

## A MESSAGE FROM THE BOARD OF EDUCATION

Dear Parents/Guardians and Students:

Welcome to the Lakehurst Elementary School, home of "Lion Pride"! On behalf of the teachers, staff and the Lakehurst Board of Education, we look forward to working and learning with you this 2011 – 2012 school year.

The student planner is a valuable tool for students and families. Scheduling daily, weekly, and long-term assignments will help organize students and help them build an understanding of time management. The planner is also an effective form of communication between school and home. Questions concerning assignments or monitoring a student's progress can be shared by utilizing this planner.

Developing a partnership between home and school is essential to an effective school year. The school planner, email, telephone calls and conferences are effective ways to keep lines of communication open. Research shows that parents/guardians who are involved with their child's learning have a positive impact on his/her academic progress. Be an active participant in your child's learning. Develop a routine of reviewing the planner nightly, volunteer your time at the school, join the PTA, and attend the Board of Education meetings.

We know our combined efforts will mean great success for all of the children at the Lakehurst Elementary School. Make it a great school year!

Sincerely,

The Lakehurst Board of Education

### BOARD OF EDUCATION MEMBERS

Mrs. Joann Septor..... President  
Mr. Kevin Oliver..... Vice President  
Mrs. April Chillemi..... Member  
Mr. Joseph Hanily..... Member

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Mr. Barry Parlman..... School Business Administrator/  
Board Secretary

### CHILD STUDY TEAM

Dr. Clifford Barneman ..... Supervisor of  
Special Services/School Psychologist  
Mrs. Kathleen Hughes..... Social Worker/Counselor  
Mrs. Michele Welch..... LDT

The following information is intended to be used as a guideline and may be subject to change due to publication deadlines and or changes in school policies.

### SCHOOL HOURS

#### REGULAR SCHOOL DAY

Preschool	TBA
Kindergarten	8:15-2:25
Grades 1-2	8:15-2:30
Grades 3-8	8:15-2:35

#### ABBREVIATED DAY HOURS

Preschool	TBA
Kindergarten-Grade 8	8:15-12:25

#### DELAYED OPENING HOURS

Preschool	TBA
Kindergarten	9:45-2:25
Grades 1-2	9:45-2:30
Grades 3-8	9:45-2:35

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:05 a.m. since there is no adult supervision available prior to that time. Students enter the building at 8:05 a.m.; classes begin at 8:15 a.m.**

### EMERGENCY SCHOOL CLOSINGS

Except in cases of emergency, school will be kept open in accordance with the school calendar. When it is necessary to close school because of extreme weather or other reasons, this announcement will be posted in the following ways:

WOBM - FM 92.7	WJLK - FM 94.3
WJRZ - FM 100.1	NJ101.5 - FM
THE HAWK – FM 105.7	WOBM–AM 1160
WABC - TV	WADB – AM 1310
TV12 NJ	

Our website: [www.lakehurstschool.org](http://www.lakehurstschool.org)

Parents may receive an announcement via our Global Connect Network. Parents may also call the school telephone number, 732-657-5741 ext. 33, for any inclement weather/emergency school closings.

### EMERGENCY PHONE NUMBERS

It is **extremely** important that parents provide the school with up-to-date home, work place, and cell phone numbers for our school office files. There are many possible emergency situations which require immediate parental communication or approval.

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## **ACTIVITIES**

### **AFTER-SCHOOL ACTIVITIES**

#### **INTERSCHOLASTIC SOCCER/BASKETBALL**

All students in grades 6, 7 & 8 may try out for interscholastic soccer and/or basketball. These programs are held after school from 2:40 p.m. to 3:40 p.m. (The time games end may vary.) Participants must meet the requirements outlined in Policy 2430. Permission slips and proof of insurance are required to participate. Siblings are not permitted to stay for a practice unless they are supervised by a parent or guardian. Students participating in the Interscholastic Program are required to provide evidence of insurance coverage.

### **IN-SCHOOL ACTIVITIES**

#### **ACTIVITIES – (Policy 2430)**

Grade appropriate activities will be scheduled by our Student Activities Advisors throughout the school year. These activities may include Staff vs. Students sports activities and the 8<sup>th</sup> Grade Trip. Parents must complete a written permission slip in order for their child to attend trips and/or offsite activities. Children are expected to participate in planned field trips with their class. If for some reason they are unable to do so, they are to attend school where appropriate instruction will be provided. Please be aware that trips may return late back to school so it may be necessary for you to make alternate arrangements for siblings to be picked up.

#### **ELIGIBILITY FOR PARTICIPATION IN ATHLETIC/EXTRA-CURRICULAR ACTIVITIES**

The following standards of eligibility shall apply to all pupils in grades four through eight who participate in interscholastic and extracurricular activities.

Eligibility to participate in any athletic/extracurricular activity will be determined by the instructor with the approval of the Principal. The regulations will apply to the marking period prior to and during the period of participation.

#### **ACADEMIC ELIGIBILITY**

- Any pupil receiving an “F” will not be allowed to participate in any athletic/extra-curricular activity during the following marking period.
- Pupils who receive more than one “D” in any subject will be placed on academic probation for the remainder of the season/activity. The coach/activities advisors and classroom teacher will monitor the students’ academic progress on a weekly basis. The student must show improvement during this probationary period. If continued improvement is not shown, the student will then be removed from the activity.
- The coach/advisor will review any Deficiency Report and discuss this report with the student.

### **ATTENDANCE (Policy 2430)**

If a pupil is absent from school, they may not attend after school or evening athletic/extracurricular activities. Any pupil with more than three non-consecutive absences per marking period will meet with the coach/advisor for a conference. An additional conference with the Principal or Superintendent may be deemed necessary. Excessive absences will be referred to local authorities and/or child protective services.

