

# H. Russell Swift Elementary School

5 Swift Drive  
Egg Harbor Township, NJ 08234

JOETTA SURACE, INTERIM PRINCIPAL

HANDBOOK  
FOR  
STUDENTS  
PARENTS  
GUARDIANS

2019-2020

Pre-K through 3<sup>rd</sup> Grade



“SWIFT KIDS ARE AWESOME AVENGERS”

# EGG HARBOR TOWNSHIP SCHOOL DISTRICT DISTRICT ADMINISTRATION

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**Dr. Kimberly Gruccio**  
Superintendent

**Mr. John Davis**  
Assistant Superintendent Grades K-5

**Mr. Stephen Santilli**  
Assistant Superintendent Grades 6-12

**Mrs. Chandra Anaya, CPA**  
Business Administrator/Board Secretary

**Dr. Terry Charlton**  
Director of Human Resources

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## **BOARD OF EDUCATION**

Mr. Lou Della Barca  
President

Mr. Ray Ellis  
Vice President

Mrs. Kristy Bird

Mr. Pete Castellano

Mrs. Tamika Gilbert-Floyd

Mr. Michael Price

Mrs. Marita Sullivan

Mrs. Amy Summer

Mrs. Barbara Szilagyi

Amy Houck Elko, Esq., Board Attorney

**SCHOOL OFFICE NUMBER - 609-927-4141**

JOETTA SURACE, INTERIM PRINCIPAL - ext. 1101  
LYNDA CARTY, FACILITATING TEACHER - ext. 1104

MELISSA FEASTER, SCHOOL COUNSELOR - ext. 1120  
ANN MARIE DICICCO, NURSE - ext. 1110  
KIMBERLY DENAPLES, LIBRARY MEDIA SPECIALIST - ext. 1190  
LISA FUSARO, PRINCIPAL'S SECRETARY - ext. 1101  
BARBARA MAPLES, FRONT OFFICE SECRETARY - ext. 1102  
FAX NUMBER - 609-927-9099  
CHILD STUDY TEAM (Secretary Joann Wehrhan) - ext.1170  
TRANSPORTATION - ext. 1710  
TALONS (before and after school enrichment) - ext. 1021

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PLEASE NOTE: All visitors must report to the main office. DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM.

**PARKING IS NOT PERMITTED ALONG THE CURB IN FRONT OF THE SWIFT SCHOOL. HANDICAPPED AND REGULAR SCHOOL BUSES NEED THIS ACCESS AREA FOR THE DELIVERY AND PICK UP OF STUDENTS. PLEASE DO NOT DOUBLE PARK BEHIND CARS IN THE PARKING LOT AS THIS CREATES A PROBLEM IN THE EVENT THAT THEY MUST PULL OUT. THANK YOU FOR YOUR COOPERATION!**

**TIME SCHEDULES:**

Regular Daily School Schedule:

PRE-K 9:15-2:45

Kindergarten AM 9:15-11:45  
PM 1:00-3:30

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades: 9:15 - 3:30

Abbreviated Day Schedule/Early dismissal: or **2-hour delayed opening**

PRE-K (full day) 9:15-2:45 11:15-2:45

Kindergarten AM 9:15-11:15 1:00-3:30  
PM 11:45-1:45 1:00-3:30

Grades 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 9:15-1:45 11:15-3:30

**(students must attend school for 4.5 hours every day to be counted as a full day. On abbreviated days, which are 4.5 hours, there cannot be late arrivals or early pickups)**

**EMERGENCY SCHOOL CLOSING/DELAYED OPENING INFORMATION**

**(INCLEMENT WEATHER)**

Call will go out via our emergency notification system, School Messenger as well as email and text message.

Website - [www.eht.k12.nj.us](http://www.eht.k12.nj.us)

Watch Channel 97 on Comcast

Listen to local radio stations: WOND, WMID, and WFPG

# WELCOME!

Dear Students,

On behalf of the teachers and staff, we wish to welcome you to the H. Russell Swift Elementary School. During your time with us, you will have the opportunity to work with many outstanding teachers and have many exciting experiences. In addition to the great academic program we have here, there will be assemblies and other special events from which you will learn. The most important thing to remember is that you are in school to learn about the world around you. We are here to help you learn and grow.

Please do not hesitate to ask questions when you need help. Make sure you:

- *Attend school regularly*
- *Come to school on time every day*
- *Have your homework done on time*
- *Bring all of your books and materials to school*
- *Sign and return all paperwork sent home to parents on a timely basis*
- *Show courteous and respectful behavior to your teachers and others who you meet each day*

This handbook has been prepared to help and guide YOU through the school year. Please read it carefully and become familiar with its contents. This will enable you to have a successful and rewarding educational experience.

Good luck! We are looking forward to helping YOU learn and become the best that YOU can be!

