

Island Heights Grade School

Handbook



2024 - 2025



ISLAND HEIGHTS SCHOOL DISTRICT
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INTRODUCTION AND WELCOME



Hello IHGS Students & Families!

Welcome to the Island Heights Grade School, home of the Sea Devils! We are excited to kick off another amazing school year! Here at IHGS we focus on **“Every Sea Devil, Every Day.”** Each day at Island Heights Grade School, our staff works hard to provide our Sea Devils opportunities to grow and succeed at their highest potential.

Your child’s educational experience is a collaboration between parents, staff, and students. We look forward to partnering with you throughout your child’s educational journey. When we all work together and communicate with one another the possibilities are endless!

One of our top priorities is to provide a safe and positive school climate where every student is responsible for their conduct at all times. Offensive and disrespectful actions and language will not be tolerated. Students are expected to behave responsibly, courteously, respectfully, and in a dignified manner at all times, while at school or at a school sponsored activity.

Our school prides itself on building a positive climate through our character education program, **Character Strong**. Each day our students are reminded to **Be Kind**, **Be Strong**, and **Be Well**. Over time these skills will become naturally embedded within the culture of our school, and throughout our students’ lives.

The purpose of this handbook is to provide you with direction and guidance regarding our programs, policies, and expectations for the school year. We ask that you take some time to review the handbook with your child/children prior to the start of the school year. If you have any questions, concerns, or ideas, please do not hesitate to reach out to me. We are all on the same team, so let’s work together to make this year the best ever! Go Sea Devils!

Sincerely,
Lisa A. Royer
Lisa A. Royer
Principal

ISLAND HEIGHTS BOARD OF EDUCATION

MISSION STATEMENT

The following Mission Statement was developed at the Strategic Planning Workshop conducted by the Island Heights Board of Education where parents, teachers, and Board of Education members participated. This Mission Statement was adopted by the Island Heights Board of Education in the spring of 2008 and revised May 2019.

“The mission of the Island Heights Grade School is to provide a safe and nurturing community where diversity is celebrated, mutual respect among adults and children is practiced, and where parents and caregivers are seen as valued partners in layering the foundation of lifelong learning.

Island Heights Grade School creates an environment supportive of courageous endeavors and committed to helping all children achieve academic excellence through intellectual, creative, and physical challenges, enabling them to function as productive and successful citizens in a changing society.

MEMBERS OF THE ISLAND HEIGHTS BOARD OF EDUCATION

	<u>First Elected</u>	<u>Term Expires</u>
Maureen DeSanto, President	2014	2026
Dr. Brooke Kelly-Smith, Vice President	2016	2024
Robert King	2018	2024
Dana Weber	2020	2025
Bob MacNeal	2017	2025
Kristofor Sabey	2018	2024
Ashley Edwards	2024	2026

Timothy J. Rehm, Superintendent
 Lisa A. Royer, Principal
 Craig Lorenzten, Business Administrator
 Lillian Brendel, Board Secretary

SCHOOL HOURS OF OPERATION



<u>Daily School Hours</u>	<u>Early Dismissal School Hours</u>	<u>Delayed Opening School Hours</u>
Preschool: 8:45 A.M. to 3 P.M. Grades K-1: 8:45 A.M. to 3:10 P.M. Grades 2-6: 8:45 A.M. to 3:15 P.M.	Preschool: 8:45 A.M. to 12:45 P.M. Grades K-6: 8:45 A.M. to 1 P.M.	60 Minute Delay Preschool: 9:45 A.M. to 3 P.M. Grades K-6: 9:45 A.M. to 3:15 P.M. 90 Minute Delay Preschool: 10:15 A.M. to 3 P.M. Grades K-6: 10:15 A.M. to 3:15 P.M. 120 Minute Delay Preschool: 10:45 A.M. to 3 P.M. Grades K-6: 10:45 A.M. to 3:15 P.M.

2024 MEETING DATES OF THE ISLAND HEIGHTS
BOARD OF EDUCATION

The Island Heights Board of Education meets in the multi-purpose room of the Island Heights Grade School at 6:15 p. m. on the second Wednesday of each month.

The following dates have been approved for Board of Education Meetings from January 2024 through December 2024.

August 14, 2024
September 11, 2024
October 9, 2024
November 13, 2024
December 4, 2024*

* First Wednesday of the month

ALL MEETING DATES ARE SUBJECT TO CHANGE

ADMINISTRATION AND STAFF

Island Heights School District
115 Summit Ave. - Box 329
Island Heights, NJ 08732

Timothy J. Rehm, Superintendent
Lisa A. Royer, Principal

Board Secretary	Mrs. Lillian Brendel
Business Administrator	Mr. Craig Lorentzen
Guidance Counselor	Mrs. Emma Zermane
School Nurse	Mrs. Patricia Olsen, RN, CSN
Social Worker	Mrs. Chrisie Stankowitz
Preschool Teacher	Mrs. Jennifer Wisniewski
Preschool Teacher	Miss. Lisa Bowman
Kindergarten Teacher	Mrs. Bailey Seltenrich
First Grade Teacher	Mrs. Diane Caputo
Second Grade Teacher	Mrs. Kelly Torres
Third Grade Teacher	Mrs. Rebecca Connell
Fourth Grade Teacher	Mrs. Meg Shoemaker
Fifth Grade Teacher, 6th LA	Mrs. Elizabeth Major
Sixth Grade Teacher, 5th Math	Mr. Michael Bruner
Special Education/LDTC	Mrs. Michele LeBlanc
Special Education Teacher	Mrs. Brooke Nelson
G&T/Enrichment/SAIL/STARS/ESL	Mrs. Lori Romano
Preschool Aide	Mrs. Laura Fox-Mongaliri
Preschool Aide	Mrs. Domenica Bracco
Preschool Aide	NAME NEEDED
Preschool Aide	Mrs. Raquel Dumplet
Kindergarten Aide	Mrs. Lorraine Poling
Grade 1 Aide P/T	Mrs. Kathleen Angellella
Grade 1 Aide P/T	Mrs. Stephanie Kitzmiller
Grade 2 Aide	Mrs. Jennifer Muldowney
Special Education Aide	Miss Gianna Crosby
Music/Band Teacher	Mrs. Michelle Brick
Art Teacher	Mrs. Stephanie Kitzmiller
Phys. Ed/Health/Wellness Teacher	Mr. Timothy Legendre
World Language Teacher	Ms. Sandra Nolan
Technology Specialist	Mr. Chris Rauscher
Sup. of Special Services/Psychologist	Ms. Colleen McCauley
Preschool PIC/PIRS/CPIS	Mrs. Dawn Henninger
Lunch Room	Mrs. Cindy Wood
School Secretary	Mrs. Beth Smutz
School Secretary	Mrs. Dorothea Jansen
Custodian	Mr. Douglas Morone
Custodian	Mr. Tim Lawrence

PROTOCOL FOR CONCERNS, PROBLEMS & COMMUNICATION

Questions should be directed to teachers or program directors first. The second level of concern should be with the Principal and the third level should be with the Superintendent, followed by the Board of Education.

TELEPHONE DIRECTORY

ISLAND HEIGHTS GRADE SCHOOL MAIN OFFICE:	(732) 929-1222 x2
Nurse's Office	(732) 929-1222 x110
Guidance Office	(732) 929-1222 x202
Social Worker's Office	(732) 929-1222 x313
Lunch Room - Mrs. Wood	(732) 929-1222 x122
School Cell Phone	(732) 278-5878

ISLAND HEIGHTS SCHOOL OFFICE FAX MACHINE: (732) 929-9563

ISLAND HEIGHTS BOARD OF EDUCATION OFFICE: (732) 929-1211

ISLAND HEIGHTS BOARD OF EDUCATION FAX: (732) 929-4303

USE OF OFFICE TELEPHONE

The school telephone is a business phone and not to be used by pupils except in emergencies. All after-school activities should be discussed and planned at home prior to school. Phone calls for afterschool activities will only be made in the event of an emergency or sickness. Phone calls for homework, library books, sneakers for gym days, and instruments for band days will not be made.

