

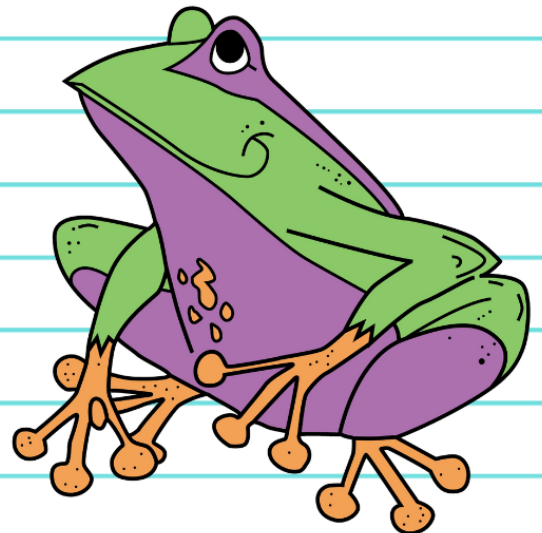
WE LEAP
WITH
PRIDE

FROG POND ELEMENTARY STUDENT HANDBOOK

LITTLE EGG HARBOR SCHOOL DISTRICT

STUDENT & PARENT HANDBOOK

2023 - 2024





Little Egg Harbor School District Board Of Education

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Melissa Gallagher — Director of Curriculum and Instruction

Frog Pond School Administration

Thomas P. Denning, Principal

Paul Nazarok, Elementary Supervisor

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DISTRICT CONTACTS

(609) 296-1719

Superintendent

Patte Blood (Ext. 1010)

pblood@lehsd.org

Business Administrator

Robert Green, Business Administrator (Ext. 1013)

rgreen@lehsd.org

Curriculum and Instruction

Melissa Gallagher, Director of Curriculum and Instruction (Ext. 1051)

mgallagher@lehsd.org

District Affirmative Action Officer

Jacqueline Truzzolino, Director of Personnel, Planning & Evaluation (ext. 2100)

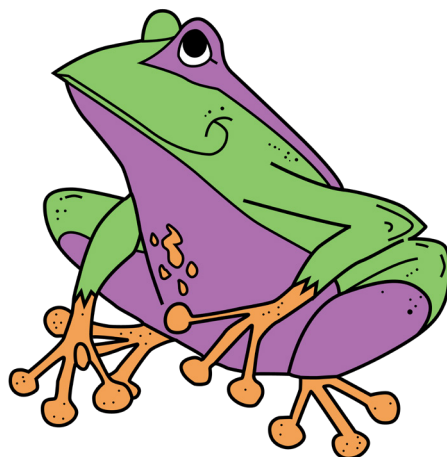
jtruzzolino@lehsd.org

District Anti-Bullying Coordinator

Jacqueline Truzzolino, Director of Personnel, Planning & Evaluation (ext. 2100)

jtruzzolino@lehsd.org

FROG POND ELEMENTARY SCHOOL CONTACTS



Principal – Thomas P. Denning

(Ext. 2022)

tdenning@lehsd.org

Elementary Supervisor – Paul Nazarok

(Ext. 2048)

pnazarok@lehsd.org

Secretary – Nikki Martin

(Ext. 2013)

nmartin@lehsd.org

Secretary – Kami Trebour

(Ext. 2010)

ktrebour@lehsd.org

Clerk – Jessica Corliss

(Ext. 2016)

jcorliss@lehsd.org

Child Study Team Secretary – Patty Mann

(Ext. 2014)

pmann@lehsd.org

Anti-Bullying Specialist – John McGrath

(Ext. 2213)

jmcgrath@lehsd.org

General Information



MISSION STATEMENT

Through open and collaborative communication among students, staff, parents, and the community, the Little Egg Harbor School District will provide modern facilities that support a culture of high expectations for individual achievement for all students. Students and staff will practice the value of good stewardship of resources by maintaining a sustainable environment for learning. A robust system of support, intervention, and enrichment will include a diverse range of experiences through access to supportive technology, after school programs, township agencies, and health and wellness initiatives that encourages, institutes, and rewards lifelong learning in our students.

