

C.J. DAVENPORT SCHOOL COMPLEX 2017-2018

Primary School
2499 Spruce Avenue
Egg Harbor Township, NJ 08234

Elementary School
2501 Spruce Avenue

MARYANN GIARDINA, PRINCIPAL
MARIA MARANO, ASSISTANT PRINCIPAL

HANDBOOK
FOR
STUDENTS
PARENTS
GUARDIANS

Grades Pre-K through 3rd



**EGG HARBOR TOWNSHIP SCHOOL DISTRICT
HUMAN RESOURCES**

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Dr. Kimberly Gruccio, Superintendent
Mr. Stephen Santilli Assistant Superintendent Grades 6-12
Mrs. Chandra Anaya, CPA, Business Administrator/Board Secretary
Dr. Carolyn Gibson, Director of Human Resources

SCHOOL OFFICE NUMBER - (609) 645-3550

MARYANN GIARDINA, PRINCIPAL - ext. 1301, 1302
MARIA MARANO, ASSISTANT PRINCIPAL - ext. 1308, 1309

ELEMENTARY SCHOOL

JENNIFER ERRICKSON, SCHOOL COUNSELOR - ext. 1320
JUDY O'ROURKE, R.N - ext. 1310
LAURIE GOODMAN, LIBRARY MEDIA SPECIALIST - ext. 1390
ROSA MELENDEZ; VICKY IRVIN - SECRETARIES - ext. 1308 & 1309
FAX NUMBER - (609) 645-1116

PRIMARY SCHOOL

KRISTINA CARUSO, SCHOOL COUNSELOR - ext. 1322
MARY KAY NELL, R.N. - ext. 1312
STEPHANIE CAVILEER, LIBRARY MEDIA SPECIALIST - ext. 1370
DONNA CRAY; SHARON CHASE - SECRETARIES - ext. 1301 & 1302
FAX NUMBER - (609) 677-6908
CHILD STUDY TEAM (SHARON BALESTERI - SECRETARY) - ext. 1380
TRANSPORTATION - ext. 1710

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

**PARKING IS NOT PERMITTED ALONG THE CURB IN FRONT OF THE
DAVENPORT SCHOOL COMPLEX.**

**HANDICAPPED AND REGULAR SCHOOL BUSES NEED THIS ACCESS AREA FOR THE DELIVERY
AND PICK UP OF STUDENTS.**

DAILY TIME SCHEDULES

Pre-K Start Time: 9:15 AM Dismissal: 2:45 PM
Abbreviated Day Schedule: 9:15 AM - 1:45 PM

Kindergarten AM Session: 9:15 - 11:45 PM Session: 1:00 - 3:30
AM Abbreviated Day: 9:15 - 11:15 (Dismisses half hour earlier)
**PM Abbreviated Day: 11:45 - 1:45 (Starts an hour and a half earlier and dismisses
an hour and forty-five minutes earlier)**

Grades 1, 2 & 3 Start Time: 9:15 AM Dismissal: 3:30 PM
Abbreviated Day Schedule: 9:15 AM - 1:45 PM



Dear Parents/Guardians,

On behalf of the teachers and staff, we would like to welcome you to the C. J. Davenport School Complex. During your time with us, you will have the opportunity to work with many outstanding teachers and staff members.

Do not hesitate to call and ask questions when you need assistance. Please make sure that your child attends school regularly, comes to school on time, has completed homework, has read for 15-30 minutes each night, and brings books/materials to school.

This handbook has been prepared to help guide you through the year. Please read it carefully and share information with your child/children. This will enable us to have a positive relationship and for your child/children to have a successful and rewarding educational experience.

Good luck! We are looking forward to a great learning year.

Sincerely,
Maryann Giardina
Principal

Maria Marano
Assistant Principal



PARENT TRANSPORTATION

EARLY ARRIVAL

Our school day begins at 9:15 am for all 1st, 2nd and 3rd grade, as well as Pre-K and AM Kindergarten students. Our PM Kindergarten session begins at 1:00 pm.

