

Clifton E. Lawrence Elementary School

Student Handbook



**Principal Kaleigh Themelakis
Clifton E. Lawrence School
31 Ryan Road
Wantage, NJ 07461
973-875-8820**

Sussex-Wantage Regional School District Mission Statement:

The Sussex-Wantage Regional School District is a responsive, caring, child-centered community. Our mission is to educate each individual to become a confident, competent, lifelong learner and productive, responsible citizen, by providing challenging opportunities in a safe environment through a partnership of families, schools and communities.

Clifton E. Lawrence Administration

Kaleigh Themelakis, Principal

District Administration

Mr. Michael Gall, Superintendent

Mrs. Christina Riker, Board Secretary/Business Administrator

Mrs. Stephanie Hennion, Director of Special Services

Dr. Lisa Hutcheson, Director of Curriculum

Board of Education

Caitlin Space - **President**

Stevie Vallone -**Vice President**

Danielle Zill-Barry - **BOE Member**

Joseph Gaccione - **BOE Member**

Jake Little - **BOE Member**

Alissa Cecchini- **BOE Member**

Brittney Simmons- **BOE Member**

Taylor Dely- **BOE Member**

Leah Marrocco- **BOE Member**

Contact Information

Main Office: 973-875-8820 - Mrs. Kaleigh Themelakis, Principal - Mrs. Suzanne Sisco, Administrative Assistant - Ms. Amy Mills, Administrative Assistant
Main Office Fax: 973-875-8933
Absentee Call System: 973-875-1322 or 973-875-8820
Mrs. Maureen Warden, Nurse: 973-875-8721 Ms. Emily Carosella, Nurse: 973-875-8721
Child Study Team: 973-875-2721 Child Study Team Fax: 973-875-0029
Ms. Jeanette Leggour, Transportation - 973-875-3175 Board Office - 973-875-3175 Cafeteria Manager, Mascio's Food Service - 973-875-2571 Right-to-Know Officer, Frank Pietrowski - 973-875-3175 Policy 504 Officer, Stephanie Hennion - 973-875-3175 Health and Safety Officer, Frank Pietrowski - 973-875-3175 Curriculum and Instruction, Lisa Hutcheson - 973-875-3175

Clifton E. Lawrence School Song

By Pam Cordts

There is kindness in the air.
Friends who share and show they care.
Happy faces everywhere.
Do you know where you must be?
Clifton E. Lawrence is the place to be.
Clifton E. Lawrence lets me be me.
At Clifton E. Lawrence there is peace and joy
We show respect for every girl and boy.

Faculty List

Faculty Member	Grade Level/Subject Area Email
Blazier, Katherine	Preschool kblazier@swregional.org
Imparato, Laura	Preschool limparato@swregional.org
Flynn, Kelly	Preschool kflynn@swregional.org
Tooker, Rebecca	Preschool rtooker@swregional.org
Feldmann, Krista	Preschool kfeldmann@swregional.org
Hernandez, Sarah	Preschool shernandez@swregional.org
Harnett, Victoria	Preschool vharnett@swregional.org
Ulrich, Kristina	Preschool kulrich@swregional.org
Arias, Cassandra	Preschool carias@swregional.org
Gomez, Kathie	Preschool Instructional Coach kgomez@swregional.org
Fryer, Kelly	Kindergarten kfryer@swregional.org
Lewis, Natalie	Kindergarten nlewis@swregional.org
Shea, Hayley	Kindergarten hshea@swregional.org
VanAlstyne, Meghan	Kindergarten mvanalstyne@swregional.org
Ross, Lindsay	Kindergarten lvantassel@swregional.org
Young, Brittany	Kindergarten byoung@swregional.org
Churchill, Christine	First Grade cchurchill@swregional.org
Brijbag, Michele	First Grade mbrijbag@swregional.org
VandenHeuvel, Alyse	First Grade avandenheuvel@swregional.org
Moscaritolo, Patricia	First Grade pmoscaritolo@swregional.org
Schneider, Amie	First Grade aschneider@swregional.org
King, Debbie	Second Grade dking@swregional.org
Benson, Gina	Second Grade gbenson@swregional.org

Davis, Tisha	Second Grade tdavis@swregional.org
Iannuzzi, Amanda	Second Grade aiannuzzi@swregional.org
Penhaker, Ann Marie	Second Grade apenhaker@swregional.org
Puizina, Donna	ELL dpuizina@swregional.org
Musilli, Jessica	Special Education jmusilli@swregional.org
Grifone, