



**2025-2026 PARENT/STUDENT
HANDBOOK**

SCHOOL DISTRICT WEBSITE

www.BeachHavenSchool.com

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Welcome Back To School!



September 2025

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 2025-2026 school year.

Please take a moment to review our Parent/Student Handbook with your child or children. You can access it on our district webpage: <http://www.beachhavenschool.com/bhsd/>. Please call or visit the main office to obtain a paper copy. Additionally, I have listed important dates and reminders below.

Important Dates and Reminders

Picture Day-Tuesday, September 9th

Back to School Night- Wednesday, September 10th at 6 PM

First Day of School-Thursday, September 4th

Student Drop-Off 8:15 AM

Students Enter School with Teachers **8:20 AM**

Please make sure your child is lined up to enter the building with their teacher at 8:20 AM

Regular School Hours are 8:20 AM-2:45 PM

AM Preschool Hours are 8:20 AM- **11:42 AM**

Lunch and Recess is from 11:35 AM – 12:22 PM

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

Sincerely,

Theodore Loeffler

Superintendent/Principal

STAFF DIRECTORY 2025-2026

Employee	Position	Room
Theodore Loeffler	Superintendent and Principal	Main Office/401
Steve Terhune	Business Admin	Main Office
Kimberly Carey	Secretary	Main Office/400
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
Eileen Corey	Instructional Aide	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
Summer Gigerian	Guidance	107
Ellen Ciceri	Nurse	Nurse/403
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/109
John Palombo	Night Custodian	Custodian Office
Vern Berube	Bus Driver	Main Office

BEACH HAVEN SCHOOL

2025-2026 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 and guardians, as well as students, are asked to review the Parent/Student Handbook and the district’s 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](#).*

Code of Conduct ([Policy 5600](#) & [Regulation 5600](#)) Investigations, HIB Investigations, and Threat and Risk Assessments may be conducted on students without parental permission to ensure school safety. Searches of backpacks, lockers, desks, notebooks, computers, and personal items may be conducted without parental consent when there is reasonable suspicion that they may contain evidence related to an investigation.

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 5th

BEACH HAVEN SCHOOL

2025-2026 Student Photo/Video & Acceptable Use Acknowledgment/Permission Form

Student Name: _____
(Please print.)

PHOTOS (check one of the following):

I give permission to the Beach Haven School District to photograph my child, individually or in groups, for public relations activities. I recognize that this means pictures can be placed in publications, distributed to the public, included in school newsletters, and posted on the school's 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 and 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.

ACCEPTABLE USE OF COMPUTER NETWORK / COMPUTERS AND RESOURCES, INCLUDING INTERNET- [POLICY 2361](#)

_____ I have read and understand Policy 2361. Therefore, I grant permission for my child to have supervised access to networked computing resources, including email and the Internet.

_____ I have read and understand Policy 2361, but I **DO NOT** grant permission for 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 5th

BEACH HAVEN SCHOOL

2025-2026 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 grant 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

BEACH HAVEN SCHOOL

Sunscreen Permission Form

Student's Name: _____ Grade: _____

____ (Check) **Option #1**

- I request that my child be allowed to carry and apply sunscreen to exposed skin, as per this permission slip signed by the parent below.
- I recognize that a young child may need assistance and supervision with this task. I understand that it is my sole responsibility to train my child on how to apply sunscreen appropriately and safely. I grant permission to school staff to assist as needed if they are comfortable doing so, but I understand that staff assistance cannot be required.
- My child has been instructed not to share or apply sunscreen to others while at school.
- Sunscreen must be supplied in its original, properly labeled container. Sprays must be applied outdoors.
- I understand that any changes to this permission must be made in writing to the school nurse and my child's teachers.
- I release the school district and its staff from any liability claims arising from my child's application of sunscreen and any assistance provided by staff.

