



HANDBOOK/CALENDAR FOR PARENTS/GUARDIANS

George J. Mitchell Elementary School
950 Route 539
Little Egg Harbor, NJ 08087
609-296-7131

Little Egg Harbor Township Intermediate School
305 Frog Pond Road
Little Egg Harbor, NJ 08087
609-296-1719

Published By
Little Egg Harbor Township School District
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FORWARD

Dear Parents/Guardians:

This handbook/calendar has been prepared to provide you with some basic information about the Little Egg Harbor Township School District for the 2006/2007 school year. Please keep it readily available for future reference.

LITTLE EGG HARBOR SCHOOL
MISSION STATEMENT

“The mission of the Little Egg Harbor Township School District is to create and maintain a collaborative learning environment which fosters individual abilities and encourages all children to achieve their highest potential in order to prepare productive and responsible citizens.”

- ❖ The members of the Little Egg Harbor School Community believe that... A collaborative community includes the cooperative efforts of students, staff, parents, and other community members in the pursuit of lifelong learning.
- ❖ This environment should foster the academic, emotional, social, creative, and physical development of all members of the community.
- ❖ A productive and responsible citizen makes positive personal and social choices.
- ❖ Through the use of developmentally appropriate practices and the appreciation of varied learning styles, each learner can maximize his/her potential.
- ❖ Educational programs and facilities should be designed to meet the present and future needs of the students, staff, and community.

BOARD OF EDUCATION

John V. Bellone, President	2007
Carmine J. Cimino, Vice President	2009
Lorraine M. Perrino	2007
Lisa Yaede	2007
Gina M. O'Brien	2008
April Elley	2009
Charlene Smith	2009

BOARD OF EDUCATION

MEETINGS

Regular Monthly Meeting of the Board of Education will be held on the third Monday of each month, with the exception of January, February, March, and April 2007. The meetings will be held in the Intermediate School's Media Center. The meetings will begin with Executive Session at 6:30 p.m., Public Session at 7:30 p.m., as per the following schedule:

August 21, 2006	September 18, 2006
October 16, 2006	November 20, 2006
December 18, 2006	January 22, 2007
February 26, 2007	March 26, 2007
April 30, 2007	

DIRECTORY

ADMINISTRATIVE OFFICES

Superintendent of Schools.....296-1719
Superintendent's Office (Hours 7:30 a.m. to 4 p.m.)
Superintendent – Dr. Frank Kasyan
Administrative Assistant – Mrs. Alice Gomes
Administrative Secretary – Mrs. Madge Rosenberg
Administrative Secretary - Mrs. Laura Atkinson

Board of Education.....296-1719
School Business Administrator/Board Secretary
Mrs. Lynn Coates
Administrative Assistant/Bookkeeper – Mrs. Ann Facemyer
Secretary – Mrs. Marcy Cummings
Payroll – Mrs. Kim Sprague
Accounts Payable – Mrs. Claire Laney

Special Services.....296-1719
Director of Special Services – Mrs. Carol E. Saker
Behavioral Specialist—Dr. Vicki Landolf
Inclusion Specialist-- Mrs. Aly Koch
Secretary – Mrs. Helen Kunder
Secretary-- Mrs. Ellen Windisch

Office of Instructional Services.....296-1719
Director of Instructional Services - Mrs. Barbara J. Smith
Supervisor of Instruction – Mrs. Lucretia R. Gravino
Secretary – Mrs. Mary Ann Ference
Secretary – Mrs. Maria Figueiredo
Technical Assistant – Mrs. Pennie Bogart

District Affirmative Action Officer
Mrs. Barbara J. Smith

Technology Office.....296-1719
Technology Coordinator-- Mrs. Chrissy Dupuis
Network Coordinator-- Mr. Arnaldo Cruz
Technical Specialist-- Mr. Tim Gensamer
Technical Specialist-- Mr. Norman Williams

Data Entry/School Registration.....296-1719
Mrs. Linda Wilcox

Transportation Office.....296-1719
Transportation Liaison – Mrs. Doris Ogden ext.2042
Secretary – Mrs. Gina Silvani

