

# Lakehurst Elementary School 2020-2021

## STUDENT HANDBOOK

**Please note that the school day schedule has been modified to accommodate our blended learning model due to COVID-19.**

Monday	Tuesday	Wednesday	Thursday	Friday
A In-Person	A In-Person	Staff & Students: Remote Learning from Home	B In-Person	B In-Person
B Remote Learning from Home	B Remote Learning from Home		A Remote Learning from Home	A Remote Learning from Home

\*Remote Learning Only\* From home on Monday, Tuesday, Wednesday, Thursday, Friday

## **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 2020 – 2021 school year. The role of the Board of Education is to ensure the district policies are enforced as well as set goals and objectives for the school community. High expectations for academic performance and behavior are at the forefront of all decision making.

One way to make certain you are assisting your child is to utilize the student planner. 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**

Mr. James Malden.....President  
Mr. David Burton.....Vice President  
Mrs. Joann Septor.....Member  
Mrs. Deborah Pease.....Member

### **CENTRAL ADMINISTRATION**

Mrs. Loren Fuhring.....Superintendent  
Dr. Clifford Barneman.....Assistant  
Superintendent  
Mr. Barry Parliman.....School Business  
Administrator/Board Secretary  
Mrs. Stephanie Rucci.....Vice Principal

### **CHILD STUDY TEAM**

Dr. Clifford Barneman.....Supervisor  
of Special Programs/School Psychologist  
Mrs. Michele Welch.....LDTC/Resource  
Ms. Carmen Quaglia.....LCSW/  
Community Parent  
Involvement Specialist (CPIS)

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.

We appreciate your cooperation and understanding!

## **SCHOOL DAY HOURS**

<b><u>REGULAR DAY</u></b>	
Full Day	8:00 am-2:00 pm
Preschool	
Kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup>	8:00 am-2:40 pm
3 <sup>rd</sup> – 8 <sup>th</sup>	8:00 am-2:45 pm

<b><u>ABBREVIATED DAY</u></b>	
Full Day	8:00 am-12:00 pm
Preschool	
Kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup>	8:00 am-12:10 pm
3 <sup>rd</sup> – 8 <sup>th</sup>	8:00 am-12:15 pm

<b><u>DELAYED OPENING</u></b>	
Full Day	10:00 am-2:00 pm
Preschool	
Kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup>	10:00 am-2:40 pm
3 <sup>rd</sup> – 8 <sup>th</sup>	10:00 am-2:45 pm

## **SCHOOL SAFETY & SECURITY**

School safety and security is always a priority for the Lakehurst School District.

**Our procedures require all guests/visitors to present PHOTO ID to the main office staff at the time of arrival.** All guests and visitors are required to sign in and out as well. This is a rule that must be strictly enforced.

Please inform all relatives or friends who may be visiting and/or picking up your child that they will need to provide PHOTO ID to the main office staff.

## **ARRIVAL**

It is important that students do not arrive early to school since there will be no supervision. Teachers will begin outside supervision at 8:00 a.m. **STUDENTS ARRIVING BEFORE THEN WILL NOT BE SUPERVISED.**

Students in grades **K-8** must enter through assigned doors between 8:00 a.m.-8:05 a.m. **Assigned doors close at 8:05 a.m. Students must be accompanied by Parent/Guardian through the main entrance doors on Union Avenue if you are dropping off your child between 8:05 a.m. – 8:10 a.m. Any time after 8:10 a.m. Parent/Guardian must sign their child in to school and your child will be marked tardy. (More information can be found on page 9)**

## **DISMISSAL**

If students in grades K-2 need to walk home with an older sibling be sure to call the Main Office to coordinate their dismissal.

