



## **Township of Ocean School District Elementary School Handbook**

**Parents/guardians please review this handbook with your child and print out the  
Elementary School Handbook Response Page  
Found on the school website under “Parent Resources” and on the next page.**

**[www.oceanschools.org](http://www.oceanschools.org)**

**NOTICE OF NON-DISCRIMINATION** The Township of Ocean School District Board of Education offers all students and staff equal educational and employment opportunities regardless of race, creed, handicap, religion, sex, ancestry, age, national origin or social or economic status.

**DISTRICT AFFIRMATIVE ACTION/504 OFFICER**  
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“The Township of Ocean Board of Education is an equal opportunity employer.”

**SPECIAL EDUCATION STATEMENT** The Township of Ocean School District provides a free, appropriate public education program and related services for handicapped pupils (ages 3-21) in the least restrictive environment.

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## **INTRODUCTION**

The “Elementary School Handbook”, prepared by the Township of Ocean School District, is intended to provide rules and regulations which have been established in the Wanamassa School, the Wayside School, and the Ocean Township School, and the Grade 5 School Within A School at TOIS.

The contents of this handbook may be explained to the students by their teachers and/or their building administrators.

It is important for parents to read this handbook not only for their own information but also to discuss its policies with their children. Understanding and following the guidelines will help in providing our students with the best possible education.

## **ABSENCES, TARDINESS AND EXCUSES**

School attendance is a basic responsibility of the student and the parent/guardian.

A pupil may not be promoted if minimum attendance requirements are not met.

A student who is absent from school for twenty (20) days during one academic year may be considered for retention in that grade level. A parent or guardian of a student who is absent sixteen (16) school days shall be sent written notification from the school principal that his/her child may not pass for the year due to excessive absenteeism. A parent conference may be requested.

When the student has been absent for twenty (20) days, the parent/guardian may be requested to meet with the building Attendance Review Panel which may consist of the building principal, school nurse, school attendance officer, classroom teacher(s), a representative of the Child Study Team, and other individuals.

When a child is absent from school, the parent or guardian is to immediately telephone the nurse/main office of the school in which the child is enrolled.

a. Upon returning to school from an absence, the student must submit, within three (3) days, a note from the parent or guardian, indicating date(s) of absence, the reason for the absence, and the parent’s home telephone number. Generally, notes submitted by parents are acceptable, but this does not exclude the fact that a physician’s note may be required at the request of the administration.

Under New Jersey Law - Compulsory Education. 18A:38-25 Children must attend school regularly and arrive on time. Failure to comply with any of the provisions of this article will result in a possible monetary fine and/or legal ramifications.

b. If a student misses five (5) consecutive school days and has not requested or received home assignments, is not on home instruction, is not medically certified as incapacitated and/or the school has not been able to contact the parent or guardian, the parent/guardian and student will be sent a written notification to report back to school within five (5) school days. Failure to do so may result in the parent/guardian being deemed a disorderly

person and being subject to a fine.

c. All absences, except those for religious holidays, will be recorded on the student's academic record and will be counted in cumulative fashion for a total number of absences.

d. Two (2) school days shall be permitted for the make-up of class work missed for every one (1) day of absence. The teacher must have ample time to gather assignments, books, etc. which may be picked up in the office by parents at the end of the school day. It is not necessary to request work for a one day absence.

e. Students are expected to arrive promptly to school each day. It is the parents' responsibility to accompany a tardy student into the nurse's office to ensure proper recording of attendance information. For Grade 5, parents would accompany a tardy student to the Fifth Grade Office. Tardiness results in the direct loss of valuable instructional time for your child and interrupts the class routine. Please make every effort to ensure that your child arrives to school on time. If chronic tardiness continues, warning letters will be mailed to the parent/guardian informing them of their child's tardiness. It is the parent's responsibility to ensure that their child arrives to school on time. Classes missed due to suspension from school will not count in the application of the district's absentee policy.

f. Student must attend school for a minimum of two hours to be able to participate or attend any class or school function on that day. A student who is sent home sick from the Health Office and School Nurse may not return to school for class or any school function or activity on that same day or evening.

## **ACCESS TO SCHOOL RECORDS**

In accordance with Board Policy 8330, Pupil Records, the parent(s) or guardian of a pupil, or the authorized representative of the parent(s) or guardian may have access to the records of the pupil upon request to the school principal. An appointment to examine records must be made with the building principal. These records include: Student's academic record, results of school testing and certain health data.

It is the parent's responsibility to report to the building principal in writing and to provide legal documentation of any situation which may affect the distribution of records.

## **ACCIDENTS AND ACCIDENT REPORTS**

Every effort is made to prevent accidents. However, each year a few do occur. In these instances an accident report is made out by the school nurse for any injury which occurs to a student on school property or under school supervision. It is the student's responsibility to report any injury or accident to the school nurse immediately.

Please make sure the school has your updated telephone and emergency numbers so that immediate contact can be made.

## **ASSEMBLIES**

Assembly programs are special learning experiences for everyone to enjoy. Members of the audience should contribute to the success of the program by behaving in an orderly and respectful manner or the privilege of attending assembly programs will be denied. Children attending evening assemblies or performances must be accompanied by a parent or guardian.

