

Ocean Gate School



PARENT/STUDENT HANDBOOK

INTRODUCTION AND WELCOME

Dear Parents/Guardians of the Ocean Gate School District:

Welcome to the Ocean Gate School. The Ocean Gate Board of Education, Superintendent and Staff are pleased to present the Parent/Student Handbook to you. The Ocean Gate Parent/Student Handbook gives you basic information about the Ocean Gate Elementary School for the 2007-2008 school year. Furthermore, the handbook provides guidelines to ensure your child with a safe, secure and educationally sound learning environment. Please keep the handbook readily available for future reference. You are expected to review this handbook with your child since the school, you and your child are accountable to this information and the policies and procedures that are set forth by the Ocean Gate Board of Education. You can also find the handbook on our website, www.oceangateschool.net.

We look forward to your continued support of our educational programs and a learning environment that promotes student safety through a respectful atmosphere. If you have any questions regarding information in this handbook, please do not hesitate to contact the Superintendent, Mr. Frank Vanalesti.

The Board of Education meets the first (1st) and third (3rd) Wednesday of each month, at 7:00 PM, in the Ocean Gate School. Your input at these meetings will assist us in planning educational programs that reflect our school philosophy and meet the educational needs of our students. We look forward to your participation in your child's education.

Sincerely,

Michael Corbett, President
Ocean Gate Board of Education

Frank Vanalesti, Superintendent
Ocean Gate School

BOARD OF EDUCATION

Michael Corbett, President
Stephanie Jensen, Vice President
James Heeney
Rita Law
Andrea Sorrentino
Lourdes LaGuardia, Business Administrator/Board Secretary

SCHOOL PHILOSOPHY

The Ocean Gate Board of Education believes in the kind of education:

- That will guide the development of sound character, that will instill pride and faith in American Democracy and that will foster respect for the dignity and worth of individuals and people;
- That is directed toward the mental, physical, social, emotional and moral growth of young people;
- That recognizes the individual differences in children and that offers a curriculum and student evaluation which provides for and takes into consideration these individual differences;
- That strives toward accomplishing our goals through meaningful and creative experiences; and
- That is of a high quality, which may be maintained by constant evaluation and adoption of current developments to local needs.

DIRECTORY
OCEAN GATE ELEMENTARY SCHOOL

126 West Arverne Avenue
PO Box 478
Ocean Gate, New Jersey 08740

Telephone Number: 732-269-3023

Fax Number: 732-269-9777

Mr. Vanalesti, Superintendent
e-mail: vanalesti@yahoo.com

Web Site Address: <http://www.oceangateschool.net>

Nurse's Office: 732-237-9601

Child Study Team: 732-269-0044

Board of Education/

Business Office: 732-269-8122

The school telephone number is a business phone and is not to be used by students, except in emergencies. Parents or guardians who telephone the school office may leave messages for their children. We cannot call a child to the telephone to talk with a parent or guardian, except in the case of an extreme emergency.

Regular School Day Hours

Kindergarten-Grade 6: 8:30 AM – 3:05 PM
Preschool AM 8:30 AM – 11:05 AM

Early Dismissal School Day Hours

Preschool-Grade 6: 8:30 AM – 12:45 PM

EMERGENCY CONTACT INFORMATION

I – M – P – O – R – T – A – N – T

Each September the school office will send home forms to update student addresses, telephone numbers and individuals approved by the parents/guardians to serve in emergency situations. This updated information will be recorded on all of the students' records. It is important for emergency and administrative reasons that the Ocean Gate School maintains an up-to-date address, telephone number and emergency contact information for each student. Notify Mrs. Lydia Marini, School Secretary (732-269-3023) immediately when you have a change of address, telephone number or emergency contact information during the school year. In addition, only parents and legal guardians have permission to take the child during school dismissal. We must have a written note if someone else is to pick up your child on any given day.

ADMINISTRATION AND STAFF

Administration

Superintendent	Mr. Vanalesti
Business Administrator/Board Secretary	Mrs. LaGuardia
School Secretary/Secretary to the Superintendent	Mrs. Marini
Clerical Assistant Board Office	Mrs. Haller

Teaching Staff

Room #		
Preschool	Ms. Maute	108
Kindergarten	Mrs. Parlman	Bldg. K
Grade 1	Mrs. Goscinski	Bldg. 1/2
Grade 2	Mrs. Risdan	Bldg. 1/2
Grade 3	Mrs. Jakositz	106
Grade 4	Mrs. McCue, Mrs. Murphy	105
Grade 4 In-class support co-teacher	Ms. Ward	105
Grade 5	Mrs. Szewczyk	103
Grade 6	Mrs. Cogan	104
Grade 5/6 In-class support co-teacher	Mrs. Beining	103/104
Language Arts Intervention	Mrs. Hebrew	109
Physical Education/Music	Mrs. Colling	110
Art	Mrs. Dillon	107
Speech	Mrs. Blackford	102
Nurse	Mrs. Griffin	Nurse's Suite
Technology Technician/Teacher	Mr. Rosenthal	Media Center
Child Study Team:		
Social Worker	Mrs. Hickey-Esler	C.S.T.
Autism Coordinator/ABA Therapist	Mrs. Raichle	C.S.T.
Secretary	Mrs. Haller	Main Office
Classroom Aides	Mrs. Adrian	Bldg. K
	Mrs. Boucher	Bldg. 1/2
	Mrs. Hill	Bldg. K
	Mrs. Leighton	108
	Mrs. Leonard	108
	Mrs. Passeri	106
	Mrs. Posluszny	Bldg. 1/2
	Mrs. Scudieri	Bldg. K
Food Service Manager	Mrs. Ross	Kitchen
Lunch Aide	Mrs. Cruz	Kitchen
Custodial Staff:		
Head Custodian	Mr. Flores	
Custodian	Mr. Hayes	
Custodian	Mr. Polino	

STUDENT SAFETY

ARRIVAL AND DISMISSAL GUIDELINES

Students of the Ocean Gate Elementary School are encouraged to arrive **no earlier than 8:25 AM on a regular school day.** At that time, adult supervision is provided on the school playground, weather permitting, or in the Multi-Purpose Room during inclement weather. Once on school property, a student is not permitted to leave school grounds without parental and/or administrative permission. Teachers meet their students at 8:30 AM and dismiss at 3:05 PM. Students arriving prior to 8:30 AM for school approved activities or clubs should report directly to the teacher responsible so that attendance may be taken.

