★ TEXAS AVENUE SCHOOL ★

STUDENT HANDBOOK

2026–2027 School Year

"Adventure Awaits"

Atlantic City School District

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1. School Mission, Student Motto & Vision

★ THE STARCATS PROMISE ★

Student Motto

Students: I promise to do my best every day, to be the best that I can be. I choose to use kindness, respect and self-control and to treat others the way I want to be treated. I pledge to make a difference at Texas Avenue School.

Mission

We, the Texas Avenue School Starcats, commit to creating and maintaining a clean, safe, engaging, and collaborative educational community where everyone is helpful, reliable, kind, and encouraging to others, where learning is fun!

TEXAS is Excellence: Teach • Engage • eXcel • Aspire • Succeed

Vision

In partnership with the home and community, we at Texas Avenue School commit to supporting and encouraging "every student, every day" to see themselves as able to reach their dreams through perseverance and resilience. We strive to provide the knowledge and foundational skills needed to prepare them along their own journey as independent thinkers capable of achieving great things. Our vision is for each child to develop a curiosity of learning, develop their own interests to become productive, responsible, creative, and compassionate, global members of society.

2. General Information & Policies

School Hours

8:15 a.m. – 2:45 p.m. (Please refer to the school calendar for a half-day dismissal schedule.) Students are late after 8:15 a.m.

Breakfast

Students must arrive at school on time in order to eat breakfast in the classroom from 8:15 a.m.–8:27 a.m. Classroom instruction will begin at 8:27 a.m.

Attendance & Tardiness

Students must attend school daily. It is the responsibility of the parent to ensure that students arrive at school by 8:15 a.m. Those students who arrive at school after 8:15 a.m. will be marked late. Should your child arrive at school after 8:45 a.m., A PARENT MUST report to the main office to sign in your child. DCP&P may be called for any students who are consistently late or absent to school. Education is a priority!

It is our goal to increase our student attendance rate. Therefore, parents of students who have three or more unexcused absences will be required to attend a meeting with the attendance team and school principal. When students are absent, their learning process is interrupted, which may prevent them from mastering skills taught in the classroom. It is the parent's responsibility to ensure that your child arrives at school on time.

Parents: refrain from picking up students early. Use the school calendar to plan doctor's visits on days when school is not in session.

Normal Morning Arrival & Dismissal Procedures

Grade Level	Arrival	Dismissal
Kindergarten	Enter and line up in the gymnasium through Door #10.	Dismissal through the Main Entrance.
Grades 1–2	Florida Avenue Side Gym, Door #10.	Exit through the Florida Avenue Side Gym, Door #10.

Grades 3–4	Texas Avenue Side, Door #8.	Exit through the Texas Avenue Side, Door #8.
Grades 5–6	Texas Avenue Side, Door #6.	Exit through the Texas Avenue Side, Door #6.
Grades 7–8	Texas Avenue Side, Door #5.	Exit through the Texas Avenue Side, Door #5.

Parents are not allowed to escort their child to their classroom, gymnasium or cafeteria.

School Visitation & Contacting Teachers

- Parents and visitors must make an appointment to visit the school and only for important issues.
- Parents are encouraged to visit the school and form a positive relationship with their child's teacher. When visiting the building, please report to the security desk to sign in.
- Photo identification is mandatory. Security will give you an identification badge that must be worn. Afterwards, report to the office and a secretary will assist you.
- If parents would like to contact their child's teacher during the day, it must be during the teacher's planning period to minimize interruptions during instructional time.
- If you pick up your child early for an appointment, please inform the secretaries in the main office and provide proof of the appointment.
- Student pick-up must be approved by the principal.

IMPORTANT: Only parents or family listed on the emergency contact list can pick up the student. Valid photo ID is mandatory! No ID / No Entrance / No Pick-Up. Our students miss critical information when leaving school early.

Messages to Your Child

All arrangements for the day should be made before your child leaves home. Delivering messages throughout the day causes a disruption to the classroom. The office staff will do their best to communicate messages to students during non-instructional time. No calls are transferred during instructional time. The secretaries may take a message and forward it to the teacher.

Please DO NOT call your child on their cellular phone to reach them during school hours.

Please be sure that your child knows where to go or who will pick them up after school. If your child walks home, encourage them to walk with a group, if possible. Also make sure your child knows what he/she should do in the event it rains after school.

