Egg Harbor City
Public School District
2026-2027
Parent / Student Handbook



LEARNING FOR A LIFETIME

The Egg Harbor City Board of Education has developed the following philosophy of education, which is a statement of beliefs, a subscribed mission, and educational goals and objectives, which address the needs of the pupils of this District and constitute the base to which the instructional program is anchored.

District Beliefs:

There are key beliefs, which are the foundation for teaching, learning, supervising and managing the challenges, decisions and actions taken daily within the school environment. Maintaining behaviors and attitudes consistent with these key beliefs is essential to the successful pursuit of our mission.

- ➢ Pupils are our first priority and deserve our concern and respect.
- ➢ All pupils should have the ability to grow and reach their full potential.
- ➢ Pupils can best be served by a network of professional and support staff who have a highly developed desire and capacity to teach, nurture and support pupils.
- ➢ The success of pupils depends upon the collective efforts of all segments of the community; parents, teachers, counselors, administrators, citizens, government, and the pupils themselves.
- ➢ Learning is a lifelong process, which needs to be nurtured.
- ➢ The Board and faculty are responsible for all pupils. Their example, actions and interactions related to the pupils and the school must reflect the highest professional and ethical standards.
- ➢ Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual.

District Mission Statement:

The mission of the Board shall be to provide each pupil the educational opportunity and support that will enable him or her to develop the skills necessary to function politically, economically and socially as a responsible and contributing citizen in a democratic society.

The Board will provide a planned program of learning that incorporates into its curriculum the lessons and experiences, within and without the classroom needed to allow each pupil to achieve the New Jersey Student Learning Standards.

District Goals And Objectives:

The Board of Education has adopted the following goals and objectives pertinent to the Egg Harbor City School District:

GOAL 1
Effectively continue to implement district programs, including using benchmark assessments to monitor student progress and drive instruction in the classroom. Focus will be made specifically in the area of Mathematics and Computer Science and Design Thinking.

GOAL 2
Engage the EHC Community in the planning and implementation of the EHC public schools' educational program.

GOAL 3
To institute and outline necessary incentives to attract desired highly qualified teaching and administrative staff to plan for the successful future of the district.

GOAL 4
The Board of Education will direct professional development opportunities towards increasing Board members' knowledge and skills in policy making, ethics and governance.

GOAL 5
Commence and oversee NJ DOE approved building and facility projects.

EGG HARBOR CITY BOARD OF EDUCATION

The seven-member Board of Education is composed of Egg Harbor City residents elected for three-year terms. Under New Jersey law, responsibilities of the Board include:

- Exercising leadership and adopting policies for the operation of local schools
- Determining educational standards and goals
- Authorizing curriculum development and revision
- Allocating money for school operational needs and building programs, and authorizing specific expenditures from local, state and federal sources
- Expressing and representing the views of the community in matters affecting education
- Appointing and setting salaries of the Superintendent and School Business Administrator/Board Secretary and, on recommendation, all professional personnel
- Interpreting the educational program and needs to the community

Regular Business Meetings:
Unless otherwise advertised, the Board's Regular Meeting is held on the second Wednesday of each month at the Charles L. Spragg School/EHC Community School. The meetings begin at 6:00 p.m. The regular Business Meeting includes two sections on the agenda, which allow the public to comment. The first public portion of the meeting is for questions or concerns related to the Board's agenda items only. During the second portion of the meeting, parties may ask any questions, comment on, or express concerns about any topic related to the Board's conduct of the schools. The parties wishing to speak during either public session must sign the register, including name, address and telephone number. Parties may speak once during each open session for three minutes.

The Regular Business Meeting Agenda is distributed the Friday before the meeting to each school and the general public. Interested citizens may contact the School Business Administrator / Board Secretary's Office to receive an agenda. Agendas and archived agendas and meeting minutes are also available on the district's website, at the Board Meeting Information link.

Public Hearings:
Periodically the Board schedules a meeting for the purpose of receiving public input on a particular issue (i.e. budget, bond issue) or policy. These hearings provide time for citizens to present their opinions to the Board in open forum.

Executive Sessions:
The Board may hold executive (planning) sessions, which are closed meetings held in accordance with the New Jersey Open Public Meeting Act and New Jersey Statute.

Policy Manual Location:
Board of Education Policies are located on the District's website under the Board Policies link.

Board of Education Members

Mrs. Eileen DiGiacomo, President

Mr. Steve Bouchard
Ms. Janine Caudo
Ms. Ammie Cramer
Mrs. Melissa Ortiz

District Administration
730 Havana Avenue
Egg Harbor City, New Jersey 08215

Superintendent of Schools:
Mrs. Adrienne Shulby
Phone: 609-965-1034 Ext. 104
Fax: 609-965-6719

Business Administrator/Board Secretary:
Ms. Patricia Palmieri
Phone: 609-965-1034 Ext. 101
Fax: 609-965-6719

Director of Special Projects:
Mr. Steven Lerch
Phone: 609-965-1034 Ext. 136
Fax: 609-804-0642

Supervisor of Early Childhood
Mrs. Tara Macchione
Phone: 609-965-1034 Ext. 339
Fax: 609-965-3561

Charles L. Spragg School (Pre-K – 3)
601 Buffalo Avenue
Egg Harbor City, NJ 08215
Fax: 609-965-3561

Principal:
Mrs. Adrienne Shulby
Phone: 609-965-1034 Ext. 130

School Nurse:
Mrs. Stacy Baggstrom
Phone: 609-965-1034 Ext. 137

Guidance Counselor:
Mrs. Tina Hennaut
Phone: 609-965-1034 Ext. 148

Egg Harbor City Community School (Gr. 4 – 8)
730 Havana Avenue
Egg Harbor City, New Jersey 08215
Fax: 609-965-4742

Principal:
Dr. Gina Forester
Phone: 609-965-1034 Ext. 120

School Nurse:
Mrs. Lorie Walsh
Phone: 609-965-1034 Ext. 127

Guidance Counselor:
Ms. Leah Gaston
Phone: 609-965-1034 Ext.142

Special Designations:

The Egg Harbor City Public School District affirms its responsibility to ensure all students in the public schools of Egg Harbor City equal educational opportunity and all employees equal employment opportunity regardless of race, color, age, creed, religion, gender, ancestry, national origin, socioeconomic status, sexual orientation, English proficiency or non-applicable handicap.

The Board of Education believes all students can learn and is committed to a policy of educating children for learning and living by helping them develop an appreciation for the achievements, problems and aspirations of all people in our culturally diverse society.

The Egg Harbor City Board of Education designates Dr. Gina Forester, Affirmative Action Officer; Mr. Steven Lerch, Section 504 Officer and ADA Coordinator; and Mrs. Adrienne Shulby, Title IX Coordinator.