EMERGENCY CLOSINGS AND DELAYED OPENINGS

When it is deemed necessary to close school due to extreme weather or other emergencies, radio station WOBN 92.7 FM, WOBN 1170 AM and Channel 12 will be contacted to make announcements. These stations will also announce delayed openings when needed. Parents should listen to the radio announcements so that they are aware of delayed openings, school closings or early dismissals due to emergency situations.

Instruct your child where to go and what to do in an emergency situation. Make sure the school has your updated home and work telephone number. Please provide the school with an emergency name and telephone number in case you cannot be contacted.

Ocean Gate School District is within the Ocean County Emergency Management Evacuation Zone in case of an accident at the Oyster Creek Nuclear Plant, Lacey Township. As determined by the Ocean County Emergency Management Plan in case of an accident during the school day, students at the Ocean Gate Elementary School will be transferred to Ocean County College, Hooper Avenue, Dover Township. This evacuation will take place under adult supervision with students being cared for until parents/guardians pick up the students to reunite the family. In addition, the state of New Jersey revised its policy regarding the distribution of potassium iodide (KI) tablets to the general population within ten miles of a nuclear generating station. Ocean Gate School has been provided with KI for all students and employees. You must sign a permission slip before we can give your child KI in an event of a severe nuclear emergency event. Please note that KI is a supplement to evacuation or sheltering. Evacuation and sheltering remain New Jersey's primary public protective actions in the event of an accident at any nuclear generating station.

VISITORS

All visitors must report to the Main Office during school hours, sign in, sign out and wear a visitor pass. Visitors are always welcome to tour the school at appropriate times. Parents, guardians and visitors are invited to attend student assembly programs and to attend after-school activities. During specific times of the school year, teachers conduct "open house" where you may enter the classroom to view teachers and students "in action."

If classes and programs are in session, parents, guardians and visitors are not allowed to visit classes without the permission of the teacher. We will be happy to schedule a time for visiting by contacting either the specific teacher or the school office advance.

FIRE DRILLS

A minimum of two fire drills are conducted in the Ocean Gate Elementary School each month according to current state statute. Students are to give their immediate attention to the teacher or instructor working with them and are to proceed to the appropriate school exit under the supervision of the teacher or other staff member. Fire drills are intended to keep students and staff aware that an emergency could occur at any time, and they are to follow the procedures for evacuation of the school that they have practiced. In the event that we are not able to re-enter the building, teachers have their attendance rosters, and the Main Office and Nurse's Office have their emergency contact cards. Fire Drill evacuation directions are posted next to the classroom door in the classroom or work area. These directions are to be followed whenever the fire bells sound.

Students are to walk to the exit designated in the directions and are not allowed to talk or cause disturbances during the evacuation procedure. **Students who are not with their teacher when the fire bell rings are to leave through the nearest exit and find the nearest adult to report their presence.**

ADDITIONAL EMERGENCY PROCEDURES

Lock-down drill: emergency lock-down procedures are practiced and rehearsed during the year, in case they need to be implemented. The school will be notified of such an emergency by the Ocean Gate Police Department. An announcement will come over the PA System, and the faculty will respond in accordance with procedure.

ACCIDENT INSURANCE

Each year during the first few weeks of school, the Main Office will send home information for parents to purchase school accident insurance for their children. The Ocean Gate School District provides this service to parents/guardians as a courtesy and does not control the policies that are purchased nor does the school district receive any profit from the sales of the student policies. The school district recommends that parents read over the literature, which is sent home, and make personal decisions as to whether or not they wish to buy this student accident insurance. The company that sells the student school accident insurance to parents/guardians requests that you mail payments directly to them in the envelope provided. The company will then give a list of the parents/guardians who purchase student accident insurance policies to the Main Office. This list will be used to assist parents/guardians who may wish to make claims.

STUDENT CONDUCT

Students are responsible to teachers and school personnel for their conduct in school and on the school grounds. Bullying and harassment, continued and willful disobedience, open defiance of the school authority, the use of profanity or obscene language shall be cause for disciplinary action. Fighting on school grounds may result in the immediate suspension from school. Students will be instructed on the Discipline Code, school rules and character development during the first week of school. **Reinforcement of these lessons by parents is extremely important.**

ATTENDANCE REGULATIONS

ABSENCES

When a student is unable to attend school, parents/guardians are requested to call the school at 732-269-3023, or the school nurse at 732-237-9601, to report the child's absence and to request homework. If the parent/guardian does not call, the school will call home to confirm the absence. Homework may be provided if the family requests it by 9:00 AM and will be available at the end of the school day. Upon return to school, the student must present a note signed by the child's parent/guardian stating the reason for the absence. Students are expected to be in attendance for the 180 days that school is in session. Regular attendance is essential to a student's success in school. **A student who is absent from school for twenty (20) days during one academic year may be considered for retention in that grade level.** Absences due to recognized religious holidays are excused. For a complete list of these holidays contact the Main Office. Students who are consistently absent may be subject to the New Jersey Compulsory Education and Truancy Law.

TARDINESS & LATENESS

Prompt arrival at school is expected no later than 8:30 AM, and tardiness is discouraged. Children who arrive late to school report to the Main Office to announce their arrival. Failure to be on time when school begins is disruptive not only to the class, but, it also means negative attention is brought upon your child. Furthermore, when a child misses school, he or she must work harder to keep up with the class, and important socialization opportunities can be lost. Students who are consistently late to school are also subject to the New Jersey Compulsory Education Law.

CONTAGIOUS DISEASE ABSENCE

Any child absent due to a contagious disease (regardless of how many days) must present a doctor's certificate before he/she may return to school. All students with pediculosis (lice), ringworm, scabies and/or conjunctivitis shall be excluded from school and may not return until receipt of a doctor's certificate.

HOMEBOUND INSTRUCTION

Children who are confined to their home or to a hospital shall receive instruction at their home or at the hospital when on the advice of the school physician, the physical disability or a contagious illness will require the student to remain out of school for ten (10 days or more). Requests for homebound instruction must be made to the Main Office in written form from the parent/guardian and the child's physician. Homebound instruction is also allowed under statute for Special Education students as requested in their I.E.P.'s.

PERMISSION TO LEAVE SCHOOL EARLY

Children who leave school early must present a note from home to request an early dismissal. This note should include the reason for early dismissal and should be signed by the parent/guardian. All students must be signed out of school through the Main Office. Students will not be released to anyone other than the parent/guardian or designee approved by the parent/guardian. **Students who attend school less than four (4) hours will be recorded as absent.**

STUDENT SERVICES

In addition to the New Jersey Core Curriculum subjects of Language Arts, Mathematics, Science, Social Studies, World Languages, Visual and Performing Art, Health and Physical Education, Technology Literacy and Career Education and Consumer, Family and Life Skills, students at the Ocean Gate School are offered the following student services:

- Character Education/Conflict Resolution/Peer Mediation
- Child Study Team Services
- Counseling
- Musical Instrument Lessons and Band
- Nursing Services
- Safety Patrol
- Speech/Language Services
- Team Teaching
- Technology Literacy and Technology Implementation in the Classroom
- Vocal Music (Chorus)
- Intervention and Referral Services (IR&S)

CHARACTER EDUCATION

All teachers and students participate in programs that encourage all members of the Ocean Gate learning community to focus on positive discipline in the classroom, respect, caring, honesty, fairness, responsibility, civility, manners, ethics and good citizenship. Parents are also encouraged to participate in Character Education Programs. Specific programs include monthly assemblies, Grandparent's Day and Senior Citizen's Day.

Conflict Resolution and Peer Mediation are offered to all students in the school's efforts to eliminate harassment and bullying and learn positive ways to resolve conflict.

CHILD STUDY TEAM SERVICES

The Ocean Gate Elementary School now employs its own Child Study Team Services. Included in the Child Study Team are a School Psychologist, a Learning Disabilities Teacher Consultant and a School Social Worker. The Child Study Team has the responsibility of evaluating and recommending individualized educational programs for students needing academic assistance. Students who have difficulty with adequate school adjustment, emotionally, socially, or academically, or who have special physical or communication difficulties, may be referred to the Intervention and Referral Services Committee (IR&S) or the Child Study Team (CST) by parents, teachers, administration, social worker, school nurse, other medical consultants, or social agencies entrusted with student welfare after other avenues of planning and assistance have been provided within the school program and are deemed inadequate. The Team may also provide support and additional services to non-handicapped students by suggesting programs, materials and techniques to the teaching staff and/or parents. Once a student is referred to the CST, the Team, which includes the parent, teacher, school administrator, psychologist, learning disabilities teacher consultant and social worker, determines if the student is eligible for a CST evaluation and an Individual Education Plan (IEP).

INSTRUMENT LESSONS AND BAND

Ocean Gate Students in Grades 4-6 may select instrumental music lessons and/or participate in the school band one day a week.

NURSING SERVICES

The Ocean Gate School District employs a Certified School Nurse. The school nurse is responsible for the protection, promotion and improvement of student health. The school nurse provides the following screenings: height and weight and vision screening of all students; hearing of all students, except grade 5; scoliosis for all students who are age ten and older. Physical examinations must be done by the student's own physician. The school nurse will assist those families that do not have a doctor.

The school nurse shall be responsible for making certain that:

Students entering the Ocean Gate Elementary School have the required documentation of immunizations and a birth certificate;

All health screenings are carried out;

Students who are ill or injured are temporarily cared for;

All health policies for schools required by the State of New Jersey and the Ocean Gate Board of Education are carried out;

Students excluded from school for contagious diseases are certified to return to school without danger to other students;

The parent/guardian must provide a written request for the administration of prescribed medication.

The doctor must provide written orders detailing the medication and diagnosis. The medication must be brought to school in the original container by the parent/guardian. The school nurse or the parent/guardian are the only people permitted to administer medication in school. Over the counter medications also require a doctor's order.

The school cooperates with the NJ Department of Health to provide the fluoride rinse that is available for grades one through six. The Ocean County Health Department sponsors a dental clinic for financially eligible children. In the fall, the students will bring a notice home from the nurse with full details of these programs.

TEAM TEACHERS

Team teachers consist of a regular education teacher and a special education teacher who provide support to all students in the regular education classroom .

SAFETY PATROL

All sixth grade students are eligible for Safety Patrol (fifth graders are invited to participate upon teacher recommendation). Safety Patrol includes activities such as assisting teachers with the arrival and dismissal of students, morning announcements and other activities that promote a peaceful and safe school environment. The fifth and sixth grade teachers run the program.

SPEECH/LANGUAGE SERVICES

Students are annually screened for Speech/Language Services through their classroom teacher, Child Study Team and/or parents. The purpose of the program is to engage students in activities that promote clear and distinct speech and age appropriate communication skills. All students are eligible for speech/language services upon the recommendation of the speech/language services teacher.

TECHNOLOGY LITERACY

Technology literacy is infused into the classroom curriculum. It is designed to introduce the student to the computer and its primary applications. Students become experienced at using the computer as a problem-solving tool and increase their abilities to use higher-order thinking skills, essential career education, consumer, family and life skills. In addition, students may receive computer education as a special. Students receive state-of-the-art and multi-media instruction.

VOCAL MUSIC (CHORUS)

Students have an opportunity to join chorus and participate in choral arrangements and presentations during day and evening school assemblies and sixth-grade graduation ceremonies.

ENRICHMENT

Students are identified for giftedness based upon standardized test scores and teacher recommendation. Teachers in every grade level differentiate instruction for specific student ability needs. A supplemental pull-out enrichment class is also offered to students who are identified and meet eligibility requirements.

GENERAL INFORMATION

ADMISSIONS AND TRANSFERS

Ocean Gate School has a Preschool program and a full-day Kindergarten program. Each spring the school conducts an enrollment period to enroll preschool and kindergarten students who will be attending class for the following September. Parents/guardians are requested to visit the school with their incoming child so that papers may be completed and the child may participate in a screening procedure. The School Secretary and School Nurse will arrange a time for each parent/guardian to report with their child for the enrollment registration.

Students transferring into the Ocean Gate Elementary School must present a transfer card and health record from the previous school attended. At that time a "Request to Forward Student Records" form must be signed by the parent/guardian and will be forwarded to the transferring school. Proof of residency is required when registering a student in the Ocean Gate Elementary School.

Students transferring out of the Ocean Gate Elementary School must have the parent/guardian obtain a transfer card and authorize our district to send records to the new school to be attended. The parent/guardian will be given a copy of the student's health record when the transfer card is given to the parent/guardian on the date of the student's transfer. The parent/guardian of the transferring student(s) must return all outstanding books/equipment to the school district and the Ocean Gate School Library, prior to or when the transfer card is obtained from the Ocean Gate Elementary School Office.