RESIDENCY, PHONE NUMBERS & EMERGENCY CONTACTS

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

SCHOOL VISITORS

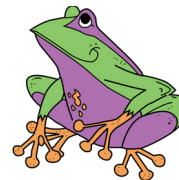
In order to ensure the safety of our students, all persons entering the school building must report directly to the Main Office to present identification, sign in, and receive a visitor's badge. Visitors must receive permission from the main office to visit within the building. VISITORS MAY NOT GO DIRECTLY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

STUDENT RIGHTS

PUPIL RIGHT OF PRIVACY 5770

Students' rights are guaranteed by the United States Constitution, New Jersey Constitution, state and federal statutes, state and federal court decisions and Commissioner of Education rulings. The New Jersey Constitution guarantees students the right to a "Thorough and efficient free public education."

General Information



STUDENT'S RIGHT (CONT'D)

The United States Constitution guarantees students the right of free expression* (speech, assembly, petition, press, etc.). The Constitution also guarantees equal protection under the law and procedural due process rights. The equal protection clause protects students from being denied access into the vocational program of their choice. The due process clause guarantees that student rights cannot be denied without basic informal procedural rights. Students are guaranteed equal access to all programs and activities.

*Note: Schools have the right to limit these rights of free expression only when such limitations are necessary to prevent a material and substantial disruption to maintain the discipline necessary for the operation of a school.

POLICY OF NONDISCRIMINATION

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information or Testing, Family and Medical Leave, Sexual Orientation and Gender Identity or Expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

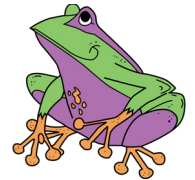
AFFIRMATIVE ACTION

AFFIRMATIVE ACTION POLICY 1140

The Board of Education (BOE) recognizes and values the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

**District Affirmative Action Officer:
Jackie Truzzolino 609-296-1719 (ext. 2100)**

General Information



SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Little Egg Harbor School District is responsible to prevent discrimination in policy, programs, and practice regarding personnel and students. The Little Egg Harbor School District is responsible to identify, evaluate, and afford success to appropriate educational services for students who are determined eligible for Section 504 services. Parents/Guardians who disagree with the school's determination may request a hearing with an impartial hearing officer. Parents/Guardians of children who are believed to have a disability that requires modifications or accommodations to his/her educational program should contact the building principal.

BOOK AND EQUIPMENT RESPONSIBILITIES

Books and equipment distributed to students for their use are the property of the Little Egg Harbor School District. Students assume responsibilities for these items and are expected to pay for any damage or loss. It is expected that students will have book covers on all books distributed to them. Report cards/diplomas will not be issued at the year's end to any student with outstanding obligations. Students with outstanding obligations will be placed in loss of privilege status.

FIRE DRILL PROCEDURES

During the course of a fire drill, or in the event of a real fire, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom or student activity area, and are to be strictly adhered to. Routes and evacuation procedures will be reviewed by each classroom teacher.

EMERGENCY DRILL PROCEDURES

During any type of emergency drill all students must follow the direction of staff. Students must remain quiet and not utilize cell phones or any other electronic devices.

General Information



GENERAL SAFETY

It is expected that students at all times conform to accepted levels of personal and public safety. At no time may any students run or push in the hallways, rock back on chairs, throw objects, etc., or engage in similar actions, which may injure a person or property. This is a violation of school rules and regulations.

HOMEROOM AND MORNING ANNOUNCEMENTS

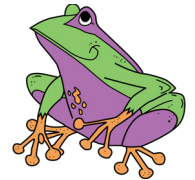
Homeroom is an integral part of each student's day. During this time period students will receive important information regarding school activities, special schedules for assemblies, school-wide testing, etc. In addition, attendance in their homeroom establishes the student's daily presence in school for the official state attendance register. It is imperative that each student arrives in their homeroom promptly on a daily basis. All students are to be in their seats when the homeroom bell rings.

BICYCLES

Students who ride bicycles to school are to park and lock them in the bike racks located in front of the building. Students are not to ride bicycles while buses are arriving or departing. Additionally, state law requires all students 16 years of age or younger to wear helmets. Those who do not obey the law will not be permitted to bring a bicycle. The school cannot be responsible for any lost or damaged property.

General Information

STUDENT DRESS CODE



Dress Code Policy 5511

It is the responsibility of the parents/guardians to send children to school properly dressed. This board policy is in place to ensure the safety of the students and prevent disruption of the education program.

The following minimum standards are considered appropriate guidelines for student attire:

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

General Information



HARASSMENT, INTIMIDATION AND BULLYING

Harassment, Intimidation and Bullying Policy 5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that 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.