If you choose to provide your own transportation to school, you must accompany your child in to the Main Office. If arriving prior to 9:15 AM, please bring your child in and wait with them until 9:15 AM in our Lobby Area (1:00 PM for PM Kindergarten).

Students are not permitted to be dropped off outside the building. **SAFETY FIRST!**

LATE ARRIVAL

If your child will arrive late to school, you **MUST** come in to the Main Office and sign your student in school. **DO NOT DROP YOUR CHILD OFF OUTSIDE THE BUILDING. CHILDREN ARE NOT PERMITTED TO GO DIRECTLY TO THEIR CLASSROOMS UNTIL THEY ARE SIGNED IN.**

EARLY DISMISSAL

If your child must be excused from school earlier than usual, **a note should be sent in letting the teacher know the time your child will be picked up and the person who will be picking them up.**

If an emergency arises, where this is not possible, you must call the front office to provide the information needed. You are required to sign your child out in the Main Office.

PICKING UP

YOU MUST COME TO THE OFFICE AND SIGN YOUR CHILD OUT. NO CHILD WILL BE DISMISSED DIRECTLY TO A WAITING VEHICLE. NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN THOSE INDIVIDUALS LISTED ON THE EMERGENCY FORMS OR IDENTIFIED IN A NOTE OR PHONE CALL FROM THE PARENT. ALSO, NO CHILD WILL BE RELEASED TO AN INDIVIDUAL UNLESS THE INDIVIDUAL HAS PROPER IDENTIFICATION. (I.e: Must be at least 18yrs of age to pick up.)

Please note that when picking up your children at dismissal you must pick him/her up at the school in which they attend. We encourage pick up between 3:10- 3:20 pm, earlier than this your child may miss valuable instruction time. If you are picking up children at both the Primary and Elementary buildings please arrive by 3:10 PM (for AM session kindergarten students please arrive by 11:30). Due to safety concerns, students are not permitted to walk from one building to the other for dismissal.

LUNCH AND MILK

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

A computerized lunch system is in effect called "Myschoolbucks". This can be accessed from our school district's website (www.eht.k12.nj.us) or by going to www.Myschoolbucks.com directly. Your

child will be issued a card that will always stay in school. This card will be used by your child to purchase food in the cafeteria. The card has their ID # on it with a bar code for the computer. No one will be able to tell the Free or Reduced Lunch student from the full paid child with this system.

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

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

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

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

SCHOOL NURSE

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

- Please inform the school nurse of any allergies or illnesses that your child has even if they do not receive medication at school.
- The nurse will conduct routine hearing and vision screenings. You will be informed if there is a need for further testing.
- Please keep children home from school if they have had a fever or illness within the last 24 hours. If a student is sent home from school with a fever or vomiting, they should not return to school the next day. Failure to do so may delay your child's recovery as well as spread infection to others.
- If a student goes to the nurse and presents with flu like symptoms (fever, cough, etc.), the student will be sent home. If the flu like symptoms are diagnosed by a physician as H1N1, the student is not to return to school for 7 days. Upon return to school the student must have a doctor's note and be symptom free for 48 hours. Please refer to the website for more information, or call our school nurse.

When a child returns after an illness please send in a note stating the reason for absence and include dates. Absent Notes should be submitted within one week of the absence.

Ms. O'Rourke, Elementary School Nurse, can be reached at: (609) 645-3550 ext. 1310

Ms. Nell, Primary School Nurse, can be reached at: (609) 645-3550 ext. 1312

Immunization

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

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

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

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

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

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

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

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

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL

- Medication should be given at home, when possible.
- If this is not possible, you must contact our school nurse and arrange an appointment to discuss this matter with her.
- A NOTE MUST BE ISSUED BY A LICENSED PHYSICIAN.
- Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, the dosage and the time of administration. This includes "over the counter" drugs (example: Tylenol, cough drops, etc.).
- The medication must be brought to school in the original container and appropriately labeled by the pharmacy or physician.
- **A NEW NOTE IS NEEDED FOR ANY CHANGE OF MEDICATION.**
- **MEDICATION IS NEVER TO BE SENT TO SCHOOL WITH YOUR CHILD!!!**
- A certified nurse or parent/guardian is the only one permitted to administer medication in the schools and/or on school trips.