### **BICYCLE RIDERS AND WALKERS**

1. After consultation with the Township of Ocean Police Traffic Bureau, students will not be allowed to ride bicycles to or from the Grade 5 School at TOIS.
2. No Grade 5 student may walk to or from school.
3. Any K-4 child who is a bus student and wishes to walk must have a note from a parent or guardian. This note must be brought to the office.
4. Any 4th grade student who wishes to ride a bicycle or walk to school must have a note signed by a parent or guardian; one note for the year is sufficient. Each school principal establishes guidelines specific to their school in the interest of student safety. Permission may be suspended at any time for infraction of rules, by the school and/or township officials due to hazardous road conditions, or in an effort to maintain safety of the students.

### **BIRTHDAY OBSERVANCES**

It is school policy that parents are not permitted to provide refreshments in school to celebrate their child's birthday. Permission will not be granted for anytime during the day. Invitations to birthday celebrations may not be distributed during the school day except in cases where every child in the class receives one.

### **BORROWERS**

In an emergency, children are permitted to obtain a lunch from the cafeteria.

### **BUS SAFETY**

A. Bus Rules Before boarding/After leaving the bus:

1. Be on time at the designated bus stops; this helps to keep your bus on schedule. Do not arrive too early.
2. Stay off the road at all times while waiting for the bus and students should not engage in unsafe behavior, such as ball playing. Bus riders should conduct themselves in a safe manner at all times while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the school bus.
4. Students are to stay seated until the bus comes to a complete stop.
5. Be careful in approaching bus stops.
6. In order to ensure the safety of all students, students will not be allowed to change buses.

B. While on the Bus

1. Students are required to wear seat belts on school vehicles that are equipped with them.

2. Eating is not permitted on the bus.
3. Keep hands and head inside the bus at all times after entering and until leaving the bus.
4. Assist in keeping the bus safe and sanitary at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in an accident.
6. Damage to seats, etc. must be paid for by the offender and his/her parents.
7. Bus riders should never tamper with the bus or any of its equipment.
8. Leave no books, lunches or other articles on the bus.
9. Keep books, packages, coats and all other items out of the aisles.
10. Help to look after the safety and comfort of small children.
11. Do not throw anything out of the bus window.
12. Bus riders are not permitted to leave their seat while the bus is in motion.
13. Horse play is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to fellow pupils, the bus driver and the patrol officers or the driver's helpers.
15. In case of a road emergency, children are to remain in the bus.

#### C. After Leaving the Bus

1. Pupils who must cross the highway to reach their destination shall cross in front of the bus after the driver has verified that the warning lamps are operating and has told them that it is safe to cross. **CAUTION IS ESPECIALLY NECESSARY ON STORMY DAYS.**
2. Help to look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at locations other than the regular bus stop without authorization from parent and school official.
5. Go directly home upon leaving the bus and not to a friend's house.
6. Parents of kindergarten students should make every effort to meet their child at the bus stop, or, provide a representative in their absence.

#### D. Misbehavior on the Bus

If a student is referred to the building principal by the bus driver for misbehavior, he/she may receive a bus warning or be suspended from riding the bus, depending upon the offense.

In cases of suspension, the parents of the pupils involved become responsible for the safe transportation of their child to and from school.

E. Due to overcrowding on most buses, students may not take another bus home without permission from the transportation supervisor and the principal.

#### **CELL PHONES**

Cell phones are not necessary in the elementary schools (grades PreK through 4) of the Township of Ocean School District. Should a parent have an extenuating circumstance requiring a child to have a phone, the school will not be responsible for loss, theft, or damage to the phone.

The phone must remain off and out of sight during the school day and the student will be subject to disciplinary procedures in the event of misuse.

Students in grade 5 are permitted to bring cell phones to school; however, the phones must remain off and in their lockers until dismissal each day.

### **CHEWING GUM**

No chewing gum is permitted in the elementary schools of the Township of Ocean School District.

### **CLASSROOM CONDUCT**

Classroom teachers are responsible for establishing their own guidelines for appropriate classroom behavior.

### **CLASS PLACEMENT**

Building principals are responsible for the assignment of students to grade levels and to specific classroom teachers. Parental requests for placement with a specific teacher will not be honored unless there are extreme or unusual circumstances.

### **CLOSING OF SCHOOL NOTIFICATION**

A. All closings will be announced by the following news stations: FiOS1, News 12 NJ, and the district's website at [www.oceanschools.org](http://www.oceanschools.org) and/or the district's CODE RED reverse phone system.

In addition, information regarding a school closing or delayed opening can be obtained by dialing the main number for each elementary school. A recorded informational message may be accessed in this manner.

B. It is the responsibility of the parent to:

1. Ensure that arrangements are clearly stated and verifiable on the emergency forms. These forms must be kept up-to-date.
2. Make the necessary arrangements and instruct your child as to where to go and what to do in an emergency situation.
3. Listen to radio announcements and instruct your child as to where to go and what to do in an emergency situation.
4. Make sure the school has your updated home and work telephone number.
5. Provide the school with an emergency name and telephone number in case you cannot be reached.



