

# Long Pond School Student/Parent Handbook

2025-2026

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## SCHOOL INFORMATION

School Phone Number: (973) 315-5256

School Fax Number: (973) 579-2690

School Website address: <https://lps.andoverregional.org/>

*\*School calendar, staff rosters, important updates and reminders can all be found on the school website*

Principal's Twitter Handle: @LPSChargers

Hours of Operation:

- Main Office Hours (School Year)- 8:00 a.m. - 4:00 p.m.
- School Hours (School Year)- 8:40 a.m. - 3:40 p.m.  
*\*Students are not permitted in the building until 8:40 a.m. unless they have a scheduled appointment\**
- Main Office Hours (Summer)- 8:00 a.m. - 3:00 p.m.

### Reporting Student Progress

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

98 – 100: A+	77 – 79: C+
94 – 97: A	73 – 76: C
90 – 93: A-	70 – 72: C-
87 – 89 : B+	67 – 69: D+
83 – 86: B	63 – 66: D
80 – 82: B-	60 - 62: D-

*\*\*59% or below is considered an F\*\**

*\* Starting this school year, grading will be based off of points earned per marking period.*

- *Each assignment/test is worth a set number of points (e.g., Homework = 5 pts, quiz = 20 pts, exam = 100 pts).*
- *Final MP grade = Total points earned ÷ Total possible points possible × 100.*

*\*\* If a student fails a class for the year, he or she will be required to complete summer coursework, at the parents' expense, in order to demonstrate mastery of the concepts and skills. Failure to do so will result in retention.*

**Report Cards-** Report Cards will be issued at the conclusion of each Marking Period. Report cards will be posted on the Parent Portal. The schedule of dates on which report cards will be issued will be posted on Long Pond School's website calendar. Report cards include marking period grades, teacher comments, **citizenship and effort ratings** in ELA, Math, Science, Social Studies, Encore Classes, and Health/PE. The report card will also highlight a student's school attendance record.

**\* Report Card- Citizenship Rating Rubric:**

<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Satisfactory</b>	<b>Outstanding</b>
<ul style="list-style-type: none"> <li>● Theft, lying, instigation</li> <li>● Does not meet expectations:, not prepared to learn, does not participate, and does not work well with others.</li> <li>● Rarely demonstrates appropriate class behavior, rarely respects class or school rules and expectations.</li> <li>● Student rarely demonstrates respect for others (peers and teachers), rarely allows them to speak without disruption.</li> </ul>	<ul style="list-style-type: none"> <li>● Does not arrive on time for class</li> <li>● Does not adhere to classroom rules</li> <li>● Inconsistently meets expectations: not always prepared to learn, participates irregularly, and rarely works well with others.</li> <li>● Sometimes demonstrates appropriate class behavior. He sometimes respects class and/or school rules and expectations.</li> <li>● Student sometimes demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.</li> </ul>	<ul style="list-style-type: none"> <li>● Consistently meets expectations: is prepared to learn, participates regularly, shows respect for others, and contributes to building a positive community.</li> <li>● Usually demonstrates appropriate class behavior. They often respect class and/or school rules and expectations.</li> <li>● Student often demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.</li> </ul>	<ul style="list-style-type: none"> <li>● Always demonstrates appropriate class behavior. Student always demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.</li> <li>● Student always demonstrates respect for school and classroom rules and expectations.</li> <li>● Student is an active advocate for the classroom learning environment.</li> <li>● Student goes out of their way to be kind to others in and out of class</li> <li>● Willingness to take on leadership roles such as class assistant</li> <li>● Consistently exceeds expectations in work preparation, and participation and actively contributes to the learning experiences of their peers.</li> </ul>

**\* Report Card- Effort Rating Rubric:**

Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
<ul style="list-style-type: none"> <li>● Student rarely meets expectations set by teacher for each task</li> <li>● Student is rarely on-task requiring frequent redirection</li> <li>● Student rarely participates with appropriate response when prompted by teacher</li> <li>● Student rarely completes work or makes corrections when requested by teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Student occasionally meets expectations set by teacher for each task.</li> <li>● Student is occasionally off-task- requiring redirection.</li> <li>● Student usually participates with appropriate response when prompted by teacher.</li> <li>● Student completes some work and occasionally makes corrections when requested by teacher.</li> </ul>	<ul style="list-style-type: none"> <li>● Student meets expectation set by teacher for each task.</li> <li>● Student participates frequently either by raising hand or as prompted by teacher.</li> <li>● Student completes work and makes corrections as needed.</li> <li>● Student usually works to meet their potential.</li> </ul>	<ul style="list-style-type: none"> <li>● Student routinely accepts challenges over and above class expectations.</li> <li>● Consistently raises hand to participate and enrich class discussions.</li> <li>● Focuses on skill mastery (beyond just work completion)</li> <li>● Student makes consistent effort to progress beyond their current level.</li> </ul>

**AWARDS & STUDENT RECOGNITION**

Positive reinforcement is an essential part of our school’s philosophy. Among such recognition programs, we offer the following:

**Charger Pride Recognition Program:** LPS will recognize students every month for exhibiting behaviors associated with “being a CHARGER” throughout the year. Grade level faculty and staff will nominate one student per month, who they felt consistently demonstrated Charger Pride. Teachers will also issue Charger Cash to students when warranted. Charger Cash will be collected at various points in the year and names will be pulled for various small tokens of acknowledgement. There will be a special breakfast in June for all students (and a guest) who were recognized as Chargers of the Month during the school year.

**Academic:**

High Honors:

1. Scholastic - All A’s in all subject areas
2. Effort / Citizenship - Outstanding and / or satisfactory comments

Honors:

1. Scholastic - A's and / or B's in all subject areas
2. Effort / Citizenship - Outstanding and / or Satisfactory comments

Students will be recognized for their achievement in each of the aforementioned areas following each grading period. The students will receive a certificate in honor of their hard work and achievement, and the students' names will be submitted to the local paper.

**End of Year:**

At the conclusion of each school year, special grade level awards assemblies will held to honor and recognize many students in various areas. The 8th grade students will have special awards incorporated in their Promotion Ceremony at the end of the school year.

**President's Award for Educational Excellence**

This award recognizes academic success in the classroom. To be eligible, 8th grade students must meet requirements, including grade point average and successful performance on state assessments.

