

MAGOWAN SCHOOL HANDBOOK

FAMILY HANDBOOK
2025-2026



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Edgewater Park, NJ 08010

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www.edgewaterparksd.org



TABLE OF CONTENTS

DISTRICT CALENDAR	5
MAGOWAN SCHOOL REGULAR HOURS	6
REPORT CARD AND CONFERENCE INFORMATION	6
HOMEWORK POLICY	7
OUR FAMILIES ARE OUR PARTNERS	7
PTO	8
THE MAGOWAN LEARNING COMMUNITY	8
DISTRICT COMMUNICATION	9
ABSENCES	10
EXCUSED ABSENCES	10
UNEXCUSED ABSENCES	10
SCHOOL CLOSING INFORMATION	11
DAILY OPENING & DISMISSAL	11
VISITORS	11
DRIVING YOUR STUDENTS TO & FROM SCHOOL	12
WALKING AND RIDING BIKES TO & FROM SCHOOL	12
RIDESHARE SERVICES	12
BUS TRANSPORTATION	13
BUS BEHAVIOR	13
ARRIVAL AND DISMISSAL	13
STAYING AFTER SCHOOL	13
STUDENT SUPERVISION AFTER SCHOOL DISMISSAL	14
EDC Program	15
BREAKFAST AND LUNCH	16
PROCEDURE FOR STUDENTS WITH HEAD LICE	16
CONTROL OF COMMUNICABLE DISEASES	16
MEDICATION POLICY	16
FIRE & SECURITY DRILLS	17
CELEBRATIONS	17
STUDENT CONDUCT	18
CELL PHONES	18
UNAUTHORIZED ITEMS	18
PBSIS EXPECTED BEHAVIORS & PROCEDURES	19
OFFICE DISCIPLINE REFERRAL - IR/MIR FORM	20
DETENTIONS	24
LUNCH DETENTIONS	24

SUSPENSIONS	24
GRIEVANCES AND APPEALS	25
PROCEDURAL DUE PROCESS	25
HARRASSEMENT, INTIMIDATION AND BULLYING (HIB) POLICY	26
AFFIRMATIVE ACTION	27
INTERVENTION AND REFERRAL SERVICES (I&RS)	27
SPECIAL SERVICES AND PROGRAMS	28
PRESCHOOL DISABILITY SERVICES	28
MENTAL-HEALTH & CRISIS RESOURCES (NJ & LOCAL)	28
ACCEPTABLE USE AGREEMENT	29
CHROMEBOOK USER AGREEMENT	33
GOOGLE CONSENT AGREEMENT	37
NOTIFICATION OF RIGHTS UNDER FERPA	37
TITLE IX COORDINATOR	38
APPENDIX	38



Edgewater Park Township School District
Mildred Magowan Elementary School

405 Cherrix Avenue
Edgewater Park, NJ 08010

Celebrating lifelong learning in a diverse and caring community

Shelby Larison, Principal
slarison@edgewaterparksd.org

Michelle Latesta, Vice Principal
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Phone: 609-877-1430
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Dear Magowan Elementary School Families,

It is with great excitement that I welcome you and your family to another school year. Together, we will create a vibrant community that fosters growth, academic excellence, and love for learning. With this in mind, I am pleased to present to you the student handbook, a valuable resource designed to promote home-school connections and provide essential information for all students and families to engage with.

In this student handbook, you will discover a range of resources and guidelines that aim to strengthen the home school connection. Our curriculum is thoughtfully aligned with the New Jersey student learning standards, integrating real-world connections to foster meaningful learning experiences. Our dedicated teachers and staff work tirelessly to prepare students with the necessary skills and knowledge to demonstrate their understanding in diverse ways.

We firmly believe in nurturing the whole student and therefore, we expect all students at Magowan Elementary to embrace and uphold our core values:

- Respect
- Responsibility
- Kindness
- Safety

These values form the foundation of our school community and guide us in creating an inclusive, supportive, and respectful environment for everyone.

I look forward to learning and growing with your student(s) and family during the 2025-2026 school year.

Sincerely,
Shelby Larison
Principal

DISTRICT CALENDAR

Edgewater Park Township School District 2025 — 2026 School Year



September						
S	M	T	W	T	F	S
					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				
					T21	S19

October						
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	
					T23	S23

November						
S	M	T	W	T	F	S
						1
2	3	4	5			8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26			29
30						T16
						S15

December						
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				27
28						
						T17
						S17

January						
S	M	T	W	T	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29	30	31
						T19
						S19

Sep 1 CLOSED
 Sep 2 Opening Day Staff
 Sep 3 Teacher PD Day
 Sep 4 4-Hour Day First Day of Classes/Teacher PD PM
 Oct 13 4-Hour Day Teacher PD PM
 Oct 31 4-Hour Day ALL Students & Staff
 Nov 4 CLOSED for Students Teacher PD Day
 Nov 6,7 SCHOOLS CLOSED NJEA Convention
 Nov 21 4-Hour Day Magowan/Ridgway Conferences
 Nov 24 4-Hour Day Magowan Conferences
 Nov 25 4-Hour Day Magowan Conferences
 Nov 26 4-Hour Day ALL Students & Staff
 Nov 27,28 SCHOOL CLOSED Thanksgiving
 Dec 23 4-Hour Day ALL Students & Staff
 Dec 24-Jan 4 SCHOOLS CLOSED Winter Break
 Jan 16 4-Hour Day Teacher PD PM
 Jan 19 SCHOOLS CLOSED Martin Luther King Day
 Feb 12 4-Hour Day Teacher PD PM
 Feb 13 CLOSED for Students Teacher PD
 Feb 16 SCHOOLS CLOSED President's Day
 Mar 12 4-Hour Day Magowan/Ridgway Conferences
 Mar 13 4-Hour Day Teacher PD PM
 Apr 2 4-Hour Day ALL Students & Staff
 Apr 3-10 SCHOOLS CLOSED Spring Break
 May 25 SCHOOLS CLOSED Memorial Day
 June 2 CLOSED for Students Teacher PD Day
 June 16 4 Hour Day For Students
 June 17 4-Hour Day ALL Last Day of School
 June 18 Teacher PD Day (186)
 June 19 Juneteenth CLOSED

Days Open for Students: 180
 Days Open for Teachers: 186

In the event of a calendar revision: The last 3 days for students will be 4-Hour days. The last day for students will also be a 4-hour day for all staff. The Teacher's 186th day will be rescheduled for the day after the last day for students.

SCHEDULE OF MAKE-UP DAYS:

Day #1 June 18
 Day #2 June 22
 Day #3 June 23
 Day #4 June 24
 Day #5 June 25
 Day #6 June 26
 Day #7 April 10
 Day #8 April 9
 Day #9 April 8

**June 19th cannot be used as a snow day, due to Federal Holiday.

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
					T19	S18

March						
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				
					T22	S22

April						
S	M	T	W	T	F	S
			1	2		4
5						11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					T15	S15

May						
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		26	27	28	29	30
31					T20	S20

June						
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		20
21	22	23	24	25	26	27
28	29	30				
					T14	S12

Board Approved: March 18, 2025

MAGOWAN SCHOOL REGULAR HOURS

Please Note: STUDENTS CANNOT BE ON SCHOOL PROPERTY BEFORE 8:30 A.M., UNLESS ATTENDING BREAKFAST SUPERVISION AT 8:00 AM.