Copies of the District's affirmative action policy and the District's Comprehensive Equity Plan and anti-discrimination grievance procedure are located at the Board of Education office.

The Egg Harbor City Board of Education designates the Affirmative Action Officer to receive all equity complaints or grievances and initiate a thorough investigation while protecting the rights of all involved.

INVOLVEMENT IN YOUR PUBLIC SCHOOLS

Parent-Teacher Organization:
The local PTO provides an opportunity for parents, educators, students and community members to work together on school related concerns. Information regarding joining the PTO can be obtained in the main office of each school.

School Visitation:

Parents and community members are encouraged to visit our schools. Arrangements can be made to visit an individual classroom by submitting a request to the teacher and/or school Principal at least 24 hours in advance. Visitors are required to first sign in on the tablet in the vestibule with identification and then report to the school office. When visiting a school, visitors must sign in and obtain a visitor's pass. Visitation is permissible based on current NJDOE/NJDOH recommendations.

Apptegy Communication System:

Apptegy, an emergency communication, attendance notification, and community outreach solution designed specifically for K-12 schools, assists our district to efficiently improve student safety, parental involvement, staff communications, and student attendance. Apptegy employs an easy to use interface and state-of-the-art technology to enable the district to distribute personalized voice communications to parents/guardians and staff within minutes at up to six phone numbers and two email addresses per student. With Apptegy, all of our parents/guardians are one phone call away.

Genesis Student Information System:

Recent studies have shown that parental involvement is critical to student learning achievement. Genesis is a web-based student information system that recognizes the importance of connecting the home with the school and offers an external interface with parents. Genesis allows parents to monitor student performance from any web connection and take a more proactive stance in the student's education through up-to-the-minute access to classroom attendance and grades. Parents/guardians who are interested in obtaining a login username and password should contact the respective main office.

Back-to-School Night for Parents:

Parents/guardians are encouraged to attend Back-to-School Night in the fall to meet your child's teacher(s) and to learn about your child's educational program for the coming year. (CLS – September 24th and EHCCS– September 17th).

Parent-Teacher Conferences:

Parent-Teacher conferences are scheduled twice during the school year (November 23rd and 24th, April 21st and 22nd). Student report cards will be distributed at conferences.

Community Use of School Facilities:

The use of public school facilities for community activities is encouraged by the Board of Education. Applications for the use of the facilities are available in the Board of Education offices. Rental fees and custodial charges may be applicable under certain conditions. For specific information regarding space availability, charges and procedures, contact Ms. Patricia Palmieri at extension 101.

EMERGENCY SCHOOL CLOSINGS

In the event that it is necessary for the Superintendent to close schools for a full day, delay the start of the school day, or close schools early due to inclement weather or other emergencies, announcements will be made on the following:

Facebook, School Webpage, ClassDojo and via Blackboard Connect

All Egg Harbor City Public Schools Closed, which means:

- ➢ Students do not attend schools.
- ➢ All school-sponsored activities canceled.
- ➢ Attendance by staff is based on appropriate collective bargaining agreement or administrative directives.

All Egg Harbor City Public Schools to Open Two Hours Late, which means:

- ➢ Students report two hours later than normal school starting time.
- ➢ Employees report to work based on appropriate collective bargaining agreement or administrative directives.

On days when schools are closed due to weather conditions, all after-school and evening activities, both school and non-school related, scheduled in school facilities are canceled.

During an emergency or adverse weather conditions, we request that you do not call your child's school or District Office as it is important to keep phone lines free for emergency calls.

Make-up days will be added at the end of the school year in June.

YOUR CHILD AS A STUDENT IN THE EGG HARBOR CITY SCHOOLS

Absence and Student Attendance:

By state law (N.J.S.A. 18A:38-25), school attendance is compulsory for students ages 6 through 16.
If a student must be absent, a parent/guardian should call the school office no later than 8:30 a.m. on the day of the absence.

Parents/guardians may call and leave a message any time prior to 8:30 a.m. on our voicemail system to inform us of the absence. Call 609-965-1034 EHCCS - ext. 123 and CLS - ext. 134. Please give the child's name, grade, reason for absence and any homework requests.

Upon the student's return to school, proper written documentation must be submitted.

An absence shall be considered an "excused absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:

1. The student's illness;
2. Requirements of a student's individual health care plan;
3. A death or critical illness in the student's immediate family, or of others with permission of principal;
4. Quarantine;
5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
6. The student's suspension from school;
7. Requirements of the student's individualized education program (IEP);
8. Alternate short or long term accommodations for students with disabilities;
9. The student's required attendance in court;
10. Interviews with an admissions officer of an educational institution;
11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
12. Such good cause as may be acceptable to the principal.

The above-mentioned absences are "excused" solely for school purposes, however, are required to be reported to the State of New Jersey as unexcused. The State of New Jersey only recognizes excused absences as follows: religious observances/holidays, Bring Your Child To Work Day, participation in observance of Veteran's Day or Board of Elections membership activities, closure of busing district leaving students without transportation to receiving district, and any other rule issued by the Department of Education Commissioner.

An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session;
5. Leaving class because of illness and not reporting to the school nurse as directed; or
6. Being present in school but absent from class without approval. Such absence from class is a "class cut."

A pupil must be in attendance for 170 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school in writing of the reason for the absence.

Absence and Participation in School Events:
No student may participate in a program or event related to student activities or athletics who has not been in attendance on the day of the event, or if a weekend event, the last school day preceding the event.

Accidents:
Your child should IMMEDIATELY report any accident/injury to the school nurse, his/her teacher or the school Principal. In the event of an accident, the school is responsible for first-aid only. After this is administered, further treatment is the responsibility of the parent/guardian. Please provide the school with updated contact information in the event of an emergency.

Student Accident Insurance:
All students attending the Egg Harbor City Public School District are automatically covered under the Board of Education's student accident policy. When a student is injured on school property and needs medical treatment by an out of district physician or medical center, payment for those services will revert to the parent's/guardian's insurance. The medical bills that are not covered by the parent's/guardian's insurance company are then submitted to the student accident insurance provider. The proper forms will be provided through the individual school's nurse.

Age of Entrance:
Every child admitted to the preschool program must be three or four years of age on or before October 1 of the year in which s/he applies for entrance. Every child admitted to the kindergarten program in the public schools of New Jersey must be at least five years of age on or before October 1 of the year in which s/he applies for entrance. To be enrolled in first grade, a child must be six years of age on or before October 1 of the school year s/he expects to enter; has completed kindergarten in a public school and been recommended for placement in first grade; or, has been enrolled in first grade in another public school.

