



**2023-2024 STUDENT HANDBOOK
SCHOOL DISTRICT
WEBSITE**
www.BeachHavenSchool.com

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Welcome Back To School!



September 2023

Dear Beach Haven School Families,

We hope that everyone is having a wonderful summer! Our school year is approaching and we are excited to welcome you to the 2023-2024 school year.

Please take time to review our student handbook with your child/children. You can access it on our district webpage, <http://www.beachhavenschool.com/bhsd/>. Please call or stop by the main office if you would like a paper copy. Additionally, I have listed important dates and reminders below.

Important Dates and Reminders

Back to School Night- Wednesday, September 13th at 6 pm

First Day of School-Wednesday, September 6th

Regular School Hours are 8:20 am-2:45 pm

AM Preschool Hours are 8:20 am- 11:45 am

Lunch and Recess is from 11:38 PM – 12:25 PM

We look forward to a wonderful school year with the Beach Haven Students, Staff, and Community!

Sincerely,

Theodore Loeffler

Superintendent/Principal

STAFF DIRECTORY 2023-2024

Employee	Position	Room
Theodore Loeffler	Superintendent and Principal	Main Office
Steve Terhune	Business Admin	Main Office
Kimberly Carey	Secretary	Main Office
Robert Barrett	Health and PE Teacher	GYM
Joseph Elmo	Music, Band, Math Support	204
Stephanie Cecchini	Art, G&T, Creative Writing, Library	204
Melanie Buda	Pre-K Teacher	101
Sharon Dugan	Instructional Aide	101
Makaela Gevaras	Kindergarten Teacher	102
Jill Falletta	1st grade Teacher	203
Katelyn Desmond	2nd grade Teacher	202
AnnMarie Deakyne	3rd grade Teacher	201
Christine Bresley	4 th , 5 th , 6 th Grade Science/Social Studies Teacher	301
Jess Wiehr	4 th , 5 th , 6 th Grade Math and Grammar Teacher	304
Sara Holleran	4 th , 5 th , 6 th Grade English Language Arts Teacher	303
Kelsey Molzon	Guidance	107
Catalina Martone	Nurse	Nurse
Suzanne Henry	Special Education Teacher	302
Holly Herriger	Speech	103
Michelle Fontana	Physical Therapy	107
Kathy Hopkins	Occupational Therapy	107
Brian Ball	Head Custodian/ Facility Manager	Custodian Office
John Palmbo	Night Custodian	Custodian Office
Vern Berube	Bus Driver	Main Office

BEACH HAVEN SCHOOL

2023-2024 Walk and Ride Bicycle to School Acknowledgment

Students 8 years and older!

The Beach Board of Education will permit the use of bicycles and walking to and from school by students 8 years and older within a two-mile radius of the student's home and school, in accordance with district policy 5514, provided that such students present written parental approval, and have been granted permission by the building principal. If you would like your child to walk or ride their bicycle to school, please be aware of the following:

- There are no crossing guards.
- If your child rides his/her bike, you may want to provide a lock for security.
- Your child **MUST** wear a biker’s helmet.
- The Board will not be responsible for any bicycle that is lost, stolen, or damaged.
- Parents are responsible for students until 8:15 AM on regular school days when staff supervision begins and after 2:45 PM on regular school days (12:30 on early dismissal days) when staff supervision ends.

Permission to walk or ride a bicycle for travel to and from school is a privilege that can be revoked by the building principal if the student violates the rules set forth in district policy 5514.

If you would like to have your child be granted permission to walk or bike to and from school, please fill out the form below and return it to your child’s school.

Beach Haven School

Permission Slip to Walk/Ride Bicycle to School

My child, _____, has permission to walk/ride a bike to school every day. I have been informed and understand that there are no crossing guards nor will there be any Beach Haven employees or staff supervising school property.

Child’s Name Grade

Parent’s Signature Date

PLEASE RETURN TO YOUR CHILD’S TEACHER BY FRIDAY, SEPTEMBER 8th

BEACH HAVEN SCHOOL

2023-2024 Technology Use and Care Acknowledgment

The Beach Haven School District is very excited and fortunate to be able to continue with our 1:1 Chromebook initiative. These devices will aid in their instruction and allow for remote learning if needed. Students may install any pre-approved chrome applications/extensions available from the Chrome Web Store ONLY. Side-loading applications and/or placing a Chromebook in developer mode is not permitted. Below are some guidelines for device care.

