

# The Gillette Parent Handbook



Gillette School  
759 Valley Road  
Gillette, NJ 07933  
(908) 647-2313

**A Message from Principal/Director of Curriculum and Instruction: Dr. Lori Jones**

Dear Parents/Guardians,

I am privileged to continue as the Gillette School Principal and feel honored to partner with such wonderful students, highly qualified staff and supportive families.

We look forward to providing your child with an engaging and superior learning experience. We want to work with your family to make this a successful school year. Our school-family partnership will enable Gillette's dedicated staff to better know your children as we learn from one another to ensure their growth.

Helping students achieve success is the primary goal of every Gillette staff member. We support our students educationally, emotionally, and socially. We believe all students will learn to the highest level. Our Character Education program will highlight a different pillar each month through an All School Assembly and service learning project. Our District Guidance Counselor will be spearheading this.

We will continue to provide information on our school website and through Friday e-blasts. We have a very active PTO that plans special events and school spirit days throughout the school year to benefit our students and they can always use volunteers.

At Gillette School, your child will receive the foundation needed to grow into independent and successful leaders. Our staff is eager to welcome you to another wonderful year.

Sincerely,

*Dr. Jones*

Dr. Jones

# GILLETTE SCHOOL HOURS

## Regular Hours

All grades

9:00AM – 3:10PM

*Drop off 8:45-9:00 AM*

*Pick up 3:10-3:30 PM*

\*\*\*\*\*

## 1/2 Day (Four-Hour Schedule) and Early Dismissal

All grades

9:00AM-1:15PM

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## 2 Hour Delayed Opening

All grades

11:00 AM - 3:10PM

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Students are not to be dropped off before 8:45 a.m. Students arriving after 9:00 a.m. will be marked tardy. Come to the main office vestibule to sign your child in if he/she is tardy.

## **GILLETTE SCHOOL DROP OFF/PICK UP PROCEDURES**

**\*\*\*\* The front of the school driveway is for buses only \*\*\*\***

### **Arrival/Dismissal Procedures:**

When dropping off or picking up a child, please do not use the driveway in front of the building, they are only for buses. All vehicles must enter the school from the side of the building and go around. Traffic will move one way around to the back of the building. Cars will form two lines then will merge as they get closer to the drop off line halfway around the building.

All drop-offs and pick-ups will be on the side of the building. Parents should pull up to the top of the drop off zone. All students should exit or enter cars from the sidewalk. There is no parking along the car line. Parents should remain in their cars to keep the flow of traffic moving and to ensure the safety of all students and staff. Please have your child's name in the front windshield of your car so we are able to read it from a distance.

Students dropped off in the drop-off zone will proceed up the stairs to the side of the school and go to their classroom.

All car riders and/or walkers will be dismissed by their teacher out the side door at 3:10 PM.

If you need to walk your child into school, please park in a parking spot of the school, not in the car line, not in the bus line and not in the Senior Center.

Students are not to be dropped off before 8:45 AM. Students arriving after 9:00 AM when the bell rings, will be marked tardy.

School doors are locked at 9:00 AM. If arriving after this time, please enter through the front door and come to the Main Office to sign your child in.

### **Change in Dismissals:**

If you must pick up your child early, or your child's dismissal routine is different, send a note to the teacher and email Ms. Ricci. When you arrive to pick up your child, buzz the Main Office and we will call for your child.

## **Absences and Telephone Messages**

Call Mrs. Andreski in the Health Office (647-2313 Ext. 1123) before 9:00 AM when your child is absent or will be late.

Please do not leave messages for pick-ups or absences on a teacher's voice mail, as they may not listen to the message until after school. Please call Denise Ricci in the main office, if you are unable to send in a note via your child's backpack.

## **Bus and Teacher Assignments and Notes**

The transportation office will post the routes in Genesis in late August, once all bus routes have been finalized. This information comes directly from the Business Office, not the school. Questions about bussing should be directed to the Business Office at 908-647-1200 X 1034.

Notes are required for an early pickup, if going home with another child, or for an extended planned absence.

If someone other than a parent will be picking up your child, you must let us know the name of that person. We cannot release a student to anyone other than you without your written consent. Provide dismissal pickups with signage so we can dismiss your child accordingly.

Make sure your emergency contact information is always updated.