The preschool student proficiencies as measured by the High Scope Curricula core standards and the New Jersey Preschool Learning and Teaching Expectations Standards of Quality are issued twice yearly.

MARKING PERIODS AND REPORT CARDS

There are four marking periods to the school year with report cards issued for grades K-6. Parent conferences are held twice a year, but a teacher and/or parent may request a conference at anytime. If a student fails two (2) or more subjects in any one (1) marking period, a Parent/Teacher Conference should be held as soon as possible to have the parent work with the teacher on how to assist the student to improve his/her grades.

Students in grades three through six are eligible for the High Honor Roll if they receive all A's in academics and no checks in social emotional development. Furthermore, students in grades three through six are eligible for Honor Roll if they receive all A's and B's in academics. Students who receive checks in social emotional development may be kept off of the Honor Roll.

Students who achieve High Honor Roll are recognized at an Honors Assembly held every marking period. Students are also awarded recognition for being on the Honor Roll for all four marking periods of the school year. Additionally, students are recognized for Good Citizenship each marking period and for the school year.

If a student is in danger of failing two or more subjects in any one marking period, or is in danger of receiving check marks for lack of social emotional development, an interim progress report and a parent/teacher conference should be held as soon as possible, or within reason from the date of report card, in order to alert the parent/guardian on the need to work with the teacher in assisting the student to improve his/her grades and/or behavior.

STUDENT RECORDS

Student Records are information related to an individual student gathered within or outside the school system and which are maintained within the school system regardless of the physical form in which they are maintained. (NJAC 6:3-6.1). The types of records authorized to be kept by a school district include “Mandated Records” and “Permitted Records.” (NJAC 6:3-6:3).

“Mandated Records” are student records which the school has been directed to compile by New Jersey statute regulation or authorized administrative directive. Examples of “Mandated Records” are personal data which identifies each student enrolled in the school (in re: student’s name, address, date of birth, name of parent and student’s sex), a record of daily attendance, grade level of student, history of physical health and physical examinations, descriptions of the student’s progress and evaluation and rules and regulations regarding the education of educationally handicapped students. It is the parent’s responsibility to report to the Main Office in writing and to provide legal documentation of any situations or changes that affect their child.

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

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

Unless otherwise notified by the parent/guardian, student records of sixth grade students who are promoted to grade seven shall be delivered to the Central Regional School District at the end of the student’s sixth grade school year. The Superintendent or his/her designee shall be responsible for the security of student records and shall devise procedures for assuring that access to such records is limited to authorized persons and/or agencies.

STANDARDIZED ASSESSMENT

Standardized assessments will be administered to the students of the district to measure general achievement, which include the New Jersey Assessment of Skills and Knowledge for grades 3, 4, 5 and 6. Parents may become acquainted with these assessments and their uses by contacting the Superintendent, the School Social Worker or the teacher.

NEW JERSEY ASSESSMENT OF SKILLS AND KNOWLEDGE (NJASK)

The State of New Jersey developed statewide tests for students in grade three (3), four (4), five (5) and six (6) called the NJASK New Jersey Assessment of Skills and Knowledge. These assessments measure what a student should know and be able to do based on the New Jersey Core Curriculum Content Standards in Language Arts Literacy and Mathematics. Information from these assessments will help inform our curriculum and instruction for all students as well as allow teachers in later grades to build on students’ strengths and areas in need of improvement.

TEXTBOOKS/LIBRARY BOOKS

Every student is issued textbooks and workbooks for each academic subject for which they are required. These are “on loan” to the students and are to be returned at the end of the school year. When textbooks and/or workbooks or library books are lost or damaged, a fee is assessed for the textbook and/or workbook or library book. The same procedure applies to encyclopedia books/volumes, which are borrowed, from classroom collections or from the computer room collections.

INTERNET POLICY

Students are requested to read the school district’s Policy and Terms and Conditions for use of the Internet with their parents. Each student will bring home a permission form for use of the computer lab and classroom computers for signature. Parents must sign and return the Internet Policy Usage Permission Slip in order for their child to use the Internet on school computers. Students may use the Internet only while being supervised by a teacher. Inappropriate use of the Internet will result in administrative action. Parents must also give permission to have their child’s photograph and published work on the Ocean Gate Website, in local newspapers, television and other media viewable by the public.

SCHOOL TRIPS

The Ocean Gate Home and School Association sponsors school trips for educational purposes. Teachers serve as chaperones on all trips. Students are required to follow the Discipline Code during all out-of-school trips and events.

Ocean Gate School Discipline Plan

School procedures are necessary to assist the students in learning that while they have certain rights, each of those rights is matched by a responsibility to respect the rights of others. Procedures are also necessary to set consistent boundaries for behavior that can be understood by the staff, the students and their parents.

The Ocean Gate Board of Education expects students to conduct themselves in keeping with their level of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff and community members, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Ocean Gate School Discipline Plan sets forth the expectations for student behavior at our school. Students who do not meet the behavioral expectations will be awarded consequences consistent with this plan.

In accordance with this expectation, the Ocean Gate Board of Education has established the following Code of Conduct.

Please read and review this Code and the complete Discipline Plan with your student. Sign the acknowledgement below and return it to school tomorrow.

Students who are found to have committed an action involving weapons, firearms or drugs will be subject to the disciplinary sanctions as outlined in NJ State Law – 18A: 37-2.1. These offenses result in an immediate, mandatory suspension from school.

ANY action which is defined as a crime under NJ State Law will be referred to the Ocean Gate Police Department for action pursuant to the Ocean Gate Board of Education Memorandum of Agreement with the Ocean Gate Police Force.

The information provided in this Plan fulfills the first step of due process. Further information can be found in the School Board Critical Policy Reference Manual

Gator Code of Conduct

As a student and member of the community of the Ocean Gate Elementary School, I have the following rights:

- 1) The right to learn as much as I can.*
- 2) The right to be treated with respect.*
- 3) The right to a safe environment,*
- 4) The right to politely express my opinions (This means that I can ask to explain my side of the story if I do so in a calm voice and use appropriate language).*
- 5) The right to an explanation of my mistakes and a chance to correct them. (This means that I must be willing to listen to what is being said and I must be willing to respond in a calm and polite manner. IF I know that I cannot do that, I know that I need to ask for time to “cool off” so that I can have a polite discussion.)*
- 6) The right to be spoken to politely.*

I also know that in order for me to have these rights, I have the following responsibilities:

- 1) The responsibility to act in a way that does not prevent others from learning.*
- 2) The responsibility to treat others with respect.*
- 3) The responsibility to make sure that I do not do anything that could cause harm to the health or safety of others. (Even if I do not mean to cause harm!!) This includes treating school property and the property of others in a respectful way.*
- 4) The responsibility to politely listen to the opinions of others, even if I don't agree with them.*
- 5) The responsibility to admit to my mistakes and make an effort to correct them. I also understand that if I expect people to be willing to accept my mistakes, I must be willing to politely accept the apologies of others.*
- 6) The responsibility of speaking politely to others. I know that if I want to be treated correctly, I must treat others with respect and courtesy.*

I have read and understand the Ocean Gate Elementary School Gator Code of Conduct, and the Ocean Gate Elementary School Discipline Plan.

