



**2024-2025 PARENT/STUDENT  
HANDBOOK  
SCHOOL DISTRICT  
WEBSITE**

**[www.BeachHavenSchool.com](http://www.BeachHavenSchool.com)**

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# Welcome Back To School!



September 2024

Dear Beach Haven School Families,

We hope everyone is having a wonderful summer! The school year is approaching, and we are excited to welcome you to the 2024-2025 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 for a paper copy. Additionally, I have listed important dates and reminders below.

## **Important Dates and Reminders**

**Picture Day**-Tuesday, September 10

**Back to School Night**- Wednesday, September 11th at 6 pm

**First Day of School**-Wednesday, September 4<sup>th</sup>

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 2024-2025

<b>Employee</b>	<b>Position</b>	<b>Room</b>
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	105
Beth Cartegna	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
Olivia Swanson	2nd-grade Teacher	202
AnnMarie Deakyne	3rd-grade Teacher	201
Christine Bresley	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grade Science/Social Studies Teacher	301
Jess Wiehr	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grade Math and Grammar Teacher	304
Sara Holleran	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grade English Language Arts Teacher	303
Kelsey Schmidt	Guidance	107
Ellen Ciceri	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 Palombo	Night Custodian	Custodian Office
Vern Berube	Bus Driver	Main Office

**BEACH HAVEN SCHOOL**

*2024-2025 Code of Conduct Acknowledgment*

**CODE OF CONDUCT**

Teachers and support staff are professionals responsible for children’s educational well-being. Children must follow their directions and treat them with courtesy. We expect all students to try their best each day and work hard to improve themselves. We want each child to reach their full potential and pursue their passions in life. Students who need support should talk with their teachers, parents, and administrators to gain assistance. Parents should contact the teachers if students have shared concerns with them.

The Beach Haven Student Handbook clearly explains school [policies, regulations,](#) and expectations. Parents/guardians and students are asked to review the student handbook and district policy manual. Please sign the statement at the bottom of the page indicating that you have read the handbook and understand your responsibilities.

Additionally, the Board of Education prohibits acts of harassment, intimidation, or bullying of students, employees, visitors, and volunteers.

**Definition of Harassment, Intimidation, and Bullying:** *Any act that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, nationality, gender, sexual orientation, gender identity & expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic. It takes place on school property, at any school-sponsored function, or off school grounds as provided in the sect. 16 of P.L.2010, c122. And, it substantially disrupts or interferes with the orderly operation of the school or the rights of other students. For additional information, please refer to [policy 5512](#) and our website [at this link](#).*

We have received and read the Beach Haven School's “Code of Conduct,” Student Handbook, and District Policies.

\_\_\_\_\_  
Child’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO YOUR CHILD’S TEACHER BY FRIDAY, SEPTEMBER 6th**

**BEACH HAVEN SCHOOL**

*2024-2025 Student Photo/Video Acknowledgment*

Student Name: \_\_\_\_\_  
(please print)

**PHOTOS** (check one of the following):

\_\_\_\_\_ I give permission to the Beach Haven School District to allow my child to be photographed, individually or in groups, for public relations activities. I recognize that this means pictures can be placed in publications/distributed to the public, in school newsletters, and on the school and/or the district's public website.

\_\_\_\_\_ I **DO NOT** give permission for my child to be photographed for any public relations or purpose of the district or to be published in the school and/or on the district's public website.

**VIDEOS** (please check one of the following):

\_\_\_\_\_ I give permission to the Beach Haven School District to allow my child to be videotaped, individually or in groups, for public relations activities. I recognize that this means videos can be placed in publications/distributed to the public, the school, and/or the district's public website.

\_\_\_\_\_ I **DO NOT** give permission for my child to be videotaped for public relations or district purposes or to be published on the school and/or district's public website.

**USE ACCEPTABLE USE POLICY / INTERNET**

\_\_\_\_\_ I give permission for my child to have supervised access to networked computing resources, such as email and the Internet.

\_\_\_\_\_ I **DO NOT ALLOW** my child to access network computer resources, such as email and the Internet, at school.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 6th**

**BEACH HAVEN SCHOOL**

*2024-2025 Blanket Walking and Island Bus Trip Acknowledgment*

Blanket Walking and Island Bus Trip Permission Slip

The Beach Haven Board of Education has approved short walking or bus trips within Long Beach Island. If a teacher plans such a trip, administrative approval will be obtained. By signing this permission slip, you will give blanket approval for your child to participate in all walking or bus trips within Long Beach Island.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 6th**

**BEACH HAVEN SCHOOL**

*2024-2025 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 lost, stolen, or damaged bicycle.
- 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/scooter for travel to and from school is a privilege that the building principal can revoke if the student violates the rules outlined in district policy 5514.