Parents or guardians who telephone the school office may leave messages for their children. We cannot call a child to the telephone to talk with a parent or guardian except in the case of an extreme emergency.

PETS

If your pet is escorting your child to school, please make sure your pet remains off school property to ensure the safety of all of our children.

AFFIRMATIVE ACTION

The Island Heights Board of Education, in keeping with federal and state anti-discrimination legislation, has adopted and has available in the School Office a grievance procedure providing for the resolution of pupil, employee, and parent complaints relative to Affirmative Action.

This procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise affecting the proper administration of New Jersey Administrative Code, Title 6, Subtitle A, State Board of Education, Chapter 4, Equality in Educational Programs.

No statements contained in Board of Education procedures and policies shall be construed as limiting the right of any pupil or staff member having a grievance to discuss the matter informally with administration and having the grievance adjusted without the intervention of the District Affirmative Action Officer.

Grievance - shall mean a complaint by a pupil or a staff member that there has been to him/her a personal loss, injury, or inconvenience because of a violation, misinterpretation, or negligible application of Board Policy or procedures.

An "Aggrieved Person" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken.

As stated above, procedures are filed in the School Office and may be obtained from the Superintendent of Schools or the Affirmative Action Officer.

ALCOHOL AND DRUG ABUSE POLICY

The Island Heights Board of Education recognizes that the misuse of drugs and/or alcohol seriously impedes the pupil's education and threatens the welfare of the entire school community. The Board of Education is committed to the prevention of alcohol and drug abuse and the rehabilitation of alcohol and drug users by educational means, but it will take appropriate steps to protect the school community from harm and exposure to alcohol and drugs.

The Island Heights Board of Education enforces a policy, which addresses the problem of Alcohol and Drug Abuse. This policy outlines the use of educational programs for prevention, identification procedures, medical examination, reporting of findings and intervention.

This policy conforms to New Jersey Statute NJ 18A:40A-1 through 21. A copy of the full district drug/alcohol policy along with Statute 18A:40 is available upon request.

ASSEMBLY PROGRAMS

Throughout the year IHGS holds a variety of assemblies. These assemblies may focus on schoolwide topics, such character education. Instructional staff and/or groups are invited to present assembly programs when appropriate. At times outside organizations and professionals may come in to conduct assemblies, such as the IH Fire Department for Fire Prevention Week. Additionally, IHGS hosts schoolwide programs for Grandparents Day, Veterans Day and Flag Day. Parents/guardians, family members, and other interested members of the school community are always invited to attend these special assembly programs.

ASBESTOS MANAGEMENT PLAN

Based on federal and state requirements, asbestos in schools must either be removed or encapsulated. At the present time, all exposed asbestos materials have been removed or encapsulated and do not present a danger to pupils, staff members, or visitors to our school.

An Asbestos Management Plan is in place and a copy of this plan is on file in the school office and may be reviewed by interested parties on request. This Plan requires the school to be inspected twice each year by an environmental company skilled in testing for asbestos. The name of the company employed for the semi-annual asbestos inspections of the Island Heights Grade School is the TTI Environmental Company, Inc. of Moorestown, New Jersey.

ASSESSMENT

STATEWIDE ASSESSMENTS: NJSLA —Grades 3 through 6

Each spring, the State of New Jersey currently requires all students in grades three through six to complete the statewide assessment called the New Jersey Student Learning Assessment. NJSLA assesses student achievement in the knowledge and skills defined by the New Jersey Student Learning Standards in English Language Arts, Mathematics, and Science.

- SPRING: New Jersey Standard Learning Assessment (NJSLA) Computer-Based Component – (ELA & Math Grades 3 - 6, Science Grade 5)
- Students that are absent will be given a make-up testing date.

NWEA MAP GROWTH: Grades K-6

Students in Grades K-6 participate in the NWEA MAP Growth benchmark assessment at the beginning, middle, and end of each school year. Students in grades K-2 take the reading and math assessments, while students in grades 3-6 take the reading, language usage, and math assessments. These assessments are taken on the computer and assess each student's growth and achievement throughout the school year. MAP Growth reports will be uploaded to the Parent Portal after each assessment window. MAP Growth scores are one piece of data that is used to identify students strengths and areas of growth. Teachers will utilize this data to drive instruction.

RIGBY READING LEVELING

Teachers assess students' reading levels at least three times throughout the school year (beginning, middle, and end). Each student sits with the teacher individually as they conduct a benchmark reading assessment that determines the student's reading level. Parents of students in grades K-6 will be notified of their child's reading level throughout the school year. These Rigby reading levels assist teachers in conducting small group instruction during the reading/language arts block.

HMH Growth Measure

Students in Grades 2-6 will participate in our reading program's HMH Growth Measure three times throughout the school year. This assessment will be done on the computer and will provide data that will assist teachers in differentiating reading instruction within the classroom.

CogAT

Each fall, students in Grade 3 will take the *CogAT* verbal and quantitative assessments. The *CogAT* is taken on the computer. *CogAT* measures students' **learned reasoning abilities**, identifying cognitive strengths and weaknesses. The *CogAT* is used to identify students that would be eligible for our gifted & talented program (SAIL)

- The **Verbal Battery** measures students' abilities to reason with verbal images and concepts. These reasoning abilities play an important role in reading comprehension, critical thinking, writing, and virtually all verbal learning tasks.
- The **Quantitative Battery** measures students' abilities to reason with quantitative symbols and concepts. These reasoning skills are significantly related to problem solving in mathematics and other disciplines.

ATTENDANCE REGULATIONS

Regular attendance is essential to a pupil's success in school. Absences are monitored by the school secretary. While absence from school due to illness is necessary, unnecessary absences should be kept to a minimum.

Absences do affect a child’s class work, attitude and help determine success or failure. It is also important for your child to arrive at school on time. The classroom morning routine is an integral part of the day. **The State of New Jersey recognizes “Take Your Child To Work Day”, Civic Event (6th Grade only) and religious holidays as excused absences. For a complete list of these holidays, please click [here](#). Any other absence will be recorded as unexcused.**

The school calendar is included in this handbook to assist you in planning your vacation so that your child need not miss a vital portion of the school year. Absences from school for vacations are considered unexcused and are discouraged. IHGS does not give makeup work in advance, students absent due to vacation will need to make up any missed work upon their return to school.

Absence	Comments
Each Day of Absence	Call the Front office, (732) 929-1222 x2, each day the child is absent unless you know ahead of time how many days the child will be out of school. In that case, you may inform the classroom teacher with a note and no further calls will be necessary.
Five Unexcused Absences	Parent(s)/guardian(s) will receive a letter via mail as well as a phone call from our Guidance Counselor. Absences: Illness; family illness/death; medical appointments; educational opportunities; vacation; personal family matter days.
12 Unexcused Absences	Parent(s)/guardian(s) will receive a second letter via mail and will be required to meet with the Attendance Committee, consisting of the Principal, Nurse, Attendance Officer and Guidance Counselor.
At 15 Unexcused Absences	Parent(s)/guardian(s) will receive a letter via mail and a phone call from the Superintendent’s office to set up an attendance meeting.

