

Manito School

Success for Every Child

School and PTO Parent Handbook

2022-2023



SCHOOL INFORMATION

2022-23

**ADAM SILVERSTEIN
PRINCIPAL**



ManitoSchool

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Mr. Adam I. Silverstein, Principal
Success for Every Child

September 2022

Dear Parents and/or Guardians,

Welcome to the **2022-2023** school year! The faculty, staff and I look forward to working with you to create an outstanding educational experience for your child(ren). As always, achieving that goal requires your awareness of a variety of important school and PTO-related policies and procedures outlined in our *Parent/Student Handbook*. Please know that the information included in the handbook is subject to change based on the prevailing health conditions throughout the year.

The Manito Parent Handbook is accessible online at the following URL:

<https://www.oaklandschoolsnj.org/domain/104>

A special letter is included in the handbook regarding New Jersey's Anti-Bullying Bill of Rights legislation. Please review this important information and contact me if you have any questions or concerns throughout the year. Additionally, you are encouraged to review our comprehensive arrival and dismissal procedures in order to help us maintain a safe and orderly environment before and after school.

The *Elementary Code of Conduct* is also attached at the conclusion of the document. I ask that you review the information in the handbook with your child(ren) so that we can collaboratively establish high expectations, promote personal responsibility, and ensure that every classroom always remains conducive to learning.

At Manito, we pride ourselves in maintaining a caring, compassionate and nurturing environment because every member of our school community shares an unparalleled commitment to children. Throughout the year, we will be working diligently to ensure that every member of the school community is celebrated and valued as a unique individual who will be treated with kindness, compassion, and respect. Toward those ends, we will continue to focus on the Six Pillars of Character and encourage children to apply their understanding of the Pillars to their actions on a daily basis. Your ongoing support in reinforcing the importance of outstanding character with your child(ren) at home is sincerely appreciated. With your assistance, we can make a lasting positive impact on the way every child conducts himself or herself within the school building and beyond.

As always, the staff and I are here to assist if you have any questions or concerns. All the best for a rewarding and successful school year.

Sincerely,

Adam Silverstein
Principal

A Special Notice Regarding Harassment, Intimidation and Bullying

There has been much written about the new Anti-Bullying Bill of Rights legislation that was passed in New Jersey and went into effect in September of 2011. The major aspects of this law are outlined below:

Staff Training: All teachers, administrators, instructional aides and school board members will receive training relative to anti-bullying initiatives in the District, specifically with respect to the requirements of the New Jersey Anti-Bullying Bill of Rights.

Definition: The legislation clarifies that to be categorized as "bullying," either on or off school grounds, an incident must substantially disrupt or interfere with the orderly operation of the school or the rights of others to be actionable. However, it also adds that an action can be classified as "bullying" if it creates a "hostile school or educational environment" for the student by interfering with his or her education or by severely or pervasively causing physical or emotional harm to the child.

District Anti-Bullying Coordinator: Each school district in New Jersey is required to identify a district-wide anti-bullying coordinator. This person is charged with coordinating the Anti-Bullying Program for the school district, as well as collecting and reviewing data with respect to instances of harassment, intimidation and/or bullying. The Superintendent of Schools appoints the District Coordinator, and this person's name and contact information is to be posted on the school district's web site.

School Anti-Bullying Specialist: Each school shall have a School Anti-Bullying Specialist appointed to chair the School Safety Team. This specialist should either be a school psychologist, school counselor, or other individual similarly trained. The name and contact information of the School Anti-Bullying Specialist is to be posted on the school's web site.

School Safety Team: The School Safety Team, chaired by the School Anti-Bullying Specialist will investigate allegations of harassment, intimidation and/or bullying raised by a student, parent, staff member or member of the community. Additional members will include a school administrator, a teacher and a parent. The parent member of the team will not have access to particular student information regarding any specific allegations of harassment, intimidation and/or bullying. Parents should note that allegations must be addressed and **MAY NOT** be kept confidential. If a parent alleges that a student has engaged in bullying, intimidating, or harassing behavior, the parent/guardian of the alleged offender will be notified and will be provided with the circumstances of the allegation.

Timelines: The new legislation provides strict timelines regarding the investigation of alleged instances as well as possible responses. Parents of both the alleged victim and the alleged perpetrator will be notified of those timelines when an incident is reported. Additional timelines are provided if either party wishes to appeal the finding of the School Safety Team to the Superintendent of Schools and the Board of Education.

If you have any questions regarding the implementation of the new legislation, please contact Manito's Anti-Bullying Specialist, Ms. Heather Asip or me.

Thank you.

Regards,

Adam Silverstein
Principal, Manito School

ARRIVAL TIME

Each morning, the children should arrive between **8:45 and 8:55 A.M.** Students are marked tardy after 9 A.M. In the event of inclement weather, the children are permitted to wait in the vestibule area until the 8:50 A.M. bell. Be sure that your child(ren) is(are) in school on time, so he/she(they) will be in the classroom by 9 A.M.

Please do not bring your child(ren) to school prior to 8:45 A.M., as there is no adult supervision before that time. If you anticipated a conflict with our arrival time, please check with our office about the Wyckoff Y Before Care Program.

STUDENT DROP OFF

When dropping off your child(ren), (which may be at the “drop off area” around the circle or in the lower parking lot), please adhere to the following guidelines regardless of weather conditions:

- Before leaving the house, please ensure that students are seated on the passenger side of your vehicle. **No student will be permitted to exit a vehicle from the driver side.**
- **Again, please do not drop children off prior to 8:45, as there is no adult supervision available until then.**
- Drive all the way around the circle to the sign that reads “Drop Off Point.” Please do not drop students off before reaching that point, as traffic backs up quickly!
- Come to a full stop.
- **Please do not exit the vehicle to assist your child.** There will be plenty of school personnel on duty to assist if necessary.
- Check that children have closed the door and remind them to move promptly to the walkway side of the guardrail.
- Do not park around the inner circle.
- Be patient while other parents are dropping off their children.
- **Do not pass a stopped vehicle.**
- Have children ready to exit when you stop around the circle. If you need to remove articles from the trunk, etc., have your children exit in the lower parking lot and walk up the path.
- Do not park and wait on the entry road coming down into the school.
- If someone not familiar with the procedure is dropping off your child(ren), please share this information with that person.