____ (Check) **Option #2:** I do not give my child permission to carry or apply sunscreen in school or at school functions.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name(print): _____

Parent/Guardian Phone#: _____

PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 5th

Beach Haven School Policies 5514 Walk/ Ride Bicycle or Skateboard to School Acknowledgment and 8601 Pupil Supervision After School Dismissal Form

The Beach Board of Education will permit the use of bicycles, skateboards, 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 and 8601, 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 or skateboard 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 bike rider's or skateboarder's helmet.
- The Board will not be responsible for any lost, stolen, or damaged bicycles, skateboards, or scooters.
- 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 PM on early dismissal days), when staff supervision ends.

Permission to walk, ride a bicycle, or skateboard 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.

Please acknowledge your understanding of Policies 5514 and 8601, along with indicating your permissions below:

Student's Name _____ Grade _____

Yes, I have read and understand District Policies 5514 and 8601.

Yes, I have reviewed the school calendar and understand the days that school is in session.

My child, _____ (**8 years and older**), has permission to walk/ride a bike or skateboard to and from school every day. I have been informed and understand that no crossing guards or Beach Haven employees supervise school property after dismissal. My child will wear their helmet when riding their bike, scooter, or skateboard to school.

My child does not have permission to leave school at dismissal (the end of the school day or the end of a school-sponsored activity) unless escorted by a parent/guardian or designated escort (if checked, please fill out the information below).

Name _____

Home Phone _____

Relationship to Child _____

Cell Phone _____

Work Phone _____

Name _____

Home Phone _____

Relationship to Child _____

Cell Phone _____

Work Phone _____

By signing below, I agree to cooperate with the provisions outlined in the law, Board policy, and arrangements. I agree to arrive on time and adhere to the designated drop-off and pickup times for dismissal from school or school-sponsored activities.

Parent/Legal Guardian Name _____ Signature _____ Date _____

PLEASE RETURN TO YOUR CHILD'S TEACHER BY FRIDAY, SEPTEMBER 5th

BEACH HAVEN SCHOOL

2025-2026 Technology Use and Care Acknowledgment

The Beach Haven School District is excited and fortunate to continue our 1:1 Chromebook initiative.

These devices will support their instruction and enable remote learning if needed. Students may install any pre-approved Chrome applications or 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, 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 essential.

Device Damages

Any damage to a school-issued device must be reported immediately to school staff. Chromebooks are school property and should be treated with care in accordance with [Policy 5513](#). Damages reported to teachers and administration, deemed to be misuse of equipment or vandalism resulting in the need for repair, will be at the **parents' expense**. Theft of electronic or physical district property, as well as any act of vandalism, will result in the cancellation of system privileges and other disciplinary measures in accordance 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 provides free, customizable tools that enable teachers and students to collaborate 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 at home and can be used on any device with an internet connection.

Students will use Google Suite for educational purposes. According to school policies, activities that require internet access are supervised at school. The school controls the Google services it provides for student use. Spot-checking student accounts can help ensure that students' use of digital tools aligns with school policy. Students should not be on the 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 5th

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, 700 North Beach Avenue, Beach Haven, NJ 08008, on:

2025

August 27, 2025

September 24, 2025

October 22, 2025

November 19, 2025*

December 17, 2025*

2026

January 8, 2026** (*Reorganization meeting*)

* Third Wednesday of the month

**Second 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 Drop-off begins at **8:15 AM**

Student times: 8:20 AM – 2:45 PM PreK3 times: 8:20 AM– **11:42 AM**

Lunch/Recess: 11:35 AM – 12:22 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 their child's supervision if they arrive before 8:15.
- Students will line up on the blacktop in front of Door #3 with their teacher.
- Rain/Snow - If it is raining, students will enter the gym through Door #4 and line up with their teachers in the designated area.

Dismissal/Pick-up Procedures:

- Students will be dismissed from Door #3 onto the blacktop for parent pickup or release for walkers and bikers with permission, as per policies [5514](#) and [8601](#).
- During rain, snow, or after-school events, students may be dismissed through Door #4 to make the flow more manageable and provide a designated area for students to wait without blocking walkways.

