

EGG HARBOR TOWNSHIP SCHOOL DISTRICT

2 ALDER AVENUE
EGG HARBOR TOWNSHIP
NEW JERSEY 08234



GRADES 4 and 5

2018-2019

Ms. Latifah J. Potter, Principal

Mrs. Joan C. Day, Assistant Principal

Mr. Craig M. Kahn, Assistant Principal



IMPORTANT TELEPHONE NUMBERS TO REMEMBER!!!

LATIFAH J. POTTER, PRINCIPAL 407-2500 ext. 2302

Joan Day, Assistant Principal 407-2500 ext. 2305

Craig Kahn, Assistant Principal 407-2500 ext. 2301

Pamela Fantasia, Principal's Secretary 407-2500 ext. 2302

Ana Roman, Data and Counselor's Secretary 407-2500 ext. 2301

Kelly Warker, Assistant Principal and Attendance Secretary 407-2500 ext. 2305

Angela Sharbaugh-Hunt, CST Learning Consultant 407-2500 ext. 2321

Georgeana Boccelli, CST School Social Worker 407-2500 ext. 2371

Hope Burton, CST School Psychologist 407-2500 ext. 2373

Jillian Senn, Behavior Specialist 407-2500 ext. 5834

Diana Ricci, CST Secretary 407-2500 ext. 2370

Jena-Rose Commander, School Counselor 407-2500 ext. 2372

Blake Rosetti, School Counselor 407-2500 ext. 2323

Julie Bruzzese, School Counselor 407-2500 ext. 2322

Michelle Korte, R.N. 407-2500 ext.2311 /Sarah Lahey, R.N. 407-2500 ext. 2310

Linda Rockelman (Head Cook), Cafeteria 407-2500 ext. 2350,

Diana Dougherty (Cashier), Cafeteria 407-2500 ext. 2351

Jennifer Long, Kids Klub- 646-8441 ext. 1021

Skip Fipp, Director of Transportation, 927-2443

DAILY TIME SCHEDULES

Regular Schedule: 8:30 A.M. - 2:45 P.M.

Abbreviated Day Schedule: 8:30 A.M. - 1:00 P.M

All visitors must report to the main office. When facing the front of the building, the office is on the left.

DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM.

Teacher conferences are to be scheduled by prior appointment. Parking is not permitted along the curb in the front of the Dr. Miller School. Handicap and regular school buses need this area for the delivery and pick up of students.

2018-2019
EGG HARBOR TOWNSHIP SCHOOLS
DISTRICT ADMINISTRATION

Dr. Kimberly A. Gruccio
Superintendent

Mr. Steve Santilli
Assistant Superintendent

Mr. John Davis
Assistant Superintendent

Dr. Carolyn Gibson
Director of Human Resources

Chandra Anaya
Business Administrator/Board Secretary

BOARD OF EDUCATION

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August 2018

Dear Miller Students,

On behalf of the teachers and staff, I would like to welcome you to the Dr. Joyanne D. Miller Elementary School. We are all looking forward to a new and exciting school year! Whether you are new to the building or Miller was your home last year, you are guaranteed to have a great and memorable experience. You will meet new teachers, make new friends, and also learn many new things.

You are a part of the Miller family; and as a family we respect, help, and encourage one another. The most important thing to remember is that you are in school to learn and create great memories along the way. Our theme this year is **"Kind is the New Cool"**! Miller is such an exciting place to call home and we expect all of our students to do their very best.

Each year, I ask every student to refer to our Miller Student Excellence Kit below which includes various positive characteristics we are looking for our students to display.

Student Excellence Kit:

Honesty	Inspiration	Citizenship	Care	Integrity	Motivation
Bravery	Knowledge	Perseverance	Respect	Respect	Creativity
	Harmony	Attitude	Compassion	Responsibility	Determination

What's happening at Miller School this year?

1. Mrs. Day is the 5th grade Assistant Principal and Mr. Kahn is the 4th grade Assistant Principal.
2. New Staff: Mr. Schafer - Remedial Teacher, Mrs. Handal - Spanish Teacher, Mr. Hrubos - Music Teacher, Mrs. Wyatt - Music Teacher
3. Josten's Renaissance Student and Staff Recognition Program returns to Miller School
4. A few of our homeroom teams have changed:

Team 1 (Green downstairs)

Cottelli(Math/Science)
*McClain (Math/Science)
Catania (Math/Science)
Kerstetter (ELA/SOCIAL STUDIES)
Hillesheim (ELA/SOCIAL STUDIES)
Martin (ELA/SOCIAL STUDIES)
**Accelerated Math*

Team 3 (Orange downstairs)

Hart (Math/Science)
Scalley (Math/Science)
Schmidbauer (ELA/SOCIAL STUDIES)
Gross (ELA/SOCIAL STUDIES)

Team 2 (Green upstairs)

Girard (Math/Science)
*Nhan (Math/Science)
Grassi (Math/Science)
Gross (ELA/SOCIAL STUDIES)
Costello (ELA/SOCIAL STUDIES)
Iannelli (ELA/SOCIAL STUDIES)
**Accelerated Math*

Team 4 (Orange upstairs)

Ulland (Math/Science)
Andrews (Math/Science)
Baldwin (Math/Science)
Palmieri (ELA/SOCIAL STUDIES)

Hermes and Weber (All subjects)

Reinoso (ELA/SOCIAL STUDIES)

Farmer (ELA/SOCIAL STUDIES)

Team 5 (Purple downstairs)

Conley (Math/Science)

Biggins (ELA/SOCIAL STUDIES)

Sutor (Math/Science)

Li (ELA/SOCIAL STUDIES)

New Staff (ELA/SOCIAL STUDIES)

New Staff (Math/Science)

Team 6 (Purple upstairs)

Crossman (Math/Science)

*Reider (Math/Science)

Papaycik (Math/Science)

Chishko (ELA/SOCIAL STUDIES)

Irwin, J. (ELA/SOCIAL STUDIES)

Berenotto (ELA/SOCIAL STUDIES)

**Accelerated Math*

Team 7 (Blue downstairs)

Cortese (Math/Science)

Shanteau (Math/Science)

Kusnirik (Math/Science)

Campbell (ELA/SOCIAL STUDIES)

Foschini (ELA/SOCIAL STUDIES)

Bridgers (ELA/SOCIAL STUDIES)

Team 8 (Blue upstairs)

DeNicola (Math/Science)

Biren (Math/Science)

Cirillo (ELA/SOCIAL STUDIES)

Bower (ELA/SOCIAL STUDIES)

Edwards (All subjects)

Irwin, D. (All subjects)

Special Education Teachers

D. Irwin, Weber, Falco, Hermes, Edwards (All subjects)

Sheridan, Costantino, Szalku, Marco, Giacinto, McNish, Hoffecker, Legowski, Ims Williams, Narkunski, Russ,

Corcoran, Clark, Menchaca, DeRosa, Cummings

Title I Teachers

Higbee, Capriotti, Reilly, Mack

Calascione, Elwood, Schafer

5. We have several new and continuing programs/classroom strategies this year in an effort to increase student achievement in ELA and Math!

- Use of LinkIt in all ELA and MATH classrooms to collect and analyze data for all trimester assessments continues.

- MAP (Master Academic Plan) for English Languages Arts will be implemented in every grade 4 and grade 5 ELA classroom.

- Hispanohablantes continues for selected Spanish-speaking students – grade 5 only.

- Accelerated Math continues this year on Team 1, Team 2, and Team 6 (McClain, Nhan, and Reider)

- EnVision is our math textbook for grade 4 and grade 5

- "Math Big Ideas" in 5th grade for Accelerated Math students only

- Maker Spacers continues in the Library with Mrs. Alleva

- RTI (Response To Intervention) begins this year in an effort to ensure all students are receiving additional support services in ELA and Math, if needed.

- A.S.P.I.R.E continues this year. Selection will be lottery-based.

- Ms. Potter's Book Club continues this year! More information to come!

6. **With this letter you will receive your bus pass and sticker. Please remember to wear your sticker on the first day. You will report to your homeroom class, and your schedule will be given to you at that time.** In addition, a letter from Dr. Gruccio, Superintendent, and the Annual Integrated Pest Management Notice will be posted online. All class supply lists are available online. Please visit your classroom teacher's website for your supply list. If you do not have

internet access, please visit the main office.

I'm looking forward to seeing our returning 5th graders, and I'm very excited to meet our 4th graders as well. I have an open door policy should you ever need to speak with me. Again, Welcome Back to the 2018-2019 school year! I wish all of you an exciting, fun-filled, safe school year!

Our student handbook is available online. Please review our handbook carefully as this will enable you to have a successful and rewarding school year. Parents can find more details about district policies online on the district website www.eht.k12.nj.us.

Your Principal,

Ms. Potter

Policy
Board of Education

Egg Harbor Township

5000 Pupils
5200 ATTENDANCE
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The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.

N.J.S.A. 34:2-21.1 et seq.

N.J.S.A. 6A:16-7.8

Adopted: 10/22/2002

Revisions: 05/22/2007

R 5200 ATTENDANCE

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A. Definitions

1. “Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - a. A pupil will be considered to have attended school if he/she has been present at least four and a half (4.5) hours during the school day.
 - b. A Kindergarten pupil will be considered to have attended school if he/she has been present at least one (1) hour during the Kindergarten session to which the pupil is assigned.
 - c. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.
2. “Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. The pupil's illness
 - b. Family illness or death
 - c. Educational opportunities
 - d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16

- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
- f. The pupil's suspension from school
- g. The pupil's required attendance in court
- h. Interviews with a prospective employer or with an admissions officer of an institution of higher education
- i. Examination for a driver's license
- j. Necessary and unavoidable medical or dental/orthodontic appointments that cannot be scheduled at a time other than the school day. We encourage all parents to schedule these types of appointments at a time other than our regular school hours. When unable to do so, the student is expected to come to school, sign out for the appointment, and then return to school or sign in late with an excuse from the doctor. Full days will not be excused for dental/orthodontic reasons unless otherwise specified by the doctor.
- k. An absence for a reason not listed above, but deemed excused by the Principal or Designee, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence. The written request must be submitted to the Principal within five school days for kindergarten through fifth grade students. Students in grades six through twelve will have to submit the written request to the principal on the within three school days.

Returning to School After an Absence

- l. Write a note to the principal, teacher or front office providing a written statement of the reason for absence. This should be dated and signed by the parent/guardian and turned in the day the student returns to school.
- m. For an absence of three (3) or more consecutive school days, this note must be accompanied by a physician's statement of the student's illness the day the student returns to school. No "blanket coverage" notes will be accepted; must state specific dates absent. The school physician may be asked to review any questionable medical situations. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused absence.

- n. Written evidence of being free of communicable disease, in accordance with Policy No. 8451, should be provided if the student was suspected a having a communicable disease.
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:
 - a. Leaves school at lunch time without a pass,
 - b. Leaves school without permission when school is still in session,
 - c. Leaves class because of illness and does not report to the school nurse as directed, or
 - d. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."
4. "Unexcused absence" is a pupil's absence for all or part of a school day for any reason other than those listed in ¶A2 above.

B. Notice to School of a Pupil's Absence

1. The parent(s) or legal guardian(s) or adult pupil is requested to call the school office at least fifteen (15) minutes prior to the start of the school day the morning of the pupil's absence.
2. The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office before 1:00 PM. to give notice of the pupil's absence.
3. The parent(s) or legal guardian(s) or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Principal or Designee, who will assist in the arrangement of make-up work.

C. Readmission to School after an absence

1. A pupil returning from an absence of any length must present to the Principal or Designee a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than three (3) consecutive school days must be accompanied by a physician's statement of the pupil's illness.

3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the Principal or Designee (Nurse/HS) written evidence of being free of communicable disease, in accordance with Policy No. 8451.

D. Instruction/Participation

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three (3) or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.
3. Pupils absent for any reason are expected to make up the work missed. In grade six and above, the pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, pupils will be allowed a minimum of one (1) day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.
6. If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal.

E. Denial of Course Credit

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.

2. A secondary pupil (grade 9 through 12) will be dropped from the course and denied course credit when he/she has been absent more than ten (10) of the class sessions, **WHATEVER THE REASON FOR THE ABSENCE, EXCEPT THAT ABSENCES FOR THE OBSERVANCE OF RELIGIOUS HOLIDAYS AND ABSENCES CAUSED BY A PUPIL'S SUSPENSION WILL NOT COUNT TOWARD THE TOTAL.** Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.

a. A secondary pupil (grades 9 through 12) who has been dropped from a course of study will be assigned to an alternate program.

b. A secondary pupil (grades 9 through 12) denied course credit may attend a credit completion session to regain the denied credit, provided the pupil has not been absent from the class more than thirty (30) times unexcused, 35 total.

3. Minimum Attendance Requirements (Grades K through 8)

An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent more than twenty (20) school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

a. Students in grades K-8 will be held accountable for all unexcused absences. The school administrator will become involved when students incur chronic unexcused absences.

1. Grades K-3

When a student acquires more than ten (10) unexcused absences, the student would be in jeopardy of being promoted. The Principal and teacher will make the determination as to the appropriateness of the promotion. Note: Summer school is not a consideration.

2. Grades 4-5

- a. When a student acquires more than ten (10) unexcused absences, the student would be required to attend credit completion in order to satisfy the attendance requirement of the classes involved. If the student does not attend credit completion, they will be retained.
- b. When a student has acquired more than 20 unexcused absences, the student will be retained.
- c. When a student in grades 4-5 acquires a total of 35 unexcused and excused absences the student will be retained. Excused absences when the students receive homebound instruction will be excluded from the above total.

3. Grades 6-8

- a. When a student acquires more than ten (10) unexcused absences the student would be required to attend credit completion in order to satisfy the attendance requirement of the classes involved. If the student does not attend **credit completion**, they will be retained.
- b. When a student has acquired more than 20 unexcused absences, the student will be retained.
- c. When a student in grades 6 through 8 acquires a total of 35 unexcused and excused absences the student will be retained. Excused absences when the students receive homebound instruction will be excluded from the above total.

4. High School (Grades 9-12)

- a. Students in grades 9-12 will be held accountable for all unexcused absences. The high school administrator will become involved when students incur chronic unexcused absences.
 1. When a student acquires more than ten (10) unexcused absences, the student will be required to attend credit completion in order to satisfy the attendance requirement of the class or classes involved. If a student does not attend credit completion they will be retained.
 2. When a student has acquired more than 20 unexcused absences, the student will be retained.

