preschool, Kindergarten, 1st, and 2nd grades will be on a monthly basis. Special MILK MONEY ENVELOPES will be sent home with your child each month, if you wish to purchase milk.

BREAKFAST / LUNCH PROGRAM

Details regarding the breakfast, lunch, and milk programs, along with the Application for Free and Reduced Price Meals, are sent home separately by the schools. Please complete the application and return it to your child's teacher. It is very important that all parents/guardians fill out and return the free and reduced lunch application, even if you plan on packing your child's lunch each day. Our District receives a great deal of funding based on this information. Until new forms are reviewed, students previously receiving free/reduced meals will continue to do so.

A menu is sent home each month with your child. Please review each week's meals with your child. This procedure should eliminate the spending of your money on food that your child may not eat. Students may bring lunch from home. Do not send glass-bottled drinks to school with your child. Purchase drinks in plastic or paper containers.

SCHOOL TIME ACCIDENT COVERAGE

The Board of Education has purchased student group accident insurance. Every student is covered. There are certain limitations in this plan. Your child will be bringing home a letter explaining the school time accident coverage provided by the Board of Education. Accidents should be reported immediately to the Building Principal or School Nurse. Claim forms may be obtained from the School Nurse.

MEDIA CENTER

All students will be able to check out books from the Media Center. Students are responsible to return their books on time during their scheduled library day. Replacement cost for all lost or damaged books will be charged to the parent/guardian.

INTERNET ACCEPTABLE USE POLICY

In support of our educational mission, the Little Egg Harbor Board of Education is providing students with access to the district's electronic communication system which includes internet access. Students are responsible to comply with the Acceptable Use Policy District Policy 2361, code when utilizing the district's communication system.

SPECIAL EDUCATION

Our Special Education Program is directed with the idea that each student should be given an opportunity to reach his/her optimum potential through individual programming focused on developing strengths and overcoming weaknesses in the least restrictive placement.

Child Study Teams (School Psychologist, Learning Consultant, School Social Worker), In-Class Support/Resource Centers, Self-Contained Classes, group and individual student counseling, Speech Therapy, Occupational Therapy, Physical Therapy, and out-of district programs are available to provide services for students to help them attain success in their education.

CHILD FIND: PRESCHOOL DISABLED PROGRAM

The Little Egg Harbor Township Public School District offers services for preschool disabled children who turn three years old at any time during the current school year. Children may be eligible for the school's preschool disabled program if they are preschool age (3-5) and have physical, developmental, mental, or emotional disability/difficulty. If you have any questions about this program, please contact the Director of Special Services office at 609-296-1719 ext.1029

BASIC SKILLS IMPROVEMENT PROGRAM

The Basic Skills Improvement Program is a remedial program for students experiencing difficulty in their school work. The instruction includes individualized language arts and/or math skill remediation.

LEEP

The Little Egg Enrichment Program is designed to engage highly capable and exceptional students in events and activities which expose them to a variety of challenging, higher order, and creative thinking experiences. These experiences are supported with differentiated instruction to sustain, challenge, and ensure maximum student intellectual growth.

STANDARDIZED TESTING

Students in grades 3, 4, 5, and 6 will take the PARCC: The Partnership for Assessment for Readiness for College and Careers. These tests are administered in the spring and the dates are listed in the district's calendar. Students in Kindergarten through Sixth Grade will participate in NWEA Fall and Spring testing.

LEGAL DOCUMENTATION

In order to ensure the safety of our students, parents/guardians should keep the district apprised and updated with regard to legal matters pertaining to their children.

ADMINISTRATION OF MEDICATION IN SCHOOL

The administration of medication in the school should be avoided whenever possible. However, medication prescribed by a licensed physician, in consultation with the school nurse, may be given at the written request of a parent/guardian. The medicine must be brought to school by a responsible adult in the original container labeled according to standards. Students are not permitted to carry medications to school. BOARD POLICY 5330
ADMINISTRATION OF MEDICATION.

Information on the regulation concerning the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses and the permission form may be obtained from the Health Office.

We cannot administer medication without a physician's order. No aspirin or over the counter medicine will be administered at any time to any student. No prescription older than one year will be administered.

5530- SUBSTANCE ABUSE (M)

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

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) QUESTIONS & ANSWERS

How does the New Jersey Department of Education define HIB?

