

# JEFFERSON/ROOSEVELT STUDENT HANDBOOK



## ***Handbook***

*The purpose of this handbook is to provide important information about the various aspects of student life at our Upper Elementary Buildings. Students who perform best understand what is expected of them, and make responsible decisions. To this end, the handbook is a guide to both students and parents to assist in understanding the policies and procedures of the school and to understand the expectations of the students' conduct in the school. Parents, please review the material in this handbook with your child, paying special attention to the attendance policy and procedures, homework policy, and discipline policy.*

### ***Upper Elementary Mission Statement***

*Our Middle Elementary Buildings will strive to meet the unique challenges of adolescence while nurturing the development of responsible, thoughtful life-long learners. Students will be provided with positive, self-directed, data driven learning experiences in reflective environments that challenge them to explore, to create, and to make informed decisions. Each child will become an active participant in their education and be accountable for their learning in today's global society.*

### ***District Mission Statement***

*The mission of the Lyndhurst Public Schools is to develop successful individuals who will possess the knowledge, skills, and values necessary to become independent and self-fulfilled. We will prepare our students for a complex global society, through a challenging academic and co-curricular program conducted in a safe and intellectually stimulating environment. The level of expectations will be raised for all students by using the Common Core Standards as a baseline of instruction.*



## **District Administration**

**Joseph DeCorso**  
*Superintendent of Schools*

**Dr. Alma Morel**  
*Assistant Superintendent of Schools*

**Mark Hayes**  
*Business Administrator*

## **Middle Elementary Administration**

**Peter Strumolo**  
*Roosevelt School Principal*

**Joseph Vastola Ed.S**  
*Jefferson School Principal*

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## Important Telephone Numbers / Email Addresses

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Mr. Peter Strumolo, Principal	Ext. 4500	peterstrumolo@lyndhurst.k12.nj.us
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Mr. Joseph Vastola, Principal	Ext. 4400	joe_vastola@lyndhurst.k12.nj.us
Mrs. Debbie Jankowski, Secretary	Ext. 4400	debbiejankowski@lyndhurst.k12.nj.us
Ms. Alexa DeJoseph, Guidance	Ext. 4402	alexadejoseph@lyndhurst.k12.nj.us
Ms. Gia Clark, Nurse	Ext. 4403	giacklark@lyndhurst.k12.nj.us

## Daily Schedules

### Regular Day

Arrival	8:05-8:15
Homeroom	8:15 - 8:35
Period 1	8:37- 9:29
Period 2	9:31-10:23
Period 3	10:25 - 11:17
<b>Lunch</b>	11:20- 12:05
Period 4	12:07- 12:59
Period 5	1:01- 1:53
Period 6	1:55- 2:47
HR/Dismiss	2:50- 2:55

### Single Session

Arrival	8:05- 8:15
Homeroom	8:16- 8:36
Period 1	8:37- 9:07
Period 2	9:08- 9:38
Period 3	9:39- 10:09
<b>Snack</b>	10:10- 10:30
Period 4	10:31- 11:00
Period 5	11:01- 11:30
Period 6	11:31-12:00
HR/Dismiss	12:00- 12:05

### Delayed Opening

Arrival	10:20- 10:30
Homeroom	10:30- 10:40
Period 3	10:40- 11:17
<b>Lunch</b>	11:20- 12:05
Period 4	12:07- 12:59
Period 5	1:01- 1:53
Period 6	1:55- 2:47
HR/Dismiss	2:50- 2:55

## Attendance

### Absences

In accordance with **Board of Education Policy 5200**, and in accordance with the laws of the State, pupils enrolled in the schools of this district are required to attend school regularly. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in **N.J.A.C. 6A:16-7.8(a)4** and **Policy 5200**.

**“Attendance”** is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.

The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence to notify the school of the absence. Please call the individual office from the upper elementary building by 9:00 AM.

The parent(s) or legal guardian(s) of a pupil who attended morning session but will not attend afternoon session should call the school office to give notice of the pupil's absence.

The parent(s) or legal guardian(s) of a pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Principal or guidance counselor.

### Readmission to School After an Absence

1. A pupil returning from an absence of any length that has not previously been reported on the absentee line, must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with **Policy No. 8451**.



## Readmission to School After an Injury

1. Any student with an injury (or illness) that prohibits them from participating in physical education classes must have a valid written excuse from a physician. **This excuse must have a return to physical education classes date.** If the student is excused from actively participating in physical education classes for a full week or more, the student will be responsible for alternate assignments that will be assigned by the Physical Education teacher.

## Make-Up of School Work

Students who are not in school due to an excused absence will be given a make-up for each day of absence. It is a student's obligation to seek make-up work on the first day back to school after an absence. Teachers may modify the policy according to individual classes.

In general, pupils will be allowed an equal number of day(s) to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

All homework can be found online. Upon return to school, it is the student's responsibility to see/email the teacher to make up necessary work missed due to any absence.

Family trips or vacation are regarded as unexcused absences and it is the family's responsibility to make sure missed assignments are made up and returned to the teacher(s). Work cannot be requested through the Guidance Office for these absences. Access the teacher's website to obtain the missed assignments.

## **Tardy discipline policy**

### **Tardiness**

Tardiness to school and classes is disruptive and discouraged. If a student must be tardy he or she must adhere to the following procedures:

#### ***Tardy to School***

- Entry door will be closed at 8:15 AM.
- Student must then enter the building through the main entrance.
- Student must report to the main office immediately upon arrival and sign in.
- Students will be given a pass and must report directly to class.
- Repeated Tardies will result in the following: Parent Call, Parent Conference, Student Detention and in extreme cases a call so Social Services.

#### ***Tardy to Class***

If a student is with a faculty member and is late to his/her next class because of this, the students should request a pass from that faculty member.

If a student enters class after the starting time of the period, for any reason without a pass, he/she will be considered tardy and will be subject to disciplinary measures.

### **Early Dismissal**

All students are expected to remain in school for the entire day. If a student must leave the building, the school must receive advance parental notice. Parents who indicate that another adult will be arriving to pick up the students must specify that adult's name and his/her relationship to the student. Parents or their designees must report to the main office in order to accompany the student from the building. If a student does not have a note, they will be dismissed at the end of the class period. Classes will not be interrupted for this purpose.

### **Late Parent Pick-Up**

We do understand that emergency situations will come up where a parent or caregiver cannot pick up their child on time. We ask that when this does happen you call the main office and notify us in advance so that we can make proper accommodations for the student and alert the teacher.

Repeated violations of this **will not be tolerated**. If you cannot get to your child on time then you must enroll them in the aftercare program or make other arrangements for pick-up. Continued abuse of this situation after parent conference will result in the calling of Social Services.

## **Grading Policy**

**Grades** - The following grading scales and indicators shall be used:

### **Lower Middle School Grades (3 –5)**

98 – 100	A+
93 – 97	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
65 – 69	D
0 – 64	F

**\*\*Please Note we do not have a “Honor Roll” in grades 3-5. In place of Honor Role we give out Principal Awards to recognize achievement, citizenship and work ethic.**

## **Report Cards**

Report Cards will be issued at the following intervals: Conclusion of marking periods 1, 2, 3, and 4. Report cards can be viewed and printed from the Parent Portal.

The schedule of dates on which report cards will be issued will be published on the Lyndhurst School District Websites so that parents or guardians can anticipate the receipt of a report card.

## **Parent Portal**

The RealTime Parent Module will allow parents of students in grades 3 through 5 to view their child's marking period grades and attendance in order to monitor student performance throughout the marking period. Please contact the main office if you need assistance with login information. There is also a link to the Parent Portal on each Upper Elementary School's Website for your convenience.

## **Website**

The Lyndhurst Public Schools maintains a website at [www.lyndhurstschools.net](http://www.lyndhurstschools.net). Visitors can access the webpages of each individual school from the district homepage. Many teacher pages will then direct you to their Google Classroom or Class Dojo to obtain more specific information. Students and parents are encouraged to use the website as it is the primary resource to stay connected and aware of what is going on in the school and district.