GRADES Pre-K-4 (4-Hour Day schedule in BLUE):

8:00-8:35 A.M		Breakfast Supervision
8:30-8:40 A.M		Students enter building, line up in assigned location
8:40 A.M.		Late students report to Main Office
8:40 A.M.		Homeroom Starts
2:55 P.M. (12:37 P.M)		EDC students dismissal/car van line/breezeway
3:00 P.M. (12:42 P.M.)		Walkers dismissal
3:05 P.M. (12:43 P.M)		Bus dismissal

REPORT CARD AND CONFERENCE INFORMATION

Trimester Ends	Report Cards Issued
December 3rd	December 10th
March 12th	March 19th
June 15th	June 22nd

STANDARDS BASED REPORT CARDS

At Magowan we use a standards based report card because it focuses on student learning and how well they are mastering important skills. This type of report card shows how your child is doing in specific content areas with clear learning goals and standards. The following academic performance levels are used:

4	Exceeds expectations for this marking period
3	Meets expectations for this marking period
2	Approaching expectations for this marking period
1	Needs direct and frequent assistance for this marking or below expectations

PARENT CONFERENCES

November 21st	Day Conferences 1:15 - 3:15 PM
November 24th	Evening Conferences 6:30 - 8:30 PM
November 25th	Day Conferences 1:15 - 3:15 PM
March 12th*	Day Conferences - 1:15 - 3:15 PM *By Teacher Invitation Only

BACK TO SCHOOL NIGHT

Back to School Night will be held on September 16th at 6:30 PM.

HOMEWORK POLICY

Magowan School's homework requirements are grade specific. In pre-kindergarten, kindergarten, and first grade, your student's teacher will send home written directions for assignments. Please check your student's book bag daily for homework. On each school day students in first through fourth grade can review assignment books with parents or guardians.

Magowan teachers recognize that support at home often makes the difference between a student's doing well or poorly.

- Homework helps reinforce what students learn in class and improve skills
- Completing daily homework builds good study habits
- Homework allows for preparation for upcoming assessments
- During your best on homework helps build self confidence and feel proud

** We all forget things from time to time. Students may return to school to retrieve supplies until 3:30 PM. From 3:30-4:00 PM you may come to the office and we will try to help if the teacher is in the building. Access to the classrooms is not possible after 4:00 PM.

ABSENT WORK

If your student is absent from school, teachers will save classwork and homework papers, as well as any notices which were distributed during the absence. To request homework, please call the office before 10 a.m. and the teacher will gather materials. If your student will be absent two or more days please allow 24 hours for the teacher to gather materials.

OUR FAMILIES ARE OUR PARTNERS

Our staff values family involvement in our classrooms, on trips, in after-school activities, in our PTO, and with our Board of Education. Parents and guardians have been an important part of the Magowan learning community for many years. We take pride in maintaining a family friendly school! Please contact your student's teacher, or our PTO President, to find out how you can get involved in our school.

PTO

Magowan School strives for a very active **Parent Teacher Organization** that supports our educational program financially and through a variety of volunteer activities. Please join us virtually every 3rd Monday of the month to learn more about our school. Follow Edgewater Park PTO on Facebook for the most updated information.

These meetings are open to all, not just the PTO Executive Committee. If you are unable to attend these meetings, but would like to become involved in another way, please contact our PTO President, Ms. McLaughlin at edgewaterparkpto@gmail.com.

THE MAGOWAN LEARNING COMMUNITY

All members of the Magowan work hard to ensure that your child experiences success. The following is a partial list of the programs and initiatives that we have in place to ensure that every student succeeds at Magowan School. The below lists captures opportunities for student engagement as we continue to find new and innovating clubs to offer students:

- Positive Behavior Support in Schools (PBSIS)
- School-wide discipline policy that is supported and enforced by all adults
- School-wide anti-bullying policy that is supported and enforced by all adults and students
- Breakfast supervision
- Character Education Program
- Title I instructional program to assist students
- Teacher Assistants to provide additional support to students in prekindergarten and kindergarten
- Intervention and Referral Services (I&RS) Team
- Art Club
- Chorus – Grades 1,2,3,4
- Fourth Grade Band
- Readers and Writers Club
- Student Council – Grades 3 and 4
- Safety Patrol - Grade 4
- Baseball Club
- Drama Club - Grade 4
- Garden Club – Grades 3 and 4
- Just Say No Club – Grade 4
- Math Club - Grades 1 and 2, Grades 3 and 4
- Volleyball – Grade 4
- Young Astronauts - Grades 3 and 4
- Kindness Squad
- Running Club
- Board Game Club
- Reader's Theatre Club
- Glee Club

DISTRICT COMMUNICATION

Staying connected with the following communication tools will be paramount in home school connection.

PARENT SQUARE

ParentSquare is the district approved communication tool that all staff and administrators will use. Please know that this is how families will be notified of security drills, upcoming events in the school and community, and school closings. Secure documents, such as report cards and iReady student performance reports, will also be sent through ParentSquare.

The free ParentSquare app helps you stay connected on the go. It's available for iPhone and Android. Scan the QR code below to download the app:



ON COURSE

The OnCourse Parent Portal is a web based tool that is available for our students and their parents/guardians. With the Parent Portal, you will be able to view your student's information and attendance.

Directions for Parent Portal:

1. Go to www.edgewaterparksd.org
2. Click on "Schools" and choose Magowan Elementary .
3. In the left hand column, click on "OnCourse Connect (Parent Portal)".
4. Enter your Username.
5. Enter your Password.

If you need help in this process please contact Mrs. Girman at fgirman@edgewaterparksd.org.

BUS RIGHT

To ensure a smooth start to the school year, please download the BusRight Parent App as soon as possible. If you've yet to receive an email inviting you to your secure personal account, please be on the look out as they will be emailed to your address on file multiple times between now and the beginning of September. Bus assignments, including routes and pickup/drop-off times for the upcoming school year, will begin updating in the app throughout the last week of August. It's essential that your telephone number and email address are up to date with the school's main office to ensure proper access and communication.

Please note: The BusRight app is required for all families whose children ride the school bus daily, from Kindergarten through 12th grade for Magowan Elementary, Ridgway Middle, Burlington City

High, and Burlington County Institute of Technology.

Scan the QR code below for your device:



ABSENCES

Whenever a student is absent, we require a phone call (609-871-3434) from that student's **parent or guardian** before 10:00 AM.. If the absence will last more than one day, the parent or guardian should inform the office so that additional phone calls are not necessary.

For District Policy 5200 see the Appendix.

EXCUSED ABSENCES

Five allowable reasons for absence: A school may have a day in session that would not be counted as a day in membership for a particular student for the following reasons (New Jersey School Register, Ch 3).

1. Religious observations (N.J.A.C. 6A:32-8.3(h);
2. A college visit (up to 3 days per school year, only for students in grades 11 and 12);
3. "Take Our Children To Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
4. Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33); or
5. The closure of a busing district that prevents a student from having transportation to the receiving school.