Sincerely,

*Joetta Surace, Interim Principal*

## EGG HARBOR TOWNSHIP SCHOOL DISTRICT SCHOOL CALENDAR 2019-2020

<p style="text-align: center;"><b>September</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>M</b></td> <td style="text-align: center;"><b>T</b></td> <td style="text-align: center;"><b>W</b></td> <td style="text-align: center;"><b>T</b></td> <td style="text-align: center;"><b>F</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><del>2</del></td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;"><del>5</del></td> <td style="text-align: center;"><del>6</del></td> <td>2 Labor Day 3 &amp; 4 Staff Prof. Learning Days 5 First Day of School for Students 5 &amp; 6 Abbreviated Days (Students Only) 30 Rosh Hashanah</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td></td> </tr> <tr> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td></td> </tr> <tr> <td style="text-align: center;"><del>30</del></td> <td colspan="5"></td> </tr> </table> <p style="text-align: center;">Teachers 19 - Students 17</p>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>		<del>2</del>	3	4	<del>5</del>	<del>6</del>	2 Labor Day 3 & 4 Staff Prof. Learning Days 5 First Day of School for Students 5 & 6 Abbreviated Days (Students Only) 30 Rosh Hashanah	9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		<del>30</del>						<p style="text-align: center;"><b>October</b></p> <table style="width: 100%; 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### DISMISSAL SCHEDULE

School	Full Day - Regular Schedule			Half Day - Early Dismissal			Delay Opening		
	Bus/Student Arrival	Staff Arrival	Bus/Student Dismissal	Bus/Student Arrival	Staff Arrival	Bus/Student Dismissal	Bus/Student Arrival	Staff Arrival	Bus/Student Dismissal
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 <sup>th</sup> & 8 <sup>th</sup>	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 <sup>th</sup> & 8 <sup>th</sup>	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 <sup>th</sup>	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 <sup>th</sup>	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*

## PARENT TRANSPORTATION

### EARLY ARRIVAL

Our school day begins at 9:15 am for all 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade and AM Kindergarten students. The Kindergarten PM session begins at 1:00 pm.

If you choose to provide your own transportation to school, you may drop your student off in the DROP OFF area right in front of the school. Please wait in the car line until you pull up to the teachers who are waiting in the drop-off area. If you miss the drop off time, you must park in the lot and sign your child in through the main office. **Please be sure to have your ID with you at all times to enter the building.**

**Under no circumstances are parents allowed to leave their child unattended before 9:15 AM or 1:00 PM.**

### LATE ARRIVAL

Also, if your child arrives late to school, you **MUST** come to the office and sign your child in. **DO NOT LEAVE YOUR CHILD OFF OUTSIDE THE BUILDING. CHILDREN ARE NOT PERMITTED TO GO DIRECTLY TO THEIR CLASSROOMS UNTIL THEY ARE SIGNED IN. SAFETY FIRST!**

### EARLY DISMISSAL/PICKING UP

If your child must be excused from school earlier than usual, a note should be sent in letting the teacher know the time your child will be picked up and the person who will be picking them up. If an emergency arises, where this is not possible, you must call the principal's office to provide the information needed. A sign-out sheet is available in the main office to be completed when you pick up your child. **YOU MUST PRESENT A VALID ID EVERY TIME YOU PICK UP YOUR CHILD.**

**YOU MUST COME TO THE OFFICE AND SIGN YOUR CHILD OUT. NO CHILD WILL BE DISMISSED DIRECTLY TO A WAITING VEHICLE. NO CHILD WILL BE RELEASED TO ANYONE 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.**

### LUNCH AND MILK

Hot lunch, including milk, is provided at each building for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grade students. **Kindergarten students may purchase milk only.** Kindergarten teachers will provide information about purchasing milk. A menu for each month will be sent home with your child. PLEASE READ THE MENU carefully to avoid buying a lunch your child may not care to eat.

A computerized lunch system is in effect called mySchoolBucks. This can be accessed from our school district's website ([www.eht.k12.nj.us](http://www.eht.k12.nj.us)) or by going to [www.mySchoolBucks.com](http://www.mySchoolBucks.com) directly. Your child will be issued an ID number. This ID number will be used by your child to purchase food in the cafeteria.

If you would like to pay in advance you may do it 2 ways:

- (1) Place the amount in an envelope with your child's 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.
- (2) Go on line, create an account and sign in. Once into the system, you may add money to your child's account using a credit card. The program will keep daily records of your child's account.

Lastly, you may still pay for lunch on a daily basis if you choose.

Free and reduced lunch forms are distributed by mail early in the school year. Additional forms can be found in the main office and cafeteria of each building, or by visiting the district website (click on District Services then Dining Services).

## **SCHOOL NURSE**

The school nurse is available for any medical concerns during school hours:

- Please inform the school nurse of any allergies or illnesses that your child has even if they do not receive medication at school.
- The nurse will conduct routine hearing and vision screenings. You will be informed if there is a need for further testing.
- Please keep children home from school if they have had a fever or illness within the last 24 hours. If a student is sent home from school with a fever or vomiting, they should not return to school the next day. Failure to do so may delay your child's recovery as well as spread infection to others.
- If a student goes to the nurse and presents with flu like symptoms (fever, cough, etc), the student will be sent home. Upon return to school the student must have a doctor's note and be symptom free for 48 hours. Please refer to our website for more information or call our school nurse.

**When a child returns after an illness, please send in a note stating the reason and dates of the absence(s) the day the student returns or within one week of absences.**

**Injuries and returning to school on crutches**-If a child injures himself/herself to the point of needing crutches, please note crutches cannot be used in the elementary schools. Your doctor needs to indicate on the script that a wheelchair is required and you may need to rent one as the school may not have one available. If there are any issues, the school will work with you to keep the child in school. Please contact the nurse as soon as possible.