ASSEMBLY PROGRAMS

A variety of assembly programs are planned during the school year. Parents and relatives are welcome at these programs, which are designed to complement the regular curriculum and expose students to the arts.

ATTENDANCE

Regular attendance is a vital prerequisite to the success of every child. However, when it becomes necessary to keep children home due to illness or other reasons, **Tabitha’s law requires that parents call the school to apprise us of such an absence.** Please do so by 9 A.M. on the day of the absence. For your convenience, a message may be left on the school’s voicemail, (accessible 24 hours per day, seven days per week) at any time during the prior evening to inform us of an absence as well. A student returning from an absence of any length must bring in a letter that explains the reason for the absence.

signed and dated by you, the child's parent or legal guardian. If a student is going to be absent for an extended period of time, a note must be sent into the main office or to the school nurse.

Students absent from school for any reason are responsible for the completion of all missed assignments. Prolonged or repeated absences, excused or unexcused, deprive the student of the classroom experience deemed essential to learning. Regular school attendance is required in order for the Board of Education to fulfill its responsibility of providing a thorough and efficient education for each student. As such, Board Policy 5113 (Attendance, Absences and Excuses) requires children to be in attendance for "162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned."

Any student who accumulates an excessive number of absences will be referred to the school's Intervention and Referral Services committee, and the student's parents will be required to attend a conference with the building Principal.

While we understand and appreciate the value of family vacations, please make every effort to coordinate your time away with the school calendar. Scheduling vacations while school is in session is disruptive to the learning process and places children at a decided disadvantage upon their return to school. In most cases, we will be unable to provide homework in advance when a vacation is scheduled while school is in session.

Tardiness should be avoided for the same reasons and because it interrupts the school day for the other children. Arriving to school on time underscores the importance of the educational process and promotes responsibility and a sense of community for the student. **If a student is tardy three times, a letter may be sent to the child's parent/guardian outlining the importance of having the student arrive to school on time. Where a child continues to be tardy (more than three times), the parent/guardian will be required to have a conference with the Principal, teacher, counselor or school nurse to determine the cause of the repeated tardiness and to develop strategies to address the problem.**

In the event of an outside appointment during school hours, a written request to the school office must be provided on or before the day of the appointment. The student will be paged when his/her parents/guardians come to the school office to sign him/her out.

In the case of an emergency, the parent or guardian must come to the main office to sign out their child before he or she can leave the building. No child will be permitted to leave school grounds unescorted during the school day.

AWARDS ASSEMBLY

Students are honored for various achievements in a variety of areas. This special assembly is held in mid to later June. Parents are welcome to attend. Beginning this year, the following awards will be distributed to recognize student achievement:

- **Principal's Award**

This special award will be given to a fifth grade student who consistently displays the traits associated with all Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship) throughout the year.

- **Academic Excellence Award**

This award will be distributed to fourth and fifth grade students who earn an “E” (Grade 4) or an “A” (Grade 5) on their report cards in all five major subject areas (Reading, Language Arts, Math, Science, and Social Studies) during every quarter, and at least an, “S,” for Satisfactory in every other area.

- **Effort Award**

This award will be distributed to fourth and fifth grade students who earn a “Consistent” rating in all of the effort categories in the “Work Habits and Social Development” section of the report card during all four quarters.

- **Athletic Recognition Award**

This award will be distributed to students in Grades three, four and five who demonstrate outstanding effort or performance in physical education.

- **Art Recognition**

Certificates of recognition will be distributed to those students who exhibit exceptional talent in art. Criteria will include participation in the special art program and/or participation in school and /or District-wide competitions. Students in all grade levels are eligible.

- **Music Recognition**

Certificates of recognition will be distributed to those fourth and fifth grade students who participate in the elementary band, strings, and/or choir programs.

- **Student Council Recognition**

Certificates of recognition will be distributed to third, fourth, and fifth grade members of the Student Council.

- **Safety Patrol Recognition**

Certificates of recognition will be distributed to members of the School Safety Patrol. Students in Grade five are eligible.

BACK TO SCHOOL NIGHT

This adult-only evening will provide you with an opportunity to meet your child’s teacher and to review the year’s curriculum. This is a great time to meet other parents, become a PTO member, and volunteer for various events during the course of the year. More information will be sent home in the beginning of September.

BALANCED LITERACY

The Balanced Literacy Program is a comprehensive, differentiated approach to reading and writing instruction. It is based on a framework that is designed to help all students learn to read and write effectively. The Balanced Literacy Program is based on three components; Reading Workshop, Writing Workshop, and Language/Word Study. More information on each will be presented at our annual Back to School Night.

BIRTHDAYS

Although we do not hold class parties to celebrate student birthdays, you may send in *simple* refreshments on your child's birthday. Please consider the well-being of every student by sending in *healthy* snacks only. Snacks with nuts or nut-based products are not permissible. Also, don't forget to check with the classroom teacher or school nurse regarding other food allergies prior to sending in snacks. To eliminate any doubt about the safety of food-related birthday treats, we strongly encourage you to send in non-food items such as pencils, stickers or a donation to the class library.

CAFETERIA FOOD AND BEVERAGE PRICES

Please see the monthly menu on the District's web site.

CHANGE OF INFORMATION

To maintain effective communication between the school and home, please notify a secretary in the main office of any changes to pertinent information (i.e. your address, telephone number, emergency contacts, etc.) during the course of the year so that we may update our records.

CHARACTER EDUCATION

Throughout the year, students will be recognized for consistently displaying the characteristics associated with the Josephson Institute's Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship). Teachers will regularly integrate lessons related to each Pillar into their daily plans. In addition, each day will begin with a character-related message read by the Principal over the P.A. system. Students will also be recognized and rewarded for displaying *Random Acts of Kindness*. Special assembly programs and classroom lessons will also support character education themes throughout the year. For the past three years, Manito School has earned national recognition for its Promising Practices in Character Education for various facets of our ongoing, comprehensive program.

