



George J. Mitchell Elementary School



Student handbook

The Little Egg Harbor
School District





Little Egg Harbor School District Board Of Education

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Michael Cofer — Transportation Supervisor

George J. Mitchell School Administration

Ms. Christine Cummings, Principal

Ms. Kelly Shine, Elementary Supervisor

A Special Message to our GJM Families

This handbook serves as a guide to help ensure the success of every child at the George J. Mitchell School. We believe in a strong family-school team, and we welcome and encourage your participation. The kindergarten through second grade school environment is a new experience for our students and parents, and we are dedicated to creating a successful school structure to enhance the school-family connection.

TABLE OF CONTENTS

DISTRICT CONTACTS	4
GEORGE J. MITCHELL SCHOOL CONTACTS	5
GENERAL INFORMATION	6
MISSION STATEMENT	7
RESIDENCY, PHONE NUMBERS & EMERGENCY CONTACTS	7
KINDERGARTEN & PRESCHOOL ENTRANCE POLICIES	7
SCHOOL VISITORS	7
STUDENT RIGHTS	7
POLICY OF NONDISCRIMINATION	8
AFFIRMATIVE ACTION	8
SECTION 504	9
FIRE & EMERGENCY DRILL PROCEDURES	9
ARRIVAL/DISMISSAL	9
STUDENT DRESS CODE	10
HARASSMENT, INTIMIDATION AND BULLYING	11
CYBERBULLYING	12
HEALTH SERVICES	13
I NEED TO STAY HOME IF...	14
VANDALISM	
LIABILITY TO PARENTS AND STUDENTS FOR DAMAGE TO PROPERTY	15
HOME INSTRUCTION	15
GRADING POLICY	15
HOMEWORK	18
PARENT/TEACHER COMMUNICATIONS	18
INTERNET SAFETY & PROTECTION	19
ATTENDANCE	23
STUDENT BEHAVIOR EXPECTATIONS	25
TRANSPORTATION	27
ASBESTOS HAZARD EMERGENCY RESPONSE ACT	29
ANNUAL INTEGRATED PEST MANAGEMENT NOTICE	30
ACKNOWLEDGEMENT	31



DISTRICT CONTACTS

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Superintendent

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District Affirmative Action Officer & Anti-Bullying Coordinator

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

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Transportation

Michael Cofer, Transportation Supervisor (Ext. 1025)

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GEORGE J. MITCHELL ELEMENTARY SCHOOL CONTACTS



GEORGE J. MITCHELL SCHOOL: (609) 296-7131

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Child Study Team Secretary – Kristen Fence

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Anti-Bullying Specialist – Sandy Close

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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.

General Information



PRESCHOOL ENTRANCE POLICIES

A child is eligible for entrance into preschool who will have attained the age of **three (3) or four (4) years on or before October 1st** of the year in which entrance is sought and has not yet attained the age at which admission to kindergarten is permitted.

A child is eligible for entrance into a program of special education who has attained his/her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with the rules of the State Board of Education.

KINDERGARTEN ENTRANCE POLICIES

A child is eligible for entrance into kindergarten who will have attained the **age of five years on or before October 1st** of the year in which entrance is sought.

No child will be admitted to kindergarten who has not met the age requirement set by this policy unless recommended by the principal. The student's original birth certificate is also required at the time of registration.

IMMUNIZATION REQUIREMENTS

[NJ Department of Health Immunization Requirements](#)

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.

FIRE AND EMERGENCY DRILL PROCEDURES

Fire and Safety Drills start in September. We practice fire drills, lockdown drills, and how to respond to other emergencies. The teachers work hard to instill a safe, immediate response from students without alarming them. If you are in the building during a drill, please follow staff instructions. If you find the main entrance to a building locked, we may be in a lockdown. In this instance, please do not attempt to enter the building. For your own safety, leave campus immediately and stay away until you are able to contact the building office.

ARRIVAL/DISMISSAL SCHEDULE

SCHEDULE	ARRIVAL TIME	DISMISSAL TIME
REGULAR DAY	8:10-8:25 A.M.	3:05 P.M.
EARLY DISMISSAL	8:10 - 8:25 A.M.	1:05 P.M.
DELAYED OPENING	10:10 - 10:25 A.M.	3:05 P.M.