- Students are to earn a cumulative grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.75 on a 4.0 scale). When computing grade point averages, only the years from 5th grade through the end of the second marking period of their 8th grade year, are to be included.
- Previous years' NJSLA Scores in ELA and Mathematics indicating that the students have Met Expectations or Exceeded Expectations
- Student attendance and student discipline records will also be considered (poor attendance and history of Code of Conduct infractions will prevent a student from earning this honor).

**LONG POND SCHOOL 2025-2026 BELL SCHEDULES**

<b>LPS: Regular Day Schedule</b>		<b>LPS: Delayed Opening Schedule</b>		<b>LPS: Early Dismissal Schedule</b>	
Drop-off/HR	8:40-8:50	Drop-off/HR	10:40-10:50	Drop-off/HR	8:40-8:50
HR/Attendance	8:50-8:55	HR/Attendance	10:50-10:55	HR/Attendance	8:50-8:55
Period 1	8:57-9:33	Period 1	10:57-11:20	Period 1	8:57-9:22
Period 2	9:35-10:11	Period 2	11:22-11:45	Period 2	9:24-9:49
Period 3	10:13-10:49	Period 3	11:47-12:10	Period 3	9:51-10:16
Period 4	10:51-11:27	Period 4	12:12-12:35	Period 4	10:18-10:43
Lunch/Recess	11:29-11:54	Lunch/Recess	12:37-1:00	Lunch/Recess	xxxxx
Lunch/Recess	11:54-12:19	Lunch/Recess	1:00-1:23	Lunch/Recess	xxxxx
Period 5	12:21-12:57	Period 5	1:25-1:48	Period 5	10:45-11:10
Period 6	12:59-1:35	Period 6	1:50-2:13	Period 6	11:12-11:37
Period 7	1:37-2:13	Period 7	2:15-2:38	Period 7	11:39-12:04
Period 8	2:15-2:51	Period 8	2:40-3:03	Period 8	12:06-12:31
Period 9 PEP	2:53-3:29	Period 9 PEP	3:05-3:28	<b>*No PEP</b>	
Dismissal 1	3:29-3:34	Dismissal 1	3:28-3:34	Dismissal 1	12:31-12:35
Dismissal 2	3:34-3:40	Dismissal 2	3:34-3:40	Dismissal 2	12:35-12:40

<b>FMB: Regular Day Schedule</b>		<b>FMB: Delayed Opening Schedule</b>		<b>FMB: Early Dismissal Schedule</b>	
Homeroom	8:40-8:55	Homeroom	10:40-10:55	Homeroom	8:40-8:55
Period 1	8:55-9:35	Period 1	10:55-11:20	Period 1	8:55-9:20
Period 2	9:36-10:16	Period 2	11:21-11:46	Period 2	9:21-9:46
Period 3	10:17-10:57	Lunch/Recess	11:47-12:12	Period 3	9:47-10:12
Period 4	10:58-11:38	Lunch/Recess	12:12-12:37	Period 4	10:13-10:38
Lunch/Recess	11:39-12:04	SEL Time	12:37-12:47	Lunch/Recess	xxxxx
Lunch/Recess	12:04-12:29	Period 3	12:48-1:13	Lunch/Recess	xxxxx
SEL Time	12:30-12:40	Period 4	1:14-1:39	SEL Time	10:39-10:57
Period 5	12:41-1:21	Period 5	1:40-2:05	Period 5	10:59-11:19
Period 6	1:22-2:02	Period 6	2:06-2:31	Period 6	11:20-11:40
Period 7	2:03-2:43	Period 7	2:32-2:57	Period 7	11:41-12:03
Period 8	2:44-3:24	Period 8	2:58-3:23	Period 8	12:04-12:24
HR/Dismissal	3:25-3:40	HR/Dismissal	3:25-3:40	HR/Dismissal	12:25-12:40

**ANDOVER REGIONAL SCHOOLS**  
**STUDENT/PARENT AGREEMENT FOR RESPONSIBLE USE OF DISTRICT OWNED**  
**COMPUTING DEVICE**

This assigned device is intended to be used by the student for educational purposes only.

In order to receive a Chromebook, all students and their parent or guardian must review and sign the following procedures and guidelines. Parents must click, in Realtime, to accept the terms of this agreement which is done during the student enrollment process.

**Use of Technology Guidelines:**

- All use of technology must support learning.
- Students must follow local, state, and federal laws while using technology.
- Students are responsible for ensuring their device is recharged when the battery is getting low.
- Any lost or damaged devices must be reported to the main office within two school days.
- Students must transport devices in a responsible manner to avoid damage.

**Students may not:**

- Share logins or passwords (Exception: students may share passwords with parents or guardians).
- Decorate or modify hardware in any way. (No stickers, paint, mods, etc.)
- Use another person's device.
- Have, display, or share inappropriate material on devices (photos, video, wallpaper, pirated or illegal content, etc.)
- Use the device in any way other than approved by your teacher in class (games, social media, videos, taking photos, etc.).
- Install any software/apps other than approved by the district and instructed by a teacher.
- Damage, lose, or leave devices in an unsecure location.
- Use devices in "technology free zones" including but not limited to locker rooms and bathrooms.
- Use the camera or recording device on their machine for anything other than educational purposes without the permission of all participants.

**Statement of Responsibility of Borrower**

I accept responsibility if equipment is lost, damaged, or needs to be repaired or replaced while it is in our possession. I acknowledge that the equipment received is in good condition, and it will be used only by the student. I have read and understand the Student/Parent Agreement for Responsible Use of District Owned Computing Devices and agree to abide by this policy.

I understand that if a district assigned device is lost or damaged due to disregard for the above policies, I will be responsible for paying a replacement or repair cost of up to \$350.

Common repair costs: Broken Screen \$40, Broken Keyboard \$40-\$100, Lost Charger \$40, Lost Protective Cover \$40, Damaged Camera, Headphone jack or other interface ports would incur a full replacement cost.

I understand that the Chromebook and district- assigned Google Chrome account are the property of Andover Regional Schools and as a result may be subject to inspection at any time. The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. The student should have NO expectation of privacy of materials found on district supplied equipment or supported email service, including during home use. Be aware that at ALL TIMES, your browsing history is viewable by Andover Regional administration.