CLASS TRIPS

During the year, students may have the opportunity to participate in field trips that reinforce or supplement classroom instruction. Parents or guardians are notified of the details of the trip in advance and are encouraged to give their child(ren) permission to attend. A permission slip must be signed by each child's parent or guardian and returned to school prior to the trip. There will be a fee associated with many of the class trips. Parents are urged to contact the building Principal or School Counselor if payment becomes problematic. No child will be denied the opportunity to participate in a class trip because of financial hardship. *Only class parents and the grade level photographer will be permitted to attend class trips with the students.*

CODE OF CONDUCT

An elementary District-wide *Code of Conduct* has been created to ensure our goal of delivering an outstanding education to every child. Focusing on growth in social behavior and on balance in all things, we discipline appropriately for misbehavior and give guidance in social problem solving. When a negative behavior persists, we will call home to communicate the problem and to work with you toward a permanent solution. On the first day of school and throughout the year, the teachers will discuss behavioral expectations with students. The complete *Code of Conduct* can be found in *Appendix A*.

DAILY SCHEDULE

Regular School Hours

First Bell (School Doors Open)	8:50 A.M.
Late Bell (Homeroom Begins)	9:00 A.M.
Dismissal	3:10 P.M.

Minimum Day Schedule

First Bell (School Doors Open)	8:50 A.M.
Instruction Begins	9:00 A.M.
Dismissal	1:00 P.M.

Please Note: No lunch is served on minimum days, but students in all grade levels may bring a healthy snack to school.

Delayed Opening Schedule

Please see "DELAYED SCHOOL OPENING" below.

DELAYED SCHOOL OPENING

A delayed opening procedure has been established to enable all elementary schools to begin classes at 10:30 A.M. when weather conditions make it necessary to do so. If a delayed opening or emergency closing is announced, a reverse 911 message will be disseminated to notify parents. We request that you do not bring your child(ren) to school prior to 10:20 A.M. on such days since the weather conditions might adversely affect our staff members' ability to arrive in time to provide supervision any earlier. Transportation companies will be notified and adjust their schedules accordingly. Any changes to the regular schedule due to inclement weather or any other unanticipated reasons will also be posted on the district's web site.

DIRECTORY

The Manito School Directory is a school-wide listing of student/family names, addresses and phone numbers. The Directory, funded by the P.T.O., is published online in the fall of each year for PTO members.

DISMISSAL

STUDENT PICK UP

Student dismissal will take place at 3:10 P.M. on a regular school day. Please adhere to the following procedures at student dismissal regardless of weather conditions:

- Parents/guardians of Kindergarten and first grade students must meet their children by the main entrance, where their teacher will escort them out of the building. With the exception of bus students, no Kindergarten or first grade student will be permitted to leave the area in front of the school building unless accompanied by a parent, guardian or other authorized individual (over the age of 16). Third grade students will be dismissed through the main entrance as well.
- Parents/guardians of students in Grades 2, 4 and 5 should meet their children by the gymnasium doors, where their teachers will escort them at 3:10 P.M.

- Parents/guardians of non-bus students in Grades 2-5 should determine a place to pick up their children on a daily basis (lower parking lot, Pima Court, main entrance, gymnasium). School personnel will be on duty to ensure the safe and orderly dismissal of students.
- **IMPORTANT! At this level, students may NOT leave school grounds unescorted without your prior written consent.** If you wish to provide your child with such permission, you must sign a release and return it to the main office. Unless otherwise indicated, your signature will grant such permission to your child for the entire school year.
- **CHANGES IN DISMISSAL PREFERENCES**
For a variety of safety and security reasons, parents/guardians wishing to change daily dismissal preferences may do so with prior written and signed notification only. **Phone calls will not be accepted.** Every effort should be made to supply the school with such written requests at least twenty-four hours prior to the date of the change. The only exception to this is if a parent or guardian requests that their child is picked up by an adult listed on their child's emergency card. In this case, a phone call is acceptable because the signed emergency card acts as written permission.

DRESS GUIDELINES

A copy of the guidelines governing student dress can be found in *Appendix B*. Please review it with your child(ren).

EMERGENCY DRILLS

In accordance with State law, the Principal will plan fire, bus, and other emergency drills throughout the year. Every child and adult in the building is required to participate in these drills. Parents will receive a standard notification via email each time we practice one of our non-fire emergency drills.

EMERGENCY CONTACTS

We understand that parents or legal guardians may not always be available in the event of an emergency. As a result, it is imperative that emergency contact information be submitted to the office on the Emergency Health Card sent home in September. Emergency contacts should be available during the school day, and if possible, live in Oakland or the surrounding area. If the name or phone numbers of emergency contacts change, please remember to notify the office as soon as possible.

FORGOTTEN ARTICLES

In an effort to teach personal responsibility, parents are discouraged from bringing in any forgotten books, homework, musical instruments, lunches and/or other materials. No child will go hungry; he/she will be able to charge lunch on any day a lunch or lunch money is forgotten at home. After school, children may reenter the building with a parent to retrieve forgotten items.

GLOBAL EDUCATION

During an exciting two-week period, students at each grade level study a specific country, exploring its culture, geography and history. Parents, grandparents, and other guest speakers often serve as valuable and wonderful resources.

GLOBAL GAMES

A morning of games and events is held for students toward the end of the school year. The friendly competition is followed by a picnic lunch provided by the PTO. The chair people arrange for food and volunteers.

GUIDANCE (SCHOOL COUNSELOR)

Manito Elementary School offers the services of a full-time School Counselor. In addition to individual counseling, the School Counselor also provides students (when possible) with the opportunity to participate in a variety of small group sessions that focus on a specific need (e.g. social skills, character, etc.).

HALLOWEEN PARADE

Students have the opportunity to parade around the building in their costumes. Parents are asked to send costumes to school with their children on the morning of the parade. Students will change just prior to the parade (Only Kindergarten students may wear their costumes to school). Class parents and other volunteers will be present to assist younger students. Children will not be permitted to leave school to change into their costumes. All of our families are also invited to see the parade. In the interest of safety and security, children may not wear masks in school. They will, however, be permitted to wear them during the parade.

HEALTH SERVICES

A school nurse is here to provide first aid and a variety of health-related services.

Periodic height, weight, vision, hearing, and scoliosis screenings are held. Please contact the school nurse if a child has a contagious disease or is being treated for one. Please also contact the school nurse if your child requires medication during school hours.

In order to prevent the spread of disease, parents/guardians MUST keep children home when they are sick. If you send your child to school with symptoms, he/she will be sent home.

*For school settings, the **New Jersey Department of Health** recommends that students with the following symptoms be promptly isolated from others and excluded from school:*

*At least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose;
OR*

At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

If your child is exhibiting symptoms, please do not send your child to school and contact the school nurse for further direction.

