

# SEA GIRT ELEMENTARY SCHOOL

[www.seagirt.k12.nj.us](http://www.seagirt.k12.nj.us)



## PARENT/STUDENT HANDBOOK 2019 - 2020

Please visit our website for additional guidelines and information.  
[www.seagirt.k12.nj.us](http://www.seagirt.k12.nj.us)

### HOURS OF THE SCHOOL DAY

The hours of the school day are from 8:20 a.m. to 3:06 p.m. for grades 1-8. Kindergarten and Grade 1 are dismissed at 3:00 p.m. Pre-K is dismissed at 11:30 or 12:30 if they opt for extended lunch.

Lunchtime extends from 12:03 to 12:53 p.m.

**Faculty supervision of students begins at 8:15 a.m.** It is important that no student arrives to school earlier than 8:15 a.m. Unsupervised students pose safety concerns.

### SCHOOL DAY SCHEDULES

	FULL DAY	EARLY DISMISSAL	DELAYED OPENING
Bell to Line Up	8:18	8:18	
Bell to Enter	8:20	8:20	
AM Homeroom	8:20-8:27	8:20-8:29	9:50-9:59
Period 1	8:28-9:10	8:30-8:59	10:00-10:29
Period 2	9:11-9:53	9:00-9:29	10:30-10:59
Period 3	9:54-10:36	9:30-9:59	11:00-11:29
Period 4	10:37-11:19	10:00-10:29	11:30-11:59
Period 5	11:20-12:02	10:30-10:59	12:00-12:55-LUNCH
Homeroom	12:02-12:03		
Period 6 Lunch	12:03-12:53	NO LUNCH	12:55-12:59- HR
Bell to Enter	12:53		
PM Homeroom	12:54-12:55	NO HR	1:00-1:29- PER 5
Period 7	12:55-1:37	11:00-11:29	1:30-1:59
Period 8	1:38-2:20	11:30-11:59	2:00-2:29
Period 9	2:21-3:03	12:00-12:29	2:30-2:59
Kindergarten Dismissal	3:00	12:27	3:00
Homeroom – Grades 1-8	3:04-3:06	12:30-12:33	3:00-3:06
Dismissal Grades 1-8	3:06	12:33	3:06
Pre-K		12:20	11:30 or (12:30)

### PRE-KINDERGARTEN SCHEDULE

Hours of Operation	Program
8:20-11:30AM	PK Session
11:30AM	Dismissal for AM PK Students
11:30AM-12:30PM	Optional Lunch Bunch
12:30PM	PK Lunch Dismissal
12:20PM	Early Dismissal
9:50AM	Delayed Opening

### MORNING LINE-UP PROCEDURES FOR PRE-K-GR. 5

Parents must walk their children to the turf. Once on the class line, only the school personnel will walk the children into the school. This allows our staff to monitor the children by clearly seeing them all, which is not always possible when grown adults are in the line. Additionally, the children experience the same send-off for what we hope will always be a good day. Pre-High students will line up at the north grounds entrance and be dismissed from that entrance as well.

### DROP-OFF AND PICK-UP PROCEDURES

To best accommodate all of our families, we ask that you please adhere to the vehicle drop-off guidelines. Parents and guardians that pull-up along Bell Place should not get out of their car for any reason. The children dropped off in this zone should be able to independently exit the car. If the adult needs to get out to help, please park on the south end of Bell Place (parallel to the school parking lot) or in a designated parking spot either in the rear of the school lot or by the tennis courts. For the safety of the children, please do drop off by the fence in the school parking lot. We would prefer to not have to block the north side of the lot at drop-off and dismissal, however, we have adults that violate this procedure on a daily basis. Please work with us for the safety of our students and staff.

### LUNCH SERVICES

The SGPTO coordinates a lunch delivery program for the students. Please contact the PTO for information. You can visit the website at [myfooddays.com](http://myfooddays.com).

### VISITORS

School Visitors must report to the Main Office, sign in and wear a visitor's badge upon arrival to the building.

## EMERGENCY SCHOOL CLOSING

In the event of severe weather or an emergency, special announcements will be posted on our school website – [www.seagirt.k12.nj.us](http://www.seagirt.k12.nj.us)  
An email and/or text message notification will be sent to parents that through our school website.

## EMERGENCY PROCEDURES AND SCHOOL SAFETY

The SGPD and School Safety Team have established a multi-tiered emergency procedure plan ready for quick activation to deal with identified emergencies. The school staff meets periodically to review implementation of the plan and the faculty and students practice their response to emergencies twice monthly. All procedures are designed for the protection of our children. The emergency plans cover circumstances ranging from power failure, fire, bomb threats, emergency lock down and evacuation to other local schools. In emergencies, the Sea Girt police will be dispatched to the school to help us ensure the safety of our children. Parents should know that access to the school during an incident will be restricted for a variety of reasons beyond our control or to ensure order and safety for all students. If emergency plans are implemented, parents will be notified as soon as children are safe. Please be sure the emergency procedure card on file for your child is updated at all times.