AHERA Notice:
In compliance with the rules promulgated by the U.S. Environmental Protection Agency in October 1987, 40 CFR Part 763, "Asbestos-containing materials in schools; Final rule and notice" under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the Egg Harbor City Board of Education has completed and submitted their AHERA Management Plan with the State of New Jersey. A copy of the AHERA Management Plan is maintained in each school building for that particular school as well as a complete set for the district maintained in the School Business Administrator/Board Secretary's Office. The plan is available for public inspection without cost or restriction during regular school hours.

Cafeteria Behavior:
Students are expected to conduct themselves appropriately in the cafeteria. Lunch time is intended to be enjoyable but should not be misconstrued as "playtime."

Expectations for student behavior in the cafeteria are as follows:
1. All school building rules remain in effect.
2. Good table manners and courteous behavior are expected.

3. Each student is responsible for cleaning up his/her own eating area and for appropriately disposing of trash and lunch tray.
4. Students are expected to remain in their assigned seat until directed by the lunchroom supervisor to line up to get their lunch or to be dismissed. **Students are not to leave the lunchroom without permission of a staff member.**
5. Food is not to be taken out of the lunchroom unless approved by a staff member. Soda, any type of glass containers and gum are not allowed in the lunchroom.
6. Students are not permitted to share food with one another to avoid any allergic reactions.

Bicycle Riding

The Egg Harbor City Public Schools encourages students to safely ride their bicycles to and from school. Parents and guardians who permit their students to ride their bicycles to school are responsible for them wearing a helmet, consistent with New Jersey State law. The Egg Harbor City School District is not responsible in case of theft or damage to the bicycle while it is on school property. ***ALL*** bicycles must be locked in the school's bicycle racks.

Cell Phone Use

Charles L. Spragg Elementary School:

Use of cellphones during the day is prohibited and they must be powered completely off, secured and concealed in a book bag or purse**.** Cell phone use is prohibited in our classrooms, locker rooms, hallways and rest rooms unless a teacher or staff member gives permission. All communication with parents and guardians during the school day will be facilitated through the school main offices. Students may use cell phones before and after school hours.

Egg Harbor City Community School:

Cell phones will be prohibited at the Egg Harbor City Community School during regular school hours. During the morning homeroom students will be instructed to put their phone in their locker. At the end of the school day, students will have a short afternoon homeroom where they will go to their locker to get their belongings and retrieve their cell phone prior to dismissal. If a student is discovered to be on a phone or a like device, texting, or communicating through social media etc., they will be asked to turn off and place their phone in their locker. If they have a second offense their phone will be taken and given to the main office, where they may retrieve it at the end of the day or upon being signed out by a parent/guardian. A third offense will result in the phone being confiscated by the teacher and delivered to the main office. The teacher will notify the parent that the phone must be picked up by a parent/guardian in the main office. A fourth offense requires a parent to retrieve the phone from the office with a conference with the Principal and the student. A fifth offense and so on will lead to progressive discipline. All communication with parents and guardians during the school day will be facilitated through the school main office. Phone passes can be obtained from teachers for students to come to the main office to use the designated student phone. Students may use cell phones before and after school hours when off the school campus.

Child Study Team:

The members of the Child Study Team function as a unit. They conduct evaluations on students who have been brought to their attention through the referral process. The referral process may be initiated by the classroom teacher, the I&RS team, the school administrator, the school nurse or by you, the parent. The reason for referring a child to the team is to establish whether or not the child has learning

disabilities and/or other causes seated in a behavior pattern which may be treated before severe deterioration occurs.

Members of the CST include a Certified School Social Workers (CSSW), a Learning Disabilities Teacher – Consultant (LDT-C), a Certified School Psychologist (CSP), and a Speech – Language Specialist (S-LS). Each member of the CST serves as a case manager for each identified student.

All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated in accordance with N.J.A.C. 6A:14-3.3. Parent initiated referrals involve the following: When a parent makes a written request for evaluation to determine eligibility for special education services the written request shall be dated by the district recipient. The written request will immediately be forwarded to the Child Study Team (CST). The CST will create a referral file. The CST will request a summary from the school nurse, which includes pertinent health and medical history. Within twenty calendar days of receipt of the written request for evaluation, the CST will schedule and convene an initial evaluation planning meeting in collaboration with parents and school staff to determine what, if any, formal evaluation procedures are necessary. The CST will mail parents a written invitation, "Notice of a Planning Meeting", to confirm the meeting date. Also, included with the invitation will be a copy of the "Parental Rights in Special Education" (PRISE) handbook. For more information regarding special education and the referral process, contact the Child Study Team at extension 136.

Child Find:

The Egg Harbor City Public School System seeks to identify students ages 3 to 21 who may be in need of special education and related services. Parents, medical personnel, and other concerned individuals may call the Child Study Team to make a referral.

Counseling Services:

The Egg Harbor City Public School District provides guidance counseling services, outside provider counseling services and outside referrals for students and families who require assistance. The counselors at the PreK-8 level assume a number of roles, all-important and potentially critical in affecting a student's future. These roles relate in a major way to academic preparation and planning but they also extend to mental health, interpersonal relations, social adjustment, career planning, and work adjustment. In performing these varied roles, the professional commitment of the counselor is directed at promoting the fullest development of each individual student. Questions related to counseling services can be directed to:

Mrs. Hennaut, CLS Guidance Counselor – extension 148

Ms. Gaston, EHCCS Guidance Counselor – extension 142

Dress Code:

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

Students should come to school bathed and free of body odor. Clothing should be washed and clean. Slippers, pajamas and flip flops are not permitted.

Any clothing that displays or imitates gang related material or shows racial, ethnic, sexual or religious intolerance is prohibited. T-shirts must be plain or have slogans, pictures, etc. which are school appropriate. Things on clothing such as beer logos, foul, suggestive, or offensive language, drug references, sexual innuendos, demonic messages and the like are unacceptable.

Coats, jackets, hats/hoods or articles of clothing that cover the head or facial area are not permitted to be worn or carried in the building during school hours, except for religious/cultural reasons. Spiked or inappropriate jewelry and wallet chain holders are not permitted. Flip flops and slides are not permitted to be worn during school.

Shorts are permitted attire. The general rule for the length of shorts as well as skirt length is a student with his or her hands by his or her side must touch the shorts or skirt and not skin. Students in violation will be made to change before returning to class.

Parents and guardians are requested to assist in keeping their children within these codes to develop a sense of pride as well as contribute to the attitude of the student body as a whole. **A good partnership may require parents/guardians to say "no" at home so the school can devote its time to instruction.**

Drug/Weapon Free School Zones and Bias/Hate Crimes Laws:

The school district enforces and supports the Drug Free, Weapon Free School Zones and Bias/Hate Crime Laws. In order to ensure a safe environment for the students, the district has entered into an agreement with Egg Harbor City Police Department and the Atlantic County Prosecutor's Office to prosecute anyone who violates these laws on school property. Please be aware that violations in these areas will be reported to the appropriate law enforcement agencies. If you have any questions about the Drug Free/Weapon Free laws or Hate/Bias Crime laws, please contact your child's Principal.