### C. Delayed Opening

1. A delayed opening may be called if the Superintendent of Schools feels that weather conditions will allow schools to be opened two hours after the regular start of school.
2. For students in grades 1-5, buses will arrive two hours after the regular pick up time. The schedule for inclement weather days when the two hour delayed opening is used and the schedule for early dismissal, is listed below.
3. In the event of a delayed opening, the elementary school hours will be:

| <u>Grades</u>  | <u>Regular</u> | <u>Delayed</u> |
|----------------|----------------|----------------|
| K - 4          | 8:45 - 3:15    | 10:45 - 3:15   |
| Grade 5 (TOIS) | 8:00 - 2:30    | 10:00 - 2:30   |

NOTE: Project Extend is not held in instances of delayed openings.

### D. Early Dismissal

| <u>Grades</u>  | <u>Time</u>  |
|----------------|--|
| K - 4          | 8:45 - 1:05    PK AM: 8:45-10:40 PK PM- 11:10-1:05 |
| Grade 5 (TOIS) | 8:00 - 12:25                                       |

Note: In the event of an early closing, Project Extend is canceled. It is the parent's responsibility to make emergency arrangements for their children.

### CONDUCT

Students are responsible to teachers and to the principal for their conduct in school, on the school grounds during school hours, and while on the way to and from school. Continued and willful disobedience, open defiance of the authority of the teachers, the use of profanity or obscene language shall be cause for disciplinary action and possible suspension.

When action(s) of a student jeopardize the health, safety or physical well-being of another child or of building personnel, the student will receive appropriate discipline from school personnel in accordance with state law and district policy.

Fighting on school grounds during school hours may result in the suspension from school of the participants. Fighting is not allowed.

### CONFERENCES

Parents will be responsible for making arrangements for their children on conference days when students are dismissed early. Please note dates and times of school conferences.

### DANGEROUS WEAPONS IN SCHOOLS

No student shall knowingly possess, handle, or transmit any object that can reasonably be

considered a weapon (a) on the school grounds during or immediately before or after school hours, (b) on the school grounds at any other time when the school is being used by a school group, (c) off the school grounds at any school activity, function, or event, or (d) on a school bus. A dangerous weapon includes any firearm, any explosive including firecrackers, any knife, and other objects of no reasonable use to the pupil at school. A student who knowingly violates this policy will be suspended or expelled according to how severe the problem is.

## **DETENTION**

Noon or after-school detention may be issued after other techniques of helping children modify their behavior have been exhausted.

Parents should contact the office if they have questions concerning their child's behavior. Parental cooperation is needed and greatly appreciated. If a child is kept for after school detention, it is the parent's responsibility to provide transportation home.

## **DISMISSAL**

The building principal must receive written notification on the day when a parent or guardian removes a child from school earlier than dismissal time or when there is a change in a child's schedule. All notes must be presented by the parent/child to the Main Office for approval. For student security, no telephone messages will be accepted.

In the absence of written notification of a change of dismissal procedure, the child will be dismissed as per his/her usual arrangement.

Parents should keep in mind that during dismissal time, cars must not be parked in the bus lanes. In the event a child is to be picked up, parents must report to the appropriate area to sign their child out.

## **DRESS CODE**

The basic requirements for the appearance of students in district schools rest with the parents and students themselves. A student should take pride in his or her appearance as well as have respect for others.

Being neat, clean and modest in dress are standards to which students must strive. The following standards should be kept in mind:

1. The health and safety of the student must not be jeopardized.
2. Attire should be selected to accommodate seasonal changes.
3. For safety reasons, the wearing of open-toed shoes, platform shoes, heels, beach flip-flops, rubber-type clogs, backless shoes, slippers, wheelies/heelies or other footwear deemed dangerous or inappropriate will not be allowed.
4. Shirts or apparel with offensive pictures, slogans, language or designs deemed inappropriate, by the building principal, may not be worn.
5. Pajama bottoms are not to be worn to school.
6. Hats are not to be worn in the school building.

## **EARLY ARRIVAL**

K-4 students should arrive at school no earlier than 8:30 a.m. unless they are participating in a supervised, school-approved activity. Grade 5 students should arrive at school no earlier than 7:45 a.m. unless they are participating in a supervised, school-approved activity.

### **EMERGENCY DRILL**

Schools are required by NJ state law to hold emergency drills each month. These include fire drills, and an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation that is similar in duration to a fire drill. (cf: P.L. 2009,c.178,s.1)

### **EXTRA HELP**

Teachers will be available to provide extra help for at least one 45 minute period per week. Teachers will inform parents of the day and time they provide this instruction. Teachers shall inform parents ahead of time if their child is requested to stay so that parents may make arrangements for transportation. Parents should be prompt in picking up their child after the “extra help” session.

Parents may check with the teachers and make arrangements if they feel it would be beneficial for their child to receive extra help.

### **FAMILY TRIPS**

Although family trips may have educational value, student absences from school interferes with the continuity of the learning process and may hinder the acquisition of essential grade level skills. Therefore, the Township of Ocean School District disapproves of student absences for this purpose. We strongly urge parents to schedule family trips during the vacation periods within the school calendar.

If a student is going to be absent to accompany his/her parent on a trip, the principal must be notified beforehand. Such notification by a parent/guardian does not indicate school approval of the trip. It simply provides the principal and attendance officer with information concerning the student’s whereabouts.