HOMEWORK

Homework is an extension of class work. As such, it will be assigned on most days. If your child is not bringing home homework assignments on a regular basis, please contact your child's teacher.

Kindergarten and first grade students will have between 10 and 25 minutes of homework per night;

second and third graders will have between 25-45 minutes; and fourth and fifth graders will have between 45 and 60 minutes.

INSTRUMENTAL MUSIC CONCERT

On one very special evening in late May or early June, the fifth grade orchestra students and the fifth grade instrumental music students from all three Oakland elementary schools join together to produce an unforgettable evening of music.

*Our beginning strings students in the fourth grade will showcase their talents at a special event in May or June.

INTERVENTION AND REFERRAL SERVICES (I&RS)/ RESPONSE TO INTERVENTION (RTI)

The Oakland Public Schools are fervently committed to establishing a safe and secure learning environment that promotes high standards of academic achievement along with the social, emotional, and physical well being of every child. We are equally as committed to eliminating any barriers that might have an adverse impact on a student's achievement or overall well-being—whether those barriers are academic, behavioral, or medical in nature. If and when children experience any such barriers, their classroom teachers will devise strategies in an attempt to meet their individual needs. If those strategies fail to adequately address any existing concern, the classroom teacher may then elect to refer a child to the school's Intervention and Referral Services Team (I&RS), which is currently transitioning toward a tiered intervention model known as Response to Intervention (RTI).

The purpose of the I&RS team, which consists of the building principal or designee, the referring teacher, the school nurse, the guidance counselor, the building reading specialist, the building mathematics specialist, and a member of the Child Study Team, is to target the specific area(s) of concern by devising innovative strategies or interventions for the teacher and/or other school personnel to implement for a specified period of time. At the conclusion of the intervention period, the team will reconvene to assess the effectiveness of the strategies that were selected for implementation. Additional recommendations from the I&RS team will depend on the effectiveness of the original interventions. If the strategies have proven to be effective, the team may recommend leaving them in place until the areas of concern have been ameliorated. However, if the original interventions have not achieved the desired outcomes, the team could either recommend additional strategies or make a referral to the Child Study Team for an evaluation.

While a referral to the Child Study Team could result from the I&RS process, it should be noted that an original referral to the I&RS Team does not constitute a referral for special education services; nor does it guarantee that any such services will be rendered in the future. As per district policy, parents will receive written notification if their child is referred to the I&RS team. While parents have the right to attend the meeting, it is not mandatory that they do so. If parents elect not to attend the meeting, the referring teacher or the assigned case monitor will contact them to provide a summary of the outcomes from the meeting.

L.E.A.D PROGRAM

The fifth grade students at Manito participate in the Nationally Recognized LEAD (Law Enforcement Against Drugs) Program. This twelve-session course is offered by a specially trained LEAD officer of the Oakland Police Department.

LOST AND FOUND

The school maintains a lost and found collection. Unclaimed items are displayed for parents several times throughout the year. Any items still unclaimed at the conclusion of the school year will be donated to a local charity.

LUNCH AND RECESS

Student lunch periods are divided into two twenty-minute sessions: one for lunch and one for recess.

11:47-12:07 K lunch/ Grade 4 recess	12:07-12:27 Grade 4 lunch/ K recess
12:27-12:47 Grade 1 lunch/ Grade 5 recess	12:47-1:07 Grade 5 lunch/Grade 1 recess
1:07-1:27 Grade 2 lunch/ Grade 3 recess	1:27-1:47 Grade 3 lunch/ Grade 2 recess

Children may either bring their own lunch, or they may elect to purchase lunch. If eligible, students may receive lunch on a free or reduced basis. Each student will receive an information sheet and application for the Federal reduced price or free lunch program. Children may also purchase milk, juice, and assorted snacks. Menus are sent home on the last day of each month.

Parents also have the ability to utilize Pay Schools Central as a resource to fund your child's lunch account using a secure online portal. Detailed information about this service is provided prior to the start of each school year. Please keep in mind families may still utilize checks or cash to fund their child's account.

NEW JERSEY STUDENT LEARNING ASSESSMENT

The New Jersey Student Learning Assessment (NJSLA) is a standardized assessment administered each spring to students in Grades 3-5. Designed to measure students' progress toward and mastery of the New Jersey Student Learning Standards, the children in Grades 3-5 will be assessed in English Language Arts and mathematics. Grade 5 students will also be assessed in science. For more information and free access to practice assessments, please visit <https://nj.mypearsonsupport.com/practice-tests/>

OAKLAND EDUCATION FOUNDATION

This town-wide organization raises funds to provide educational opportunities for students throughout the District.

PARENT PORTAL

The Parent Portal can be used to view school information, along with current information related to your child's educational experience. All parents will receive log-in credentials for their children. Parents are encouraged to log in daily, as each child's daily homework assignments are now posted on the Portal as well. In addition, student report cards will only be accessible through the Parent Portal.

To access the portal, simply navigate to the District's home page (www.oaklandschoolsnj.org) and click on the "Parent Portal" link on the right menu bar.

PARENT/TEACHER CONFERENCES

Parent conferences are held each fall. Parents are encouraged to be active participants in their child(ren)'s education by attending these important conferences.

PARENT/SCHOOL COMMUNICATION

It is essential for the well-being of the children that ongoing communication is maintained between the home and school. This can happen through electronic communications, in-person or virtual meetings, phone calls, conferences, etc. Look for dates of regular school meetings and events on the District, school and PTO calendars located on the District website.

PHYSICAL EDUCATION

Although students are not required to change clothes for their physical education classes, they must wear sneakers on their scheduled PE days in order to participate.

PICTURE DAY

In the fall of every school year, student portraits are taken. Notices will be sent home to inform families of the date and the various packages available for purchase. A picture retake day is typically scheduled in November.

PTO

The Parent-Teacher Organization is a collaborative partnership between parents and staff members, whose mission is to continually enhance the learning environment for Manito students. This is accomplished through active involvement, including assisting with and coordinating programs described in this handbook. Monthly meetings are typically held in the Manito library, and all PTO members are invited to attend.

PTO CALENDAR

This valuable schedule of events for our school year is shared at the bottom of the PTO's weekly Newsflashes, which you will receive via email.