REGULAR ABSENCE

When a pupil is unable to attend school, parent(s)/guardian(s) are requested to call (732) 929-1222 x2, send a email/DOJO to Mrs. Smutz/Mrs. Jansen to report the child’s absence and the reason for the absence. If the parent/guardian does not call, the school will call home first, then the emergency numbers, to confirm the child’s absence. A visit to the home will be made by the Attendance Officer if contact concerning the pupil has not been made by 9:30 a.m. PLEASE REQUEST ALL HOMEWORK ASSIGNMENTS BY 10:00 A.M. WHEN THE PUPIL IS ABSENT & PICK UP AFTER 3:15 P.M. THERE IS NO GUARANTEE THAT THE WORK WILL BE GATHERED IF REQUESTED AFTER THIS TIME.

If a pupil is absent from school or sent home from school because of an illness or contagious condition, he/she **may not** participate in any after school/evening school-sponsored activity.

While we encourage you to send in doctor’s notes for student absences, please note that these absences are not recognized as “excused” by the State of New Jersey. Although absences with medical notes are considered “unexcused,” Island Heights Grade School will not be counting these absences towards truancy.

CONTAGIOUS DISEASE ABSENCE

Any child absent due to contagious conditions (regardless of how many days) must present a doctor's note before he/she may return to school.

All pupils with pediculosis (lice), ringworm, scabies and/or conjunctivitis shall be excluded from school and may return to school with a doctor's clearance. A note **MUST** be provided upon return. Please see the SCHOOL HEALTH SERVICES section of this manual for more information.

IF YOUR CHILD APPEARS TO BE ILL THE MORNING BEFORE SCHOOL

We urge you to keep the child at home. This is beneficial to your child by providing him/her with additional rest and early treatment for an illness. It also prevents unnecessary exposure to colds and other illnesses for the other children and the staff.

Your child must be symptom free (meaning free of an elevated temperature, vomiting etc.) for 24 hours before returning to school.

INJURIES

If for any reason your child cannot participate in Physical Education, a doctor's note must be provided. If your child is unable to participate in Physical Education (PE), your child will not be able to participate in recess or any PE-related afterschool activities. A doctor's note stating clearance will be required for your child to return to normal PE, afterschool sports and recess activities.

HOMEBOUND INSTRUCTION

Children who are confined to their home or to a hospital shall receive instruction at their home or at the hospital when, on the advice of the school physician, medical or physical tests indicate physical disability or an illness contagious to others. Requests for homebound instruction must be made to the school office in written form from the parent/guardian and the child's physician. Homebound instruction is also allowed under statute for Special Education pupils in special cases.

TARDINESS & LATENESS

Prompt arrival at school is expected of all students. **School starts promptly at 8:45 a.m.** Late arrivals disrupt class activity. Children who arrive late to school should be accompanied by a parent/guardian to the front office to be signed in for the day and will be marked late. Parents/Guardians may not park along the RED CURB in front of the school to sign their child into school.

Tardiness/ Early Dismissals	Comments
Each Day of Tardiness/Early Dismissals	Students are expected to be in the school and classrooms by 8:45 a.m. Students who arrive late to school must report to the Main Office. A parent or guardian must sign the student in at the front office. Pupils who attend school less than four (4) hours will be recorded as absent with an incomplete day.

Five days of Tardiness/Early Dismissals	Parent(s)/guardian(s) will receive a phone call from the Guidance Counselor.
Twelve or More Tardy/Early Dismissals	Parent(s)/guardian(s) will receive a letter via mail, a phone call from the Guidance Counselor and will be required to meet with the Attendance Committee, consisting of the Principal, Nurse, Attendance Officer and Guidance Counselor.
At Fifteen Tardy/Early Dismissals	Parent(s)/guardian(s) will receive a letter via mail and a phone call from the Superintendent's office to set up a meeting regarding your child's late status.

EARLY ARRIVAL GUIDELINES

Pupils of the Island Heights Grade School are encouraged **TO ARRIVE NO EARLIER THAN 8:35 A.M.** on a regular school day. At that time, staff will be outside to supervise the arrival of students.

Pupils arriving prior to 8:35 a.m., for school approved activities or clubs, should report directly to the teacher responsible so that attendance may be taken. Once on school property, a pupil is not permitted to leave school grounds without parental and/or administrative permission.

CHILDREN ARE NOT TO USE THE FRONT ENTRANCE OF THE SCHOOL UNLESS THEY ARE ACCOMPANIED BY AN ADULT.

EARLY DISMISSAL

Children who leave school early must present a note from home to request an early dismissal or the parent must notify the front office via email/DOJO or a phone call. All pupils must be signed-out of school through the main office. Pupils will not be released to anyone other than the parent/guardian or designee approved by the parent or guardian. Pupils who attend school less than four (4) hours will be recorded as absent with an incomplete day.

CHANGE OF ADDRESS AND/OR TELEPHONE

Each September, parents should use the parent portal to update pupil addresses, telephone numbers, emails, individuals approved by parents/guardians to serve in emergency situations, and for any changes to be recorded on the pupil records.

It is important for emergency and administrative reasons that every pupil maintains an up-to-date address record, telephone number and emergency contact information at the school office. These changes can be made through our Parent Portal.

CLUBS AND BEFORE/AFTER SCHOOL ACTIVITIES

The Island Heights Board of Education has approved, and has employed certified persons, to conduct various clubs and before/after school activities for Grades 2-6. A list of clubs and requirements will be sent home in late September. There will be no fee for these clubs.

DESCRIPTIONS OF VARIOUS SPECIAL SERVICES

A. CHILD STUDY TEAM SERVICES

The Island Heights Grade School provides Child Study Team services to our students. The Child Study Team consists of a School Psychologist, a Learning Disabilities Teacher Consultant (LDTC), and a School Social Worker. The Child Study Team has the responsibility of examining, classifying and recommending special programs for pupils needing additional services in order to be successful within the classroom.

Pupils who fail to make adequate school adjustment, emotionally, socially, or academically, or who have special physical or communication difficulties, may be referred to the Child Study Team by parents, teachers, administration, guidance counselor, social worker, school nurse, other medical consultants, or social agencies entrusted with pupil welfare.

If the need arises for you to contact the Child Study Team, please call the Island Heights Child Study Team for further information at 732-929-1211 ext 101.

Additionally, Island Heights Grade School has a Special Education Parents Advisory Group (SEPAG). The purpose of SEPAG is to facilitate open communication between families and the school on issues regarding students with disabilities. Information regarding SEPAG meetings will be sent out to parents.

B. BASIC SKILLS IMPROVEMENT PROGRAM SERVICES- STARS

Students qualify for basic skills instruction (STARS) based on multiple measurements to include State Testing (NJSLA), NWEA MAP Growth, classroom grades, report cards, and teacher and parent recommendations. This instruction will be provided by a certified teaching staff member.

C. SCHOOL NURSE SERVICES

The Island Heights School District employs a full time School Nurse. The School Nurse is responsible for the protection, promotion and improvement of pupil health.

The School Nurse shall be responsible for making certain that:

1. Any pupil entering the Island Heights Grade School shall present documentation of immunizations, proof of a current physical exam and a birth certificate;
2. All health screenings are carried out;
3. Pupils who are ill or injured are temporarily cared for;
4. All health policies for schools required by the State of New Jersey and the Island Heights Board of Education are carried out;
5. Pupils excluded from school for contagious diseases are certified to return to school without danger to other pupils;
6. Appropriate instruction is provided to pupils in drug/alcohol abuse, child abuse, dangers of cigarette use, dangers of poisons/chemicals, fire prevention, safety practices when using bicycles and when walking/running in streets without sidewalks, nutrition, and personal hygiene;
7. For additional information, please refer to "School Health Services".