### **RESPONSIBILITY- INELIGIBILITY LIST**

- An ineligibility list will be provided by staff and/or the administration. It is the pupil's responsibility to present his/her Report Card or Interim Progress Report to the coach/advisor.
- The coach/advisor will maintain records to verify a pupil's eligibility.
- Failure to meet these standards will result in immediate removal from the interscholastic or extracurricular activity. Parents/guardians will be notified in writing of removal from the activity.

### **SPECTATOR/PLAYER RULES FOR SPORTING EVENTS/SCHOOL ACTIVITIES**

- All spectators are to enter the facility at the designated entrance only.
- **Students must** be accompanied by a parent/guardian.
- Individuals causing disturbances or displaying inappropriate behavior will be required to leave school property.
- Individuals drinking alcoholic beverages, using illegal drugs, or under the influence will be removed from the activity and reported to the proper authorities.

#### **Spectators’ Rules:**

1. Respect the decisions of the coaches and officials.
2. Be a fan of everyone on the team.
3. Respect other fans, coaches, and players.
4. If questionable activities occur, seek the advice of the coach before taking action.
5. Do NOT address a complaint to the athletic coach on game day. Make an appointment for a conference with the coach to discuss any issues.
6. Understand that the coaches’ responsibility is to make certain that students are safe and become better citizens and athletes; not to win every game.
7. Be supportive of all athletes.

#### **Players’ Rules: (Policy 5570)**

1. Be positive and have a good attitude.
2. Support teammates.
3. Work hard during sporting events.
4. Direct questions toward the coach.
5. Know and follow school and team rules.
6. Challenge yourself.
7. Meet classroom expectations.
8. Notify the coach of any scheduling conflicts in advance.
9. Exhibit good sportsmanship.

## ACADEMICS

### ACADEMIC EXPECTATIONS

Letter grades appearing on report cards indicate academic progress in all subject areas. In all classes, every student is expected to:

1. Participate actively in the daily lesson through recitation and reflective questioning.
2. Display an eagerness to learn and a constructively inquisitive approach to education.
3. Contribute frequently to group discussions.
4. Direct all attention to the lesson.
5. Prepare assignments promptly, accurately, thoroughly and neatly.
6. Bring and appropriately utilize all necessary materials, notebooks, writing instruments and textbooks.
7. Seek extra help whenever necessary.
8. Prepare thoroughly for tests and quizzes.
9. Be cooperative with the teacher at all times and follow reasonable directions.
10. Work to the best of his/her ability.
11. Complete each assignment thoroughly and accurately.
12. Take responsibility for school work.

### AWARDS FOR ACADEMIC ACHIEVEMENT

(Policy 5440, Revised: February 2011)

#### HONOR ROLL

1. All pupils in grades three through eight are eligible for recognition on the Honor Roll. Honor Roll pupils are recognized for their academic achievement each marking period.
2. To earn the distinction of *High Honor* a pupil is required to receive an **A** in all major subjects and no less than a **B** in all minor subjects.
3. Pupils may earn the status of *Honor* when grades of **A** or **B** are received in all subjects.

Pupils who receive this honor for four (4) consecutive marking periods are eligible to attend the Honor Roll dinner at the end of the year.

#### MAJOR SUBJECTS

Language Arts  
Mathematics  
Reading  
Science  
Social Studies  
Spelling

#### MINOR SUBJECTS

Art  
Health  
Music  
Physical Education  
Spanish  
Technology

### CITIZENSHIP AWARDS

Selection Criteria - Pupils must meet all six (6) Pillars of Character:

1. Caring
2. Fairness
3. Responsibility
4. Respect
5. Trustworthiness
6. Citizenship

#### **Grades One and Two**

Recipients shall receive no grade lower than a "G" in all areas of citizenship.

#### **Grades Three through Eight**

Recipients must attain a "1" (outstanding) to earn a Citizenship Award.

## HOMEWORK

### **EACH STUDENT WILL BE GIVEN A HOMEWORK STUDY AND TIME PLANNER BOOK WHICH IS TO BE USED DAILY.**

Students are expected to complete all homework assignments on time. **Requests for homework for students who are ill should be made by 10:30 a.m.** to the main office for pick up at the end of the school day. Homework is assigned at the discretion of the individual teacher.

### PROMOTION/PLACEMENT PROCEDURES FOR GRADES 7 AND 8

#### **A. Grade 7**

In order for a seventh grade student to earn promotion into Grade 8, the student must pass a minimum of four (4) courses, three (3) of which must be in the following areas:

Language Arts	Science
Mathematics	Social Studies

Passing is defined as a Final Grade of D (74-70) or higher.

#### **Seventh grade required courses include:**

Language Arts	Science
World Language	Social Studies
Mathematics	Health
Physical Education	Spanish

Students who participate in our **Basic Skills Program** are required to do so by State Law. These students have not met the State minimum in one of the following areas: Language Arts and/or Mathematics.

Students who do not earn promotion into Grade 8 may attend a certified summer school program at the expense of the parent/guardian. Transportation to and from the program will be the responsibility of the parent/guardian. Students need to earn a grade of D (74-70) or higher in order to receive credit for that course. The Superintendent will have the final decision regarding retention/promotion of all pupils.

#### **B. Grade 8**

In order for an eighth grade student to earn promotion into Grade 9, the student must pass a minimum of four (4) courses, three (3) of which must be in the following areas:

Language Arts	Science
Mathematics	Social Studies

Passing is defined as a final Grade of D (74-70) or higher. Eighth grade required courses include:

Language Arts	Science
World Language	Social Studies
Mathematics	Health
Physical Education	Spanish

### PROMOTION EXERCISE

The promotion exercise held for eighth grade is a privilege, not a right. Eighth grade students may be denied this privilege for reasons of academic failure, behavior difficulties or other reasons deemed appropriate by the Superintendent.