Students will be allowed to make up the school work missed as a result of a family trip, but the responsibility for acquiring the assignments from the teachers rests with the student. However, parents should be aware that while written work and assigned reading can be made up the benefits of teacher-directed instruction and activities have been lost.

If a trip is planned by a parent or guardian which will require a student to be absent from school, a Trip Form is to be completed and returned to the office one week prior to the trip. The completion of the Trip Form does not indicate school approval of the trip, merely awareness of the trip dates. School policy states that family travel will be noted as an “unexcused absence” on the student’s attendance record.

### **FIELD TRIPS**

Field trips are designed to stimulate pupil interest and inquiry. They provide opportunities for social growth and development and are appropriate extensions of the classroom. Students who have difficulty following class and safety rules, listening, and following directions may be excluded from these excursions.

It is the responsibility of the student and parent to ensure that signed Trip Permission forms are returned to school prior to the trip date. The privilege of participating in a class trip will be denied without signed parental permission slips. No permission will be granted over the phone. Guidelines exist for children who require medication while on a class trip. Contact the school nurse for additional information. The nurse may arrange for a certified substitute nurse to accompany all classes on trips where medically complicated students are in attendance.

Parent chaperone responsibilities for field trips include but are not limited to diligent supervision of children assigned by the classroom teacher.

Based on local, state or national security alerts, warnings or recommendations, field trips may be canceled.

Smoking, cell phone use or any other personal business is prohibited while chaperoning field trips.

## **FIRE DRILL**

Students should become familiar with room exits. The Fire Drill Alarm is sounded by means of a special fire alarm signal.

1. Students who are not with an assigned teacher when the fire bell rings are to leave through the nearest exit and then find their teacher.
2. Students are to leave the room quickly and quietly. **NO TALKING!** They must be quiet in the event a change in direction is given.

## **GRADING POLICY**

The Township of Ocean School District utilizes a numerical grade reporting system in grades four through twelve. Grades of seventy (70) to one hundred (100) are passing grades and the lowest mark to be placed on a report card or progress report is fifty-five (55).

A minimum of four reports of pupil progress shall be issued each year to students and parents in grades 1-12. These reports may be in the form of report cards or parent-teacher conferences or a combination of the two methods. Parents shall also be alerted in ample time before the scheduled issuance of the progress report in all cases where the student's performance is declining or unsatisfactory.

Student evaluations are based upon performance in accordance with the objectives of the grade level program and are reported to parents on a district-prepared checklist and/or narrative report or in a progress report on a quarterly basis depending upon the grade level. The class work,

homework, class participation and effort of each student in addition to the student's grades on tests and quizzes will be included in the calculation of a grade.

Parent-Teacher conferences will be conducted as follows:

Kindergarten and First Grade – Two conferences

Grades two, three, four and five – One conference

In accordance with the district's attendance policy, twenty (20) days absence may result in the student being considered for retention in that grade level.

An interim report will be issued to students making special progress or having difficulty or in danger of failing for the marking period. The report is sent home approximately 15 to 20 days before a conference or before a progress report is issued.

## **GUIDANCE SERVICES**

1. Guidance in the elementary school is interpreted by the Township of Ocean School District as a service designed to assist all children in making maximum use of their abilities for their own good and for the good of society. The emphasis is on early identification of each pupil's intellectual, emotional, social and physical characteristics; the development of talents; the diagnosis of learning styles; and the early use of available resources to meet a student's needs. There will be a Guidance Counselor available in each of the elementary schools.
2. The Role of the Elementary Guidance Counselor: Elementary School Guidance Counselors are available to assist students achieve their academic and social goals. The school counselor helps young children maximize their developmental benefits such as self-esteem, personal relationships, and positive school attitudes.
3. The Role of the Classroom/Homeroom Teacher: The teacher is the primary counselor of his/her students, adjusting instructional materials and techniques to meet the individual needs of these students.
4. The Role of the Building Principal: The principal assists the classroom teachers in implementing student guidance services, coordinates overall guidance concerns for the building and promotes good mental health conditions in the entire school.
5. Standardized testing of elementary students will include but not be limited to: achievement tests, aptitude tests, physical screening and language proficiency testing. The results of the testing will be utilized in providing students with guidance services.
6. A Student Assistance Counselor is available.

## **GUIDELINES FOR SAFE PEDESTRIAN PRACTICES**

No Grade 5 students may walk to and from school. First, second, third, and fourth grade students who are walking to and from school should be instructed about safe pedestrian practices such as walking on the left side of the road when there are no sidewalks, crossing the street at marked crosswalks and being alert to traffic. Parents should remind their children frequently not to speak with strangers when walking to or from school and not to accept rides from individuals they do not know.

## GROUPING OF CLASSES

Kindergartens through fifth grade classes are “heterogeneous” grouped. This means that students of all ability levels are under the direct supervision of one teacher for their academic subjects during the school day.

## HEALTH

A. Students who attended schools in New Jersey in the past school year will not be admitted to the Township of Ocean schools without complete records of a physical examination & immunizations.

Students transferring from out of state will have thirty (30) days in which to produce records of immunization. Students entering our schools from outside the United States bring to the district a unique situation which will be reviewed and considered by the school physician. PreK and Kindergarten students will not be admitted to our schools until immunization records are submitted.