D. GUIDANCE SERVICES

School Counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all. The Island Heights School District employs a certified School Counselor to:

1. Promote growth of the pupil within the family, school & community;
2. Assist pupils in developing decision making skills, problem solving skills, and coping skills;
3. Assist pupils to become more aware and accepting of themselves and others;
4. Assist pupils in developing positive interpersonal relationships;
5. Assist pupils in expression, development and implementation of educational goals;
6. Assist pupils to improve study skills, understand school rules and procedures, develop a positive self concept, and improve relationships with family members and friends;
7. Refer/utilize community agencies for long term support where needed;
8. Work cooperatively with the Child Study Team to provide assistance to pupils with special needs;
9. Provide consultation between parents and staff members where pupils are experiencing difficulty;
10. Provide short-term counseling to pupils in need; Visit the classroom and work with pupils so as to develop and encourage an open pupil/counselor relationship.

E. SOCIAL WORK SERVICES

The school social worker is responsible for providing direct and indirect services to students, families, and school personnel to promote and support students' academic and social successes. The school social worker is an active member of the Child Study Team, as well as our state-funded Preschool Program.

DRESS CODE/PERSONAL APPEARANCE

The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. Pupils generally conduct themselves in a manner similar to the way they dress and groom. All students must maintain a neat and clean appearance. Parents are asked to assist in providing positive guidance towards appropriate school attire. Please be advised that at IHGS we strive to get our students outside for recess each day. We strongly encourage you to have your child wear shoes that are safe to run in each day.

Clothing should not pose a safety or health hazard, should not be offensive to any gender, culture, religious or ethnic values, or create a disruption to the instructional process. The same is expected for personal appearance and grooming. Enforcement of the policy is at the discretion of the administration and will be enforced when deemed necessary. When action is needed, parents/guardians will be notified immediately.

BEVERAGES IN SCHOOL

Water is the only beverage that our students are permitted to drink during instructional time. If your child comes in with a bottle to keep on their desk, please make sure it contains water only (no gatorade, juice, etc.). Additionally, students are not permitted to bring hot beverages (hot cocoa, tea coffee, etc.) into school, including while attending morning and afternoon clubs. No exceptions will be made unless it is cleared by our school nurse with doctor's orders.

EDUCATIONAL TRIPS FOR PUPILS

During the school year, classes will take a variety of educational trips. These educational trips are related to the class's curriculum and all pupils are required to attend as part of our school district's educational program.

Pupils are never charged fees for these educational trips. The Island Heights Board of Education pays the costs for transportation fees and for any admission fees.

Most educational trips are taken during the regular school hours for pupils, but on occasions there may be trips that leave before school begins or return after normal dismissal.

Classroom teachers who take educational trips before school begins or return after school dismissal are responsible for making sure all pupils arrive on time and/or are dismissed safely after they return. Students who return from educational trips after normal dismissal time will be allowed to use the school telephone to contact a parent/guardian to arrange pick-up.

Parents of children who require medication during a trip must contact the school nurse regarding arrangements for administration of medication.

EMERGENCY CLOSINGS & DELAYED OPENINGS

Except in cases of emergency, school will be kept open in accordance with the school calendar. When it is deemed necessary to close school or delay the opening of school due to extreme weather or other emergencies, the district calling system will be activated. A recorded message from the Superintendent or other designated person will notify families of delayed openings or school closing. It is very important that the office has your current phone information in order for you to receive all of the important calls from the school district.

All school closings and delays are also available on our school website and WOBN 92.7 FM.

ENROLLMENT/TRANSFERS OF PUPILS

A. ENROLLMENT

Pupils enrolling in the Island Heights Grade School for the first time must be five years of age by October 1 of the year of enrollment. They must have a physician's copy of their birth certificate from the city of birth, not the hospital. A physician's verification of immunizations must be provided (NJ Universal Child Health Record Form #CH-14).

B. TRANSFERS-IN

Pupils transferring into the Island Heights Grade School must present a transfer card and health record from the previous school attended. At that time, a "Request to Forward Pupil Records" form must be signed by the parent or guardian and will be forwarded to the transferring school.

C. TRANSFERS-OUT

Pupils transferring out of the Island Heights Grade School must have the parent or guardian obtain a transfer card and authorize our district to send records to the new school to be attended. The parent or guardian will be given a copy of the pupil's health record when the transfer card is given to the parent on the date of the pupil's transfer.

The parent or guardian of the transferring pupil (s) must return all outstanding books and equipment to the school district and to the Island Heights Borough Library, prior to, or when the transfer card is obtained from the Island Heights Grade School Office.

D. KINDERGARTEN ROUND-UP

Each school year, the Island Heights Grade School conducts an enrollment period for parents to enroll new kindergarten pupils who will be attending kindergarten class for the following school year which begins in September.

Parents and guardians are requested to visit the school so that enrollment papers may be completed by the parent or guardian. The parents will be meeting with the School Nurse and the School Secretary. Students and parents are invited back for a Kindergarten Visitation Day so the child may participate in a kindergarten screening procedure. This procedure will allow the child to meet with various members of the school staff and will allow the parent or guardian to meet the Kindergarten Teacher and receive an overview of how the classroom works.

The School Secretary will arrange a time for each parent and/or guardian to report with their child for Kindergarten Round-Up, so please telephone (732) 929-1222 x2 prior to the day of Kindergarten Round-Up to schedule an appointment time.

D. PRESCHOOL PROGRAM

We are excited that we are able to offer a free, State-funded, full-day preschool program for Island Heights residents. We currently have one combination class of 3 and 4 year olds in two classrooms. Our full-day program runs from 8:45 am to 3 pm each day.

Your child must be three (3) years of age on or before October 1 and a full-time resident of Island Heights to qualify for our program. Proof of residency will be required upon registration. For those interested, a Preschool Interest Survey will be available in February. Available seats will be awarded to students based on a lottery system in March. Students not selected will be placed on a waiting list for future openings in our program.

For those students selected, Preschool Round-Up will take place in March. Parents and guardians are requested to visit the school with their incoming preschool child so that enrollment papers may be completed by the parent or guardian and so the child may participate in a preschool screening procedure. This procedure will allow the child to meet with various members of the school staff and will allow the parent or guardian to meet the Preschool Teacher, the School Nurse, and the School Secretary. The School Secretary will arrange a time for each parent and/or guardian to report with their child for Preschool Round-Up.

EMERGENCY DRILLS

The Island Heights School District participates in two types of emergency practice drills during the school year. These drills are extremely important in the event of an actual emergency. According to a new law signed into legislation, (School Security Drills A-5727/S-3726), the law requires that a school district must ensure that a school security drill that occurs when students are present follow the following guidelines: i. Requires districts notify parents by the end of the school day that a security drill was conducted.

These drills consist of the following:

Fire Drill (one per month) – Students and staff will evacuate the building and attendance is taken.

School Evacuation Drill – Students/staff evacuate the building and walk to a designated area. Attendance is taken and students will return to school.

School Security Drills:
(1 listed per month)

- 1. Active Shooter**
- 2. Lockdown**
- 3. Evacuation**
- 4. Reverse Evacuation**
- 5. Bomb Threat**
- 6. Shelter in Place**

FOOD ALLERGY MANAGEMENT

The following policies and procedures will be in effect to address the rise in severe food allergies:

1. Unfortunately, the IHGS cannot guarantee a nut free environment. Please contact the school nurse with any questions or concerns.
2. If your child would like to celebrate his/her birthday in school, we are asking that you please send in **one (1) special treat for your child only**. This “treat” may be consumed during your child’s lunch period.
3. School sponsored events will supply snacks that are store bought and clearly labeled as nut-free. All snacks must have a list of all ingredients.