Student Name

Parent/Guardian Signature

Student Signature

Date

Procedure for Student Discipline

The Ocean Gate Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior.

Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

The Board of Education further believes that students, parents and school share the responsibility for creating the best possible school setting. Therefore, in this section of our Discipline Plan we have identified the various responsibilities of students, parents and the school to achieve appropriate conduct, as well as the consequences for unacceptable conduct.

Students who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations described by administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

The actual disciplinary action taken in a particular instance of misbehavior can contain a range of consequences and will be based upon the facts of each particular case. Consideration shall be given to the seriousness of the offense, the age of the student, the degree of cooperation of the student in resolving the matter, and other aggravating or mitigating circumstances.

Problem Areas:

The following acts or conduct designated under the heading of Problem Areas will subject a student to consequences as indicated. This section describes general categories of inappropriate behavior and the resulting consequences; for further guidance, please refer to the Behavior Guidelines section of this code.

In addition to the consequences listed, misbehavior that is repetitive, disrespectful and/or dangerous shall be awarded points. Students and parents should be aware that as points are accumulated, the severity of the consequences will rise.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	CONSEQUENCES
Attendance/ Tardiness/Unexcused Absences/ Leaving school premises or classes without permission	Come to school each day and be in the class when the bell rings. Realize the importance of being in school each day.	Help children get up in the morning and arrive at school on time, or notify school of legitimate need to miss school. Instill in your child the responsibility necessary to avoid the temptation to skip school.	Keep records of students' attendance/tardiness. Instruct students in the value and benefits of an appropriate education in today's society.	1 through 7 and 12 may be applied.
Disorderly conduct/disrespectful behavior/general disregard for school rules	Be well-mannered during all school functions/activities. Follow behavior guidelines and Gator Code of Conduct. Seek alternative, respectful ways of expressing disagreement.	Impress upon children that school is a place to learn. Model appropriate respect for school rules and guidelines. Teach and model appropriate methods of disagreement with rules and policy.	Plan structured activities and model appropriate behavior that creates an orderly learning environment. Provide an opportunity for appropriate, respectful disagreement with school policy.	1 – 10 may be applied
Aggressive Behavior, and Fighting	Seek alternative ways to resolve conflicts and problems. Ask adults for assistance when necessary.	Help children to develop alternative methods of resolving conflict and seek assistance from staff when necessary.	Establish an atmosphere of open communication with students. Discuss intervention steps for behavior modification	5 through 10 may be applied.

PROBLEM AREA	STUDENT RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY	CONSEQUENCES
Violence Incident: includes assault, intimidation/threats, harassment, bullying and sex offenses	Follow behavior guidelines and Gator Code of Conduct. Treat others with respect; do not do anything that could cause harm to others.	Help children assume and accept responsibility for their behaviors. Encourage children to believe that the best discipline is self-discipline.	Make clear the rules and responsibilities of students. Make clear that improper behavior will result in loss of privileges and will be subject to disciplinary action.	5 through 12 will be applied.
Field Trip /Recess/Lunch/ Special Activity misconduct	Understand that field trips and other activities are an extension of school, and proper behavior is required.	Stress the safety aspects of proper conduct on and off school property, at all times.	Provide proper supervision. Make clear rules and procedures. Exclude students from future participation if improper conduct is shown	1 through 10 may be applied.
Student dress/grooming	Come to school dressed and groomed appropriately.	Monitor and support the dress code	Monitor and adjust dress code as needed	1 thru 7 may be applied.
Vandalism : includes trespassing and arson.	Realize that this is your school and treat it with respect.	Teach your children proper respect and manners. Help them to understand that vandalism is criminal conduct and will not be tolerated.	Provide proper supervision and clear guidelines for correct behavior	5 through 12 may be applied.
Theft	Keep all personal items in proper places; bring only items that belong in school; and use adults' or other students' items only with their permission	Support the idea that taking what doesn't belong to the child is wrong	Keep classrooms neat and orderly, limiting the temptation for the students to take things that don't belong to them.	5 through 12 may be applied.
Tobacco, Alcohol, and Drugs	Tobacco, alcohol, or drugs (in any form) are not allowed in school.	Teach and discuss good health habits with your child concerning the use of tobacco, alcohol, and drugs	Encourage students to participate in a program of good health and physical fitness, and discourage use of these products.	6, 9, 10, 11 and 12 may be applied. Drugs: 6 through 12 will be applied.

PROBLEM AREA	STUDENT RESONSIBILITY	PARENT RESONSIBILITY	SCHOOL RESPONSIBILITY	CONSEQUENCES
Weapons	Understand that weapons, in any form are not allowed in school.	Teach and discuss good health habits with your child. Help them understand that possession of a weapon is a criminal offense and will not be tolerated.	Make clear that improper behavior/possession of a weapon will result in disciplinary action.	6 and 9 through 12 will be applied.
Technology Misuse	Access to the internet is part of the curriculum and not a public forum for general use. Follow the school guidelines and internet access policy at all times.	Instill in your child the responsibility to avoid the temptation to misuse technology.	The school owns the system and may monitor its usage and contents. There is no expectation of privacy.	1 through 12 may be applied.
Cheating	By copying another person's work, you lose the opportunity to get assistance in learning.	Impress upon the child that school is a place to learn. Support the idea that taking credit for another's work is wrong.	Provide proper supervision and clear guidelines for behavior.	1 through 9 may be applied.