B. The following is the state law N.J.A.C. 8:57-4 in regard to immunization:

| Disease(s)        | Meets Immunization Requirements   | Comments  |
|-------------------|---|---|
| DTaP//DTP         | Age 1-6 years: 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. Age 7-9 years: 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses     | Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 4 doses. A booster dose is needed on or after the fourth birthday, to be in compliance with Kindergarten attendance requirements. Pupils after the seventh birthday should receive adult type Td. Please note: there is no acceptable titer test for Pertussis.   |
| Tdap              | Grade 6 (or comparable age level for special education programs): 1 dose  | For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child is not required to have a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.  |
| Polio             | Age 1-6 years: 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. Age 7 or Older: Any 3 doses   | Any child entering pre-school, and/or pre-Kindergarten needs a minimum of 3 doses. A booster dose is needed on or after the fourth birthday to be in compliance with Kindergarten attendance requirements. Either Inactivated polio vaccine (IPV) or oral polio vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years or older.* |
| Measles           | If born before 1-1-90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live measles-containing vaccine on or after the first birthday. | Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Intervals between first and second measles-containing vaccine doses cannot be less than 1 month. Laboratory evidence of immunity is acceptable.**   |
| Rubella and Mumps | 1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday  | Any child over 15 months of age entering child care, pre-school or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Laboratory evidence of immunity is acceptable. **   |
| Varicella         | 1 dose on or after the first birthday   | All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering the school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician’s statement or a parental statement of previous varicella disease is acceptable.                 |

|                                |  |  |
|--------------------------------|--|--|
| Haemophilus influenzae B (Hib) | Age 2-11 Months: 2 doses<br>Age 12-59 Months: 1 dose                       | Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of Hib-containing vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of Hib-containing vaccine is needed after the first birthday. ***                                   |
| Hepatitis B                    | K-Grade 12: 3 doses or Age 11-15 years: 2 doses                            | If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation.  |
| Pneumococcal                   | Age 2-11 months: 2 doses<br>Age 12-59 months: 1 dose                       | Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten: Minimum of 2 doses of pneumococcal conjugate vaccine is needed if between the ages of 2-11 months. Minimum of 1 dose of pneumococcal conjugate vaccine is needed after the first birthday. ***                   |
| Meningococcal                  | Entering Grade 6 (or comparable age level for Special Ed programs): 1 dose | For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. *** This applies to students when they turn 11 years of age and attending Grade 6.   |
| Influenza                      | Ages 6-59 Months: 1 dose annually  | For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive 1 dose since it is still flu season during this time period. |

C. For safety reasons, students exempt from physical education will not be permitted outside during outdoor recess.

D. The state of New Jersey mandates testing for the following two groups of students;

- Those entering a school system in the United States for the first time, if **born** in a high TB incidence country, and
- Those **transferring** to the New Jersey school system directly from a high TB incidence country.

All other students are exempt from TB testing as a requirement for school entry in New Jersey. An interferon gamma release assay (IGRA) blood test or a Mantoux TB skin test (TST) is acceptable for the tuberculosis screening in schools.

E. All communicable diseases, whether they be transmitted by contact or exposure to an individual's presence, will come under the exclusion powers of the building principal, upon the recommendation of the school health office, and each situation will be individually determined as to when the student may return to school. Students may not re-enter the school building for 24 hours after being sent home from school for vomiting or fever above 100F.

F. District policy requires that students evidencing active pediculosis (head lice) or other communicable conditions be excluded from school. Readmission requires the following:

1. The parent or guardian is to provide transportation for the student to the office of the school nurse.
2. The child is to be examined by the school nurse.
3. The school nurse is to report to the building principal that the active condition has been rectified.
4. No evidence of an active condition remains.
5. Readmission is approved by the school nurse and building principal.

## HEALTH EDUCATION

Parents have the right to exclude their child from health lessons they find in conflict with their religious or moral beliefs without penalty.

## **HOMEWORK**

Homework is given at the discretion of the teacher on an individual basis. The amount given is based on the ability of the individual child and his/her particular needs.

Daily Homework Limits:

- 1st grade – 10 minutes
- 2nd grade – 20 minutes
- 3rd grade – 30 minutes
- 4th grade – 45 minutes
- 5th grade – 60 minutes

Homework is an opportunity for more intensive review. If parents are requesting work for a child who will be out for an extended period of time, please contact the office before 10:00 AM. The teacher must have ample time to gather assignments, books, etc., which may be picked up in the office by parents at the end of the school day. It is not necessary to request work for a one day absence. Students are not permitted to return to school after dismissal for forgotten homework or materials.

## **INSURANCE**

School insurance is provided by the Township of Ocean Board of Education. Further information can be obtained from the school nurse.

## **INTERIM REPORTS**

An interim report is issued to students who are having difficulty or who are in danger of failing for the marking period. An interim report may be issued to students who are showing improvement in their work or are doing outstanding work. The report is sent home approximately 15-20 days before the report card is issued.

## **INTERNET ACCESS**

Parents are required to sign the Internet Access Agreement before students are allowed to use the Internet. Children will have access to only approved Internet sites and will be supervised at all times.

## **INTERVENTION AND REFERRAL SERVICES (I&RS) TEAM**

In order to coordinate services and initiate interventions for general education students who are experiencing academic difficulties. I&RS teams are established in each school.