HARASSMENT, INTIMIDATION AND BULLYING

Please refer to Appendix A for the District Board Policy on Harassment, Intimidation and Bullying. Information is also posted on the school website by clicking on the [“Harassment, Intimidation & Bullying” link. \(Or click here.\)](#)

NUTRITION

Please refer to Appendix B for the District Board Policy on Nutrition, as well as the section above titled Food Allergy Management.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are one method of communication between the school and home. These are scheduled for two days in November (11/25 & 11/26) following the end of the first-marking period. Afternoon and evening conferences will be available on these two days. Parents will receive information from the Main Office regarding selecting a date and time for their conference(s). First Marking Period Report Cards will be available during these conferences.

Parents may request additional conferences throughout the school year by contacting the school office so that a mutually convenient time and date may be arranged between the parent and the teacher.

Every attempt is made by the staff of the Island Heights Grade School to keep all lines of communication open between the home and school and it has been determined that scheduled parent/teacher conferences are one of the best methods to achieve this goal.

PROTOCOL FOR CONCERNS, PROBLEMS & COMMUNICATION

Questions should be directed to teachers or program directors first. The second level of concern should be with the Principal and the third level should be with the Superintendent, followed by the Board of Education.

PUPIL CONDUCT AND DISCIPLINE

The Island Heights School Community has high expectations for all its students both academically and behaviorally. The code of conduct is designed to promote a safe and orderly environment where learning can take place.

If at any time it is determined that a student is considered a potential harm to themselves or others, Island Heights Grade School may refer a student for a "Fit to Return" evaluation. Parents will be given information regarding this process, and an evaluation will be conducted by an outside agency, such as Preferred Behavioral Health Group. The results of the evaluation will determine if a child is considered “fit to return” to school, as well as additional resources to assist the families and school in best supporting the student. The student will

not be permitted to return to school and/or participate in school sponsored activities until he/she has been deemed to “fit to return” to school.

The Island Heights Board of Education has established requirements for pupils’ conduct and discipline, which are intended to inform pupils, staff members, parents, and the school community of how to follow these procedures. These procedures are recorded in the “Policy for Pupil Conduct and Discipline” that has been adopted by the Board of Education. These procedures are intended to:

1. Form a pattern of behavior in children which does not disrupt the learning climate in and around the school;
2. Form a pattern of behavior in children which eliminates injury to any individual in and around the school;
3. Form a pattern of behavior in children that reduces damage and loss of school property.

A copy of this Board of Education policy is in Appendix F.

PARENT RESPONSIBILITIES

It is our intent to facilitate student achievement, independence and social responsibility. We realize that parents are the primary influence upon their children. We encourage parents to reinforce the following guidelines:

1. Establish habits of promptness, obedience, respect for authority and homework completion.
2. Instruct children to go home directly by route established at the beginning of the school year. If a child is to visit another child, a note must be sent to school stating such arrangement. Other unusual arrangements must be made by means of a signed note to the school. All persons, friends or family, must be entered into the Parent Portal. No child will be released to anyone other than the parent and a Parent Portal designee.
3. Check that children do not bring dangerous or distracting toys or pets to school. No pets are allowed in or on school property. Please make sure during drop off and dismissal that your pet is not brought onto school property. We ask that you and your pet remain across the street from the school.
4. Promptly return all forms sent home for signature.
5. Assure that children are dressed appropriately and suitably for the weather and/or day’s activity. We will go outside for recess each day, unless there is inclement weather.
6. Check with the school periodically for lost and found articles.
7. Get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the teacher, counselor, or other persons concerned can usually prevent serious misunderstandings.

GRADING SYSTEM/REPORT CARDS

Reporting periods run for approximately ten weeks each, but may vary by a few days based on holiday vacations. Student Report Cards are distributed to parents at Parent/Teacher Conferences held in November, but will be found on the Parent Portal for your child in February, April, and June.

K-6 report cards are standards-based report cards. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level.

Preschool students will receive their own report cards that will focus on student development and progress within the preschool setting. Parents will receive a printed copy of the preschool report card.

OUR GRADING SYSTEM AND REPORT CARD FORMAT IS CURRENTLY IN THE PROCESS OF BEING RE-EVALUATED BY OUR ADMINISTRATION. THE UPDATES WILL BE COMMUNICATED TO OUR PARENTS ONCE THIS PROCESS HAS CONCLUDED. AN UPDATE WILL ALSO BE GIVEN AT OUR BACK-TO-SCHOOL NIGHT ON SEPTEMBER 12TH.

RULES FOR PROMOTING GOOD LUNCHROOM BEHAVIOR

- 1) Pupils are to enter the multi-purpose room quietly and go directly to their assigned table.
 - 2) Pupils who have brought lunch from home may begin eating as soon as they are seated.
 - 3) All pupils are to remain quiet until after the Lunch Supervisor gives directions. When all pupils have received lunch or milk, pupils may talk quietly to classmates at their table.
 - 4) Pupils are to remain seated at all times, unless excused by the Lunch Supervisor. All pupils will sit correctly and safely in their seats.
 - 5) During the lunch period, there shall be no:
 - a. Throwing of food
 - b. Shouting from table to table
 - c. Getting out of individual seats to visit other pupils
 - d. Hitting, pushing, kicking
 - 6) After the Lunch Supervisor excuses a table of individual pupils, and before the pupils go outside or return to class, each pupil at the table is to assist with the clean-up of the table and the floor under and around the table.
 - 7) There shall be no running in the multi-purpose room during lunch.
 - 8) All pupils who are hurt or sick during lunch period are to report to the Lunch Supervisor.
 - 9) All pupils are to ask the Lunch Supervisor for permission prior to using the bathroom. Only one student should be entering the bathroom at a time.
 - 10) Students should not leave the lunchroom without the permission of the Lunch Supervisor.
-

All pupils are required to go outside for lunch recess. A doctor's note is the only justification for keeping an individual pupil in the School Office during recess.

If an individual pupil's behavior becomes so poor that it affects the lunch program, other pupils, or himself/herself, the individual pupil may be excluded from the lunch program and the parents of the pupil will be required to provide other lunch arrangements for the pupil.

PLAYGROUND PLAN

Expectations

1. Follow directions the first time given.
2. Keep hands and feet to yourself at all times.
3. Use equipment properly.
4. No teasing, bullying, putdowns, foul-language or harassment.
5. Everyone plays!!!

Encouragement

1. Verbal praise.
2. Sammy Slips.
3. Positive phone call home.
4. Special activity (i.e. 5 minute extended recess, class party).

Enforcement

1. Verbal reminder.
2. 5 minutes out.
3. Sit out the remainder of recess/restorative action, if needed.
4. Work task (i.e. Assist playground teacher or other staff member with a task or write an essay on problem-solving the situation).
5. Administrative action.

Severe Clause

Immediate referral to the administration will occur for any severe infraction that may harm an individual.

Playground Sportsmanship Expectations

Please review the following expectations with your child.

1. I will follow directions the first time given.
2. I will use the equipment properly.
3. I will keep my hands and feet to myself at all times.
4. I will not tease, bully, or put down any of my classmates or other students.

If your child is not successful in keeping these rules, they will be referred to the Principal for possible disciplinary action.

PUPIL RECORDS

“Pupil Records” are information related to an individual pupil gathered within or outside the school system and which are maintained within the school system, regardless of the physical form in which it is maintained. (NJAC 6:3-6.1)

The types of “Pupil Records” authorized to be kept by a school district are “Mandated Records” and “Permitted Records: (NJAC 6:3-6:3)

“Mandated Records” are pupil records which the school has been directed to compile by New Jersey statute, regulation or authorized administrative directive. Examples of “Mandated Records” are personal data which identifies each pupil enrolled in the school (in re: pupil’s name, address, date of birth, name of parent and pupil’s sex), a record of daily attendance, grade level of pupil, history of physical health and physical examinations, descriptions of the pupil’s progress and evaluation and rules and regulations regarding the education of educationally handicapped pupils.