General Information



ARRIVAL

Our doors open at 8:10am for all students who are not riding the bus and will be dropped off at the main office. Parents have the option of walking their child(ren) to the front door, or allowing staff to help the child(ren) out of the car and into the building.

Parents are not permitted to walk their children to the classrooms. Students who arrive on the bus are monitored as they walk to their classroom. Adults are stationed throughout the route from the bus area to the classrooms to ensure the safety of your child.

Parents/Guardians are asked to be cautious when entering and exiting the parking lot. Any student arriving after 8:25 am will be marked tardy.

DISMISSAL

Students who ride the bus will be dismissed from their classrooms at 2:50pm. Buses will depart George J. Mitchell at or before 3:05pm.

On a regular dismissal day, students will be dismissed to parents for pick-up starting at 2:35pm. Parents have the option of parking their vehicle and waiting for their child(ren) in line outside the main office, (PikMyKid, car line 2) or waiting in their vehicle for a staff member to escort child(ren) to the car (PikMyKid, car line 1).

In the event that a child's regular dismissal plan must be changed, we ask that you please send a note to your child's teacher and/or call the main office by 1:00pm to advise who is picking up your child. Any person picking up a child will be asked for identification. If someone other than the primary parent or legal guardian of a child comes to pick up and the main office has not been previously notified you will be called to confirm before your child is released. Emergency contacts will only be used in an emergency. Please do not assume that because a person has been listed as an emergency contact they can pick up your child without parent notification to the main office.

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). An act of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

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

Our school nurse, Nikki Arvanitis, is available to assist you with any questions concerning medication procedures and the general health and development for your child, and can also provide guidance pertaining to when it is advisable to keep a sick child home from school. In the event that the nurse sends your child home from school she will indicate when it is advisable for your child to return. As with fevers, children are expected to be **fever free for 24 hours without the assistance of medication such as Tylenol or Ibuprofen.**

The school nurse will conduct or facilitate the following screenings of children in the program: vision, hearing, dental, height and weight. The school nurse can be reached at the following number: (609) 296-7131 ext. 3015.

Please review the information below. This is to be used as guidance for health decisions for your child. Please refer to your health professional for specific recommendations.



I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
Temperature of 100° F or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and /or pus draining from eye.	Hospital stay and/or emergency room visit.

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

IMPORTANT

Please Note: Children can NOT transport medication to and from school.

All medications that a child may need in school must be **prescribed by a physician** and brought to the school by a parent or guardian. The School Nurse will only administer prescribed medication. School staff (Teachers, Assistants, etc.) are not permitted to administer any medication, ointment, or other substances.

Vandalism



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

All students will participate in periodic classroom and district assessments to evaluate student learning. In 3rd 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.

GRADING POLICY

A standards-based report card communicates student progress toward meeting learning standards. Teachers assess student performance for these learning standards which are specific grade-level skills articulated in the Little Egg Harbor School District's curricula.

Standards-based grading provides parents and students with a clear understanding of what is expected at each grade level. With this understanding, parents/guardians are better able to guide and support their child and assist him/her to succeed and grow.

Grading Policy



A standards-based grading system is designed to inform parents about their child's progress toward achieving specific learning standards as determined by New Jersey Student Learning Standards. These standards define what a child should know or be able to do for their grade level by the end of the year. The standards serve as the basis for the Little Egg Harbor School District's curriculum, instruction, and assessment model.

The academic performance level represents a student's progress towards mastery of grade level standards. There are four categories, 1-4. Teachers determine students' academic progress through ongoing assessment.

They consider:

- Knowledge of the child (How does this student learn best? In what way does he communicate learning?)
- Evidence of student performance (work samples, written/online assessments)
- Notes garnered from teacher observation and conversations
- Knowledge of what the child is expected to know and be able to do (District curriculum and State Standards)

REPORT CARDS

The purpose of the Little Egg Harbor School District Report Card is to provide a communication framework for parents/guardians, teachers, and students that fosters each student's academic, social, and emotional growth. The report card describes a student's progress towards mastery on grade level standards.