TRANSFERS

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

Advance notice is required and may take 24 - 48 hours to process.

HOME INFORMATION CHANGES

- If you have a change of telephone number, please contact the main office.
- If you have a change of address, contact Central Registration: (609) 927-4141 ext. 1234 or 1103.

SCHOOL PICTURES

Our school calendar and website will indicate picture dates.

Individual Pictures - will be taken early in the school year. In order to receive your pictures, the money must be sent in with your child **on the day your child is photographed**. Envelopes will be provided. Your child's teacher will let you know when the money needs to be sent in.

Class pictures (group pictures) - will be taken near the end of the school year. Payment will follow the same procedure as above.

PARENTS' CLUB

A Parents' Club is formed for the benefit of the children. The Parents' Club may provide parties and special activities for the children. All money earned by the Parents' Club will be used by the Club to sponsor many activities including assemblies, field trips and fun day. The Principal will be the advisor to the Parents' Club and must be informed of all activities. All parents are a member of this club and are encouraged to attend meetings. You will be notified of these meetings via the monthly school calendar.

In addition, parents or teachers should not send home any letters requesting money for any reason (ie: teacher's gifts, party or school supplies, etc.). This is not permitted.

SCHOOL PARTIES

The Parents' Club may assist at parties scheduled for the following events: Halloween, as well as, Winter and Spring holidays. Younger siblings **MAY NOT** accompany parents to parties or school events. These celebrations are designated for school students. The number of parents permitted to attend a school party will be decided in advance by the Principal. Additional concerns are for the safety of our students and visitors.

For birthdays, parents may bring in cupcakes or cookies with prior approval of the homeroom teacher. Items for birthday parties are to remain in the Main Office for later pick-up by the homeroom teacher. **However, all food items entering classrooms must be checked by the school nurse if there are specific allergies in the classroom. Food items that pose a potential danger to a student with an allergy will NOT be permitted.** Please call the teacher and school nurse with any questions or concerns.

Parents are asked NOT to send invitations to school for birthday parties unless the entire class is invited.

SAFETY DRILLS and PROCEDURES

As per New Jersey State Law and Egg Harbor Township School District policy, children will be asked to participate in various safety drills throughout the academic school year. By Law, two of these drills must occur each month. They help our students learn the safety procedures of each drill and practice them. If you have questions related to the nature of these drills please feel free to contact your child's teacher or our school office. These drills include:

- Fire Drill (must be done once a month)
- Lockdown
- Evacuation
- Bus Drill

ATTENDANCE

A. Definitions

1. "Attendance" is a student's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
 - A student will be considered to have attended school if he/she has been present at least four and a half (4.5) hours during the school day.
 - A Kindergarten student will be considered to have attended school if he/she has been present at least one (1) hour during the Kindergarten session to which the student is assigned.
 - A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

2. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons below:
 - The student's illness,
 - Family illness or death
 - Educational opportunities
 - Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16
 - Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
 - The student's suspension from school,
 - The student's required attendance in court,

 - Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; we encourage all parents to schedule Doctor and Dental appointments at a time other than our regular school hours. However, if you have a scheduled appointment please communicate with the teacher and our front office, so they are aware your child will be leaving.

 - For an absence reason not listed above, but deemed excused by the Principal or Designee, parents/legal guardians must first provide a written request to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence. The written request must be submitted to the Principal within five school days for kindergarten through fifth grade students.

To be excused, this absence must be followed by a parent note that will be accepted for 2 days only. On the 3rd day of absence a parent's note will no longer excuse the absence. A doctor's note, copy of obituary, etc. must be provided to EXCUSE the absence. These notes by parents excusing the absence MUST be turned in by the end of the week in which the student returns to school, they will not be accepted after that time and the absence will be marked as UNEXCUSED.

3. "Unexcused absence" is a student's absence for all or part of a school day for those reasons listed above; as well as any other reason not listed, that do not have documentation by the parent or other source as outlined above.