George J. Mitchell Elem. School 296-7131
Principal – Miss Constance M. Fugere
Elementary Supervisor – Mr. Paul Nazarok
Secretary – Mrs. Chris Gross
Secretary – Mrs. Cindy Loesch
Secretary – Mrs. Jo Ann Walton
Front Lobby Receptionist – Mrs. Diane Covone

Mitchell School Child Study Team..... 296-7131
School Psychologist – Mrs. Carol Oliver
Social Worker – Mrs. Dawn Duignan
Learning Disability Teacher Consultant – Mrs. Rebecca Kopet
Secretary – Mrs. Ro Desmond

LEH Twp. Intermediate School.....296-1719
 Principal - Mr. Allan Bossard
 Elementary Supervisor – Mrs. Jacqueline Truzzolino
 Elementary Supervisor – Mr. Thomas Smith
 Social Worker/SAC—Mrs. Mary Bonanno
 Secretary – Mrs. Rosemary Eagle
 Secretary – Mrs. Donna Roelke
 Secretary – Mrs. Sandra Van Orden
 Secretary – Mrs. Denise Milby

Intermediate School Child Study Team..... 296-1719
 School Psychologist – Mrs. Maureen Himchak
 Social Worker – Mrs. Jennifer Jimenez
 Learning Disability Teacher Consultant – Mr. Ralph Veglia
 Counselor- Mr. John McGrath
 Secretary – Mrs. Vicki Jaber

Health Office
 Dr. Herbert Rudolph, School Physician
 Mitchell School Health Office.....296-7131
 Helen Ferguson, R.N., School Nurse
 Jean Sandor, R.N., Part Time
 Jennifer Hagmann, Health Office Aide
 Intermediate School Health Office.....296-1719
 Noreen Stillman, R.N., School Nurse
 Kathleen Grothues, R.N., School Nurse

**EMERGENCY/WEATHER
 SCHOOL CLOSING INFORMATION
 EMERGENCY CLOSINGS**

It is important to note that considerations for early dismissal procedures must take into account not only dangerous winter road conditions, but also flooding, forest fire possibilities, and other emergencies over which we have no control. Our primary concern in such situations is that children are able to go to a safe environment.

Because of the difficulties involved in dismissing school early, this option will be utilized only when we are convinced that the transportation of children and their environment out of school will be safer than if they remain in school the entire day. Please keep in mind that these decisions are made after discussion with other schools in the region and must be coordinated with the transportation schedules and bus availability.

To avoid misunderstandings about where children should be going, the Board of Education is asking you to make suitable arrangements with a relative, friend, and/or neighbor to take care of your child (or children) in case no one is at home in the event of an emergency early dismissal.

In the event that it becomes necessary to send students home early, it is important that your child or children know exactly what to do if an emergency situation occurs.

It is a good idea to periodically review and go over your emergency arrangements with both the designated person AND your child or children.

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

- Parents must make arrangements for a safe location for their children in the event of an early dismissal. These arrangements must be clearly understood by the children; and
- On days when weather forecasts indicate the likelihood of deteriorating weather, parents (and those involved in emergency arrangements) should listen to the radio for announcements.
- Please remember to update the school with any new phone number changes and to include cell phone numbers on emergency forms and registration forms.

When it is necessary to close school, or delay the opening of school, due to weather or other emergency, an announcement will be made on the following radio and TV stations as soon as the information is available.

WJRZ 100.1 FM	NEW JERSEY 101.5 FM
SOFT ROCK 92.7	1160 WOBN AM
WFPG 96.9 FM LITE ROCK	106.3 FM
WADB 1310 AM	WPUR 107.3
THE POINT 94.3 FM	

School closings and delays will be announced on the following TV stations:

- NBC 10 “School Closing Alert 10 System” –starting at 5 a.m. and during the Today Show.
 - News 12 New Jersey – beginning at 5:30 a.m. during the “Morning Edition” newscast.
 - Pinelands Cable Channel 21 – Cat Channel
- INTERNET SITES: AccuWeather, Inc. – www.cancellations.com
www.weatherclosings.com www.NBC.com

School Hours

Regular Day

Preschool A.M. Session.....9:00 A.M. – 11:30 A.M.
 Preschool P.M. Session.....1:00 P.M. – 3:30 P.M.
 Kindergarten – Grade 2.....8:45 A.M. – 3:30 P.M.
 Grades 3 – 6.....7:55 A.M. – 2:40 P.M.