SAFETY

Your child(ren)'s safety is our first priority. A high degree of cooperation between the home and the school is crucial for teaching children about effective safety habits. You can help us in this endeavor by urging your child(ren) to do the following:

- Prepare for school early enough to arrive before the late bell.
- Walk on the sidewalks and cross only at specified crossings.
- When exiting vehicles after drop off, walk on the playground side of the guardrail. (Openings in the guardrail have been strategically placed to allow children to do so.)
- Refuse to enter or approach strange automobiles or to talk to strangers.
- Proceed directly to school or home.
- Be respectful and considerate to others.
- Return to the school office if their ride or the person responsible for taking them home does not arrive within a reasonable period of time.

SAFETY PATROL

The Oakland Board of Education recognizes the value of a school safety patrol as a means of preventing accidents, instructing pupils in good habits, and providing opportunities for leadership training. As such, fifth grade students are given the opportunity to serve on the school safety patrol (Fourth graders may serve as substitutes in the event that Grade five students are off the premises). All eligible students may apply for appointment; however no student will be permitted to serve without the written consent of a parent/guardian. All applicants must acknowledge the possible hazards of safety patrol duty and agree

that in case of injury no liability will be attached to the Board or to any employee of the Board. Selection of applicants will be made on the basis of demonstrated sense of responsibility, good citizenship, leadership capacity, maturity, and academic proficiency. Members of the safety patrol must attend a training program before they may assume their duties. Safety patrol members will serve for one school year. A student may be removed from the safety patrol for violation of the school rules, failure to maintain the high standard of conduct expected of school safety patrol members, or for not fulfilling their responsibilities adequately.

Members of the safety patrol may be assigned to control and direct student traffic on school grounds, on school buses, on sidewalks and paths adjacent to a street or roadway, and across streets and roadways. No school safety patrol member shall be permitted to direct or place himself or herself in the path of vehicular traffic. All students will be instructed to respect the authority of school safety patrol members in the performance of their duties.

SPECIAL EDUCATION AND RELATED SERVICES: REFERRAL PROCEDURES

At any time during the year, either the school or a child's parents may initiate a student referral to the District's Child Study Team. Such referrals are generally initiated when a child is experiencing ongoing difficulty with the general academic curriculum even after modifications or interventions have been attempted in the general education setting. Procedures for such referrals are governed by Board Regulation 6171.4R-72 as follows:

Parent Initiated Referral

- a. The written request shall be received and dated by the Child Study Team office. It shall contain the parent's original signature. E-mail, facsimile or other electronic requests will not be accepted. Telephone requests are also not acceptable.
- b. The written request shall be immediately forwarded to the office of special services/ special education.
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting.
- d. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the pupil shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST).
- e. The Case Manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the District.
- f. A "Notice of a Referral/Identification Meeting" will be sent to the parent(s).
- g. The notice will contain "Parental Rights in Special Education" (PRISE) Booklet.
- h. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

School-Initiated Referral

Referral of a pupil may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- a. It is determined that interventions in the general education program have not adequately addressed the educational difficulties, and it is believed that the pupil may be disabled.
- b. It can be documented that the nature of the pupil's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- c. The Building Administrator, through in-service training, shall ensure that pupils who may be potentially disabled are referred even though they are advancing from grade to grade.

The following procedure will be followed for a school-initiated referral:

- a. A referral to the CST will be completed by the referring staff member.
- b. I&RS documentation (including, but not limited to teacher reports, grades, and other relevant data) shall be forwarded with the referral to the CST along with any additional data, as appropriate.
- c. I&RS documentation does not need to be forwarded for direct referral when the nature of the pupil's problem is such that the evaluation is warranted without delay.
- d. The referral should be dated upon receipt by the CST.
- e. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting.
- f. Upon receipt of the referral, a request for a summary and review of health and medical information regarding the pupil shall be forwarded to the school nurse who will transmit the summary to the CST.
- g. The Case Manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral.
- h. A "Notice of a Referral/Identification Meeting" will be sent to the parents.
- i. The notice shall contain "Parental Rights in Special Education" (PRISE).
- j. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

The parent(s) must receive a copy of their child's evaluation report and any documentation leading to a determination of eligibility not less than ten calendar days prior to the eligibility conference in order to ensure the parent(s) has (have) a reasonable amount of time to review documentation prior to an eligibility conference.

SNACK

Students in all grade levels may bring in a *healthy snack* to enjoy during the designated time for their grade level. Candy or other sweets are not acceptable as regular snacks.

SPIRIT DAYS

Generally, one day per month is designated as a school spirit day. These special days provide students and staff members with an opportunity to show their support for and pride in our school. Keep an eye on the monthly calendar, and encourage your child(ren) to catch the spirit by participating each month!

STUDENT COUNCIL

Manito's student council affords students in the third, fourth and fifth grade to assume leadership positions that provide them with the opportunity to work with faculty advisors on a variety of school and community-based projects. Students who are interested in serving on the student council will become engaged in various aspects of the political process, including campaigning, speechwriting, and serving their constituency.

TELEPHONE USE/ CELL PHONE POLICY

Students are allowed to use the telephone in the main office for emergencies or to clarify arrangements for getting home. Please assist us in having your children understand that the telephone is not available to request forgotten items or to arrange social gatherings after school. Students may bring cell phones or smart watches to school; however, both must remain off and safely stored out of view during the school day. Parents may not contact their children via text message during the school day.

TOYS AND GAMES

Students are not permitted to bring toys and games to school. The school will provide all games and equipment during the students' recess period. All toys and games should be left home, as they are often a distraction to the educational environment we work diligently to maintain. (*This includes card games, spinners, fidget cubes, etc.*) We thank you in advance for your support.

TRANSFERS

Please notify the office as soon as possible if you plan to transfer your child to another school, even if the transfer is to take place the following year. This would provide the office staff with adequate time to process the necessary forms and records. Prior to the issuance of a transfer card, students must return all books and materials belonging to the school.

VISITORS

All visitors must have a pre-scheduled appointment approved by the building principal. To ensure the safety of our children and staff members, all visitors will be visually identified via surveillance cameras, will be asked to state the purpose of their visit and will be asked to identify the child to whom they are related prior to being granted entry into the building. Once inside, all visitors must report to the main office to acquire a visitor's badge, which must be returned just prior to exiting the building.

VOCAL MUSIC CONCERTS

Fourth and fifth grade chorus students typically showcase their talent in two evening concerts per year. Parents and younger siblings are invited to the dress rehearsal, which takes place during school hours on the day of the concert. Due to limited space, it may be crowded at the evening concerts, and as a result, younger children may be more comfortable at home.