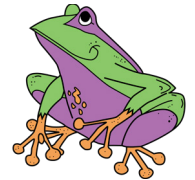
"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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 by any other distinguishing characteristic;
2. 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;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, 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 their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

Anti-Bullying Specialist - Mr. John McGrath, 609-296-1719 (x2213),
jmcgrath@lehsd.org

General Information



CYBERBULLYING

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyberbullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyberbullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.

Health Services

TAKING MEDICATION

Medication prescribed by a licensed physician, in consultation with the school nurse, may be given at the written request of a parent/guardian. The medicine must be brought to school by a responsible adult in the original container labeled according to standards. Students are not permitted to carry medications to school. Information on the regulation concerning the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses and the permission form may be obtained from the Health Office.

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

Health Services



ACCIDENTS AND INJURIES

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents. Accidents should be reported to the nurse immediately. An accident report will be completed by the supervising staff member. The injured student's parents and Principal will be notified of all accidents and injuries, when the situation warrants.

Injured students will be transported home by their parents. In the event the parent/guardians cannot be reached, the person listed on the emergency record will be contacted.

Liability to Parents of Students for Damage to Property

Parental Liability for Vandalism

The parent or guardian of any student who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or any court of competent jurisdiction, together with costs of suit.

HOME INSTRUCTION

Parents/Guardians are requested to contact their child's Principal in order to secure home instruction. A parental note requesting home instruction, along with a doctor's certificate indicating that the student will be unable to attend school is necessary. The note should include a diagnosis and anticipated dates of absenteeism.

Grading Policy



Academic Assessment **STUDENT ASSESSMENTS POLICY 2622**

All students will participate in periodic classroom and district assessments to evaluate student learning. In 3rd - 6th grade, students will participate in New Jersey's state assessment (NJSLA). The results of these assessments are available to parents. Teachers also provide ongoing feedback to parents about student progress.

Benchmark:

Student achievement in English Language Arts and math are measured every fall, winter, and spring to determine students who have achieved a level of proficiency in the academic area being assessed. The benchmark assessment is a predictor of student success in the future. The assessments are nationally normed and studies show that students who perform at or above grade level benchmarks are more likely to maintain success in school.

Students who perform significantly above or below benchmark may be identified for enrichment and/or differentiated instruction provided in the classroom or by another teacher, according to the individual student's needs. In addition to our norm-referenced benchmark assessments, teachers will also administer benchmarks to obtain students' Lexile level, as well as proficiency in writing and math in relation to grade-level expectations and standards.

Progress Monitoring:

A student's progress may be measured throughout the course of the school year if the student does not reach or significantly exceeds the benchmark level. Progress monitoring tells teachers and parents if the student is responding to the instruction given and helps to identify areas where the student may require extra instruction and practice.

Grading Policy



Grading Policy:

Frog Pond Elementary School follows a traditional A-F grading system that is supported by levels of support and performance indicators under each subject area. The grading scale, levels of support, and performance indicators are listed below. Special areas will be scored based on the performance indicators. Work habits and social skills will also be included on the report card and are scored with a performance indicator.

The Grading Scale:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F - 64 and below

Levels of Support:

- WI - Works Independently
- SN - Sometimes Needs Support
- FN - Frequently Needs Support

Performance Indicators:

- 4 - Exceeding Expectations
- 3 - Meeting Expectations
- 2 - Progressing Towards Expectations
- 1 - Not Demonstrating Expectations

REPORT CARDS

Grading Scale:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 65-69
- F - 64 and below

Grading Policy



The following grades will be given in each academic subject at the end of each trimester:

A	90-100	A grade of A indicates superior performance. It may be given to a student whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose.
B	80-89	A grade of B indicates above average performance. It should be given to a student whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject.
C	70-79	A grade of C indicates average performance. It should be given to a student whose achievement in most areas of the subject are average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency.
D	65-69	A grade of D indicates below average performance. It should be given to a student whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject.
F	64 AND BELOW	A grade of F indicates failing performance and that no credit can be given for the subject. It should be given to a student who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study.

Letter grades may or may not be modified by plus or minus signs.

Grading Policy



HOMEWORK

Homework Policy

Homework is an integral part of the educational process. The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences. Although time may be allotted during the school day to begin an assignment, homework assignments are generally to be completed at home, and brought into school on the following school day. Some assignments may span a longer range of time, and should be returned by the given due date. Students are expected to know when homework is due. Homework will not be graded or used to score student proficiency.

The immediate purpose of a specific homework assignment may be to:

- Strengthen basic skills.
- Extend classroom learning.
- Stimulate further interests.
- Reinforce independent study skills.
- Develop initiative and self-direction.
- Acquaint parents/guardians with the work students do in school.