UNEXCUSED ABSENCES

All absences from school which DO NOT meet the above criteria will be considered **unexcused absences**.

The following action will be taken as a result of unexcused absences.

- **Three day** notification letter to be mailed home
- **Five day** notification letter to be mailed home, parent/guardian notification
- **Ten day** notification letter to be mailed home, parent/guardian notification, and individualized intervention plan.
- **Fifteen day notification letter and possible truancy charges filed with the Edgewater Park Township Court**

RELIGIOUS HOLIDAYS

Parents or guardians desiring to keep their student home for observance of a religious holiday are asked to please send a note or email to the main office in advance so the student's roll can be accurately taken. In this situation, the student will be marked absent. The absence will be excused if the religious holiday is prescribed by the State Department of Education.

SCHOOL CLOSING INFORMATION

When the Edgewater Park Schools must close or open late because of inclement weather, an announcement to this effect will be made by a robo call and/or email. In addition, you can also check the local television stations or go to: www.edgewaterparksd.org and click on emergency closing.

DAILY OPENING & DISMISSAL

Being on time for school is extremely important! It is very disruptive to the teacher and class when there is a late arrival. By being on time and entering with classmates, your student(s) will feel the security of being ready for a successful day with his/her team. Routine and confidence is very important to young learners!

VISITORS

Safety is our top priority. Therefore, every visitor entering Magowan Elementary School during school hours is required to check in at the Main Office at the Main Entrance located on Cherrix Avenue.

- When ringing the bell for entry at the main office vestibule, visitors will be expected to state their name, purpose of their visit, and/or specify with whom they have an appointment.
- Visitors will be required to show photo identification and sign in using the Raptor Visitor Management System to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you are dropping off an item for a student, you will be directed to label with students first and last name and teacher. Entry into the school will not be permitted. Please limit drop-offs to essential items.
- Meetings with your student's teacher must be scheduled in advance as teachers have very limited availability throughout the school day.
- Front office administrative assistants will be required to notify school administration if the visitor is uncooperative or does not adhere to the procedures.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Edgewater Park Police Department may be notified an intruder is in the building.

- If you would like to meet with an administrator, please contact the Magowan main office to schedule an appointment before visiting. All visitors are subject to approval by the building principal.

DRIVING YOUR STUDENTS TO & FROM SCHOOL

For the safety of our students, please follow the rules below on any day you drive your student to or from school:

- Please stay in the line of traffic without passing other vehicles.
- All students must exit the vehicle on the right hand side.
- Students are not permitted to be dropped off in the parking lot.
- Please be prepared to make a quick exit to help the line of traffic keep moving.
- Pre-K – Fourth grade students will be supervised by our Welcoming Team as they enter the building.
- Please note that during arrival and dismissal, Cherrix Avenue is temporarily a one-way street going toward Washington Avenue.

WALKING AND RIDING BIKES TO & FROM SCHOOL

We encourage the students to walk or ride their bike to school! Our school is located in a safe, friendly community. For the safety of the students please support the following procedures:

- Students in second, third and fourth grade are permitted to walk home independently.
- Walk on sidewalks.
- Our police department encourages students to ride bikes on sidewalks.
- Bike racks are located outside the Magowan main office
- Walkers/bikers may enter at the following locations:
 - Magowan front office door
 - Magowan flagpole door on Washington Avenue
- If you choose to walk your student to school, please say your goodbye at the door. For security reasons, only staff members are permitted to enter the building during arrival.
- Students in Pre-kindergarten and Kindergarten **ARE NOT PERMITTED TO RIDE BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES OR ROLLERSKATE SNEAKERS TO SCHOOL.**
- Students who normally walk to Magowan may ride bicycles but not skateboards, scooters or rollerblades, or roller skate sneakers to school. Bikes are to be parked in the bike racks located near the blacktop. Securing bicycles with a lock is strongly recommended. Once bicycle riders are on school grounds, they should dismount and walk to the bike rack.
- All bus students who ride a bike to school **must provide the school with a note so the office is aware of the arrival/dismissal route.**
- It is New Jersey law that students must wear helmets while riding bicycles.

The safety of the students is our first priority. We appreciate your support and respect for these procedures.

RIDESHARE SERVICES

No student is permitted to leave school property by way of ride share services such as LYFT, Uber etc.

BUS TRANSPORTATION

If a student is entitled to ride the bus but the parent does not wish him/her to do so, the parent must submit written notification to the principal. The busing policy is in effect for all times when students are on a bus: to and from school, field trips, late bus, sporting events, etc. Bus students **MUST** ride their assigned buses daily; they **CANNOT** elect to walk! A parent or guardian, though, can submit in advance a note or email to the main office requesting that a student be allowed on a specific day to walk home. In conjunction with the above, walkers can not elect to ride buses. Walkers must exit the building immediately once they are dismissed at 2:45 PM.

BUS BEHAVIOR

On the bus, students are expected to remain seated with seatbelt on, keep their hands inside the bus, and listen to the bus drivers. The bus drivers explain bus safety to our students. Please remind your student(s) that they are to sit quietly on the bus, be courteous to others and set a good example, especially to the younger students on the bus. All food or drink items must remain in the student's bookbag. Cell phones are not allowed to be used during the bus ride to and from school.

Students that misbehave on the bus or at the bus stop will be issued a Bus Conduct Report by the bus driver. The Principal or designee will then investigate the situation. Consequences that can result from inappropriate bus behavior include: student conference, parent conference, detention, suspension, or **even the loss of bus privileges**.

ARRIVAL AND DISMISSAL

- Dismissal starts at 3:00 PM
- Students will **NOT** be called for an early dismissal after **2:45 PM**.
- A note must be sent prior to an early dismissal or dismissal change to your student's teacher including the date, time of pick-up, and person picking up the student.
- If you plan to meet your student at dismissal time, arrange to meet him/her **outside** of the school building. Pick up is not permitted inside the building.
- Our students will exit the building after school as follows:

Pre-K and Kindergarten Students: Drop off and pick up will be at the Magowan breezeway/horseshoe area.

2nd, 3rd & 4th grades: Drop off and pick up will be at the **Magowan Main Office** entrance area.

1st grade: Drop off and pick up will be at the **CARPORT** area.

All **WALKERS** and **BUS** students will be dropped off and dismissed from the Magowan Flagpole area off Washington.

****There will be exceptions to drop off and pick up if previously addressed with the Principal.****

STAYING AFTER SCHOOL

If your student is to stay after school for any reason, his/her teacher or the office personnel will inform you either by phone, email or by written notice. Our crossing guards leave their posts at 4:00 p.m. It is strongly recommended that the parents of students who walk to school come to our school to pick up their students when they need to stay after school. Late bus service will be provided for all bus students who stay after school.

STUDENT SUPERVISION AFTER SCHOOL DISMISSAL

For District Policy 8601 see the Appendix

DESIGNATED STUDENT ESCORTS

Please provide at least two escorts your student(s) may be released to. For security reasons, Magowan School will not release a student to anyone other than an escort designated in writing. The escort must be at least fourteen years old.