Dismissal

Students are dismissed at 2:45 p.m. on normal school days and 12:45 p.m. on half days. Parents who choose to pick up their child before dismissal must inform the office and provide an appointment card for early release. Your child will only be signed out by a parent or designated adult.

Parents who arrive after 2:30 p.m. or 12:30 p.m. on half days will be asked to wait outside until dismissal. Parents are not allowed to go directly to the classroom to pick up students.

For the safety of our children, PLEASE DO NOT PARK IN THE FIRE ZONE. Otherwise, you will be directed to move your vehicle.

Parents who pick up their child late three times will be notified in writing and must meet with an administrator upon bringing their child to school the following day. If no subsequent change occurs, the Division of Child and Protective Services (DCP&P) will be notified.

Dress Code / Uniform Policy

Students must adhere to district guidelines for the school uniform policy described below.

The Atlantic City School District has a mandatory school uniform policy for all students. As set forth by the Board of Education, the uniform shall consist of navy blue pants and a white shirt or a navy blue shirt with khaki pants.

- Boys: Shirts may be either polo style with a collar or button-down front.

- Girls: Navy blue pants or skirt with a white shirt, or khaki pants or skirt with a navy blue shirt.
- Tights or stockings must also adapt to the dress code colors.
- Stripes, prints and other designs are not appropriate school attire.
- Students may not wear hooded sweatshirts or jackets.
- T-shirts are not to be worn as school shirts.
- All shirts must be tucked in and neatly presented.
- On gym days ONLY, students may wear navy blue sweatpants and a plain white or navy blue T-shirt.

Uniform policy disciplinary sequence:

1. First offense — Written notice; the notice needs to be signed by the parent/guardian and returned to school.
2. Second offense — Parent/guardian will be notified by telephone to bring the proper uniform to school in order for the student to return to class.
3. Third offense — Student will receive a parent-administrator conference.
4. Fourth offense or more — One-day suspension.

We would like our uniform policy to prepare our students for their future. Rules, regulations and uniform policies sometimes follow these students in their future endeavors. If students learn that these rules are not negotiable, then our students will be ready for the workforce.

Emergency Information Update

It is very important that we have the most current telephone numbers and emergency contact information. At the start of the school year, a form is completed requesting contact information. However, as the information changes, please notify your child's teacher and the office as soon as possible.

Visit the main office to obtain an emergency information form to update new addresses, telephone numbers, cellular numbers, emergency contact person(s), allergy information, etc.

It is also extremely important that we have updated work numbers for parents. In case of an emergency, the parents will be notified first. However, if parents cannot be reached, we must have at least two local available relatives or designees. Children are released only to an adult listed on the emergency form.

Nurse / Medication / Physicals

1. The parent or guardian must provide a written request for the administration of the prescribed or over-the-counter medication at school.
2. Written orders are to be provided to the school nurse from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration, length of time and possible side effects. This also includes over-the-counter medications such as Tylenol, Motrin, Tums and Pepto.
3. The medication shall be brought to the school nurse by the parent or guardian.
4. The medication shall be brought to school in the original container, appropriately labeled by the pharmacy for prescriptions. Over-the-counter medication such as Tylenol, Motrin, etc. must be in the original container purchased in and accompanied with doctor's orders to administer at school.
5. The school nurse will maintain and secure a locked space for safe storage of medicines at all times.
6. The school nurse or parent/guardian is the only person permitted to administer medications in the schools.
7. The school nurse must maintain the records for documentation of administering medication to students.

ALLERGIES: CHILDREN ARE NOT TO BE SENT TO SCHOOL WITH MEDICATIONS, OVER-THE-COUNTER DRUGS OR HOME REMEDIES.

Important: The nurse is not able to give any medication without the doctor's order. The school nurse is not permitted to administer any product/products in unlabeled containers.

If your child is prescribed medication for a short term and it is ordered 2 or 3 times a day, these should be scheduled around school hours.

Physicals

Every student must have at least one documented physical on file. Every student transferring into this school must provide a physical that is dated within the past year. A thirty-day grace period is allotted. If you have any further questions, contact the school nurse.

Is Your Child Too Sick for School?

The main reasons for keeping your child home are:

- If they are too sick to be comfortable at school.
- If they might spread a contagious illness to other students.
- Rule of Thumb: they should stay home if they have a fever (100.0 degrees), vomiting, diarrhea, frequent and persistent cough, pain in ear, stomach or head, or an unexplained rash.