## **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, please check:

- 1. Our website:**  
[www.lakehurstschool.org](http://www.lakehurstschool.org)
- 2. School social media outlets such as Facebook and REMIND APP.**
- 3. Listen to local radio and TV**

stations

4. **Announcement via our School Messenger Service. Parent/Guardians may also call the school telephone number, 732-657-5741 for any inclement weather/emergency school closings.**

### **Parent and Guardian Contact Information**

At the beginning of the school year you will receive instructions on how to register your contact information on the Parent Portal. There are many possible emergency situations which require immediate parental communication or approval. It is imperative that parents keep their most current contact information available on the Parent Portal. ALL PERSONS responsible for picking up your child **MUST BE LISTED ON THE PARENT PORTAL!**

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**INTERSCHOLASTIC SPORTS**

All students in grades 6, 7 & 8 may try out for interscholastic sports. These programs are held after school. (The time games begin and end may vary). Participants must meet the requirements outlined in Policy 2430. Permission slips and proof of insurance coverage are required to participate. Athletes must attend the athletic meeting and provide a physical health form signed by a doctor in order to participate. Siblings are not permitted to stay for a practice.

**IN-SCHOOL ACTIVITIES**

**ACTIVITIES: (Policy 2430)**

Grade appropriate activities will be scheduled by our Student Activities Advisors throughout the school year. 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 the school district deems a child ineligible to attend a trip, 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 ATHLETIC & EXTRA-CURRICULAR ACTIVITIES**

The following standards of eligibility shall apply to all students 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 Administration. The regulations will apply to the marking period prior to and during the period of participation. In the event that Lakehurst Elementary School participates in a sports co-op with Manchester School District for a particular sport or sports, specific criteria for eligibility regarding academics and behavior will be identified and determined prior to the beginning of the season and communicated with students and their families.

## **ACADEMIC ELIGIBILITY**

- Any student, who receives more than one "D," or one "F," in any subject, during the current sports season/activity, will be placed on a two-week academic probation. At this time, the student is ineligible to participate in practices/games. The coach/activity advisor and classroom teacher will monitor the student's academic progress. If improvement is shown, the student will be deemed eligible to play. If a student has more than one "D," or one "F," after the probationary period, the student will be deemed ineligible to play.
- Any student with an "F" in the previous marking period will be deemed ineligible to participate in the sports season/activity.

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

If a student is absent from school, they may not attend after-school or evening athletic/extracurricular activities. Any student 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 student's responsibility to present his/her Report Card or Interim Progress Report to the coach/advisor.
- Disciplinary actions will be reviewed by a student's coach/advisor. If any student serves an after school consequence on the day of a game, match and/or meet or activity, the student is ineligible to participate.

- Students who accumulate two or more suspensions during a year will not be able to participate extracurricular activities and interscholastic sports. If a student 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.
- The coach/advisor will maintain records to verify a student's eligibility.
- Failure to meet these standards will result in immediate dismissal from the interscholastic or extracurricular activity. Parents/guardians will be notified by a staff member in regards to 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 in grades PreK-5th 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.
- No food or drink will be permitted in the gymnasium.

## **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.

HOMEWORK ASSIGNMENTS ON TIME.  
HOMEWORK IS ASSIGNED AT THE DISCRETION  
OF THE INDIVIDUAL TEACHER.

8. Notify the coach of any scheduling conflicts in advance.
9. Exhibit good sportsmanship.

## **GRADING SCALE:**

### **Grades 3<sup>RD</sup> – 8<sup>TH</sup>**

<b>A+</b>	97-100	<b>C+</b>	80-84
<b>A</b>	93-96	<b>C</b>	75-79
<b>B+</b>	90-92	<b>D</b>	70-74
<b>B</b>	85-89	<b>F</b>	00-69

## **ACADEMICS**

### **ACADEMIC INTEGRITY**

#### **PLAGIARISM (Policy 5701)**

Pupils are expected to be honest in all of their academic work. Academic integrity is rooted in responsibility, respect for self and others, honesty, trust and fairness. Academic dishonesty such as, but not limited to cheating, plagiarism, falsification of assignments and forging signatures are all considered offenses to academic integrity and will result in disciplinary actions.