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

Early Closing/Dismissal

George J. Mitchell Elementary School.....1:15 P.M.
 LEH Intermediate School.....12:20 P.M.
 George J. Mitchell AM Pre-School Hours 8:45 A.M.-11:00 A.M.
 George J. Mitchell PM Pre-School Hours 11:00 A.M.-1:15 P.M.

Delayed Opening

George J. Mitchell Elementary School.....10:45 A.M.
 LEH Intermediate School.....9:55 A.M.
 George J. Mitchell AM Pre-School Hours 10:45-1:15
 George J. Mitchell PM Pre-School Hours 1:15-3:30
 (Bus Pick-up: AM 2 hours later; PM 15 minutes later)

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

KINDERGARTEN AND PRESCHOOL ENTRANCE POLICIES

Children five years of age as of October 1st who have never attended any public or private school may be admitted on or before October 1 following the opening of school for the fall term as a kindergarten student. Children four years of age on or before October 1st maybe admitted as a pre-school student.

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

- DPT – four doses, one on or after 4th birthday
 - OPV – three doses, one on or after 4th birthday
 - MMR #1 @ 12 months –15 months of age
 - MMR #2 prior to entering Kindergarten
 - Hepatitis Vaccine # 1, 2, 3 prior to entering Kindergarten
- The student's original birth certificate is also required at the time of registration.

ATTENDANCE POLICY

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

Please insure that your child comes to school. Your child's attendance could affect his/her promotion to the next grade level as explained in this School Board Policy:

- Policy 5410 - A student with fewer than 150 days attendance in the elementary grades will not be promoted to the next grade level unless approved by the Principal.

VERY IMPORTANT

Please understand that regardless of the reasons (including medical excuses and doctor's notes), if a child has been absent from school for 30 or more days and the Principal determines that he/she has not met his/her full potential academically and socially, the student will repeat his/her current grade next year.

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

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

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

At the Intermediate School a child is considered late when arriving after 8:10 AM. At the Mitchell School, a child is considered late when arriving after 9:00 AM.

TAKING CHILDREN OUT OF SCHOOL

When there is a need for early dismissal, the student must bring a note specifying the reason for the request and

the date and time at which dismissal is requested. The parent or other authorized person (designated by name in the written note) must call for the child at the school office. The adult picking up the child may be asked for identification. Students will only be called to the office when the person picking them up arrives. No child will be permitted to leave the building alone during school hours.

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

Mitchell School dismissal time – 3:30 p.m.

Intermediate School dismissal time – 2:40 p.m.

For safety reasons, children will not be taken off the buses once they have boarded. Once students are on the bus at dismissal time they MUST ride the bus home. Students will not be released from the school buses for dismissal.

If you do not want your child to ride the bus, please send in a note or call at least one hour prior to dismissal time. The time and reason for leaving should be included in the note.

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

These procedures are for the safety and protection of your child.

CONTACTING TEACHERS

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

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

RESIDENCY, PHONE NUMBERS, & EMERGENCY CONTACTS

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

SCHOOL VISITORS

In order to insure the safety of our boys and girls, all persons entering the school buildings shall report directly to

the Main Office to sign in and receive a visitor's badge. Visitors must receive permission from the main office to visit within the building. PLEASE DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM. This rule is for the protection of all students.

IDENTIFICATION "BADGES"

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

HOMEWORK REQUESTS

When your child is absent from school and you wish to have work sent home, please send a note to school with another child. In the note, which will be collected the first thing in the morning; please state the absent child's name and teacher and the name and teacher of the child who will take the work home. Students will not be allowed to go to other rooms to request work.