Rash

A rash is usually the sign of a viral illness. It also may be a reaction to a medication or chemical (plant, detergents). If your child has an unusual rash or it is associated with fever, contact your doctor. Keep your child home from school until you have discussed the rash with your doctor.

When you call your doctor, you need to know:

1. The location, color and texture of the rash.
2. When the rash began.
3. If your child has a fever.
4. If your child has been exposed to contagious illnesses.

Pain

Earache: Consult your doctor during office hours. To relieve pain, give your child acetaminophen or ibuprofen as recommended by your child's doctor. A child need not miss school due to an ear infection under treatment with antibiotics.

Toothache: Call your dentist.

Headache: A child should be kept at home if headaches are severe and do not respond to acetaminophen or ibuprofen. Consult your doctor should the headache persist.

Red Eyes

When the white part of the eye appears red and produces a yellow or green crusty discharge: Keep Your Child Home. They may return to school with a doctor's note stating they are under treatment.

Call your doctor during office hours should these symptoms persist. Your child may have conjunctivitis (Pink Eye), a common but troublesome condition which may be a contagious infection. Your child may need an eye ointment, and may attend school after 24 hours of treatment. Remember to wash your hands and give your child a separate towel and washcloth.

Fever

Your child may attend school with a temperature less than 100.0°F. However, our school nurse reserves the right to request a clearance from the doctor for your child to return to school.

Fevers are generally signs of infection. Make sure that you have a thermometer at home and can readily take your child's temperature. Consult your doctor for the best anti-fever medication for your child, and if the fever is associated with other symptoms. Children should be fever free for 24 hours prior to returning to school.

Cold, Sore Throat & Cough

Children average six to eight colds per year. If cold and cough symptoms are associated with a fever or they do not improve, call your doctor. Your child may attend school only if there is no fever.

A sore throat, in conjunction with a fever and swollen glands, may indicate strep throat. Call your doctor during office hours to have your child evaluated. Children are no longer contagious after 24 hours on antibiotics.

When you call your doctor, you need to know:

1. When symptoms began.
2. If they have a fever.
3. If they have been around others with the same symptoms.
4. The type of cold medications at home.

Stomachache, Vomiting & Diarrhea

A child with vomiting and/or diarrhea should be kept home until symptoms have resolved for at least 24 hours, and the child is able to keep down food and liquid. Consult your doctor if fever and stomach pains persist or your child has poor oral intake and appears dehydrated (dry mouth, no tears, sunken eyes, urinates less than 4 times in 24 hours). Remember to wash your hands frequently, especially after using the bathroom.

When you call your doctor, you need to know:

1. When the illness began.
2. How often the vomiting or diarrhea is occurring.
3. If your child has lost any weight.
4. If your child also has a fever.
5. If your child is able to drink and hold liquids.

Sick children belong at home — Well children belong in school.

While having a sick kid is a hardship for most families, it is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your child playing with a sick kid, then the same holds true for them as well.

The information is not intended as medical advice, but as simple guidelines to follow until you can contact your doctor or healthcare provider for advice. At your child's annual check-up it is wise to discuss what should be done in the event of illness, how and when to contact the doctor, and what medications should be available in your home.

Parent may not excuse a child from school. Students must be accompanied by a doctor's note upon student's return.

Medication reminder: You must have written doctor's orders for all medications that are to be given at school and a signed parent permission form. Please ask your nurse for the required forms.

3. Code of Conduct

Children are expected to conduct themselves in such a manner that they will gain the most from their school experience as outlined in the Atlantic City School District Code of Conduct for Students in Grades PreK through 8th Grade. The Atlantic City School District Code of Conduct for Students in Grades PreK through 8th Grade can be found on the district website: www.acboe.org.

School provides many opportunities for children to develop respect for others and the ability to work, learn, and play together respectfully.

Behavior and discipline are shared responsibilities of the home and the school. A cooperative and supportive partnership benefits students best and leads to the best type of discipline: self-discipline. School disciplinary measures range from student-teacher conferences to suspension.

4. School Trips

Students are entitled to attend school trips. However, if students are a safety risk, a parent must serve as a chaperone for their child at the cost associated with the trip or the child may be excluded. Students may only be excused by the principal.