### **Kindergarten, 1<sup>ST</sup> & 2<sup>ND</sup>**

<b>E</b>	Exceeds Expectations
<b>M</b>	Meets Expectations
<b>A</b>	Approaches Expectations
<b>N</b>	Needs Support

### **ACADEMIC COMPETENCIES**

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

1. Actively participate in the academic community.
2. Strive to improve academic performance and work productively and collaboratively with classmates and staff.
3. Persevere through challenging tasks and be responsible when completing assignments in a thorough and timely manner.
4. Acquire and use learning strategies to problem solve.
5. Come prepared and ready to learn and ask questions for clarification.
6. Work to the best of one's ability.

### **AWARDS FOR ACADEMIC ACHIEVEMENT (Policy 5440)**

#### **HONORS AWARDS**

1. All pupils in grades three through eight are eligible for recognition of honors or high honors. Students receiving this award are recognized for their academic achievement each marking period.
2. To earn the distinction of High Honor, a pupil is required to receive a 93 or above in all subject areas.
3. To earn the distinction of Honor, a pupil is required to receive an 85 or above in all subjects.

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

### **HOMEWORK**

EACH STUDENT WILL BE PROVIDED A STUDENT HOMEWORK PLANNER WHICH SHOULD BE USED DAILY TO RECORD HOMEWORK ASSIGNMENTS. IT MAY ALSO BE USED AS A COMMUNICATION TOOL BETWEEN PARENT AND TEACHER.

STUDENTS ARE EXPECTED TO COMPLETE ALL

### **STUDENT OF THE MONTH**

Student of the Month Program is based on qualities such as the following, but not limited to: character, leadership, and citizenship; not solely on academics. The student of the month must be a diligent student who shows a strong effort to learn subjects to the best of their ability. The student of the month demonstrates role-model behavior in and out of the classroom, is well-mannered, and respectful to both peers and

teachers. The student of the month demonstrates exemplar character through his/her compassion, honesty, trustworthiness, responsibility, optimism, and loyalty by helping to create a positive school environment.

Language Arts	Science
World Language	Social Studies
Mathematics	Health
Physical Education	

## **COMMUNITY SERVICE PROMOTION EXERCISE GRADUATION REQUIREMENT**

Students in grades 6-8 will be required to complete community service in order to graduate. Informational packets and required forms will be sent home at the beginning of the year. The hours required are as follows:

- Grade 6: 1 hour
- Grade 7: 2 hours
- Grade 8: 3 hours

## **PROMOTION & PLACEMENT PROCEDURES FOR GRADES 7 AND 8**

### **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 (70-74) or higher. Seventh grade required courses include:

- |                    |                |
|--------------------|----------------|
| Language Arts      | Science        |
| World Language     | Social Studies |
| Mathematics        | Health         |
| Physical Education |                |

### **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 (70-74) or higher. Eighth grade required courses include:

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 Administration.

## **REPORT CARDS & PROGRESS REPORTS**

The Lakehurst School District issues report cards to all students in Kindergarten through 8<sup>th</sup> grade, four times a year. Parents/Guardians of students in grades 3-8 can access their child's grades and average via the Parent Portal. Directions can be accessed on our school website [www.lakehurstschool.org](http://www.lakehurstschool.org).

Parents/Guardians of students in grades K – 8 will be able to access progress reports and report cards through the Parent Portal for each of the four marking periods. 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 & TARDIES: (Policy 5200)**

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 8:00 a.m.

**SAFETY ALERT: SUPERVISION FOR STUDENTS IS NOT PROVIDED ON THE SCHOOL GROUNDS PRIOR TO 8:00 a.m. STUDENTS SHOULD BE DRESSED APPROPRIATELY FOR THE WEATHER (I.E. SNOW, RAIN, AND FREEZING**



## **CONDITIONS)**

Upon arrival to school, students will report to the assigned area and enter the building via: the Orchard Street Door # 8, the tunnel entrance off of the playground or the Pine Street Door # 10. Students may not enter the building prior to the 8:00 a.m. bell.

Recreational play before and after school (ball playing, Frisbees, or playing on playground equipment, 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.

## **TARDINESS: (Policy 5240)**

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 8:10 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 8:10 a.m.

## **EARLY DISMISSAL: (Policy 5230)**

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: (Policy 5200)**

If your child is absent you must notify the Main Office by calling the school telephone number (732-657-5741) prior to 8:00 a.m. to report the nature and duration of your child's absence. Homework must be requested Prior to 9:00 a.m. and picked up between 2:00 p.m. and 3:15 p.m.

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 letter, signed by the parent/guardian, stating the reason for the absence. A student that accumulates sixteen (16) unexcused absences may be retained as per Policy #5410 and state requirements.

## **CONDUCT**

### **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 OF 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 citizenship at all times at school and in your community.
- Demonstrate respect for yourself, others, and the world around you.
- Take responsibility for your own behavior and learning.
- Appreciate and value the differences and diversity of others.
- Show self-control of your thoughts, emotions, and behaviors.

## **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 hot or cold beverage containers in the hallways or classrooms. Students are expected to make healthy choices. It is strongly encouraged that students refrain from bringing energy drinks/sodas to school.
- 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**

Gum chewing is not permitted at school. It contributes to an untidy school building and excessive custodial work. Repeat offenders will be subject to school disciplinary procedure as insubordination.

## **ELECTRONIC DEVICES**

Students are not permitted to be in possession of electronic devices in school or on school grounds. The teacher may specifically authorize the use of headphones for instructional purposes.

All **CELL PHONES AND ELECTRONIC DEVICES** must be **TURNED OFF** during the school day when on school grounds or in the school building. Students may not wear headphones, earbuds, or AirPods unless authorized by their teacher for instructional purposes.

- **First Offense:** Warning; Student will pick up electronic device at the end of the school day from the Main Office.
- **Second Offense:** Detention; Student will pick up electronic device at the end of the school day from the Main Office.
- **Third Offense:** 2 Detentions; Parent will be required to pick up electronic device at the end of the school day from the Main Office.
- **Fourth Offense:** 1 (one) day out of school suspension; Parent is required to pick up electronic device from the Main Office.

## **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 by administration.

Students are required to use the phone in the Main Office if they need to call home. Parents should not contact, via text or call, their child's cell phone or school email.

If a student requests the use of the office phone to make an out-going call, he or she will be asked to explain the nature of the emergency.

### **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.

## **CAFETERIA**

A well-balanced nutritious breakfast and lunch is served daily. Milk and snacks may be purchased separately. Breakfast and lunch may be purchased in advance through the cafeteria. Please place the money in an envelope with your child's name and teacher's name on the front. Please check the Parent Portal weekly to ensure your child does not have a negative balance on their account.

- Students will pass from class to the cafeteria in a quiet and orderly manner under teacher supervision. Students are not permitted to 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.
- 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.
- Sharing food is not permitted.

## **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 Administration 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:**

**Closed toe shoes** must be worn at all times and shoelaces must be tied properly for safety. Backless, opened toe shoes, flip-flops, sandals, high-heeled, platform/wedges or slippers are not permitted for safety reasons. Students in grades 6-8 are permitted to wear securely fastened sandals (ie., ankle strap).

### **Jeans and Pants:**

Must be worn at the waist using a belt if needed; undergarments may not be exposed in any way. If pants have holes or tears they may not expose skin above mid-thigh. Pajamas/flannel pants are not permitted.

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

Extreme "short" shorts, mini-skirts, and short dresses are not permitted. They must be worn without holes or tears. Dresses/Skirts should not be excessively long. Undergarments may not be exposed in any way. The length of dresses, skirts and/or shorts should be at least mid-thigh.

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

ALL shirts and blouses must 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, raising of arms or walking. Tank tops or spaghetti strap shirts are prohibited. Open-backed shirts/blouses or shirts/blouses that fall off the shoulder are prohibited. Undergarments may not be exposed in any way.

### **Sweatshirts & Coats:**

Coats may never be worn in school. Hooded sweatshirts are permitted but hoods must be kept off the head at all times.

### **Jewelry and Accessories:**

Head gear such as hats, beany caps, bandanas, hair grooming aids, kerchiefs, sunglasses, and gloves are prohibited. Exception: SPIRIT DAYS.