**Video surveillance is in use in the halls, at all entrance/exit doors and on school grounds.**

## ATTENDANCE AND ABSENCE PROCEDURES

School success requires that every pupil attend school regularly and punctually unless the student is sick or in the event of a religious holiday, death or other family emergency. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process.

Whenever a student is absent from school, parents should call Mrs. Ryder, the school nurse, who is on duty during school hours (449-3422, Ext. 102). Calls should be made any time of day or night. This procedure helps us to make certain that each child sent to school arrives safely, while keeping our nurse informed of student's health status. **Vacations and travel should be arranged when school is not in session.**

In order to maintain complete records of health and attendance, a signed and dated parental note of the reason for absence may be required when a child returns to school. These notes are kept on file throughout the school year.

Students who do not arrive to school by the end of homeroom will be marked tardy. Students that are absent more than 3% of total school days at any point of the school year will be scheduled to meet with the administration and nurse to develop a plan to improve attendance.

## MAKE UP WORK

Students who are absent from school, for any reason, are required to make up work missed in each class. Completing this work should take approximately the same time as the time missed from class, whether it be a class work assignment, a homework assignment, a quiz or a test.

It is the student's responsibility to complete his/her make up work in a timely fashion. Parents should monitor their children's make up work to ensure completion.

Pupils (or parents/guardians) shall be responsible for obtaining make-up assignments for classes missed through absence. Requests for schoolwork and homework should be made by 8:00 AM when the absence is called in to the school nurse. The work will be in the front foyer by 3:10 PM. Any request for work that is made after 11:00 AM for pre-high students may not be fulfilled until the following day.

### **Guidelines for Students:**

- When you are absent, it is your responsibility to turn in any assignments that were due and to see the teacher, if necessary, about the work you missed. Check-in with the teacher to ensure you have completed everything you need.
- As you enter the classroom following an absence, hand your completed work into the teacher at the start of the period.
- You will have the same amount of days you missed to make up your work. For example if you are absent on a Monday, your work will be due on that Wednesday. Worked turned in late will not receive full credit.
- Students that miss the day prior to a test or quiz should make every effort to study and participate in the examination upon their return. However, if a student feels that they are not prepared enough, their parent/guardian should email the teacher to notify them on the evening of their absence that they request an additional day to review the material. If students are absent more than one day, the students should see the teacher to make arrangements.
- If you know you are going to be absent in advance, please inform the teacher, school nurse and administration as soon as you know you will be out. Work is due at 8:20 AM on the day the students return in order to receive full credit. Vacations planned during school are strongly discouraged.

> Grades will reflect quality of make-up work submitted.

After completing these independent practices students may visit a teacher during designated "extra help" times. (See below)

### EXTRA HELP

Students may always seek extra help from their teachers if they do not understand an assignment or if they have been absent and attempted to complete missed work independently. Teachers post extra help days and times on their school websites. Students may arrange a conference with their teachers before or after school or at a time convenient to both during the day.

### RELEASE OF STUDENTS DURING THE SCHOOL DAY

To insure student safety at all times, students will not be permitted to leave the building area during the normal school day unless a parent, or designated adult, signs them out through the school office. This also includes instances when students are ill and must be sent home.

### PUPIL VACATIONS DURING SCHOOL YEAR

State law and local Board of Education policy requires school attendance unless illness or certain other legitimate situations prevent a child from coming to school. The practice of student absences from school for family vacations is strongly discouraged. Since school time is vital to learning, it is detrimental for pupils to be absent from school for extended periods of time and may severely affect student grades. Parents who choose to remove their children from school must assume the full responsibility for any effect this may have on their child's education and grades.

**BOROUGH OF SEA GIRT**  
**BOARD OF EDUCATION**

The Sea Girt Board of Education adopted the following Annual Schedule of Meetings, to be held promptly at 7:00 p.m., at the Sea Girt Elementary School. This schedule of meetings is published in accordance with the "Open Public Meetings Law", P.L. 1975, c. 231.

September 26, 2019  
October 24, 2019  
November 21, 2019  
December 19, 2019  
January 2, 2020

\*Meeting dates after January 2, 2020 will be approved at the Board of Education Re-Org Meeting in January

\*Meetings are generally scheduled for the fourth Thursday of each month. Unforeseen circumstances may force the rescheduling of meetings. In such case, notice will be given as provided in the "Open Public Meetings Act."

\*\* Anticipated dates. BOE Meetings are scheduled annually at the January Re-Organization Meeting.