EXTENDED DAY CARE

Extended Day Care (EDC) will be offered to Edgewater Park Township School District (EPTSD) students attending the Mildred Magowan Elementary School (3-Year Old Preschool to Grade 4) and the Samuel M. Ridgway Middle School (grades 5-8), during the 2025-2026 school year. Before school care is offered starting at 7 AM (for all grades; held in the Magowan Cafeteria); after school care begins at the end of the student's school day until 6 PM. (for all grades; held primarily in the Jacques all-purpose room.) The EDC Program will be offered on most days that school is in session for students.

Please see the district website for more information on the EDC Program, managed by the Lumberton Township School District in partnership with EPSD: [EDC Info - Website](#)

EXTENDED DAY CARE – DROP-INS

EPTSD administration has put a procedure in place, in coordination with the EDC Program, for students that are not picked up timely at dismissal. At 3:20 PM, students that are not picked up in the Magowan Main Office will be placed in the EDC Program for parent pick-up. In addition, PreK to 2nd grade students who are returned to the school by the bus company (due to an adult not present at the bus stop) will be placed in the EDC Program for parent pick-up. The fee per student/day is \$25, payable in cash to EDC staff, as outlined on **EDC DROP IN - Invoice**.



EDC Program
EDGEWATER PARK TWP. SCHOOL DISTRICT
25 WASHINGTON AVENUE
EDGEWATER PARK, NJ 08010



EDC DROP IN - Invoice
2025-2026

DATE _____ TIME TAKEN: _____ TIME PICKED UP: _____

STUDENT NAME: _____

REASON: _____

INCIDENT # : _____

Main office staff - please advise who was contacted and who will be picking up student from EDC:

