



Township of Ocean School District Elementary School Handbook

SPARTAN MISSION

Meeting the needs of all students with a proud tradition of academic excellence.

SPARTAN PLEDGE

We are committed to developing students of good character. When we build good character, we build strong communities. In our school community, character development is woven into our programs, practices and interactions. We believe character development is a shared responsibility. We welcome and encourage family and community members to partner with us in this endeavor.

- RESPECT ● COOPERATION ● RESPONSIBILITY ● TEAMWORK ● HONESTY ● KINDNESS ● EMPATHY ●
- INTEGRITY ● FAIRNESS ● PERSEVERANCE ●

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/TITLE IX COORDINATOR

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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.



#spartanlegacy



Township of Ocean School District

INTRODUCTION

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

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.

District Policies and Regulations may be found in their entirety on our district website.

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School Policies and Procedures

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.

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.

Cellular Devices

Cell phones, watches and other electronic devices with cellular service are not permitted in the elementary schools (grades Pre-K through 4) of the Township of Ocean School District. Should a child have a medical condition requiring the use of a cellular device, the school nurse must be informed and proper documentation provided. If a student violates the school rules with regards to cellular device use, the following procedure will be followed:

1st Offense- Warning & phone conference with parent/guardian

2nd Offense- The device will be held until the end of the school day, parent/guardian must come in to pick up the device and meet with administration

3rd Offense- Parent meeting will be held with potential loss of privileges.

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.

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.

CLOSING OF SCHOOL NOTIFICATION

- A. All closings will be announced by the following platforms: the district's website at www.oceanschools.org, the district's Facebook page (Township of Ocean School District), as well as messages sent by administration.

School Policies and Procedures

CLOSING OF SCHOOL NOTIFICATION (continued)

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
Preschool	9:30 - 3:30	11:30 - 3:30
Grade 5 (TOIS)	8:00 - 2:30	10:00 - 2:30

D. Early Dismissal

<u>Grades</u>	<u>Time</u>		
K - 4	8:45 - 1:05	Preschool	9:30 - 1:35
Grade 5 (TOIS)	8:00 - 12:25		

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

School Policies and Procedures

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 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, or other footwear deemed dangerous or inappropriate will not be allowed.
4. Shirts or apparel with offensive pictures, slogans, language or designs deemed inappropriate, may not be worn.
5. Pajamas are not to be worn to school. (spirit/theme days are exceptions)
6. Hats are not to be worn in the school building.

EARLY ARRIVAL

Preschool students should arrive at school no earlier than 9:15 a. m. 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.

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.

School Policies and Procedures

EXTRA HELP (continued)

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.

Please be aware that if a student is absent for ten consecutive school days, they will be dropped from the rolls.

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.

School Policies and Procedures

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. Parents/Guardians 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.

RELIGIOUS HOLIDAYS

Any absence due to a religious holiday will be recorded in school and district attendance records as an excused absence. Please see the [list](#) of Religious Holidays permitting pupil absence from school.

SCHOOL HOURS (Regular Schedule)

<u>Grades</u>	<u>Hours</u>		
K-4	8:45 - 3:15	Preschool	9:30 – 3:30
Grade 5 (TOIS)	8:00 - 2:30		

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.

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.)

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.

General Rules and Regulations

ABSENCES, TARDINESS AND EXCUSES

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

A student 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 preferred 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.
- B.** 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.
- C.** 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.
- D.** 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.

General Rules and Regulations

ABSENCES, TARDINESS AND EXCUSES (continued)

- E.** 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.
- F.** Students are expected to arrive promptly to school each day. It is the parents' responsibility to accompany a tardy student into the main 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.
- G.** 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 STUDENT RECORDS

In accordance with Board Policy 8330, Student Records, only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

GRADING

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 three progress reports shall be issued each year to students and parents/guardians in grades Preschool-5. These reports may be in the form of report cards or parent-teacher conferences or a combination of the two methods.

General Rules and Regulations

GRADING (continued)

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:
Grades Preschool, Kindergarten, 1st- Two Conferences
Grades two, three, four and five – One conference

INSURANCE

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

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.

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 will sign out books. Should a book be lost, students will be responsible for the replacement cost.

General Rules and Regulations

PHYSICAL EDUCATION INFORMATION

1. All students must have sneakers on the days they have physical education. They should wear loose, comfortable clothing.
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.

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.

Final notice of retention must be presented to the parents in writing and/or by conference at the end of the school year.

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.)

- Maintains a positive attitude toward learning
- Resolves conflicts appropriately

General Rules and Regulations

SOCIAL SKILLS (continued)

- Accepts feedback
- Accepts responsibility
- Demonstrates Respect
- Follows classroom routines and expectations

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:

- Intervention
- ESL
- Enrichment
- Special Education
- Therapy Services

General Rules and Regulations

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.)