The definition is as follows:

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]

b) has the effect of insulting or demeaning any student or group of students [in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or

c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

<http://www.state.nj.us/education/students/safety/behavior/hib/overview.pdf>

How is conflict different than bullying?

Conflict and bullying are very different. Conflict is a normal part of human development and is a mutual disagreement between all persons involved. However, bullying is one-sided and involves intentional violent or mean acts against another person or group of people. Bullying is also represented by an imbalance of power. In a bullying situation, the victim(s) has difficulty defending themselves and want the acts to cease. The behaviors exhibited during a conflict will be handled using the code of conduct. The behaviors exhibited within a bullying situation, will be investigated by the school's Anti-Bullying Specialist and appropriate consequences will be delegated based on the severity of the offense.

What is the function of the School Safety Team?

The School Safety Team is comprised of teachers, administration, law enforcement, and parents. The team works to develop and monitor programs for the school to enhance students' awareness and to prevent bullying behaviors. The team meets a few times a year to collaborate with the Anti-Bullying Specialist and to monitor the school's HIB procedures.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) QUESTIONS & ANSWERS

What is the district's procedure for handling a possible bullying situation?

- All acts of HIB are reported to the principal on the same day the incident occurred or was reported.
- The administrator contacts legal guardians of all students involved and official letters are sent home. The administrator may also impose discipline on accused students at this time.
- A written HIB report must be completed within 2 school days of incident.
- Within one day of the written report, the ABS will begin an official written investigation and interview process. The investigation will be completed as soon as possible, but no more than ten school days from the date of the written report.
- The results of the investigation will be reported to the Superintendent within 2 school days of the completion of the investigation.
- The result of each investigation will be reported to the Board of Education.
- Legal guardians of all students involved will receive information about the investigation in writing after the Board meeting.
- Legal guardians may request a hearing to appeal before the Board which must be held within ten days of the request. The appeal process can take up to 90 days.

What is the role of the School Anti-Bullying Specialist (ABS)?

The principal of each school building must appoint an Anti-Bullying Specialist (ABS). The specialist can be a guidance counselor, school psychologist, or another certified staff member that is trained on the Harassment, Intimidation, and Bullying Law as well as the investigation procedures.

What is the role of the District Anti-Bullying Coordinator (ABC)?

The Superintendent appoints a district Anti-Bullying Coordinator (ABC). The Anti-Bullying Coordinator ensures all HIB procedures are followed, provides guidance to the School Anti-Bullying Specialists on potential HIB cases, designs preventative measures to implement within the schools, and strives to strengthen the district's policy and procedures related to HIB.

Must all reports of harassment, intimidation or bullying be investigated?

Any report of harassment, intimidation or bullying must be investigated. The investigation would be conducted by the school's Anti-Bullying Specialist in conjunction with the Building Principal. The investigation will enable the Anti-Bullying Specialist to investigate the situation in its entirety to determine if an act of harassment, intimidation, or bullying occurred. The ABS would then send the completed investigation to the Superintendent for review and the Board of Education will make the final decision.

INTERVENTION AND REFERRAL SERVICES (I&RS) QUESTIONS AND ANSWERS

When does a teacher request the assistance of the I&RS committee?

A teacher seeks out the assistance of the I&RS committee when a student continues to exhibit academic and/or behavioral difficulties despite the differentiated techniques implemented by the teacher.

How does the I&RS committee assist the teacher requesting support?

The I&RS committee reviews data collected by the teacher that highlights the student's specific area of need. The committee then brainstorms a list of strategies to infuse into the classroom to assist the student. An action plan is developed that includes specific outcomes, strategies to be implemented by the teacher, and a follow up date to review the student's progress. The follow up meeting is an opportunity for the committee to examine the student's progress and make addendums to the existing plan.

How are the parents notified that their child has been referred to the I&RS committee and what is their role?

The parents will receive a letter stating that the teacher is requesting the assistance of the I&RS committee, along with the date and time of the initial meeting. During the meeting, the committee will develop an action plan and share it with the parents. The parents will have an opportunity to provide additional input and seek answers to any questions they may have about the plan.

Who are the members of the I&RS team?