The members of the team are professionals representing academic and support service areas. The main objective of the team is to improve student achievement. The teams meet weekly to review referrals from teachers, guidance counselors and/or parents.



## **INTERRUPTION OF CLASSROOM INSTRUCTION**

Parents can help us eliminate interruption of classroom instruction by eliminating spur-of-the-moment requests. For example:

1. Request permission for a child to leave early by writing a note and having permission granted in the morning.
2. See that your child is prepared with daily needs such as lunch, lunch money, sneakers, homework, etc.
3. Under no circumstances are unannounced visits to classes, in session, permitted. This also includes extra help sessions.
4. Younger or older siblings cannot be released from their classroom instructional time to attend performances or events for brothers or sisters.

## **LEGAL DOCUMENTATION**

It is the parent's responsibility to report to the building principal in writing and to provide legal documentation of any situation affecting their child.

## **LIBRARY**

Each class is scheduled to attend the library where students sign out books. Should a book be lost, students will be responsible for the replacement cost.

## **LOCK DOWN**

Schools may have lock down drills to prepare students and staff for emergency situations which may occur.

## **MEDICATION**

All medication given in school **MUST** be administered by the school nurse or parent. The nurse must have written instructions signed by a physician indicating the purpose of the medication and administration information. Medication must be brought to the school nurse and picked up by a parent and it must be contained in the pharmacist's package. All medication will be kept in the nurse's office. Under no circumstances should medication be kept in a student's desk, locker, book bag, lunch bag or other container. This includes all over-the-counter medication, such as Tylenol, Advil, Motrin, Benadryl, etc. Guidelines pertaining to self-administration of medicine are explained in school policy #5330

## **SCHOOL NUTRITION POLICY 8505**

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits

and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturer's nutritional data or nutrient facts labels:
  - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
  - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exceptions:
  - a. Water.
  - b. Milk containing 2% or less fat.
3. Whole milk shall not exceed 8 ounces.

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted: 9 May 2006

## **OPEN HOUSE**

In the beginning of the school year parents are invited to attend "Open House." This affords parents an opportunity to meet their child's teacher and to visit the classrooms. The teacher will review curriculum, plans for the year, classroom procedures, homework and expectations, etc.

## **PHONE NUMBERS**

If you change your home phone number or cell phone number, please call your school's secretary. In case of an emergency, it would be impossible to contact you unless we have the correct number.

For emergency situations it is also necessary that the school have the name and telephone number of an individual to contact if the child's parent or guardian is unavailable.

## **PHYSICAL EDUCATION INFORMATION**

1. All students must have sneakers on the days they have physical education. They should wear loose, comfortable clothing and girls should wear slacks and not dresses or skirts. Also, eliminate jewelry on those days.

2. If a child is to be excused from gym, a note is required from the parent or guardian. A physician's note is required specifying the nature of the ailment, limitations, if any, as well as the period of time the child is to be excused and when the child will return.

## **PICTURES**

Each year children have photographs taken by a professional photographer who comes to the school. These pictures are used for school records and identification information. Children may purchase these photographs. Special information on dates of picture taking, cost, etc., will be sent home with each child in the beginning of the school year.

## **PROMOTION AND RETENTION OF STUDENTS**

In general, students shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade with students spending one year in each grade. However, a small number of students may benefit from staying another year in the same grade. Such retention shall be considered when:

1. The student is not achieving minimum proficiency levels in basic communication and computation skills.
2. The student is achieving significantly below ability and/or grade level.
3. Retention would not cause any undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefitting the child totally.

Only in unusual circumstances should a student be retained more than once.

No one factor should be the determining criteria for retention or promotion, but rather a general consensus of what is best for the individual student's continued academic, social and emotional achievement.

Parents are to be kept informed of their child's progress throughout the year (report cards, interim reports, conferences, etc.) and whenever possible will be notified at the end of the second marking period if retention is being considered for their child. Final notice of retention must be presented to the parents in writing and/or by conference at the end of the school year.

### **PROPERTY/CARING FOR SCHOOL PROPERTY**

Pupils should realize that educational facilities and instructional materials are provided by the school district. Marking or in any way destroying school property is not only inexcusable but is also subject to fine and punishment for those responsible.

Parents and guardians of students under the age of eighteen are responsible for vandalism loss and damage caused by their children.

### **P.T.A.**

The Parent-Teacher Association is an active group of parents and teachers working for the benefit of the students. Meeting dates and events are publicized on the school calendar and on the P.T.A. Websites.

Parents are encouraged to join and support the P.T.A. as well as participate in the P.T.A. and other school activities.

### **RELEASED TIME FOR RELIGIOUS HOLIDAYS**

No pupil who is absent from school because of a religious holiday will be deprived of an award or the opportunity to compete for any award because of this absence.

If a pupil misses a test because of a religious holiday, he/she will be given the right to take an alternative test.

To be entitled to the privileges described above, the pupil must present a written excuse for the religious absence signed by a parent or guardian.

Any absence because of a religious holiday will be recorded in school and district attendance records as an excused absence.

An absence for a religious holiday will not be recorded on any transcript, application, or employment form.

### **RELIGIOUS INSTRUCTION**

If a student is leaving school early for religious instruction, a note from home, signed by the parent, must be brought to school. If this will be an on-going situation, one note will cover a specified period of time.