## **Guidance**

The Guidance Counselors at each Upper Elementary Building are available to help students achieve success academically, personally, and socially.

Students may come to the guidance office by obtaining permission and a pass from their teacher. The guidance counselor will schedule individual or group conferences at various times during the year.

### **C. Inappropriate Attire — All Schools**

Sunglasses may not be worn indoors unless their use is prescribed by a doctor

No outerwear clothing is permitted to be worn in school

No bare midriffs, halters, swim suits, muscle shirts, net shirts or tank tops will be permitted in the school

Students are not permitted to wear “cut off” clothing;

Any T-shirt that is alcohol, drug or sexual related, or has inappropriate designs or provocative sayings is also not acceptable

Hats or any other head coverings are not permitted indoors

Shoes, sandals or sneakers must provide a firm walking surface and good balance, and be securely attached to the entire foot. Metal cleats, spike heels and footwear intended for at-home use only may not be worn

Clothing which is designed as an undergarment is not to be worn as outerwear

Clothing which is torn is inappropriate

Students are not permitted to wear clothing inside out

Clothing which restricts the range of motion or causes a safety hazard will not be permitted

Heavy chains and studded jewelry are not to be worn

Hair must not present a safety or sanitary hazard

Skirts and skorts must be no shorter than 2" above the knee

The building administration has the right to restrict attire which is dangerous or so inappropriate as to interfere with the learning process

Clothing with studs or chains is not permitted.

## Health Services

A certified school nurse is on duty during regular school hours (8:05 AM –2:55 PM). Students should obtain a pass from their teacher before reporting to the nurse.

During the school year, all students will have their height and weight measured. Grade 4 students will have their vision screening conducted and Grade 4 students will have their hearing screening conducted. Students may also be screened individually as problems arise. A physical examination within one year of the previous physical is required for all new students in the Lyndhurst School District. Additionally, proof of updated vaccinations is also required for all new students.

Tuberculin skin test (Mantoux) will be administered to all new students who transfer to Lyndhurst from countries and areas designed by the State of New Jersey to be mandatory test areas. This is also required of all students who **visit** another country and return.

### Emergencies

Emergency care will be provided for students who are injured or become ill during the school day. Names and telephone numbers (cell phones included) of parents or designated person, in the event of an emergency, must be updated and on file with the school nurse.

### Health Services

In accordance with **Board of Education Policy 8441**, any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Administration will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. Routine first aid will be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person.

### Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education, as outlined in **Policy 5320**, requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

### Medication

In accordance with **Board of Education Policy 5330**, medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with **N.J.S.A. 18A:40-12.3 and 12.4**, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to **N.J.S.A. 18A:40-12.5 and 12.6**.

- a. The school nurse may designate another employee of the school district, who has been properly trained, to administer epinephrine via epi-pen to a pupil for anaphylaxis when the nurse is not physically present at the scene;
- b. The parents or guardians of the pupil, after receiving written notification of the procedures, must sign a statement acknowledging their understanding that if the procedures specified in this section are followed, the district shall have no liability as a result of any injury arising from the administration of the Epi-pen to the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the Epi-pen to the pupil;
- c. The permission is effective for the school year for which it is granted and must be renewed for each subsequent school year.

Medications prescribed by a licensed physician may be administered at the written request of a parent or guardian and a written prescription by the physician. The medication must be brought to school only by a parent or guardian in the original container and labeled according to the doctor's orders.

Medication that is no longer required must be promptly removed by the parent(s) or legal guardian(s) from the Health Office.

### **Over the Counter Medication**

Tylenol, Advil, cough remedies, antihistamines, and OTC medications may be administered with specific written instructions from the parent or guardian and the student's physician or dentist.

### **Self-Administered Medications**

Students who require inhalers or Epi-pens for emergency treatment are permitted to self-administer these medications provided a physician's written prescription is provided. With a self-administration form completed by the doctor, a student may carry his/her own inhaler or Epi-pen, or they may be kept in the Health Office.

***Students may NOT self-administer any medications without a note from the parent and doctor.***



## BOE Policies

### BOE Policies

For your convenience, the district mandated policies and regulations are available to view and/or print from the district's website. Visit [www.lyndhurstschools.net](http://www.lyndhurstschools.net) and click on the Policies link in the left column.

Of special note, The Lyndhurst Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phone cameras/videos is counterproductive to our goals. The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, etc.) are:

- 1) Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purpose). They may not be used in the school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
- 2) Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
- 3) The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities.

Disciplinary Consequences for the violation of the above:

- Possible suspension
- Referral to appropriate agency
- Referral to law enforcement
- Possible expulsion from the school district depending on severity of personal invasion
- Loss of privileges including parties and/or commencement ceremony

Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.

**Cell phones brought to school must be turned in during homeroom.**

Please review the district policy relative to this issue; School Board Policy 5516



## Harassment, Intimidation, and Bullying

In accordance with **Board of Education Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. 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

"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:

1. 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
2. By any other distinguishing characteristic
3. 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
4. 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

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, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

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**.

## **Substance Abuse Policy Board of Education Policy 5530**

The Lyndhurst Board of Education recognizes that substance abuse presents a problem in society and is a violation of law that presents a danger to the student involved and the other students. It is the Board's responsibility to provide a safe school environment and to help our students reach their potential. To this end, the Board has developed and implemented a proactive substance abuse policy to include clear procedures and a comprehensive student assistance program (SAP). The policy and SAP focus on rewarding positive behaviors and intervening upon the negative effects of alcohol/drug usage. The school administrators, teachers, and counseling staff set forth the following objectives of our substance abuse policy:

We shall educate our students and our school staff on substance abuse including alcohol/drug use and tobacco and anabolic steroids.

We shall intervene with any student negatively affected by substance abuse including use by a peer, family member or self.

We shall provide the opportunity for students who are currently involved in substance abuse to make behavioral and attitudinal changes.

We shall address the use, possession and distribution of alcohol and/or drugs and/or related paraphernalia by offering clear guidelines, procedures and due process related to the use and/or possession on school property and at school activities.

### **Discipline**

Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, in co-curricular, and extra-curricular programs, on school grounds, and when attending a school-related function on or off campus. Students are further prohibited from smoking cigarettes or using other tobacco products in any form in school buildings, on any school grounds, in co-curricular and extra-curricular programs, and when attending a school-related function on or off-campus.

In accordance with State and Federal laws and regulations, students suspected of being "under the influence" shall be subject to medical examination at the parent/guardian's expense, suspension and other disciplinary measures as established by this policy.

The Board pledges its full cooperation with law enforcement officials in the conduct of their duties to maintain a drug free school zone in a cooperative agreement between the school district and Lyndhurst Police. The Board will abide by the Memorandum of Agreement Between the School District and Law Enforcement Agencies. Students and their parent(s)/guardian(s) are advised that New Jersey laws may require additional penalties beyond school sanctions for drug related offenses on and off school grounds in accordance with Drug Free School Zones statute. A summary of these laws and their penalties will be provided annually to students, and their parents or guardians, in a conspicuous manner.

The Board intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this policy is intended.

## **Civil Immunity**

Staff members are required by law to report any student suspected of being under the influence of, or having problems related to, drugs and/or alcohol through the district procedures. Staff members reporting students “in good faith” are immune from civil and criminal prosecution. No action administrative or otherwise shall be brought against any teaching staff member who "in good faith" reports his or her suspicion that a student is violating this policy or who acts to enforce this policy. A standard reporting form may be used by all district staff members in identifying students in need of assessment by the Intervention and Referral Services (I&RS) Team. Staff suspecting a student of being under the influence in school will transmit any reporting forms/checklists immediately to the Building Principal.