### C. Grading Scale: Grades 3-8

<b>A+</b>	100 – 97	<b>C+</b>	84 – 80
<b>A</b>	96 – 93	<b>C</b>	79 – 75
<b>B+</b>	92 – 90	<b>D</b>	74 – 70
<b>B</b>	89 – 85	<b>F</b>	69 - 0

### D. Grading Scale: Grades 1-2

<b>E</b>	Excellent	<b>CP</b>	Class Participation
<b>G</b>	Good	<b>N</b>	Needs Improvement
<b>S</b>	Satisfactory	<b>U</b>	Unsatisfactory

### REPORT CARDS/PROGRESS REPORTS

The Lakehurst School District issues report cards to all students in grades Kindergarten through 8 four times a year. Each marking period consists of approximately nine weeks. Interim Progress Reports are sent home generally in the middle of each marking period. Report cards are issued to students in Pre-K two times a year. Scheduled parent-teacher conferences are a part of the reporting system in Lakehurst. In addition, parents are encouraged to confer with teachers as often as needed to better understand the goals of school and home.

## ATTENDANCE

### ATTENDANCE & LATENESS

The guidelines listed below are issued to you so that parents, students and staff have the understanding of our attendance procedures. Parents and students should be thoroughly familiar with these guidelines in order to avoid attendance problems. Please call the school if you have any questions concerning procedures.

### ARRIVAL

Plan to arrive at school at 8:05 a.m.

### **SAFETY ALERT: SUPERVISION FOR STUDENTS IS NOT PROVIDED ON THE SCHOOL GROUNDS PRIOR TO 8:05 A.M.**

Upon arrival to school, report to your assigned area. Students may enter the building via the Orchard Street door or the entrance on the playground. Students may not enter the building prior to the 8:05 a.m. bell. Recreational play before and after school (ball playing, Frisbees, etc.) creates safety issues. Such play is reserved for physical education classes or recess periods. Snowball throwing is not permitted anywhere for safety reasons. At dismissal, students are to leave the building via assigned exits. Students are expected to leave the grounds immediately unless they are involved in a supervised after-school activity. Bus students are expected to board buses in an orderly manner and conduct themselves on buses in accordance with safety rules.

### LATENESS TO SCHOOL

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Three instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for

application of Board Policy No. 5410 on promotion. *N.J.S.A. 18A:36-14; 18A:36-15; 18a 36-25 et seq. N.J.A.C. 6:20-1.3*

All students in grades K-8 must be in homerooms at **8:15 a.m.** Attendance is taken during homeroom periods. The New Jersey Administrative Code requires that a student who is late to school for any reason, except for school bus lateness, must be marked late in our official attendance registers, and be subject to discipline procedures. When students arrive to school late, they are to report to the Main Office for a Late Slip.

**Continued tardiness or absence from class will be viewed as a serious matter. Promptness and attendance to class is extremely important. Pupils will be considered late in grades K–8 after 8:15 a.m.**

### The following consequences will accompany each infraction:

<b>First Offense</b>	- Parent Notification
<b>Second Offense</b>	- Parent Notification; ½ hour detention after school
<b>Third Offense</b>	- Parent notification; (1) hour detention after school
<b>Fourth Offense</b>	- Parent conference; ISS

Our intent is not to be punitive, but to impress upon both parents and students the importance of good attendance and timely arrival at school.

### EARLY DISMISSAL

Students are expected to be in school for a full day. Parents who pick up their child during the course of the day prior to dismissal time **must report to the Main Office to sign him/her out.** No child will be released without being signed out by a parent/guardian. For the protection of all children, parent/guardian identification is required prior to the release of your child. This is not designed to inconvenience anyone, only to protect our students.

### ABSENCES

**If your child is absent you must notify Ms. Ward, the attendance officer, by calling the school telephone number (732-657-5741 ext. 32) prior to 8:00 a.m. to report the nature and duration of your child's absence. Homework may also be requested at that time.**

State law 18A:38-25 requires every parent, guardian or other person having control or charge of a child, to send such child to school regularly. A child absent must present a written excuse, signed by the parent/guardian, stating the reason for the absence. A student that accumulates thirty (30) unexcused absences may be retained as per Policy #5410.

### ENTRANCE REQUIREMENTS

A child is eligible for entrance into kindergarten or pre-school if he/she attains the age of five (or four for pre-school) **on or before October 1** of the year in which he/she applies for entrance. When registering a child, parents/guardians must present a birth certificate and proof of residency. Proof of immunization for DTP, Polio, MMR, Hepatitis B, Varicella, Tdap (Grade 6), Haemophilus Influenzae B (Hib), Pneumococcal, Meningococcal (Grade 6), and Influenza is required before a child will be accepted into school.

As per state law, student's entering Pre-kindergarten (1 dose) and Kindergarten (2 doses) must have MMR (1<sup>st</sup> dose on or after 1<sup>st</sup>

birthday), 4 doses DTP (booster after 4<sup>th</sup> birthday), 3 doses OPV (booster after 4<sup>th</sup> birthday), 3 doses Hepatitis B vaccine, HIB series, Varicella vaccine, annual Influenza vaccine, and Pneumococcal vaccine. Your child will not be allowed to start school if these requirements are not met. Students may be exempt from the immunization requirements either for valid medical reasons or if such immunization interferes with the free exercise of the student's religious beliefs. Exemption forms are available through the school.