If you would like to grant your child permission to walk or bike to and from school, please complete the form below and return it to the school.

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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 any Beach Haven employees or staff supervising school property. My child will wear their helmet if they ride their bike or scooter to school.

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Child’s Age

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO YOUR CHILD’S TEACHER BY FRIDAY, SEPTEMBER 6th**



## **BEACH HAVEN SCHOOL**

### *2024-2025 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 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 prohibited. 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 containing food, liquids, 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 **parent's cost**. Theft of electronic or physical district property and 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 comprising district systems or any of the agencies or other networks connected to the Internet.

**Google Account**

Google Suite for Education offers free 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 at school and home and can be used on any device with 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 controls the Google services it provides for student use. Spot-checking student accounts can ensure students' use of digital tools follows school policy. Students should not be on internet sites without the teacher's permission.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 6th**

**BEACH HAVEN BOARD OF EDUCATION**

Irene Hughes, President  
Carol Labin, Vice President  
Jane Romanowski  
Jean Frazier  
Deborah Harkness

**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:

**2024**

August 28, 2024

September 25, 2024

October 23, 2024

November 20, 2024\*

December 18, 2024\*

**2023**

January 9, 2025\*\* (*Reorganization meeting*)

\* Third Wednesday of the month

\*\*Second Wednesday 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:

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 that notifies parents of school closings and 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 they engage in. Clothing should also fit properly and not be too loose, tight, short, baggy, or revealing. 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 turn on or use electronic communication (cell phone, watch, etc.) and recording devices (ECRD) on school grounds during the school day or when the student participates in a curricular or school-sponsored co-curricular activity. A student's personal ECRD may only be used on school grounds in an emergency 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 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 details.

### **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 to administer 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 will be given to the nurse and kept in the health office to be administered as directed. Unless a physician prescribes a medication, 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. Keeping lines of communication open is vital to a student's progress. 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 4<sup>th</sup> to Wednesday, December 4<sup>th</sup>**

Parent-Teacher Conference – Thursday, October 24<sup>th</sup>

**Second Trimester- Thursday, December 5<sup>th</sup> to Tuesday, March 11<sup>th</sup>**

Parent-Teacher Conference - Thursday, March 6<sup>th</sup>

**Third Trimester-Wednesday, March 12<sup>th</sup> to Monday, June 16<sup>th</sup>**



### **PRE-K TO THIRD GRADE REPORT CARD**

Report cards and interim reports are throughout the school year to keep the students, and parents informed of 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. The teachers and support staff will evaluate student learning using classroom observation, student classroom work, and formative and summative assessments. When reviewed with parents, combining these pieces of evidence 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 identifying 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. The teacher and support staff will use the grading scale and category weights (see below) to determine the quality of a student's schoolwork. Our report cards will contain sections 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 to 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 AND FOOD ACTIVITIES**

Birthdays are significant 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. **Please inform the teacher 48 hours in advance** that you will be bringing treats and ingredients in so that the teacher can inform parents of any allergies in the classroom. Parents of students with allergies will work with the appropriate teacher and nurse to determine if their child can consume a certain food or provide a substitute item. See [policy 5331](#) and then contact the school nurse with any questions.

### **Whole School Events**

Food Events or Activities Occurring During School Hours (Including W.I.N.)

The school will notify parents of whole-school tastings with a food list and ingredients.

### **For Individual Classroom Food Events**

The teacher will notify the parents of the list of food and ingredients.

**\*Invitations will only be allowed to be distributed in school if they include everyone in the class.**

## **SCHOOL SUPPLIES**

The Beach Haven School does not have a required supply list for our students. The Board of Education believes we must provide our students with these necessities.

## **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. This card 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 will 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. The counselor can also meet with teachers and parents to aid as needed.

### **CHILD STUDY TEAM**

The district has a Special Education Services agreement with Stafford Township School District. Their Child Study Team comprises 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. See our school website for referral procedures.

### **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 experiencing learning and/or behavioral difficulties.

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

RTI Tier II- Push in or pull our support from a certified staff member for general education Basic Skills 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 speech and language development areas. The speech pathologist works with students individually or in small groups. A teacher or parent may make a referral for consideration of consultation or services.



# SCHOOL Attendance

## ATTENDANCE AND LATENESS POLICY

The Beach Haven Board of Education provides a quality program for children's education. 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. The school nurse will also follow up to check on the students' whereabouts 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. Chronically absent students will be put on an action plan.



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 disrupt 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 at 8:30 am 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 of unexcused absence.*

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



## **STUDENT RESPONSIBILITY**

The Handbook serves as a family resource identifying 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's Anti-bullying Specialist or another person designated by the principal. 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 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, WELFARE 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](#)