**BOARD OF EDUCATION MEMBERS**

Mr. Todd Leonhardt	President
Mrs. Hilary DiFeo	Vice President
Mrs. Colleen Prior	
Mrs. Tara Lynch	
Mr. Brendan O'Reilly	

**REQUIRED DOCUMENTS FOR REGISTRATION AND TO ESTABLISH  
SEA GIRT DOMICILE/RESIDENCY**

Registration Requirements: Please visit our school website for the required documents for registration and to establish Sea Girt Domicile/Residency. Original documents are required. The Sea Girt Board of Education reserves the right to make a bona fide request for additional and/or alternative documentation of residency on a case-by-case basis.

Failure to provide this information within two months of the date of entry of your child may result in deregistration of the student and/or a tuition bill for attendance at Sea Girt Elementary School. Fraudulent misrepresentation of residency may also result in civil and/or criminal penalties.

**Kindergarten students must be five by October 1<sup>st</sup>  
Pre-Kindergarten students must be four by October 1<sup>st</sup>**

**SEA GIRT ELEMENTARY SCHOOL TUITION PROGRAM**

The Sea Girt Board of Education accepts tuition students.  
Please visit our website for more information regarding this  
highly successful program.  
[www.seagirt.k12.nj.us](http://www.seagirt.k12.nj.us)

**MANDATED NOTIFICATIONS**

State law and board policy requires schools to notify parents and students of certain mandates as we begin the school year. Notifications include, but are not limited to: Affirmative Action Plans, A Family Life Curriculum; Right to Review School Records; Transporting Students; Asbestos Management Plan (AHERA); NJ KidCare; Right-to-Know hazardous substance survey information, Integrated Pest Management Policy; Physical Examination requirements; Open Public Records Act (OPRA); No Child Left Behind Act; Harassment, Intimidation and Bullying (HIB); Family Educational Rights and Privacy Act (FERPA); and Highly Qualified status of SGES teachers. Please review each item carefully.

## BAND

Band is offered to students in Grades 4-8. Students receive small group instrumental music lessons on a weekly rotating schedule during the school day. The full band meets before school. The band performs at the Spring Concert and in local parades and events.

## DRAMA CLUB

Pre-high students can join the Drama Club. The Drama Club presents one or two productions each year.

## EXTRACURRICULAR ACTIVITIES AND CLUBS

The following clubs and extracurricular activities are generally available to pupils in Grades 6, 7, and 8:

- Interscholastic Tennis
- Chorus Club
- Garden Club/Green Club
- Drama Club
- Interscholastic Baseball/Softball
- Technology/Newspaper Club
- Interscholastic Basketball
- Interscholastic Soccer
- Peer Leaders
- Safety Patrol

## ATHLETIC ELIGIBILITY

In order to be eligible for participation in Interscholastic Athletics, students must meet the following expectations:

1. "Good academic standing" shall be according to the standard of a passing grade of 70 or above in each academic subject and a "satisfactory" designation in all non-academic subjects. Those failing to achieve these standards will be suspended from eligibility for interscholastic participation.  
Each week, a list of pre-high students failing to maintain a cumulative grade of 70 or better, in one or more classes, will be developed by the school guidance counselor. This list will be referred to as the "Academically Ineligible" (AI) list. Students listed on the AI will be suspended from extra-curricular activity from the day after the list is published until they are no longer listed. (A minimum of four school days).
2. All students participating in sports programs are required by state law to have a physical examination before being permitted to participate in any sports activities. (Physicals may be conducted by our school doctor or personal physician.)
3. A medical history questionnaire and parental permissions must be completed by the parent or legal guardian prior to student's participation.
4. Students may not participate in any school scheduled sports activities on the days when they are absent from a full day of school.
5. Students may not start a game on any day they have served Central Detention.
6. Any pupil who is unable to participate in his or her scheduled physical education class because of medical reasons may not participate in any school sport activity or recess on that day.
7. Inappropriate behavior or language at any time during the school day, unsportsmanlike conduct, or unexcused absences from sports activities may result in a student being ineligible to participate in school sports activities. Supervising personnel may take initial action in such matters, subject to ultimate decision by the Superintendent.
8. Students may be suspended from extracurricular activities for disciplinary reasons by the school administration.

## ASSEMBLIES AND PERFORMANCES

Throughout the year we offer assemblies for our students. When parents are invited to come to the many programs that are provided by the PTO, we ask that if you bring other children, they remain with you for the entirety of the program. They are not permitted to be in the hallway unattended.