## **CONDUCT**

### **THE SIX PILLARS OF CHARACTER**

Lakehurst Elementary School has adopted the following Pillars of Character Education. Making ethical choices, "**DOING THE RIGHT THING**" based on these pillars will assist our staff and students in developing a positive climate for our school community.

**TRUSTWORTHINESS** Be honest. Do not deceive, cheat or steal – Be reliable, do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends and country.

**RESPECT** Treat others with respect; follow the Golden Rule. Be tolerant of differences – Use good manners, not bad language. Be considerate of the feelings of others. Do not threaten, hit or hurt anyone. Deal peacefully with anger, insults, and disagreements.

**RESPONSIBILITY** Do what you are supposed to do. Persevere: keep on trying! – Always do your best. Use self-control, self-discipline. Think before you act. Consider the consequences. Be accountable for your choices.

**FAIRNESS** Play by the rules. Take turns and share. Be open-minded; listen to others. Do not take advantage of others. Do not blame others carelessly.

**CARING** Be kind – Be compassionate and empathetic. Show you care. Express gratitude. Forgive others. Help people in need.

**CITIZENSHIP** Do your share to make your school and community a better place to learn. Cooperate. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

### **STUDENT EXPECTATIONS**

It is the students' responsibility to obey school regulations and school authorities. To avoid a disciplinary infraction, students are advised that they are obligated to follow instructions of all Board of Education employees (administrators, teachers, support staff, cafeteria workers and custodians). This responsibility extends to conduct to and from school, school-sponsored activities, field trips and all times within the school building. Students who seriously violate school rules will be referred to the Administration. Appropriate disciplinary measures will be imposed, taking into consideration the severity of the violation and the student's previous citizenship record.

### **Student Code of Conduct** (Policy 5500)

Privileges and advantages afforded students at the Lakehurst Elementary School are accompanied by personal responsibility and self reflection. In order that all may enjoy the advantages offered by our school, and for our school to function in a positive and efficient manner, each student must be willing to accept his/her share of the responsibility. Please review our guidelines and expectations for students at Lakehurst Elementary School.

## **Expectations for Student Behavior**

The Administration and Staff of Lakehurst Elementary School agree that positive student commitment and behavior are essential to effective teaching and learning. All students can behave in ways that enhance the social relationships of the school and make learning more predictable. With this in mind, we continue to raise our expectations high for all of our students at the Lakehurst Elementary School.

- Demonstrate good citizenship at all times.
- Demonstrate respect for yourself, others, and the world around you.
- Take responsibility for your own behavior and learning.
- Obey all rules and regulations.
- Meet the requirements of each class day.
- Complete work and assignments appropriately and in a timely manner.
- Work cooperatively; be a team player and share responsibilities.
- Demonstrate proper behavior, not only in the classroom with teachers and support staff, but with all school personnel.
- Acceptable conduct is expected in all areas of the school building, **including on school grounds**, at the bus stop, and from the bus stop, and to and from school for walkers.

## **General Rules**

- Students are not permitted to sell or solicit sales on or around school grounds without prior authorization from the Superintendent.
- Students who need to re-enter the building after dismissal for forgotten articles must report to the Main Office and be accompanied by a Staff Member to their destination.
- Students are not permitted to have open food or drink containers in the hallways or classrooms.
- Students are not permitted to use profanity or obscenities.
- Students are expected to be respectful toward adults in authority.
- Students are not permitted to deface, attempt to deface or destroy school property, including arson.
- Students are not permitted to harass or threaten others.
- Students are not permitted to smoke in school or on school grounds.
- Students are not permitted to steal or attempt to take personal property or money by means of force or fear.
- Students are not permitted to possess, on one's person or in one's locker, and/or use items which are illegal or considered to be harmful to the person or to others. Such items include weapons, firecrackers, drugs, alcohol, mace, pepper sprays, any form of tobacco, etc.
- Students are not permitted to fight or physically assault another person.
- Students are not permitted to leave supervised areas without permission.
- Forgery is not permitted.
- Students must abide by the Acceptable Use Policy in order to use the internet and technology.

## **Gum Chewing**

Students are not permitted to chew gum in school.

- Students who chew gum in school will receive (1) detention after school.
- Continued gum chewing will be regarded as defiance of authority and will be referred to the Principal or Superintendent for review.

## Electronic Devices

**Students are not permitted to be in possession of electronic devices such as a radio, tape player, MP3 player, Ipod, pager, laser pointer, headphones, earbuds, etc., in school or on school grounds.** The teacher may specifically authorize the use of headphones for instructional purposes.

**All CELL PHONES must be TURNED OFF during the school day when on school grounds or in the school building. Therefore, students are also not permitted to receive or send text messages. It is a disruption to teaching and learning.**

The cell phone/electronic device will be confiscated without warning and appropriate disciplinary measures will be imposed by the Superintendent and/or Principal.

**First Offense** – Student will be warned; cell phone/device will be confiscated and returned to student at the end of the day. One 1-hour after-school detention will be served; Teacher/Parent phone call.

**Second Offense** – Cell phone/device will be confiscated and held in office to be picked up by parent only. One 1-hour after-school detention will be served; Parent/Administrator Conference.

**Third Offense** – Cell phone/device will be confiscated; Parent/Administrator Conference; two one-hour after-school detentions and/or possible in-school suspension will be served.

Students are required to use the phone in the Main Office if they need to call home.

## SPECIFIC RULES

### PHONE MESSAGES

We value our student's instructional time. Students will not be called out of class to receive a phone message unless it is an extreme emergency. Parents/Guardians may be asked to explain the nature of the emergency phone call before permission is given.

If a student requests the use of the office phone to make an outgoing call, he or she will be asked to explain the nature of the emergency. Students should request to use the phone during recess time whenever possible.