### **3rd Party App Information:**

3rd party apps may be used for instructional purposes to implement board approved district curriculum. Please see this page on our district website for further information on the 3rd party apps used in our district.

<https://www.andoverregional.org/district-services/technology/ferpa>

As a parent or legal guardian, I hereby acknowledge that I have read and understand the Student/Parent Agreement for Responsible Use and the District Acceptable Use Policy. **I further recognize that if my child does not abide by the rules of acceptable use, he/she is subject to disciplinary action as indicated in the Parent/Student Handbook.** I hereby give permission to the Andover Regional School District to issue my child a Chromebook, and agree to abide by the policies as outlined in the Student/Parent Agreement for Responsible Use and the Acceptable Use Policy. I further understand that this permission will remain in effect during the entire time my child is a student at the Andover Regional Schools, and I will notify the school in writing if I wish to rescind this permission.

*\*Please see BOE [Policy 8335](#) - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*

## **AFFIRMATIVE ACTION POLICY, PLAN & PROCEDURES**

It is the policy of the Andover Regional School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs, activities and employment policies and practices as required by Title IX of the Educational Amendments of 1971 and N.J.A.C. 6:4-1.1. et seq.

Personnel in all categories shall be selected and employed on the basis of competence for the available positions without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or disability.

Before being presented to the Board of Education for adoption, textbooks and all other materials shall be reviewed to determine whether or not they reflect bias or prejudice, and whether or not they portray any group as stereotypes.

Courses shall be designed and developed to challenge students intellectually or physically at their level of competence.

Competitive sports programs shall be balanced to present an equal challenge to either gender, and when possible, to provide for participation for the physically challenged.

Placement of students in classes and courses shall be made on the basis of the individual student's needs.

All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to disabled persons.

Future facilities will be designed to conform to federal and state requirements with regard to access for the disabled.

LEGAL REFERENCES: ESEA Title IX NJSA 10:5-1 et seq

P.L. 94-142 NJAC 6:4-1. 3

P.L. 93-112 Section 504

NJSA 52:32-1 et seq

18A:6-5, 6

18A: 18A-17

18A: 29-2

18A: 36-20

## ARRIVAL/DISMISSAL

### ARRIVAL

Students should not arrive before **8:40 a.m.** (or **10:40 a.m.** on delayed openings) unless pre-arranged with a teacher, coach, or club advisor. Students enter through:

- **Main entrance** (bus drop-off)
- **Flagpole entrance** (parent drop-off)  
Staff are stationed at both; all exterior doors remain locked for safety.
- **Morning Activities** (please refer to club advisors/coaches drop-off location)

### DISMISSAL

Dismissal **3:30 p.m. - 3:40 p.m.** (12:30 p.m. - 12:40 p.m. early dismissal).

- **Buses:** Front of building; staff present.
- **Pickup:** Center rear of building; staff present. If pickup permission is unclear, adults will be directed to the front office for verification.

### PICKUP PATROL

All dismissal plans must be entered in this system.

- **Default plan:** Usual daily plan (bus, pickup, aftercare, or combination). **Defaults are all set to bus at the start of the school year;** Parents must update default plans and make changes as needed. If no changes are entered—or if after-school activities are not running, we will follow the default plan as entered in the system.
- **Plan change:** Any deviation from the default - pickup, early pickup, after-school activity, or aftercare (must pre-register with program).
  - Please detail the name of the person designated to pick up your child (other than parents/guardians).
  - Students participating in after school activities/clubs/events are expected to attend unless the coach/advisor is notified prior to the activity.
  - **Cutoff time:** 2:30 p.m. for changes. After this time, contact the main office for assistance. Avoid calls between 2:40–3:40 p.m. to allow end-of-day routines.

## ATTENDANCE/ABSENCE REPORTING

### **IF YOUR CHILD IS ABSENT:**

Parents must notify the school of their child's absence through their RealTime **Parent Portal** account using the absence notifications tab. All absences should be reported ASAP, but **no later than 8:40 a.m.** on the morning of the absence. If you are unable to access the Parent Portal at any time, please call the Main Office. Please keep the following in mind:

- Parents must notify the school of their child's absence through their RealTime Parent Portal account using the absence notifications tab.
- All absences/tardies should be reported ASAP, but no later than 8:40 a.m. on the morning of the absence.
- If you are unable to access the Parent Portal at any time, please call the Main Office.
- If we do not receive a notification regarding your child's absence, you will be notified via a RealTime Emergency alert message (phone, email, text).
  - The first RealTime notification will be sent at approximately 9:15 a.m.
  - The second notification will be sent at approximately 10:15 a.m.
- ***If an absence is not confirmed, the school security guard and/or the local authorities will be asked to perform a wellness check as a safety precaution to ensure the student is accounted for.***

If you wish to speak with the nurse (in addition to submitting notification in the Parent Portal) parents may call the Nurse's office at **(973) 315-5256 ext. 303**, then follow the prompts. If the nurse isn't available, please leave the following information:

- Child's name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number

### **ATTENDANCE POLICY**

(\* [BOE Policy 5200](#))

#### **General**

A student is expected to attend **ALL days and hours** that the public schools are in session in the district.

- Daily attendance for students who are in school will be taken during homeroom.

In the district, when a student exceeds the limit of eighteen (18) absences, the building principal has the authority to retain or require completion of specific academic responsibilities before promotion is granted. Any student absent thirty (30) or more days will automatically be retained and will repeat that grade the following school year. All absences will count toward this limit except for the excused absences which are listed below:

*"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:*

- *Religious observance;*
- *College visit(s), up to 3 days per school year for students in grades 11 and 12;*
- *“Take Our Children to Work Day”;*
- *Participation in observance of Veterans Day;*
- *Participation in district board of election membership activities;*
- *Closure of a busing district that prevents a student from having transportation to the receiving school; and*
- *Participation in one “civic event” for students in grades 6-12 - can only be applied to an event sponsored by a government entity, a community-based organization, or a nonprofit. The civic event is required to incorporate an element of service learning and address a public issue or concern.*