**Mrs. DiCicco, Elementary School Nurse, may be reached at her office: ext. 1110**

## **Immunization**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health.

A student shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 Immunization of Students in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health or by order of the New Jersey State Commissioner of Health, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.



Effective September 1, 2008, four vaccines were added to the current rule on minimum immunization requirements for school attendance. Child care centers and preschools must now require proof of the pneumococcal conjugate vaccine series and an annual influenza vaccine. The amended regulations are in N.J.A.C 8:57-4

### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL**

- Medication should be given at home, when possible.
- If this is not possible, you must contact our school nurse and arrange an appointment to discuss this matter with her.
- A NOTE MUST BE ISSUED BY A LICENSED PHYSICIAN.
- 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, the dosage and the 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 and appropriately labeled by the pharmacy or physician.
- A NEW NOTE IS NEEDED FOR ANY CHANGE OF MEDICATION.
- MEDICATION IS NEVER TO BE SENT TO SCHOOL WITH YOUR CHILD!!!
- A certified nurse or parent/guardian is the only one permitted to administer medication in the schools and/or on school trips.

### **TRANSFERS**

If you plan to move, you must contact the school office for a Transfer Out Packet. They will inform you of the steps you need to take and assist you in the process.

### **HOME INFORMATION CHANGES**

- If you have a change of telephone number please contact the main office.
- If you have a change of address contact Central Registration at 927-4141 ext. 1103.

### **SCHOOL PICTURES**

Our school calendar and website will indicate picture dates.

**Individual Pictures** - will be taken two times during the school year; Fall and Spring. In order to receive your pictures, the money must be sent in with your child **on the day your child is photographed**.

Envelopes will be provided. Your child's teacher will let you know when the money needs to be sent in. All students will have their pictures taken regardless of purchasing.

**Class pictures (group pictures)** - will be taken in the Spring. Payment will follow the same procedure as above. All students will have their pictures taken regardless of purchasing.

### **PARENTS' CLUB**

A Parents' Club is formed 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 by the Club 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.

**\*\*Parents or teachers should not send home any requests for money for ANY reason (ex. teacher gift, party supplies, school supplies, etc.) THIS IS NOT PERMITTED!!!**

## **SCHOOL PARTIES**

The Parents' Club may assist at parties scheduled for the following events: Fall, December holidays and Spring holidays. Siblings may **not** accompany parents to parties. These celebrations are designated for school students. The number of parents permitted to attend a school party will be decided in advance by the Principal. We are required to follow all fire code regulations with room capacity. Additional concerns are for the safety of our students and visitors.

For birthday parties, parents may bring in cupcakes or cookies. **OUR SCHOOL IS NUT/TREE NUT FREE FOR SNACKS!!!** All food items entering classrooms must be checked by the school nurse if there are specific allergies in the classroom. Food items that pose a potential danger to a student with an allergy will **NOT** be permitted. Please call the teacher and school nurse with any questions or concerns.

We do not allow parents to send invitations to school for birthday parties unless the entire class is invited.

## **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 Drill
- Lockdown
- Evacuation
- Bus Drill

## **ATTENDANCE**

### A. Definitions

1. "Attendance" is a student'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 student 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.
  - A Kindergarten student 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 student is assigned.
  - A student 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 student's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - The student's illness
  - Family illness or death
  - Educational opportunities
  - Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16

- 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,
  - The student's suspension from school,
  - The student's required attendance in court,
  - 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.
  - An absence for a reason not listed above, but deemed excused by the Principal or Designee, upon a written request by the student'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.
3. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed above.

B. Notice to School of a Student's Absence  
Parent/Guardian:

1. Please call the school office at least fifteen (15) minutes prior to the start of the school day the morning of the student's absence. For PM Pre-K /Kindergarten sessions, please call in the morning to let us know your child will be absent.
2. Please let us know if you anticipate that an absence will be prolonged. Our front office will let the teacher know so that an arrangement of make-up work can be made.

C. Returning to School After an Absence

1. 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.
2. 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.
3. 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.

D. Instruction/Participation

1. Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) or more school days duration. The parent(s) or legal guardian(s) or adult student must request such home assignments.

2. A student 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 student must request home instruction.
3. Students absent for any reason are expected to make up the work missed.
4. In general, students 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 students.
5. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

E. Minimum Attendance Requirements (Grades K through 8)

An elementary student 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 student's suspension will not count toward the total. Exceptions to this rule may be made for students 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.

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.

**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.**

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

Per regulation and state code, the school district has specific guidelines regarding unexcused absences and absences for students with disabilities. This regulation dictates the specific steps a school principal or designee must take. Please see our district web page under Board Policies; Policy 5200.

G. Recording Attendance

1. Teachers must accurately record the students present, tardy, and absent each day in each session or each class. Attendance records must also record students' 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 student absences. The attendance form for PM Kindergarten will be delivered no later than 1:15 PM.
4. A report card will record the number of times the student was absent and tardy in each marking period.
5. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

H. 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 student days present for all students by the total possible number of student days present for all students 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 student attendance pursuant to N.J.A.C. 6A:32-12.2(a)3 shall be developed.