### **SCHOOL HOURS**

| <u>Grades</u>  | <u>Hours</u> |
|----------------|--------------|
| K-4            | 8:45 - 3:15  |
| Grade 5 (TOIS) | 8:00 - 2:30  |

### **SCHOOL PLAYGROUND RULES**

Students will be instructed about safe playground behavior and will be required to follow appropriate playgrounds rules. In addition, the importance of acting courteously to all students will be encouraged. Students should not be denied the opportunity to participate in student-initiated group activities. Students who act inappropriately may receive “time out” or be denied playground privileges. Parents are requested to reinforce these safe practices at home.

1. Students are to act in a safe manner.
2. Fighting, tackling, wrestling and body contact games are not permitted.
3. Throwing any objects that would jeopardize the health and safety of others is prohibited.
4. Students are not to be in the building during their assigned outdoor recess time.
5. Eating food outside is not permitted.
6. Hard balls are not allowed at school.
7. Students should play only in designated areas.
8. Students must obey all safety rules and use caution when playing on the playground equipment.
9. Students are not to engage in any activities that are harmful to their safety or the safety of others.
10. If students have any questions or doubts about any playground games or activities they are to ask their teacher.
11. For safety reasons, the wearing of open toe shoes or clogs is discouraged.
12. Access to playground equipment will be limited to students wearing flat soled sneakers.
13. For safety reasons, and in meeting school insurance recommendations, students with a cast on a limb or body part, or on crutches, or with surgical stitches or staples will not be permitted outside during outdoor recess. This practice will be enforced regardless of any

personal physician's recommendations to the contrary. Students who are prohibited by a doctor's note from attending physical education class(es) must also be excluded from recess.

## **SCHOOL SEARCHES**

The Township of Ocean Board of Education requires its employees to maintain order, safety and discipline in its schools and to cooperate with law enforcement agencies while respecting the rights of students. School authorities will take appropriate action to carry out this responsibility as indicated in Board Policy 5770 and 9322.

## **SEXUAL HARASSMENT 5512.01 ([www.oceanschools.org](http://www.oceanschools.org) under District-wide policies) “HARASSMENT, INTIMIDATION AND BULLYING”**

Policy Statement - The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

## **SNACKS**

A set time may be established during the school day for a student snack period. Parents can help by providing a light nutritious snack such as: raisins, celery, carrots, fruit, etc.

## **SOCIAL SKILLS**

Learning to get along with classmates and adults is part of the educational process. The following “Social Skills” are evaluated in the Township of Ocean School District and this evaluation is reported to parents and guardians at conferences and on district progress reports. (The wordings of the social skills may vary slightly according to grade level.)

- Is cooperative and courteous
- Exhibits appropriate behavior/exercises self control
- Accepts correction
- Accepts responsibility
- Respects others Is cooperative and courteous
- Exhibits appropriate behavior/exercises self control
- Accepts correction
- Accepts responsibility

School personnel will assist students to act courteously and respectfully. Reinforcement of these lessons by parents is extremely important.

## **SPECIAL PROGRAMS**

The Township of Ocean School District provides special programs for its elementary students in the following areas:

- Basic Skills Improvement Program
- Developmental and Adaptive Physical Education
- English Language Learners Program
- Enrichment
- Pull out replacement resource program
- Special Class (self contained) special education program
- Special Education (Building Specific Child Study Team is available)
- Speech Correction
- Vocal Music (Chorus)
- World Language Grades (1-5)
- Instrumental Music - Grade 5 only

For additional information about these programs, contact the principal in the building attended by your child.

## **STAYING AFTER SCHOOL**

If it is necessary for a child to stay after school for extra help or detention, parents must provide transportation and send in a signed note of permission. (It is important for parents to be prompt in picking up their child at the established time.)

## **STUDENT COMPLAINTS AND GRIEVANCES**

If any student has a problem at school, he/she should first speak with his/her teacher to explain the problem and make an effort to have the problem corrected.

If the problem cannot be corrected in this way, the following steps should be followed:

- a. The problem is presented in writing by the student to the involved teacher or staff member within ten (10) days following the event. If a student is too young to write the problem himself/herself, a parent or guardian may put the problem in writing.
- b. The teacher or staff member will discuss the problem with all the people involved, including the parents of the student if necessary. A decision will be made in writing within ten (10) days of the discussion and will be sent or given to all the people involved.
- c. If no teacher or staff member is involved, or if the problem was not solved when it was discussed with the teacher or staff member, the problem is to be sent in writing to the school principal within ten (10) days of the event, or the first decision.
- d. The principal will discuss the problem with all the individuals involved and will make a decision within the ten (10) days of receiving the written complaint.

- e. If the student is not satisfied with the decision, or the problem is not solved, an appeal should be made within ten (10) days in writing to the Superintendent of Schools. The Superintendent will then make a decision ten (10) days after receiving the complaint.
- f. If the problem is still not solved to the satisfaction of the student, an appeal can be made within ten (10) days to the Board of Education following receipt of the Superintendent's decision.
- g. The time limits must be followed. If the student doesn't receive a decision within the time limit, he/she may take the problem to the next level. If the student doesn't follow the time limits, this will be considered acceptance of the decision.