While the device is durable, it is not indestructible.

- Never throw a backpack that contains a device.
- Never place a device in a book bag that contains food, liquids, or heavy, or sharp objects.
- Never place heavy objects on top of the device.
- Do not apply pressure to the device screen.
- Never drop your device.
- Careful placement in your backpack is important.

Device Damages

Any damage to a school-issued device must be reported immediately to school staff. Chromebooks are school property and should be cared for in accordance with [policy 5513](#). Damages reported to teachers and administration and deemed misuse of equipment or vandalism resulting in the need for repair will be at the **cost of the parent**. Theft of district property, electronic or physical, as well as any act of vandalism, will result in the cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another, the hardware, software, and files that comprise district systems, or any of the agencies or other networks that are connected to the Internet.

Google Account

Google Suite for Education offers a free set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment. The free tools are available to students both at school and at home and work on any device that has an internet connection.

Students will use Google Suite for educational purposes. As per school policies, activities requiring internet access are supervised at school. The school is in control of the Google services it provides for student use. Spot-checking student accounts can be used to ensure students' use of digital tools follows school policy.

Child's Name Grade

Parent's Signature Date

PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 8th

BEACH HAVEN BOARD OF EDUCATION

Irene Hughes, President
Jen Tomlinson, Vice President
Carol Labin
Meredith O'Donnell
Jane Romanowski

MEETING SCHEDULE

The Beach Haven Board of Education meetings will be held in the Faculty Room at 5:00 p.m. at the Beach Haven School, Eighth Street and Beach Avenue, Beach Haven, NJ 08008, on:

2023

August 30, 2023*

September 27, 2023

October 25, 2023

November 29, 2023*

December 20, 2023**

2023

January 4, 2024*** (*Reorganization meeting*)

* Fifth Wednesday of the month

** Third Wednesday of the month

*** First Thursday of the month

* *Subsequent meetings will be posted on the school's webpage,*
<http://www.beachhavenschool.com/bhsd/Board%20of%20Education/BOE%20Meeting%20Schedule>

GENERAL INFORMATION



Student times: 8:20 AM – 2:45 PM PreK3 times-8:20 AM– 11:45 AM

Lunch/Recess: 11:38 PM – 12:25 PM

Delayed Opening: 10:20 AM - 2:45 PM

Early Dismissal-8:20 AM - 12:30 PM

Drop Off Procedures:

Students may arrive or be dropped off starting at 8:15 AM. Supervision begins at 8:15 AM

Parents are responsible for your child's supervision if they arrive before 8:15.

Students will line up on the blacktop in front of double doors/stairs with their teacher.

Rain- If it is raining students will enter the gym through the kitchen doors and line up with their teachers in the gym.

Dismissal/Pick-up Procedures:

Students will be dismissed out the double doors onto the blacktop for parent pick up or release for walkers and bikers with permission as per [policy 5514](#).

Rain/Snow Dismissal/Pick-up Procedures:

In order to limit crowding inside doorways on inclement weather days, we will dismiss as follows:

- Pre-K-& K out through door #6 by the main office.
- Grades 1-3 out through door #4 by blacktop
- Grades 4-6 out through the kitchen door #3 by blacktop

SCHOOL CLOSING

The Beach Haven School has an automated Emergency Notification System which is used to notify parents of school closings, delayed or early dismissals. Please be sure the school has your current home phone, cell phone, and email address so messages can be sent and received.

In the event of a **TWO- HOUR DELAY**, your child will be picked up two hours later than the regular time at the bus stop. No lunches are served on half days or two hour delayed openings. However, students will have snacks in the classroom so please pack a snack.



SCHOOL DRESS CODE

The school recognizes the importance of students developing a personal style, so long as it is not offensive, or deemed distracting to others. Students should be neat and well-groomed, and wear clothes that fit the climate, and the activities in which they engage in. Clothing should also fit properly, not be too loose, too tight, too short, or too baggy. Clothing with alcohol, tobacco, drug related, violent and/or sexually suggestive messages are not permitted. Students will be sent to the nurse and asked to change from the inappropriate item into clothing available at school or from home.