Confidentiality of information obtained by Student Assistance Counselors (SACs), Child Study Team and I&RS Team members and administrators shall be protected in accordance with State and Federal laws and regulation. Students will be informed annually of the regulations protecting the confidentiality of records pertaining to drug and alcohol interventions. They will also be notified annually of the district's procedures in regard to voluntary disclosures. Notifications shall be through student/parent handbooks or any other means deemed appropriate by the Superintendent.

## **In-service Training & Parent Awareness**

All educational staff members will receive in-service training in alcohol, tobacco and other drug abuse prevention and intervention according to the requirements of State law. The in-service training shall be updated annually to ensure educational staff members have the most current information available on the subject of substance abuse and the district's alcohol, tobacco, and other drug abuse policies and procedures. The implementation of this training shall be approved by the Superintendent and implemented in cooperation with SAC, the Assistant Superintendent and the Building Principal(s). All new staff shall participate in the in-service training provided by the SAC each school year.

## **Instruction**

The Lyndhurst School District will work diligently to prevent student involvement with alcohol and other drugs, including tobacco and performance-enhancing substances (including steroids). Every student attending Lyndhurst Public Schools will receive age-appropriate instruction in behavioral/chemical health education through the Health Curriculum in accordance with the guidelines and objectives established by the New Jersey Department of Education. Additionally, special prevention programs shall be conducted beyond the classroom throughout each school year to promote age-appropriate behavioral health practices. The curriculum will be reviewed annually to maintain conformance with Federal and State law and Board policy.

## **Identification, Evaluation and Intervention**

All staff members shall be alert to signs of symptoms of drug and/or alcohol abuse by students and shall respond to those signs and symptoms in accordance with New Jersey State Law and Administrative Code. The staff will receive detailed information and training about the consequences of the use of controlled dangerous substances, alcohol and tobacco, as well as about the district's procedures. Individuals appropriately certified and employed as SACs as required by State law and regulation will make referrals to treatment or for evaluation.

In establishing this policy, the Board directs the Superintendent to have programs and procedures developed and implemented for the purpose of assisting students who experience drug or alcohol use in accordance with State and Federal law and regulations. Each Principal shall implement a coordinated system for the planning and delivery of Intervention and Referral Services (I&RS) that are designed to assist students who are experiencing learning, behavioral, or health difficulties and to assist staff who have difficulties in addressing students' learning, behavioral, or health needs. Each building shall have in place an I&RS Team in accordance with State regulation to perform functions described in this policy. Each I&RS Team shall be provided with professional development, administrative support, and guidance for planning and delivering Intervention and Referral Services in accordance with regulation. Action plans developed by I&RS Teams will be reviewed annually and recommendations will be made to the Principal for improving school programs and services, as appropriate.

### **Annual Review**

The Board further directs the Superintendent or his/her designee to conduct an annual review of this policy and procedures and to make recommendations as necessary, as required by law.

## Student Conduct

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

Prepare themselves mentally and physically for the process of learning

Respect the person, property, and intellectual and creative products of others

Take responsibility for their own behavior

Use time and other resources responsibly

Share responsibilities when working with others

Meet the requirements of each course of study

Monitor their own progress toward school objectives; and

Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

**Backpacks are not permitted to be worn during the school day.**

## Student Discipline Policies

### DISCIPLINE CODE STATEMENT

In order to do our utmost to guarantee every student's right to be educated, a climate must exist that is totally conducive to that end. It is our belief that to achieve this aim, teachers, parents/guardians, and especially students must know what is expected of them. Therefore, it is necessary to establish a code of conduct that will communicate to everyone above the expectations, the standards of behavior, and the consequences of failure to meet those requirements.

If students are to learn and teachers are to educate, each must know what is expected of the other.

The benchmarks of successful learning must include:

- **Motivation** - the reason and need to learn.
- **The Means for Achievement** - good study and work habits.
- **Self-discipline** - the focus by the student to do what is required to succeed.

The following areas form the basis of our disciplinary policy at our Upper Elementary Buildings. However, because this outlined information cannot cover every situation, individual judgments for exceptional circumstances will be made by the school administration.