**Notices:**

Check your child's backpack/folder each day for notices. Check the school website and calendar for important information. Sign up to receive E-Blasts.

**Volunteers:**

The following guidelines shall govern the service of school volunteers as per Board Policy 1200R:

- Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
- Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
- Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
- Volunteers shall respect the individuality, dignity, and worth of each child;
- Volunteers are not permitted to bring other children into the vicinity of the school due to liability reasons to the district during the school day;
- Volunteers are not permitted access to pupil records;
- Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
- Volunteers may consult with the Principal regarding their duties and responsibilities; and
- Volunteers shall receive no financial remuneration from the Board.

## A Message from our School Nurse – Mrs. Andreski

### Health Office Guidelines

#### EXAMINATIONS

The primary responsibility for the health of each student rests with the parent/guardian and a primary care provider. Physical examinations are expected to be performed at the student's "medical home" (physician's office, health clinic, etc.). A physical examination is required for those students entering into the Long Hill School District, regardless of age or grade. A physical examination that was performed within 365 days of the date the student enters the LHT school system is considered acceptable.

Physical examinations are **recommended** at least **one time during each of the student's developmental stages** (i.e. preschool – grade 3, pre- adolescence grade 4-6, and adolescence grade 7- 12). If your child is participating in sports/intramurals at school, a physical examination must be completed **annually** and must be recorded on the Sports Physical Form that can be obtained in the health office or downloaded from the Long Hill Township Schools website.

#### HEALTH SCREENINGS

Height/weight and blood pressure screenings are measured on all students annually. Vision and audiometric screenings are conducted on an annual basis as well.

#### RECORDS

Individual health records are maintained for each student. If your child has an operation, serious injury, allergic reaction, communicable/ non- communicable disease, or other health problem during the year, please notify the school nurse so your child's health record can be updated. Also, please inform the school nurse if your child is taking any daily medication other than vitamins.

#### EMERGENCY MEDICAL INFORMATION

Each parent/guardian is requested to complete the Emergency **Medical Information Form**. Please fill out the form completely and notify the nurse of any changes during the school year.

#### ILLNESS/GUIDELINES FOR KEEPING YOUR CHILD HOME FROM SCHOOL

One of the concerns confronting parents of school age children occurs when a child complains of not feeling well on a school day. You do not want to keep a child home if he/she is not sick, but you also DO NOT want to send a sick child to school. The following are some guidelines to be followed until your doctor can be contacted.

#### FEVER

A fever is an elevation of the body's normal temperature and is a sign of infection. A temperature of 100° is considered a fever. Children with a temperature of 100° and higher should not be sent to school. Your child may be readmitted to the classroom when they have been fever free for 24 hours.

## **COLDS AND COUGHS**

The common cold is an acute infection of the upper respiratory tract and usually lasts 5-7 days. It is the most common occurring childhood illness. Your child should remain at home if he/she has a cold accompanied by a constant cough, discolored (yellow or green) nasal discharge, a temperature of 100° or above, and/or is too uncomfortable to function appropriately in the class setting. Students can return to school when fever free for 24 hours, and nasal discharge is clear.

## **EARACHE**

An earache may be a sign of an ear infection. A middle ear infection is usually a complication of a cold and often begins with a fever. It is important to contact your doctor for proper evaluation and treatment.

## **STOMACH ACHE, DIARRHEA, AND VOMITING:**

The causes of stomachache are numerous, and the condition is often minor and goes away by itself. Pain often diminishes within an hour in cases of less serious stomach aches. If fever, vomiting, or diarrhea is present, the child may have a condition that may be contagious and should remain at home. Students can return to school when fever, vomiting, and/or diarrhea have not been present for 24 hours.

## **RASH**

Skin rashes are symptoms of a large number of infectious and noninfectious diseases. Rashes may be associated with internal disease such as chicken pox and scarlet fever, an irritation of the skin due to touching (poison ivy), an allergy to food or medicines, and fungal (ringworm) and bacterial (impetigo) infections. The rash may cover the entire body or may appear in only one area. Rashes from completely different causes may look alike, and rashes that are symptoms of the same contagious disease sometimes look different on different individuals. When in doubt about a rash, contact your doctor to make sure your child's rash is "not contagious." Please send the doctor's note to school with your child upon your child's return.