Early Release:

Parents/guardians are urged to allow students to attend a full day. Students will only be dismissed to the parent/guardian unless another adult is specifically confirmed by the parent/guardian on the registration and emergency contact form. The child must be signed out from the main office. Positive identification may be required of any person meeting a student. Copies of restraining orders or custody orders must be presented to the building principal in order to be enforced.

If a student is signed-out prior to 12:50 p.m., the student will not receive credit for the entire day. The school recognizes emergencies that create a legitimate need for leaving school early: illness as documented by the school nurse, parent/guardian verified appointment for a doctor, parent/guardian verified appointment for a court appointment, etc. For a student to be counted as in attendance for a full day, the student must be present for four hours of instruction.

EHCCS Grading

Community School students can earn lower than a 50% on individual assignments, however, no student in grades 4-8 will be assigned a grade lower than 50% on their first, second or third marking period report card. During the 4th marking period, the grade range changes for all students to 0%-100%. Students taking Health will receive a pass/fail grade based on their performance of the Health curriculum rubric.

EHCCS Grading Scale:
A - 90-100
B - 80-89
C - 70-79
D - 60-69
F - 59 and Below

English as a Second Language (ESL):
English as a Second Language is for pupils who are identified as having sufficient difficulty meeting academic requirements of the classroom because their native or dominant language is other than English. The English as a Second Language Program shall be provided in conformity with state guidelines.

Exclusion (health-related):
Any child found to have a communicable disease or a temperature of 100.4°F is to be excluded from school. A student who is not feeling well should be kept at home, not only for other students' protection but also for their own. A student must be fever free without medication for 24 hours before returning to school.

Food Services:
Breakfast and lunch are available to all children. All families should complete a Free & Reduced Lunch Application. The applications should be submitted **ONE PER HOUSEHOLD**. After receiving a paper application from the school, please fill it out as soon as possible, including **ALL** the children in the household, and return it to the oldest child's school office. Applications (English and Spanish) are also available on the district website at www.ehcs.k12.nj.us under the dropdown for Food Service > Free and Reduced Lunch Applications.

Breakfast is served during homeroom, after the bell, and will be available to all students at no charge. Lunch is served each school day. Children are expected to bring exact change for snacks on the day of purchase. Students **will not** be permitted to charge snacks. Parents/guardians may send payment for multiple weeks or months as desired. The money will then be credited to the child's account. **THE ACCOUNT BALANCE MUST BE REPLENISHED BEFORE THE BALANCE FALLS BELOW $10.00.** For balances that are not paid, the district will first send a letter and email to the parent/guardian. If the account balance is not paid off, the district will seek working with a collection agency to collect the balance that is due. Questions regarding lunch account balances should be directed to Vivian Olan at MFS298@maschiofood.com or extension 174.

Snack costs range from $.75 to $2.00 depending on the item purchased. Breakfast costs are free for all students for the 2026-2027 school year. Lunch costs are $3.75 for the 2026-2027 school year if families are not eligible for free or reduced lunch. ***Please complete a lunch application as soon as possible.***

Egg Harbor City Public Schools Food Service Department is excited to provide you with a convenient and secure online payment service called mySchoolBucks®. This website allows you to deposit money directly into your school meal account and view balance/purchase information for the past

ninety days. By having money in our account prior to entering the cafeteria, we find that the lunch lines move along much faster. Visit the District's website at www.ehcs.k12.nj.us under the dropdown Food Service > Make a Payment Online, to learn more about the program.

Questions regarding the District's Food Services may be directed to Mrs. Yvette Ortiz at extension 123.

Gang Awareness:

The Egg Harbor City School District does not support or condone gang membership or gang activity. District Administration shall regularly consult with law enforcement officials to identify gang-related items, symbols and behaviors, and provide each Principal with this information.

No student shall commit any act that furthers gang or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of an EHC Public School policy, and having a common name or common identifying sign, colors or symbols. Conduct prohibited by this policy includes:

A. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation in any gang or that promotes gang affiliation;
B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliations in any gang or that promotes gang affiliation;
C. Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
D. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity;
E. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
F. Soliciting others for gang membership;
G. Conspiring to commit/committing any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any other kind of gang-related activity or behavior), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.

Hazing, Harassment, Intimidation, and Bullying:

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. 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 environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Egg Harbor City Board of Education designated Mrs. Jennifer Connelly as the District Anti-Bullying Coordinator. Mrs. Connelly's office is located at 730 Havana Avenue in the Special Projects Department. Her phone number is 609-965-1034, extension 136 and her e-mail address is jmccoy@eggharborcityschools.com. Parents/guardians may access the Harassment, Intimidation and Bullying (HIB) Policy on the district website, eggharborcityschools.com click on the Bullying Policy link.

Homebound Instruction:

To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability, court order or administrative action, the Board of Education shall provide away-from-school instruction when proper application has been made and subject to the following restrictions:

A. The period of absence must be expected to be longer than two weeks except in special circumstances.

B. A parent/guardian or appropriate adult authority must be present during the period of instruction.

C. In cases of illness or disability, medical certification is required both of the necessities for the pupil's absence and his/her fitness to benefit from the instruction.

The Board shall provide home or out-of-school instructional services no later than five (5) days after the student has left the general education program.

Homework:

Homework is generally assigned on a nightly basis. The assignments will be related to individual student ability and grade level. Homework assignments may be given by every academic teacher. It is expected that all homework assignments will be completed and used in report card grading. Parents are encouraged to provide a quiet workspace at home for the student. Homework is designed to reinforce what was taught in school and is intended to be completed by the student with minimal assistance from adults.

Any questions regarding homework should be directed to your child's teacher either by e-mail or by calling the school.

In case of an absence, requests for homework assignments may be made by calling the school office by 8:30 a.m. on the day of the absence and will be available for pick-up in the school office at 3:00 p.m. Requests made later than 8:30 a.m. cannot be guaranteed for afternoon pick-up.

Immunizations:

All students who are enrolled in New Jersey schools are required by New Jersey law to be immunized against certain diseases. No Principal shall knowingly admit any pupil who has not submitted acceptable evidence of immunization. Parents must present proof of the following immunizations: DPT series, Polio series, MMR series, HIB series, Pneumonia series, Hepatitis B and Varicella vaccines. Transfer students may also be required to have a documented PPD for Tuberculosis. Depending on the grade level of the student, additional immunizations may also be required.

Intervention and Referral Services:
Intervention and Referral Services (I&RS) is comprised of a multidisciplinary team that works to assist general education students who are experiencing learning, behavior or health difficulties and the staff members who are responsible for addressing the needs of these students. The primary focus of the I&RS Team is on problem solving and collaborating to meet the instructional needs of each child. Throughout the process, the team actively involves parents and/or guardians and coordinates the necessary school/community resources to assist each child who is referred. All interventions and accommodations are included in a plan which is periodically reviewed, assessed and modified as needed.