“Permitted Records” are those which a district Board of Education has authorized in order to promote the educational welfare of the pupil. Examples of “Permitted Records” are achievement tests results, letters of commendation, progress reports, anecdotal information and reports signed by the person who originated them, and copies of letters informing parents of pupil achievement.

“Mandated Records” shall be forwarded to the receiving district with written notification by the parent or adult pupil; “Permitted Records” shall be forwarded to the receiving district only with the written consent of the parent or adult, except where a formal sending-receiving relationship exists between the school district.

Unless otherwise notified by the parent or guardian, pupil records of sixth grade pupils who are promoted to grade seven shall be delivered to the Central Regional School District at the end of the pupil's sixth grade school year.

The Chief School Administrator, or his/her designee, shall be responsible for the security of pupil records and shall devise procedures for assuring that access to such records is limited to authorized persons and/or agencies.

REQUIREMENTS REGARDING PERSONAL EQUIPMENT/ITEMS OF PUPILS

The Board of Education and the staff cannot be responsible for personal items that pupils bring to school. To help and assist pupils to be accountable for their personal item and equipment which they bring to school, the following is suggested:

- a. Bicycles may be ridden to school and parked in the bicycle rack next to the playground. When on school property, please have your child walk their bicycle to the bicycle rack. Bicycles are never allowed on the playground and are to be secured with a lock when not in use. Bicycles should not be left overnight. Please make sure that your child is wearing a secured helmet at all times while riding to/from school.
- b. "Show & Tell" items and/or display items may be brought to school, at the request of the pupil's teacher. These items should then be given to the teacher for proper display and storing. When possible, these items should be returned home at the end of the school day or whenever the display is discontinued.
- c. Misplaced clothing, wearing apparel, and lunchboxes are stored in a "Lost and Found" box in the multi-purpose room. Parents and pupils may check this box at any time.
- d. Knives, weapons, baseballs, bats, mechanically driven toys, skateboards and wheeled sneakers are prohibited from school and the school grounds.
- e. Students that ride a skateboard to school may leave it outside on the bottom of the third grade staircase. In cases of inclement weather, skateboards can be kept in the back of the classroom. Secured helmets must be worn while riding. [NJ Helmet Law Title 39:4-10.1](#)
- f. Rollerblades may be worn to and from school, but must be removed when coming on the school property. Appropriate footwear is to be put on when the rollerblades are removed and the rollerblades are to be properly stored in the pupil's classroom based on the classroom teacher's requirements. Secured helmets must be worn while riding.
- g. Pupils are required by NJ State Law to wear head gear when riding bicycles, scooters, skateboards, and when using rollerblades to and from school. Head gear may be stored in the pupil's classroom based on the classroom teacher's requirements.
- h. Pupils are never to leave money or personal equipment or toys overnight unless the classroom teacher places these items under lock and key and states responsibility for these items.
- i. Pupils may ride portable scooters to and from school, but not on school property. If the scooters can be folded, they may be stored in the classroom if room is available. **NO MACHINE POWERED SCOOTERS ARE ALLOWED ON SCHOOL PROPERTY IF THEY ARE USED TO TRANSPORT PUPILS TO AND FROM SCHOOL.** [IH Borough Ordinance §4-5.2](#)
- j. Pupils may ride wheeled sneakers to school but not on school property. Upon arrival at school, wheels should be removed or shoes changed.
- k. Student electronic devices, cell phones, smart watches or any type of device that a student can take pictures with, text, call or access the internet, should be kept off, in their backpacks and out of sight

during school hours, clubs, school trips and concerts. The school is not responsible for any electronic devices and cell phones brought to school.

“RIGHT-TO-KNOW” PROGRAM

Based on federal and state requirements, the Island Heights School District must maintain a listing of dangerous chemicals and products which are used in the Island Heights Grade School. This listing of items is presented through the program known as the “Right-To-Know” Program. The “Right-To-Know” Coordinator is Mrs. Lil Brendel, Board Secretary.

A listing of chemicals and products containing possible hazardous chemicals that are used in the school was made. Each year, as new products containing chemicals which may be hazardous to pupils, staff members, and visitors are delivered to our school, the school nurse informs all individuals working with these chemicals or products of the possible hazardous conditions these chemicals or products may cause.

Manufacturers of products that contain possible dangerous/hazardous chemicals are now required to notify schools of the use of these items through a written information sheet which accompanies the product. These information sheets are kept on file in the school nurse’s office under the “Right-To-Know” Program and may be reviewed by interested parties, upon request.

SCHOOL ACCIDENT INSURANCE FOR PUPILS

Each year during the first few weeks of school, the School Office will send home information for parents to purchase school accident insurance for their children.

The Island Heights School District provides this service to parents and guardians as a courtesy and does not control the policies that are purchased nor does the school district receive any profit from the sales of the pupil policies.

The school district recommends that parents read over the literature which is sent home and make personal decisions as to whether or not they wish to buy this pupil's accident insurance.

The company which sells the pupil school accident insurance to parents or guardians requests that you mail the payments directly to them in the envelope provided to you. The company will then give a list of the parents or guardians who purchase pupil accident insurance policies to the School Office for review and assistance to the parents and guardians who may wish to make claims.

SCHOOL HEALTH SERVICES

A. IMMUNIZATIONS:

Pre Kindergarten:

- DPT- Series of 4, Polio - Series of 3
- MMR, Varicella, HIB, PCV (Pneumococcal)- 1 dose after the 1st Birthday
- Annual Influenza Vaccine administered between September and December of the current school year.

Kindergarten:

- DPT- At least 5 doses with one being on or after the fourth birthday
- IPV- At least 4 doses with one being on or after the fourth birthday
- MMR- 2 doses with the first one given on or after the FIRST birthday
- Hepatitis B- 3 doses or any vaccine combination containing Hepatitis B virus
- Varicella/Varivax (Chicken Pox) – one dose on or after first birthday

Exceptions regarding immunizations are made only for documented religious exemptions or medical exemptions provided by a physician.

**DTaP: Children who previously attended child care/preschool should have received 4 doses since the requirement to receive the fourth birthday booster dose (5th dose) does not apply until they attend Kindergarten. However, if one of these 4 doses was given on or after the 4th birthday, an additional dose is not needed for Kindergarten. Alternatively, any 5 doses are acceptable*

+ Polio: Children who previously attended child care/preschool should have 3 doses since the requirement to receive the fourth birthday booster dose (4th dose) does not apply until they attend Kindergarten. However, if one of these 3 doses was given on or after the 4th birthday, no additional doses are needed for Kindergarten. Alternatively, any 4 doses are acceptable.

6th Grade Information:

Every child entering or attending 6th grade is required to receive a booster dose of the diphtheria, tetanus and pertussis booster (Tdap) and one dose of a meningococcal-containing vaccine (MCV). You must provide documentation of these two immunizations by your child's 11th birthday

Provisional enrollment for immunizations in progress must be documented by a Certified Healthcare Provider.

B. HEALTH SCREENING

The following health screenings are performed by the School Nurse and/or by the School Medical Director:

- 1) All pupils will be screened for vision, hearing, height, weight, BMI (Body Mass Index) and blood pressure according to state mandates.
- 2) All pupils in grade 5 will be screened for scoliosis.

All screenings will be performed unless the School Nurse is notified in writing by the parent or guardian. Parents will be notified of any suspected problems.

Please contact the School Nurse if your child experiences any changes in his/her health status, including surgeries, injuries, allergies or any other conditions of which the School Nurse should be aware.

C. ILLNESS/INJURY

In the case of illness or injury, a child will be temporarily cared for by the School Nurse. The School Nurse will render first aid, as needed. If emergency medical treatment is necessary, the parents will be contacted. When a child becomes ill during school hours, the parent will be notified. The child must be taken home by the parent, guardian, or a written designee. All pupils must be signed out in the School Office. Whenever the School Nurse is absent and a substitute nurse is not available, pupils who are ill will be sent home.