**\*\*\*\*\*COMPLETE ATTENDANCE REGULATIONS ARE AVAILABLE WITH A REQUEST TO THE FRONT OFFICE.**

### **COMPUTERS AND USE OF TECHNOLOGY**

There are specific guidelines regarding the student's use of technology; including hardware and software. Every parent/guardian is required to sign a form allowing the permitted usage of technology. **Please reference the attached policy # 2361 Acceptable use of Computer Network, Computers and Resources.**

### **ELECTRONICS and COMMUNICATION DEVICES**

Students may carry electronic devices as outlined in policy. Students may not use these devices nor can they be visible **UNLESS THEY ARE PART OF A SCHOOL PROJECT WITH THE TEACHER'S PERMISSION.** **Please reference the attached policy # 2363 Pupil use of Privately-Owned Technology.**

### **STUDENT DRESS**

Please reference the attached policy # 5511 Dress and Grooming

#### Personal Appearance

- Good taste in personal attire and grooming plays a tremendous role in creating the kind of overall school atmosphere which is conducive to productive learning, efficient teaching and favorable decorum.
- Students are expected to look neat and clean at all times for school and all school-sponsored activities such as concerts, plays, talent shows, dances, etc.
- Any attire or grooming which is therefore immodest, sloppy, which affects the classroom atmosphere adversely, or which creates a behavioral problem, will be considered unacceptable and dealt with accordingly.

#### Students will not wear:

- Shirts cut off at the midriff, open-back shirts/dresses, tank tops/racer backs, spaghetti straps or cut off sleeveless T shirts (if in doubt, always have a sweater with you)
- Hats or sunglasses
- Inappropriate shoes such as; flip-flops and high heels
- Coats or jackets of ANY LENGTH (outerwear) in the school building.
- Short-shorts, cut-offs, frayed shorts, spandex, athletic or running shorts, or swimming trunks.

The Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board upon request, of gangs which are associated with criminal activities.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9. Adopted: 10/22/2002

## SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents or legal guardians, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

- The Superintendent and building principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
- Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.
- No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.
- The Superintendent shall develop regulations that will protect students and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

## REPORT CARDS

- Report cards will be distributed digitally 3 times a year using a Standards-Based reporting system.
- **Reporting Codes for English Language Arts, Mathematics, Science and Social Studies**
- 4 = Student demonstrates mastery of the performance expectations or learning standards and shows ability to apply and transfer learning with depth and complexity independently.
- 3 = Student demonstrates mastery of the performance expectations or learning standards independently.
- 2 = Student demonstrates partial mastery of the performance expectations or learning standards with support.
- 1 = Student provides little to no evidence of meeting the performance expectations or learning standards even with support. Students need to be retaught.
- X = Not assessed at this time.
- **Reporting Codes for Special Areas**
- O = Outstanding
- S = Satisfactory
- N = In Need of Improvement
- X = Not assessed at this time
- **Reporting Codes for Learner Behaviors, Social Development/Citizenship, and Work Habits**
- 4 = Student demonstrates mastery of the behavior expectations and shows ability to apply and transfer behaviors independently.
- 3 = Student demonstrates mastery of the behavior expectations independently.
- 2 = Student demonstrates partial mastery of the behavior expectations with support.
- 1 = Student provides little to no evidence of meeting the behavior expectations even with support.
- X = Not assessed at this time.
- Parent conferences will be scheduled in the fall.

## **HOMEWORK**

Kindergarten and 1<sup>st</sup> Grade homework will take approximately 10-20 minutes. In grades 2 and 3, homework will be approximately 20-30 minutes in duration. Homework will not be assigned on Fridays or on days before a holiday. Homework should provide practice of taught material. It should not be new learning. Homework does not include Reading every night. Reading is a separate activity.

## **READING**

Please provide your child with a quiet place to read for 30 minutes per day. Reading as a shared and independent activity will encourage your child and help promote the acquisition of robust vocabulary and increased reading skills.

- Kindergarten students should be reading too. If a Kindergarten student cannot maintain 30 minutes of reading, then the parent(s) should read to them for the remainder of the 30 minutes. (Ideally, the Kindergarten student will build up stamina and be able to sustain reading for 30 minutes by midyear). Early on, however, it may be necessary for the student to read sight words and sight word books with repetition partnered with a parent reading to the child for the remainder of time. We will ask parents to sign a contract with their child and teacher as reading is critically important to their acquisition of vocabulary, comprehension, and other skills.
- Each night, our 1<sup>st</sup>-3<sup>rd</sup> Grade students are to read for 30 minutes. They should be reading books at their level. We will ask parents to sign a contract with their child and teacher as reading is critically important to their acquisition of vocabulary, comprehension, and other skills.

## **HOMEWORK HINTS**

Homework provides the opportunity for your child to practice the lessons of the school day. It helps the teacher determine student learning and decide if any remedial or enrichment lessons need to follow. It also helps develop your child's sense of responsibility.

Here are some homework suggestions:

- 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 and allow you to communicate with the teacher.

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

## **CONFERENCES THROUGHOUT THE SCHOOL YEAR**

We request that all parents call the school for an appointment if they wish to schedule a conference with the principal or a teacher.

## **PROMOTION POLICY**

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 goals and objectives written into their Individual Educational Plans (IEPS).