When a student in grades 9-12 acquires a total of 35 excused and unexcused absences, the student will be retained. Excused absences when the student receives homebound instruction will be excluded from the above total.

F. School District Response to Unexcused Absences During the School Year

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct an investigation of the cause of each unexcused absence, including contact with the pupil's parent or legal guardian;
 - c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of [N.J.S.A. 9:6-1](#) et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
 - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
 - c. Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
 - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;

- (4) Make a referral to a community-based social and health provider agency or other community resource;
 - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. A pupil is permitted ten unexcused absences. For cumulative unexcused absences of more than ten, the pupil between the ages of six and sixteen is truant, pursuant to [N.J.S.A. 18A:38-27](#), and the Building Principal or designee shall:
 - a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
 - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
 - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.
5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with F.1. above for each pupil with up to four cumulative unexcused absences.
 - a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.

- (1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. through F.4. above, as appropriate.

G. Discipline

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.
2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
4. In addition to the requirements as outlined in F.3.a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.

H. Recording Attendance

1. Teachers must accurately record the pupils present, tardy, and absent each day in each session or each class. Attendance records must also record pupils' attendance at out-of-school curricular events such as field trips.
2. Teachers must classify and record each absence as excused, unexcused, or truancy.
3. The attendance form will be delivered, no later than 10:00 a.m., to Principal or Designee, who will verify pupil absences. The attendance form for PM Kindergarten will be delivered no later than 1:00 PM.
4. A report card will record the number of times the pupil was absent and tardy in each marking period.

5. A pupil's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

I. Appeal

1. A truant pupil may be suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The pupil shall file a written appeal to the Principal or Designee within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
 - b. The Principal or Designee will respond in writing no later than seven working days after receiving the pupil's appeal.
 - c. If the pupil is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On the pupil's request, the Principal shall convene an Attendance Review Committee consisting of assistant principal, guidance counselor, teacher, and supervisor. The Attendance Review Committee shall meet informally to hear the pupil's reasons for re-enrollment and/or credit. The pupil's parent(s) or legal guardian(s) and teacher may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven working days of the meeting. The committee may impose conditions on any reenrollment and may require the pupil to agree to those conditions.
 - f. The pupil may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education and the Commissioner of Education, in that order and in accordance with Policy No. 5710, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

J. Attendance Improvement Plan

1. The Principal or Designee will collect attendance data from each of the schools in the district and calculate the average daily attendance rate for the district and for each school. The attendance rate shall be calculated by dividing the total number of pupil days present for all pupils by the total possible number of pupil days present for all pupils and multiplying the result by one hundred.
2. When the average daily attendance rate for the district or for a school does not meet the New Jersey Department of Education requirements, performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

10/22/2002

Replacement: 05/22/2007

Revisions 09/25/2007, 07/24/2008, 09/05/2008, 7/12/2011, 6/12/2012

STUDENTS EARLY ARRIVAL

1. Parents who drive their children to school must:

- a. Sign their child in at the appropriate fourth or fifth grade office.
- b. Remain with their child in the lobby area until the 8:30 a.m. bell rings.

STUDENTS LATE ARRIVAL

1. Buses: Adult staff supervision will be present at the arrival of late buses.

2. Private transportation: the parent/driver must:

- a. Sign the child in at the appropriate fourth or fifth grade office.

NO CHILD MAY BE DROPPED OFF AT SCHOOL WITHOUT SIGNING IN

EARLY DISMISSAL / PARENT PICK UPS

1. **Students receive academic instruction through 2:37 p.m. daily and are expected to be in school through this time.**

2. If your child is to be excused from school earlier than usual, a note should be sent to school. Inform the teacher of the time of dismissal and who will pick up the child. This will eliminate calling the classroom and disrupting instruction when your child is picked up.
3. If due to an emergency and a note is not possible, please call the Principal's office at 407-2500 ext. 2302 for the fourth grade or 407-2500 ext. 2305 for the fifth grade. It is especially important that you let us know who will be picking up your child.
4. In order to receive credit for the day, students must be in school until 1:00 p.m. Students who are signed out prior to 1:00 p.m. will receive an unexcused absence. Verification of an excused absence, i.e. doctor's note, must be provided to excuse an absence.
5. A sign-out book is located in the office to be completed when your child is picked up.

NO CHILD WILL BE RELEASED TO ANY ONE OTHER THAN THOSE INDIVIDUALS LISTED ON THE EMERGENCY FORMS OR IDENTIFIED IN A NOTE OR PHONE CALL FROM THE PARENT.

ALSO, NO CHILD WILL BE RELEASED TO AN INDIVIDUAL UNLESS THE INDIVIDUAL HAS PROPER IDENTIFICATION. NO CHILD WILL BE DISMISSED TO A WAITING VEHICLE.

STUDENT /PARENT RESPONSIBILITIES

1. Students shall attend school daily unless the absence is in the category of excused absence.
2. Parents shall insure that their child attends school punctually and daily and be aware of all absences.
3. Parents shall notify the school the morning of the absence by telephone or note.
4. When the student returns to school, he/she shall bring a signed note from the parent explaining the reason for the absence.
5. The school administration may also require additional verification from parent/student such as physician's notes or court subpoenas.

LUNCH WITH MILK

Hot lunch, including milk, is provided at each building. A menu for each month will be sent home with your child.

PLEASE READ THE MENU carefully to avoid buying lunch your child does not want to eat.

The NutriKids system remains in effect. If you would like to take advantage of this system and pay in advance, place the amount of money you would like to be in your child's account in an envelope with his/her name, grade & teacher's name on it. The cashier will collect the envelopes in the morning and deposit the money in your child's account. The program will keep daily records of your child's account and inform you when the balance is low. You may still pay on a daily basis if you like. No one will be able to differentiate between those students receiving free and reduced lunch and those who pay full price with the NutriKids System.

Free or reduced lunch /breakfast form will be distributed early in the school year.

Please avoid packing soda and junk food in your child's lunch. Including water, milk, juice, sandwiches, fresh fruits, vegetables and healthy snacks promotes good health practices, which contributes to the reduction of incidences of obesity, heart disease, dental decay and other health problems.

CAFETERIA RULES - ELEMENTARY GRADES

The proper conduct of students during lunch period is important for the maintenance of orderly school operations. Teaching staff members who supervise the cafeteria shall follow these district rules to ensure safety for all.

A. Preparation for Lunch

1. Teachers should take their pupils to the bathroom before entering the cafeteria.
2. Pupils who will be playing outside after lunch should be prepared to go outdoors.
3. Pupils should not carry pencils, pens, etc. or play things into the cafeteria.

B. Entering the Cafeteria

1. Teachers shall bring their pupils to the cafeteria punctually.
2. Teachers shall escort their pupils to the assigned table and ascertain that all pupils are seated.
3. Pupils must remain seated until their assigned aide or teacher instructs them to obtain lunch.
4. Pupils carrying sports equipment, etc. **MUST PLACE THEM ON THE STAGE DURING LUNCH.**

C. Obtaining Lunch

1. Pupils shall **WALK** to the serving counter by the designated aisle in an orderly manner.
2. Upon receiving and payment made for their lunch, each pupil shall return directly to the assigned seat.