B. Notice to School of a Student's Absence

Parent/Guardian:

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

C. Returning to School after an Absence

1. Write a note to the principal, teacher or front office providing a written statement of the reason for absence. This should be dated and signed by the parent/guardian. All absent notes must be submitted within one week of the absence upon the student's return. Remember, a parent note may only excuse an absence for 2 days.
2. For an absence of three (3) or more consecutive school days, this note must be accompanied by a physician's statement of the student's illness.
3. Written evidence of being free of communicable disease, in accordance with Policy No. 8451, should be provided if the student was suspected a having a communicable disease.

D. Instruction/Participation

1. Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) or more school days duration. The parent(s) or legal guardian(s) or adult student must request such home assignments.
2. A student who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult student must request home instruction.
3. Students absent for any reason are expected to make up the work missed.
4. In general, students will be allowed a minimum of one (1) day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for students.
5. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

E. Minimum Attendance Requirements (Grades K through 8)

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

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

Grades K-3

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

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

Per regulation and state code, the school district has specific guidelines regarding unexcused absences and absences for students with disabilities. This regulation dictates the specific steps a school principal or designee must take. Please see attached regulation for more information.

G. Recording Attendance

1. Teachers must accurately record the students present, tardy, and absent each day by 10:00 a.m., attendance for PM Kindergarten must be recorded by 1:15 p.m.
2. A student's absence for observance of a religious holiday will be recorded by the main office. The parent, however, must first provide a note indicating practice of the holiday.

H. Attendance Improvement Plan

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

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

COMPUTERS AND USE OF TECHNOLOGY

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

ELECTRONICS and COMMUNICATION DEVICES

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

STUDENT DRESS

Please reference the attached policy # 5511 Dress and Grooming

Personal Appearance

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

Students will not wear:

- Shirts cut off at the midriff or thin strapped tank tops
- Hats or sunglasses
- Inappropriate shoes: flip-flops and high heels are not permitted (unless permitted by Staff)
- Coats or jackets of ANY LENGTH (outerwear) in the school building.
- Short-shorts, spandex, athletic or swimwear.

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

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

SCHOOL VISITORS

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

- The Superintendent and building principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
- Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

- No visitor may confer with a student in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.
- The Superintendent shall develop regulations that will protect students and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

REPORT CARDS

- Report cards will be distributed 3 times a year using a Standards-Based reporting system.
- **Reporting Codes for Reading, Math and Writing Standards:**
 - E = Excels at Standard
Excels at grade level standard for trimester
 - M = Meets Standard
Meeting grade level standard for trimester
 - P = Progressing
Progressing toward grade level standard for trimester
 - N = Needs Improvement
Meeting minimal progress and at risk of not meeting grade level standard
 - X = Not Assessed
Area is not assessed for trimester
- **Reporting Codes for Social Development, Speaking & Listening, Social Studies, Science and Special Areas:**
 - O = Outstanding
 - S = Satisfactory
 - N = In Need of Improvement
 - X = Not assessed at this time
- Parent conferences will be scheduled according to school calendar.

HOMEWORK

Kindergarten and 1st Grade homework will take approximately 10-20 minutes. In grades 2 and 3, homework will be approximately 20-30 minutes in duration. Homework will not be assigned on Fridays or on days before a holiday. Homework should provide practice of taught material. It should not be new learning. Homework does not include Reading every night. Reading is a separate activity. Students will be asked to read for 15-30 minutes a night, which is separate from Homework. (See Reading Section for more details.)

HOMEWORK HINTS

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

- Decide with your child on a regular homework time. Consistency and being included in the decision making process will aid in the development of good work habits.
- Help your child set up a homework spot - a quiet place in the house where there will be few interruptions and where reference materials will be available.
- Make yourself available to answer questions and give assistance when necessary. Your help is important so that assignments are completed and turned in to the teacher on a timely basis.
- Provide your child with an assignment notebook. This will prevent lost assignments and allow you to communicate with the teacher.

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

READING

Please provide your child with a quiet place to read for 15-30 minutes per day. Reading as a shared and independent activity will encourage your child and help promote the acquisition of robust vocabulary and increased reading skills.