Promotion is also related to attendance regulations. Please see the attendance policy in this handbook.

## **INTERVENTION AND REFERRAL SERVICES**

The NJ Administrative Code mandates the establishment and implementation of a system for the delivery of intervention and referral services in each school. This building-based committee consists of representatives of our school staff, including: teachers, counselors, reading specialists, nurse, CST representatives, and Administration. The committee meets regularly to review individual student concerns brought to their attention by teachers or parents. Working in cooperation with families enables this committee to better understand how to provide appropriate assistance to our students. The function of this system is to develop and implement action plans. These action plans provide for appropriate school or community interventions, as well as referrals to school or community resources. In addition, the committee provides support, guidance, and professional development to school staff. Parent communication in the development and implementation of referral services action plans is an important part of the process too. Please be certain to contact your child's teacher with concerns regarding their academic and social development. We are here to help you.

## **BEHAVIOR**

### **SCHOOL**

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

### **THE PLAYGROUND**

- Hard balls, Frisbees, skateboards, etc., **ARE NOT PERMITTED.**
- Students are expected to display proper behavior. If you have a problem on the playground, you are to report such to the supervising teacher.
- All children are to keep their hands, feet, and objects to themselves at all times.
- Students are expected to abide by all posted rules and signs of playground etiquette.

### **THE CAFETERIA**

- Follow the rules and procedures set by the lunch duty teachers.
- Wait to be dismissed to the line for food.
- Ask permission to use the bathroom or get up for something.
- Walk quietly at all times.
- Talk quietly.
- Tables are to be cleaned before leaving the cafeteria. If something is dropped on the floor, please pick it up.
- Students are not permitted to switch seats. Students are to remain seated until they are excused.
- No food is to leave the cafeteria unless it is in a lunchbox.
- Students should eat the lunch packed by their parents or purchased at school. Trading food items is not allowed

### **BATHROOMS**

Respectful and appropriate behavior is expected. Any vandalism will be taken seriously and discipline will follow.



- When used individually, students must have a pass from a teacher.
- When used as a class, students should wait patiently for a turn.

## **RULES OF CONDUCT**

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

In addition, students shall not:

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

The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6 and Policy 5600.1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

**DISCIPLINE (Policy 5600)**

The consequences of disciplinary action stated in the following chart will be imposed. In the daily operation of a school it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination by an administrator other than that listed below may be imposed.

*Please note that any major infraction during the school year, particularly in the Third Trimester, may lead to the loss of end of the year activities that may include, but are not limited to: end of year picnics, school trips, award ceremonies, and Fun Day.*

**IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK.**

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in the school building. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school.

**\*\*The Swift School Complex is a Zero Tolerance School for Drugs, Alcohol, Weapons, and Violence.\*\***

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

**SEARCH AND SEIZURE**

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

## TYPES OF DISCIPLINE

The following are TYPES OF DISCIPLINE that may be enacted:

1. **TEACHER DETENTION:** Teachers may issue detention during lunch, recess or any other time during the school day.
2. **ADMINISTRATIVE/LUNCH/DETENTION:** Teachers and the administration may issue detention during the day for lunch and/or recreation time. Pupils must report for the detention in the designated area at the beginning of lunch and/or recreation time. Any violations of rules during this time may result in serious disciplinary action.
3. **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP):** In-school suspension is a serious disciplinary consequence. Students should report to the Principal/Assistant Principal's Office with schoolwork for the day during homeroom.
4. **BUS SUSPENSION:** Any violation of the school bus rules may result in a bus suspension. Pupils will not be able to ride the bus during the designated time. Parents/guardians are responsible for transporting the pupil to and from school during the time of bus suspension. If parent/guardian cannot provide transportation to and from school, this day is not an excused absence.
5. **OUT OF SCHOOL SUSPENSION:** This is the most serious disciplinary action, which may be imposed by the Principal or Assistant Principal on a case by case basis. The pupil may not be permitted to return to school until a parent conference is conducted. Pupils are not to participate in after school activities or return to school for after-hours events the day of suspension. Pupils who come on school grounds during a suspension will be subject to possible arrest and charged with trespassing. *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.*
6. **BEHAVIORAL CONTRACTS/PLANS:** Students may be placed on a behavior contract/plan for various reasons as determined by administration.

## CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of 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.

1. **Academic Cheating/Plagiarism:** Any student caught cheating on any assignment or test will receive discipline, in addition to losing credit for the assignment(s).
  - 1<sup>st</sup> Offense: Administrative detentions
  - 2<sup>nd</sup> Offense: Alternative Educational Placement (Full or Partial Day)
  - 3<sup>rd</sup> Offense: Out-of-school Suspension
2. **Assault:** 1st Offense: 4 day Out-of-School Suspension (Possible charges filed with EHTPD)

2nd Offense: 10 day Out-of-School Suspension (Possible charges filed with EHTPD)

3rd Offense: Administrative Discretion

\*\*\* Assault on a staff member will result in an Administrative Review.\*\*\*

3. *Cafeteria Misconduct:*

- a. Misbehavior in the cafeteria area and/or throwing food or trash, or leaving trash or littering will result in student being assigned a minimum of, but not limited to, one Administrative Detention. Students may also be assigned to lunch detention for an assigned period of time.