## AFTER SCHOOL PROGRAMS

There are many programs during the year which are provided by our SGPTO. Please visit their website throughout the year to see their offerings: [www.seagirtpto.com](http://www.seagirtpto.com)

## DRESS EXPECTATIONS

The Board recognizes the prerogative of parents and students to make decisions regarding pupil dress and grooming, except when their choices interfere with the educational process or jeopardize health and safety. It is the responsibility of the Board to provide an educational atmosphere conducive to learning. Therefore, the Superintendent is authorized to enforce the following dress code:

1. The student's dress and appearance must not distract from or disturb the educational process in any manner.
2. Good judgment should indicate that clothing such as the following be prohibited in the school setting:
  - A. Tops: bare midriffs, halters, tank tops, tube tops, transparent/sheer tops, strapless;
  - B. Shorts/Skirts/Skorts: short shorts, cutoffs, bathing trunks, spandex pants, and sweatpants with inappropriate wording on the back. (In the 6th, 7th, and 8th grades, only shorts that are fingertip length, skirts and capris are permissible.)
  - C. Miscellaneous: obscene, profane language or pictures on clothing, inappropriate messages on clothing, including any that promote or symbolize association with illegal substances, alcohol or tobacco; torn or frayed clothing, flip - flops, chains, head coverings inside school, any clothing that poses a safety hazard, or gym attire at any time other than gym class or sports activities. (No words or symbols on the seat of pants).
3. Dress and grooming must be sanitary, safe and non-disruptive to the educational process.

The Superintendent is authorized to establish appropriate dress requirements.



## HEALTH SERVICES

The school nurse is a resource for parents, students and staff. The primary goal of school health services is to identify students with health concerns that might interfere with their learning.

Students who become ill during the course of the day must report to the school nurse. If warranted, the nurse will make proper arrangements for pick-up with a parent or guardian. Students should not text or call the parent from school regarding health concerns (see cell phone use).

Students will only be released to an individual listed on the emergency contact list, unless there is verbal permission given from the parent. **Parents/guardians should notify the school immediately if there are changes to the emergency contacts.**

The school nurse is responsible for readmitting students with a doctor's note after 3 days of absence. When returning to school after a serious injury or illness, students and their parents must meet with the school nurse prior to being admitted back to school. At that time any accommodations must be outlined by the student's physician, in writing, to the school nurse.

### Medication:

In order for medication(s) to be dispensed, the nurse MUST have a written parental request accompanied by written orders from a physician stating the student's name, dosage, and time to be dispensed. This medication must be brought to school by the parent/guardian in the original container. Under no circumstances will over-the-counter medication be administered by the school nurse without a doctor's note. Students may not keep on their person, in their backpack or locker over-the-counter medications.

If the student's physician indicates that the student is capable of self-administration of a medication for asthma or another potentially life-threatening illness, the medical doctor and parents/guardians must complete a *permission to self-administer* form in addition to the required medication administration forms. The parent/guardian will also sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

### Physical Education Excuses:

Requests for children to be excused from physical education or recess must be submitted in writing to the school nurse prior to the time of class. In the event of an excuse for more than one day, a physician's note indicating the reason for the excuse and the starting and ending date of the excused period must be on file with the school nurse. A physician's note is required for a student to resume gym following a serious illness or after an injury. Students that are excused from participating in physical education classes may not participate in any physical activities, including recess or sports.

## BICYCLES/SCOOTERS/SKATEBOARDS

Only students in Grades 2 through 8 are permitted to ride bicycles to and from school. Students in Grades 6-8 may also ride skateboards. All bicycles must be locked to racks provided for this purpose. All students under the age of 17 must wear a helmet. Scooters and motorized boards, bikes, etc. are not permitted on school property at any time, including evening activities. For safety reasons, students are required to walk their bicycles along Bell Place in front of the school building. Students who disregard this rule will not be permitted to ride bicycles to school.

No retractable roller sneakers are allowed.

## APPOINTMENTS WITH TEACHERS

Parents wishing to discuss their child's progress with a teacher should schedule an appointment in advance. Teachers are very busy on a daily basis planning and preparing for classes. When a parent stops by unexpectedly and engages the teacher in discussion, it disrupts the teacher's schedule and can negatively impact classroom learning.

## PLAGIARISM/ACADEMIC DISHONESTY

- A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
  1. Cheating or allowing work to be copied on exams, quizzes, research papers, projects, or homework. This includes, but is not limited to, the unauthorized use of books/notes, the use of crib sheets, copying from other students' papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally, the use of text messaging, electronic transfer of information and other similar activities.
  2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, homework, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, a written reprimand and loss of credit for all of the work that is plagiarized. If warranted, a teacher may file a written complaint against the student with the principal or designee, requesting a more stringent form of discipline.

## GRADING SYSTEM

Excellent -	93-100	O -	Outstanding
Very Good -	85 – 92	VG -	Very Good
Good -	80-84	S -	Satisfactory
Fair -	75-79	U -	Unsatisfactory
Poor -	70-74		
Failing -	Below 70		

## HONOR ROLL

Honor roll status is attainable in Grades 6-8 according to the following standards: An average of 93 or better for academic subjects, including Spanish, with no unsatisfactory (U) grade in special subjects and no mark lower than 88. Students with in-completes will not be listed. Students who are on the Honor Roll for 4 marking periods during the year will receive an academic letter at the Awards Assembly.