D. MEDICATION ADMINISTRATION AT SCHOOL

Only those medications that must be given during school hours may be administered by the School Nurse. No medication, whether prescription or non-prescription may be administered without the following:

- 1) A WRITTEN DOCTOR'S ORDER
- 2) WRITTEN PARENTAL PERMISSION
- 3) MEDICATION MUST BE PROVIDED IN THE ORIGINAL CONTAINER FROM THE PHARMACY BY THE PARENT OR GUARDIAN WITH A PHARMACY LABEL SHOWING THE STUDENT'S NAME, MEDICATION NAME AND ORDERS.
- 4) CHILDREN MAY NOT TRANSPORT MEDICINE TO OR FROM SCHOOL.

Medication for school must remain in the health office and will not be sent home at the end of the school day. Medications may be administered to pupils by the school nurse or parent only.

In the absence of the School Nurse or a substitute nurse, parents must come to school to administer all medications, which their individual children are required to use.

E. GUIDELINES FOR SCHOOL AGE ILLNESSES

Please check your child before leaving for school each morning and make sure there are no health issues as a legitimate complaint should not be ignored.

An ill child cannot function properly in class. Please be sure the school has an emergency number where someone can be reached. If your child/ren are absent for 3 or more days, please send in a doctor's note.

District guidelines for excluding students are below:

1. **FEVER:** Temperature 100 degrees or higher. Children who have fevers upon awakening or during the night should not be sent to school. If sent home they must be "fever free" without medications for 24 hours before returning to school.
2. **VOMITING/DIARRHEA:** If sent home they must not have any vomiting/diarrhea for 24 hours before returning to school.
3. **CONJUNCTIVITIS:** If sent home they must present a physician's note in order to return to school.
4. **IMPETIGO:** This contagious condition requires medication. A physician's note is required for student to return to school.
5. **LICE:** Student will not be allowed back to school until examined by the school nurse..
6. **RINGWORM:** May return to school if area is covered and child is under MD care
7. **COMMON COLD/RESPIRATORY:** Children who have a combination of any of the following symptoms should be kept home until the severity of the symptoms subside:
 - Difficulty breathing, runny nose, watery eyes, thick nasal discharge, and cough.
 - The nurse's office is equipped with a nebulizer machine. Students with appropriate MD orders may be given nebulizer treatments during the day by the school nurse.
 - Thank you for your cooperation in helping us to provide a safe and healthy school environment for your child.

SCHOOL PICTURE PROGRAM FOR PUPILS

The School Office will send home information concerning the school picture program for pupils.

Pictures are taken of all pupils during the fall. Parents are not obligated to purchase any pictures, but a picture will be taken of every pupil for school records and for the end-of-year yearbook, so please be mindful of your child's attire on picture day. Envelopes will be sent home explaining the cost for the various pupil packages offered by the photography company. Parents and guardians may choose the specific pupil photo package they want to purchase and are requested to send back the money/check for the package they choose on the day the pictures are taken.

The school district offers this pupil picture program to parents and guardians as a courtesy and no profit is received by the school or school district for any pupil photo packages that are sold.

SPECIAL SUBJECTS/PROGRAMS

K-2 ENRICHMENT/ 3-6 GIFTED & TALENTED PROGRAMS (S.A.I.L).

The purpose of the Island Heights Enrichment and Gifted & Talented Program is to nurture academic excellence and improve student achievement among all students. The Island Heights School District is

committed to exceptional education for all students to help them develop their extraordinary abilities and recognizes that all students in this district have unique values, needs, and talents. The enrichment and gifted & talented program is designed to aid in the optimum development of their intellectual, emotional, and social abilities and to honor the diversity among the identified students through the provision of varied placement options and differentiated and more challenging curriculum across the content areas as it is appropriate. The NJSLS will form the foundation of the curriculum for this program. Modifications made in the curriculum for enrichment students will ensure that students have mastered the standards and will provide extensions for students to meet or exceed the standards at the highest level. More information regarding our S.A.I.L. program and eligibility can be found on our website.

ART PROGRAM

The Art Program is taught on Wednesdays by a certified Art Teacher. The program is required for all pupils in grades kindergarten through sixth.

MUSIC PROGRAMS

Instrumental Music Program

The Instrumental Music Program is conducted during school hours on Tuesday and Wednesday. Full band rehearsals will be held on Wednesday morning 7:35 am to 8:35 am. Pupils from grades four through six are accepted into this program. A certified music teacher teaches the program.

Music Program

The Music Program is taught on Mondays by a certified Music Teacher. The program is required for all pupils in grades kindergarten through sixth. Those students who are interested in participating in our Chorus may join our Monday afternoon Chorus Club (Grades 2-6).

HEALTH & PHYSICAL EDUCATION PROGRAM

The Health & Physical Education program is required of all pupils in the Island Heights Grade School. A pupil may be excused for medical reasons when documented by a physician's note. All classes participate in Physical Education twice a week on Tuesdays and Thursdays. Students are required and dress comfortably and wear sneakers on PE days. Students will have a weekly Health period on Fridays. Additionally, all students will participate in a weekly Wellness period, which will focus on our school wide character education program, as well as social-emotional health.

WORLD LANGUAGE PROGRAM

A World Language Teacher is employed to teach all students at all grade levels the Spanish language. The teaching of a world language is required according to the NJSLS established by the New Jersey State Department of Education.

TEXTBOOKS/LIBRARY BOOKS

Every pupil is issued physical textbooks and workbooks for each academic subject for which they are required. These are "on loan" to the pupils and are to be returned at the end of the school year. When textbooks and/or workbooks are lost or damaged, a fee is assessed for the textbook and/or workbook based on its age and former usage. The same procedure applies to books which are borrowed from classroom collections. Students will also be provided online access to some of our textbook programs. Please contact your child's teacher for login information.

Since the Island Heights Grade School does not have an in-school library, all pupils are required to use the Island Heights Borough Library located one block from the school. Each class in the school is assigned a time when they may visit the Borough Library and check out and return books via a library card which is issued to each pupil. At the end of the year, pupils are required to pay fines to the Borough Library for lost books or overdue books.

VISITORS TO THE ISLAND HEIGHTS GRADE SCHOOL

Visitors are always welcome to visit the Island Heights Grade School at appropriate times and must enter the building through the front door only. **Parking is not allowed in the red fire zone in the front of the school.** Visitors must sign in at the front office. Upon signing in, each visitor is required to wear a **colored lanyard around their neck visible at all times.** Parents, guardians, and visitors are always invited to attend pupil assembly programs and to attend after school activities. During specific times of the school year, teachers may conduct programs where parents, guardians, and visitors may enter classrooms and school programs to view and participate in programs.

If classes and programs are in session, parents, guardians, and visitors are not allowed to visit classes or programs unannounced or without the permission of the teacher.

For safety and security purposes when visiting the school, please be sure to report immediately to the Main Office to sign in and secure a colored lanyard after you have been admitted into the building.

Island Heights Parent Teacher Organization (IHPTO)

The IHPTO is an all volunteer nonprofit organization that exists for charitable, educational, and/or scientific purposes under section 501(c)(3) of the internal revenue code, it is focused solely on enhancing and improving the school experience for IHGS students.

Our annual budget is raised solely through membership dues and donations.

PURPOSE

The purpose of the IHPTO is to enhance and support the educational experience at Island Heights Grade School, to develop a closer connection between school and home, and to improve the environment at our school through volunteer and financial support.