_____	_____
Name	Approx. Time
PARENT NAME(PLEASE SIGN): _____	

PARENT NAME (PLEASE PRINT): _____

~~~~~

THE PER student/PER DAY “DROP-IN” FEE @ EDC IS: **\$25.00** FOR ANY STUDENT WHO IS SENT TO THE EDC (EXTENDED DAY CARE) PROGRAM. (HALF-DAY FEE IS \$30.00/student.)

PAID @ PICK UP?                      YES \_\_\_\_\_ NO \_\_\_\_\_

- Yes:                      CASH \_\_\_\_\_ CHECK \_\_\_\_\_
- No: payment should be sent in with your student to Magowan Main Office.

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This drop-in service is a courtesy of the Extended Day Care (EDC) Program.
Only two (2) drop-ins will be permitted per family, each school year.
For information on 2024-2025 Extended Day Care (EDC) Registration:
See “Parents” section of the EPSD website.

BREAKFAST AND LUNCH

The Edgewater Park Board of Education has partnered with the Community Eligibility Provision program that will provide free breakfast and lunch to all students attending The Edgewater Park Schools for the 2025-2026 school year.

Please know the food items will not be warmed up by staff for students. Do not send your student in with any glass containers or bottles.

Due to the safety and security of our students, parents and/or guardians are not permitted to eat lunch with their student(s) in the school cafeteria.

Parents and/or students are not permitted to order food to be delivered to the school for lunch. For example: if an order from a company such as UBER EATS, Grub Hub, Door Dash etc. arrives at the school, the order will be turned away.

PROCEDURE FOR STUDENTS WITH HEAD LICE

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse. The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair. The student will be excluded from school until proof of treatment has been provided and no lice and/or nits are found when reexamination is completed by the school nurse. The school nurse will determine to send the student home or have the student remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students

CONTROL OF COMMUNICABLE DISEASES

Any student who appears to be ill or has been exposed to a communicable disease may be excluded from school. Any student excluded because of having or being suspected of having a communicable disease shall not be readmitted to the classroom until **written evidence of being free of communicable disease**. This evidence may be supplied by the school medical inspector or another qualified physician who has examined the patient.

For District Policy 8451 see the Appendix.

MEDICATION POLICY

Students who require medication at school must present a written order from a physician identifying the name of the medication, the dose, administration time and route, and the purpose of the medication. An Edgewater Park School District Medication Form should be completed by the physician, signed by the physician and parent/guardian, and given to the school nurse. Medications must be in the original pharmacy container, labeled with the student's name and dosing information.

Non-prescription medications (including topical medications) must be in the original packaging, and must also be accompanied by the District Medication Form completed by the physician and the parent/guardian. **NO MEDICATION OF ANY TYPE WILL BE ADMINISTERED WITHOUT THE WRITTEN ORDER AND SIGNATURE OF THE PHYSICIAN AND THE PARENT.**

Under New Jersey law, students may not carry or self-administer any type of medication during the school day with the exception of Epi-Pens or asthma inhalers for which the physicians and parent/guardian have given written permission for self-administration. All medications must be delivered to the school nurse by the parent or guardian unless other arrangements have been made with the nurse.

The parent or guardian should inform the school nurse of any medications being taken by a student so that the student may be monitored for behavioral changes or side effects.

FIRE & SECURITY DRILLS

In accordance with New Jersey state law, Magowan conducts at least one fire drill and one security drill per month during the school year. Security drills include scenarios such as lockdowns, shelter-in-place, evacuations, and bomb threat responses. These drills are designed to prepare students and staff for a variety of emergency situations in a calm, safe, and structured manner. Families will be notified via ParentSquare following the completion of each security drill. In the event of an actual emergency, additional communication and instructions will be shared.

CELEBRATIONS

HOLIDAYS

We respect written requests from parents or guardians to remove their student(s) from our celebrations that occur during the year.

Our celebrations are low-key. Family cooperation in observing the following guidelines is requested:

- 1) Refreshments are to be minimal and APPROVED BY THE CLASSROOM TEACHER.
- 2) Maximum time is one-half hour including activities APPROVED BY THE CLASSROOM TEACHER.
- 3) NO GIFTS are to be given to the students.
- 4) Volunteers are responsible for planning the celebration ACCORDING TO THE CLASSROOM TEACHER'S REQUESTS and must complete a volunteer form to the main office.
- 5) Each class may have up to four (4) helping volunteers in the classroom for the seasonal celebrations.
- 6) Due to food allergy safety and student inclusivity, all refreshments must be pre-approved at least one week in advance. The name of the food product, brand and label should be sent to your student's teacher. For safety and inclusion purposes, refreshments that have not been specifically pre-approved will not be permitted. *Note that refreshments previously approved WILL need to be approved again for subsequent parties. Due to this approval process no day of treats will be distributed to students.

BIRTHDAYS

We realize the excitement that comes with celebrating a birthday in school. Magowan students can celebrate their birthday with **non-food alternatives**. Some ideas are listed below:

- A family Mystery Reader
- Donate a classroom book
- Donate a classroom game for indoor recess
- Donate classroom supplies (crayons, word searches, etc...) for indoor recess
- Donate a ball or items (jump ropes, chalk, etc...) for outdoor recess
- Classroom dance party with favorite music
- Share your expertise (be a guest teacher about a topic you know well)
- Outside party invitations are only distributed **if all classroom students are invited**.

Please note that the schedules, interests, and needs of classrooms vary greatly – therefore please contact your classroom teacher directly to arrange for any classroom celebration

STUDENT CONDUCT

CELL PHONES

Teaching responsibility is one of our goals at Magowan. Please encourage your student(s) to come to school prepared for class, lunch, gym, and musical instrument instruction. Also encourage your student(s) to remember homework and trip permission slips.

If parents or guardians wish to equip their student with a cell phone, they must be turned off and out of sight upon entering the building. Cell phones are to be placed into the student's book bag prior to homeroom during the homeroom period. The student is not to use the cell phone or have possession of the cell phone until the student exits the building for dismissal. **Students are not permitted to carry a cell phone during the school day.**

Parents and family members should **NOT** contact students during the school day via cell phone or text messaging. At no time should students give/loan their cell phone to any other student for any reason.

Students are not permitted to utilize the cell phone at any time during the school day. A student may be given permission to use an office telephone to make a call, and in the case of an emergency, a student may be called out of class to receive a telephone call from parents/guardians. If a student feels he/she is ill, that student should report to the nurse's office for parent contact. Requests for ill student pickup should only be made by the nurse.

Devices may not be used to record, transmit, or post photographic images, audio, or videos of a person or persons on school property. **The school is not responsible for the loss or theft of cell phones that are brought to school.**

UNAUTHORIZED ITEMS

Students should not bring toys, recreational equipment, or communication devices to school. This includes but is not limited to toys of any type, sports equipment, electronic gadgets, Fidget Spinners, any type of trading cards, skateboards, scooters, rollerblades and similar items to school. The

school accepts **NO** responsibility for the loss of these possessions. The school also does not accept responsibility for students's loss of jewelry worn to school.

DRESS CODE

For District Policy 5511, see the Appendix.

Quick Reference:

- Since many students own identical items, the labeling of jackets, coats, hats, gloves, lunch boxes, water bottles etc. with a permanent marker or label are highly encouraged.
- No hats or hoods are to be worn while in the building
- Clothing with inappropriate or distraction pictures/words are not allowed
- Shoes must have a back/strap and hard sole with grip on the bottom - no slides, sandals or flip flops

PBSIS EXPECTED BEHAVIORS & PROCEDURES

At Magowan School, our goal is to help students learn to make good behavior choices. Clear expectations and consistent responses help students form positive habits. Our Positive Behavior Support in Schools Team (PBSIS) has worked very hard to establish appropriate expectations.

VOICE LEVELS

3	Loud Crowd Used on the playground. Too loud for most activities	
2	Strong Speaker Used when talking to the whole class.	
1	Table Talk Used during small groups or partner work.	
0	Zero Noise Used during independent work. No talking.	

ASSEMBLY

- ☀ Listen and follow directions
- ☀ Sit calmly
- ☀ Eyes on the speaker
- ☀ Be respectful and use good manners



VOICE LEVEL 0-1

BATHROOM

- ☀ Flush the toilet
- ☀ Wash and dry your hands
- ☀ Throw away trash
- ☀ Return to class quickly



VOICE LEVEL 0-1

HALLWAY

- ☀ Face forward
- ☀ Walk safely at all times
- ☀ Stay to the right
- ☀ Hands at your side



VOICE LEVEL 0

RECESS

- ☀ Listen and follow directions
- ☀ Be a good sport
- ☀ Include everyone
- ☀ Take turns with equipment
- ☀ Play safely



VOICE LEVEL 0-3

CLASSROOM

- ☀ Follow directions
- ☀ Listen carefully
- ☀ Raise your hand
- ☀ Keep hands, feet and objects to yourself



VOICE LEVEL 0-2

BUS

- ☀ Listen and follow directions
- ☀ Stay in your seat
- ☀ Wear your seatbelt
- ☀ Respect the bus driver
- ☀ Cell phones in backpack



VOICE LEVEL 0-1

ARRIVAL/DISMISSAL

- ☀ Listen and follow directions
- ☀ Sit calmly
- ☀ Stay in one spot
- ☀ Keep hands, feet, and objects to yourself



VOICE LEVEL 0-1

CAFETERIA

- ☀ Listen and follow directions