## ACADEMIC PROGRESS

In order to provide parents with the timeliest access to student academic and behavioral progress, the Sea Girt BOE utilizes the OnCourse Student Information Systems. This is a web-based service that allows us to distribute unique log-in passwords to the parents of our students so that they may access their children's most current information at their convenience.

Parents are encouraged to check on student progress frequently throughout the school year. Additionally, hard copies of quarterly report cards will be sent home to the parents of all children in grades K-8 in accordance with the following schedule:

### **REPORT CARD SCHEDULE –**

\*Please note Report Cards are paperless and can be viewed in the Parent Portal in OnCourse

#### **2019 - 2020**

**First Marking Period:** September 3, 2019 – November 6, 2019

**Second Marking Period:** November 11, 2019 – January 24, 2020

**Third Marking Period:** January 27, 2020 – April 9, 2020

**Fourth Marking Period:** April 20,2020 – June 18, 2020

**SEA GIRT EMPLOYEE PHONE EXTENSIONS & EMAILS 2019-2020**

NAME	SUBJECT	EXT	ROOM	EMAIL
<b>ADMINISTRATION</b>				
Papera, Rick	Superintendent/Principal	103	MAIN	<a href="mailto:rpapera@seagirt.k12.nj.us">rpapera@seagirt.k12.nj.us</a>
	Supervisor of Student Services	107	MAIN	<a href="mailto:@seagirt.k12.nj.us">@seagirt.k12.nj.us</a>
Bardsley, Michael	Business Administrator	104	BOE	<a href="mailto:mbardsley@seagirt.k12.nj.us">mbardsley@seagirt.k12.nj.us</a>
<b>FACULTY &amp; INSTR. ASSISTANTS</b>				
Belott, Melissa	Kindergarten	210	10	<a href="mailto:mbellott@seagirt.k12.nj.us">mbellott@seagirt.k12.nj.us</a>
Boyer, Holly	Grade 4	206	6	<a href="mailto:hboyer@seagirt.k12.nj.us">hboyer@seagirt.k12.nj.us</a>
Brady, Maureen	Grade 3	207	7	<a href="mailto:mbrady@seagirt.k12.nj.us">mbrady@seagirt.k12.nj.us</a>
Campbell, Lori	Basic Skills Instruction	303	12	<a href="mailto:lcampbell@seagirt.k12.nj.us">lcampbell@seagirt.k12.nj.us</a>
Curry, Kristi	Spec. Education/Pre-high LAL			<a href="mailto:kcurry@seagirt.k12.nj.us">kcurry@seagirt.k12.nj.us</a>
DeCristofano, Mary	Grade 1	209	9	<a href="mailto:mdecristofano@seagirt.k12.nj.us">mdecristofano@seagirt.k12.nj.us</a>
Dunbar, Laura	Science	201	1	<a href="mailto:ldunbar@seagirt.k12.nj.us">ldunbar@seagirt.k12.nj.us</a>
Genis, Cortney	Spec. Education/Pre-high LAL	302	2	<a href="mailto:cgenis@seagirt.k12.nj.us">cgenis@seagirt.k12.nj.us</a>
Grant, Mary Beth	Grade 2	208	8	<a href="mailto:mgrant@seagirt.k12.nj.us">mgrant@seagirt.k12.nj.us</a>
Gray, Cathy	Mathematics	202	2	<a href="mailto:cgray@seagirt.k12.nj.us">cgray@seagirt.k12.nj.us</a>
Lawlor, Nancy	Social Studies/Pre-high LAL	203	3	<a href="mailto:nlawlor@seagirt.k12.nj.us">nlawlor@seagirt.k12.nj.us</a>
Lehmann, Jill	LAL	204	4	<a href="mailto:jhanley@seagirt.k12.nj.us">jhanley@seagirt.k12.nj.us</a>
MacIntosh, Maureen	Art	212	12	<a href="mailto:mmacintosh@seagirt.k12.nj.us">mmacintosh@seagirt.k12.nj.us</a>
Masco, Susan	Instructional Aide		5	<a href="mailto:smasco@seagirt.k12.nj.us">smasco@seagirt.k12.nj.us</a>
Mundie, Martin	Music	257	MUSIC	<a href="mailto:mmundie@seagirt.k12.nj.us">mmundie@seagirt.k12.nj.us</a>
O'Donnell, Stefanie	Spanish	213	13	<a href="mailto:so'donnell@seagirt.k12.nj.us">so'donnell@seagirt.k12.nj.us</a>
Ragan, Kara	Pre-Kindergarten	211	11	<a href="mailto:kragan@seagirt.k12.nj.us">kragan@seagirt.k12.nj.us</a>
Ritchey, Ryan	Special Education/Math	306	2	<a href="mailto:rritchey@seagirt.k12.nj.us">rritchey@seagirt.k12.nj.us</a>
Ryder, Joanne	Nurse	102	NURSE	<a href="mailto:jryder@seagirt.k12.nj.us">jryder@seagirt.k12.nj.us</a>
Schimpf, Kelly	Instructional Asst			<a href="mailto:kschimpf@seagirt.k12.nj.us">kschimpf@seagirt.k12.nj.us</a>
Vanderspiegel, Elyse	Grade 5	205	5	<a href="mailto:evanderspiegel@seagirt.k12.nj.us">evanderspiegel@seagirt.k12.nj.us</a>
	School Social Worker	250	MAIN	<a href="mailto:@seagirt.k12.nj.us">@seagirt.k12.nj.us</a>
Walters, Cara	Grade 8 Language Arts	305	IMC	<a href="mailto:cwalters@seagirt.k12.nj.us">cwalters@seagirt.k12.nj.us</a>
Wnek, Rich	Physical Education	258	GYM	<a href="mailto:rwnek@seagirt.k12.nj.us">rwnek@seagirt.k12.nj.us</a>
<b>SUPPORT STAFF</b>				
Baez, Hugo	Custodian			<a href="mailto:hbaez@seagirt.k12.nj.us">hbaez@seagirt.k12.nj.us</a>
Batista, Miguel	Custodian			<a href="mailto:mbatista@seagirt.k12.nj.us">mbatista@seagirt.k12.nj.us</a>
Farnkopf, Lisa	Accounts Payable	101	MAIN	<a href="mailto:Lfarnkopf@seagirt.k12.nj.us">Lfarnkopf@seagirt.k12.nj.us</a>
Guibord, Rick	Technology Coordinator	106		<a href="mailto:rguibord@seagirt.k12.nj.us">rguibord@seagirt.k12.nj.us</a>
Lopez, Kerry	Part-time Secretary	253	MAIN	<a href="mailto:klopez@seagirt.k12.nj.us">klopez@seagirt.k12.nj.us</a>
Luttman, Kate	Main Office Secretary	100	MAIN	<a href="mailto:kluttman@seagirt.k12.nj.us">kluttman@seagirt.k12.nj.us</a>
<b>LUNCH/RECESS AIDES</b>				
Bland, Lisa	Lunch/Playground Aide			<a href="mailto:lbland@seagirt.k12.nj.us">lbland@seagirt.k12.nj.us</a>
Brash, Laura	Lunch/Playground Aide			<a href="mailto:lbrash@seagirt.k12.nj.us">lbrash@seagirt.k12.nj.us</a>
Boyan, Jayne	Lunch/Playground Aide			<a href="mailto:jboyan@seagirt.k12.nj.us">jboyan@seagirt.k12.nj.us</a>
Hart, Dana	Lunch/Playground Aide			<a href="mailto:dhart@seagirt.k12.nj.us">dhart@seagirt.k12.nj.us</a>
Enerson, Dorothy	Lunch/Playground Aide			<a href="mailto:denerson@seagirt.k12.nj.us">denerson@seagirt.k12.nj.us</a>
Hippe, Susan	Lunch/Playground Aide			<a href="mailto:shippe@seagirt.k12.nj.us">shippe@seagirt.k12.nj.us</a>
<b>CONTRACTED CONSULTANTS</b>				
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## SEA GIRT SCHOOL - CODE OF CONDUCT