CONSEQUENCES

1. TEACHER-STUDENT CONFERENCE: private talk regarding student's inappropriate behavior.
2. STUDENT KEPT AFTER SCHOOL: The teacher/staff member will require the student to report to his or her room after school until 3:15 pm.
3. TIME OUT: The student shall be removed from the class activity for an age appropriate period of time.
4. LOSS OF RECESS: The student shall lose recess privileges for an appropriate time period.
5. PARENT-TEACHER-STUDENT CONFERENCE: A formal conference is held between the student, teacher, and administration to further discuss the student's behavior. A record of this meeting will be kept.
6. PARENT/GUARDIAN INVOLVEMENT: The parent of legal guardian is notified by telephone or letter. A conference (in person or via phone) is held between the school official and parent. A record of this meeting will be kept. As appropriate, intervention steps for behavior modification will be discussed.
7. LUNCH/RECESS DETENTION: The student shall spend his or her lunch and recess period in a supervised "Detention Room".
8. IN-SCHOOL SUSPENSION: The student is removed from classes and kept in a supervised area to do assigned work. Parents are notified as soon as possible.
9. EXCLUSION FROM "SPECIAL ACTIVITIES": The student is barred from participating in "special activities" including but not limited to Class Trips, Assembly Presentations, Award/Graduation Ceremonies, Field and Fun Days, Class Parties, Safety Patrol, and/or Band.
10. SUSPENSION: The student is excluded from school and related activities for a period of time, in accordance with school board policy and state law. Parents, administrators and board members are notified of the action taken.
11. EXPULSION: Removal of the student from school and related activities for an extended period of time, in accordance with board policy and state law. Board action is required for expulsion. Parents are notified.
12. LAW ENFORCEMENT INVOLVEMENT: Local law enforcement authorities are notified.

Point System

Students who engage in behavior that demonstrate continued disrespect of students, staff members and school rules; who engage in activities that endanger themselves or others, or engage in activities which result in damage to property belonging to the school or others shall be awarded consequences in accordance with the severity of the offense.

Five (5) Point Offenses: result in lunch/recess detention. Fifteen points in this category results in suspension.

- ___ Disrespect for students or staff members and/or school policy:
 - ___ Dress code violation
 - ___ Disorderly conduct during arrival/dismissal/ recess line up
 - ___ Verbal fighting or name calling (that does not rise to the level of Harassment or Bullying as defined by state law)
 - ___ Chewing gum/eating without permission of adult in charge
 - ___ Violation of School bike/scooter/skateboard/rollerblade policy
 - ___ ball playing during arrival/dismissal/recess line up.
 - ___ failing to follow hallway procedures
 - ___ leaving class/recess/lunch/breakfast program without permission
 - ___ foul language

Ten (10) point offenses: result in multiple day lunch/recess detention and/or exclusion from “special activities”. Twenty points in this category result in suspension.

- ___ inappropriate physical contact with another student (that does not constitute fighting or assault)
- ___ inappropriate throwing/misuse of objects in classroom or cafeteria
- ___ Truancy
- ___ Leaving school property without permission
- ___ violations of school internet policy
- ___ cheating
- ___ making threats

Fifteen (15) Point offenses: Immediate multiple day suspension and exclusion from “special activities”. Multiple offenses in this category may result in being considered for expulsion. **Any activity which is defined as a crime under NJ State Law will be referred to the local law enforcement authorities pursuant to the Memorandum of Agreement with the Ocean Gate Police Department.**

- ___ Harassment or intimidation as defined by NJ State Statute
- ___ Physical Fighting:
 - ___ fight
 - ___ gang/group fight
- ___ Theft
- ___ Assault of student, staff member or board member:
 - ___ simple assault
 - ___ aggravated assault
- ___ Possession of Alcohol or Tobacco.
- ___ bullying, as defined by NJ State Statute
- ___ Possession of a weapon, firearm, or drugs
- ___ Abuse/vandalism of school or personal property
- ___ making Terroristic threats

Guidelines for Behavior:

School guidelines for behavior have been established to ensure that the children know how they are expected to behave in a particular circumstance. While we cannot establish guidelines for every event that occurs at school, the procedures that follow should provide clear guidance as to the expected behavior of the students here at Ocean Gate Elementary School. All guidelines are written in accordance with the Gator Code of Conduct and the Ocean Gate School Board Critical Policy Reference Manual Policy (#5131) on Conduct and Discipline, as well as NJ State Law.

❖ Guidelines for Attendance, Tardiness and unexcused absences.

➤ Attendance:

- New Jersey Statutes 18A:38-25 and 26 require that “Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district” during all the days and hours that school is in session, unless it is established to the *satisfaction of the board of education of the district*, that the physical or mental condition of the child prevents his or her attendance.
- **Violations of the state attendance law are subject to criminal penalties pursuant to New Jersey Statutes 18A: 38 – 27 thru 31. Furthermore, parents and guardians should be aware that students who are excessively absent are in danger of being retained at the current grade level.**
- Pursuant to New Jersey law, students must attend school for four (4) hours in order to be counted as present. *If you sign out your child prior to 1:30 p.m. during the school day for any reason, it is considered an absence.*

❖ Before and After School:

- All students arriving or departing from the school are expected to follow the instructions of the crossing guard(s) and adults who are on duty. Students are also expected to respect the directions of School Safety Patrol Members to follow school rules.

- Breakfast Program:

- ◆ Students who participate in the breakfast program are to arrive at school no earlier than 8:00 am.
- ◆ Students shall enter the all purpose room by the doors leading to the upper elementary playground on the Barnegat Ave. side of the building.
- ◆ Once a student has entered the building for the breakfast program, he or she shall remain in the all purpose room unless given permission to use the restroom by the Breakfast Program staff. Once a student has arrived for the breakfast program, they are considered present at school. Under no circumstances shall a child be allowed to leave school property before dismissal time unless that student is signed out by a parent or guardian in the main office.
- ◆ Students who are in the building for the purpose of the Breakfast Program are not permitted to enter any other portion of the building unless escorted by an adult. Safety Patrol members who have morning posts that require them to be in the main building may leave the all purpose room at 8:20 to fulfill their duties.
- ◆ Students who participate in the Breakfast Program will not leave the all purpose room to line up on the playground until dismissed by the Breakfast Program Staff.