WYCKOFF BEFORE AND AFTER CARE

The Wyckoff YMCA runs a before and after school program that is available for a fee. Call (201) 891-2081 for more information.

PTO INFORMATION

2022-23

JENNIFER MENZEL
PTO PRESIDENT

The Parent Teacher Organization (PTO) is a collaborative partnership between parents and staff members, whose mission is to enhance the educational experience for Manito students. This is accomplished through active involvement, including assisting with and coordinating programs described in this handbook. Monthly meetings are held in the Manito library or virtually on Zoom. Everyone is invited to attend.

BEAUTIFY MANITO

This is an ongoing PTO committee whose members do an outstanding job of improving the appearance of our school and its grounds. Please consider helping to enhance our environment by volunteering a few hours of your time. The appearance of the Manito grounds is a source of great pride for every member of the school community.

BACK TO SCHOOL NIGHT

This adult-only evening in late September provides you with an opportunity to meet your child's teacher and to review the year's curriculum. This is a great time to meet other parents, become a PTO member, and sign up to volunteer for various events during the course of the year.

BLUE JEANS BALL TRICKY TRAY

Join the fun at the PTO's annual tricky tray held in February. This is the PTO's most profitable fundraiser of the year. The annual tricky tray has supported a variety of school-based projects. This is one event you will not want to miss!

BOOK FAIR

Two book fairs are held annually, one in the fall and one in the spring. The PTO committee organizes and coordinates volunteers for the event. Children visit with their classes and may return to purchase books of their choosing. Parents may also visit and purchase books after school.

BOO MY YARD

Order a Halloween surprise! Plastic Halloween eggs, filled with candy, will be scattered on your lawn. Glow in the dark egg hunts and party package options are available. Surprise your family or friends with this Halloween treat.

CATALOG SALE

This fundraiser program begins in September. Students will bring home a Home Goods Catalog. Students can solicit family, friends and co-workers to sell catalog products. In the interest of safety, no door-to-door selling is permitted. Items purchased are delivered before the December holidays.

CLASS PARENTS

Two class parents coordinate classroom parties, go on class trips, and send out communication throughout the school year. Ongoing collaboration with classroom/grade level teachers is crucial to ensure that students, in each class within the grade, have the same opportunities.

CLASS PARENT MEETING

The PTO hosts this event to provide the class parents with an opportunity to meet with their classroom teacher in an informal setting. This event is planned early in the school year.

CLASS PHOTOGRAPHER

The class photographer captures school memories including field trips, class parties, and Global Games. There is one class photographer for each grade level.

COMMUNITY NIGHT

Join the members of our community in helping to raise funds for the school by dining out at a local participating restaurant, which will donate a portion of their proceeds, on a designated day, back to the school. The specific details can be found in the PTO Newsflash.

CULTURAL ARTS

These events are PTO-funded school assemblies that are delivered by professionals. The Chairperson works with the Principal to determine which programs will be presented each year, and they coordinate the performance schedule with the school. A wide variety of diversified programs are offered for the enrichment of the children.

DIRECTORY

The Manito School Directory is a school-wide listing of student/family names, addresses and phone numbers. The Directory, funded by the PTO, is available through your Membership Toolkit family account at <https://manitopto.membershiptoolkit.com> or through the Membership Toolkit app. Only PTO members are listed in the directory.

FALL HARVEST

Order your Fall plants while supporting the PTO. Ordering will begin at start of the school year. Plants will be available for pick up in late September.

FIFTH GRADE FAREWELL

This special day for fifth graders is organized and implemented by a dedicated PTO committee. Prior to the clap out ceremony on the last day of school, fifth grade students are treated to a celebration filled with music, fun, and wonderful memories of their experiences at Manito.

FUNDRAISING

The proceeds from all PTO-sponsored activities and events throughout the year provide funding for our PTO budget, which in turn, is used to fund new programs, equipment, and other school gifts that directly benefit the children.

GLOBAL GAMES LUNCH

The PTO provides and serves lunch for Global Games in May and June. Parent volunteers sign up to assist serving and cleaning up lunch during the K-2 and 3-5 Global Games.

GUESS MR. SILVERSTEIN'S COSTUME CONTEST

This fundraiser conducted in the weeks prior to Halloween is a fun way for the kids to try

to guess what Mr. Silverstein will choose for his Halloween costume. All winning guesses are entered into a raffle for a gift card.

HELPING HANDS

PTO volunteers provide meals on a temporary basis to Manito families who experience an unexpected crisis.

HOLIDAY SHOP

Each year, the PTO organizes a “holiday shop” that affords students the opportunity to purchase small and inexpensive gifts for their friends and families during the holiday season. Shopping takes place during the school day. Specific dates will be shared prior to the program.

HOSPITALITY

This PTO committee organizes, hosts, and prepares light refreshments served at PTO meetings and/or related functions.

ICE CREAM SOCIAL/ END OF YEAR CELEBRATION

Come celebrate the end of the year with the whole family at our annual ice-cream social held in June.

INSTALLATION DINNER

Dine at a local restaurant and join in the festivities when the new PTO Board is officially installed. All Manito parents are invited. There is a charge for the dinner.

JOE GUZZO SCHOLARSHIP COMMITTEE

Members of this committee create an essay topic and judge the work of Manito Alumni who are college-bound seniors at either Ramapo or Indian Hills High School. The scholarship is awarded to two students in early June.

LIBRARY ASSISTANCE

Parent volunteers assist the librarian with re-shelving books and other tasks that keep the library running efficiently.

MEMBERSHIP

Families and staff pay a \$12 annual fee to support all PTO activities. All of the adults associated with the Manito school community are encouraged to join. Membership provides access to the Manito School directory and newsflash.

MOTHER’S DAY SALE

This fundraiser, held just prior to Mother’s Day, allows the children to purchase plants for their parents, and loved ones, at child friendly prices.

NEWSFLASH/ NOTICES

During the course of the year, there will be many important school notices sent home. The PTO is transitioning to sending the majority of correspondence in electronic format through the Newsflash. The Newsflash also lists upcoming events and community flyers. Please join the PTO and sign up to receive the Newsflash at <https://manitopto.membershiptoolkit.com>

PTO CALENDAR

This valuable schedule of events is located on the PTO website on the menu bar under "calendar." Please refer to it regularly for the most current list of activities and events. The calendar can be found at <https://manitopto.membershiptoolkit.com/calendar>.