### STUDENT CONDUCT & RESPONSIBILITY

We believe that all of our students are responsible for maintaining a safe and orderly academic environment by adhering to the following expectations.

- Students recognize that school is work and academic development is the primary purpose.
- Students come to school prepared to learn.
- Students attend school regularly and punctually.
- Students use study periods and library time for schoolwork.
- Students are honest, courteous and polite.
- Students respect the property of others.
- Students accept the rights of others to form their own opinions.
- Students settle differences peacefully.
- Students display good sportsmanship at school-related functions.
- Students strive to maintain cleanliness of school facilities and property.
- Students make personal choices based on reasonable decision-making processes.
- Students accept constructive criticism and disagreement when necessary and appropriate.
- Students accept the consequences of their actions.
- Students use books and other equipment appropriately.
- Students cooperate, contribute and share in the work of the group.
- Students accept and assume leadership when appropriate.
- Students participate actively in class work.
- Students take time to discuss academic learning and school progress with parents and school personnel.
- Students know the appropriate people to involve when a problem occurs.
- Students' iPods, cell phones and other electronic devices must be OFF and kept in backpacks while in school. Teachers will turn in iPods and cell phones to the office for return to parents.

### BEHAVIORAL EXPECTATIONS

An effective instructional program requires an orderly school environment. The effectiveness of the educational program is, in part, reflected in the behavior of pupils. The best discipline is self-directed. Pupils should learn to assume responsibility for their own behavior and the consequences of their actions.

Students should be taught and encouraged to use self-discipline. This is our job as parents and educators. With the cooperation of the home and community, we can succeed in this critical responsibility. We are aware of the rights of all persons in our democratic society and recognize that all of us have corresponding responsibilities to one another. The cooperation and support of everyone is needed to accomplish this important task.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process. Before expulsion proceedings may begin, the pupil must be referred to the Child Study Team for comprehensive evaluation.