If you would rather call the school to request work, please call between 10:00 a.m. and 11:00 a.m. Teachers will make every effort to have work ready and sent to the main office by 3:00 p.m.

CARE OF SCHOOL PROPERTY

The Board of Education has allocated a good portion of the educational budget for books, supplies and equipment. Therefore, in order to insure a longer book life, ALL BOOKS MUST BE COVERED FOR THE SCHOOL YEAR BY THE END OF SEPTEMBER. Replacement costs for all lost or damaged books will be charged.

End-of-year fines are assessed for lost or misuse of textbooks, materials, and other school property.

LOST AND FOUND ARTICLES

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

DRESS REGULATIONS

We believe that it is the parents' responsibility and obligation to see to it that their children come to school dressed modestly, tastefully, and neatly at all times. Hats and headgear (bandannas) are not to be worn inside the buildings. Tank tops and midriff tops as well as sandals such as jellies and flip-flops are inappropriate attire for school. You may not wear clothes that are too tight or too short or which have inappropriate writing or pictures. If there is any question as to the suitability of a student's dress, a building administrator will bring it to the attention of the student and/or parents. A good partnership may require you to say "no" at home so the school can devote its time to instruction.

PERSONAL POSSESSIONS

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

ELECTRONIC DEVICES

Students are not to use any electronic device while on school property unless it is issued by the staff or the school. All electronic devices are to be stored in the student's backpack. If electronic devices are seen by a staff member, the staff member will collect the device and hand it to the office. The student can pick it up at the end of the day. If it occurs again, the parent has to come to retrieve the device. The school assumes no responsibility for electronic devices brought to school.

PETS

Pets are not permitted inside any school building at any time.

SMOKING IS PROHIBITED IN LEH SCHOOL DISTRICT BUILDINGS AND GROUNDS

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

FIELD TRIPS

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

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

Parents are notified in advance whenever a trip is planned and of the cost if there is an admission fee. Any student who does not have parental approval will be unable to participate.

Parents acting as chaperones are responsible to pay any admissions fees before going on a trip.

Parents may choose to have another adult accompany their child on a field trip. In this case, the parent must send in a written note. The Principal makes the final decision about another adult going on a class trip. If a child needs medication and the parent is not going on the field trip, the parent may give written permission for the teacher to give the medication.

Students must ride the school bus to and from the field trip destinations. Parents must return to school to sign their child out. Parent chaperones are to ride the bus.

SMOKING and DRINKING ALCOHOLIC BEVERAGES IS NOT PERMITTED AT ANY TIME DURING A SCHOOL TRIP BUS TRANSPORTATION

QUESTION RELATING TO TRANSPORTATION

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

BUS ASSIGNMENTS

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

To request to have your child ride the school bus to and from a baby-sitter, you must complete a Baby Sitter form.

Baby Sitter forms must be renewed each year. A Baby Sitter form is included in the June Newsletter for the coming school year. Completed forms should be returned by the last day of the school year. Waiting until September to make arrangements to have your child ride the school bus to and from a babysitter could result in having your request denied because that particular bus is filled.

Parents are not permitted on the school bus.

CONDUCT ON BUSES

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

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

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

CONSEQUENCES

- ❖ The first formal referral for misconduct on the school bus may result in a warning letter being sent home. Further disciplinary action may be taken if warranted at this time.
- ❖ If a child is formally referred a second time for misconduct, the child may receive school detention time, after school detention time, in-school suspension time, or a suspension from the bus. The length of this suspension time will be determined by the school administration. The third offense may result in a longer suspension of up to ten days.
- ❖ If a child continues to present disciplinary problems on the school bus the Board of Education may consider revoking transportation via the school bus for a determined period of time upon recommendation by the building principal/designee.

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

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

BUS BEHAVIOR GUIDELINES

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

UNACCEPTABLE BEHAVIORS MAY RESULT IN AN IMMEDIATE BUS SUSPENSION.

RULES FOR SAFE PUPIL TRANSPORTATION

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

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

STUDENT SAFETY CODE

Please take the time to review with your child the "Student Safety Code." These rules will be adhered to. Students who follow these rules will have a safer and more enjoyable school experience.