Legal Custody:
A record shall be kept indicating the legal custodian of each child. Such custodian shall be responsible for informing the school of any change in the child's custodian. If one parent/guardian has been awarded custody of the child in a divorce settlement, the other parent/guardian shall present to the Principal a letter authorizing him/her to accompany the child from school before the child may be released to him/her. The Principal is authorized to take such steps as deemed necessary to ensure that the child is released only to the proper custodian.

Lockers:
School lockers remain the property of the School District even when used by pupils. Lockers are subject to administrative search without notice in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.

Medications:
Medications, including temporary medications such as nebulizer treatments, Tylenol, Ibuprofen, etc. may only be dispensed by the school nurse under the following guidelines:

- There must be a written request from the parent/guardian – forms are available from the school nurse.
- A doctor must provide written orders for medications, both over-the-counter and prescribed.
- Medication must be brought to school in the original container and kept in the nurse's office.
- Asthma medications must also be accompanied by an asthma action plan, which is available in the nurse's office.
- Epinephrine medications must include doctors orders accompanied with an allergy action plan.
- Diabetes medication and management must include doctor's orders and diabetes medical management plan (DMMP). Forms are available in the Nurse's office.

Please remember that ***NO MEDICATIONS*** may be dispensed without the proper paperwork.

Pest Management Notice:
Egg Harbor City School District has adopted an Integrated Pest Management Policy and has implemented an IPM Plan to comply with the New Jersey Integrated Pest Management Act. The policy is available for public inspection without cost or restriction during regular school hours.

Physical Examination Requirement:
An examination is required to be conducted for all preschool and kindergarten students as well as students entering the school system for the first time and all incoming transfers. Students participating in interscholastic sports are required to have an annual physical examination. Forms are available through the nurse's office and all physicals must be completed by the family physician. All documentation should be given to the school nurse. If your child has a temporary or chronic health problem, please inform the school nurse as soon as possible.

Pupil Records:
In accordance with the requirements set forth in code, the parent/guardian has the right to examine their child's file and may arrange to do so by making an appointment through the Principal's office.

The requirements of N.J.A.C. 6A:32-7 pertaining to student records will be followed by C. L. Spragg Elementary and Egg Harbor City Community schools.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Parents or legal guardians shall annually be notified in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Parent or legal guardian shall be provided with a ten day period to submit a written statement to the Principal, or designee, to prohibit the institution from including any and all types of information about the pupil in any information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records will be made available to parents or legal guardians on request.

Residence:
A child is eligible to attend the Egg Harbor City Public Schools if his/her parents or guardians are residents of Egg Harbor City. Proof of residence is required upon registration of a child. Such items of proof may be a deed, lease, rent receipt, tax bill, utility bill, etc. For more information, call Mrs. Toni Michel at extension 130.

Safety:
In order to provide for the safety of our student walkers each day the City of Egg Harbor has provided crossing guards at designated intersections. It is required that students use only these guarded intersections when crossing the street. **Please stress with your child the importance of crossing at these designated intersections only.** The designated intersections* are:

- White Horse Pike (Route 30) and Philadelphia Avenue
- Philadelphia Avenue and Claudius Street
- Claudius Street and Buffalo Avenue
- Buffalo Avenue and Duerer Street
- St. Louis Avenue and Diesterweg Street
- Diesterweg Street and Havana Avenue

*Subject to change as deemed necessary by the administration and police department.

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The Chief School Administrator is responsible for overseeing the development of protocols that are tailored to the age and needs of the students at each school facility. At a minimum these protocols shall include:

A. Staff assigned to supervise dismissal, and their locations and responsibilities
B. Where children will be retained awaiting appropriate escort and/or designated transportation
C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time
D. Location and presence of municipal crossing guards

The Board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The Board requires signed permission for a student to be dismissed to walk home unescorted. The Board will review the dismissal procedures annually.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the Principal. Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

The Principal is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The Principal is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements. Students who ride their bike to school must wear a safety helmet. This is a New Jersey State Law. If a student is found without a helmet he/she will receive a verbal warning, and any subsequent infraction the bike will be held at school until the child produces a helmet.

School Office Telephones:

Phones are available in each school for student use. Students may not use the school office phones unless it constitutes an extreme emergency. Forgetting books, homework, articles of clothing and messages do not constitute an emergency.

Parents/guardians often call the Main Office to either speak with a student or for a message to be taken and delivered to students. Students will be removed from class to speak on the telephone only for an emergency situation. The Main Office will attempt to deliver all telephone messages to students, however, after 2:30 p.m. it cannot be guaranteed.

Search and Seizure:

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted solely upon an anonymous tip or rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search, except in cases of emergency, the Principal shall try to inform the parent/guardian and request their presence. If the student refuses to be searched, disciplinary action may be imposed.

Student Obligations:
All student obligations must be paid in order to participate in end of the year activities including the graduation ceremony.

Student Planner:
Every Egg Harbor City student in the third through eighth grades receives a student planner. This planner is a valuable tool in helping students to become and stay organized. Students should use their planners to record daily assignments, prepare for tests, plan for long-term assignments, and plan their activities with school, family or friends. Furthermore, the planners are an excellent way to stay in touch with your child's teacher and to monitor their homework and class work. Please take the time to read and review your child's planner often, as it is an excellent way to stay actively involved with your child's education.

Tardiness:
Promptness in school helps ensure students receive the full benefit of the scholastic program. Students are expected to report to the schoolyard no earlier than 8:10 a.m. and be in school by 8:20 a.m. Unexcused tardiness will result in action pursuant to the school's discipline code. Furthermore, students who are habitually tardy (25+) may lose school privileges such as graduation exercises, field trips, class trips, activities, dances, etc.

Students must be in school prior to 10:30 a.m. in order to receive credit for the entire day. Students arriving late to school who had a verified appointment with a physician or dentist, will be given an excused late to school.

Textbooks/Library Books:
Textbooks/library books are loaned to students for use during the school year. Books should be treated with care and covered at all times. If a textbook/library book is lost or damaged, a fine will be assessed.

Title I Program:
The Egg Harbor City Public School District participates in a targeted assistance Title I program. The Title I program is a state, federal and locally funded program for students who need extra help in learning the basic skills of Language Arts Literacy and Mathematics. Parents/guardians of identified Title I students will be required to complete a permission slip and a Parent School Compact. For more information on Title I services, contact Mr. Steven Lerch at extension 145.

Parents/Guardians should watch for announcements of meetings held for the purpose of exchanging ideas or concerns to improve the Title I programs.

Transfer of Students:
When transferring a student from one district to another:

- A parent/guardian must communicate to the school the child is attending that they will be transferring to another school.