D. Eating Lunch

1. Lunch table discussions among pupils will be conducted in conversational tones.
 2. Pupils may not play with food, food containers, or utensils during lunch.
3. Pupils may not change places during lunch.
4. Pupils may not leave the lunchroom for the bathroom without Staff permission and signing out and back in.

E. Cleaning Up

1. Pupils are to take their trays and properly dispose of them as directed by Staff at the designated time.
2. It will be the responsibility of the pupils at each table to clean up the area both on and beneath the table.

F. Dismissal

1. Pupils will be dismissed for recess when their homeroom teacher arrives.
2. No pupil may leave the cafeteria without permission.
3. Students will leave the cafeteria quietly, in line in an orderly manner with their teacher.

G. Discipline – Consequences

1. Good behavior is expected of all pupils during the lunch period. Poor behavior will be addressed.
2. Disruptive or disrespectful pupils may initially be moved to a different table assigned to his class.
3. If changing tables does not result in more orderly conduct, the assigned Staff may place the pupil at a detention table and report the discipline problem to the classroom teacher at dismissal time.
4. If the problem occurs a 2nd time, the Staff places the student at the detention table and calls for the office. The Assistant Principal conferences with the student and notifies the parent/guardian.
5. Further recurrence (3rd time) will result in cafeteria exclusion for a designated time period. The student will eat in the Administrator's office area and parents/guardians will be contacted.

Repeated/continuous cafeteria infractions will result in additional consequences:

Detentions, AEP(s) and out of school suspensions. Parents will be requested to attend a meeting at school with the

cafeteria staff teacher and administrator and others as needed.

PARENTS' CLUB

The Parents' Club is organized for the benefit of the children. The Parents' Club may provide parties and special activities for the children. All money, earned by the Parents' Club, will be used to sponsor many activities including assemblies, field trips and fun day. The Principal will be the advisor to the Parents' Club and must be informed of all activities.

All parents are a member of this club and are encouraged to attend meetings. You will be notified of these meetings via the school monthly calendar.

SAFETY DRILLS AND PROCEDURES

As per New Jersey State Law and Egg Harbor Township School District policy, children will be asked to participate in various safety drills throughout the academic school year. If you have questions related to the nature of these drills, please feel free to contact your child's teacher or our school office. These drills include:

- Fire
- Lockdown
- Evacuation

POLICY

EGG HARBOR TOWNSHIP BOARD OF EDUCATION

OPERATIONS

S610/page 1 of 1

Transportation

TRANSPORTATION

Student Pick Up and Drop Off Locations

Due to the rapid growth of the Egg Harbor Township School District and the desire to insure the health, safety and welfare of the students of the district, this policy limits the number of pick-up and drop-off locations for each student.

Parents and students are limited to a single morning pick-up location and a single afternoon drop-off location that are to be consistent throughout the year. Due to the volume of students being transported, daily changes to these locations can no longer be honored.

Request for Changes in Original Student Pick Up and Drop Off Locations

No transportation changes will be made during the first two weeks of school.

Changes to the original pick-up and drop-off assignments will be considered only under the following circumstances: change of residence within the district, a change in before school and/or after school child care arrangements and unusual circumstances deemed to be an emergency by the district's transportation department.

Should a parent request a transportation change for their child to and from school, to a location other than the student's residence they must submit a Certificate of Transportation Change form to the Transportation Office, in writing, dated, giving the reason for the requested change. The Transportation Coordinator will review the request and render a decision. A response will then be given to the parent/guardian within two **school** days after the Transportation Coordinator receives the request. If the request is approved, there will be a 3 **school** day waiting period for the change to take effect. Transportation changes will be considered only if the arrangements are the same everyday, Monday-Friday. No sporadic schedules.

If a decision cannot be made within two **school** days as stated above, the parent/guardian would be notified that the request would have to go to the transportation committee for review. At that time, the parent/guardian will be advised when the next transportation committee meeting will be held and at what date a reply would be given to the parent/guardian.

When a parent/guardian requests a change in bus stop they agree to release and discharge the Board of Education, its agents, servants and employees of and from any liability arising from the requested change in bus stop.

Introduced: 6/10/03
Adopted: 6/30/03

BUS BEHAVIOR IN TRANSITION TO/FROM SCHOOL

Your best behavior should show in school, on school buses or at any school-sponsored activity.

To ensure the safety of all students traveling to and from school bus conduct rules include the following procedures:

BUS STOPS: Appropriate behavior while waiting for bus transportation includes;

- remaining in bus stop area – not on other people’s property or the street.
- keeping personal athletic equipment, computer games, cards, headphones and ALL *toys AT HOME. (***If a teacher has a special project and grants permission to bring an item, the item MUST remain in book bag until the classroom teacher authorizes its removal.**)
- demonstrating respect of others by using appropriate/acceptable language/ comments.
- demonstrating respect of others with NO hitting, pushing, arguing, and bullying.

BOARDING THE BUS IN AN ORDERLY MANNER AND RIDING TO SCHOOL INCLUDES

- **the student is to ride only the bus to which he/she has been assigned.**
- walking towards a waiting bus without shoving, pushing in front of others, etc.
- sitting in assigned seat. Seats are assigned by the bus driver and may be changed only by the School Administration or the Transportation Department.
- buckling seat belt, which **MUST BE WORN AT ALL TIMES.**
- remaining seated **AT ALL TIMES**, until instructions are given by the bus driver.
- keeping all body parts inside the bus and **NEVER** out the window.
- throwing, acquiring or dropping of any objects in the bus or out the windows at any time **WILL NOT BE TOLERATED**
- keeping bookbags, books, coats and all other objects out of the aisles.
- eating, drinking and gum chewing are not permitted on the bus.
- writing on bus seats, bus walls, etc. is prohibited.
- loud talking, yelling or singing is not permitted on the bus.
- using inappropriate language and/or gestures **WILL NOT BE TOLERATED.**
- disrespect, in any form, to the bus driver or bus duty teachers or classmates **WILL NOT BE TOLERATED.**

EXITING THE BUS FOR ARRIVAL AT SCHOOL INCLUDES:

- REMAIN seated when the bus arrives AT SCHOOL and follow bus driver's directions for exiting bus, which will include back or front rows first.
- walking when exiting the bus.
- running, pushing and shoving are NOT permitted.
- upon entering the building, keep to the right side of hallway.
- when going up stairwells, keep to the right hand side of stairs.
- following instructions by classroom teachers and duty staff in halls.

CONSEQUENCES FOR FAILURE TO COMPLY WITH BUS SAFETY RULES

Parents are notified

- Bus Driver gives warning to student
- Seat Change
- Bus Discipline Infraction Referral form completed by driver and sent to School Administrator
- Student conference with School Administrator / Parent notification by School Administrator
- Detention(s)
- Alternative Educational Placement(s)
- *Bus Suspension(s)
- Out of School Suspension

***Bus Suspension(s):**

Any violation of the school bus rules may result in bus suspension. Pupils will not be able to ride the bus during the designated time period. Parents/guardians are required to provide transportation to and from school for the pupil during the period of suspension. If parents/guardians cannot provide transportation to and from school, this day is not an excused absence.

Continued misbehavior may result in immediate exclusion from riding the bus. Please note that should you be excluded, P. L. 18A: 25-22 states that the parent or guardian must provide transportation to and from school during the period of exclusion. In all cases, bus exclusion will NEVER provide a student with an excused absence from school.