- ◆ Students who are not participating in the Breakfast Program are not permitted to enter the all purpose room for the purpose of visiting with friends.
 - ◆ Students who participate in the breakfast program are expected to follow the same behavior rules that are in force during lunch at school.
- Arrival at School:
 - ◆ Arrival time is 8:25 am. The students are to line up in their designated area on the blacktop of the main playground and quietly await admission into the building.
 - ◆ Students who arrive by bike, roller blades, scooters or skateboards are to remove or get off their transportation at the **edge** of the school property and walk or carry the transportation to the appropriate area. Bikes are to be walked to the bike rack. Scooters, roller blades or skateboards are to be (as appropriate) folded and carried, picked up, or replaced with appropriate foot gear once the student is on school grounds. **Due to the number of students, parents and siblings assembling in a small space, students will be strictly held to this standard.**
 - ◆ For the safety of the students, students are to remain in orderly lines and are not to run or play during morning arrival time. Due to the number of students, parents and siblings present in a small area **there is no ball playing or throwing of any object allowed during morning arrival time.** As always, students are expected to keep their hands and feet to themselves.
 - ◆ Students are expected to use quiet voices and appropriate language while waiting for admission to the building.
- In the case of inclement weather, the students will be admitted to the all purpose room at 8:25 am. Students are expected to proceed to their assigned area and form an orderly and quiet line while waiting for the morning bell. Students are expected to speak quietly and respectfully while assembling.
- Dismissal:
 - ◆ Dismissal is at 3:05 pm.
 - ◆ Any student who uses a bike, skateboard, scooter or rollerblades (or similar transportation) is to walk their transportation to the edge of school property before riding home. Students are expected to wear appropriate safety gear for their “transportation” including but not limited to helmets.
 - ◆ Students are expected to leave school grounds promptly. The playground is **NOT ATTENDED** BY AN ADULT after school dismissal at 3:05 pm. **Any after school activity that is approved by the Board of Education requires parental permission. NO staff or faculty member can take responsibility for the supervision of students after school hours without Board of Education/Administration and Parental approval.**

- ❖ **Tardy Policy:** Along with regular attendance, it is expected that every child be prepared to arrive at school on time. If students are late for any reason, they must report to the Main Office upon arrival. The child's tardiness will be noted and a pass will be issued to the classroom teacher. Parents are encouraged to notify the school if it is necessary for a child to be tardy due to a medical appointment or other emergency.
 - Frequent tardiness is not only a disadvantage to your child; it also disrupts class schedules and teaching procedures, and may become cause for disciplinary action – as well as the loss of lunch time recess privileges.
 - **Students who arrive after 8:30 a.m. are tardy and are to report to the main office to be signed in the school secretary.**
 - **STUDENTS WHO ARRIVE AFTER 8:40 AM AND DO NOT PLACE A LUNCH ORDER WITH THE SCHOOL SECRETARY ARE NOT GUARANTEED A LUNCH MEAL.**
 - **Consequences for repeated tardiness:**
 - First tardy: student is issued a warning.
 - Second tardy: student shall lose 10 minutes of recess.
 - Third tardy: student shall miss full recess and letter shall be sent to the student's parents or guardians reminding of the need for prompt arrival at school each day.
 - Subsequent offenses: For each tardy arrival after the third, during one marking period, the student shall be assigned a lunch detention.

- ❖ **Classroom Procedures:** In order to maximize student achievement, it is necessary to ensure that the students are present in the classroom during instructional time; that they are prepared with all materials necessary for the activities and that distractions are minimized during instructional time. In addition, student activity time is necessary to give the opportunity for the students to practice their skills, under the supervision/guidance of their teacher.
 - Therefore, each teacher shall create and enforce **age appropriate** classroom procedures that adhere to the following guidelines:
 - Students shall be provided with appropriate opportunities to use the restroom facilities which do not interfere with instructional time. It is to be expected that these opportunities will be scheduled to prevent interruption of "special" classes. **In the event that a student has special needs in this area, it is requested that the parent alert the teacher and/or nurse to ensure that the physical and educational needs of the student will be met.** If the student makes excessive requests to use the restroom facilities, the teacher will confer with the parent/guardian to identify the source of the problem.
 - Students shall be provided with a daily or twice daily opportunity to prepare materials for lessons. Each teacher shall designate times for "pencil sharpening", back pack visits, etc. Parents/Guardians are asked to support the efforts of the classroom teachers in this effort. **Students who misplace or forget assignments will not be allowed to call home for assistance. The student will be given a reasonable opportunity to turn in the assignment late, IF it is accompanied by a note from the parent or guardian explaining the delay.**
 - Each teacher shall designate an appropriate daily time for the review of current homework assignments. The teacher will either distribute a list of all assignments and review them with the students, OR the teacher will direct the students to copy their assignments down from a designated area in the classroom and provide an opportunity for student questions about the assignments.

- When leaving the classroom for “specials” or other classes, students are expected to have all books and materials needed for that class or activity. Students who do not bring the necessary materials will be marked as unprepared for that activity and shall not be allowed to return to the classroom to retrieve those missing items. **Students who are unable to complete the class activity due to missing materials, shall make up the work on “their” time (i.e. recess or after school)**

- ❖ **Personal possessions:** Students are specifically requested not to bring to school large sums of money, expensive jewelry, toys, radios and recorders or other valuable property. The school can assume no responsibility in the event of their loss, damage or theft.

- ❖ **Hallways:**
 - When walking through the hallways, students must be respectful of the other classes in the building. To ensure that this happens, students are expected to follow the following rules:
 - Traveling as a class:
 - ◆ Walk in single file.
 - ◆ Stay to the right of the hallway, to allow others to travel in the opposite direction.
 - ◆ Students are expected to be as quiet as possible, to avoid disturbing other classes in the school.
 - ◆ Be aware of the students around you. Do not walk faster than the person in front of you, but do not walk so slowly that the person behind you runs into to you.
 - ◆ IF THERE IS A PROBLEM, MAKE SURE THAT YOU TELL THE TEACHER.
 - When using the hallway independently: Please remember that the adults in school are responsible for your well being. That means that we need to know where you are when you leave our classrooms. Therefore:
 - ◆ Always have the permission of an adult before leaving one area for another.
 - ◆ Go only to the place that you were given permission/requested to go. (Do not go to the nurse, if you were given permission to go to the bathroom.)
 - ◆ If an emergency arises, go to the nearest adult in the building who can advise you on what to do, and can also alert your teacher as to where you are.
 - ◆ Do not do anything that you would not do if a teacher/staff member were present. Remember... If you are trusted to leave the classroom alone, you must act in a manner to deserve that trust.

 - When in doubt, keep your hands and feet to yourself. Do not tease, push, shove, harass, or fool around with other students in the hallway. Head to where you were told to go. If you see a problem, head to the nearest adult and let them know.