Students absent for any reason must make-up assignments, class work, and assessments within a reasonable length of time. We discourage vacations when school is in session because absences can disrupt the continuity of programs and may impact a child's progress.

Throughout the year, parents are urged to:

- Monitor their child's homework assignments;
- Consult teacher websites to keep informed about assignments.

Grading Policy



STUDENT HONORS

Principal's List:

- All As in Math, ELA, Science, and Social Studies
- All 3's and 4's in Special Area classes

****Does not include Habits of Success***

Academic Achievement:

- All As and Bs in Math, ELA, Science, and Social Studies
- All 3's and 4's in Special Area classes

****Does not include Habits of Success***

STUDENT OF THE MONTH

Each month one student from each grade level will be selected for having demonstrated a positive contribution to the quality of life at the Frog Pond School. The Student of the Month and his or her parents are invited to a Board of Education meeting where the student will be presented with his or her certificate.

STUDENT GOVERNMENT

The Sixth Grade will have elected representatives as members of the Frog Pond School Student Government. The function of the Student Government is to act as a liaison between students and the school administration and faculty, to foster good school citizenship, to promote school activities, and to give each student a voice in school issues which may concern him or her.

PARENT/TEACHER COMMUNICATIONS

Parents/Guardians are reminded that communication with our staff is a valuable aid in tracking the progress of their children. We firmly believe that open lines of communication will help aid in the successful resolution of any problem or concern that arises throughout the school year. Please remember to inform the school if your home, cell phone number or email changes.

Internet Safety/Protection



Acceptable Use Policy

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries that block and/or filter 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 visual depiction that taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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 school district enforces the requirements of this policy.

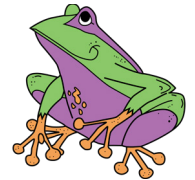
This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic 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 visual depictions prohibited in the children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

CONSENT REQUIREMENT

No pupil shall be allowed to use the computer network and the Internet unless they have filed with the Superintendent or designee a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Internet Safety/Protection



VIOLATIONS

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges
4. Suspension of computer privileges;
5. Revocation of computer privileges ;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3 Federal Communications Commission; Children's Internet Protection Act.

REMOTELY ACTIVATING COMMUNICATION DEVICES - PAGERS & CELLULAR TELEPHONES (M)

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, laptop computers, tablet computers electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record an/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

Internet Safety/Protection



VIDEO/AUDIO RECORDINGS

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording or still images taken of any pupil(s) or school staff members(s) for any purpose (except for public area school security cameras) without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils.

Therefore, the Board of Education adopts this Policy regarding pupil use of electronic communication and recording devices.

Any authorized audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook, photographs, staff member/teacher-directed and approved activities, classroom presentations and athletic events and drama production filming.

Internet Safety/Protection

STANDARDS FOR RESPONSIBLE USE



- A. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:
- Following classroom teacher instructions for use;
 - Using devices only as they do not distract from the educational process or disturb other students;
 - Respecting copyright rights of others;
 - Refraining from using devices to cheat or assisting others to cheat.
- B. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or the driver.
- C. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and network policy.
- D. Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor e-mail pictures or recordings to others without the express advance permission of the persons in the photograph or recording. Privacy violations may have serious consequences to the offending student, including suspension, forfeiture of the privilege to possess or use a personal electronic device at school, and criminal or civil charges, subject to the determination of the Principal.
- E. Use of personal electronic devices is also subject to other District policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet and District e-mail. If a violation occurs which involves more than one District policy, consequences for each policy may apply.

Internet Safety/Protection



VIOLATIONS AND OFFENSES

An ECRD (Electronic Communication Recording Device) used in violation of this policy and its Regulations will be subject to confiscation by a school staff member or Principal or designee and the pupil will be subject to appropriate progressive disciplinary action as outlined below. Pupils who are serving In-School Suspension must relinquish their ECRD's to school administration during the school day for the duration of their suspension.

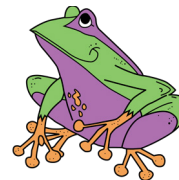
First Offense: Pupil will receive a warning. ECRD will be confiscated by the staff member then turned into the Principal's Office. The ECRD will be returned to the pupil at the end of that day.

Second Offense: ECRD will be confiscated and the Parent(s) or legal guardian(s) will be called by the administration. The ECRD will be confiscated and returned to the parent of the pupil.