### AREAS OF RESPONSIBILITY

#### Principal

The principal will implement necessary procedures, rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The principal will involve representatives of all areas of school personnel, students and parents/guardians in establishing a building conduct code for students and staff.

#### Teachers

Teachers are responsible for the day-to-day instruction of students. Teachers also play a major role in helping students formulate habits of appropriate conduct and are responsible for the supervision of students. Responsibility and authority of any teacher extends to all students of the district whether or not such students are specifically assigned to that teacher.

#### Student Services

Guidance counselors will, upon contact by the proper internal authorities, arrange appropriate conferences with parents/guardians, students, and school officials when necessary.

#### Parents & Guardians

The Board and school administrators view parents/guardians as partners. Parents/guardians are expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians shall be notified by the school and will be held responsible for the misbehavior of their children.



## **Students**

Students shall be instructed in rules and regulations of acceptable behavior. They are, therefore, expected to adhere to the guidelines for acceptable behavior. Any student who fails to comply with the following rules and regulations will be subject to disciplinary action.

### **GENERAL RULES OF CONDUCT**

Every student has the responsibility for maintaining his or her own good conduct. Rules of conduct respect the student's rights but, also require the student to respect the rights of others. In general,

- Students are expected to follow directives of administrators, teachers and staff members.
- Students are expected to be respectful of others (adults and peers).
- Students are expected to display behavior that positively effects the overall atmosphere of the school.
- Students are expected to adhere to guidelines/regulations concerning substance abuse.
- Students are expected to follow the district dress code policy while in the school building.

### **Student Rights & Responsibilities**

The school has an obligation to the larger society to educate young people to assume the responsibilities of adult life. The school is said to act "*in loco parentis*", that is, in the place of the parent/guardian with respect to the supervision of the student's education and conduct while in school. This authority extends to school sponsored functions as well as functions in other schools and sites involving approved activities.

### **STUDENT DISCIPLINE REFERRAL PROCEDURES**

Students who are having disciplinary problems in the classroom will be handled in the following manner:

- The initial attempt at solving classroom behavioral problems will be made by the teacher. They may attempt to modify behavior through speaking with the student, assigning his or her own detention, contacting the parents, talking with the appropriate supervisor of instruction for suggestions, or other methods to correct the student's behavior.
- When the student's behavioral problems have gone beyond the scope of the teacher, the staff member will send a referral form to the appropriate administrator.

### **DISCIPLINARY SANCTIONS**

Schools have the power to enforce rules and regulations by imposing disciplinary sanctions. They are outlined as follows:

#### **Admonishment/Reprimand**

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

## **Temporary Removal from Classroom**

The classroom teacher may direct the student report to the administrator in charge of student discipline. The teacher will enter the reason for removal in the student discipline log on "Real Time". The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

## **General/Lunch Detention**

Students found violating certain school rules or regulations may be placed in General Detention for one or more days. General detention may be given before school, after school or during lunch time.

## **Meeting with School Administration and Parent**

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

## **Deprivation of Privileges**

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

1. (1) Moving freely about the school building;
2. (2) Participation in class trips or Olympic
3. (3) Participation in a assembly;
4. (4) Transportation to and from school on a school bus; or
5. (5) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

## **Suspension (in School)**

The student will be placed in the in-school suspension room/area and assigned class work for each of their classes. The student will remain at school during Lunch and will be dismissed at the end of the regular school day. Administration may require a conference with the parents/guardians and the student prior to returning to school.

## **Suspension (Out of School)**

The student will be removed from the school setting for the period of suspension and are not permitted to attend or participate in any school activities until they have been admitted back in to school. Administration may require a conference with the parents/guardians and the student prior to returning to school.

## **Probation**

Probation will include, but not be limited to, surveillance by school authorities and may include exclusion from all school social and extracurricular activities until such time as the student has demonstrated themselves worthy of the return of these privileges.



## **Expulsion**

“Expulsion” is the denial of the student’s right to attend public school and may be imposed only by the Board of Education. A student may appeal an expulsion decision of the Board of Education to the Commissioner of Education and State Board of Education.