BUS EVACUATION DRILLS

During the school year, two bus evacuation drills will be conducted by the Transportation Department. They will be conducted at school in the morning, upon bus arrival.

CHANGING BUSES – BUS STOP

Any needed change in busing must be approved through the Transportation Department.

POLICY

Egg Harbor Township Board Of Education

VIDEOTAPING IN SCHOOL AND ON SCHOOL BUSES

7000 Property

7441 Videotaping in School and on School Buses

Video surveillance and videotaping in schools and on school buses is authorized by the Egg Harbor Township Board of Education for the purpose of providing a safe, secure, violence and drug free environment for the students, employees and visitors of each location. All staff, students and parents shall be made aware of the Board's policy with regard to surveillance on school property and that such surveillance may be used for the monitoring of student, staff and faculty behavior and for the administration of discipline.

Location of Surveillance Cameras

Video surveillance may be placed in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, and in areas where upon reasonable grounds the surveillance will be deemed by the Board to be a reasonable deterrent. Surveillance cameras are not to be used in locations where there is a reasonable expectation of privacy. All surveillance cameras will be unconcealed and clearly visible. One or more signs of a highly visible nature shall be conspicuously placed at each school providing notification that an audio and a video record may be made and a contact number for a designated school administrator.

Videotapes/Audio tapes/Recorded Images

Any and all videotapes or recordings produced by the Egg Harbor Township Schools are the property of the Board of Education. Recordings of any type are not pupil records and shall not be considered pupil records either under NJAC or FERPA.

A log shall be maintained by a designated administrator of all episodes of access to, or use of, recorded information. All recorded information not in use shall be securely stored. All recorded information governed by this policy and retained for an authorized purpose shall be numbered and dated and include information identifying the camera site.

Regulations shall be established for the destruction of recorded information unrelated to a disciplinary matter at regular intervals. A time period after which recorded information used in connection with a disciplinary matter shall be destroyed shall be established.

Viewing of Recordings

Recorded information will be viewed by authorized personnel in such a manner as to avoid public viewing or exposure. The security and retention of recorded information will be the responsibility of a designated administrator. Videotapes, audiotapes and recorded images will be turned over to law enforcement upon the request of law enforcement and as required by law. Recorded information may be monitored by authorized personnel on a random and non-random basis and as deemed necessary and prudent in order to ensure the safety and security of students, staff, visitors, and Board property.

Regulations shall be established for parental request to review recorded information. Recorded information shall only be allowed to be reviewed by requesting parents for discipline situations, which result in out of school suspension. Recorded information shall not be allowed to be reviewed by requesting parents for discipline that does not result in out-of-school suspension. Parents requesting to review recorded information shall be required to review the recorded information at reasonable times and under reasonable circumstances prior to a disciplinary hearing.

Copies of Recorded Information

Copies of recorded information shall only be available by the request of a parent in cases of discipline which result in a full Board expulsion hearing or where a matter is referred to the Prosecutor, at which point it shall be part of the discovery package which is forwarded from the Prosecutor to the accused. Parents requesting a copy of recorded information shall be responsible for all costs associated with the production of such copy.

Video Surveillance on School Vehicles

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

"Video and/or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parents/legal guardians and all transportation personnel each year in staff, pupil and/or parent handbooks.

N.J.S.A. 18A:11-1
20 USCA 1231g
30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 1/10/2006

Policy

Egg Harbor Township Board of Education

2000 Program

2363 Pupil Use of Privately-Owned Technology

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology hardware and software devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will approve pupils to use their privately-owned technology hardware and software devices under conditions outlined in this Policy.

For the purposes of this Policy, “technology” means hardware or software.

For the purposes of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purposes of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of: computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purposes of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. Each teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Privately-owned technology will not be given access to the school district’s computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the internet, the access must be through the use of the district wireless network. A teaching staff member who approves a pupil to use their privately-owned technology to access the internet during instructional time will provide the pupil with a list of approved internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The intent of permitting student use of privately owned technology is to provide the opportunity for an improved educational experience for all students. Staff members must use care in permitting privately owned technology use to ensure equivalent educational opportunities are provided for all students and that no educational disparity is created by allowing student use of privately owned technology.

During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of, or damage to, any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Approved: 6/26/2012

POLICY

EGG HARBOR TOWNSHIP BOARD OF EDUCATION

5000 Pupils

5516 Remotely Activating Communication Devices and Electronic Devices

Communication Device

Cellular phones and any other mobile communication device must be turned off and placed in the student's locker or book bag during school hours. Students may not use these devices, nor can they be visible. If seen, these items will be confiscated and held by the building principal or designee until the end of the school day. Failure to comply will result in:

1st Offense: Warning (Notify Parent/Guardian)

2nd Offense: Alternate Educational Placement (Notify Parent/Guardian)

3rd Offense: Discretion of Administrator (Notify Parent/ Guardian)

Electronics

Students are not permitted to wear or carry headphones or any type of electronic device including but not limited to: iPod, MP3 Players, radios, CD or tape players of any kind, and/or personal video cameras. These devices must be turned off and placed in the student's cubby or book bag during school hours. Students may not use these devices, nor can they be visible. Students may resume using these devices after the eighth period. If seen during school hours, these items will be confiscated and held by the building principal or designee until the end of the school day. The building principal or the designee will issue discipline and notify the student's parent/guardian.

Students may not carry laptop computers during school hours.

Boom boxes may not be brought to school.

No students are to possess "pagers" or "beepers" on school property

POLICY

Egg Harbor Township Board of Education

5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1©5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and [705\(20\)](#), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function 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. This authority shall be exercised only 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.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1©3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Cross reference: Policy Guide Nos. 2460, 5500, 8330

Adopted: 10/22/2002
Revised: 10/14/2003

Adopted: 5/22/2007

Revised: 7/12/2011

Harassment, Intimidation, and Bullying
(Also see School Board Policy 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act or any electronic communication, as defined in NJSA 18A:37-14, whether it be a single incident or a series of incidents that:

- 1.) Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- 2.) By any other distinguishing characteristic; and that
- 3.) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- 4.) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- 5.) Has the effect of insulting or demeaning any pupil or group of pupils; or
- 6.) Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. This includes but is not limited to:
 - a.) Verbal: name-calling, teasing, threatening, taunting and gossiping.
 - b.) Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, manipulating friendships, initiating rumors, and extorting coercive peer pressure.
 - c.) Physical: aggressive physical contact, including punching, poking, choking, hair-pulling, beating, biting and tickling.
- 7.) "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, intimidation, bullying, fighting, or hate crimes of any kind will not be tolerated in school or on school property. The severity of the disciplinary action will be based upon the circumstances of the infraction. Consequences and appropriate remedial action for pupils who commit these acts may range from positive interventions up to and including suspensions or expulsion. The appropriate consequences will be consistent with the case law, Federal and State Statutes, and district/school policies and regulations. In addition, complaints may be referred to the police.

KNOWING THE RULES

Grades 4 - 5

Infractions and Consequences: Pupil Discipline: R 5600

Behavioral infraction areas with disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed.

General Behavior: Parents are notified

1. Willful Disobedience/Disrespect/Defiance

Definition of "Defiance" and "Disrespect": Respect means to show esteem, consideration and politeness to another individual. It is a personal quality, which is earned. Disrespect in school is construed as follows:

Talking back to any adult.