MISSION

The heart of our mission is a commitment to support Island Heights Grade School and ensure all of its students receive the highest quality education possible. The IHPTO encourages and supports parents, students, school staff, and our community to work together to share and implement programs, activities, and events that benefit our children and their school, engage the broader community, and foster positive school spirit.

MEMBERSHIP

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

When you join the IHPTO as a member, participate in our fundraising efforts, or contribute a donation to our collections- you help us support, implement, and fund the engaging programs, memorable events, and unforgettable activities that allow our IHGS students to enjoy an exceptional elementary educational experience. If you have not already joined, please download a membership form and return it to the front office.

Please join us by becoming a member and volunteering your time and talents!

IHPTO Board 2024-2025

Co-Presidents: Tara Church & Penny Hagan

Vice President: Sigrid Endreson-Mitchell

Recording Secretary/Communications Secretary: Casey Greenfeld

Treasurer: Michelle Brodbeck

Please feel free to contact any of the board members with questions.

HARASSMENT, INTIMIDATION, OR BULLYING (M) 5512 Our HIB Policy is on our website. Please click here for our complete policy.

APPENDIX B

8505 SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
 - a. The Principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical

education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

b. The Principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.

c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

3. Goals for Physical Activity

a. The following activities will be coordinated in each elementary school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.

(3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

(4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.

(5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.

b. The following activities will be coordinated in each middle school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

c. The following activities will be coordinated in each high school in the district:

- (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.
 - (3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.
4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:
 - a. Each school in the district will establish a Wellness Committee comprised of the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member.
 - b. The Principal or designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.
 - c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Wellness Committee.
 - d. The Principal will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.
 5. Annual School Progress Report
 - a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools before June 30.
 - b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.
 6. Annual District Summary Progress Report
 - a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee will compile an Annual District Summary Progress Report to be presented to the Board of Education at a public meeting before the beginning of the school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.

b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the smart snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA.

2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be submitted to the Principal or designee for approval.

C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

D. Publication/Dissemination

This Policy will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 14 August 2006

Revised: 14 December 2011

Revised: 6 March 2013

Revised: 8 October 2014

APPENDIX C

7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Island Heights School District.

IPM Coordinator (IPMC)

The Board Secretary shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Pupils and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to pupils, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33,
Adopted 13 October 2004

**Annual Integrated Pest Management Notice
For School Year 2024 - 2025**

Dear Parent, Guardian, or Staff Member:

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

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

The IPM Coordinator for Island Heights Grade School is:

Name of IPM Coordinator: Lil Brendel

Business Phone number: 732-929-1211

Business Address: 115 Summit Avenue, Island Heights, NJ 08732

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

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

The following items must be included with this annual notice:

- A copy of the school or school district's IPM policy. (See Appendix C above).
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan. (September Board Meeting)

APPENDIX D-

STUDENT DISCIPLINE/CODE OF CONDUCT

5600

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

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive

intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. 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. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 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:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses

shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

APPENDIX E- 2024-25 SCHOOL CALENDAR

Island Heights Grade School

2024 - 2025 SCHOOL CALENDAR

Board Approved: February 15, 2024

SEPTEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER (19)

- 2- Labor Day (Closed)
- 3- Staff In-Service Day - (Staff Only)
- 4- 1:00 Dismissal for Students/ Staff In-Service
- 5- Full Day - Students

OCTOBER (22)

- 11- 1:00 Dismissal for Students / Staff In-Service
- 14- Columbus Day (Closed)

NOVEMBER (14)

- 4-8- Fall Break (Closed)
- 7-8- NJEA Convention (Closed)
- 25-26 1:00 Dismissal - Parent/Teacher Conferences
- 27 - 1:00 Dismissal Students & Staff
- 28&29 - Thanksgiving Recess (Closed)

DECEMBER (15)

- 23-31- Winter Recess (Closed)

JANUARY (21)

- 1- Winter Recess (Closed)
- 2- Reopening of school (Full Day)
- 20- MLK, Jr. Day (Closed)

FEBRUARY (19)

- 14 - 1:00 Dismissal for Students / Staff In-Service
- 17- Presidents' Day (Closed)

MARCH (21)

- 14 - 1:00 Dismissal for Students / Staff In-Service

APRIL (16)

- 18- Good Friday (Closed)
- 21-25- Spring Recess (Closed)
- 28- Reopening of school (Full Day)

MAY (21)

- 23- 1:00 Dismissal for Students & Staff
- 26- Memorial Day (Closed)

JUNE (13)

- 16-18- 1:00 Dismissal for Students & Staff
- 18 - Last Day for Students and Staff 1:00 Dismissal

TOTAL STUDENT DAYS - 181
TOTAL STAFF DAYS - 182

FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL 2025

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Legend

- 1:00 Dismissal for Students and/or Staff
- School Closed
- School Closed for Students Staff In-Service

This calendar has 1 snow day built in for emergency closings. In the event of more than 1 snow day, the IHGS district will adjust the calendar if needed.



SEA DEVILS

ISLAND HEIGHTS SCHOOL CALENDAR FOR 2024-2025

September 2, 2024	Labor Day	School Closed
September 3, 2024	Staff In-service	School Closed
September 4, 2024	Opening of School	1:00 Dismissal for Students- Staff In-service
September 12, 2024	“Back-to-School” Night	7:00 p.m. (Tentative)
October 11, 2024	In-Service Day for Staff	1:00 Dismissal for Students
October 14, 2024	Columbus Day	School Closed
November 4-8, 2024	Fall Break	School Closed
November 7 & 8, 2024	NJEA Convention	School Closed
November 25, 2024	Parent/Teacher Conferences	1:00 Dismissal-Full Staff Day
November 26, 2024	Parent/Teacher Conferences	1:00 Dismissal-Full Staff Day
November 27, 2024	Thanksgiving Recess Begins	1:00 Dismissal for Students & Staff
November 28 & 29, 2024	Thanksgiving Recess	School Closed
December 2024	Holiday Program (Tentative)	7:00 p.m.
December 20, 2024	Winter Recess Begins	1:00 Dismissal for Students & Staff
December 23-31, 2024	Winter Recess	School Closed
January 1, 2025	Winter Recess	School Closed
January 2, 2025	Reopening of School	Full Day—Students & Staff
January 20, 2025	Martin Luther King Day	School Closed
February 14, 2025	In-Service Day for Staff	1:00 Dismissal for Students
February 17, 2025	Presidents’ Day	School Closed
March 14, 2025	In-Service Day for Staff	1:00 Dismissal for Students
April 18-25, 2025	Spring Recess Begins	School Closed
April 28, 2025	Reopening of School	Full Day-Students & Staff
May 23, 2025	Memorial Day	1:00 Dismissal for Students & Staff
May 26, 2025	Memorial Day	School Closed
June 16, 17 & 18, 2025	Early Dismissal	1:00 Dismissal
June 18, 2025	Tentative Last Day of School	1:00 Dismissal

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1. The PTO will notify parents by letters/memos of various PTO meeting dates/fundraising.
 2. School Pictures of pupils have been scheduled for September 2024.
 3. Individual Progress Report Periods will close on: 11/1/24, 1/24/25, 3/28/25, 5/30/25.
 4. Individual Progress Report Cards will be issued on: 11/25/24, 2/7/25, 4/11/25, 6/18/25.
 5. Kindergarten Round-Up will be conducted in March 2025.
 6. Preschool Round-Up will be conducted in March 2025.
 7. Field Day will be conducted in May 2025.
 8. Incoming Kindergarten Pupil Visitation Day will be held in May, 2025 at 1:15pm.
 9. Spring Concert is tentatively scheduled for May 2025.
 10. Dates for 6th grade End-of-Year Trip will be set during the last week of May or 1st week of June.
 11. 6th grade Promotion Program will be held on the last day of school at 10:30 a.m.