Any clothing with or implying suggestive comments or inappropriate pictures/language, and/or clothing promoting drugs, tobacco or

alcohol is not permitted.

If clothing is considered inappropriate, a change of clothing will be required. Before school, please check to see if your child's clothing is appropriate for school and prevailing weather conditions.

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

- **First Offense:** Student conference with Administration; change of clothing required.
- **Second Offense:** Parent notification; change of clothing required; after school detention.
- **Third Offense:** Parent notification; change of clothing required; 2 (two) after school detentions.
- **Fourth Offense:** Parent notification; meeting with administration; 1 (one) day suspension.

### **PHYSICAL EDUCATION REQUIREMENTS**

Physical Education is provided for students in grades K-8. 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. Students should wear comfortable clothing.

All students in grades 7-8 are required to change for physical education classes.

### **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.
- All students must wear closed toe shoes on the playground.

### **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 town ordinance. If a student does not comply with this ordinance, local police may be involved.

- **First Offense:** Administrator/Parent Contact
- **Second Offense:** Complaint filed with local authorities.

### **BICYCLE/SCOOTER SAFETY STUDENT USE OF VEHICLES (Policy 5514)**

A vehicle policy has been adopted for the protection and safety of children. The policy #5514 (Bicycle, Scooter) 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, Hover boards, Roller Blades, Roller Skates or Sneaker Skates (i.e. Heelys) 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 AND SUSPENSION 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 well-being of other pupils and/or staff;
- Physical assault or attempt upon another pupil or upon any teacher or 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.

### **AFTER SCHOOL DETENTION**

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 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 a 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)**

- Students must enter the building at the Main Entrance on Union Avenue and report to the Main Office.

### **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 and homework 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, extracurricular activities and interscholastic activities. If a student 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.

### **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 schools established grievance procedures.

### **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.

### **VANDALISM**

We are very fortunate to have a school that 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 after school detention or OSS (As outlined in Board Policy 5512.01 and included at the end of the Code of Conduct). We encourage the use of a problem solving approach when meeting with teachers, counselors and administration. We want our students to know that we can help solve problems.

## **HARASSMENT, INTIMIDATION AND BULLYING (Policy 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 Administrator 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 Administrator 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 Administration 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. 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 Administrator or his/her designee. All school employees are required to report alleged violations of this Policy to the Administrator 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 Administrator or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Administrator 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 Administrator or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Administrator or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Administrator 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 Administrator 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 Administrator 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 Administration shall develop a process 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 September 2011

### **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.

### **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. 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 school, at the end of each marking period any articles not claimed will be donated. Articles such as clothing, books, school bags and lunch boxes, etc. should be plainly marked showing ownership.

### **COMMUNICATION & PARENT INFORMATION**

#### **ORDER OF CONTACT PROCEDURES**

Please address any questions or concerns with your child's teacher. If the question or concern



cannot be answered or addressed by the teacher, please contact administration.

### Discipline      Academics      Extra Curricular

Teacher	Teacher/CST	Coach/Adviser
Vice Principal	Vice Principal	Vice Principal
Assistant-	Assistant-	Assistant-
Superintendent	Superintendent	Superintendent
Superintendent	Superintendent	Superintendent

### BUILDING VISITORS

There will be times throughout the school year when parents and guests will be invited to join us for special events and programs. **All visitors/guests must show proper photo identification upon entering the building.** All visitors attending events being held in the gymnasium will access the playground gates on Pine Street and enter through the tunnel doors and sign in. All visitors attending meetings and/or classroom events will enter through the main entrance on Union Avenue. All visitors must sign in and wear a Visitor's Pass. If you are waiting in the main lobby, please do not open the door for another person. Please do not hold the main entrance door open for anyone else attempting to enter or exit the building. These procedures help 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 with administration. Unannounced visits can be disruptive to the learning process.