## **COMMUNICABLE AND NUISANCE DISEASES**

In cooperation with school administrators, the role of the school nurse is to provide a safe, infection-controlled environment. To protect the health of your child, other students, and staff, it is vital that parents and guardians notify the school nurse when their child has been diagnosed with a contagious illness.



Listed below are some frequently occurring contagious diseases.

<b><u>DISEASE</u></b>	<b><u>MAY RETURN TO SCHOOL</u></b>
Chicken Pox	After all of the lesions are dry and crusted.
Conjunctivitis	After release by physician with treatment for 24 hours, discharge has ceased or redness (pink eye) has cleared.
Impetigo	After 24 hours on antibiotics, when lesions are dry, with signed release by the physician.
Lice/Pediculosis	Upon elimination of all nits/lice. Must be cleared by examination by a school nurse. Do not send the child on the bus until cleared by the school nurse.
Mononucleosis	Upon clinical recovery with written release by physician.
Pinworm	When under treatment with a signed release from a physician.
Ringworm	When under treatment with a signed release from a physician.
Salmonella	When free from infection with a signed release from a physician.
Scabies	When free from infection with a signed release from a physician.
Strep Infections (Scarlet Fever, Scarlatina)	After 24 hours on antibiotics with a signed release from the physician.

## **MEDICATIONS**

No medication shall be administered to pupils in school except by the school nurse after all necessary paperwork has been obtained. This includes both prescription and non-prescription medications.

Before any medication can be administered during school hours, a written request must be obtained from the parent or guardian. This request shall be accompanied by the written order of the prescribing physician. For your convenience, physician's orders for medication can be faxed to the school. A medication administration form can be obtained from the health office.

The written order of a prescribing physician should include:

- a. the purpose of the medication;
- b. the dosage;
- c. the time at which or the special circumstances under which medication shall be administered;
- d. the length of time for which the medication is prescribed;
- e. possible side effects of the medication.

Medication must be delivered to the school nurse by a parent or guardian in its **original container**. A limited supply of medication can be kept in the school, and medication no longer required must be removed from the building by the parent or guardian. Medication orders must be renewed annually by the physician.

The same procedure for administration of medication in school outlined above applies to over the counter medications. The school nurse will administer these non-prescription medications after written permission from the physician and the parent is received.

The parent or guardian is invited to come to the school to medicate their child if the above procedure is not convenient.

## **STUDENTS RETURNING TO SCHOOL WITH AN INJURY (Casts, Crutches, Splints)**

Parents/Guardians must:

1. Obtain a physician's note for the absence and send it to the school nurse.
2. Obtain a physician's note for crutches. The note must state that the student is allowed in school on crutches and also state approximately how long they will be needed.
3. Obtain a physician's note for students with casts, arm/finger splints, arm slings. The note must state the nature of the injury, limitations/restrictions, and dates to be excused from gym and recess activities.

# **The Long Hill Township School District**



## **Student Code of Conduct & Parent Compact Gillette and Millington Schools Grades PreK-5**

The Long Hill Township School District strives to create a nurturing, caring and safe environment for all of our students. Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow academically and socially. In addition to academic development, Gillette and Millington Schools are responsible for fostering behaviors that are necessary for students to develop into good citizens to sustain society. The Code of Conduct is aligned with Board of Education policies 5131, 5131.1, 5132, 5114, and 5145.6, and sets the foundation for developmentally appropriate guidelines and consequences for all students.

### **PARENTS AS PARTNERS**

Parents are our students' first and most important teachers. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist in solving issues that may negatively impact the learning environment of their child. Understanding discipline as a "teachable moment" is essential to a positive approach to solving issues when they arise at the elementary level. The District recognizes differentiated consequences or outcomes based on the developmental appropriateness of our students. A one-size fits all approach to consequences at the elementary level limits the effectiveness of the concept of a teachable moment. Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question. **Lastly, we encourage parents to follow the chain of command and to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact your building Principal so that she may look into the matter further and assist you accordingly.** On page five of this document, you will find more information on the grievance procedure for parents.

### **DRESS CODE GUIDELINES**

Each school requires that students follow a dress code which adheres to Board Policy 5132. Students should come to school looking neat, and well-dressed. Students will wear clothing that does not pose a distraction to the learning environment. Clothing that promotes violence, profanity, or is offensive is not permitted. Shorts and skirts must be an appropriate length. Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed. If students violate these guidelines, parents will be telephoned and asked to bring a change of clothes for their children. Subsequent offenses will require a parent teacher conference and/or sending the child home to change their clothing.