5. Homework Policy

Homework is an integral part of school and learning. It is expected that students spend time nightly extending their attainment of skills and knowledge. As students progress through the elementary grades, the homework load increases. This work is important and necessary to their progress. It is the responsibility of the child, parent and teacher to ensure that assigned work is completed on time.

Questions or concerns about homework? Contact the teacher immediately.

6. Electronic Devices

All electronic devices are prohibited from school. Your child is not allowed to bring cellular phones, digital cameras, AirPods, PSPs, etc. Any devices brought to school will be confiscated and will only be returned to a parent. An offense form must be signed upon receipt of the device. Please refer to the Atlantic City Public School District's cell phone policy #5516.

If a cellular phone is turned off and inside the child's bookbag and it is not seen, the school will not confiscate the device. However, if the school sees any device:

- First Offense — Confiscation and possible forfeiture or notice to proper authorities; possible return to parent.
- Second Offense — Confiscation and possible forfeiture or notice to proper authorities; mandatory PTC; returned to parent.
- Third Offense — Confiscation and forfeiture, 1–3 days suspension; possible permanent confiscation or return to parent on the last day of school; possible deprivation of school privileges.

7. Harassment, Intimidation & Bullying (HIB)

HIB Policy Statement (ASCD Policy 5512)

The Atlantic City Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

HIB Investigation: If there is a HIB complaint involving your child, an investigation will be performed. Notification of the results will be provided to all parties.

8. Substance Abuse

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. N.J.S.A. 18A:40A-9, N.J.A.C. 6A:16-1.3; 6A:16-4.1.

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, 11. Student's may be sent for mandatory drug screening, during a two hour window.

A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. All students will be subjected to a drug test and a search of their belongings. Discipline will be graded to the severity of the offense, the nature of the problems and the student's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a). Parent's approval is not needed for the school administration team to search a student.

9. Smoking & Vaping

The Board prohibits smoking of any kind including vapes by students at any time in any school or on any school ground, at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board. Students who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

10. Student Rules & Regulations

The rules are meant to regulate student conduct at school, at all school-sponsored activities and other off-school events, which would adversely affect the school learning climate. Some rules contain recommended penalties; however, depending on the severity of infraction, circumstance of the violation, students' age and students' past activities, school authorities may impose discipline, detention, parent/teacher conferences, suspensions, student hearings, alternative school or expulsion.

Texas Avenue Students follow a code of conduct which includes:

- Behaving like young ladies and gentlemen.
- Being polite and respectful.
- Avoiding arguments.
- Refraining from gossip, teasing, exclusion, harassment, extortion or threats.
- Respecting the property of others.
- Not writing on books, walls or school property.
- Refraining from disruptive classroom talking and playing.

Student conduct and discipline is needed to ensure an optimum learning atmosphere in the classroom. Students shall be provided an environment where they can learn and where interfering conduct is kept at a minimum. Students are expected to comply with the rules established for governing the school. Teachers shall hold students accountable for disorderly conduct when under their supervision.

It is a violation of school rules when students create disturbances in the classroom, on school premises during school hours or at school activities or meetings. Students who damage property at school or while under school jurisdiction may be suspended and will be held liable for damages. The school also cooperates with law enforcement agencies as required by law. Any act that constitutes a crime is just cause for discipline, suspension, expulsion and/or criminal prosecution.

11. Important Reminders

- Arrive at school by 8:15 a.m. Students are late after 8:15 a.m.
- Parents/guardians must follow all arrival, visitation, dismissal, and identification procedures.
- **Keep emergency contacts, telephone numbers, addresses, and health information current.**
- Follow the mandatory school uniform policy every school day.
- Do not send medication, over-the-counter drugs, or home remedies with students.
- Keep sick children home according to the school's health guidelines.
- **Electronic devices are prohibited and may be confiscated.**
- Treat others with kindness, respect and self-control.
- When in doubt about a school procedure, contact the main office or your child's teacher.

12. School Calendar & District Resources

District Code of Conduct & School Calendar- Website: www.acboe.org

For questions about school procedures, attendance, dismissal, records, or emergency information, please contact the Texas Avenue School main office.

Parent/Guardian & Student Acknowledgment

We acknowledge that we have received and reviewed the Texas Avenue School Student Handbook. We understand that students and families are expected to follow school and district policies and procedures.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Questions or concerns may be directed to the Texas Avenue School main office.