The following behaviors are prohibited at school, at any school-sponsored activity or event, or while on a school bus:

1. Behavior that interferes with learning, including disrespect and failure to follow reasonable directions.
2. Bus misconduct
3. Damaging school property or the property of others.
4. Damaging or setting off a fire alarm (except in cases of fire on school premises).
5. Dishonesty.
6. Fighting.
7. Leaving a class or the school without permission.
8. Physical contact that is inappropriate.
9. The misuse of technology (Authorized User Policy).
10. Theft.
11. Using inappropriate language, whether written or spoken.
12. Bullying
13. Verbally or physically abusing teachers, administrators, students, or any other person, including but not limited to, acts of sexual harassment, threats or intimidation.
14. Using any electronic device (iPods, video games, telephones, games, etc.) during school hours
15. Not following Cafeteria Rules:
 - a) Wait quietly in line.
 - b) Follow the directions of the adult in charge.
 - c) Eat food properly.
 - d) Keep your area clean.
 - e) Walk at all times in the Cafeteria.
 - f) Remain in your seat except to deposit garbage.
 - g) Leave the cafeteria in an orderly line.
 - h) Use an inside voice.

CONSEQUENCES

Students who are guilty of any of the behaviors listed in the previous section will be given consequences. Some of the types of consequences that may be used are described below:

1. Warning/Reprimand: Students will be warned that there may be consequences if the misbehavior continues.
2. The lost of recess privileges
3. After school detention
4. Loss of other privileges (trips, assemblies, etc.)
5. In-School Suspension: Students will be removed from the regular classroom and moved to another location in the school.
6. Out-of-School Suspension: Students will be suspended from school.
7. Expulsion

Students must accept responsibility for their actions. Disciplinary measures will be taken if the rules are broken. Approved by the Little Egg Harbor Township Board of Education September 14, 1979

VOLUNTEER PROGRAM (P.I.E.) Partners in Education

Parents, get a "Slice" of the P.I.E. (Partners in Education) and help serve our children a better education. P.I.E. Volunteers aid the school staff in clerical and "in-classroom" help. Volunteers accumulate over 2,000 hours each school year. The P.I.E. Program encourages both parental and community involvement in our children's' education.

Program orientation is held in September of each year. Volunteers are used in both the Mitchell School and the Intermediate School. If you are interested in becoming a volunteer or if you would like more information about the P.I.E. program, please contact either of our Media Specialists/P.I.E. Program Teacher Coordinators: Mrs. Susan Lescure at the George J. Mitchell Elementary School, 296-7131 or Mrs. Maureen Gosford at the LEH Intermediate School, 296-1719.

SCHOOL MILK PROGRAM

Students in Kindergarten, Grade One, and Grade Two have a milk or juice break everyday. During this time, students will be allowed to drink the milk or juice they purchase from the cafeteria. A student may bring a non-glass container of juice or milk to school if he/she does not wish to buy school milk.

The ordering of milk for students in Kindergarten and Grades One and Two will be on a monthly basis. Special MILK MONEY ENVELOPES will be sent home with your child each month, if you wish to purchase milk.

Children in preschool are not eligible for the milk or meal program.

BREAKFAST/LUNCH PROGRAM

Details regarding the breakfast, lunch, and milk programs, along with the Application for Free and Reduced Price Meals are sent home separately by the schools. Please complete the application and return it to your child's teacher. It is very important that all parents fill out and return the free and reduced lunch application, even if you plan on packing your child's lunch each day. Our District receives a great deal of funding based on this information. A menu is sent home each month with your child. Please review each week's meals with your child. This procedure should eliminate the spending of your money on food that your child may not eat. Students may bring lunch from home. Do not send glass-bottled drinks to school with your child. Purchase drinks in plastic or paper containers.

SCHOOL TIME ACCIDENT COVERAGE

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

MEDIA CENTER

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

INTERNET ACCEPTABLE USE POLICY

In support of our educational mission, the Little Egg Harbor Board of Education is providing students with access to the districts electronic communication system which includes Internet access. Students are responsible to comply with the Districts Acceptable Use Policy District Policy (2361) and discipline code when utilizing the District's System.