Physically turning your head or making improper physical gestures while being talked to.

Slowly moving along when given a reasonable directive.

Refusal to follow reasonable directions when asked or told to do so by an adult.

Muttering or mumbling under your breath.

Student refuses to tell the truth when being questioned.

The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis.

2. Harassment: Sexual / Verbal

"Sexual Harassment" is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following examples:

Physical examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body.

Verbal examples: Commenting about someone's body; talking about someone's sexual orientation in a way that makes the person uncomfortable.

The severity of the disciplinary action will be based upon the circumstances of the infraction. The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis. In addition, complaints may be referred to the Police.

3. Using or Writing Profanity

First Offense: Multiple detentions (Type of detentions will be determined)

Second Offense: AEP(s)

Third Offense: Suspension(s)

4. **Threats, Profanity or Obscene Gestures Toward A Staff Member**
Are strictly forbidden and will result in Suspension (s) from school.
5. **Racial or Ethnic Slurs will not be tolerated. Pupils will be issued a minimum of a lunch/recess detentions**
6. **Pushing, Shoving, Throwing Objects at Other Pupils or Other Potentially Dangerous Behavior**
First Offense: Multiple office detentions
Second Offense: AEP
Third Offense: Suspension
7. **Fighting /Instigating or Inciting a Fight/ Bullying / Threatening a Student**
Fighting / Bullying / Threatening a Student will NOT BE TOLERATED

The disciplinary action may range from SEVERAL Alternative Educational Placements to Suspensions beginning with 4 days and/or increase to 10 days, which will be determined on a case-by-case basis. Further penalties could be imposed at the Administrative discretion. In addition, complaints may be referred to the Police.

8. **Smoking or Carrying Cigarettes**
First Offense: Minimum of multiple office detentions
Second Offense: AEP
Third Offense: Suspension
9. **Misbehavior on School Bus and/or Failure to Wear Seat Belt**
Offenses range from warnings to bus suspensions.
(See bus procedures)
10. **Theft**
First Offense: Minimum of multiple office detentions
Second Offense: AEP
Third Offense: Suspension
11. **Vandalism/Graffiti**
First Offense: Minimum of multiple office detentions plus full payment
Second Offense: Suspension plus full payment

12. Cutting Classes

First Offense: Office detention
Second Offense: Multiple office detentions
Third Offense: AEP

13. Tardy to School and Truancy (Unexcused)

Every attempt will be made to contact and conference with the parent/guardian.

If WILLFUL by the student, penalties will include:

First Offense: Office detention
Second Offense: Multiple office detentions
Third Offense: AEP

14. Gum chewing and candy is not permitted in school

Penalties will range from recess detention to more serious consequences

15. Personal Toys / Sports Equipment / Electronics, Etc.

Cameras, camera phones, radios, Walkman-type players, game boys, toys including stuffed animals, portable CD players, walkie talkies, MP3 players, sneakers with roller skates, etc. will not be allowed in school. Water guns of any type or other toy guns are strictly prohibited in school. The teacher or administration will collect these items. **Unauthorized photographing of students on school property, buses and bus stops is strictly forbidden. Only parents/guardians can pick up these items. Disciplinary action will be taken for repeat offenders.**

At times a teacher could request that students bring particular items to school for instructional purposes. Should this occur, the teacher will notify parents/guardians with a written communication confirming the purpose for the specific item being brought to school. The item is to remain in the student's book bag until the teacher requests the item for the lesson.

KIDS KLUB: The Kids Klub staff will notify parents/guardians of items being permitted in Kids Klub. These items are only permitted to be used during Kids Klub and in the Kids Klub area and NOT USED AT ANY OTHER TIME /PLACE. The item should remain in the student's book bag at all other times. **Should the student remove it from the book bag other than in Kids Klub, it will be confiscated and parents contacted to pick up the item.**

BUSES: At times the bus drivers permit students, who have longer rides, to bring certain items to use during their bus ride. If this is permitted, the student can only use the item as permitted on the bus and it must remain in his/her book bag at all other times. **Should the student remove it from the book bag, it will be confiscated and parents contacted to pick up the item.**

In all of the above areas, the school is not responsible for lost, broken, or stolen personal items brought to school.

16. Failure to follow procedures

First Offense: Warning (Administrator)
Second Offense: Office detentions
Third Offense: AEP

17. Un-served detentions

First Offense: Detention assignment will be doubled
Second Offense: AEP
*Continued and willful disregard for detention will result in out-of-school suspension.

18. Drug & Alcohol Policy and Procedures (Policy 5530)

Any violation of Board rules prohibiting the use, possession and/or distribution of a substance (including over the counter and prescription medications) is a serious offense, and pupils who violates a substance abuse rules will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

First Offense: Minimum of 4 to 10 days Out-of-School suspension-Based on the Investigation conducted by the administration
Second Offense: Administrative Referral (Building Level-Principal)
Third Offense: Administrative Referral (District Level-Central Office)

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

19. Weapons / Potentially Dangerous Objects

Weapons/Potentially Dangerous Objects (Including knives, slingshots, exacto knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects) **ARE NOT PERMITTED IN SCHOOL**. Students involved with or in possession of weapons or potentially dangerous objects will be subject to **AEP(s) / out-of-school Suspension(s) AND PARENTS WILL BE REQUESTED TO COME TO THE SCHOOL**. Police may be notified.

20. Forgery

First Offense: Minimum of multiple office detentions
Second Offense: AEP
Third Offense: Suspension

21. Inappropriate Display of Affection (Kissing, Hugging)

First Offense: Warning
Second Offense: Office detention(s)

Third Offense: AEP

22. Computer Misuse

Computer access is granted to individual students for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted:

Sharing of accounts; ID's, or passwords; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files, etc.

Penalties include loss of computer usage for various lengths of time and AEP(s) or out of school suspension(s) and restitution for any damage caused to computer(s).

23. Student Attire

The overall school environment models an educational setting where students are productive in every phase of learning throughout the day. A student's personal attire contributes to this setting in a positive or negative way. Any attire considered to be detrimental to the classroom atmosphere for learning that is immodest, sloppy, potentially dangerous will be dealt with accordingly. Any student dressed inappropriate will be sent to an administrator. Parents/guardians will be notified immediately and requested to bring a change of clothing to school. If disregard to dress continues, further action will be taken.

a. Footwear: Students are not to wear sneakers with roller skates or flip flops to school. Footwear must be secured on the foot such as a sneaker would be.

b. Clothing: Clothing should be age appropriate or students will be required to change.

- Short shorts, frayed shorts, spandex or running shorts are not permissible. Fingertip length is a good rule of thumb to use.
- Shirts and other tops must cover the midriff and have proper coverage at the neckline. Spaghetti straps should be covered by a shirt, sweater, or sweatshirt with sleeves or not worn at all.
- Inappropriate pictures, words or slogans should not appear on any clothing.
- Hats, headbands may not be worn inside the building.
- Pants/shorts with slogans written across the back should not be worn.
- Any clothing displaying "Gang" colors or slogans including bandanas on the head or on clothing is prohibited.

24. Playground: All students are to keep their hands and unkind thoughts to themselves at all times!

Students are expected to engage in organized and free play in an appropriate manner. Disregard for positive playground behavior will result in disciplinary consequences ranging from detentions, AEPs, or out of school suspensions.