- ☀ Walk at all times
- ☀ Clean your area
- ☀ Use good manners



VOICE LEVEL 0-1

Please review these expectations with your student(s). All areas in our learning community have specific behavioral expectations. These expectations will be taught through formal lessons and practiced on a daily basis.

Our staff members will reinforce good behavior by acknowledging appropriate choices by our students, both verbally and in writing. The PBSIS team uses a positive behavior ticket system. Students observed doing expected behavior may be presented with a “Together We Can” ticket. At the end of each week a drawing will be held for students who earned a ticket. Classroom prizes will be awarded to the drawing winners. All students will take part in the weekly recognition (Friday Activity) and celebration for not receiving an incident referral. Students will engage in instructional and restorative efforts when a discipline infraction takes place during the Friday Activity.

Our staff members will support students who make an inappropriate behavior choice. Faculty members assist students to make appropriate behavior choices in a variety of ways. The following is a partial list of some of the actions that teachers may take to ensure students are not disrupting the learning environment for themselves and for their peers:

1. Conferencing with the student.
2. Warning the students that if he/she continues negative behavior, he/she will receive a negative consequence.
3. Developing an action plan for improved behavior.
4. Conferencing with parents or guardians.
5. Sending home a daily behavior card or report for a parent or guardian's signature.
6. Fill out an IR form.

OFFICE DISCIPLINE REFERRAL – IR/MIR FORM

Our PBSIS team developed Magowan's **Incident Referral (IR)** form. Our goal is to identify, track and respond to inappropriate behaviors before there is a negative impact on school performance. The IR form is designed to encourage consistency among staff and provide valuable information to parents. The IR form is also our detention form. If your student receives a detention, you will sign and return the IR form and a copy will be sent home for your records. Please review the IR form along with the definitions of specific infractions.

Although it is procedure to send IR's home after the 3rd Minor infraction, grade level teams have established a routine for notifying families of the 1st and 2nd as well.

****ADMINISTRATION HAS THE AUTHORITY AND THE DISCRETION TO REMOVE STUDENTS FROM TRIPS
FOR REASONS OTHER THAN JUST INFRACTIONS AS LISTED****

****ADMINISTRATION HAS THE AUTHORITY AND THE DISCRETION ON DECISIONS NOT NECESSARILY
LISTED AS REMEDIAL MEASURES OR CONSEQUENCES****

EDGEWATER PARK TOWNSHIP

Magowan Elementary School

MINOR INFRACTIONS: DEFINITIONS

Infraction	Definition
Dishonesty	Delivering a message that's untrue, or lying or cheating.
Disobedience or Disrespect	Talking back or being socially rude.
Disregard of Rules/Directions	Passively refusing to follow classroom rules or procedures.
Horseplay	Non-threatening physical interaction.
Non-threatening Inappropriate Language	Using non-threatening, non-directed verbal or gestural messages that may include swearing, name-calling, or words in an offensive manner.
Minor Disruption	Engaging in intentional behavior that causes interruption of a class or activity; may include loud talk, making noise with materials or body parts, or getting out of one's seat.
Teasing	Using words or gestures in a deliberately hurtful way.

MAJOR INFRACTIONS: DEFINITIONS

Infraction	Definition
Threatening	Using threatening verbal or gestural interactions that may include swearing, name-calling, or words in an offensive manner directed toward someone.
Abuse/Harassment	Delivery, to another person, of a disrespectful message (electronic, verbal, or gestural) that includes threats, intimidation, obscenity, inappropriate pictures, or written notes; disrespectful messages may also include negative comments based on race, ethnicity, disability, religion, gender, age, national origin, handicapping condition, or sexual orientation.
Defiance	Assertive refusal to follow classroom or school rules or procedures.
Fighting or Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, using objects, kicking, hair-pulling, scratching).
Inappropriate Conduct/Interactions	Inappropriate exposure, touching, or physical contact between pupils.
Major Disruption	Engaging in intentional behavior that causes serious interruption of a class or activity where the pupil isn't responsive to repeated directions ; may include loud talk, making noise with materials or body parts, or getting out of one's seat.
Physical Assault on School Member	Intentional aggressive actions (e.g., hitting, kicking, throwing objects at, pushing) directed at a school employee.
Possession or Use of a Weapon	Possessing knives, guns (real or look-alike), or other objects capable of causing bodily harm, or creating the impression of causing bodily harm.
Property Damage or Vandalism	Participating in activity that results in substantial destruction or disfigurement of property.
Theft	Possessing, having passed on, or being responsible for taking someone else's property.

Magowan Elementary IR NOTIFICATION

Date: .

Dear Family of Student Name,

ACCENTUATE THE POSITIVE!!!! Acknowledge the negative!

Below please find a copy of the rule(s) your student broke which resulted in this IR. I have had a conversation with your student about making better choices in the future. Please take a minute and do the same. Complete the reflection statements below, sign and return tomorrow.

Together we can work to make positive choices!

Sincerely,

Teacher

Offense type: Minor/Major

Time:am/pm

Offense: 1st, 2nd, or 3rd

Trimester: 1, 2, 3

Location: Classroom, Bus, Hallway, Bathroom, Recess, Cafeteria, Special Area

Expectation not followed:

Reason code

Description:

Import description

This is what I was doing:

Next time I will:

Parent Signature:

DETENTIONS

A student in grades kindergarten through fourth may be issued a detention if these measures are not effective, or if he or she exhibits any of the following unexpected behaviors:

1. Cursing or making an inappropriate gesture.
2. Dangerous actions to self and/or others.
3. Deliberate destruction of school property.
4. Acts of physical aggression – (defined as biting, hitting, kicking, pulling, punching, pushing, slapping, or other inappropriate body contact)
5. Stealing
6. Defiance and/or insubordination

A student who takes home a detention (**IR**) notice is required to return it with the parent or guardian's signature to his/her teacher on the next school day. A detention will be scheduled for student(s) to attend under the supervision of a faculty member from 3:00 p.m. until 3:30 p.m. When a student who is a walker stays after school for disciplinary reasons she/he is always dismissed at 3:25 p.m., in time to walk home while the crossing guards are on duty. If she/he normally rides the bus he/she will take the late bus. Students who are in clubs which meet either on the day of the infraction or on their detention date may not participate on those days.

PLEASE NOTE: **A PARENT'S OR GUARDIAN'S SIGNATURE ON THE DETENTION (IR) NOTICE SIGNIFIES ONLY THAT SHE OR HE IS AWARE OF THE DETENTION.** If the parent/guardian has any question about the detention, she/he is encouraged to contact the staff member who assigned the detention to discuss the reason why the detention was assigned. Please contact the staff member who assigned the detention by email or by phone. You can leave a message for a teacher by calling the school at 609-877-1430. Parents or guardians of pre-kindergarten students who demonstrate unexpected behavior will be contacted and may be required to attend a conference at school.

LUNCH DETENTIONS

A lunch detention may be assigned to a student who displays unexpected behaviors. Although a parent or guardian signature is not required, a detention (**IR**) notice may be provided to inform of an incident. This will only take place for violations of the school's code of conduct and not exceed more than two times per week to reflect state guidelines. **Parent or guardian notification is not required for a student to serve lunch detention.**

SUSPENSIONS

If a detention does not prove to be effective, or if the unexpected behavior is so extreme that a detention would not be appropriate, an in-school or an out of school suspension will be issued to the student, and the student will not be permitted to return to our learning community until his or her parents or guardians have had a conference with the Principal by phone or in person.

A student in pre-kindergarten through grade four may be issued a suspension for:

1. Making threatening comments to students or staff members
2. Fighting
3. Exposing themselves
4. Inappropriate contact with a student or staff member
5. Conduct that poses a danger to students and staff
6. Engaging in a pattern of bullying or harassing type behavior
7. Engaging in behavior that disrupts the learning environment of the school

8. Bringing inappropriate materials to school that could harm others (weapons, medication, lighters, etc.)

Therefore, Magowan discipline rules are in effect when students are in school, when they are walking to and from school, when they are taking a bus to and from school and during our **EDC** program.

When families, teachers, and administrators work together as a team, students experience success in school. If you have a question or a concern about your student's school experience, or if you have information about your student that could assist in helping to prevent a discipline incident from occurring, please contact your student's teacher or the office at your earliest convenience. Our phone number is 609-877-1430 and we would be happy to schedule a conference with your student's teacher for you.

GRIEVANCES AND APPEALS

If a student feels that he/she has been treated unfairly in regards to a behavioral or academic situation, the following procedure should be followed:

1. The student (and/or parent or guardian) should contact the teacher most directly involved to try and rectify the situation.
2. If the situation is not resolved, it then should be brought to the attention of the school counselor(s) who will assist in trying to resolve the dispute.
3. The assistant principal and/or principal is the next person to be contacted by the student and/or parent or guardian if the situation is still not resolved.
4. Parents and guardians have the right to appeal decisions to the Superintendent of Schools and in some cases to the Board of Education. Suspended students shall be afforded all due process rights.

PROCEDURAL DUE PROCESS