SPECIAL EDUCATION

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

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

CHILD FIND: PRESCHOOL DISABLED PROGRAM

The Little Egg Harbor Township Public School District offers services for preschool disabled children who turn three years old at any time during the current school year. Children may be eligible for the school's preschool disabled program if they are preschool age (3-5) and have physical, developmental, mental, or emotional disability/difficulty. If you think your child may be appropriate for this program, please contact the Director of Special Services office at 609-296-1719 ext 1020.

PRINCIPAL'S HONOR ROLL

Students from the Intermediate School who receive all A's in every subject will be selected for the Principal's Honor Roll. It is understood that if a student receives a check mark in any of the behavioral skills listed under the Personal and Social Development section of the Student Profile (report card), he or she will not qualify for this honor.

MERIT ROLL

Students from the Intermediate School who receive all A's and B's in every subject will be selected for the Merit Roll. It is understood that if a student receives a check mark in any of the behavioral skills listed under the Personal and Social Development of the Student Profile (report card), he or she will not qualify for this honor.

BASIC SKILLS IMPROVEMENT PROGRAM

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

LEEP

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

STANDARDIZED TESTING

Students in grades 1 and 2 take the Terranova Test. Students in grades 3, 4, 5, and 6 will take the New Jersey Assessment of Student Knowledge (NJASK) test. These tests are administered in the spring.

LEGAL DOCUMENTATION

In order to ensure the safety of our students, parents should keep the district apprised and updated with regard to legal matters pertaining to their children. Please provide copies of items such as custody agreements, restraining orders, and other pertinent court orders or documents to the main office of the school your child attends.

REPORTING TO PARENTS

"Students Profiles" (Report Cards) are issued three (3) times a year in grades preschool – 6; December, March, and June. Dates for parent/teacher night conferences will be scheduled during the months of October and March. Please check the district calendar for dates. Conference information and procedure for scheduling appointments will be sent home with the students.

Mid Marking Period Progress Reports are issued three times a year in October, January, and May. Please check the district calendar for dates

DAILY HOMEWORK POLICY

The guidelines are as follows:

- ❖ Homework is considered a work skill, not "busy" work.
- ❖ At the end of each trimester, homework will receive a grade
- ❖ Homework is to be turned in when due. Homework handed in one day late will receive a "✓ -," unless the student is absent.
- ❖ If the student is absent, there will be a grace period of one day for each day missed, plus one extra day.
- ❖ If homework is not turned in the day after it is due (with or without the grace period), the student will receive a zero (0) for the assignment.
- ❖ Homework assignments are meaningful and attached to a specific skill.
- ❖ Students should be able to apply the homework assignment to current learning.

Homework is assessed as follows:

- ❖ ✓ + = 100% Follows directions, neat and complete.
- ❖ ✓ = 85% Completed with minimal effort.
- ❖ ✓ - = 70% Incomplete, or one day late.
- ❖ 0 = 0% Not turned in.

District guidelines on homework time are as follows:

- ❖ Kindergarten: Minimal, but often (parent/student activities)
- ❖ First Grade: Approximately 20 minutes
- ❖ Second Grade: Approximately 30 minutes
- ❖ Third Grade: Approximately 30 minutes
- ❖ Fourth Grade: Approximately 40 minutes
- ❖ Fifth Grade: Approximately One Hour
- ❖ Sixth Grade: Approximately One Hour

STUDENT PROFILES

Grades K-2

The Developmental Continuum is a performance scale and a continuum of growth. On your child's student profile, you will see the following:

Performance Scale

- ❖ **Not Meeting Standards** — The student does not understand grade level concepts, skills, and strategies.
- ❖ **Emerging** — The student is beginning to understand grade level concepts, skills and strategies.
- ❖ **Developing** — The student understands and is starting to apply grade level concepts, skills and strategies.
- ❖ **Proficient** — The student understands and consistently and independently applies grade level concepts, skills and strategies.
- ❖ **Sub Skill Indicators** — skill areas are satisfactory unless indicated as:
 - ✓ = Needs Improvement + = Area of Strength
 - / = Not Assessed this Trimester

The major subject areas will receive an X under the correct performance scale indicator. In sub skill areas, if there is a specific area of strength, or a concern, it will be identified with a "+" or a "✓" in the box. A blank box indicates satisfactory performance.