 - **Students who demonstrate that they cannot use the hallways independently in a responsible fashion will not be allowed to leave the classroom without adult supervision.**

❖ **Lunchroom Behavior:**

- Our lunch room is monitored by aides, the lunch room staff and Safety Patrol members, who provide order and provide any assistance as needed. **The students are expected to obey and respect the aides and staff as they would any other faculty member.**
 - *****All Pupils are expected to display proper conduct and manners while eating and handling food. Conversation is permitted; however, loud voices, shouting or poor etiquette are not tolerated. Each child is responsible for clearing his or her own area of waste materials.

❖ **Basic Cafeteria Rules:**

- All students are to use “indoor voices”. This means that students shall speak in a tone of voice that can be heard only by the students seated near to them. Students who wish to converse with others who are not seated near them MUST ask for permission to relocate to a spot near the person they are interested in speaking with. **Due to the number of students eating at each lunch, it is important that every student observe this rule. Please remember that if there is an emergency situation, each child’s safety depends on their ability to hear the instructions of the adults in charge.**
- Students are to remain seated with their class, unless given permission to move or leave the area. Running and other forms of horseplay are not permitted in the all purpose room. Students are expected to keep their hands, feet and food to themselves.
- All students are expected to clean up the area where they are sitting, disposing of all of their waste and cleaning up all spills or debris.
- Food is to be eaten in a polite and orderly manner. At no time will it be acceptable for any student to use food in a manner that is inconsistent with eating. Sculpting, molding, mixing, mashing, tossing, throwing, and any other activity that can be considered “playing with food” is considered unacceptable behavior.
- All food is expected to be eaten in a manner that is not offensive to the rest of the students. Therefore, food that is placed in the mouth should not be seen again by anyone else.
- If something can not be classified as a food item, or a tool for eating, it should not be placed in the mouth.
- When each group of students is called to pick up lunches, milk or enter or leave the cafeteria, they are to move in an orderly line, following the directions of the aides and staff. While on line, the students shall be quiet so that they can hear the directions of the staff and aides.
- **Students who continually disregard the rules of the cafeteria will lose privilege of eating with their classmates.**

❖ **Recess Rules:**

- All students are required to go outside for lunch recess unless a written parent or medical request is provided to the main office. Students who have written requests shall report to the nurse's office at the start of their recess period. Once on the playground, students may not re-enter the building without the permission of the teacher or aide.
- On occasion, outdoor recess will be cancelled due to weather or other circumstances that make it unsafe for the students to be outside. On those occasions, the students will be given a recess period in their classroom. In such events, students are to use "indoor voices", and entertain themselves with activities that do not cause a danger to themselves or their classmates. Rough housing, throwing of balls or other objects, shouting and running are expressly prohibited. Students are to follow the instructions of the aide or teacher in charge and are responsible for cleaning up all materials and activities at the end of the recess period. **Students who are using the computers during indoor recess must follow the school and classroom computer policy. Students may not install any game or program on a school computer without the express permission of the school technology coordinator.**
- During outdoor recess students are to remain in the assigned playground area. Students are not to climb on the fence surrounding the area, nor are they to sit or play in the grassy area between the building and the blacktop (on the upper elementary playground).
- No contact sports or games are allowed. Touch football may be played with the permission of the teacher in charge.
- Students shall participate in all activities in a manner which does not create a danger to themselves or others. This means that students shall follow the established rules of the activity they are participating in. At no time are tackling, slide tackling, "body checking", pushing, shoving or other extreme physically aggressive behavior permitted. **Students who engage in such behavior shall be removed from the playing field.**
 - Due to the size and maturity differences between 1st and 3rd graders, during the recess period for the 1st, 2nd and 3rd grade students, the soccer field shall be divided into two "mini fields" to allow both age groups to participate in age appropriate groups. When possible, Safety Patrol members will assist in supervising younger students in the use of the soccer field.
- No student shall retrieve a ball off school ground without a teacher's permission and supervision.
- Students shall share all playground equipment and shall follow the correct usage of all such equipment.
- Students shall use appropriate and respectful language at all times.
- Students who cannot respect the rights of others or the rules of the playground will be given "time out" on the bench at the discretion of the teacher or aide in charge.
- At the end of the recess period, students will be called to line up by three "whistle blasts". Upon hearing this signal, the students are to **immediately** end their game, pick up and equipment they have been using and return it to the appropriate container. They are also to retrieve any personal belongings that were brought out to the playground. Students are then to line up by grade level in a quiet and orderly fashion. **All ball playing, throwing or other recess activity is to stop at the whistle signal. Students are to remain quiet so that they can hear and follow the directions of the teachers and aides. Students are to remain in line, and keep their hands and feet to themselves.**

- ❖ **Dress Code:** Students should dress for school, not for play. Safety, neatness, cleanliness, and modesty should be the major considerations in what is appropriate in school dress. A child's grooming, dress, and behavior have a bearing on how others react to him/her.

Specific policy prohibits the following:

- Shirts with advertising or symbols that may be interpreted as objectionable;
 - See-through shirts, blouses or bare midriffs;
 - Short skirts or shorts. Length of skirts and shorts may not be shorter than the fingertip length of the student while standing upright;
 - Pants that drag on the ground; pants that fall below the waist showing undergarments;
 - Hats and sweatbands worn indoors;
 - Flip-flops, high heels and platform sneakers worn anytime to school;
 - Coats, and the like, normally worn outdoors for warmth, except under conditions, which would warrant such apparel;
 - Glasses other than prescription, sunglasses in class (without authorization of a medical doctor and/or school administrator).
 - Metal or chain belts or wallet chains, spiked bracelets and collars;
 - Colored hairspray, make up, body jewelry and/or tattoos;
 - Regalia denoting gang affiliation or conveying messages that cause disruption to the learning environment;
 - Symbols which may disrupt the orderly operation of the school and/or activities; and
 - Articles of clothing displaying any message, which relates to gangs or services, which are prohibited by law to minors.
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- ❖ **Restrooms:** The restrooms are to be kept clean and personal hygiene must always be of the utmost concern. Children should use the restrooms to practice good health habits: wash hands and dry them before leaving. Used paper towels are to be placed in trash cans. No throwing of paper, soap, or water will be permitted, a serious injury can result. Purposely throwing paper towels, toilet tissue or other inappropriate material into a restroom facility can cause a most unhealthy and dangerous situation and will not be tolerated. **Inappropriate behavior in school restrooms will result in disciplinary action.**