- **Kindergarten students should be reading too. If a Kindergarten student cannot maintain 15-30 minutes of reading, then the parent(s) should read to them for the remainder of the 15-30 minutes. (Ideally, the Kindergarten student will build up stamina and be able to sustain reading for 15-30 minutes by midyear). Early on, however, it may be necessary for the student to read sight words and sight word books with repetition partnered with a parent reading to the child for the remainder of time. We will ask parents to sign a contract with their child and teacher as reading is critically important to their acquisition of vocabulary, comprehension, and other skills.**
- **Ideally, each night our 1st-3rd grade students are to read for 30 minutes. They should be reading books at their level. We will ask parents to sign a contract with their child and teacher as reading is critically important to their acquisition of vocabulary, comprehension, and other skills.**

CONFERENCES THROUGHOUT THE SCHOOL YEAR

We request that all parents call the school for an appointment if they wish to schedule a conference with the teacher. Please establish a preferred method of communication with your child's teacher, such as e-mail, phone calls, or in- person conferences. If you have a concern with a teacher, bring it to their attention as soon as possible. Our expectations are that your child's teacher will do the same. If an issue or concern is not resolved with the teacher, please call the front office to speak with an administrator.

PROMOTION POLICY

The criteria for promotion will include factors involving the child's progress academically, socially, emotionally and physically. Special education students will progress through the grade levels based on the goals and objectives written into their Individual Educational Plan (IEP). (Any concerns, please contact your Child Study Team case manager.) Promotion is also related to attendance regulations. Please see the attendance policy in this handbook.

INTERVENTION AND REFERRAL SERVICES

The NJ Administrative Code mandates the establishment and implementation of a system for the delivery of intervention and referral services in each school. This building-based committee consists of representatives of our school staff, including: teachers, counselors, reading specialists, nurse, CST representatives, and Administration. The committee meets regularly to review individual student concerns brought to their attention by teachers or parents. Working in cooperation with families enables this committee to better understand how to provide appropriate assistance to our students. The function of this system is to develop and implement action plans.

These action plans provide for appropriate school or community interventions, as well as referrals to school or community resources. In addition, the committee provides support, guidance, and professional development to school staff. Parent communication in the development and implementation of referral services action plans is an important part of the process too. Please be certain to contact your child's teacher with concerns regarding their academic and social development. We are here to help you.

BEHAVIOR

SCHOOL

A student's best behavior should be shown in school, as well as any school-sponsored activity.

THE PLAYGROUND

- Hard balls, Frisbees, skateboards, etc., **ARE NOT PERMITTED.**
- Students are expected to display proper behavior. If your child has a problem on the playground, he/she must report it to their teacher or supervisory teacher.
- **All children must keep their hands, feet, and objects to themselves at all times.**
- No contact sports are permitted.
- If your child reports a concern to you, please contact your child's teacher or the school to discuss the incident.

THE CAFETERIA

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

BATHROOMS

- At Davenport Primary School, each class has a bathroom. Students will use the bathroom in their class whenever possible. Teachers should have a routine developed for classroom bathroom use.
- At Davenport Elementary School, when used individually, students must have a pass from a teacher.
- At Davenport Elementary School, when used as a class, students should wait patiently for a turn.
- Respectful and appropriate behavior is expected from all students using the bathroom. Any vandalism will be taken seriously and discipline will follow.

RULES OF CONDUCT

POLICY 5600 - Please see district website www.eht.k12.nj.us for complete policy.

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district. In addition, students shall not:

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

- Join a secret society prohibited by law; or
- Commit an act of harassment, intimidation, or bullying; or
- Engage in any other activity expressly prohibited by a school staff member in authority.

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

DISCIPLINE (Policy 5600)

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

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

IT IS THE PARENT'S RESPONSIBILITY TO ENSURE THEIR CHILDREN BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK.

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

****The C.J. Davenport School Complex is a Zero Tolerance School
for Drugs, Alcohol, Weapons, and Violence****

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

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

SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful.

School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

TYPES OF DISCIPLINE

The following are TYPES OF DISCIPLINE that may be enacted:

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

CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed.

1. *Academic Cheating/Plagiarism:* Any student caught cheating on any assignment or test will receive discipline, in addition to losing credit for the assignment(s).