REPRESENTATIVE TO THE OAKLAND BOARD OF EDUCATION

Each year, a member of the Manito PTO serves as a representative to the Oakland Board of Education. Responsibilities include attending Board meetings and reporting relevant information to the Manito community at monthly PTO meetings.

PURSE BINGO

Join us for a fun night out that includes bingo, purses, snacks, and a 50/50. All are welcome to attend, invite your friends and family. This event is held in the spring.

REPRESENTATIVE TO THE OAKLAND EDUCATION FOUNDATION

Each year, a member of the Manito PTO serves as a representative to the Oakland Education Foundation (OEF). Responsibilities include attending OEF's monthly meetings and presenting a summary of OEF activities at our PTO meetings.

SCHOOL SUPPLIES KITS

Teachers send home a list of required school supplies prior to the start of each new school year. To facilitate your shopping experience, the PTO offers the purchase of school supply kits in each grade level. Ordering information will become available at the end of the previous school year.

SPIRIT DAYS

Generally, one day per month is designated as a school spirit day. School spirit days are chosen by the Manito Student Council. These special days provide students and staff members with an opportunity to show their support for and pride in our school. Keep an eye on the monthly calendar, and encourage your child(ren) to catch the spirit by participating each month!

SPRING PLANT SALE

Order your Spring plants while supporting the PTO. Ordering will begin at the end of April. Plants will be available for pick up in May.

TEACHER APPRECIATION COMMITTEE

This committee is responsible for coordinating the recognition of the teachers throughout the school year. They also plan a Welcome Back Breakfast, Holiday Breakfast, and a Teacher Appreciation Luncheon.

TRUNK OR TREAT

Come join us for a fun morning of trunk-or-treating and Halloween creativity. This special event held in the Manito parking lot is usually scheduled on the weekend preceding Halloween. A modest registration fee reserves a spot for your car and to trunk-or-treat.

WALK-A-THON

Join us for a fun-filled walk for the students that takes place in the spring. Dressed in school colors, students will walk around the field while listening to music played by a DJ. Students are encouraged to take part in fundraising by obtaining sponsors prior to the event.

WELCOME BACK SQUARE DANCE

Celebrate the beginning of the new school year at this family event. There will be square dancing, fall activities, and food served at Manito school during the event. All students, siblings, and parents are welcome to attend.

YOU'VE BEEN FLOCKED

Surprise your family or friends with a flock of flamingos. A flock of flamingos is sure to make the recipient smile.

Volunteers are needed for all events.

Please sign up at <https://forms.gle/PC2KjPVXTrM1Z1cu5>.

APPENDIX A

ELEMENTARY CODE OF CONDUCT

APPENDIX B

GUIDELINES FOR STUDENT DRESS

Appendix A Elementary Code of Conduct

Dear Parents and Guardians,

This Code of Conduct is offered so both parents and students know the basic rules and responsibilities in order to get the best possible education. Also included in this Code of Conduct, are the consequences students may face if the rules and responsibilities are not met, as well as the positive consequences for outstanding accomplishments. We ask that you please review this with your children in the Oakland Elementary Schools.

Attending School

Rule/Responsibility: Every student is expected to be at school every day, unless sick or dealing with a family responsibility. Being sick means that a parent or guardian has decided that because of a temperature or an illness, either the student would not be able to focus on schoolwork, or there is a very real chance that the student would make other people sick.

A family responsibility is a religious or family obligation that parents or guardians feel is very important and they truly believe is more important than going to school that day.

Consequences: If a student does not attend school every day that they are able, the primary consequence is denying themselves the best possible education possible. The State of New Jersey has told the school districts that we have to have certain procedures, identifying other consequences for unexcused absences.

Classroom teachers may impose a consequence if unexcused absences result in the student missing a substantial amount of class work. They may have the student visit them early or stay after dismissal, so he/she can catch up to the class in academic areas.

If a child is absent for three consecutive days, the school nurse will contact the parent/guardian. After ten absences, the schools principal will conference with parents/guardians to develop strategies to ensure consistent attendance.

Excessive unexcused absences may effect grades and school performance. The school may involve the Intervention and Referral Service Team to brainstorm ideas to support the child's regular attendance.

Punctuality

Rule/Responsibility: Students are expected to be at school every day unless there is a legitimate reason for an absence. They are also expected to be to school and to class on time. At the beginning of every school day, teachers make important announcements, take attendance and lunch counts and review the schedule or any special events planned that day at school. Even if a child is only five minutes late, that means he/she will have missed some important information or will cause some things to be repeated, thus delaying the start of instruction. That is not fair to classmates who are on time.

Consequences: Being late to class can effect how well a student learns. Therefore the most serious consequence is denying a student the best possible education. To avoid this, the teacher and/or principal may implement other consequences. The teacher will call parents to discuss why a student is late if this happens five or more times. If a student is late to school more than three times, the school nurse will contact parents/guardians to see if there is a health issue preventing the student from being to school on time. After continued tardiness, the principal will ask for a meeting with the parents and student.

Learn and Let Others Learn

Rule/Responsibility: Every student should do his/her best in every class. They also have to make sure they allow their classmates to do their best. Everyone should refrain from disturbing the learning environment, whether that is the classroom, the gym or the assembly hall.

Consequences: The principal will be in charge of determining what kind of consequence a student faces, based on the disturbance to the learning process.

Sometimes the disruption to the learning process is relatively minor. In these cases, teachers may notify the parents of the disruption and the consequence. It is expected that the teacher and building administrator have a clear understanding of what may be dealt with in the classroom and what must be brought to the attention of the building administrator.

Do Your Best on Assignments

Rule/Responsibility: All students should try to finish every assignment, whether it is a class assignment or a homework assignment, to the very best of their potential

Consequences: The real serious consequence is the fact that students are gypping themselves from a great education if they don't try their best. The teacher may have no choice but to lower a grade if a student does not try their best on homework and class work assignments. The teacher may choose to have a conference with parents or to invite the student in for extra help.