The members of the I&RS team typically include: classroom teachers, basic skills teachers, a child study team member, administration and the parents. Additional specialists can be added to the team depending on the student's needs.

Does the I&RS committee take referrals for Special Education?

No. The I&RS committee is designed to develop actions plans, not IEPs. The action plan contains accommodations for the teacher to infuse into the regular education setting. The Child Study Team process is separate from the I&RS process.

ROBERT C. WOOD SR. EARLY CHILDHOOD EDUCATION CENTER

Our preschool program promotes the belief in the "whole child" approach to education.

We believe:

- Students, families, and the school are partners in a child's education
- Active learning is an essential component to the full development of the child
- Safe, nurturing, and developmentally appropriate learning environments provide lifelong learning experiences for our children.



What does our Preschool Program offer?

- Free full day 3 and 4 year old preschool for Little Egg Harbor residents.
- Children who turn 3 by October 1st are eligible for the program
- Children do not have to be potty-trained to begin the program
- Full day classes from 9:30 AM to 3:30 PM
- Small class size/ typically 15 children in each classroom
- Certified preschool teachers and experienced teacher assistants in each classroom
- Family-style meals served (Breakfast and Lunch)
- A developmentally appropriate playground for play exploration
- Computers are available in every classroom
- Field trips
- Bussing is provided for all Little Egg Harbor resident students
- Tuition students accepted from neighboring communities.
- Fee-based before care and after care programs. Information available through the Little Egg Harbor Community School on programs and funding.

Preschool Intervention and Referral Team (PIRT)

Members of PIRT include: master teachers, social worker, behavior interventionist, speech teacher, classroom teacher, administration and the parents. PIRT services students who are not meeting widely held expectations for typically developing children.

The team works with the teacher and parents to address children's social, emotional and academic needs.

PUPIL RECORDS

In accordance with New Jersey Administrative Code and Little Egg Harbor Township Board of Education POLICY 8330 parents/guardians must be informed annually of their rights regarding pupil records and the right to prohibit the release of directory information. Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents/Guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

DIRECTORY INFORMATION

The Board designates as pupil "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities, awards received, previous school districts attended, and the height and weight of members of district athletic teams. Directory information may be released without specific permission, except when such release is prohibited in writing by a parent/guardian.

Copies of applicable state and federal law, Board Policy, and Administrative Regulations governing pupil records will be made available to parents on request. If you wish to view your child's records, kindly contact the Building Principal or Director of Special Services to arrange for an appointment.

ANTIDISCRIMINATION POLICIES AND PROCEDURES

The Little Egg Harbor Township School District does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social/economic status, age or handicap in its educational programs or employment practices in accordance with the state and federal law.

The Little Egg Harbor Township Board of Education has policies setting forth in a nondiscrimination grievance procedure whereby any student, parent/guardian, teacher, administrator, or member of the community who has a grievance (a complaint of discrimination) may present such grievance for consideration. These policies are available in the office at each school, and in the district Affirmative Action Office.

The Little Egg Harbor Township Board of Education prohibits acts of harassment, intimidation or bullying based on race, creed, color, national origin, ancestry, gender, disability, or nationality. Should a student participate in any of these prohibited acts, an appropriate consequence will be determined after meaningful consideration of all factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The Little Egg Harbor Township Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying based on race, creed, color, national origin, ancestry, gender, disability, or nationality. Consequences and appropriate remedial action for pupils who commit acts of reprisal or retaliation may range from positive behavioral interventions up to and including suspension or expulsion.

Inquiries regarding compliance with nondiscrimination laws may be directed to:

**District Affirmative Action Officer - Mrs. Erin Lichtenwalner
296-1719
District Substance Abuse Policy: 5530**

(For Federal Laws)		(For State Information)
Regional Civil Rights Director		NJ Division of Civil Rights
Office of Civil Rights, Region II		1100 Raymond Boulevard
U.S. Dept. of Education		Newark, NJ 07102
26 Federal Plaza, 33rd Floor		(201) 648-2700
New York, NY 10278		
(212) 264-4633		

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of the substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

For further information on district policies and regulations, visit the district website and click "Board of Education" and then "Policies."

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Office of the Superintendent
307 Frog Pond Road
Little Egg Harbor Township, NJ 08087
Phone: 609-296-1719 ext. 1010
Fax: 609-296-3225**