- 1st Offense: Administrative detentions
- 2nd Offense: Alternative Educational Placement (Full or Partial Day)
- 3rd Offense: Out-of-school Suspension

- 2. *Assault:*
 - 1st Offense: 4 day Out-of-School Suspension (Possible charges filed with EHTPD)
 - 2nd Offense: 10 day Out-of-School Suspension (Possible charges filed with EHTPD)
 - 3rd Offense: Administrative Discretion

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

3. *Cafeteria Misconduct:*

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

- 4. *Communication and Electronic Devices:* During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted. *The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The school district shall assume no responsibility for the security of, or damage to, any privately-owned technology brought to school by a pupil.*

- 1st Offense: Warning and Device Confiscation (Notify Parent/Guardian)
- 2nd Offense: Administrative Detention and Device Confiscation (Notify Parent/Guardian)
- 3rd Offense: Administrative Discretion and Device Confiscation (Notify Parent/Guardian)

- 5. *Computer Misuse:* Computer access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted: sharing of accounts, ID's, or passwords; adding any unauthorized software; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files; intentionally wasting limited resources; employing the network for commercial purposes.

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

- 1st Offense: Administrative detention(s)
- 2nd Offense: Administrative Detention and/or loss of computer privilege

- B. Harassing, insulting or attacking others: Will result in an immediate loss of computer privileges. Please see Harassment, Intimidation, Bullying and Fighting.
- C. Intentionally damaging computers, systems or networks: Out-of-school suspension - restitution for damage

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

- 1st Offense: Administrative Detention(s)
- 2nd Offense: Alternative Educational Placement (Full or Partial Day)
- 3rd Offense: Out-of-School Suspension

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

- * Talking back to any adult.
- * Physically turning your head or making improper physical gestures while being talked to.
- * Slowly moving along when given a reasonable directive.
- * Refusal to follow reasonable directions when asked or told to do so by an adult.
- * Muttering or mumbling under your breath.
- * Refusal to tell the truth when being questioned.

*The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis. *****Continued or Willful Disobedience, Disrespect, or Defiance of Authority will result in a suspension.******

8. *Dress Code:* Please refer to Dress Code (Policy 5511)

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

9. *Drug & Alcohol Policy and Procedures (Policy 5530)*

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

- 1st Offense: Minimum of 4 to 10 days Out-of-School suspension, based on the investigation conducted by the administration
- 2nd Offense: Administrative Referral (Building Level-Principal)
- 3rd Offense: Administrative Referral (District Level-Central Office)

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

- 1st Offense: 10 (ten) days suspension-Based on the investigation

- conducted by the administration
- 2nd Offense: Administrative Referral (Building Level-Principal)
- 3rd Offense: Administrative Referral (District Level-Central Office)

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

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

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

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

- 12. *Fighting:*
 - 1st Offense: 2 day Out-of-School Suspension
 - 2nd Offense: 4 day Out-of-School Suspension
 - 3rd Offense: Administrative Discretion

- 13. *Forgery:* Forgery or unauthorized use of school forms.

- 1st Offense: Administrative detention(s)
- 2nd Offense: Administrative Discretion

- 14. *Harassment/Intimidation/Bullying/Hate Crimes (Policy # 5512):* "Harassment, intimidation, and bullying" is any gesture, written, verbal, or physical act or any electronic communication that takes place on school property, at any school-sponsored function, or on a school bus. The severity of the disciplinary action will be based upon the circumstances of the infraction. The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to the EHTPD.

- 15. *Inappropriate Comments/Gestures/Drawings:* Minimum of, but not limited to, Administrative Detention.

- 16. *Leaving Class Without Permission:* A pupil will receive an administrative detention(s) for removal from class or leaving class without permission. Students who leave school without permission will be considered truant

- 17. *Misconduct on School Bus and/or Failure to Wear Seat Belt:*

- 1st Offense: Warning (Letter or Parent Contact)
- 2nd Offense: Administrative Detention
- 3rd Offense: Administrative Discretion

- 18. *Profanity:* Using or writing profanity.