### **CELL PHONE/SMART WATCHES GUIDELINES**

According to Board Policy 3151.1, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school buses unless it is part of an instructional activity and supervised by the classroom teacher or building Principal. Also, cell phone cameras on school buses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to pick up the device from the main office. Subsequent offenses will require a parent teacher conference, an after school detention, or in-school suspension.

## **DISCIPLINE GUIDELINES**

The goal of this code of conduct is to help students recognize negative behaviors, why certain behaviors are unacceptable, and harm it may cause to others. We aim to assist students in taking responsibility for their actions, to help them learn social strategies and skills to use in the future. Additionally, our staff will encourage positive behaviors through praise, recognition and will from time to time communicate this to parents.

### ***Procedure/ Rules:***

1. Be kind, safe and show respect to other people and for property inside and outside the school buildings at all times. Kindness, Safety and Respect will be discussed and reviewed within the classrooms and within the school all year long. Please continue these conversations at home.
2. All teachers are responsible for creating a safe learning environment for our students. Teachers will develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher.
3. Classroom rules and consequences or outcomes should be age appropriate, fair and consistent. No child should be humiliated because of inappropriate behavior. Students should be warned if a rule is broken so that the student is alerted to the problem. If the behavior persists, teachers may request a parent conference.
4. Teachers are encouraged to implement their own classroom rules and seek advice from colleagues and administrators if needed.
5. If a student displays severe disruptive behavior, the teacher may contact the main office and send the student to meet with the Principal. The parents will be notified.
6. In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, or on the bus, the supervising adult will report the behavior to the main office. Furthermore, bus drivers will complete an incident report which will be shared with the building principal. Depending on the infraction committed, students may lose bus privileges for a determined amount of time or have their seats changed on the bus.

### **DISCIPLINE LEVELS:**

At the elementary level, our schools recognize three levels of discipline. The following list is a guideline in identifying appropriate behaviors.

#### **LEVEL ONE**

- Teasing, inappropriate behavior towards another child
- Throwing food or playing inappropriately with food
- Conflict-teasing, name calling, or other inappropriate behavior directed toward a specific child
- Spreading gossip/rumors, spreading lies
- Excluding someone from playing or sitting at the lunch table
- Profanity

#### **LEVEL TWO**

- Disrespectful behavior (verbal and/or physical) toward a child/adult (For example punching, kicking, pinching, screaming, profanity)
- Verbal and/or written threats of harm
- Theft
- Physical assault of a student or adult
- Defacing school property (desk, wall, classroom, bathroom, student's belongings)
- Cheating/Plagiarism
- Inappropriate use of technology (cell phones, e-mail, text messaging, etc.)

#### **LEVEL THREE**

- Bringing a weapon to school (i.e. gun, knife)
- Bringing a banned substance to school (drugs, alcohol, prescription medication, etc.)
- Threatening to cause severe harm to self, others, or school property

### **OUTCOMES:**

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the discipline issue. The following details must be considered prior to determining the appropriate disciplinary measures:

1. The student's age and maturity
2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable.

The following list includes possible actions taken in the case of inappropriate student behavior.

Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out.
3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
5. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
6. If the situation falls under Harassment, Intimidation, and Bullying (Policy 5131.1), we will follow state mandated HIB procedures and parents will be notified.

To grieve a disciplinary outcome, the procedures are as follows:

**Step 1:** Within 2 school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.

**Step 2:** Within 10 school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.

**Step 3:** Within 10 school days the building principal is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.

**Step 4:** Within 10 school days, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.

**Step 5:** Within 10 school days, the Superintendent of Schools is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter.

**Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.

**Potential outcomes for infractions according to the frequency of the offenses and the discipline levels:**

<b># OF OFFENSES</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
1	<ul style="list-style-type: none"> <li>● Teacher, Administrator or Recess/Lunch Aide conferences with students and provides a verbal warning.</li> <li>● Reflection of actions</li> </ul>	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention – 1 day</li> <li>● After school detention</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>
2	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention</li> <li>● Appropriate Remediation, (i.e. Reflection Activity, Peer Mediation)</li> </ul>	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention</li> <li>● After school detention</li> <li>● Parent Conference</li> <li>● Appropriate Remediation, (i.e., Reflection Activity, Peer Mediation)</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>
3 or more	<ul style="list-style-type: none"> <li>● After school detention</li> <li>● Parent conference and a potential behavior improvement plan</li> <li>● In School Suspension</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> </ul>	<ul style="list-style-type: none"> <li>● After school detention</li> <li>● Parent conference - potential behavior improvement plan</li> <li>● In School Suspension</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> <li>● Possible referral to Child Study Team</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>



**Long Hill Attendance/Tardy Procedures**

Attendance:

- Please review the district Attendance Policy 5113 for full details at [www.longhill.org](http://www.longhill.org)
- A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. (no more than 20 absences)
- A student will be considered absent from school for participation in less than 4 instructional hours during the school day.
- Attendance and Extracurricular Activities: Students must participate in at least 4 hours of a school day (½ day) in order to participate in extracurricular activities or athletics on that date.

Excused Absences as per NJDOE:

Per the NJ Department of Education's Guidance for Reporting Student Absences and Calculating Chronic Absenteeism (Feb 2021),

The following are the five allowable reasons for a state-excused absence:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- “Take Our Children to Work Day” or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school."

Planned Absences:

- Parents are discouraged from removing children from school for vacation purposes. A planned absence of more than three (3) days requires that the student pick up a “planned absence” form from the main office.
- The student will be responsible for all material missed. Students will be expected to return work to their teacher upon their return back to school.

Procedure for Persistent Absences:

Five to nine absences	<p>Follow up communication with parents/guardian</p> <p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Identify cause of the absences and identify any patterns</p> <p>Recommend supports and/or interventions for student based on specific needs.</p> <p>Monitor supports and attendance in consultation with student’s parents/guardians</p>
Ten to 17 absences	<p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Inform parents/guardians of potential need for court referral at 20 absences</p>

	<p>Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p>
<p>Eighteen or more absences</p>	<p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Potential referral for student to repeat grade level and/or grade appropriate coursework</p>

**Tardy Students:**

As per BOE Policy 5113 we encourage regular on time student attendance. When a student is late for school, the parent or guardian of that child must “sign-in” the student at the Main Office. Students who are late to school five (5) or more days may need to meet with the Principal for administrative review. Students are marked tardy if they are not in their 1st period class at 8:11am. If their tardies continue to increase additional interventions and consequences will be assigned as appropriate.

*Students at Gillette and Millington Schools are considered tardy if they are not in their classroom and ready to begin at 9:00 a.m. Instruction begins promptly at 9:00. Unavoidable exceptions, however, caused by weather or transportation, will be excused at the discretion of the school principal. When a student arrives tardy to school, they must visit the Main Office to obtain a late pass before going to their classroom. Parents of elementary students are asked to sign their students in at the main office when they are late.*

Procedure for Excessive Tardies:

<p>5 tardies</p>	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p>
<p>10 tardies</p>	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
<p>15 tardies</p>	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
<p>20 tardies</p>	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p>
<p>Over Twenty Tardies</p>	<p>Attendance letter sent to parents/guardians informing them of student attendance</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Inform parents/guardians of potential need for court referral</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>

### **Early Dismissal**

*Early dismissal should be arranged through the main office in writing. We ask that parents be mindful of instructional time missed if taken out of school early more than a couple of times a year. Thank you for your understanding.*

**Parents and students please review, sign, and return this sheet to your child's teachers**

In order to promote the best learning environment for my child, I will:

1. Support the school's expectations for behavior and reinforce them at home.
2. Do my part to form a trusting and positive partnership with my child's teachers.
3. Always acknowledge and be supportive of the school expectations listed in this Code of Conduct, even if it is my child who has not met the expectations.

In return, Gillette/Millington Elementary Schools will:

1. Do our part to form a trusting and positive partnership with you by communicating regularly about your child's progress.
2. Provide a caring and supportive environment for your child's learning and encourage your child to achieve.
3. Strive to be aware of your child's unique strengths and needs.
4. Maintain a safe and secure building.

We have read, discussed, and understand and support this Code of Conduct, school pledge, expectations of behavior, as well as the outcomes of not meeting expectations. "I promise to be kind, safe and show respect to other people and for property inside and outside the building at all times. I will not intentionally damage property or hurt another student with my words, my body or my actions."

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Student acknowledgement**

\_\_\_\_\_  
**Classroom teacher**