Be a Good Citizen

Rule/Responsibility: Our school district has special rules about bullies and teasing in schools. We know that bullies are really children who are usually frightened about something and want to act tough or mean to hide the fact that they are scared. The teachers and principals will work hard to help these children learn how to identify what is scaring them and to not be bullies. Of course, while this is happening, they will also try to decide the best consequence for the bullying behavior. Again, a lot depends on the age and the maturity level of the student. Two students, one in third grade and another in seventh grade may use the same inappropriate word, for example, to a classmate. The third grade student may not even know what it means; they may have heard it on television or around town, and decided to repeat it. The older student, however, may know exactly what it means and is mature enough to know that it may be hurtful to a classmate.

The staff, teachers and/or principals, therefore, may provide different consequences to those students, *even if the victims were both hurt the same way by the words spoken*. It is expected, however, that when bullying behavior is reported, the staff will address it with both the victim and the perpetrator and discuss it with the parents of both students.

Causes for suspension or expulsion of students

School administrators shall take a variety of factors into consideration when determining appropriate consequences and remedial measures for student misconduct. Those factors include the age and developmental maturity levels of the students involved, the degrees of harm, surrounding circumstances, the nature and severity of the behavior(s), incidences of past or continuing patterns of behavior, relationships between the parties involved, and the context in which the alleged incidents occurred.

However, pursuant to New Jersey Statute 18A:37-2, grounds for the suspension or expulsion of students include, "the continued and willful disobedience, or of open defiance of the authority or any teacher or person having authority over him [sic], or the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:"

- a. Continued and willful disobedience;
- b. Open defiance of any teacher or other authority figure
- c. Conduct that places the physical well being of other pupils in danger;
- d. Physical assault upon another pupil or member of the school community;
- e. Taking or attempting to take, personal property or money from another pupil or member of the school community, by means of force or intimidation;
- f. Willfully causing, or attempting to cause, substantial damage to or destruction of school property;
- g. Unauthorized occupancy of any part of the school or other District-owned building and/or the failure to leave such a facility after having been directed to do so;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other District-owned facility;
- i. Incitement that is intended to and does result in truancy by other pupils;
- j. Knowing possession or knowing consumption of alcoholic beverages or controlled dangerous substances on school premises, on a school bus, or at a school-sponsored function, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises, a school bus, or at a school-sponsored function;
- k. Possession of a weapon (including all firearms) on school premises, on a school bus, or at a school-sponsored function; and
- l. Harassment, intimidation, and bullying, as outlined in Board Policy 5131.9 (NJSBA) 5512 (SEA).

Also pursuant to 18A:37-2.2, any pupil who commits an assault upon a teacher, administrator, board member, other school employee, or another student with a weapon, on school property, on a school bus, or at a school-sponsored function shall be immediately removed from the regular education program pending a hearing before the Board of Education. Any student removed from the regular education program shall be placed in an alternative education program or on homebound instruction, if an alternative education program is not available.

Positive Rewards

A Code of Conduct would not be complete, if it didn't also have a section on positive rewards. The Oakland Public Schools recognizes the hard work and good character of all of its students. Some, in particular, however, stand out for their accomplishments and/or efforts. For these students, the school district will offer special recognition.

Below is a list of awards that will be given out each year in each elementary school.

Principal's Award

This award will be given to a fifth grade student who consistently displays the traits associated with all Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship) throughout the year.

Academic Excellence Award

This award will be distributed to fourth and fifth grade students who earn an "E" (Grade 4) or an "A" (Grade 5) on their report cards in all five major subject areas (Reading, Language Arts, Math, Science, and Social Studies) during every quarter, and at least an, "S," for Satisfactory in every other area.

Effort Award

This award will be distributed to fourth and fifth grade students who earn a "C" (Consistent) in all of the effort categories in the "Work Habits and Social Development" section of the report card during all four quarters.

Athletic Recognition Award

This award will be distributed to students in Grades three, four and five who demonstrate outstanding effort or performance in physical education.

Art Recognition

Certificates of recognition will be distributed to those students who exhibit exceptional talent in art. Criteria will include participation in the special art program and/or participation in school and /or District-wide competitions. Students in all grade levels are eligible.

Music Recognition

Certificates of recognition will be distributed to those fourth and fifth grade students who participate in the elementary band, strings, and/or choir programs.

Student Council Recognition

Certificates of recognition will be distributed to third, fourth, and fifth grade members of the Student Council.

Safety Patrol Recognition

Certificates of recognition will be distributed to members of the School Safety Patrol. Students in Grade five are eligible.

CONCLUSION

This Code of Conduct cannot possibly cover every possible behavior or circumstance that arises in a public school. No code of conduct can do that. What you, the student, should keep in mind is that a lot of people believe you are very important and want the very best for you. You have certain rights as a student in the Oakland Public Schools, but you also have certain responsibilities that go along with those rights. To help keep the Code of Conduct simple, here are your Rights and Responsibilities:

"I have the right to...

**Be respected
A safe school
Share different opinions
Receive an education
Receive support from others
Be free from taunting**

I am responsible to...

**Respect everyone else
Protect the learning environment
Listen to what others have to say
Do my best in class
Lend support to others in need
Refrain from teasing others."**

Regards,

Elementary School Principals

Appendix B

Guidelines for Student Dress

Dear Parents/Guardians,

Although we feel strongly about celebrating each child's individuality, it is necessary to enforce certain guidelines with respect to student attire in the interest of maintaining student safety and establishing an environment that is conducive to learning and high standards for student achievement.

The following guidelines follow from Board of Education Policy and are in effect across the district:

- All attire should be neat, clean, reflect modesty, and be appropriate for school.
- Apparel shall not be sheer, brief, low-cut, or revealing so as to be embarrassing, distracting, or indecent.
- Children may wear shorts during the warm weather, but their shorts must be neatly hemmed and of an appropriate length. By late September or early October, children should switch to long pants to ensure their comfort when waiting to enter the building in the morning and when playing outside during recess.
- Any article of clothing that leaves undergarments exposed is not acceptable for school.
- Shirts or tops that leave the stomach area/midriff exposed are not acceptable. T-shirts or other garments must not display any suggestive or obscene wording or graphics.
- Appropriate footwear is required at all times, especially in light of the fact that students will be walking through the building, going up and down stairs, and playing outside for recess. Flip-flops and other beach shoes are unsafe and may not be worn at any time.
- Hats, caps, or other headwear may not be worn in the building except for certain spirit days and for Board approved religious reasons.

With appreciation,

The Elementary Principals