- Sports equipment from home is not permitted. It will be confiscated and parents/guardians will have to pick it up.

- No tackle football, wall ball or keep-away should be played. Many times such games surface negative behaviors.
- If problems occur, students are to report such immediately to a supervising teacher on duty.
- Students should walk to the playground area in an orderly manner.
- Fighting, pushing, horseplay, or throwing stones, rocks or sticks are dangerous and will not be tolerated.
- Students must remain in the playground area designated.
- No groups of students should be bothering other students or pulling on their clothing during recess.

Types of Discipline

1. **Teacher Detention:** Detention after school on **Tuesdays and Thursdays until 3:30 P.M.** Students will report to the teacher's class immediately after school with work. Parents/guardians will have been notified prior to their child's after school detention.

2. **Lunch / Recess Detentions:** Detentions issued by teachers or administration occurs during the lunch or recess times. Students serving lunch detentions remain with staff in the cafeteria during recess after lunch. Students serving detentions for other reasons remain in a designated team area room with a teacher.

3. **Administrative Office Detention:** Students serving this detention is a result of a more serious offense and will serve it **after school (Tuesdays and Thursdays)** in the administrator's area. Students must bring work or reading material to complete until 3:50 P.M. Bus transportation will only be provided from November – April.

4. **Alternative Educational Placement AEP:** Students serving an **in-school suspension** is a result of a repeated/serious offense, students will **spend half or the full day** in a specified room with teacher supervision.

5. **Bus Suspension:** **Parents are to provide transportation** to and from school during the time of bus suspension.

If parents/guardians are unable to provide transportation, the day(s) are unexcused.

6. **Out of School Suspension:** This is the most serious disciplinary action taken by school administrators. During this time, suspended students may not participate in any phase of the school program during the day or after school functions.

When a pupil is suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension.

Academic Honesty

Students are expected to demonstrate honesty and integrity while in attendance at the Dr. Joyanne D. Miller Elementary School. Each student is expected to do his/her own work. All work submitted by a student should be a true reflection of his/her own effort and ability. Any deviation from this is considered unacceptable behavior.

Cheating is unacceptable academic behavior. Cheating is representing someone else's work as one's own. Any form of cheating to any extent is wrong. Whether you give or receive information on a test or on assignments the offense is the same and you will receive a zero (0) for the work.

The classroom teacher is the arbiter as to whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher, as always in light of what the teacher has taught and what the teacher expects the students to learn.

Report Cards, Parent Conferences

It is the responsibility of the teacher to keep you informed on a regular basis on your child's progress in school. If you wish to discuss this with your child's teacher, please call for an appointment. Report cards will be sent home three (3) times during the year. Parent/Teacher conferences are held in the fall.

Parents Desiring Conferences **(Other than regular scheduled conferences)**

All parents/guardians are requested to call the school for an appointment if they want a conference with any staff member. Please do not come in and expect a conference if no appointment was made.

Counseling Service

The School Counselors provide a wide spectrum of services to students, which include academic, social and emotional support. All services are intended to promote the successful growth of your child.

Parents or guardians who do not wish to have their child participate in a particular aspect of counseling services should submit a request in writing to the building Principal.

Contact your child's counselor with specific questions or concerns by phone at anytime. You can locate the name of your child's counselor by using the list of classes and their counselors at the end of the Student Handbook. Each classroom teacher has been provided a specific counselor for your child.

You will receive communications as to the various counseling services/programs available for your child.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services (I&RS) Committee exists in order to comply with N.J.A.C. 6A: 16-7. These regulations require district boards of education to:

“...establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties...” [N.J.A.C. 6A: 16-7.1(a)]; and which are designed to:

“...assist staff who have difficulties in addressing students’ learning, behavior, or health needs.” [N.J.A.C. 6A: 16-7.1(a)]

Referral to the I&RS Committee should be considered prior to making a referral to the Child Study Team. However, it should be noted the I&RS process may not be used to delay obvious and appropriate referrals to special education. (N.J.A.C. 6A: 14-3 et seq.).

The following procedure will meet the mandate stated above.

1. A student experiences difficulties in the classroom and the teacher implements his/her own strategies to assist the student. The teacher maintains documentation of those strategies attempted including the outcomes achieved as a result of the attempted strategies.
2. If the problem persists, the teacher completes the I&RS referral form and submits it to the Intervention and Referral Services Coordinator. The referral is discussed at a meeting with the members of The Intervention and Referral Services Committee and other appropriate personnel.
3. The referring teacher informs the parent of the concerns and the pending referral to the I&RS Committee. The I&RS team coordinator will schedule a meeting with the teacher, parents, and members of the I&RS Committee. During the meeting, an intervention plan is developed with timelines.
4. A follow-up meeting is then scheduled, where existing strategies are evaluated and modified if necessary, and additional strategies are added.
5. If warranted, a child study team evaluation may be requested.

HOMEWORK HINTS

Homework provides the opportunity for your child to practice, test, and commit to memory the lessons of the school day. It also helps the teacher determine what is being learned and what, if any remedial lessons need to follow. It also helps develop a sense of responsibility in your child as well as organizational skills.

Decide with your child on a regular homework time. Consistency and being included in the decision making process will aid in the development of good work habits.

Help your child set up a homework spot - a quiet place in the house where there will be no interruptions and where reference materials will be available.

Make yourself available to answer questions and give assistance when necessary. Your help is important so that assignments are completed and turned in to the teacher on a timely basis.

Provide your child with an assignment notebook. This will prevent lost assignments.

Homework is an excellent way for your child to share with you his/her schoolwork and accomplishments. It should be positive for both of you.

Approximate Homework Range

<u>Minutes per night</u>		<u>Hours Per Week</u>
Kindergarten	10-20	0.5-1 hour
Grade 1	10-20	0.5-1 hour
Grade 2	20-30	1.3-2 hours
Grade 3	25-35	1.7-2.3 hours
Grade 4	30-40	2-2.7 hours
Grade 5	35-50	2.3-3.3 hours
Grade 6	45-60	3-4 hours
Grade 7	60-75	4-5 hours
Grade 8	60-75	4-5 hours

INTERIM REPORTS

Interim reports will be sent home ONLY if your child is NOT meeting the standard and there is a concern.

PROMOTION POLICY – GRADES K - 6

The criteria for promotion will include factors involving the child's progress academically, socially, emotionally and physically. Special education students will progress through the grade levels based on the recommendations written into their Individual Educational Plans (IEP).

To be promoted a student must pass Reading and Mathematics. However, any student one-year below level in Reading and/or Math will be a candidate for retention. Additionally, students in Grades 3 through 6 must pass any two of these subjects: Spelling, Language Arts, Science and Social Studies.

NURSING CARE

Our school nurses are available for any emergency and may be reached at their office:

Mrs. Michelle Korte 407-2500 ext.2311 or Mrs. Lahey 407-2500 ext. 2310

For the protection of your child and his/her classmates, your child should be kept home if he/she has been ill during the night or in the morning. Sending a child to school when ill may delay his recovery and spread infection to other children. It may also necessitate a trip to school by the parent to take the child home.

Students who are excused from Physical Education may not participate in recess for safety reasons.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

The parent/guardian must provide a written request for the administration of the prescribed medication in school.

- Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved the name of the drug, dosage and time of administration. This includes "Over the counter" drugs (Example: Tylenol, cough drops, etc.)
- The medication must be brought to school in the original container, appropriately labeled by the pharmacy or physician.
- The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or on school trips.
- Under no circumstances are children to bring medicine to or from school. Medication is always to be transported to and from school by parents only!
- A new note is needed for any change of medication.

Medication should be given at home, when possible.

Parents/Guardians are encouraged to schedule Doctor and Dental appointments at a time other than the regular school hours.

**Dr. Joyanne D. Miller
Elementary School**

2 Alder Avenue
Egg Harbor Township, NJ 08234
(609) 407-2500

Joan Day
Assistant Principal
Ext. 2301

Latifah J. Potter
Principal
Ext. 2302

Craig Kahn
Assistant Principal
Ext. 2301

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires The Dr. Joyanne D. Miller Elementary School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled after the school year starts, The Dr. Joyanne D. Miller Elementary School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law. Should you have any questions, please do not hesitate to contact the school for more information.

For Your Information

School District Affirmative Action Officer and 504 Compliance Officer:

Dr. Carolyn Gibson, Director of Human Resources
Egg Harbor Township Schools
13 Swift Drive
Egg Harbor Township, New Jersey 08234
www.eht.k12.nj.us

NOTICE OF NONDISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicapped. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504, of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Carolyn Gibson, Director of Human Resources
Egg Harbor Township Schools
13 Swift Drive
Egg Harbor Township, NJ 08234
(609) 646-7911

SEXUAL HARASSMENT STATEMENT

Sexual Harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened.

This behavior will not be tolerated in Egg Harbor Township Schools

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.
Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Egg Harbor Township School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures.

The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists;
- Graduation programs: and

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent!

If you do not want Egg Harbor Township School District to disclose directory information from your child’s education records without written consent, you must notify the District in writing by December 1 of this school year. Egg Harbor Township School District has designated the following information as directory information:

- | | |
|-----------------------------|---|
| -Student’s name and address | -Participation in officially recognized sports |
| -Telephone number | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Dates of attendance |
| -Date and place of birth | -Grade level |

These laws are: section 9538 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation’s armed forces.



Helpful Hints for Parents/Guardians

1. Develop your child's habits of REGULAR ATTENDANCE and PUNCTUALITY.
2. Give your child ample time to get dressed and enjoy a good meal before attending school.
3. Read and follow all notices from the teacher and administration. Check your child's backpack before and after school.
4. Check the student planner every day after school. This is also an effective means of corresponding with teachers.
5. Encourage your child to relate his or her school experiences to the family.
6. LABEL ALL COATS, SWEATERS, HATS AND LUNCHBOXES. Unclaimed lunch boxes will be discarded after one week due to sanitary reasons. Unclaimed clothing is donated to the needy after the last day of school in June.
7. WHEN SENDING MONEY TO SCHOOL, please place it in an envelope, mark it with the child's name, teacher's name and amount.
8. Do not criticize the school or teacher in the presence of your child. Please call your child's teacher at school with concerns you might have. The relationship is important for your child's success in school.
9. Participate in school and Parent Club activities as much as possible.
10. Review proper bus, classroom and playground behavior with your child.

BIRTHDAYS: Parents who choose to have the class celebrate their child's birthday should contact the classroom teacher. Snacks should be limited to cupcakes and juice boxes. These are to be dropped off at the Main Office for the teacher to distribute at his/her discretion during the school day. **Please keep in mind food allergies when planning/preparing snacks for your child's classroom.**

DISMISSAL SCHEDULE

School	Full Day - Regular Schedule			Half Day - Early Dismissal			Delay Opening		
	<u>Bus/Student</u> <u>Arrival</u>	<u>Staff</u> <u>Arrival</u>	<u>Bus/Student</u> <u>Dismissal</u>	<u>Bus/Student</u> <u>Arrival</u>	<u>Staff</u> <u>Arrival</u>	<u>Bus/Student</u> <u>Dismissal</u>	<u>Bus/Student</u> <u>Arrival</u>	<u>Staff</u> <u>Arrival</u>	<u>Bus/Student</u> <u>Dismissal</u>
EHT High School	7:30 A.M.	7:20 A.M.	2:06 P.M.	7:30 A.M.	7:20 A.M.	12:13 P.M.	9:30 A.M.	9:20 A.M.	2:06 P.M.
Fernwood 7 th & 8 th	7:30A.M.	7:20 A.M.	2:06 P.M.	7:30 A.M.	7:20 A.M.	12:13 P.M.	9:30 A.M.	9:20 A.M.	2:06 P.M.
Alder 7 th & 8 th	7:30 A.M.	7:20 A.M.	2:06 P.M.	7:30 A.M.	7:20 A.M.	12:13 P.M.	9:30 A.M.	9:20 A.M.	2:06 P.M.
Fernwood 6 th	8:30 A.M.	8:00 A.M.	2:45 P.M.	8:30 A.M.	8:00 A.M.	1:00 P.M.	10:30 A.M.	10:00 A.M.	2:45 P.M.
Alder 6 th	8:30 A.M.	8:00 A.M.	2:45 P.M.	8:30 A.M.	8:00 A.M.	1:00 P.M.	10:30 A.M.	10:00 A.M.	2:45 P.M.
Miller School	8:30 A.M.	8:00 A.M.	2:45 P.M.	8:30 A.M.	8:00 A.M.	1:00 P.M.	10:30 A.M.	10:00 A.M.	2:45 P.M.
Eagle Academy	8:45 A.M.	7:30 A.M.	1:15 P.M.	8:45 A.M.	7:30 A.M.	1:15 P.M.	8:45 A.M.	8:30 A.M.	1:15 P.M.
Davenport	9:15 A.M.	8:45 A.M.	3:30 P.M.	9:15 A.M.	8:45 A.M.	1:45 P.M.	11:15 A.M.	10:45 A.M.	3:30 P.M.
Slaybaugh	9:15 A.M.	8:45 A.M.	3:30 P.M.	9:15 A.M.	8:45 A.M.	1:45 P.M.	11:15 A.M.	10:45 A.M.	3:30 P.M.
Swift	9:15 A.M.	8:45 A.M.	3:30 P.M.	9:15 A.M.	8:45 A.M.	1:45 P.M.	11:15 A.M.	10:45 A.M.	3:30 P.M.
Bridge Program	9:36 A.M.		2:06 P.M.	9:36 A.M.		12:13 P.M.	9:36 A.M.	9:30 A.M.	2:06 P.M.
AM Kindergarten	9:15 A.M.	8:45 A.M.	11:45 A.M.	9:15 A.M.	8:45 A.M.	11:15 A.M.	1:00 P.M.	10:45 A.M.	3:30 P.M.
PM Kindergarten	1:00 P.M.		3:30 P.M.	11:45 A.M.		1:45 P.M.	1:00 P.M.	10:45 A.M.	3:30 P.M.
AM Pre-School	9:15 A.M.	8:45 A.M.	11:45 A.M.	9:15 A.M.	8:45 A.M.	11:15 A.M.	N/A	N.A.	N/A
PM Pre-School	1:00 P.M.		3:30 P.M.	11:45 A.M.		1:45 P.M.	N/A	N.A.	N/A

Last Updated 8/2018