### IN CLASS

- Students are expected to report to each class on time and be in their seats prepared to work when class starts.
- A pass, written by the teacher or documented in the planner is necessary in order for a student to leave class while it is in session or arrive at a class late.
- Students are expected to follow all other rules and expectations as indicated by the classroom teacher's Discipline Plan.

### HALLWAY

- Move to your next class quickly. Students may not loiter, block stairways or doorways. Keep the traffic flowing.

- Noise level is to be kept low. Be respectful of classes in session.
- Walk to the right side of the hallway so that on-coming traffic can safely pass.
- Running is prohibited for safety reasons.
- Lavatories may not be used between classes.
- Students must utilize lavatories with planners or a pass.
- A clean attractive school is everyone's responsibility. Let's make an effort to pick up litter.

## CAFETERIA

A well-balanced nutritious breakfast and lunch is served daily. Milk and snacks may be purchased separately. Lunch tickets may be purchased in advance through the cafeteria. Please place the money in an envelope with your child's name and teacher on the front.

- Students will pass from class to the cafeteria in a quiet and orderly manner under teacher supervision. **Students should not return to their classroom alone and unsupervised.**
- Upon arrival at the cafeteria, all students will enter and sit at assigned tables.
- Duty teachers will direct students to the serving lines.
- K-8 will be supervised in the gym or playground for one half of the lunch period.
- Communicate with others in a quiet, respectful voice.
- Respect the food preference of others.
- Eat and drink in a proper manner.
- Disruptive activities such as popping containers, blowing straw wrappers, and throwing food are prohibited.
- Each student is responsible for clearing his/her own area, returning trays and silverware to the disposal area, and placing milk containers and paper in the proper receptacles.
- Students are not permitted to take food out of the cafeteria.

## ASSEMBLIES

- Students will sit in assigned seats as per the school assembly seating chart.
- Behavior upon entering, exiting, and during assembly programs will reflect the Six Pillars of Character and align itself with the Responsive Classroom approach. Teachers will signal for quiet by raising their hand.

## DISPLAYS OF AFFECTION

School is not the appropriate place for public displays of affection such as kissing, hugging, and holding hands. This type of behavior will not be permitted at any time in the school building, on the school grounds, or at any school sponsored activity or trip.

## DRESS CODE (Policy 5511)

The Board of Education has adopted a school dress code, primarily for the protection of children. In general, it is established to maintain health and safety standards, instill discipline, prevent disruptions, teach respect for authority and oneself, and prepare each student for future employability. The specifics of the code are discussed with the students early in the school year. Any violation of the LES Dress Code will be documented as a discipline referral and handled according to procedures as outlined in the Lakehurst Elementary School Board Policy and Student Code of Conduct. Dress Code violations must be resolved by changing clothes.

All students are expected to dress appropriately for school each and every day. We believe there is a direct correlation between the way students dress and how they behave and achieve in school. The Board authorizes the Superintendent and the Principal to enforce school regulations prohibiting pupil dress or grooming practices. Certain clothing worn outside of school, on weekends, or at the beach are not acceptable at school.

### **Footwear:**

Must be worn at all times, shoelaces must be tied properly for safety. No backless sandals or shoes. No flip-flops or bedroom slippers. High-heeled or platform shoes are prohibited for safety reasons.

### **Jeans, Shorts, Pants:**

Must be worn at the waist using a belt if needed; undergarments may not be exposed in any way. They must be worn without holes or tears and may not be overly tight or excessively long. Pajamas are not permitted.

### **Dresses, Skirts, and Shorts:**

Extreme "short" shorts, mini-skirts, and short dresses are not permitted. Student should place their hands at their sides and if the length is shorter than their finger tips, they are too short. They must be worn without holes or tears and may not be overly tight or excessively long. Undergarments may not be exposed in any way.

### **Shirts, Collared Shirts, Blouses:**

**ALL** shirts and blouses must have sleeves which **cover both shoulders**. They must not expose any cleavage or midriff area in any way. The midriff area must not be exposed while standing, sitting, or walking. Open-backed shirts/blouses or shirts/blouses that fall off the shoulder are prohibited. Undergarments may not be exposed in any way. Coats may never be worn in school. Any clothing with or implying suggestive comments or inappropriate pictures/language is not permitted.

### **Sweatshirts:**

Hooded sweatshirts are permitted but hoods must be kept off the head at all times.

### **Jewelry and Accessories:**

Head gear such as hats, headbands, hair grooming aids, kerchiefs, sunglasses, and gloves are prohibited. Exception: Crazy Hat or Hair Day.

\*\*\* If clothing is considered inappropriate, parents will be contacted. A change of clothing will be required. Please check to see if your child's clothing is appropriate for school and prevailing weather conditions.

### **VIOLATIONS TO THE DRESS CODE:**

- **First Offense:** One (1) After-school detention; Parent Conference/ Phone Call; change of clothing required
- **Second Offense:** Two (2) After-school detentions; Parent conference/ Phone Call; change of clothing required
- **Third Offense:** One (1) ISS; Parent Conference w/ Administrator

### **PHYSICAL EDUCATION REQUIREMENTS**

Physical Education is provided for students in grades PreK-8. Students in grades K-8 have Physical Education at least twice a week. All students are required to participate in Physical Education classes **UNLESS A DOCTOR'S NOTE** is presented.

**Acceptable Attire** – Students must wear sneakers in order to participate in physical education class.

### **PLAYGROUND**

- Students will participate in cooperative play
- All school playground equipment is the responsibility of the supervising adult. Students using equipment must adhere to guidelines for proper use.