Third and/or Subsequent Offenses: ECRD will be confiscated by the Principal or designee and returned to the parent(s) or legal guardian(s). Progressive discipline will be imposed at the discretion of the Principal, which may include the student forfeiting the privilege to possess or use a personal electronic device at school.

Note: If any infraction is a violation of law, school authorities will notify the appropriate law enforcement agency.

Attendance



ATTENDANCE POLICY 5200

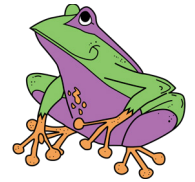
The Board of Education requires that the pupils enrolled in the school of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation.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

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

Attendance Requirements

1. School sponsored activities will not be used to penalize a student's attendance. A student who participates in a field trip or has a school required appointment, i.e., guidance appointment, etc. will be marked as present for school/class.
2. Students who are suspended from school will not be penalized for attendance purposes. They will be allowed to make up any missed work and will be eligible for participation credit.
3. It is recognized that at times unusual circumstances will require students to be late to school or dismissed prior to the end of the school day. However, these are absences from those missed classes and will be part of their class attendance record.
4. Documentation for absences will be required and must be submitted to the Main Office the day students return to school.
5. Special Education and 504 students will be required to follow the same guidelines unless individually exempted as per New Jersey Administrative Code Title 6A.

Attendance



PERFECT ATTENDANCE

To be eligible for perfect attendance with recognition and privileges associated therein, the following criteria must be met:

1. Attendance at Frog Pond every school day.
2. NO tardiness to school.
3. NO out of school disciplinary suspensions.
4. School sponsored absences are permitted.

HOMework REQUESTS

If a student is absent, parents/guardians should check the Parent/Student Portal and/or Google Classrooms for homework/assignments. If the absence is more than 3 days, the guidance counselor should be emailed for additional assignments. If needed, materials may be picked up by the parent/guardian in the guidance office within 2 days after the request.

Section: 18A:36-14: RELIGIOUS HOLIDAYS; ABSENCE OF PUPILS ON; EFFECT

[Religious holidays; absence of pupils on; effect](#)

Section: 18A:38-25: ATTENDANCE REQUIRED OF CHILDREN BETWEEN SIX AND 16; EXCEPTIONS

[Attendance required of children between six and 16; exception](#)

5240- TARDINESS

[Tardiness](#)

Attendance



CLASSIFICATION OF ABSENCES

School Approved Absences:

- Observance of the student's religion on a day approved as a religious holiday by the State Board of Education.
- Participation in a school-sponsored field trip and in-school appointments. The student will be marked present for school. Students in a loss of credit/no grade status in **any** class will not be allowed to attend a non-curricular school-sponsored field trip.
- A student's required court appearance with official documentation.

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

PROCESS FOR RE-ENTERING SCHOOL AFTER AN ABSENCE/LATE/EARLY DISMISSAL

- **Absence:** Upon return to school, the student must present the appropriate documentation to the attendance office before homeroom and receive an admit to class.
- **Late:** Upon entering the building, the student must present the appropriate documentation for tardiness to the attendance office and class admit slip.

DISCIPLINE

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

STUDENT BEHAVIOR EXPECTATIONS

Student Discipline/Code of Conduct

[Policy](#)
[Regulation](#)

Transportation

TRANSPORTATION & GUIDELINES



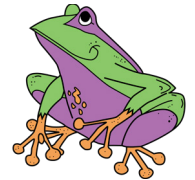
In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a school bus, such instances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

Bus Behavior Guidelines

1. Sit in your assigned seat and remain seated for the entire ride.
2. Seat belts must be worn.
3. Cooperate with the driver and/or bus aide and follow their directions.
4. Keep your head, hands and feet to yourself at all times.
5. Eating and/or drinking on the bus is not permitted.
6. Talk quietly – yelling or screaming are unacceptable behaviors. An inside voice must be used on the bus.
7. When the driver's hand is up, no talking.
8. Be courteous – name calling, inappropriate or profane language are unacceptable behavior.
9. *Tampering with safety or emergency bus equipment, or exits is unacceptable behavior.
10. *Throwing any object on the bus, at the bus, or out of the bus is unacceptable behavior.
11. *Putting any body part outside of the bus is unacceptable behavior.
12. *Follow the safe boarding and departing bus procedures directed by the driver and/or the bus aide.
13. *Physical conflict, aggressive and/or physical conduct, hitting, punching, fighting, etc. are unacceptable behavior.
14. * Destruction of bus property is unacceptable behavior.