Students suspended from school are not permitted to participate in school activities or be on school grounds during the period of suspension.

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

DISCIPLINE

In order to maintain an environment in which students are held to our standards and expectations, it is sometimes necessary to render appropriate consequences. In order to do so, we have developed a system of demerits and detention. Pre-high students will be rendered demerits in accordance with the following guidelines:

<b><u>INFRACTIONS</u></b> <b>Accruing 5 demerits earns you an After School Detention</b>	<b># of Demerits</b>
Not signing in/out of bathroom	1
Late to class	1
Chewing gum	1
Inappropriate behavior	Minimum 2 demerits up to 5 demerits
Use of profanity	Minimum 2 demerits up to 5 demerits
"Putting down" another student	Minimum 2 demerits up to 5 demerits
Blatant disrespect of a faculty/staff member	Automatic After School Detention/ 5 demerits
Entering & leaving a classroom without permission	Automatic After School Detention/ 5 demerits
Cell phone on person and/or ringing (Phone confiscated)	Automatic After School Detention/ 5 demerits
Destruction of school property	Principal's discretion
Fighting	Principal's discretion
Leaving school property	Principal's discretion

Parents are encouraged to view discipline in the parent portal online and read the comments. Upon each accumulation of 5 Demerits, students will be assigned to an After School Detention.

**\*In the event that a student is unprepared, they WILL NOT be permitted to call home at any time.**

## DETENTION

After School Detention will be governed by a faculty member and will run from 3:07 – 3:45 PM (Parents will be notified as to the date of the Detention via a form that requires a parent signature.)

The date of the Detention is non-negotiable.

Any teacher may assign a direct Detention to a student.

Under certain circumstances students may be given time during Detention to independently complete schoolwork.

- After 3 After School Detentions – parent conference with Detention Monitor, Guidance & School Disciplinarian.
- After 4 After School Detentions–parent conference with Detention Monitor, Guidance, School Disciplinarian, & Superintendent.
- After 5 After School Detentions – serve the 5<sup>th</sup> after school detention and a half day school detention.
- After 6 After School Detentions – serve the 6<sup>th</sup> after school detention & a full day school detention.

\*Should a student have an unsigned Detention form or miss an assigned Detention, that student will then serve a double Detention (3:07-4:23) on a date assigned by the detention proctor (non-negotiable).

In the extreme event that a student amasses more than 6 After school Detentions, in addition to continuing the implementation of a full day detention, that student will also lose the privilege of attending class trips (including the Washington DC trip) and school events (i.e. field day) as per administrator's discretion and serve a Saturday Detention.

## OTHER DETENTION

\*Faculty members may also assign students to lunch or after school detention to be served at the teacher's discretion.

**\*5 unexcused tardies = After School Detention (these will not be tallied as demerits, but can be viewed under "Attendance" in OnCourse)**

## SUSPENSION/EXPULSION

**In the event of a more severe infraction, or in the event of repeated failure to conform to standard school procedures described above, the Board of Education has adopted Policy 5610 "Suspension" and Policy 5620 "Expulsion" in order to render appropriate consequences.**

(Copies of all BOE Policies are available in the Board Office – 451 Bell Place, Sea Girt, NJ and on the District website)

## STUDENT GRIEVANCE PROCEDURE

The main purpose of a student grievance procedure is to clarify channels of communication available to students when they have grievances about certain actions, policies or procedures in the Sea Girt Elementary School.

1. Pupils will discuss all grievances directly with their parents.
2. If the parents feel the grievance is justified, they will arrange a conference with the teacher to discuss the grievance. The teacher will keep a written record of the meeting and a summary of the grievance and the teacher's response.
3. If the grievance cannot be resolved by the parent and teacher, the parent shall appeal to the Superintendent within five days of the conference with the teacher.
4. If the grievance still cannot be resolved, the parent may appeal in writing to the Board of Education. This shall be accomplished within five days of the meeting with the Superintendent. The Superintendent will submit to the board a written report on the previous conferences held with the parent.
5. Further appeal would be directed to the New Jersey State Board of Education.