SCHOOL CLOSING

The Beach Haven School has an automated Emergency Notification System that alerts parents to school closings, as well as delayed or early dismissals. Please ensure the school has your current home phone number, cell phone number, and email address so that 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-day or two-hour delayed opening days. 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, provided it is not offensive or deemed distracting to others. Students should be neat and well-groomed and wear clothes that fit the climate and their activities. Clothing should also fit properly, neither too loose nor too tight, and neither too short nor too revealing or too baggy. Clothing with alcohol, tobacco, drug-related, violent, and/or sexually suggestive messages is 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 devices (cell phones, watches, etc.) or recording devices (ECRDs) on school grounds during the school day or when 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 or before and after the school day, or with a school staff member's permission to supervise 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 the authorization 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 stored in the health office for administration 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 will be assigned homework throughout the school year. If your child does not receive homework on a given day, it is encouraged to read with them, reinforce their number sense, and expose them to different real-world experiences. Please contact your child's classroom teacher for more specific information on their 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. Maintaining open lines of communication is crucial 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 note that you can schedule a meeting with the Superintendent by contacting the main office.



PARENT-TEACHER CONFERENCES

First Trimester- Thursday, September 4th to Thursday, December 4th

Parent-Teacher Conference – Thursday, October 23rd

Second Trimester- Friday, December 5th to Wednesday, March 11th

Parent-Teacher Conference - Thursday, March 5th

Third Trimester-Thursday, March 12th to Wednesday, June 17th



PRE-K TO THIRD GRADE REPORT CARD

Report cards and interim reports are provided throughout the school year to keep the students and parents informed of the academic and social progress being made by your children 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 through classroom observations, student 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 informs the parent about the student's capabilities and the extent to which they can be developed. 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 teacher 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 **11:55 am to 12:22** pm every day. Students will participate in outdoor recess when the temperature is 32 degrees or above. Please ensure your child is dressed appropriately for the 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 given, students will return to class and 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 deserve recognition. 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 notify the teacher 48 hours in advance if you plan to bring treats and ingredients so that they can inform parents of any classroom allergies.** Parents of students with allergies will work with the appropriate teacher and nurse to determine if their child can safely consume a particular food or provide a suitable substitute. 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 students; however, the Board of Education believes we should provide them with these necessities.

STUDENT RECORDS

Federal and state law require that parents have complete access to records kept on their child. These records can be examined at conferences or by 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 get 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 as needed to provide support.

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, a School Psychologist, a Learning Disabilities Specialist, a Social Worker, and other therapists. This group assists parents and teachers in providing appropriate educational programs for students with identified learning disabilities. Please visit our school website for details on referral procedures.

RESPONSE TO INTERVENTION/INTERVENTION AND REFERRAL SERVICES

An RTI/I&RS committee has been established to assist teachers and parents in collaborating to develop instructional strategies for students with regular education experiencing learning and/or behavioral difficulties.

We use a Multi-tiered System of Support for planning and delivering services under N.J.A.C. 6A:16-8

RTI Tier I: Strategies and Interventions by the Classroom Teacher.

RTI Tier II- Push-in or pull-out 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 concerns about progress persist.

SPEECH /LANGUAGE SPECIALIST

A speech-language specialist is available to work with students who exhibit difficulty in specific 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 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. Children must attend school regularly. **When a student is unable to participate in school, a parent or guardian must contact the school nurse to report the reason for the 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 acknowledges the importance of students being present daily. Parent communication will originate during the 5th, 10th, and 15th unexcused absences. The school nurse will also follow up daily to check on the students' whereabouts.

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 placed on an action plan.



In accordance with [Policy 5240](#), [Policy 5230](#), and [Regulation 5230](#), the district believes that promptness is a critical 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 excused. All other incidents of tardiness will be considered unexcused. Pupils are considered tardy to school or class if they are not in their seats or participating in other assigned school functions by **8:20 am**, when the tardy bell rings. Pupils who are late to school must report to the office to receive an entry slip for class.

Five unexcused tardies will equate to one day of unexcused absence.

Students are required to be here by 8:20 am.



STUDENT RESPONSIBILITY

The Handbook is 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 visit our school's website. [Please click here](#).

Finally, situations 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 applicable 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](#)