### **WALKING ROUTE**

Safety is important to us. All students who walk to school and cross Route 70 are required to use only the official streets (**Maple and Orchard**). All students must cross the street at the corner. "**Jay-walking**" will not be allowed. All children living north of Route 70 (Pinehurst Estates, Shady Acres, Morris Manor, Westlake, etc.) must cross the highway at the intersection of **Orchard Street and State Highway #70 where there is a Crossing Guard**. Students are not permitted to cross State Highway #70 anywhere else. Any student found crossing State Highway #70 any place other than the designated **Route #70 and Orchard crossing, will be in violation of Student Policy**.

- **First Offense** - Certified letter of notification sent home to parent/guardian.
- **Second Offense** - Complaint filed with local authorities.

### **BICYCLE/SCOOTER SAFETY**

A bicycle/scooter policy has been adopted for the protection and safety of children. The policy permits children in **grades 4 through 8** to ride their bicycles/scooters to and from school unsupervised. A student may not ride with another student on their bicycle. Students in **grades K-3 may not ride their bicycles/scooters** to school unless accompanied/supervised by a parent/legal guardian. The policy includes the regulations included in the NJ Motor Vehicle Code 39:4-14. These regulations are explained to the students as part of their Health and Safety education program. It is strongly recommended to have students lock their bicycle/scooter at the bike rack.

**NOTE:** Skateboards and Roller Blades are prohibited.

On March 1, 2006, a new Helmet Law went into effect which requires children up to age seventeen to wear an approved safety helmet when riding a bicycle/scooter. Students observed riding without a helmet will have their bicycle/scooter confiscated. It will be returned when **a helmet is produced** or to the custody of a parent/guardian.

### **DETENTION, SUSPENSION AND EXPULSION GUIDELINES**

Any pupil who is guilty of continued and willful disobedience, who exhibits open defiance to the authority of any teacher or person having authority over him/her, who uses obscene language, who shall cut, deface or otherwise damage school property, or who exhibits violence in any form will be subject to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion shall include, but not be limited to, any of the following:

- Conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- Physical assault or attempt upon another pupil or upon any teacher of school employee;
- Taking or attempting to take personal property or money from another pupil, or from his presence, by means of force or fear.

The Administration will make the final decision regarding all disciplinary actions.

### **(18:25-2) AUTHORITY OVER PUPILS**

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school during recess and on the playground of the school and on the way to and from school.

### **8A:37-1 SUBMISSION OF PUPILS TO AUTHORITY (Recess)**

Pupils in the public schools shall comply with the rules established in pursuance of law for the governing of such schools, pursue the prescribed course of study during recess and on the playground of the school and on the way to and from school.

### **18A:37-3 LIABILITY OF PARENTS OF PUPILS FOR DAMAGE TO PROPERTY**

The parent or guardian of any pupil who shall damage any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or any court of competent jurisdiction, together with cost of suit.

### **DETENTION**

#### **After-School Detentions**

After-school detentions are held for one hour each week after school. A certified staff member will monitor the Detention Room. Parents will be notified in writing at least one day in advance. Notices must be signed by a parent and returned to school. If a student fails to attend a detention on the assigned day a second detention will be assigned. Failure to serve these two detentions will result in an in-school suspension. Repeated offenses will result in an administrative disciplinary action. Please be advised that school policy allows for students to be held after school for either academic assistance, a discipline infraction, or a brief conference with their teacher. During detention, students may be required to complete a related behavioral improvement assignment before being dismissed.

#### **IN-SCHOOL SUSPENSIONS (ISS)**

- The suspension will be held in an assigned room with a certified staff member.
- Students will be required to complete all class work assigned by their teacher(s).
- Students may be required to complete a related behavioral improvement assignment.
- Students may not attend any after school activities.
- A lunch break and two restroom breaks will be provided. NO SNACK BAR.

#### **OUT-OF-SCHOOL SUSPENSIONS (OSS)**

- The suspension results in the exclusion of the student from a school day.
- It is the responsibility of the student to make up all class work missed.
- **Students may not come on school grounds during school hours or attend any after-school activities.**

Students who accumulate two or more suspensions during a year will not be able to participate in class trips, Field Day, extra curricular activities and interscholastic activities. If a pupil does not receive any suspensions for 90 calendar days, an Administrative review will occur and eligibility may/may not be reinstated as determined by the Superintendent. Five detentions are the equivalent of (1) suspension.

#### **DUE PROCESS-PUPIL GRIEVANCE PROCEDURE**

**Grievances identified by students shall be resolved at the teacher-student level whenever possible. Matters of a serious nature shall be presented to a School Administrator and follow the school's established grievance procedures.**

### **VANDALISM**

We are very fortunate to have a school which is well maintained and equipped. It is the responsibility of the entire school family to maintain our building and grounds. Any act of damage or vandalism to our building or grounds will not be tolerated. Such action will not only result in disciplinary measures, but the individual(s) will be held financially responsible for replacement of school property.

### **VIOLENCE/FIGHTING/BULLYING**

It is extremely important that students are safe and look forward to coming to school each day. No child should ever be apprehensive about attending school due to threats from peers. We also realize that human nature is such that not all people will get along. However there is never a reason to consider fighting. Therefore violence, fighting and/or bullying for any reason will never be tolerated. Students involved in any form of threats, violence/fighting/bullying or harassment on school property, at school-sponsored functions or on a school bus will receive stern disciplinary action, including the use of ISS and OSS (As outlined in Board Policy 5512.01 and included at the end of the Code of Conduct). We encourage the use of conflict resolution by meeting with teachers, counselors and Administration. We want our students to know that we can help solve problems.