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**.

SUBSTITUTE TEACHERS

In the event of a teacher's absence, a certified substitute teacher will be assigned to that class.

Standardized Testing

Standardized tests will be administered to the students in grades 3-5. For additional information regarding standardized testing, please visit this [site](#).

VISITORS AND BUILDING SECURITY

To ensure your child's safety, all visitors must report to the main office, present ID, sign in, and obtain a visitor's badge before going to any part of the building. Security personnel and OTPD Class III officers are 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.

VALUABLES

Students should not bring valuables, such as electronic devices, jewelry, or large sums of money to school. If a student has something of interest they 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.

Behavior Expectations

CLASSROOM CONDUCT

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

CODE OF CONDUCT

Student Discipline/Code of Conduct Policy 5600 (Abbreviated)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive-student development and behavioral expectations on school grounds, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

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, 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.

DETENTION

In school 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.

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.

Behavior Expectations

GUIDANCE SERVICES (continued)

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.

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.

PROPERTY/CARING FOR SCHOOL PROPERTY

Students should realize that educational facilities and instructional materials are provided by the school district. Marking or in any way destroying school property is subject to a fine and disciplinary action for those responsible.

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

Behavior Expectations

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.

Behavior Expectations

5512 BOE POLICY- HARASSMENT, INTIMIDATION AND BULLYING” (HIB)

To report bullying or a potential threat, proceed to www.oceanschools.org or follow the link [Report Bullying/Threat](#) for your school to enter a bullying report. You will be contacted as soon as possible to get detailed information and begin an investigation by the Anti-Bullying Specialist.

5751 Board of Education Policy: Sexual Harassment of Students

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Any instance involving sexual harassment should be immediately reported.

STUDENT CONDUCT & DISCIPLINE:

In the Township of Ocean Elementary Schools, we are committed to a safe, respectful, and supportive learning environment for all students. Our approach to discipline is rooted in teaching and reinforcing positive behaviors while addressing inappropriate behaviors in a fair, consistent, and age-appropriate manner.

Depending on the nature, frequency, and severity of the behavior, disciplinary actions may include but not limited to:

- Verbal reminders or redirection
- Reflection time or restorative conversations
- Loss of privileges
- Parent/Guardian phone call
- Behavior contracts or plans
- Counseling or support services
- Detention (age appropriate)
- Suspension

Each situation is handled individually, with consideration for the student's age, developmental level, history, and circumstances. Our goal is to guide students in understanding how their actions affect others and how to make positive contributions to our school community. Collaboration between school staff, students, and families is essential in supporting student growth and maintaining a safe, respectful school environment.

Behavior Expectations

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

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.

Safety and Security

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.

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 main 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.

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.

Safety and Security

BUS SAFETY (continued)

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. Inappropriate behavior 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 roadway 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.

Safety and Security

BUS SAFETY (continued)

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.

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.

EMERGENCY DRILLS

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 shelter in place or lockdown that is similar in duration to a fire drill. Parents/Guardians will be sent notification from their Principal after security drills are completed each month. (cf: P.L. 2009, c.178, s.1)

Safety and Security

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.

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.

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.

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.)

Safety and Security

STUDENT EMERGENCY INFORMATION (continued)

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?

THREATS

All threats are taken seriously and should be reported. To report a threat, please click on the [link](#). If there is an immediate threat, call 911 or OTPD 732-531-1800.

Health and Nutrition

HEALTH POLICY

- 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.
- B. 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.
- C. Preschool and Kindergarten students will not be admitted to our schools until immunization records are submitted.
- D. For safety reasons, students exempt from physical education will not be permitted outside during outdoor recess.
- E. 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.
- F. 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 100.4F.
- G. District policy requires that students evidencing active pediculosis (head lice) or other communicable conditions be excluded from school. Readmission requires the following:
 - The parent or guardian is to provide transportation for the student to the office of the school nurse.
 - The child is to be examined by the school nurse.
 - The school nurse is to report to the building principal that the active condition has been rectified.
 - No evidence of an active condition remains.
 - Readmission is approved by the school nurse and building principal.

Health and Nutrition

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

Disease	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.

Health and Nutrition

H. (continued)

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

Haemophilus influenzae B (Hib)	Age 2-11 Months: 2 doses 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 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.

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

Health and Nutrition

- K.** 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 100.4F.
- L.** District policy requires that students evidencing active pediculosis (head lice) or any other communicable conditions be excluded from school. Readmission requires the following:
- The parent or guardian is to provide transportation for the student to the office of the school nurse.
 - The child is to be examined by the school nurse.
 - The school nurse is to report to the building principal that the active condition has been rectified.
 - No evidence of an active condition remains.
 - 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.