Report Cards will be available electronically at the end of each Trimester. Parents/Guardians can log into [Genesis](#) to view their child's evidence of mastery and report card grades. If you do not know your login please contact the Main Office. In addition, hard-copies of report cards will be sent home. Please sign and return the envelope after the first and second trimester.

Grading Policy



REPORT CARDS (CONT'D)

Parent/teacher conferences are scheduled twice per year to review report card information and assessment data. If you feel you need to communicate with the teacher more frequently, please feel free to email the teacher or call the school and arrange an appointment.

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

Standards-Based Report Card Rubric

4	Exceeds Standard: Works beyond standards	A "4" indicates the student has advanced understanding and exceeds grade level expectations. A student receiving a "4" demonstrates academically superior skills in that specific area. This student consistently demonstrates mastery in this standard/indicator. A "4" is difficult to obtain and indicates unusually high achievement.
3	Meeting Expectations	A "3" indicates the student has proficient understanding and meets grade level expectations. We want all of our students to reach a level "3." A student receiving a "3" is right on track with our high academic expectations. A "3" is something to be celebrated!
2	Progressing Towards Expectations	A "2" indicates the student has basic understanding and is partially proficient at meeting grade level expectations. A student receiving a "2" understands the basic concept or skill, but has not yet reached the proficient level. A "2" should indicate that the student's performance varies in consistency with regards to accuracy, quality, and level of support.
1	Not Demonstrating Expectations	A "1" indicates the student has no understanding and is not meeting grade level expectations and consistently requires support and remedial instruction to work on this standard or indicator.

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.

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

“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.

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.

Attendance



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.

PERFECT ATTENDANCE

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

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

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. The State of New Jersey requires school districts to send attendance letters after every four recorded absences

Student Behavior Expectations

STUDENT DISCIPLINE/CODE OF CONDUCT

Policy Regulation

Good behavior and citizenship will be recognized and rewarded. Understanding the expectations and consequences is the key to promoting positive behavior. Our expectations are that students will learn from their mistakes, reflect on appropriate behavior and choose successful strategies for a personally productive school environment. Please contact individual classroom teachers for information on specifics for individual classroom expectations.

Our school expectations are:

Student Behavior Expectations



George J. Mitchell Osprey SOAR!

	Classroom	Hallway	Bathroom	Cafeteria	Recess
S	Walking Feet Keep hands, feet, and objects to yourself	Walking Feet Keep hands, feet, and objects to yourself	Wash and dry your hands Keep the bathroom floor dry	Walking Feet Keep hands, feet, and objects to yourself	Keep your hands and feet to yourself
O	Do your best Complete all classwork	Go directly to your target, and back to class	Go directly to the bathroom and back to class when finished	Be ready with your food choice Eat first, then talk	Line up when the whistle blows
A	Use kind words Make our team stronger	Respect student work with your eyes only	Use kind words Respect privacy	Use kind words Respect other's food choices	Use kind words Let everyone play
R	Follow adult directions quickly	Voices off with your class Spy talk with a buddy Follow adult directions quickly	Use a table talk voice Report problems to an adult	Use a table talk voice Follow adult directions quickly Clean up your area	Follow adult directions quickly

We are safe, on-task, accepting, and responsible.

SCHOOL BUSES & BUS BEHAVIOR 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.

George J. Mitchell Osprey SOAR!

Bus	
S	Stay in your seat with your seatbelt pulled tightly Keep your hands, feet, and objects to yourself
O	Play a quiet game, listen to music, or talk to friends near you
A	Use kind words
R	Use a table talk voice Follow adult directions quickly

We are safe, on-task, accepting, and responsible.

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 FOR INAPPROPRIATE BUS BEHAVIOR

The first formal referral for misconduct on the school bus shall result in a conference with the student and the parent will be contacted.

If a student is formally referred a second time for misconduct on the bus, the student may receive a bus suspension of 1-3 days. The length of the suspension time will be determined by the school administration. Additional bus discipline referrals may result in a longer bus suspension of up to ten days.

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 without any prior warning. The length of the suspension time will be determined by the school administration.

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.

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 George J. Mitchell Elementary School Handbook.

Student Name: _____ Grade: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

**WE ARE
OSPREY STRONG!**