### **HARASSMENT, INTIMIDATION AND BULLYING** (Policy Statement #5512.01)

The Board of Education prohibits acts of harassment, intimidation or bullying. 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 environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

#### **Definition**

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; by any other distinguishing characteristic a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The

development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teachers, support and administrative staff. The school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

### **Consequences and Appropriate Remedial Actions**

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved;
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The

appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal or available at the school district office. Oral reports also will be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **Investigation**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Reprisal or Retaliation Prohibited**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### **Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining that the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

The Superintendent shall develop a process for the Principal to discuss the school district's policy on harassment, intimidation and bullying with pupils on an annual basis.

## **Harassment, Intimidation and Bullying Prevention Programs**

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A. 18A:37-17.a., the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent(s) or legal guardian(s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

The Superintendent will forward a copy of this Policy to the County Superintendent of Schools.

N.J.S.A. 18A:37-13 through 18A:37-19  
Adopted: 20 May 2003

## **SMART CHOICES PROGRAM FOR HARASSMENT/BULLYING**

All students have the right to feel safe while attending school each day. In an effort to change the climate of our school, students who are disciplined repeatedly for harassment of other students shall be assigned to attend a four-day, after-school "Smart Choices" program with staff members, administrators and parents.

## **FAMILY COMMUNICATION**

### **• SPECIAL DATES AND PROGRAMS**

The Lakehurst Elementary School will make every attempt to keep you abreast of our calendar and programs. However, students sometimes forget to bring home or give parents important notices and information. We suggest that you plan time each evening to review homework and the Daily Student Planner and ask for any work papers and important notices. Notices will go home every Wednesday in the "Wednesday Folder". Also, available for your convenience is our website, where the calendar and other information can be found: [www.lakehurstschool.org](http://www.lakehurstschool.org)

### **• CHANGE OF ADDRESS & TELEPHONE**

Parents/guardians are requested to notify the school of any change of residence, telephone number, address or employment. **It is imperative that we have this information up-to-date in case of an emergency. The Student Emergency Contact Form is available at the Main Office if a change is needed.**

### **• PARENT/TEACHER COMMUNICATION**

If a question or concern arises, please address the concern first with the classroom teacher. If the question or concern cannot be answered or addressed by the teacher, then a call to the principal is appropriate.

### **• DAILY PLANNER**

The student Handbook/Daily Planner is a **required textbook** that must accompany each student throughout the entire school day as well as home each evening. Students should enter their daily and long-range assignments and upcoming tests. Parents also are encouraged to utilize the comment and/or response sections to communicate with teachers throughout the school year. Each student receives a copy of the Planner the first day of school. If the planner is lost, the student must replace it and be responsible for the replacement cost. In 7<sup>th</sup> & 8<sup>th</sup> Grade, the planners also will be used as a Hall Pass. Students must have their Planner each day in order to leave the room. Usage of the Planner also will be counted towards Citizenship grades.

### **• TRANSFERS**

When a family plans to move to another school district, the school must be notified as soon as possible. The following information must be given to the School Principal in advance of leaving: destination, name of school which the child will attend and the last day the child will attend school in Lakehurst. All books and materials must be returned to your child's teacher in satisfactory condition before the child leaves the district.

### **• PARENT-TEACHER ASSOCIATION**

All parents are encouraged to join the PTA. The PTA meeting schedule will be announced at the first meeting in September.

## **STUDENT RESPONSIBILITIES**

The school is **not responsible** for the loss of any student's **personal property**. The student must assume full responsibility for their possessions.

**Sending money to school** - During the year, it will be necessary for you to send money to your child's teacher for various reasons. These include lunch tickets, insurance fees, student pictures, etc. Please send the exact amount in a sealed envelope properly marked with your child's name and teacher. We discourage children from carrying money to school for no particular purpose.

**Care of school property** - Textbooks and a variety of resources are provided for each pupil. We expect the students to take care of books and materials assigned to them. Appropriate fines will be assessed in case of damage or loss of a school textbook and other school property.

**Personal property** - A lost and found area is maintained inside the **Cafeteria**. Articles such as clothing, books, school bags and lunch boxes, etc. should be plainly marked showing ownership.

### **RIGHT TO KNOW**

The Lakehurst Board of Education affirms its responsibility to keep on file in the office of the Superintendent the Employee/Community Right-to-Know required list of hazardous materials as well as MSDC Safety Sheets. Please be aware that notices of any construction or other activities involving the use of any hazardous substance will be posted on a bulletin board in the school, that hazardous substances may be stored at the school at various times throughout the year and the availability of Hazardous Substance Fact Sheets on particular substances are available in the Main Office.

## **STUDENT INSURANCE**

Parents/guardians are provided with the opportunity to purchase insurance for their children. The program is a voluntary one and is provided for the convenience of parents/guardians. An application is sent home with the children early in the school year.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY/SECONDARY SCHOOLS**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Police Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **AFFIRMATIVE ACTION/A.D.A./TITLE IX**

The Lakehurst Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Affirmative Action Policy #2260, Title IX plans and grievance procedures are on file in the Main Office and with the Affirmative Action Officer. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Carmen Davis, Principal  
301 Union Avenue  
Lakehurst, NJ 08733  
732-657-5741

In addition, our school has a Comprehensive Equity Plan. This Plan is available in the Main Office.

## **SPECIAL SERVICES**

### **CHILD STUDY TEAM**

The Child Study Team consists of a Social Worker, Learning Disabilities Teacher-Consultant, and a School Psychologist. Students are referred for evaluation by the Intervention & Referral Services Team, teachers, and/or parents. Evaluations conducted by the Child Study Team will identify learning disabilities as well as emotional or social problems. Students will then be provided with special education and related services if found eligible.

### **COUNSELING PROGRAM**

The school Social Worker and School Psychologist provide counseling to Lakehurst Elementary School students. The counseling program assists students with problems which impact learning. Counseling is provided on a long and short term basis and goals are set during the initial session. Students are referred for counseling by teachers, parents, and appropriate school personnel.