### **If your child is absent/tardy:**

Parents must notify the school of their child’s absence by making an absence entry using their Realtime parent login on the morning of the absence. If a parent is unable to access the Realtime at any time, please call the Long Pond School’s Main Office ext. 301 or Nurse’s Office ext. 303 to report the absence, and reach out to our IT department ext. 414 for technical assistance. ***If an absence is not confirmed, the school security guard and/or the local authorities will be asked to perform a wellness check as a safety precaution to ensure the student is accounted for.***

If you wish to speak with the nurse (in addition to submitting the notification in Realtime), parents may call the Nurse’s office at **(973) 315-5256 ext. 303**, then follow the prompts. If the nurse isn’t available, please leave the following information:

- Child’s name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number

### **Upon return**

*It is expected that a student returns to school with a “**written note.**”* The note should include the student’s name, date(s) of absence and reason for absence and it **MUST** be signed by a parent/ guardian and submitted to the school nurse. Missed assignments must be made up upon the student’s return to school. The student will have one day of make-up time for each day absent. Teachers are not expected to give assignments in advance. All work not completed within the make-up time will be graded accordingly. When parents/guardians are aware that an absence will occur for an extended period of time, they are requested to notify the main office or nurse.

### **Participation in School Activities**

Students who are absent from school, come to school after 11:40 a.m., leave before 12:40 p.m., or leave school early due to illness or disciplinary reasons **MAY NOT** attend after school activities or evening LPS events running that day.

### **Excessive Tardiness**

Children are expected to arrive to school on time each day. Attendance is taken during homeroom. **A student is determined to be tardy when they arrive to homeroom after 8:50 a.m. and/or if they leave school before 3:30 p.m. Students arriving late to school five or more times or leaving early from school five or more times during a marking period**, will receive notification letters and may be assigned an administrative detention every time beyond the first five. Excessive tardiness may also impact a student's ability to participate in before/after school activities and events.

### **Truancy**

New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut. TRUANCY is defined as an unauthorized absence from school. A CUT is defined as an unauthorized absence from class. TRUANCIES and / or CUTS may result in disciplinary action.

\*A complaint **will** be filed with the local Municipal Court if a student exhibits a pattern of truancy or cuts. **“Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.**

## ACTIVITIES/CLUBS

### ACTIVITY / SPORT / CLUB / ELIGIBILITY

Students represent themselves and the school during club or sport activities. We want to instill responsibility and a sense of pride (Charger Pride) in our student community.

Academic: A student in grades 5 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she is in good academic standing.

- If during any marking period a student receives a failing grade (F) in one or more subjects, he/she shall become ineligible for participation in after school sports/clubs and activities. The period of ineligibility shall remain until the end of the next marking period. At that time, reinstatement may be obtained if the academic requirements are met.
- If during any marking period a student receives an unsatisfactory grade in any of the areas of attitude and behavior, his/her eligibility shall be determined after a conference between the school administrator and the teacher concerned. If it is decided to allow him/her to continue, he/she shall be placed on probation until improvement in the unsatisfactory area is noted.

\* If a student does not display improvement after being placed on probation, he/she may be declared ineligible. The Superintendent may at any time declare a participant ineligible if in his/her opinion he/she feels that it is in the best academic interests of the student. Reinstatement shall be at the discretion of the Superintendent.

Attendance: A student in any grade, must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition.

- An attendance record is unsatisfactory if the number of unexcused absences exceed 5 school days in the preceding marking period prior to the student commencing participation in school district sponsored programs of athletic competition/extra-curricular activities.
- A student who is absent an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition/extra-curricular activities in the afternoon or evening of that school day.

Attitude/Behavior: Any student who has accumulated an administrative detention in the week preceding the event or activity is subject to consideration for exclusion from that activity. An in school or out of school suspension, or five administrative detentions since September, will result in probation for a period of time or dismissal from the sport, club and/or activity. Each case will be reviewed on an individual basis. *A student in any grade who fails to observe school rules for student conduct, may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition/extra-curricular activities.*

Medical/Health Clearance: **Students must have a completed physical and medical / health clearance prior to any interscholastic athletic participation. (NO EXCEPTIONS according to law).**

*Sports physicals: (see links below)*

- Are active for one calendar year.
- Must also be cleared by our School Doctor after handing in to the School Nurse.

•Must be cleared by our School Doctor *before* participating in ***intramurals, practices or scheduled games.***

•If the sports physical is over 90 days old, only a Health History Questionnaire needs to be completed.

Please see the deadlines below for each sport for the 2025-2026 school year. Physicals handed in after the deadline will be accepted but may result in a delay of participation in practice or scheduled games until cleared by our School Doctor. The School Nurse will deliver the physicals to the school doctor for final approval.

Fall Sports: Please hand in sports physicals by September 5th, 2025.

Winter Sports: Please hand in sports physicals by November 3rd, 2025.

Spring Sports: Please hand in sports physicals by March 6th, 2026.

Intramural dates are to be determined (sports physicals will be due a minimum of 1 week prior to any sports activity beginning.)

Please also note:

- These forms **MUST BE RETURNED DIRECTLY TO THE NURSE.**
- Important information about Emergency Medications:
  - *Students that may need inhalers, epi-pen, glucagon or other medication during sports must have a current doctor's order on file in the nurses' office.*
  - *Some students are approved to "self-carry", but it is also strongly recommended that these students have a back-up inhaler, epi-pen, etc. to keep in their team's medical kit if needed.*

You will be notified by the School Nurse when your child's physical has been cleared. If you have any questions regarding the date of your child's sports physical, please contact the LPS Nurse Office at 321-315-5256 x303.

Sports Physical:

<https://resources.finalseite.net/images/v1753293499/andoverregionalorg/sok87cu1kspiyziidvtl/LPSSportsPhysicalPacket.pdf>

Updated Health Questionnaire:

<https://resources.finalseite.net/images/v1717616174/andoverregionalorg/xwz0ly4v411jxeh5dfxv/HealthHistoryUpdate.pdf>

Parent Pick-up: It is mandatory that parents/ guardians be prompt when picking up their child from an after school activity. Parents who demonstrate a pattern of being late may jeopardize their child's participation in further activities.

