

Sea Girt Elementary School



Home of the Patriots

Parent / Student Handbook
2023-2024

School Mission Statement

Sea Girt Elementary School nurtures creativity and imagination while empowering our students with the knowledge, skills, and values needed to think critically, respect themselves and others, and to achieve their highest potential as lifelong learners.

Introduction by Mr. Papera & Dr. Russo

Dear Parents/Guardians and Students,

Sea Girt Elementary School is committed to pursuing and maintaining an academically excellent, developmentally responsive, and socially equitable learning environment for every student. We understand that parents are integral partners in the fulfillment of this commitment. This "Parent/Student Handbook" to inform you and your child of the various student rights and responsibilities pertaining to academics, attendance, conduct, and general school procedures so that the school expectations are clearly communicated. It is essential that all students become familiar with the information contained in this handbook.

We urge you to read and review this school document with your child. Please feel free to contact us at 732-449-3422 if you have any questions or concerns. We thank you in advance for supporting our school goals and the district's mission.

Bell Schedule



SCHEDULE

	Regular Day	Early Dismissal	Delayed Opening
Drop Off	8:20-8:25	8:20-8:25	10:00-10:05
HR	8:25-8:30	8:25-8:30	10:05-10:10
Per. 1	8:31-9:13	8:31-9:00	10:11-10:41
Per. 2	9:14-9:56	9:01-9:30	10:42-11:12
Per. 3	9:57-10:39	9:31-10:00	11:13-11:43
Per. 4	10:40-11:22	10:01-10:30	11:44-12:14
Per. 5	11:23-12:05	10:31-11:00	12:15-12:57
HR	12:06-12:09	SKIP	SKIP
Per. 6	12:10-12:52	SKIP	12:58-1:28
Per. 7	12:55-1:37	11:01-11:30	1:29-1:59
Per. 8	1:38-2:20	11:31-12:00	2:00-2:30
Per. 9	2:21-3:03	12:01-12:30	2:31-3:01
HR	3:04-3:05	12:30-12:33	3:01-3:05

Sea Girt Patriot Code of Excellence

<i>While in school</i>	<ul style="list-style-type: none"> ● Treat peers and staff members with respect
<i>Classroom</i>	<ul style="list-style-type: none"> ● Arrive on time with all necessary materials ● Treat each other with respect and kindness ● Follow classroom rules for good behavior
<i>Hallways</i>	<ul style="list-style-type: none"> ● Respect others' property and space ● Walk directly to class ● Use designated hallways <ul style="list-style-type: none"> ○ Grades PK - 5 use hallway closest to entrance to the playground ○ Grades 6 - 8 use hallways closest to main office ● Walk with a purpose ● Limit distractions to classes in session
<i>Lavatories</i>	<ul style="list-style-type: none"> ● Keep facilities neat and clean ● Refrain from loitering
<i>Lunch</i>	<ul style="list-style-type: none"> ● Sit in designated locations ● Speak in a conversational tone and volume ● Use good table manners ● Throw all of your own garbage away ● Clean up after yourself, including the tables and floor areas ● Treat peers, teachers, aides, and cafeteria staff with respect ● Remain seated at all times ● Wait to be called to get lunch ● Wait to be dismissed by a supervising adult ● Use restroom when given permission
<i>Recess</i>	<ul style="list-style-type: none"> ● Treat peers, teachers, aides, and staff with respect ● Use restroom when given permission ● Follow all playground rules
<i>Assemblies/ performances</i>	<ul style="list-style-type: none"> ● Sit in designated or assigned areas ● Remain seated during the entire length of the show ● Be respectful to the performers or presenters ● Follow staff directions during performance ● Wait to be dismissed by a supervising adult

See [Board Policy 5500](#) - "Expectations for Student Conduct"

See [Board Policy 5600](#) - "Student Discipline/Code of Conduct"

See [Board Policy 5850](#) - "Social Events and Class Trips"

Attendance

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

- Please see [Board Policy 5200](#)

Absence Procedures

- Whenever a student is absent from school, parents should report the absence through the [district website](#) or call Mrs. Contella, the school nurse, at 449-3422, Ext. 102.
- In order to maintain complete records of health and attendance, a signed and dated parental note or email of the reason for absence may be required when a child returns to school.
- Vacations and travel should be arranged when school is not in session.
- Students who arrive at school after homeroom begins (8:25) will be marked tardy.
 - Please see [Board Policy 5230](#) - "Late Arrival and Early Dismissal"
 - Please see [Board Policy 5240](#) - "Tardiness"
- If students are going to be dismissed before the end of the school day, parents are required to send a note or email to the teacher(s) **and** the Main Office prior to pickup.
 - Please see [Board Policy 5230](#) - "Late Arrival and Early Dismissal"

Attendance Infractions	1st Offense	4th Offense	5th Offense
<input type="checkbox"/> Tardy	<input type="checkbox"/> Address infraction directly with the student.	<input type="checkbox"/> Parent conference / phone call	<input type="checkbox"/> Before or after school detention

Please see [Board Policy 5240](#) - "Tardiness"

Makeup Work (Grades 6-8)

- Students who are absent from school are required to make up the work missed in each class.
- Students should check Google Classroom for assignments when they are absent. It is their responsibility to turn in any assignments that were due and to see the teacher, if necessary, about the work they missed.