SCHOOL CELL PHONE AND ELECTRONIC DEVICE USE POLICY

A student is not permitted to have turned on or use an electronic communication (cellphone, watch, etc.) and recording device (ECRD) on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a student using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other students or staff members are present shall require the permission for such recording from any other student and their parent and/or staff members whose voice or image is to be recorded. See [Policy 5516](#) for more detail.

HEALTH AND MEDICATION POLICY

In compliance with the guidelines established by the State of New Jersey, the school nurse may not administer any medication to a student without a written order from the physician ordering the medication, detailing the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. The parent/guardian should provide a written request for the administration of the prescribed medication at school. The medication should be brought to school by a responsible adult in the original container appropriately labeled by the pharmacy or physician. The medication is to be given to the nurse and kept in the health office to be administered as directed. Unless a medication is prescribed by a physician, it should not be brought into the school building.



HOMEWORK

It is expected that all students devote time to home study. Students may have homework assigned to them throughout the school year. If your child does not receive homework on a given day, it is encouraged to read with your child, reinforce their number sense, expose them to different real-world experiences, etc. Please contact the classroom teacher for more specifics to your child's individual needs. Teachers will utilize the homework folders in each grade and planners for grades 3-6 to help with communication and organization.



PHONE SYSTEM

Parents are partners with the school in educating children. Each teacher uses one form or another of communication between home and school. It is vital to a student's progress to keep lines of communication open. The staff will make every effort to communicate with you. Likewise, please do not hesitate to contact the staff member. Please know that you can meet with the Superintendent at any time.



PARENT-TEACHER CONFERENCES

First Trimester- Wednesday, September 6th to Wednesday, December 6th

Parent-Teacher Conference – Thursday, October 26th

Second Trimester- Thursday, December 7th to Friday, March 8th

Parent-Teacher Conference - Thursday, March 7th

Third Trimester-Monday, March 11th to Friday, June 14th



PRE-K TO THIRD GRADE REPORT CARD

Report cards and interim reports are throughout the school year to keep the students and parents informed as to the academic and social progress being made by your student in school.

Pre-K to Third Grade Students and Staff will continue to be assessed using a standards-based reporting approach. Whereas the teachers and support staff will evaluate student learning using classroom observation, student's classroom work, and formative and summative assessments. The combination of these pieces of evidence when reviewed with parents provides a more detailed picture of student progress. Furthermore, it tells the parent what the student can do and to what degree. This in turn leads to identification of direction for the student and future learning goals.

GRADING KEY

- 4-Exceeds Achievement of the Grade Level Standard
- 3-Consistent Achievement of the Grade Level Standard
- 2-Moderate Achievement of the Grade Level Standard
- 1-Limited Achievement of the Grade Level Standard
- X-Not assessed at this time
- *Accommodation/Modification

FOURTH TO SIXTH GRADE REPORT CARD

Fourth to Sixth Grade Students will receive a traditional report card. Whereas the teacher and support staff will use the grading scale and category weights (see below) to determine the quality of a student's school work. Our report cards will contain a section for each subject and specialty teachers to record individual comments about the student's work and behavior.

GRADING SCALE

- A-92-100
- B-83-91
- C-74-82
- D-73-70
- F-69 and Below

CATEGORY WEIGHTS

- Assessments (Tests and Quizzes)-**30%**
- CW/HW-**30%**
- Performance Tasks (Performance Tasks, Notebooks, Classroom Activities)-**30%**
- Participation (Participation and Preparation)-**10%**

RECESS

Recess is from 11:58 am-12:25 pm every day. Students will participate in outdoor recess when temperatures are 32 degrees or above. Please be sure your child is dressed appropriately for weather conditions.

SAFETY AND SECURITY DRILLS

Each month, the school must hold safety and security drills. These drills are held for practicing orderly conduct. Students must always follow teachers' directions and remain attentive during drills. Once an "all clear" signal is made, students will return to class and/or resume classroom activities. Additionally, a follow-up message will be sent through our Emergency Notification System.

SCHOOL BIRTHDAY CELEBRATIONS

Birthdays are major milestones that need to be recognized. We enjoy being a part of this celebration. You are welcome to provide treats for your child to share with their classmates keeping in mind any food allergies that may be present. **Invitations will only be allowed to be distributed in school if they are inclusive of everyone in the class.**

SCHOOL SUPPLIES

The Beach Haven School **does not** have a required supply list for our students. It is the belief of the Board of Education to provide these necessities for our students.