In the event that law enforcement agencies become involved in the discipline of a student, parents/guardians will be notified of the law enforcement agency’s involvement and said student will be entitled to due process.

## **DUE PROCESS**

### **The Right to a Hearing**

The 14th Amendment to the United States Constitution guarantees that no person may be deprived of life, liberty or property without due process of law.

School personnel are employees of the government. Therefore, the school cannot impose serious disciplinary sanctions such as suspensions or expulsions on a student without first giving the student an opportunity to present his or her side of the story. The extent of formality required in permitting the student the opportunity to be heard varies with the circumstances and severity of sanctions that may be imposed.

Any sanction imposed on a student for a disciplinary violation must be reasonable. The punishment must be in proportion to the violation that was committed and should be consistent with the purposes for which student disciplinary rules were established; i.e., to maintain safety and order in the school so that the primary goal of the school, to educate its students, can be accomplished.

### **Appeals**

A student has a right to appeal a school-imposed suspension. The first level of appeal is to the Superintendent of Schools, then to the Board of Education, then to the State Commissioner of Education, and finally to the State Board of Education within thirty (30) days after the Commissioner has made his decision. Thereafter, a student may appeal to the state court system.

## Disciplinary Sanctions

The school district recognizes that, inherent in the implementation of the following student disciplinary policy, the school administration may resolve a problem beyond the limitations of the policy.

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

<b>Behavior Violations</b>	<b>Disciplinary Measures</b>
Disobedience/Defiance of School Authority	Sanctions will be determined by level of offense and/or number of instances and could include any of the following actions listed below: Parent Phone call or conference, General/Lunch Detention, In/Out—of school Suspension, Removal from school trips or Olympics
Excessive Absences/Tardiness	Phone Call to Parent ,General/Lunch Detention, Mandatory Parent conference, Retention, Phone call to Social Services
False Fire Alarm or Bomb Threat	Suspension Appropriate law enforcement contact
Fighting - Minor Physical Scuffle	General/Lunch Detention, HIB investigation, or In/Out—of school Suspension
Fighting - Violent	In/Out—of school Suspension, HIB investigation Appropriate law enforcement contact
Gambling	Suspension Appropriate law enforcement contact
Harassment, Intimidation or Bullying	General Detention HIB Investigation Suspension Appropriate law enforcement contact
Hazing	Suspension Appropriate law enforcement contact
Inappropriate Affectionate Behavior	General Detention
Inappropriate Language - Profanity	General Detention
Obscene Materials	General Detention

Possession, Sale, or Use of Firearms, Weapons or Dangerous Instruments	Suspension Appropriate law enforcement contact Expulsion from school
Possession, Sale or Use of Fireworks	Suspension Appropriate law enforcement contact
Smoking or Use of Tobacco Products on School Premises	Anti-Smoking Program Saturday Detention(s) Suspension
Terroristic Threats	Suspension/Expulsion Psychiatric Evaluation Appropriate law enforcement contact
Theft/Extortion	Suspension Appropriate law enforcement contact
Use of Portable Communication Devices	Confiscation Privilege to Use Denied Parental Notification General Detention(s) Saturday Detention(s) Suspension(s)
Unauthorized use of Portable Listening Devices (walkmans, ipods, MP3 players, etc.)	Confiscation General Detention Saturday and parent must make an appointment to pick up the device
Vandalism	Assessment of Damage Plan for Restitution General Detention Saturday Detention Suspension Appropriate law enforcement contact

## **Lunch Procedures**

All students will be expected to eat lunch in school unless the child's homeroom teacher is notified in writing that the child will be leaving school during lunchtime with a parent. The written notification must be given to the homeroom teacher in a timely manner on the day of, or before the day in question. Students must return by 12:05 and not earlier.

Students can purchase lunch on a weekly/daily basis through our lunch services by filling out a "lunch envelope" by the Wednesday before the purchased meals. Due to the overwhelming number of students purchasing lunch, all lunch envelopes are due by Wednesday morning.