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

19. *Sexual Harassment* is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following physical examples: forcibly grabbing or kissing someone, touching someone in an inappropriate way, making sexual gestures, licking lips or making suggestive body movements, staring at someone's body or pantsing another student. Verbal examples: commenting about someone's body, or talking about someone's sexual orientation in a way that makes the person uncomfortable. The severity of the disciplinary action will be based upon the circumstances of the infraction.

**The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis. In addition, complaints may be referred to the EHTPD.

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

- Possession: Administrative Discretion/Parent Contact
- Use: Out of school Suspension

21. *Theft:* Illegally possessing school property or the property of others. The local authorities may be contacted depending on the severity of the situation. Minimum of one Detention or up to a 10 day Out-of-school suspension.

22. *Unauthorized Sales:* Unauthorized sales of candy, gum or any other goods are strictly prohibited. Sale items will be confiscated and disciplinary action may be taken.

23. *Use of Unacceptable Language/Obscene Gestures/Violence/Threats Toward Staff Member:* Out-of-School Suspension. A staff member may choose to sign a complaint at the EHTPD.

24. *Vandalism/Graffiti:*
Defacing school property in any way is a serious offense. Any pupil committing such an action will be placed in Alternative Educational Placement for a minimum of one day and up to a maximum of a 10-day out of school suspension (OSS). Parent will be held financially responsible for damages. Local authorities may also be contacted depending on the severity of the vandalism. Discipline is determined at the Discretion of the Administrator.

25. *Weapons/Potentially Dangerous Objects (Including knives, sling shots, exacto- knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects):* Alternative Educational Placement or Out-of-School Suspension. Police may be notified.

Remedial Measures

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

1. Restitution and Restoration

The student may be required to:

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

SCHOOL BUS

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

Show respect for the driver at all times;

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

Students must not:

- Bring toys, stuffed animals, iPads, iPods, phones and electronic games to school. The school and drivers are not responsible for broken or missing items.
- Extend any portion of the body or other object out a bus window;
- Bring animals onto the school bus;
- Eat and drink on the bus. No food (including candy) is allowed to be out of a book bag on the bus.
- Possess, use, or distribute illegal substances in violation of Policy No. 5530.

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

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

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

BULLYING

C. J. Davenport School has a zero tolerance policy regarding harassment, intimidation or bullying tactics. This is defined by DISTRICT POLICY # 5512 as any gesture, written, verbal or physical act or electronic communication that takes place on school property, at any school-sponsored function or on a school bus... When occurrences of these behaviors take place, parents will be notified and children will be managed as per our existing policy. Please review the following policy.

POLICY #5512 HIB (HARASSMENT, INTIMIDATION, AND BULLYING)

Please see district website www.eht.k12.nj.us for complete policy.

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

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

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

7.) "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

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

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

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

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

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

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

Egg Harbor Township School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations included, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent!

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

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

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

PPRA Notice and Consent/Opt-Out for Specific Activities

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

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

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

Should any surveys and/or activities be scheduled after the school year starts, the C. J. Davenport School Complex will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and the opportunity to opt their child out, as well as an opportunity to review the surveys.

POLICIES

All policies can be found on our district website, www.eht.k12.nj.us, as well as being available in the main office of each school.

2363 Pupil Use of Privately-Owned Technology

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

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

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

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

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

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

Privately-owned technology will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the internet, the access must be through the use of the district

wireless network. A teaching staff member who approves a pupil to use their privately-owned technology to access the internet during instructional time will provide the pupil with a list of approved internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

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

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

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

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

Approved: 6/26/2012

2260 Affirmative Action Program for School and Classroom Practices

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. **Please see district website www.eht.k12.nj.us for complete policy.**

5530 Substance Abuse

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. **Please see district website www.eht.k12.nj.us for complete policy.**

5338 Diabetes Management

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to

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

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan will be kept on file in the nurse's office. **Please see district website www.eht.k12.nj.us for complete policy.**

5331 Management of Life-Threatening Allergies in Schools

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. At the same time, the Board recognizes a pupil's health and safety may be contingent upon timely administration of medication duly prescribed by a physician. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws. **Please see district website www.eht.k12.nj.us for complete policy.**

5751 Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. **Please see district website www.eht.k12.nj.us for complete policy.**

2361 Acceptable Use of Computer Network, Computers and Resources

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

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

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

Use of computer networks is a privilege and communications should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored

records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Network storage areas may be treated like school lockers. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

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

Staff

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

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

Student

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

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

Online Global Communications

We are pleased to offer students of the Egg Harbor Township Schools access to the district computer network to access programs and files on our internal network, for electronic mail and

Internet access. For online global communications and the Internet, all students must obtain parental permission and must sign and return the form to their teacher.