Students have a constitutional right to a public education. Before a student can be deprived of that right, certain minimum due process procedures must be followed. Formal due process procedures, such as a hearing, are not required where the disciplinary action to be taken is considered de minimis. A detention or a temporary denial of participation in an extracurricular activity would most likely be considered de minimis.

There are minimal due process requirements required for a short-term suspension. A long-term suspension is a suspension of at least ten days.

Those requirements are:

- The student must be given oral or written notice of the charges against him/her;
- If the student denies that the charges are valid then she/he must be provided with an explanation concerning the evidence that forms the basis for the charges;
- The student must be given an opportunity to provide his/her side of the story.
- On a long-term suspension, a parent or guardian may appeal to the superintendent for a final decision.

HARRASSEMENT, INTIMIDATION AND BULLYING (HIB) POLICY

Our school is committed to maintaining a safe, respectful, and inclusive environment free from harassment, intimidation, and bullying (HIB) in accordance with the New Jersey Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-13 et seq.).

Harassment, Intimidation or Bullying (HIB) means any gesture, written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, mental physical or sensory disability, or any other distinguishing characteristic.
2. Takes place on school property, at a school sponsored event, on a school bus or off school grounds.
3. Subsequently disrupts or interferes with the orderly operation of the school or rights of other students; and that:
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear or physical or emotional harm to their person or dama to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Students, parents, faculty, and staff are encouraged to report any incidents of HIB immediately to the school's Anti-Bullying Speciality (ABS) or any school administrator. The ABS is responsible for managing investigations and ensuring compliance with state law. Our school's Anti-Bullying Specialists are Ms. Nicosia and Ms. Berenato. The ABS serves as the primary contact for students and families to report HIB incidents and supports prevention and intervention efforts within the school. The District Anti-Bullying Coordinator (DABC) oversees the implementation of the Anti-Bullying Bill of Rights Act across all schools in the district. The DABC for our district is Mr. Jared Murgio.

Students found responsible for engaging in HIB will be subject to disciplinary actions consistent with district policies and state regulations, which may include counseling, suspension, or other

Our school actively promotes a culture of respect and inclusion through ongoing education programs, staff training, and student awareness activities as required by New Jersey law.

AFFIRMATIVE ACTION

The Edgewater School District follows state guidelines for affirmative action and has a formal plan on file in the office of the Superintendent of Schools. Anyone wishing to examine this plan may contact the Superintendent's office (609-877-2124 ext. 3003).

INTERVENTION AND REFERRAL SERVICES (I&RS)

What is the Intervention and Referral Services?

The I&RS Team is a school-based problem-solving group selected to assist staff members with intervention strategies for meeting the learning needs and interest of students. The I&RS Team seeks creative ways to maximize the use of available school/district resources and offers staff members a means of drawing on these resources. Because students learn in different ways, the I&RS Team offers educators the opportunity to explore the resources and services that are available to benefit students. The I&RS in the Edgewater Park Township School District provides an important avenue for staff members to work together to make services available to our students. We hope you will find this information helpful in understanding what the I&RS does and how it works to help your student.

When is it appropriate for a staff member to seek assistance from the Intervention and Referral Services?

Assistance is requested when the student is having difficulties which are affecting his/her academic, social or emotional progress.

Who serves on the Intervention and Referral Services Team?

It is important to have staff who have different expertise and experiences represented on the I&RS Team so that the best strategies are developed to help your student. The following people will be members of the I&RS Team: School principal or assistant principal, School teacher(s) (Current), School teacher(s) (Previous), School nurse, School counselor, School Social Worker, School Learning Consultant, School Psychologist, the requesting staff member(s), Resource personnel (i.e. speech-language specialists/Title I teacher).

What happens when the Intervention and Referral Services Team meets?

The requesting staff member is asked to briefly describe the student and the problem. Successful strategies already being used are identified, alternative means of intervention are discussed and new approaches are agreed upon. A timeline is established for implementing the recommendations and observing their effectiveness. A member of the I&RS Team will then monitor the progress.

What is the parent or guardian's role?

Parents/guardians, who are an integral part of the process, will be contacted by the teacher to discuss concerns. They are encouraged to provide information they feel is relevant. Parents/guardians will be notified that the staff member is seeking assistance from the I&RS Team and will be given feedback as to the intervention recommendations of the Intervention and Referral

Services Team. Parents/guardians that wish to attend an I&RS meeting regarding their student are welcome to do so.

SPECIAL SERVICES AND PROGRAMS

Special Services include the Child Study Team, Special Education Instructional staff, and related specialists. Students who are potentially educationally handicapped are identified, and if eligible, receive an individualized educational program to support and/or replace the general educational program. Parents and school personnel work together throughout this process in developing an appropriate program to meet the unique student needs. Parents may request an evaluation in writing.

PRESCHOOL DISABILITY SERVICES

Educational services for students identified as Preschool Disabled are provided for students ages 3 to 5 who exhibit delays in communication, physical, motor, social and/or cognitive development. Support services are provided by the speech/language specialist, occupational therapist, physical therapist and Child Study Team. Parent support and training is available throughout the year. Contact the Child Study Team office to identify a student for preschool disability services.

Who to Contact to Refer a student?

Referrals for special services may be made by parents/guardians, instructional staff and/or agencies involved in the welfare of student:

- To identify a preschool student who might have a potential disability, contact the Child Study Team 609-877-1430 ext. 3007.
- Concerns about school-aged students should be directed to the student's teacher or the school principal.

MENTAL-HEALTH & CRISIS RESOURCES (NJ & LOCAL)

In times of emotional crisis or mental-health emergencies, you are never alone. The listing above provides 24-hour access to local and state-level supports, including hotlines, mobile crisis teams, and law enforcement trained in responding to mental-health situations. Please consider saving these numbers in your contacts—reach out early, and don't hesitate to call for help when it's needed.

Resource	Phone	Availability	Services & Coverage
<u>988 Suicide & Crisis Lifeline</u>	988	24/7 nationwide	Crisis counseling and support
<u>Screening Crisis Intervention Program (SCIP)</u>	609-835-6180 or dial 911	24/7 local	Mobile crisis response and psychiatric screening
<u>CONTACT Burlington County</u>	856-234-8888	24/7 local	Emotional support, crisis intervention
<u>Youth Crisis Hotline</u>	800-448-4663	24/7 youth-specific	Crisis help for minors

Domestic Violence (Providence House)	609-871-7551 or 609-871-7551	24/7 local	Shelter, support, advocacy
Edgewater Park Police Department	609-877-4404 or dial 911	24/7 local	Emergency Response and crisis intervention

ACCEPTABLE USE AGREEMENT

INTRODUCTION

The Edgewater Park Township School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

For District Policy 2361 see the Appendix.

This Acceptable Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Edgewater Park Township School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Edgewater Park Township School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

TECHNOLOGIES COVERED

The Edgewater Park Township School District may provide Internet access, desktop computers, ChromeBooks or mobile computers/devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, The Edgewater Park Township School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

USAGE POLICIES

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Users shall not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.

WEB ACCESS

The Edgewater Park Township School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

EMAIL

The Edgewater Park Township School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information, should not attempt to open files or follow links from unknown or untrusted origin, should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

SOCIAL/WEB 2.0 / COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, The Edgewater Park Township School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

MOBILE DEVICES POLICY

The Edgewater Park Township School District may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

PERSONALLY-OWNED DEVICES POLICY

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they

should not be used over the school network without expressed permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

SECURITY

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

DOWNLOADS

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without expressed permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

NETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

PLAGIARISM

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases,

cyberbullying can be a crime as per recently adopted New Jersey Harassment, Intimidation & Bullying (HIB) mandate. Remember that your activities are monitored and retained.

EXAMPLES OF ACCEPTABLE USE

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

EXAMPLES OF UNACCEPTABLE USE