### NOTICE OF DATES AND PROGRAMS

The Lakehurst Elementary School will make every attempt to keep you abreast of our calendar and programs. We suggest that you plan time each evening to review homework and the Daily Student Planner. Every Wednesday, new flyers/ads will be posted to our Online Backpack at [www.lakehurstschool.org](http://www.lakehurstschool.org). Any forms that need to be filled out, signed and returned and student work will go home in the Wednesday folder. In the event there is pertinent information that must be sent home immediately, it will go home in the student planner and be posted on our website.

### 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. This information can be updated on the Parent Portal website.

### 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 Administrator 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.

### BIRTHDAY/CLASS CELEBRATIONS AND SENDING IN FOOD

Students in grades Pre-K – 5<sup>th</sup> may bring in a snack (Healthy Snacks are Suggested) to celebrate their birthday. Please arrange the date with the homeroom teacher. Please note all items must be individually portioned (*Cakes, etc. cannot be accommodated*). Due to food allergies all snacks must be store bought with ingredients label attached. The student may bring the snack the day that was scheduled or Parent/Guardian can drop it off at the Main Office. Birthday/Party invitations are not to be handed out in school. However, all parents/guardians are encouraged and invited to add their contact information to each homeroom's "Friendship List". Each homeroom teacher will provide you with further details.

### 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.

## **PARENT-TEACHER ASSOCIATION (PTA)**

All parents are encouraged to join the PTA. The PTA meeting schedule will be announced at the first meeting in September. The PTA has a link on the school website at [www.lakehurstschool.org](http://www.lakehurstschool.org)

## **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.

## **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 Administrator 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 Administrator, 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 Vice Principal has been designated to handle inquiries regarding the non-discrimination policies. For specific inquiries, please contact the Administrator at the following address:

Vice Principal  
301 Union Avenue  
Lakehurst, NJ 08733

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. Any student with an injury (requiring a cast, sling, brace or crutches, etc.) will need to provide the school nurse with a doctor's note.

### **SECTION 504**

Any student who has an impairment which affects a major life activity (walking, seeing, hearing, and

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.

## **INTERVENTION & REFERRAL SERVICE**

We will utilize an Intervention & Referral Service (I & R S). 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. Absolute silence is to be maintained at all times and students are to remain calm and cooperative at all times during such situations.

### **FIRE DRILLS/SECURITY DRILLS**

Fire drills and security drills are held to prepare all students and teachers in case an emergency situation should occur. 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. Teachers and staff will direct and guide their students according to the prescribed fire and security drills. One fire

drill and one security drill will be performed monthly through the school year.

## **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.

## **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 Vice 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**

### **INTERNET USAGE**

The school provides students access to technology and resources throughout the building. Students are expected to treat all technology equipment with the utmost care. Any acts of vandalism or misuse 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. Acknowledgement on the Parent Portal of the 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, permission NOT to publish a student's first name and/or picture must be acknowledged by a student's parent/guardian on the Parent Portal. Please note that at no time will a student's last name be published. While it is important to protect our children, it is also wise to promote their accomplishments.

## **CYBER BULLYING POLICY (Policy 5512)**

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 Superintendent 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 Administrator or designee.

The Superintendent or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Superintendent 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 Superintendent 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 Administrator 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 Superintendent 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 Administrator 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 (Policy 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 a Substance Awareness Counselor for counseling.

## **SCHOOL LOCKERS**

Please be aware that lockers are school property and may be subject to periodic school inspections at the discretion of the Administration. The Middle School students will be assigned a combination lock to use on their assigned locker. All lockers and combination locks assigned to the students are the property of Lakehurst Elementary School.

- Students should memorize their lock

- combination and are not permitted to share their lock combinations with other students
- Students can only store their own belongings in their locker
- It is the student's responsibility to ensure their locker remains in good condition
- At no time is food/beverages allowed in lockers
- Lockers are to be kept clean at all times
- Students will be permitted to go to their lockers at certain times during the school day
- The school and its employees will not be responsible for any belongings missing from lockers
- Students will be charged \$10 for lost or damaged locks

## **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.

## **MISSION STATEMENT**

**The Lakehurst Elementary School Community will devote our efforts to inspire and motivate all of our students to achieve their highest levels of academic excellence and become honorable members of an ever-changing society.**