Here is a list of some of the clubs/activities typically offered throughout the year:

Field Hockey FALL	Basketball (Girls/Boys) WINTER	Track and Field (Girls/Boys) SPRING	Student Council ALL YEAR
Intramural Kickball (SPRING)	Intramural Basketball (WINTER- before school)	Intramural Softball	Peer Leaders ALL YEAR
Lego Robotics FALL	Intramural Floor Hockey (WINTER)	Spring Musical WINTER/SPRING	E.A.R.T.H. Club ALL YEAR
National Junior Honors Society (NJHS)	Homework Club (October through May)	News/Media Broadcast	Yearbook Club ALL YEAR
Master Band ALL YEAR	Jazz Band ALL YEAR	Choir ALL YEAR	Handbells ALL YEAR
TREPS WINTER	7th and 8th Grade Dances	5th and 6th Grade Activity Afternoons	

- LPS NJHS Selection Process:** The National Association of Secondary School Principals governs the National Junior Honor Society (NJHS). The NJHS is currently open to all eligible LPS seventh graders for the 2025-2026 school year. Students must meet the following five criteria: scholarship, character, leadership, service and citizenship. The basic scholarship requirement is at least a cumulative average of a 3.8 (on a 4.0 scale). An application will be given to those students who have met the scholarship criterion. Leadership, citizenship, as well as scholarship awards received will be evaluated using the application that the students complete. A Teacher Input Form will then be circulated among our faculty and staff. In addition, an essay component will be included in the application. The essay will be completed at a designated date after school hours. Emphasis is placed on candidates who possess qualities that are strong in all criteria.

The Faculty Council reviews all candidates in an anonymous manner. Selection into NJHS is made by a majority vote of the Faculty Council consisting of five persons from different grade levels and from the special subjects.

Each year the National Junior Honor Society completes community service projects in which all the members of the society are involved. These projects could be oriented toward improving student leadership, educating them as citizens, working with, and learning about senior citizens, providing some learning about other cultures, or performing some school service. This approach emphasizes the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

## CELL PHONE POLICY

Cell phones are a modern convenience that many families rely upon to communicate with one another. The school understands and respects that cell phones are a necessity in today's world. However, cell phones have become a major distraction during school hours. We wish to avoid any misuse. Therefore, restrictions regarding the use of cell phones is warranted as we continue to maintain a proper learning environment for all.

1. Cell phones are required to be **turned off and kept in lockers** throughout the school day.
2. Text messaging is prohibited at any time during school hours.
3. A cell phone will be confiscated if a student is caught with the phone during school hours (including AM homeroom and PM homeroom)

### **Disciplinary Actions:**

- 1st Offense- Phone sent to the office and returned to student at end of day with a warning; parents notified
- 2nd Offense- Phone sent to the office and parent/guardian must retrieve
- 3rd Offense- Phone sent to the office; parent/guardian must retrieve; Administrative Detention
- 4th Offense- Phone sent to the office; parent/guardian must retrieve; two (2) Administrative Detentions
- 5th Offense- Phone sent to the office; parent/guardian meeting scheduled to retrieve; three (3) Administrative Detentions

## CHROMEBOOKS

After a parent/guardian signs off on the school's acceptable use policy on the Parent Portal, **each LPS student will be issued an individual device.** *Students are expected to bring their **charged** devices to school every day.* The student participation grade will reflect students who forget devices, or don't bring them fully charged to school. Students will also be provided with Google accounts in order to be able to use the applications/features available through Google. The students must be aware of the following information in addition to the information presented in the "Acceptable Use Policy:"

- **Conduct-** Students are responsible for good behavior online just as they are in a traditional classroom or school building. It may be illegal to use obscene, profane, threatening, or disrespectful language while using school related technology. Communication with others should always be course related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Cyberbullying and other inappropriate online behavior will not be tolerated and the privacy of others should be respected at all times.
- **Access Restriction-** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Andover Regional School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.
- **Security-** Andover Regional School District cannot, and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Parents need to be aware that students will have access to their Google accounts at home and the same rules apply when using their Google accounts at home.
- **Loaner Chromebooks-** As previously stated, students are expected to bring their charged chromebooks to school on a daily basis. **Loaner chromebooks will be available in the main office for students to use when their device is in need of repair only.** Loaner Chromebooks will not be issued for students who forgot to charge them or left them at home. \* If a student intentionally damages a chromebook, they will not be provided with a loaner.

The following are some examples of inappropriate use of the chromebooks that warrant a consequence:

- Downloading unapproved apps/extensions/programs without first receiving permission to do so
- Deleting School installed settings on the Chromebook
- Resetting the Chromebook to factory settings
- Lack of care for Chromebook and accessories
- Intentionally causing damage to another student's device
- Placing the Chromebook in developer mode without teacher/administration consent
- Adjusting setting on someone else's device
- Adding a personal credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Logging on to a personal Google account to listen to music or access unauthorized sites
- Illegal installation or transmission of copyrighted materials
- Accessing materials that are obscene, offensive, and/or inappropriate
- Transmitting materials that are obscene, offensive, and/or inappropriate

- Knowingly placing a virus on a computer network
- Using objectionable language in public or private messages (in example: in G-Hangouts, G-Chat, etc.): racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous

Possible consequences for inappropriate use of the chromebooks:

- Extended Administrative After School Detention
- In-School Suspension
- Out-of-School Suspension
- Involvement of Law Enforcement
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.

## CLASS TRIPS

All class trips are a PRIVILEGE as opposed to a RIGHT. Therefore, participation for all class trips is as follows:

1) Any student that has been suspended from school at any time during the year, and/or has accumulated five administrative detentions from September until the time of the trip, is subject to consideration for exclusion from the class trip. **(No Refunds)**

2) Any student who has accumulated an administrative detention in the two weeks preceding the trip is subject to consideration for exclusion from the class trip. **(No Refunds)**

3) Parents will be required to sign documentation supporting the class trip rules and guidelines. A student may be required to be picked up from the trip if, in the judgment of the chaperones, the student's behavior warrants such action. **(No Refunds)**

4) Excessive absenteeism may result in the loss of a class trip. The student will use this time to make-up missed work/assignments. **(No Refunds)**

5) If a student is caught smoking/vaping or in possession of vaping or substance paraphernalia, that student may be removed from any upcoming class trips and future after school events/activities such as school dances and other extracurricular activities. **(No Refunds)**

## CODE OF CONDUCT

\*as per ARSD BOE [Policy 5600](#) which can be found on district website

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. Teachers may assign detentions during lunch and/or before or after school if possible. Teachers will notify parents when/if a lunch detention is warranted. However, if the infraction warrants it, the teacher may choose to submit a discipline referral to the administration. In most cases, the teachers are expected to notify parents when/if they suspect an administrative referral is the next step following repeated attempts to address the behavior. Students will receive consequences as outlined below depending on the severity of the offense.