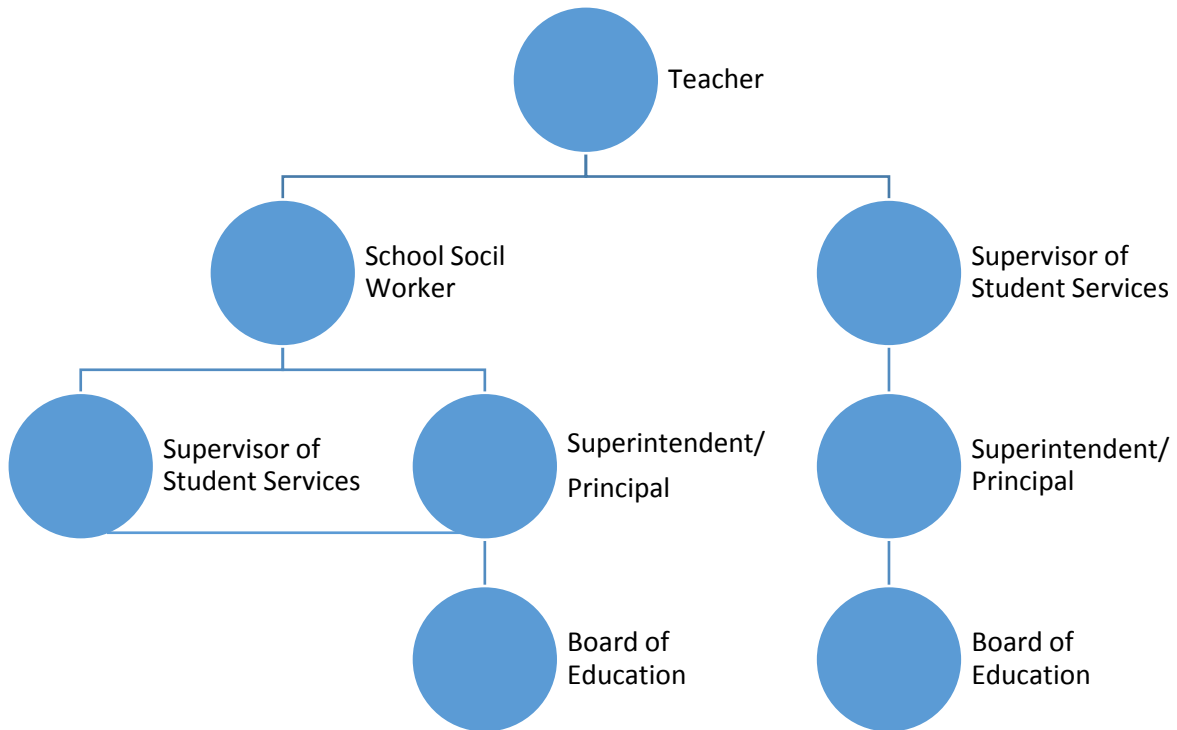
## CONTACT FLOW CHART FOR PARENTS

Parents that have a question, concern or suggestion are encouraged to go to the person closest to the issue. The most appropriate person is typically a member of our school faculty or administration that holds the appropriate license for educating and overseeing children.

Teachers, counselors, supervisors, superintendent/principals are all licensed professionals trained to address school related issues.

The Board of Education is another resource for parents. The New Jersey School Boards Association (NJSBA) identifies the dual role of BOE as bringing citizen concerns to superintendent and student needs to community. The NJSBA advises parents to consider the BOE as the “court of last resort.”

Parents are encouraged to go to the next level if they have not received a response or if they are unable to reach a resolution to their concern.



## Emergency Alerts (E-Alerts)

### What are eAlerts?

**eAlerts** are Electronic Alerts; email messages sent out to the community by Sea Girt School Administration. There are levels of eAlerts: **Broadcast** eAlerts and **Content**eAlerts. You must be a Registered User to receive eAlerts.

### Broadcast eAlerts

Broadcast eAlerts notify the community of emergency information, cancellations and timely events. Broadcast eAlerts are sent as **email** content only. There is not the option to select to receive text messages this school year.

### Content eAlert

Content eAlerts are **emails** sent to Registered Users who have subscribed to a page within the Sea Girt Elementary School website. For example, a parent may decide to subscribe to a Teacher Page or Athletics section. If a staff member updates a page and creates a content eAlert, Registered Users who have subscribed to that content will receive email notification that content has modified. The email may contain a hyperlink to the page content.

Request an account. Once your identity has been verified and your account approved, you will receive an email confirmation with your account temporary credentials (username/password). You may then manage your account settings and how you choose to receive emergency notification.

### How do I Manage My Content E-Alert Subscriptions?

In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

Here's how you manage your subscriptions.

1. Sign in to the school website
2. Click My Account. A drop-down list displays
3. Click Edit Account Settings. The Account Settings window opens
4. Click Subscriptions in the left column
5. Click Manage Subscriptions. The Manage Subscriptions window opens
6. Use the Homepages and Calendars tab to subscribe to the homepages and calendars of your district or school sites. Click the checkbox to the left of a site to select it
7. Use the Other Areas of Interest tab to select sections of interest. You can browse through all areas. Or, you can filter by District or School sites, by Channels or enter a search string. Click the checkbox to the left of a section to select it
  1. To filter sections, select a District or School site and Channel combination
  2. To further limit your results, you can enter all or part of a section name in the search field and click Search
8. Click I'm Done. Your selections display under Manage Subscription

To unsubscribe from an area click Remove.