Makeup Work (Grades PK - 5)

- Students who are absent from school, for any reason, are required to make up work missed in each class.
- All student work will be available for pickup at the end of the school day from the main office, if requested. Otherwise students will pick up make-up work upon their return to school.

Extra-Curriculars (including Sports/Band/Clubs)

- A student in grades 6 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she is in good academic standing. "Good academic standing" shall be according to the standard of a passing grade of 70 or above in each academic subject and a "satisfactory" designation in all non-academic subjects. Those failing to achieve these standards will be suspended from eligibility for interscholastic participation.
- Pupils may not participate in any school scheduled sports activities on the days when they are absent from a full day of school. Pupils may not start a game on any day they have served Central Detention.
- Any pupil who is unable to participate in his or her scheduled physical education class because of medical reasons may not participate in any school sport activity or recess on that day.
- Inappropriate behavior or language at any time during the school day, unsportsmanlike conduct, or unexcused absences from sports activities may result in a pupil being ineligible to participate in school sports activities. Supervising personnel may take initial action in such matters, subject to ultimate decision by the Superintendent.
- A pupil who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
- A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.
- Unexcused absences from sports activities (including practices) may result in a student being unable to participate in sports activities.
- A Medical history questionnaire, annual sports physical/clearance, and parental permissions must be completed by the parent or legal guardian prior to student's participation.
- Please see [Board Policy 5570](#) - "Sportsmanship"
- Please see [Board Policy 2431](#) - "Athletic Competition"

Discipline and Consequences

We believe that a safe, orderly, and respectful environment is a prerequisite for learning. These guidelines pertain to all students and staff and should be strictly adhered to ensure consistency. The following apply to any school related activity on or off school grounds:

Low-Level Infraction	1st Offense	2nd Offense	3rd Offense
<ul style="list-style-type: none"> <input type="checkbox"/> Behavior interfering with instruction <input type="checkbox"/> Use of profanity <input type="checkbox"/> Student to student disrespect <input type="checkbox"/> Cell phone usage 	<ul style="list-style-type: none"> <input type="checkbox"/> Address infraction directly with student (by witnessing teacher) <input type="checkbox"/> Phone call to parent by end day (by witnessing teacher) 	<ul style="list-style-type: none"> <input type="checkbox"/> Lunch & recess detention <input type="checkbox"/> Phone call to parent by end day (by witnessing teacher) 	<ul style="list-style-type: none"> <input type="checkbox"/> Before or after school detention <input type="checkbox"/> Parent conference (with Administration and witnessing teacher)

High-Level Infraction	Minimum Administrative Action	Other Administrative Actions
<ul style="list-style-type: none"> <input type="checkbox"/> Defiance of authority <input type="checkbox"/> Disrespect of a faculty/staff member <input type="checkbox"/> Any act endangering the welfare of self or another <input type="checkbox"/> Truancy <input type="checkbox"/> Destruction of school property <input type="checkbox"/> Tampering with safety devices <input type="checkbox"/> Fighting <input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Leaving school grounds without permission 	<ul style="list-style-type: none"> <input type="checkbox"/> Before or after school detention <input type="checkbox"/> Parent conference (with Administration and witnessing teacher) 	<ul style="list-style-type: none"> <input type="checkbox"/> Out-of-school suspension (1+ days) <ul style="list-style-type: none"> <input type="checkbox"/> Please see Board Policy 5610 - "Suspension"

Lunch/Playground Consequences	1st Offense	2nd Offense	3rd Offense
Grades 5-8	<ul style="list-style-type: none"> <input type="checkbox"/> Address behavior by witnessing staff member <input type="checkbox"/> Seat changed in the lunchroom 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of privileges for the day <input type="checkbox"/> Parent contact 	<ul style="list-style-type: none"> <input type="checkbox"/> Loss of privileges for 2 or more days <input type="checkbox"/> Parent conference

Please see [Board Policy 5500](#) - "Expectations of Student Conduct"

Please see [Board Policy 5513](#) - "Care of School Property"

Please see [Board Policy 5516](#) - "Use of Electronic Communication and Recording Devices"

Please see [Board Policy 5520](#) - "Disorder and Demonstration"

Please see [Board Policy 5560](#) - "Disruptive Students"

Please see [Board Policy 5701](#) - "Plagiarism"

Additional Information

Academic Progress

All academic progress will be available through OnCourse. Parents are encouraged to check on the student's progress frequently throughout the school year, as it will be updated regularly by teachers. Any concerns with academic progress should be directed to the teacher.

Allergies

Please see [Board Policy 5331](#) - "Management of Life-Threatening Allergies in Schools"

Anti-Bullying Policy

Please see [Board Policy 5512](#) - "Harassment, Intimidation, and Bullying"

Appointments with Teachers

Parents wishing to discuss their child's progress with a teacher should schedule an appointment in advance.