### Level 1

Students who have exhibited behaviors that disrupt the learning environment will be referred to the administration. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Repeated disruptive classroom behavior.
- Using inappropriate language
- Inappropriate displays of affection.
- Misbehaving for a substitute.
- Insubordination/defiance.
- Disrespectful behavior

Potential administrative responses to Level 1 behaviors may be:

- Lunch Detention and/or Parent meetings, counselor referrals and additional assignments
- Administrative Before/After School Detention (8:00 a.m. - 8:40 a.m. or 3:40 p.m. - 4:30 p.m.)
- Extended Administrative After School Detention (3:40 p.m. - 5:30 p.m.)

### Level 2

Students who continue to exhibit behaviors identified in Level 1 or who engage in much more serious transgressions will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence towards a peer or staff member.
- Damage to facility that interferes with functioning of school (possible fines) or threatens well being of others.
- Sexual harassment.
- Drug, alcohol possession/ under the influence (including vaping/E-cigarettes, Juuls, etc...)  
\*An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- Weapon possession
- Confirmed Harassment, Intimidation, and/or Bullying. (see BOE [Policy 5512](#))
- Inappropriate use of electronic device, i.e. taking photos/videos of without consent
- Theft

Potential administrative responses to Level 2 behaviors may include:

- Extended Administrative After School Detention (3:40 p.m. - 5:30 p.m.)
- In-School Suspension
- Out-of-School Suspension

- Involvement of Law Enforcement
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.  
\*Any student caught vaping or in possession of vaping paraphernalia will be removed from field trips and possibly other co-curricular events/activities.
- Vaping First Offense- Three day Out-of-School Suspension: students referred for a medical evaluation, student could be ineligible for grade level field trip and will be ineligible for any overnight field trips, student will be ineligible to participate in band, choir, and/or athletics for a month from the date of the incident. Follow-up with school counselor and/or nurse
- Vaping Second Offense- Five day Out-of-School Suspension: students referred for a medical evaluation, student could be ineligible for grade level field trip and will be ineligible for any overnight field trips, student will be ineligible to participate in band, choir, and/or athletics for the remainder of the school year including extracurricular events and activities such as dances and concerts. Follow up with school counselor and/or nurse

\*\*\* Students serving a suspension may not participate in any school activity practice, game or rehearsal for a period of five days from the date of incident.

### **CHEATING/PLAGIARISM:**

Cheating – Cheating is defined as giving or receiving any unauthorized aid on tests, exams, reports, term papers, homework, or any other school/course related assignments.

Plagiarism – Plagiarism is to steal and pass off as one’s own the ideas and words of another. It is to use, intentionally or unintentionally, without crediting the source, to commit literary theft and present as new and original an idea or product derived from an existing source.

First Offense:

- A grade of “0” will be issued for the assignment/report
- A teacher detention may be administered to the student
- The student’s parent(s) will be contacted

Second Offense:

- A grade of “0” will be issued for the assignment/report
- Teacher will notify building principal and infraction will be recorded in student information system along with a “warning” noted
- Student will meet with the school counselor
- The student’s parent(s) will be contacted

\* Any future incidents will result in an Administrative Detention

### **BUS SAFETY RULES/EXPECTATIONS:**

We take the safety and well-being of our students seriously. Safety and behavior on the school bus is not the sole responsibility of the school bus drivers. It is a matter of teamwork that requires the cooperation of pupils, parents, and school personnel. New Jersey State Law 18A:25-2 gives the authority to the school principal to exclude a pupil from the bus for disciplinary reasons and allocates the responsibility for the child’s transportation to and from school to the parents for the exclusion period. Cooperation and understanding by all students and

parents is appreciated. Please emphasize to your child/children the importance of following the rules and regulations covering transportation and bus safety.

Rules-

- Sit in your assigned seat with your seatbelt on at all times. Keep the aisle clear of feet and belongings. Never put your head, hands, or arms out the window.
- Stay seated until the bus stops.
- Never cross behind the bus. Cross in front of the bus so the driver can see you.
- When crossing the street, always wait for the bus driver to indicate that it is safe to cross.
- Behave at the bus stop. Bullying and harassment are prohibited and may be considered illegal.
- Talk quietly.
- Do not distract the bus driver.
- Do not throw things or litter the bus.
- No eating, drinking, or gum chewing on the bus.
- Smoking or Vaping of any kind is prohibited.
- Arrive at assigned bus stop 10 minutes before the bus is due to arrive.
- Students may only ride their regular bus and to the bus stop assigned
- **Bus assignment changes are approved only in the case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.**

The following disciplinary measures may be applied as appropriate to the pupil's violation of the rules of conduct on the bus:

First offense:	Warning to student, notification to parent/guardian
Second offense:	Notifying parent(s) of possible suspension of riding privileges and appropriate discipline (detentions).
Third offense:	Letter to parent and three-day suspension of riding privileges
Fourth offense:	Additional suspension for five days to permanent suspension of riding privileges

Waiving Transportation Services-

Per Board [policy 8613](#), if a parent or guardian wishes to waive transportation services, the Parental Transportation Services waiver form will need to be completed and submitted to the transportation office. This request will need to be submitted on a yearly basis. Please note transportation services will only be reinstated for hardship reasons within that given year, and at the discretion of the Board of Education.

**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 and/or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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.

## **COMMUNICATION**

\*\*\* Always contact the school if you have any questions and or/concerns to avoid any misunderstandings\*\*\*

Various forms of communication exist at LPS. Here are a few:

- email/phone calls
- Weekly News Updates (Charger Connections)
- School website/teacher pages on website
- Parent/Teacher Conferences
- Instagram @lpschargers

## COUNSELING

Andover Regional School District (the “District”) is committed to providing a quality, well-rounded education to its students. In an effort to achieve this goal, parents/guardians and/or school staff may refer students for counseling or students may request counseling. To facilitate this effort the District offers short term individual counseling to students. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. These services are not intended as a substitute for diagnosis and/or treatment for any mental health disorder. It is a parental obligation to determine whether additional/different services are necessary and appropriate.