- ➢ A transfer card will be completed by the school the child is presently attending. A copy of the transfer card and health record will be given to the parent/guardian.
- ➢ The original transfer card and health record will be forwarded to the new school.

Transportation Services & School Bus Rules:

Transportation services are provided by the district for students who live more than two miles from their assigned school. Additionally, special education transportation services are provided for certain students depending upon their handicap classification, special needs, and school assignment. For more information, contact Ms. Patricia Palmieri at extension 101.

Only pupils assigned to ride the school bus may do so. Only the Principal may grant an exception to this rule and then only under emergency conditions. Riding the school bus is a privilege. It is imperative that all students observe the rules of proper conduct while riding the bus. To insure the safety of all students, these rules will be strictly enforced:

- ➢ The driver is in full charge of the bus and the pupils.
- ➢ Serious misbehavior by students will result in suspension from riding the bus. If this occurs, parents will be responsible for providing transportation to and from school.
- ➢ No pupil shall, at any time, extend his/her hands, arms, head or other parts of the body out of the window, whether the bus is in motion or standing still.
- ➢ All students are to remain seated and wearing a seat belt until the bus arrives at the destination and comes to a complete stop.
- ➢ Any and all willful damage to the bus will be paid for by the offender or his/her parents.

Truancy:

Truancy is absence from school without the knowledge of parents and/or school authorities. Students who leave school without permission while school is in session will be considered truant. Consequences pursuant to the school's discipline code will be enforced. Repeated truancy may result in legal action.

Valuables:

Students are discouraged from bringing expensive items and valuables to school. Please be advised that students, not the school, are responsible for their personal property if lost, stolen or damaged.

PARENT RESPONSIBILITIES

In addition to the school rules and regulations, ALL persons are expected to obey the laws of the State of New Jersey and the United States. On school property, violation of public law in the following categories will result in action by school authorities regardless of whether or not criminal charges are pressed: arson, assault, burglary, bomb threats, extortion or blackmail, larceny, vandalism, robbery, sale, possession or use of tobacco, alcohol, illegal drugs, possession of a weapon, trespassing, and unlawful interference with or harassment of school authorities.

Listed below are some guidelines that should give you a better understanding of parental/guardian responsibility with children attending our schools:

1. Send your child to school as required by New Jersey State School law.

2. Make certain that your child's attendance at school is regular and punctual and all absences are properly excused.

3. Insist that your child is clean and dressed in compliance with school rules of sanitation and safety and in a fashion that will not disrupt classroom procedures.

4. Be sure your child is free of communicable disease and as healthy as possible.

5. Guide your child, by word and example, respect for the law, for authority of the school and for the rights and property of others.

6. Know and understand the rules your child is expected to observe at school. Be aware of the consequences for violations of those rules and accept legal responsibility for your child's actions.

7. Instill in your child a desire to learn. Encourage a respect for honest work and an interest in exploring broader fields of knowledge.

8. Become acquainted with your child's school – its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

CHARLES L. SPRAGG ELEMENTARY SCHOOL
Code of Behavior

Behavior/Incident	Description of Behavior / Incident	Corrective Action
Failure to Observe Rules	Egg Harbor City Public School's rules, travel rules, dining rules, morning arrival rules, classroom rules, etc.	1st: Warning & informal conference with student. 2nd: Timeout of activities & conference with student. 3rd: Phone call to parents. 4th: Parent conference w/teacher. 5th: Sent to Principal for further corrective action.
Student / Student Disrespect Student / Teacher Disrespect	Failure to follow the explicit directions of a staff member, rude behavior toward staff member or classmate, etc.	1st: Warning & informal conference with student. 2nd: Timeout of activities & conference with student. 3rd: Phone call to parents. 4th: Parent conference w/teacher. 5th: Sent to Principal for further corrective action.
Disruptive Behavior / Horseplay	Disruptive behavior in school or class, etc.	1st: Warning & informal conference with student. 2nd: Timeout of activities & conference with student. 3rd: Phone call to parents. 4th: Parent conference w/teacher. 5th: Sent to Principal for further corrective action.
Profanity	Profane statements or gestures.	1st: Warning & informal conference with student. 2nd: Timeout of activities & conference with student. 3rd: Phone call to parents. 4th: Parent conference w/teacher. 5th: Sent to Principal for further corrective action.
Theft	Theft, possession or distribution of stolen property.	Sent to the Principal for further corrective action.

Dangerous and/or Unsafe Behavior	Instigating a fight, unhealthy action, endangering the safety of others, severe / dangerous horseplay, harassing / intimidating another student in a disrespectful manner.	Sent to the Principal for further corrective action.
Vandalism	Vandalism, attempted destruction of school property.	Sent to the Principal for further corrective action.
Weapons / Look Alike Weapons	Possession of a potentially dangerous weapon, including toys / look alikes.	Sent to the Principal for further corrective action.
Fighting	Behavior of this nature.	Sent to the Principal for further corrective action.
Fire Alarm	Pulling a fire alarm or tampering in any way with fire safety equipment.	Sent to the Principal for further corrective action.

All corrective action will be at the discretion of the Principal, according to the severity of the situation. Recurring incidents of improper behavior will be noted and progressive discipline will ensue.

EGG HARBOR CITY COMMUNITY SCHOOL

Code of Behavior Chart

A primary responsibility of the Egg Harbor City Community School staff is to maintain a disciplined environment conducive to learning for all members of our school community. The rules and regulations of EHCCS are the laws of our school community. All those enjoying the rights of citizenship in the school community must accept the responsibility of obeying the laws of our community. The EHCCS Code of Behavior is intended to list the most obvious violations of school rules, but is not intended as a complete list. The failure of a particular act to appear on the list does not mean it is an acceptable behavior if it is disruptive to the good order of the EHCCS or any sponsored program, activity, or event.

DETENTIONS: Teacher detention, lunch/recess detention, office (3:00-3:30 pm) and long detention (3:00 – 4:00 pm)

SUSPENSIONS: Out of school suspension (**OSS**), in-school suspension (**ISS**), suspension from the bus, suspension from participation in athletics or activities.

HEARINGS: With the Principal, the Superintendent, or the Board of Education.

LOSS OF PRIVILEGES: Students who repeatedly violate school policies may lose school privileges such as participation in graduation exercises, field trips, class trips, dances and other school activities.

LEARNING CENTER: For students who have disengaged from the school community or find themselves in a challenging situation. Purpose is to reduce disciplinary referrals, school exclusion and improve student engagement.

Behavior / Incident	**Description of Behavior / Incident**	**Corrective Action, Protocol/Procedure, Recommendation and Strategies**
Accumulation of Office Detentions, Discipline, Incorrigibility	Accumulation of discipline referrals, continued and willful disobedience.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges, possible homebound instruction).