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

Online Global Communication and Internet Rules

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

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

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

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Internet Safety Protection

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

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

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

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

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

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

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 10/22/2002

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

5511 DRESS AND GROOMING

Good taste in personal attire and grooming plays a tremendous role in creating the kind of overall school atmosphere which is conducive to productive learning, efficient teaching and favorable decorum. Please refer to the Dress Code Policy for specifics. Call the office with any questions or concerns.

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

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

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

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

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

5200 Attendance Regulation

School District Response to Unexcused Absences during the School Year

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
 - Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - Conduct an investigation of the cause of each unexcused absence, including contact with the student's parent or legal guardian;

- Develop an action plan in consultation with the student's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - Proceed in accordance with the provisions of [N.J.S.A. 9:6-1](#) et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
- Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - Conduct a follow-up investigation, including contact with the student's parent or legal guardian, to determine the cause of each unexcused absence;
 - Evaluate the appropriateness of the action plan developed pursuant to F.1.c. above;
 - Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance that may include any or all of the following:
 - o Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - o Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - o Consider an alternate educational placement;
 - o Make a referral to a community-based social and health provider agency or other community resource;
 - o Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
 - o Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
 - Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. A student is permitted ten unexcused absences. For cumulative unexcused absences of more than ten, the student between the ages of six and sixteen is truant, pursuant to [N.J.S.A. 18A:38-27](#), and the Building Principal or designee shall:
- Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
 - Make a reasonable attempt to notify the student's parent or legal guardian of the mandatory referral;

- Continue to consult with the parent or legal guardian and the involved agencies to support the student's return to school and regular attendance;
 - Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. For students with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the student's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.
5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a) shall act in accordance with F.1. Above for each student with up to four cumulative unexcused absences.
- For each student attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.
 - o The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to F. above and the provisions of F.2. Through F.4. Above, as appropriate.

7441 Videotaping in School & on School Buses

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

Location of Surveillance Cameras

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

Videotapes/Audiotapes/Recorded Images

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

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

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

Viewing of Recordings

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

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

Copies of Recorded Information

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

Video Surveillance on School Vehicles

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."

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

N.J.S.A. 18A:11-1

20 USCA 1231g

30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 1/

SCHOOL CLOSINGS

If school is closed due to inclement weather, and you have supplied our office with your correct contact information, you will be notified by telephone via our automated system, Global Connect. You may also check our district website at www.eht.k12.nj.us or tune into EHT-TV, channel 97 for school closing information.

Egg Harbor Township Schools

www.eht.k12.nj.us

Administration Offices
13 Swift Drive
Egg Harbor Township, NJ 08234

Dr. Kimberly A. Gruccio
Superintendent

Mr. Stephen Santilli
Assistant Superintendent

Dr. Carolyn Gibson
Director of Human Resources

Mrs. Chandra Anaya, CPA
Business Administrator/Board Secretary

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

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

STATEMENT OF NONDISCRIMINATION

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

**Dr. Carolyn Gibson, Director of Human Resources,
Affirmative Action Officer, and 504 Coordinator
Egg Harbor Township Board of Education
13 Swift Drive
Egg Harbor Township, New Jersey 08234
(609) 646-7911 x1002
(609) 601-6801 [Fax]**

SEXUAL HARASSMENT (Board Policy #3362)

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of the district is strictly forbidden. Any employee or agent of the Board who is found to have sexually harassed an employee will be disciplined, which may include termination of employment. Any employee who feels that he/she has been exposed to sexual harassment by any employee or agent of the Board is encouraged to report such harassment to his/her immediate supervisor.