NOTE: This grievance procedure covers all school problems including those related to handicapped students. As stated in District Policy 5710, this procedure enables the students to seek a remedy for alleged violations relating to pupil rights or to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap or social or economic status.

### **STUDENT EMERGENCY INFORMATION**

Parents or guardians are urged to carefully complete the "Emergency Information Forms" which are distributed at each district school in September. Prompt return of these forms to classroom teachers is requested.

It is vitally important for school personnel to have access to accurate information in case of an emergency. Also, children should be instructed by their parents or guardians as to what they should do if their parent is not home in an emergency situation (accident, early dismissal, for inclement weather, etc.)

Parents and guardians should ask themselves:

- Can I be reached by school personnel?
- Does my child know where to contact me each day?
- Can my child get into the house if there has been an early dismissal?
- Is there a neighbor, relative or friend who would be responsible for my child in an emergency situation when I cannot be reached?

### **STUDENT FUNDRAISING**

Door-to-door sales are prohibited under any and all circumstances. Students may contact parents, relatives, and close friends only. Students are prohibited from bringing in outside personal or organizational sales/fundraising into school to solicit from teachers or fellow students. All fundraising must be approved in advance by the building principal.

### **STUDY SKILLS**

Learning how to study is an important part of the district's educational program. The following



study skills are evaluated and reported to parents and guardians at conferences on district checklists and on district progress reports. (The wording of the study skills may vary slightly according to grade level.)

- Follows directions
- Completes work on time
- Works neatly and orderly
- Works independently
- Demonstrates ability to work in groups
- Completes homework
- Puts forth best effort
- Demonstrates organizational skills

### **STUDENT WELFARE - Department of Children Protection and Permanency**

In New Jersey, the Department of Children Protection and Permanency has the mandate to provide services to neglected and battered children and their parents. A non-punitive agency, the Department's main focus is on protecting these children from further harm while attempting, whenever possible, to maintain the integrity of the family unit. Treatment is aimed at the stabilization of family life through the enhancement of parental abilities. New Jersey's law requires anyone having information regarding possible child abuse to report it immediately to the Department. (Officials and employees in the Township of Ocean School District are required by state law and district policy to fully cooperate with DCP & P.)

~~Eighteen~~ District Offices are located around the state and are prepared to act on this information. To further facilitate the reporting requirement, the Department has established the Office of Child Abuse Control. This office maintains a round-the-clock, seven days a week toll-free phone system for the immediate reporting and response to child abuse situations. The toll-free number is **1-877-652-2873**.

### **SUBSTANCE ABUSE**

The Township of Ocean Board of Education is cognizant of the potential dangers posed by a student under the influence of alcohol or a controlled dangerous substance. School authorities will take appropriate action to carry out their responsibility.

The Township of Ocean Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances, and drug paraphernalia on school property. To that end, the Board will cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. All district policies regarding substance abuse are available to interested parties by calling your building principal.

### **SUBSTITUTE TEACHERS**

Substitute teachers have the same authority as your classroom teacher and are to be treated with

the same respect.

## **SUSPENSION**

Guidelines pertaining to suspension appear in school policy #5610. In the event that school is canceled on the day your child is to serve his or her suspension from school, the suspension will be served on the next day(s) school is in session.

## **SUSPICIOUS PERSONS**

Parents, teachers and police must work together if boys and girls are to be protected from child molesters. A cooperative agreement between the school district and the police department has been established to notify parents of a confirmed instance of suspicious persons. The Stranger/Danger alert notice will notify parents of such situations.

If you see anyone acting suspiciously around a playground, or near children anywhere, don't become upset. Observe the individual so that you can identify him/her later. Get his/her automobile license number if you can, then notify the authorities. Cooperate with police and school officials in every way you can.

## **SAFETY DON'T FOR STUDENTS**

DON'T ever get into an automobile with a stranger.

DON'T ever go near the car.

DON'T allow a stranger to pick you up or touch you.

DON'T take candy or money or presents from a stranger.

DON'T go into a stranger's home or workshop or room.

DON'T let anyone touch your clothes.

DON'T go away from the playground or school with a stranger.

## **TESTING PROGRAM**

Standardized tests will be administered to the students of the district to measure general aptitude, mental ability, general achievement and achievement in specific subject areas. All tests are approved by the Board of Education. Parents or legal guardians of students may become acquainted with the nature of the tests and their uses by contacting the principal of the school in which their child is enrolled.

## **THREATS**

All threats will be taken seriously with severe consequences.

## **TRANSFERS**

If you transfer your child to another school, please notify the office at least a week before time so that the appropriate papers may be prepared for you.

## **VALUABLES**

Students should not bring valuables, such as electronic devices, jewelry, or large sums of money to school. If a youngster has something of interest he/she would like to share with the class, please make arrangements with the teacher so that the item may be displayed and then taken home immediately. The school is not responsible for valuables brought to school.

## **VISITORS AND BUILDING SECURITY**

To ensure your child's safety, all visitors must press an entrance buzzer and identify themselves and announce their intentions. Parents must stop at the principal's office, sign in and obtain a visitor's badge before going to any part of the building. Security personnel is onsite at each school. Classes cannot be interrupted before or during the day for any reason unless an appointment has been pre-arranged. Conferences can be arranged by either a note or phone call prior to the date of the conference.