Please see [Board Policy 9200](#) - "Cooperation Between Parents and School"

Bicycles/Skateboards

Bicycles should be placed in the bike racks and should be locked. Students are responsible for their own belongings. The school is not responsible for bicycles. Helmets are required for all students.

Drop-off and Pick-up Procedures

Parents and guardians that pull up along Bell Place should not get out of their car. The children dropped off in the zone should be able to independently exit the car. If the adult needs to get out to help, please park on the south end of Bell Place (parallel to the school parking lot) or in a designated parking spot.

Emergency School Closings

In the event of severe weather or an emergency, a special announcement will be shared in the following locations:

- On the school website
- On social media
- A notification sent via text message to the phone numbers provided

Extra Help

- Students are responsible for seeking extra help from teachers if they do not understand an assignment.
- Extra help can be provided before or after school, or during recess based upon the teacher's discretion.

Homework Policy

- Be prepared for class with homework and all necessary materials
- Teacher lunch detention may be given to ensure that a student makes up any missed assignments or homework.

Honor Roll

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

Lunch Services

The SGPTO coordinates a lunch delivery program. Lunch can be ordered at [www.schooldays.com](http://www schooldays.com). Please contact the PTO for additional information.

Parent / Guardian Involvement & Support

We believe that parent/guardian involvement and support is a key component to the success of the student. We believe the following to be true:

- That parents/guardians are partners in the educational process.
- That parents/guardians provide the first institution for learning.
- That parents/guardians have the primary role in influencing the behavior of their children.

Proper Attire

It is necessary to establish guidelines and limits of what will be permitted with the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process. An “acceptable mode of dress” shall be based upon the following criteria:

- The pupil's dress and appearance must not distract from or disturb the educational process in any manner.
- Examples of unacceptable attire include:
 - Bare midriffs, halters, tank tops, tube tops, transparent/sheer tops, strapless, obscene, profane language/pictures on clothing, inappropriate messages on clothing, head coverings, including hats and hoods, inside school, any clothing that poses a safety hazard.

The Superintendent is authorized to establish appropriate dress requirements for all students.

Please see [Board Policy 5511](#) - “Dress and Grooming”

Playground/Recess Rules

1. Students may not leave the playground/turf/tennis court/basketball court at any time.
2. Proper respect will be given to playground personnel at all times.
3. Students are not permitted to play-fight, wrestle, use hard balls, bats or other items that might be considered unsafe while on the playground/turf/tennis court/basketball court
4. The parking lot and the far side of the fence on the Highway 71 side is strictly prohibited.

Visitors

All visitors must report to the Main Office. Visitors will be required to sign in, and wear a visitor's badge in a visible location for the duration of their stay.

Acceptable Use Policy & Internet Safety Policy

Please see [Board Policy 2361](#) - "Acceptable Use of Computer Networks/Computers and Resources"

- [Student Internet and Network Permission Form](#)
- [Student/Parent Laptop Agreement](#)

Chain of Command

This is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.

Issue	Contact
To report a student absent:	<ol style="list-style-type: none">1. School Nurse – Mrs. Contella2. Main Office
On matters involving instruction at your child's school:	<ol style="list-style-type: none">1. Classroom Teacher2. Case Manager if your child has an IEP/5043. Director of Student Services – Dr. Russo4. Principal/Superintendent – Mr. Papera
On matters involving student discipline at your child's school:	<ol style="list-style-type: none">1. Classroom Teacher2. Case Manager if your child has an IEP/5043. Director of Student Services – Dr. Russo4. Principal/ Superintendent – Mr. Papera
On matters involving student social, emotional, behavioral concerns:	<ol style="list-style-type: none">1. School Social Worker – Mrs. Bittner2. Director of Student Services – Dr. Russo3. Principal/ Superintendent – Mr. Papera
On matters involving student health:	<ol style="list-style-type: none">1. School Nurse – Mrs. Contella
On matters involving IEP/504 and Special Education services:	<ol style="list-style-type: none">1. Case Manager2. Director of Student Services –Dr. Russo3. Principal/ Superintendent – Mr. Papera
On matters involving school security:	<ol style="list-style-type: none">1. Principal/ Superintendent – Mr. Papera
On matters involving athletics or extracurriculars:	<ol style="list-style-type: none">1. Coach/Advisor of Team/Club2. Coach in Charge – Mr. Wnek3. Principal/ Superintendent – Mr. Papera
On matters involving Parent Portal access:	<ol style="list-style-type: none">1. Main Office
On matters involving student registration access:	<ol style="list-style-type: none">1. Main Office
On matters involving student transcripts/high school transition access:	<ol style="list-style-type: none">1. School Social Worker – Mrs. Bittner
To schedule a school tour for prospective families/students:	<ol style="list-style-type: none">1. Main Office
On matters involving facilities or buildings & grounds:	<ol style="list-style-type: none">1. Business Administrator – Mr. Hillman2. Principal / Superintendent – Mr. Papera