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

- In accordance with Policy 5440 04 – Administering An Opioid Antidote (M) (Abbreviated)- N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid to a student, staff member, or other person who is experiencing an opioid overdose
N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose

SCHOOL NUTRITION – Local Wellness Policy/Nutrient Standards for Meals & Other Foods - POLICY 8505 (Abbreviated)

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

Health and Nutrition

SCHOOL NUTRITION (continued)

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

Goals for Nutrition Education – The following activities will be coordinated in each school in the district:

- A. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
- B. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
- C. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.

Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the **Smart Snacks** in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

Health and Nutrition

SCHOOL NUTRITION (continued)

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.
4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.

“S. 3307-111th Congress: Healthy, Hunger-Free Kids Act of 2010.”

Adopted: 9 May 2006 Revised: 28 Jan 2014, 16 Dec 2014, 23 Jan 2018

SCHOOL PROCEDURES FOR ALLERGIES:

Food allergies are a serious concern as students can possibly eat breakfast, snack, and lunch in the school. Serious reactions can result ranging from a tingling sensation around the mouth and lips, to hives, and even death depending on the severity of the reaction. A severe reaction that can be life-threatening is anaphylaxis, which can occur immediately or up to a few hours following allergen exposure. The initial symptoms may be followed by a delayed wave of symptoms. While initial symptoms might require administration of a prescribed regimen of Benadryl[®], which is an anti-histamine that can counteract the body's attempt to stimulate the production of histamines which may cause the allergic symptoms that can range from mild to severe. In severe cases, teachers and school nurses are instructed in the use of a student's prescribed Epi-pen[®], which is epinephrine, or a medication that can be injected immediately to counteract a life threatening reaction.

Severe reactions can also happen after accidental exposure to environmental threats such as bee stings. For those students with a known risk for anaphylaxis, the most important aspect of the management in the school setting should be prevention. Avoidance is the key to preventing a reaction to a known allergen. It is imperative that parents share known allergy information with the School Nurse to develop a Student Health Care Plan to prevent a reaction and keep the student safe during mealtime or when exposed to potential outside allergens.

District Calendar

School and Community Relations

DISTRICT CONTACTS:

<ul style="list-style-type: none"> • Superintendent of Schools 732-531-5600 ext. 3000 • Assistant Superintendent Teaching and Learning 732-531-5600 ext. 3200 • Director of Special Services 732-531-5600 ext. 3300 • School Business Administrator 732-531-5600 ext. 3100 	<ul style="list-style-type: none"> • Transportation 732-531-5600 ext. 1951, or 1952 FAX 732-517-0552 • Food Services 732-531-5630 ext. 7091 • Human Resources 732-531-5600 ext. 3005, 3006 • IT Help Desk 732-531-5600 ext. 1076 • Maintenance, Grounds, Facilities 732-531-5600 ext. 3450
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SCHOOL CONTACTS:

<p>Ocean Township Elementary School (OTES) 555 Dow Avenue Oakhurst, NJ 07755</p> <p>732-531-5690 ext. 2000 (Main Office) 732-531-5690 ext. 2010 (Nurse) 732-531-5690 ext. 2030 (Guidance) 732-531-5690 ext. 2040 (CST) 732-531-3682 (FAX)</p> <p>Wanamassa Elementary School 901 Bendermere Avenue Ocean, NJ 07712</p> <p>732-531-5700 ext. 4000 (Main Office) 732-531-5700 ext. 4010 (Nurse) 732-531-5700 ext. 4030 (Guidance) 732-531-5700 ext. 4040 (CST) 732-531-3720 (FAX)</p>	<p>Wayside Elementary School 733 Bowne Road Ocean, NJ 07712</p> <p>732-531-5710 ext. 5000 (Main Office) 732-531-5710 ext. 5010 (Nurse) 732-531-5710 ext. 5030 (Guidance) 732-531-5710 ext. 5041 (CST) 732-493-6440 (FAX)</p> <p>Township of Ocean Intermediate School (TOIS) 1200 West Park Avenue Ocean, NJ 07712</p> <p>732-531-5630 ext. 7000 (Main Office) 732-531-5630 ext. 7010 (Nurse) 732-531-5630 ext. 7031 (5th Guidance) 732-531-5630 ext. 7032 (6th Guidance) 732-531-5630 ext. 7104 (7th Guidance) 732-531-5630 ext. 7030 (8th Guidance) 732-531-5630 ext. 7019 (CST) 732-493-1891 (FAX)</p>
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Handbook Acknowledgement

I have received and reviewed the Township of Ocean School District Elementary Handbook and I understand the policies and information contained in this handbook and any revisions made to it. In addition to the Board Policies referenced in this handbook, the Township of Ocean School District adheres to all Board Policies which you can access through our [website](#).

Parent/Guardian Signature

Date

Child's Name

Child's Grade

Child's Teacher