It is the policy of the District to obtain parent/guardian written permission for individual counseling that extends beyond two sessions in a school year or that is planned on a regular basis. The District may, however, send a student for situational counseling due to concerns, disciplinary issues, requests or any other reason deemed appropriate by District staff without parent/guardian consent.

In order to build trust with the student, the counselor will keep information confidential, with some possible exceptions. Because these services are provided to minor children in the school setting, it is understood that the school counselor may share information with parents/guardians, the student’s teacher and/or administrators or school personnel who work with the student on a need to know basis so that the student may be better served by all involved. The counselor is, by law, required to share information with parents or others if:

- Student presents a serious danger to self or others
- There is evidence or disclosure of abuse or neglect
- There is a threat to school security
- Criminal or delinquency proceedings are pending

Should you, as a parent, desire that your child NOT receive counseling, then you will need to provide the District with written documentation of such request. In the absence of such written documentation the District will provide occasional/situational counseling as they deem appropriate.

## DRESS CODE

It is important to recognize that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students may not wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; or prevents the student from achieving his/her own educational objectives.

Long Pond School prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property or at a school-sponsored event. Apparel with biased, offensive or profane messaging, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

The following types of clothing may not be worn at Long Pond School:

- Hats, headgear, masks and/ or backpacks inside the building;
  - Clothing that displays profanity, violence, discriminatory messages or sexually suggestive phrases or innuendo or clothing that promotes drugs or alcohol use;
  - Costumes or any type of apparel that causes a distraction in the learning environment (other than designated school spirit days);
  - Bare midriffs or low cut tops;
  - Skirts or shorts above fingertips when arms are at sides
  - All shorts/pants/skirts are to be worn at the student's natural waist;
  - Spaghetti straps less than two inches wide;
  - Flip flop shoes (beachwear) and/or slippers- sandals MUST have a strap or back and hard soles;
  - Visible undergarments;
  - Tank tops, spandex, bicycle pants or sleepwear;
- \* Hoodies- hooded sweatshirts have become a distraction over the years and students are not allowed to wear their sweatshirt hoodies over their heads

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field trips and other school-related activities. Specifically, some departments, such as physical education, science, and certain encore classes require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events. Remember, you represent yourself, your school, your family and your community.

## HEALTH AND PHYSICAL EDUCATION

“The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a lifelong appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities.”

**Physical Education:** Our physical education program is designed to provide a planned orderly transition from elementary school to middle school, and eventually high school. We plan to direct our students through a program that will meet their physical, social, and emotional needs. The physical education program is focused on health and wellness and will be differentiated and adapted to individual needs. Improvement and development in agility, flexibility, balance, strength, power and endurance will be expected.

*All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and gym apparel. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse. Students will have access to the locker room bathrooms and may change clothes/sneakers as needed, but locker room lockers will not be available this year.*

**Health Education:** We value the importance of partnering with families as we educate students in the knowledge and skills they need in order to lead healthy, active lives.

You can find a summary of units per grade level on the curriculum tab of our website. We invite you to examine and discuss this information with your child. You are also welcome to contact your child's Health Teacher to receive further information about the lessons that will be taught to your student.

Depending on your child's grade level, topics may include:

- Personal Safety
- Human Reproduction and Childbirth
- Puberty
- HIV/AIDS and Sexually Transmitted Infections (STDs)
- Contraception and Pregnancy Prevention
- Abstinence
- Healthy Relationships
- Decision Making
- Self-Advocacy

The Andover Regional School District acknowledges that parents/guardians are the primary sexuality educators for their child/children, and we are committed to partnering with you to provide support and supplementary resources to you if needed.

Although we encourage families to have their students participate in these essential health topics, we want to remind Parents/Guardians that they do have the option of excluding their child from any portion of health

education instruction if it is in conflict with conscience, moral, or religious beliefs. If this is the case with your child, please fill out the exclusion form below and return to your child's Principal. Since planning time is necessary to account for students opting out, all opt out forms are required to be sent to building principals no later than September 15, 2023. Forms will be forwarded to Health and PE teachers who will keep them on file for the remainder of the school year.

([CLICK HERE](#)) for a copy of the OPT out letter and form needed if you wish to exclude your child from any portion of health instruction. \*A copy of the OPT out letter can also be found on the last page of this document.

## **HEALTH SERVICES**

A certified school nurse is on duty at Long Pond School during regular school hours. Students should report to the nurse if illness occurs in school. The nurse will arrange for the students who are too ill to remain in school to go home. If the nurse is not in, students are to report to the main office. Please be sure to update all emergency contacts on the parent portal or check with the main office or school nurse to be certain.

The School Nurse will follow the guidelines below when administering all medications, including all over the counter drugs, to be received by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage and time schedule, including reason for medication.
2. A parent's permission note to the School Nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.
3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed.

*\*\*\*Please refer to the nurse's website for updates and other important information\*\*\**

## HOMEWORK

In order to reinforce the learning which takes place in the classroom, and to provide an opportunity to explore resources beyond the school environment, meaningful homework assignments will be given. Doing your homework regularly is part of your responsibility. Homework is given to help you. When you are having difficulty in any subject, you should take it upon yourself to ask for help. The teacher is available to help, but it is your responsibility to ask for assistance. If you ask for help once and still need more, ASK AGAIN.

The classroom teacher develops their own homework assignments and expectations. However, we try to adhere to the following guidelines and time frame for daily homework assignments:

Grade 5 = 45 minutes or less.

Grade 6 = 45 minutes or less.

Grade 7 = 60 minutes or less.

Grade 8 = 60 minutes or less.

No homework assigned on weekends or holidays.

\* The exception to this rule is the high school level Honors Algebra 1 course

Long term projects or assignments may take longer. However, teachers will provide ample time for students to complete these assignments.

If a student is absent for three or more days the parent/guardian may arrange to pick up missed assignments by calling the Main Office at 973-315-5256 by 9:00 a.m. on the 3rd day.

## LOCKERS

Long Pond School recognizes the need to provide student lockers to store student resources/belongings. Student lockers, although intended for student use, are the property of Andover Regional School District. Accordingly, Long Pond School recognizes its responsibility to protect the health, welfare, and safety of all students and staff and to provide for an environment that is conducive to learning. Furthermore, Long Pond School is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. Long Pond School directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official conducting a student locker search shall be that the school official must have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order. In the event that a search reveals that a student's locker contains any material or article in violation of Board Policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.