4. *Communication and Electronic Devices:* 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 school district shall assume no responsibility for the security of, or damage to, any privately-owned technology brought to school by a pupil.*

1<sup>st</sup> Offense: Warning and Device Confiscation (Notify Parent/Guardian)

2<sup>nd</sup> Offense: Administrative Detention and Device Confiscation (Notify Parent/Guardian)

3<sup>rd</sup> Offense: Administrative Discretion and Device Confiscation (Notify Parent/Guardian)

5. *Computer Misuse:* Computer access is granted to individual pupils 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; adding any unauthorized software; 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; intentionally wasting limited resources; employing the network for commercial purposes.

- A. Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; Intentionally wasting limited resources such as paper;

Violating copyright laws:

1<sup>st</sup> Offense: Administrative detention(s)

2<sup>nd</sup> Offense: Administrative Detention and/or loss of computer privilege

- B. Harassing, insulting or attacking others: Will result in an immediate loss of computer privileges. Please see Harassment, Intimidation, Bullying and Fighting.

- C. Intentionally damaging computers, systems or networks: Out-of-school suspension - restitution for damage

6. *Conduct Potentially Dangerous to one's self or others:* Including but not limited to: threats, near fights, throwing snowballs, wrestling, play fighting, pushing, kicking, shoving, fire drill concerns, lockdown, security drills, and throwing rocks or other objects.

1<sup>st</sup> Offense: Administrative Detention(s)

2<sup>nd</sup> Offense: Alternative Educational Placement (Full or Partial Day)

3<sup>rd</sup> Offense: Out-of-School Suspension

7. *Defiance, Disrespect, Disruption, and Continued/Willful Disobedience*: 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.
- \* Refusal 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. \*\*\*\*\*Continued or Willful Disobedience, Disrespect, or Defiance of Authority will result in a suspension\*\*\*\*\**

8. *Dress Code*: Please refer to Dress Code Policy.

*\*\*\*Students who continually violate the dress code will receive progressive discipline.\*\*\**

9. *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 pupil 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:*

- 1<sup>st</sup> Offense: Minimum of 4 to 10 days Out-of-School suspension-Based on the Investigation conducted by the administration
- 2<sup>nd</sup> Offense: Administrative Referral (Building Level-Principal)
- 3<sup>rd</sup> Offense: Administrative Referral (District Level-Central Office)

*In accordance with N.J.A.C. 6A:16-4.1 (c), the following disciplinary action will be taken in the event the pupil does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:*

- 1<sup>st</sup> Offense: 10 (ten) days suspension-Based on the investigation conducted by the administration
- 2<sup>nd</sup> Offense: Administrative Referral (Building Level-Principal)
- 3<sup>rd</sup> 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.*

10. *Failure to Follow Procedure*: This includes failure to obey school rules as outlined in this handbook.

- 1<sup>st</sup> Offense: Administrative Detention(s)
- 2<sup>nd</sup> Offense: Alternative Educational Placement (Full or Partial Day)
- 3<sup>rd</sup> Offense: Administrative Discretion

11. *False Alarms*: Initiating a false alarm is a dangerous and serious action. A student guilty of such an offense endangers others and is in violation of the law. *The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis.*
  
12. *Fighting*:
 

1 <sup>st</sup> Offense:	2 day Out-of-School Suspension
2 <sup>nd</sup> Offense:	4 day Out-of-School Suspension
3 <sup>rd</sup> Offense:	Administrative Discretion
  
13. *Forgery*: Forgery or unauthorized use of school forms.
 

1 <sup>st</sup> Offense:	Administrative detention(s)
2 <sup>nd</sup> Offense:	Administrative Discretion
  
14. *Harassment/Intimidation/Bullying/Hate Crimes (Policy # 5512)*: "Harassment, intimidation, and bullying" is any gesture, written, verbal, or physical act or any electronic communication, that takes place on school property, at any school-sponsored function, or on a school bus (refer to page 16 for more information). The severity of the disciplinary action will be based upon the circumstances of the infraction. The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to the EHTPD.
  
15. *Inappropriate Comments/Gestures/Drawings*: Minimum of, but not limited to, Administrative Detention.
  
16. *Leaving Class Without Permission*: A pupil will receive an administrative detention(s) for removal from class or leaving class without permission. Students who leave school without permission will be considered truant
  
17. *Misconduct on School Bus and/or Failure to Wear Seat Belt*:
 

1 <sup>st</sup> Offense:	Warning (Letter or Parent Contact)
2 <sup>nd</sup> Offense:	Administrative Detention
3 <sup>rd</sup> Offense:	Administrative Discretion
  
18. *Profanity*: Using or writing profanity.
 

1 <sup>st</sup> Offense:	Administrative Detention(s)
2 <sup>nd</sup> Offense:	Alternative Educational Placement (Full or Partial Day)
3 <sup>rd</sup> Offense:	Administrative Discretion
  
19. *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; pantsing another student. 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 EHTPD.

20. *Smoking and Use/Possession of Tobacco Products:* Cigarettes, tobacco products, matches, and/or lighters in pupil possession on school property will be confiscated and discarded.