All parents must fill out a free/reduced lunch form application regardless if they want the service or not.

If students wish to bring their own lunch into the school, each of them must abide by the "No Peanut Policy" that can be found on the district homepage. No nut products are allowed in any of the Lyndhurst elementary buildings.

## **Network / Internet Access**

Students are permitted to utilize the Internet if they are instructed to do so by their teacher(s), but only with a signed Internet policy form.

Students are prohibited from using the school computers to access inappropriate Websites, send or receive inappropriate messages, or violate privacy/copyright laws. Failure to adhere to the Network/Internet Policy may result in the loss of computer privileges and removal from computer class(es).

## Field Trips

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the pupils of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of pupils, and "class trips" are trips taken by pupils in a single graduating class, pupils who share a particular interest in an activity, or pupils who are enrolled in a particular subject area. Social events and class trips may or may not be related or only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Principal and for social events and class trips away from school premises that have been approved by the Superintendent. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. The Board will assume no responsibility for a pupil social event or trip that has not been approved in accordance with this policy.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided by the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

**A student can be held out of a class trip or Olympics for repeated behavior issues. This is at the discretion of the teacher and/or building Principal.**

A pupil who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating pupils at risk and shall be immediately dismissed from the event or trip. Any such pupil will be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s).

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to pupil and adult participants.

**Chaperones attending a class trip must ride on the bus to and from the event. Chaperones are not permitted to bring additional siblings/family members.**

## **Emergency Closings**

In the event of inclement weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early. Emergency closing notices will be posted on the district website, [www.lyndhurstschools.net](http://www.lyndhurstschools.net), and announced on the local media. Parents/guardians will be notified electronically via text, Twitter, email or by phone with the District automated notification system.

The following television stations will include emergency announcements due to inclement weather:

**Channel 2 – CBS**  
**Channel 4-NBC**  
**Channel 7 – ABC**  
**Channel 5-FOX**  
**News 12 New Jersey**  
**FIOS 1**

Provisions have been made for the possibility of late or delayed openings. In case of delayed opening of school, the upper elementary buildings will open at 10:20 AM. Students will report to their first period upon arrival on such days and will then follow their regular schedule.

## **Communication / Notification System**

Through the District's Data Management System parents/guardians will be notified in emergency situations or to provide important District information. This communication can occur via email, text and or telephone; please be sure to always have an updated email and telephone number on file with your child's school.

## Visitors

**Parents are not permitted to visit schools without an appointment or unless called by the school. Parents who need to drop off items will be permitted only in the first set of doors and a box will be provided for items. Please indicate your child's name and teacher on the item. This is for the Safety and Security of our schools.**

The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered. The school building reserves the right to have the visitor scan their license before entering the building.

When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

No visitor may confer with a pupil in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.



## Emergency Preparedness

In accordance with **Board of Education Policy 8420** the District has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools.
2. In accordance with state law, at least one fire drill and one school security drill will be conducted each month.
3. Bus evacuation drills will be conducted in accordance with rules of the State Board of Education.

### Emergency Procedures

In case of a need to evacuate the building, an announcement will be made by the Administration. Students should stop talking immediately and obey any instructions that may be given. The exits to be used are posted in each room and should be observed.

Fire drills are simulations of an activity of which perfection may save students' and teachers' lives. Students are to walk quickly and in a single file to the designated area. There is to be **absolute silence** so as to hear any teachers' instructions. Silence will also be maintained during the time that students are returning to their classes.



## **Pupil Right of Privacy Board Policy 5770**

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

## Potential Retention Procedures

**The following procedures are based on a final average of 64 or below:**

Mathematics and Language Arts – Grade level retention

Mathematics or Language Arts and Social Studies or Science – Summer School for both subjects

Social Studies and Science – Summer School for both subjects

Any 3 subjects – Grade level retention

Any 1 subject – Summer School

**\*\*If Summer School is not attended with a passing grade your child will be retained.\*\***