I will **NOT**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Intentionally damage school technology equipment (including but not limited to chromebooks, keyboards, trackpads/mice, headphones, etc.)
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

LIMITATION OF LIABILITY

The Edgewater Park Township School District will not be responsible for damage or harm to persons, files, data, or hardware.

While The Edgewater Park Township School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

The Edgewater Park Township School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

VIOLATIONS OF THIS ACCEPTABLE USE POLICY

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities in accordance with the student code of conduct
- Legal action and/or prosecution
-

CHROMEBOOK USER AGREEMENT

CHROMEBOOK CARE AND RESPONSIBILITY

- We encourage students to care for their Chromebooks properly to avoid unnecessary replacement costs.
- Students are responsible for the general care of the Chromebook they have been issued by the school. They are each assigned a particular unit and should be in possession of their own unit.
- Chromebooks that are broken, or fail to work properly, must be taken to your homeroom teacher as soon as possible so that they can be taken care of properly. There is a reporting form that the students can fill out to report any damage or the nature of the Chromebook failure. [EPTSD Chromebook Repair Form](#)

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use for educational activities directed by the classroom teachers.
- Google Apps and Chrome are used for school purposes only.
- Students are reminded that they are responsible for following the Acceptable Use Agreement.
- Inappropriate use of the Chromebooks will result in disciplinary action, including, but not limited to, loss of device privileges.

GENERAL CARE

- Do not have any food or drinks near the Chromebook; **do NOT spill liquids on your Chromebook.**
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Do not touch the Chromebook screen with a pen, a pencil or any other pointed object.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- Avoid placing or dropping heavy objects on the top of the Chromebook.

- Chromebooks should not be exposed to excessive heat or cold (above 100 degrees, below 32 degrees).
- They should never be left in cars overnight.
- Do not block air flow when the device is on.
- Damage must be reported immediately to Mrs. DeSanto, the Supervisor of Technology.
- No stickers or writing/drawing on Chromebook.

CARRYING CHROMEBOOKS

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.

SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen (stuffed in a book bag with too many books).
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- **Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)**

KEEPING YOUR CHROMEBOOK CLEAN

- You are responsible for the cleanliness of your Chromebook; use only Microfiber cloth.
- You can disinfect the Chromebook with a Clorox disinfecting wipe (no spray) and then dry the surface with a microfiber cloth.

CHROMEBOOK SECURITY – Protecting and Securing your Chromebook

- Chromebook Identification:
 - Student Chromebooks are labeled by the school. They can be identified by the school with security numbers and district tags.
 - Please do not place stickers or write your name in permanent marker on your device.
- Account Security:
 - Students are required to use their Edgewater Park username and password to access their accounts.
 - Students are required to keep their passwords confidential.
- Storing your Chromebooks:
 - Your Chromebook will go home with you each day.
 - Do not place your Chromebook in your locker. It should travel with you from class to class.
 - Under no circumstances should Chromebooks be left in an unsupervised area.
 - Unsupervised areas include the school grounds, the cafeteria, computer labs, locker rooms, unlocked classrooms, gymnasium, library and hallways.

- o Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

REPAIRING YOUR CHROMEBOOK

The Technology Department will handle repairs on the Chromebook. Students may fill out the [EPTSD Chromebook Repair Form](#) or bring the device to a technician during their designated time.

RULES AND APPROPRIATE USAGE

Edgewater Park Twp. School District encourages the use of 1:1 devices and the network, including the

Internet as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of Edgewater Park Twp. School District. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Students must have an Acceptable Use Agreement and Chromebook Signature Form signed by a parent/guardian on file with Edgewater Park Twp. School District in order to use the Internet and to use the Chromebook at home. Students and parents/guardians need to be aware that files created using the Chromebook are not private.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

MANAGEMENT

- Since the Chromebooks belong to Edgewater Park Twp. School District (EPTSD), EPTSD will be monitoring all devices. EPTSD also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of EPTSD technology devices will result in loss of network/Internet privileges and other consequences as per the Parent/Student Handbook.

RESPONSIBILITIES

By signing the Acceptable Use Agreement and this Chromebook User Agreement, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request.
- Protect the Chromebook from damage and theft. **If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the police immediately.**
- Pay the full replacement cost of the Chromebook and/or AC power adaptor, if the damage is intentional or loss is due to neglect. Replacement cost for a Chromebook would be approximately \$300.
- Obtain their student's username and password in order to monitor the student's computer usage at home. If parents/guardians have any difficulties obtaining this password, they should contact Mrs. DeSanto via email for assistance (pdesanto@edgewaterparksd.org). When the

Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

- Return the device to school upon separation from the district (i.e. 8th grade graduation or district withdrawal). Normal wear and tear is accepted but any damaged or missing parts, including but not limited to, the keyboard or charger will be charged.

STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook unattended.
2. Make sure the Chromebook is not subject to careless or intentional damage (e.g., as a result of horseplay)
3. Ensure that, when the Chromebook is being transported, it is as secure as possible.
4. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my Chromebook in a safe place when not in use (e.g., lunch, PE, etc.).
6. Not stack items on top of my Chromebook.
7. Use my Chromebook for the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Edgewater Park Twp. School District staff and faculty.
8. Not decorate the Chromebook; i.e no coloring, stickers, etc.

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

- **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**
 - o Edgewater Park Twp. School District will be responsible for the repair of the Chromebook for normal wear of the unit.
 - o Damage to the device will be investigated and adjudicated on a case by case basis.
 - o Parents will be expected to file a police report if the device is lost or stolen.
 - o The School regards the Chromebook as all other materials that are checked out to a student (e.g. library materials, sports equipment, etc.)
 - o Parents may purchase outside insurance to cover accidental damage or loss. Go to www.schooldevicecoverage.com to sign up.

- **What are the approximate replacement costs of the Chromebook and accessories?**

Chromebook (complete loss):	\$300
AC Charger:	\$30
Screen Repair	\$25

- **What if we don't have Wi-Fi at home?**

- o A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the school building.

GOOGLE CONSENT AGREEMENT

GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS

This notice describes the personal information we provide to Google for student accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Click [here](#) for full description of the Google Consent Agreement

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (18 years or older) certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the request. Parents or eligible students should submit a written request to the school principal identifying the records they wish to inspect. The school will make arrangements for access and notify the parent or student of the time and place where the records may be reviewed.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests for amendment must be made in writing and clearly identify the part of the record to be changed and why it is inaccurate. If the school does not amend the record, the parent or eligible student will be notified and advised of their right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One such exception permits disclosure to school officials with legitimate educational interests. A school official is a person employed by the district (e.g., administrator, teacher, support staff), a person or company with whom the district has contracted (e.g., attorney, auditor, therapist), or a parent or student serving on an official committee. A school official has a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

TITLE IX COORDINATOR

In accordance with Title IX of the Education Amendments of 1972, Ridgway Middle School and the Edgewater Park School District do not discriminate on the basis of sex in any of its education programs or activities. Title IX protects students, employees, and applicants from sexual harassment and gender-based discrimination. Students or parents who believe they have experienced or witnessed sexual harassment or discrimination are encouraged to report it immediately. The district will promptly investigate complaints in a fair and thorough manner and take appropriate action to address violations.

To report a Title IX concern or learn more about your rights, please contact the district's Title IX Coordinator. For more information about Title IX and the district's grievance procedures, visit the Edgewater Park School District website or contact the school office.

APPENDIX

This student handbook serves as a guide to school policy as it relates to Magowan Elementary School. It is nearly impossible to encompass every issue that could possibly arise during a given school year. The School Administration has the authority to make decisions on issues not necessarily listed in this student handbook and/or use their own discretion.

[Click here to review ANNUAL REVIEW OF POLICIES/NOTIFICATIONS FOR PARENTS](#)

[Click here to search for all other District Policies](#)