STUDENT RECORDS

Federal and state law requires that parents have complete access to records kept on their child. These records may be examined at conferences or by making an appointment. If you have any questions about the contents of these records, please contact the principal.

STUDENT WITHDRAWAL

Whenever a parent anticipates moving and transferring a student to another district, he/she should obtain a transfer card from the school office, which will tell the next school where to obtain the student's records. The further in advance you can do this, the better prepared the next school can be to receive your child and their records.



STUDENT SUPPORT SERVICES

To effectively meet the needs of individual students, the district provides several student services.

COUNSELING

Our guidance counselor is available to help students adjust to the school routine and resolve problems that interfere with their academic and emotional development while attending Beach Haven School. In addition, the counselor is available to meet with teachers and parents to aid as needed.

CHILD STUDY TEAM

The district has a shared Special Education Services agreement with Stafford Township School District. Their Child Study Team is made up of a Director of Special Services, School Psychologist, Learning Disabilities Specialist, Social Worker, and other therapists. This group assists parents and teachers in providing appropriate educational programs for students with identified learning disabilities.

RESPONSE TO INTERVENTION/INTERVENTION AND REFERRAL SERVICES

An RTI/I&RS committee has been developed to help teachers and parents work together to provide instructional strategies for regular education students who are experiencing learning and/or behavioral difficulties.

RTI Tier I- Strategies and Interventions by the classroom teacher.

RTI Tier II- Push-in or Pull out support by a certified staff member for general education support.

RTI Tier III- Formal I&RS action plan development. This may include interventions from Tier I and II. A referral may be made to our Child Study Team or 504 Coordinator for review if progress concerns continue.

SPEECH /LANGUAGE SPECIALIST

A speech/language specialist is available to work with students who exhibit difficulty in some areas of speech and language development. The speech pathologist works with students individually or in small groups. A teacher or parent may make a referral for considerations of consultation or services.

SCHOOL Attendance

ATTENDANCE AND LATENESS POLICY

The Beach Haven Board of Education provides a quality program for the education of children. It is important that children attend school regularly. **When a student is unable to attend school, a parent or guardian must call the school nurse and state the reason for absence.**

Excused absences are:

- A. A doctor or dental appointment with a doctor's note.
- B. A doctor's note for illness or counseling services.
- C. Religious exemption.
- D. Court appearance with documentation.

In accordance with [Policy 5200](#) and [Regulation 5200](#), the district recognizes the need for students to be in attendance daily. Parent communication will originate during the 5th, 10th, and 15th unexcused attendance. Additionally, the school nurse will follow up to check on the whereabouts of the students daily.

The school policy states that children are expected to be in school. Prolonged or repeated absences, excused or unexcused, deprive the pupil of the classroom experience deemed essential to learning. An excessive absence problem may result in retention.



In accordance with [Policy 5240](#), [Policy 5230](#) and [Regulation 5230](#), the district believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. Pupils are tardy to school or class if they are not in their seats or other assigned school functions when the tardy bell rings. Pupils who are late to school must report to the office to receive an entry slip to class.

Five unexcused tardies will equate to one day unexcused absence.

Students are required to be here by 8:30am.



STUDENT RESPONSIBILITY

The Handbook serves as a family resource that identifies the Beach Haven School District's expectations. In addition to this document, please refer to the Beach Haven Board of Education Manual for in-depth [policies and regulations](#).

Reports of harassment, intimidation or bullying including anonymous reports, made to teachers or aides are to be investigated by the School Climate Committee. For additional information, about H.I.B., please reference our school's web page. [Please click here](#).

Finally, situations that are not covered in the Parent Handbook, School Website, or and District Policy will be considered a matter of professional discretion by the school administrator and/or faculty while being cognizant of appropriate local and state regulations.

COMMUNITY-BASED HEALTH AND SOCIAL SERVICE PROVIDER AGENCIES

- [The Borough of Beach Haven Health and Community Resources](#)
- [LBI Health Department](#)
- Crisis Help- NJ Hopeline 1-855-654-6735 or dial 988
- [Perform Care of NJ](#) 1-877-652-7624
- [NJ Department of Community Affairs](#)
- [State of NJ Department of Children and Families](#)
- [Find Help.org](#)