*** THE UNACCEPTABLE BEHAVIORS MARKED WITH AN ASTERISK MAY RESULT IN AN IMMEDIATE BUS SUSPENSION.**

Transportation



RULES FOR SAFE TRANSPORTATION

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

1. Drivers will maintain their posted schedule as accurately as possible. Students should be at their bus stops **ten (10) minutes prior to pickup time**. Drivers will not wait for tardy students.
2. Conduct yourself in a safe manner while waiting, and respect the property of others.
3. Never stand in the roadway while waiting for the bus.
4. Do not move toward the bus at the loading zone until the bus has come to a complete stop and the door has opened.
5. Pupils, who must cross the road to board or depart from the bus, will cross in front of the bus only on the signal of the bus driver.
6. Pupils will line up in a single file to get on and off the bus. Crowding and pushing is not permitted.
7. All backpacks are to be worn on and off the bus. While riding, backpacks are to be taken off and kept on your lap or the floor and should remain closed.
8. Aisles are to be kept free from backpacks, books, lunch boxes, etc. (musical instruments will be placed under a seat, or held during the bus trip).
9. When permitted by the bus driver windows may be opened no more than six inches.
10. Pupils will only ride their assigned bus. Any changes must be approved by a building administrator and/or the transportation liaison.
11. Pupils will board and/or depart the bus at their designated bus stop. To leave the bus at any other stop, the pupil must have a note from his/her parent and approval from a building administrator and/or transportation liaison.
12. Bus riding is a privilege, which may be revoked. Permission to ride the bus may be taken away for unacceptable/unsafe behavior.

Transportation



CONDUCT ON THE BUSES

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

CONSEQUENCES

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

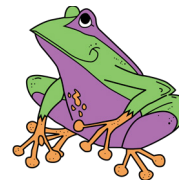
If a child is formally referred a second time for misconduct, the child may receive time in school detention, in-school suspension, or a suspension from the bus. The length of the suspension time will be determined by the school administration. The third offense may result in a longer suspension of up to ten days.

If the child continues to present disciplinary problems on the school bus, the Board of Education may consider revoking transportation privileges, via the school bus, for a determined period of time recommended by the Building Principal or his/her designee.

If, in the opinion of the school administrator or his/her designee, a child's conduct seriously jeopardizes the health and safety of the school bus driver and pupils on the bus, the Building Principal or his/her designee may immediately suspend the said child.

When a child is suspended from the school bus, they will not be permitted to ride the regular bus, or the after school bus. It will be the responsibility of the parents to transport the child to and from school safely.

Transportation



VIDEO CAMERAS

Video cameras and/or audio recording devices may be used on the school vehicle transporting your child. The use of the video camera and/or audio recording devices will aid in monitoring student behavior.

8600- TRANSPORTATION

Transportation

8670- TRANSPORTATION OF DISABLED PUPILS

Transportation of Disabled Pupils

8630- BUS DRIVER RESPONSIBILITY

Bus Driver Responsibility

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from Pre-k to Grade 12 conduct inspections to determine if the buildings contain asbestos containing building materials (ACBM). If they do, the ACBM must be categorized according to the type of material, its locations, current damage, and its potential for future damage and a detailed Asbestos Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School Board now has on file at each school and in the District. Office a N.J. State Department of Health approved Asbestos Management Plan for all school facilities. The provisions of the plan are being implemented in a timely and on-going fashion. It is your Board's desire to provide a safe and healthy facility for all students, employees, and visitors. The purpose of this notice is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact Seth Cole for further details.

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

School Integrated Pest Management Plan-7422

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM coordinator for Little Egg Harbor School District:

Name of IPM Coordinator: Seth Cole, Educational Facilities Manager

Business Phone number: 609-296-1719 Ext. 2215

Business Address: 305 Frog Pond Road, Little Egg Harbor, NJ 08087

IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS)(when one is available), of each pesticide product used on school property. The label and the MSDS are available for review by parent, guardian, staff member, or student attending the school. Also, the IPM coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Little Egg Harbor School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection Agency (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of pesticides that were used on all field throughout the Little Egg Harbor School District:

- None

7422 - SCHOOL INTEGRATED PEST MANAGEMENT PLAN

School Integrated Pest Management Plan

Acknowledgement



I have received and read the Frog Pond Elementary School Handbook.

Student Name: _____ Grade: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

FROG POND ELEMENTARY
WE LEAP
WITH PRIDE!