\* Students are expected to maintain an orderly locker and to remove material that is not current.

Long Pond School lockers are made available to students for the temporary storage of school materials, clothing and other personal property that does not pose a threat to the safety or security of the school. Long Pond School assumes no responsibility for the safety of personal belongings while in student lockers. The lockers do not have built in locks. However, if a student wishes to use a lock, they must use a school lock which can be purchased in the main office for **\$5.00**. All other locks will be removed from the lockers. **Food should never be kept in lockers beyond a single school day.** Students are responsible for the condition of their lockers and may be charged for any damage, including damage resulting from unreasonable wear and tear. Students shall not affix permanent materials or otherwise deface lockers. Magnets should be used to affix all decorations/mirrors in lockers. **Once again, locks can be purchased at the LPS main office for \$5 per lock.**

## **LUNCH/RECESS RULES & EXPECTATIONS and LUNCH BALANCES**

It is important that all students obey the cafeteria rules at lunchtime.

Inside:

1. Students must wait in a straight and quiet line outside of the cafeteria until a staff member invites them into the cafeteria for lunch. No student is to “cut” in line. Students who do not wait in a straight and quiet line will be removed from the line.
2. Each student is responsible for cleaning up the area where he/she eats. All trash is to be thrown out and all trays properly returned.
3. Recycling is strongly encouraged. Recycling containers are located throughout the school. We work hard to monitor the principle of recycling.
4. Food is not to be taken out of the cafeteria, unless a teacher grants permission.
5. No food or any other object is to be thrown in the cafeteria. Students will be removed from the cafeteria if they are caught throwing objects.
6. Students must listen to and respect the teachers on duty at all times.
7. Students are permitted to use the bathroom with teacher permission, and must sign out and sign back in

Outside:

1. Weather permitting, students are sent outside before/after eating lunch. Please be sure your child is dressed appropriately to play outdoors.
2. Students must play in areas designated for recess. Recess areas are limited to the number of available staff to supervise the students accordingly.
3. Students are not to engage in activities that might endanger other students (pushing, shoving, kicking, hitting, wrestling, etc.). Consequences will be administered as per the student code of conduct as deemed necessary.
4. Recess equipment is available for student use. Students aren’t permitted to bring in their own equipment.

### **LUNCH BALANCES**

Please note the following for any 8th Grade student with a Lunch Balance:

- If the balance is over \$2.00 and the 8th grader has no sibling in the district, a check will be sent to the parent on student account records
- If there is a remaining balance on an account of an 8th grader and the 8<sup>th</sup> grader has a sibling(s) in the district, the balance will be transferred to the oldest sibling’s account for the coming school year.
- If the balance of an 8<sup>th</sup> grader with no siblings is under \$2.00 the family will either receive a refund or the amount will be donated to the school, depending on option consented to by parent on form when signing up for lunch account.
- If a student owes money, it is possible that the child’s parent portal will be frozen until payment is received.

## **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Many interventions will be offered during the school day during PEP. Some students might qualify for Basic Skills Instruction. A rubric is used to determine if a student is eligible for this service. LPS also runs weekly team meetings with the teachers where they discuss any questions and/or concerns regarding student social, emotional, behavioral and academic progress. Members of the Child Study Team, the school counselor and the school nurse are part of these meetings. There is also an I&RS team that works together to map out possible plans of actions to help students best succeed in the learning setting. The team makes decisions and offers suggestions based on data/information gathered over a set period of time.

## **PERSONAL ENRICHMENT PERIOD (PEP)**

This period will be dedicated to serving students based on their individual needs. Some will participate in band, chorus, and/or handbells. Others will receive additional support in either ELA, Math and/or study skills. (Parents will be notified if their child(ren) qualify for this additional support). All other students will report to an assigned classroom as a home base during this period. They will be expected to independently read, organize their google drive and monitor their grades and some might be scheduled to meet with specific teachers for various reasons. Some students will have a mixture of all of the above. This period was designed to allow this support without students being pulled out of their academic classes throughout the day.

## SCHOOL SAFETY PROCEDURES AND SECURITY

### **Book Bags**

Upon entering the building, students are expected to store their book bags properly in their assigned lockers. Book bags should not be carried throughout the school day unless directed by staff.

### **Cell Phones**

Cell phones must remain secured in student lockers for the duration of the school day. Unauthorized use of cell phones during school hours is not permitted and may result in disciplinary action.

### **Lockers**

Students are responsible for using only their assigned lockers. They may not access, open, or store items in another student's locker under any circumstances.

### **Hoodies**

Hoodies may not be worn over the head during the school day. This policy is in place due to repeated instances of students using headphones under their hoodies, as well as the need for staff to clearly and quickly identify students during transitions in hallways and common areas. Hoodies may be worn, but the hood must remain down.

### **Deliveries to School**

For the safety and security of all students and staff, **deliveries on behalf of students will not be accepted** before, during, or after school hours. This includes food, flowers, gifts, and similar items.

### **Fire and School Security Drills**

In accordance with N.J.S.A. 18A:41-1, schools are required to conduct at least **one fire drill and one school security drill per month**, including during any instructional summer sessions.

### **Food in Classrooms**

On occasion, food and/or beverages may be served as part of classroom activities, field trips, or celebrations. Teachers/coaches will always seek permission in advance.

### **School Safety Vestibule – Visitor Procedures**

#### **Scheduled Visitors**

All guests and visitors are expected to schedule appointments and/or notify the main office prior to arrival.

- Upon arrival, ring the doorbell.
- The main office staff will verify the appointment and permit entry to the **School Safety Vestibule**.
- Visitors must present a valid driver's license for processing through the **Raptor Visitor Management System**.
- Visitors may remain in the vestibule until received by a staff member.

#### **Unexpected Visitors**

Unexpected visitors must ring the doorbell. Entry is at the discretion of the main office staff.

- If permitted, visitors must present a driver's license for Raptor System processing and remain in the vestibule until assisted.
- Parents dropping off forgotten items or retrieving student belongings will complete this process within the **School Safety Vestibule**.