Grades 3 – 6

The student profiles for grades 3-6 are responsive to the Core Curriculum Content Standards. There are subskills listed that indicate the content target within each standard. Each subskill is defined on the back of the profile.

For each academic subject, we will be utilizing a letter grade system consistent with Pinelands Regional School District. For each subsection we will be using a performance indicator to report progress. The following is an explanation of the grading system:

GRADING KEY

98 - 100	=	A+
93 - 97	=	A
90 - 92	=	B+
85 - 89	=	B
82 - 84	=	C+
77 - 81	=	C
70 - 76	=	D
BELOW 70	=	F

PERFORMANCE INDICATORS

Areas are satisfactory unless indicated as:
✓ = Needs Improvement + = Area of Strength

Progress Reports

Mid Trimester progress reports are required for all students in grades K through six. They will be sent home in the middle of each trimester. Please sign and return the envelope to school. There is also space on the envelope for you to give the teacher feedback. Students will receive a check in one of three areas: Commendable Progress Towards Meeting Grade Level Standards, Acceptable Progress Towards Meeting Grade Level Standards, and Not Meeting Grade Level Standards in each content area. Students may also receive a check in the Needs Improvement column. If a child receives a check in either Not Meeting Grade Level Standards and/or Needs Improvement, the teacher will provide a written narrative to explain.

Please remember progress reports are issued mid-trimester. A check in any area does not necessarily mean a child will be receiving a particular grade on the student profile. Progress reports are meant to be an indicator of how the student is performing at the midpoint of the trimester. When used in conjunction with the student profiles parents and students are better informed of the students'

ADMINISTRATION OF MEDICATION IN SCHOOL

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

Information on the regulation concerning the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses and the permission form may be obtained from the Health Office. We cannot administer medication without a physician's order. No Aspirin will be administered at any time to any student. No prescription older than one year will be administered.

POLICY 5410 – PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Parents and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent and the pupil and offer immediate consultation to the pupil's parent. Every effort shall be made to remediate a pupil's deficiencies before retention is recommended.

The parent and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than the end of the second trimester. School attendance shall be a factor in the determination of a pupil's promotion or retention.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents may appeal a promotion or retention decision to the Superintendent, whose decision shall be final.

PUPIL RECORDS

In accordance with New Jersey Administrative Code and Little Egg Harbor Township Board of Education POLICY 8330 parents must be informed annually of their rights regarding pupil records and the right to prohibit the release of directory information.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

DIRECTORY INFORMATION

The Board designates as pupil "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities, awards received, previous school districts attended, and the height and weight of members of district athletic teams.

Directory information may be released without specific permission, except when such release is prohibited in writing by a parent.

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

INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION PUPILS (I&RS)

Intervention and Referral Services is a state mandated multi-disciplinary team which designs, implements, and monitors intervention plans for non-classified students experiencing difficulties in:

- ◆ Academics
- ◆ Behavioral
- ◆ Health
- ◆ Physical
- ◆ Substance Abuse

6:26-2.1 District procedures

ANTIDISCRIMINATION POLICIES AND PROCEDURES

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

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

The LEH Board of Education prohibits acts of harassment, intimidation or bullying based on race, creed, color, national origin,

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

Inquiries regarding compliance with nondiscrimination laws may be directed to:

Barbara J. Smith
District Affirmative Action Officer
296-1719

(For Federal Laws)
Regional Civil Rights Director
Office of Civil Rights, Region II
U.S. Dept. of Education
26 Federal Plaza, 33rd Floor, New York, NY 10278
(212) 264-4633

NJ Division of Civil Rights
1100 Raymond Boulevard
Newark, NJ 07102
(201) 648-2700