### **SCHOOL NURSE/MEDICATION**

If it is necessary to give your child medication during school hours, it must be brought to school by the parent. It **must** include a note from the physician stating the type, purpose and dosage of medicine required. **At no time may a student bring or carry in school any medication whatsoever.** This includes cough drops, throat lozenges, vitamins, etc. Any personal or health problems should be brought to the attention of the School Nurse as soon as possible.

### **SECTION 504**

Any student who has an impairment which affects a major life activity (walking, seeing, hearing, learning) is eligible for educational program modifications. The parent/guardian is required to document this impairment with a physician's diagnosis. Once the district has this documentation, an educational program will be developed by a committee. The 504 Coordinator is Dr. Clifford Barneman, Supervisor of Special Services.

### **INTERVENTION & REFERRAL SERVICE**

We will utilize an Intervention & Referral Service (I & RS). The purpose of this committee is to review students' progress and help students' who are struggling academically, behaviorally, or socially at school. The committee will evaluate the students' current achievements as well as make recommendations for improving the students' program.

### **BUILDING MAINTENANCE**

#### **ASBESTOS MANAGEMENT PLAN**

As per Section 203 of Title II of the Toxic Substance Control Act, 15 U.S.C. Section 2653; the Asbestos Hazard Emergency Response Act (AHERA) regulation 40 CFR 763.93 a copy of the Asbestos Management Plan is available for your review at the Lakehurst Elementary School Main Office. The Plan will be maintained and updated as required by law.

## **BOMB THREAT/DANGEROUS INTRUDER PLAN**

Plans and procedures are in place in the event a bomb threat or dangerous intruder situation arises. These plans have been developed with local law enforcement agencies. ***Absolute silence*** is to be maintained at all times and students are to remain calm and cooperative at all times during such situations.

## **BUILDING VISITORS**

There will be times throughout the school year when parents will be invited to join us for special events and programs. **All visitors must enter the building through the front lobby, report to the Main Office and sign in. All visitor's must wear a Visitor's Pass.** This procedure helps to improve the security of the building for our children. Visitors will not be able to meet with the teacher in the morning unless they have scheduled an appointment. In addition, visitors will not be permitted to visit the classrooms unless an arrangement has been made in advance. Unannounced visits can be disruptive to the learning process.

## **FIRE DRILLS/LOCKDOWN DRILLS**

Fire drills and lockdown drills are held to prepare all students and teachers in case an emergency situation should occur. ***Absolute silence*** is to be maintained at all times. Teachers and staff will direct and guide their students according to the prescribed fire drill and lockdown drill plans.

## **SCHOOL INTEGRATED PEST MANAGEMENT**

Policy # 7422

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Lakehurst School District.

### **IPM Coordinator (IPMC)**

The Principal in partnership with the Maintenance Supervisor shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

### **Integrated Pest Management Procedures in Schools**

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

## **INTERNET USAGE**

The school provides students access to two computer labs, and computer stations in each classroom throughout the building. Students are expected to treat all technology equipment with the utmost care. Any acts of vandalism will result in disciplinary action. Parents are responsible for the cost of repairs or replacement of hardware and software.

Access to the Internet is available to all students for educational and informational research and exploration. The use of the Internet should be viewed as a privilege and should be accessed appropriately. Improper use of the Internet could result in suspension of this privilege. A signed Acceptable Use Policy by both parent and student is required before any student may have access to the Internet.

## **WEBSITE PERMISSION SLIPS**

In order for any class, student activity or sports team to post pictures on our school's website, a parental permission form ***must be signed***. Please note that at no time will a student's last name be published on the website. Our school is moving quickly into the digital age and many classes will be producing web-sites of their own to share ideas, projects and experiences with children around the world. While it is important to protect our children, it is also wise to promote their accomplishments.

**[www.lakehurstschool.org](http://www.lakehurstschool.org)**

## **CYBER BULLYING POLICY**

### **Policy Statement 5512.02**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

### **Definitions**

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
- Deliberately threatens, harasses, intimidates an individual or group of individuals; or
- Has the effect of substantially disrupting the orderly operation of the school.

School district owned, operated, or supervised technologies: is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

## Reporting Procedures and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline. In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonable necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37.2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in regulation 5512.

## Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18a:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and Intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

## Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

## Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

## SUBSTANCE ABUSE

### SUBSTANCE ABUSE 5530

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil'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.

Definitions N.J.S.A. 18A:40A-9  
N.J.A.C. 6A:16-1.3; 6A:16-4.1

### For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9, or over-the-counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 18A:40A-10; 18A:40A-11  
N.J.A.C. 6A:16-4.1(c)2.;6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense, the nature of the problem and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil 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).

Instruction N.J.S.A. 18A:40A-1 et seq.  
N.J.A.C. 6A:16-3.1

The Board shall provide a comprehensive program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 2422.

### **SUBSTANCE ABUSE/COUNSELING**

The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol or steroids on school property or at any school sponsored event. Compliance with Board Policy 5530 is mandatory for all students.

A pupil who uses, possesses or distributes drugs, alcohol or steroids on school premises or while attending a school-sponsored activity will be subject to disciplinary action, which may be reported to the appropriate law enforcement personnel. Pupils suspected of involvement with drugs, alcohol or steroids will be referred to the Substance Awareness Counselor for counseling.

### **SCHOOL LOCKERS**

Please be aware that lockers are school property and **may be subject to periodic school inspections.**

### **TRANSPORTATION**

Elementary students residing two or more miles from the school are provided free bus transportation (Policy 8600). Misbehavior on the school bus may result in exclusion from the bus.