Alcohol/Drug and Dangerous Substance	Use, possession or sale of drugs/alcohol or related paraphernalia at school functions (on or off school grounds), at athletic games (home or away) class trips, dances or school activities.	Sent to the Principal for corrective action. **Principal:** Confiscation, Suspension (9 OSS), Police complaint filed, drug test, loss of privileges, possible hearing.
Assault	Unprovoked physical attack.	Sent to the Principal for corrective action. **Principal:** Suspension (9 OSS), Police complaint filed, loss of privileges, possible hearing
Attendance:	Students are required to attend for 165 or more days of the mandatory 180-day school year.	Students who are chronically absent may lose school privileges, attend summer school and/or be retained.
Cutting Class	Failure to report.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges).
Late to School	Unexcused late to school.	Every 4 Lates – Warnings, Detention, Loss of School Privileges
Late to Class or Assignment	Late to class without a valid pass.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action

		Principal: 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges).
Leaving School Grounds	Leaving school without knowledge and/or permission of school authorities.	Sent to the Principal for corrective action. **Principal:** 1st: Long Detention 2nd: Further infractions - progressive discipline (suspension, parent conference, loss of privileges, possible hearing).
Truancy	Not attending school without the knowledge and/or permission of parents/guardians.	Sent to the Principal for corrective action. **Principal:** 1st: Long Detention and Unexcused Absence 2nd: Further infractions - progressive discipline (suspension, parent conference, loss of privileges, possible hearing).
Unserved Office Detentions	Failure to report.	Sent to the Principal for corrective action. **Principal:** 1st: Long Detention 2nd: Further infractions - progressive discipline (suspension, parent conference, loss of privileges).
Unserved Long Detentions	Failure to report.	Sent to the Principal for corrective action. **Principal:** 1st: ISS (TLC) 2nd: Further infractions - progressive discipline (OSS, parent conference, loss of privileges).
Bus Problem	Disruptive or uncooperative behavior on the bus or at the bus stop.	Sent to the Principal for corrective action. **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of bus privileges).

Cell Phone Use	Inappropriate use of cell phones during the school day. Not following the rule that students are required to put their cell phone in their locker during AM homeroom and can retrieve it during PM homeroom prior to dismissal.	**Teacher:** 1st: Warning & informal conference with student. If a student is discovered to be on a phone or a like device, texting, or communicating through social media etc., they will be asked to turn off and place their phone in their locker. 2nd: A conference with the student will occur and the student's phone will be taken and given to the main office, where they may retrieve it at the end of the day or upon being signed out by a parent/guardian. 3rd: The phone will be confiscated by the teacher and delivered to the main office. The parent/guardian will be messaged by the teacher to retrieve the phone at the main office 4th: The phone will be confiscated by the teacher and delivered to the main office for further corrective action by the principal. 5th: Sent to Principal for further corrective action. This procedure will continue for all further infractions. **Principal:** 1st:The parent/guardian will be messaged to retrieve the phone at the main office with a conference with the principal and student. 2nd: A fifth offense or more will lead to progressive discipline and further corrective action by the principal including the following - short detention, long detention, suspension, parent conference, loss of privileges.
Computer Policy Violation	Abuse of computers or Internet. Failure to follow Acceptable Use Policy.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent contact 3rd: Sent to Guidance Counselor **Guidance Counselor:** 1st: Warning & informal conference with student. 2nd: Parent contact 3rd: Sent to Principal for further corrective action. **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of computer privileges).

Dangerous and/or Unsafe Behavior. Student, Disrespect, Threatening	Instigating a fight, unhealthy action, endangering safety of others, failure to disperse, inciting violence,severe / dangerous horseplay, harassing / bullying another student in a disrespectful manner.	Sent to the Principal for corrective action. **Principal:** 1st: Long detention, TLC, or suspension depending on infraction. 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of privileges).
Disrespectful to Authority Figure and Insubordination.	Failure to follow the explicit directions of a staff member, rude behavior toward staff member, etc.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of privileges).
Disruptive Behavior, Horseplay.	Disruptive behavior in school or class, etc.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of privileges).
Extortion/Shakedown	Soliciting money/items from another without consent.	Sent to the Principal for corrective action. **Principal:** Immediate Parent/Police Involvement, OSS, parent conference, hearing, immediate Cease and Desist Order.
Failure to Observe Rules	Egg Harbor City Public School's rules, travel rules, dining rules, morning arrival	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC

	rules, classroom rules, etc.	4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of privileges).
Fighting	Behavior of this nature.	Sent to the Principal for corrective action. **Principal:** Suspension, parent conference, loss of privileges, possible Police involvement, possible hearing, possible Cease and Desist Order
Fire Alarm.	Pulling a fire alarm or tampering in any way with fire safety equipment.	Sent to Principal for corrective action **Principal:** Suspension, parent conference, loss of privileges, possible Police involvement, possible hearing.
Fire Works, Matches and Lighters	Possession or distribution of fireworks, possession/use of matches and/or lighters.	Sent to Principal for corrective action **Principal:** Suspension, parent conference, loss of privileges, possible Police involvement, possible hearing.
Food/Gum/Candy	Eating of food/candy in the hallways or classrooms during the regular school day without teacher permission.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, loss of privileges).
Forgery, Altering School Records, Plagiarism	Altering,changing or falsifying written information.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention

		2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, possible hearing, loss of privileges).
Gambling	Gambling in school building, school grounds, or on the bus	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges, possible hearing).
Harassment, Intimidation and Bullying (in or outside of school)	Any gesture, written, verbal or physical that targets someone for any distinguishing characteristics (i.e. race, ancestry, national origin, gender, mental/physical disability, etc.) that substantially disrupts the orderly operation of the school or rights of other students.	**HIB Coordinator:** 1st: Investigation 2nd: Sent to Principal for further corrective action. **Principal:** 1st: Long Detention, TLC, or Suspension and parent contact, as well as notification to the Superintendent/BOE Report, loss of privileges, possible Police involvement, possible hearing. 2nd: Further infractions - progressive discipline (suspension, parent conference, possible loss of privileges, possible Police involvement.
In Unauthorized Area of School Grounds/Loitering	Being in an area of the school without permission or any good reason.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges).
Personal Contact	Excessive public display of affection.	**Teacher:** 1st: Conference with student and warning.