Possession: Administrative Discretion/Parent Contact

Use: Out of school Suspension

21. *Theft:* Illegally possessing school property or the property of others. The local authorities may be contacted depending on the severity of the situation. Minimum of one Detention or up to a 10 day Out-of-school suspension.
22. *Unauthorized Sales:* Unauthorized sales of candy, gum or any other goods are strictly prohibited. Sale items will be confiscated and disciplinary action may be taken.
23. *Use of Unacceptable Language/Obscene Gestures/Violence/Threats Toward Staff Member:* Out-of-School Suspension. A staff member may choose to sign a complaint at the EHTPD.
24. *Vandalism/Graffiti:*  
Defacing school property in any way is a serious offense. Any pupil committing such as action will be placed in Alternative Educational Placement for a minimum of one day and up to a maximum of a 10-day out of school suspension (OSS). Parent will be held financially responsible for damages. Local authorities may also be contacted depending on the severity of the vandalism. Discipline is determined at the Discretion of the Administrator.
25. *Weapons/Potentially Dangerous Objects (Including knives, sling shots, exacto- knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects):*  
Alternative Educational Placement or Out-of-School Suspension. Police may be notified.

### Disciplinary Measures

The following disciplinary measures may be applied as appropriate to the student's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment  
A school staff member in authority may admonish the student for his or her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
3. Deprivation of Privileges
4. Detention
5. Suspension from School

### Remedial Measures

The following remedial measures may be taken to aid in correcting student conduct and to ensure that the student is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration  
The student may be required to:

- Make restitution, in kind or cost or labor, for any loss he or she has caused; or
  - Restore to its former condition, by his or her own labor, any property the student has damaged or defaced.
  - A student who refuses to make restitution or restoration as directed may be disciplined.
2. Counseling
  3. Parent Conferences
  4. Alternate Educational Program

## **SCHOOL BUS**

Students assigned to a school bus must obey all school rules, and

- Show respect for the driver at all times;
- Enter and leave the bus in an orderly manner;
- Ride only the bus to which they have been assigned;
- Remain seated while the bus is in motion
- Talk in a reasonable tone of voice and avoid loud noises
- Board and disembark at their designated assigned bus stop
- Wear Seat belts must be wore at all times
- Stay in assigned seat. Each student will receive an assigned seat. This is the seat they will sit in every day unless it is changed by the principal, assistant principal or bus driver.
- Keep hands, feet, books, coats and all other objects out of the aisles.

Students must not:

- Bring Toys and electronic games to school. The school and drivers are not responsible for broken or missing items.
- Extend any portion of the body or other object out a bus window;
- Bring animals or bulky, unmanageable projects onto the school bus;
- **Eat and drink on the bus;** No food (including candy) is allowed to be out of a book bag on the bus.
- Possess, use, or distribute no substance in violation of Policy No. 5530.

Progressive discipline will be used to deter student's misbehavior:

- Warning
- Seat change
- Detention
- Multiple detentions
- Bus Suspension

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, a bus exclusion will **NEVER** provide a student with an excused absence from school



## **BULLYING**

H. Russell Swift Elementary School has a zero tolerance policy regarding harassment, intimidation or bullying tactics. This is defined by DISTRICT POLICY # 5512.01 as any gesture, written, verbal or physical act or electronic communication that takes place on school property, at any school-sponsored function or on a school bus... When occurrences of these behaviors take place, parents will be notified and children will be managed as per our existing policy. Please review the policy below.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

**(Also see School Board Policy 5512)**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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 students; 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 student or damaging the student's property, or placing a student 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 student or group of students; or
- 6.) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. This includes but is not limited to:
  - Verbal: name-calling, teasing, threatening, taunting and gossiping.
  - Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, manipulating friendships, initiating rumors, and extorting coercive peer pressure.
  - 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 students 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.

#### Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying

Consequences for a student 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 student, and the student's history of problem behaviors and performance.

1. The consequences may include, but are not limited to, the examples listed below:

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Participating in school district-sponsored programs.

2. Remedial Measures

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.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

#### **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) affords 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 education 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 education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Principal [or appropriate school official], 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 that 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

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

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 included, 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
- Address
- Telephone number
- Date and place of birth
- Electronic mail address
- Photograph
- Participation in officially recognized sports
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Dates of attendance
- 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.

### **PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Student Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the H. Russell Swift 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 H. Russell Swift 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**

### **POLICIES**

All policies can be found on our district website, [www.eht.k12.nj.us](http://www.eht.k12.nj.us), as well as being available in the main office of each school.

#### **Policy**

##### **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

## **2260 Affirmative Action Program for School and Classroom Practices**

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.

### **5530 Substance Abuse**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

**Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.**

### **5338 Diabetes Management**

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan

**Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.**

### **5331 Management of Life-Threatening Allergies in Schools**

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. At the same time, the Board recognizes a pupil's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws.

**Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.**

### **5519 Dating Violence at School**

Pursuant to N.J.S.A. 18A:37-35a, all School Districts must approve a policy outlining six components regarding dating violence which are as follows: (1) a statement that dating violence will not be tolerated; (2) dating violence reporting procedures; (3) guidelines for responding to at-school incidents of dating violence; (4) discipline procedures specific to at-school incidents of dating violence; (5) warning signs of dating violence and (6) information on safe, appropriate school, family, peer, and community resources available to address dating violence.

**Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.**

### **5751 Sexual Harrassment**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

**Please see district website [www.eht.k12.nj.us](http://www.eht.k12.nj.us) for complete policy.**

### **2361 Acceptable Use of Computer Network, Computers and Resources**

With the spread of internal computer networks and telecommunications throughout the modern work place, the Board recognizes that students, teachers, administrators and other employees will shift the ways they share ideas, transmit information, and contact others. As students and staff members are connected to computer networks, their use of new tools and systems brings new responsibilities as well as opportunities. Appropriate tiered access will be assigned based on responsibility and job description as defined by the Board of Education.

The Board expects that all employees will learn to use internal networks, electronic mail and telecommunications tools when available to them and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments that pertain to the educational purposes of the school district. Students will learn to use resources as incorporated into the school curriculum.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Information Age. The Board expects that the staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources.

Use of computer networks is a privilege and communications should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Network storage areas may be treated like school lockers. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Telecommunications, electronic information sources and internal networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened--prior to use--by committees of educators and community member's intent on subjecting all such materials to reasonable selection criteria. This Board Policy requires that all electronic materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available file server in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

### Staff

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer materials, which comply with Board guidelines governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.

As much as possible, access to information resources will be designed in ways, which point students to those, which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others, which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### Student

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group. These rights and responsibilities apply to access to the network from within the school building as well as off site.

### Online Global Communications

We are pleased to offer students of the Egg Harbor Township Schools access to the district computer network to access programs and files on our internal network, for electronic mail and Internet access. Online global communications and the Internet, all students must obtain parental permission and must sign and return the form to their teacher.

Online global communications and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet and other electronic databases might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Egg Harbor Township Schools support and respect each family's right to decide whether or not to apply for access.



### Online global Communications and Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Parent permission is required for students.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Users should not expect that files stored on district servers would always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Federal Communications Commission: Neighborhood Children's Internet Protection Act  
Adopted: 10/22/2002

Revised: 5/11/2010, 6/12/2012

## **5511**

### **DRESS AND GROOMING**

#### Personal Appearance

Good taste in personal attire and grooming plays a tremendous role in creating the kind of overall school atmosphere which is conducive to productive learning, efficient teaching and favorable decorum.

Students are expected to look neat and clean at all times for school and all school-sponsored activities such as concerts, plays, talent shows, dances, etc.

It is true that styles change, yet along with basic style changes, there usually appears a fringe area of unreasonableness, which leads to a breakdown in learning, teaching and good decorum.

Any attire or grooming which is therefore immodest, sloppy, which affects the classroom atmosphere adversely, or which creates a behavioral problem, will be considered unacceptable and dealt with accordingly.

Students will not wear:

1. Shirts cut off at the midriff, tank tops or cut off sleeveless T shirts;
2. Hats, sunglasses, or flip-flops;
4. Coats or jackets of ANY LENGTH (outerwear).

Shorts must be appropriate for school dress. Shorts that may not be worn include: short shorts, cut-offs, frayed shorts, spandex, athletic or running shorts, or swimming trunks.

(\*please note that if the weather is below 40 degrees, shorts should not be worn.)

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board upon request, of gangs which are associated with criminal activities.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9.

# Attendance Regulation 5200

## School District Response to Unexcused Absences During the School Year

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
  - Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - Conduct an investigation of the cause of each unexcused absence, including contact with the student's parent or legal guardian;
  - Develop an action plan in consultation with the student'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;
  - 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
  - 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:
  - Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - Conduct a follow-up investigation, including contact with the student's parent or legal guardian, to determine the cause of each unexcused absence;
  - Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
  - Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
    - o Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - o Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - o Consider an alternate educational placement;
    - o Make a referral to a community-based social and health provider agency or other community resource;
    - o Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
    - o 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.
  - Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. A student is permitted ten unexcused absences. For cumulative unexcused absences of more than ten, the student 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:

- Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
  - Make a reasonable attempt to notify the student's parent or legal guardian of the mandatory referral;
  - Continue to consult with the parent or legal guardian and the involved agencies to support the student's return to school and regular attendance;
  - Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - 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 students 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 student'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 student with up to four cumulative unexcused absences.
- For each student attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.
    - o 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.

## Egg Harbor Township Schools

[www.eht.k12.nj.us](http://www.eht.k12.nj.us)

Administration Offices  
13 Swift Drive  
Egg Harbor Township, NJ 08234

Dr. Kimberly A. Gruccio  
*Superintendent*  
Mr. Stephen Santilli  
*Assistant Superintendent*  
Mr. John Davis  
*Assistant Superintendent*  
Dr. Terry Charlton  
*Director of Human Resources*

Ms. Chandra Anaya, CPA  
*Business Administrator/Board Secretary*

Superintendent's Office  
*Phone: 609-646-7911*  
*Telefax: 609-601-2794*

Business Office  
*Phone: 609-646-8441*  
*Telefax: 609-601-2904*

### 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. Terry Charlton, Director of Human Resources  
Egg Harbor Township Schools  
13 Swift Drive  
Egg Harbor Township, NJ 08234

### 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.

#### For Your Information

School District Affirmation Action Officer  
Dr. Terry Charlton

School District 504 Compliance Officer  
Dr. Terry Charlton