		2nd: Conference with student and detention. 3rd: Parent Contact 4th: Sent to Principal for further corrective action. **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges).
Prejudicial Statements/Sexual Harassment	Engaging in actions or making harassing statements regarding race, creed, sex, national origin, etc.	**HIB Coordinator:** 1st: Investigation 2nd: Sent to Principal for further corrective action. **Principal:** 1st: Long Detention, TLC, or Suspension and parent contact, as well as notification to the Superintendent/BOE Report, loss of privileges, possible Police involvement, possible hearing.
Profanity/Cursing	Profane statements, cursing or inappropriate gestures made in school or at any school related activity.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC 4th: Sent to Principal for further corrective action **Principal:** 1st: Office Detention 2nd: Further infractions - progressive discipline (long detention, suspension, parent conference, loss of privileges).
Sale of Items	Unauthorized sale of items among students during the school day (e.g. candy).	Sent to the Principal for corrective action. **Principal:** 1st: Office Detention and Confiscation of Item(s) 2nd: Further infractions - progressive discipline (long detention, TLC, suspension, parent conference, possible hearing).
Smoking, Vaping, and Chewing Tobacco	Possession or use of tobacco products or related paraphernalia on school grounds or at school events at any time.	Sent to the Principal for corrective action. **Principal:** 1st: Long Detention and Confiscation of Item(s) 2nd: Further infractions - progressive discipline (TLC, suspension, parent conference, possible hearing, possible complaint to the Health Department).
Theft.		Sent to Principal for corrective action.

	Theft, possession or distribution of stolen property.	**Principal:** 1st: Long Detention or Suspension and Retrieval of Item(s) 2nd: Further infractions - progressive discipline (suspension, parent conference, possible hearing).
Unprepared for Class.	Missing homework assignments, etc.	**Teacher:** 1st: Warning & informal conference with student. 2nd: Parent Contact and Teacher Detention 3rd: Parent Contact and TLC
Vandalism.	Vandalism, attempted destruction of school property.	Sent to the Principal for corrective action. **Principal:** Possible Long Detention (depending on infraction), Suspension, parent conference, loss of privileges, possible Police involvement, possible hearing.
Weapons / Look Alike Weapons.	Possession of a potentially dangerous weapon, including toys / look alikes.	Sent to the Principal for corrective action. **Principal:** Confiscation, Suspension, possible Police complaint filed, loss of privileges, possible hearing.

Possible Further Corrective Actions by Principal:

1st -Warn & counsel student
2nd -Lunch detention
3rd -Possible in-school suspension
4th -Out-of-school suspension

All corrective action will be at the discretion of the Principal, according to the severity of the situation. Recurring incidents of improper behavior will be noted and progressive discipline will ensue.

The EHCCS Learning Center & CLS Regulation Station

The Egg Harbor City Community School's Learning Center (TLC) and the Spragg Elementary School's Regulation Station offer a safe space for students who have disengaged from the school community or find themselves in a challenging situation. The primary purpose of the TLC/Regulation Station is to reduce disciplinary referrals, school exclusion and improve student engagement at the Community School and Spragg.

The Learning Center/Regulation Station helps our students understand that there are consequences to their negative behaviors and actions. The TLC/Regulation Station provides a safe space for students disrupting the school environment to reflect, accept responsibility, learn from their mistakes, and return to class. The Learning Center/Regulation Station is a safe space for students to express any negative emotions in a controlled and dignified manner. Many students arrive in the TLC/Regulation Station with negative emotions that are not favorable to learning. Following a period of reflection, our goal is for

students to leave the Learning Center/Regulation Station ready to re-join the school community and engage in learning. The EHCCS Learning Center/CLS Regulation Station is a positive alternative to suspension and helps our students maintain a sense of belonging to the school community.

Following referral or visit to the TLC/Regulation Station, students enter into an initial period of quiet reflection, thinking about the consequences of their choices and how they may have affected themselves and others. After a period of thoughtfulness and some quiet time, the TLC/Regulation Station teacher will consider whether the student has completed the necessary improvements or requires further reflective work with the guidance counselor or social worker. Students who must remain in the TLC/Regulation Station get a quiet space to complete their required classwork and an opportunity to improve their academic skills. Procedures are in place to ensure that appropriate support is offered to students. After an incident with a peer, student relationships are rebuilt and repaired to maintain a positive learning environment.

Difficulties happen in any school setting, and ours is no different. The purpose of the TLC/Regulation Station is to reduce the severity and frequency of disciplinary incidents and empower students to self-reflect on those actions.

Any student who disrupts the educational process of the EHC Community School/CLS Elementary School, and/or endangers the students or staff of the school, will be immediately suspended and placed before an Administrative Discipline Committee for further adjudication. Students who accumulate multiple discipline offenses are subject to review by an Administrative Discipline Committee.

ACADEMIC PROBATION:

The major aim of this policy at the Egg Harbor City Community School is to help students improve academic performance. A student will be placed on academic probation at the end of each marking period if that student receives an F as final marking period grade in two (2) classes or more. Students will remain on academic probation until progress reports are distributed the following marking period. Students will be removed if their academic performance has improved.

SOCIAL PROBATION:

Students may be put on Social Probation after any suspendable offense during the school year. At the discretion of the Principal, students on social probation may not participate in extracurricular activities, school trips, activities, school assemblies, dances, etc. and may be removed based on a committee decision if in good standing.

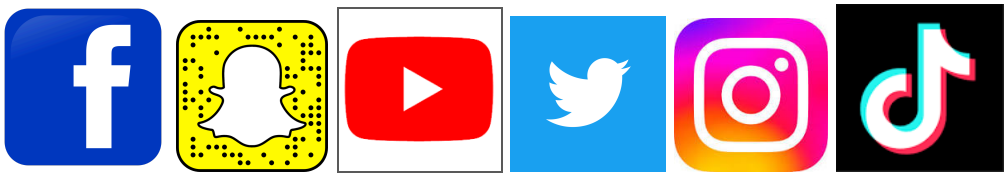
EXCLUSION FROM SCHOOL ACTIVITIES:

Students who continually violate the school behavior code, accumulate multiple teacher detentions, are chronically absent (15+) or tardy (25+), are on academic or social probation, or any student at the EHCCS failing 2 or more grades may lose school privileges such as field trips, graduation exercises, class trips, school assemblies, extracurricular activities (including sports), dances, etc.

Cell Phones & Social Media

Simple Rules for Safe, Responsible Cell Phone Use:

- ❑ I will not use my cell phones during the school day and at REACH.
- ❑ I will not share my password for my phone or any apps with anyone, except my parent/guardian.
- ❑ I will not send rude, mean or threatening texts.
- ❑ I will not send embarrassing photos of others.
- ❑ I will not use my camera to take embarrassing photos of others.
- ❑ I will not use my phone to record conversations at school.
- ❑ I will not take any inappropriate photos of myself or others.
- ❑ I will let my parent or another adult know - right away, if I receive any inappropriate photos or message.



Charles L. Spragg Elementary School

Bucket Filler Pledge

“I’m a bucket filler
Each and every day,
Kind things I do
Kind things I say.
I do my best
not to ever dip,
And I say “I’m sorry”
If I ever slip.



EGG Harbor City Community School Pledge

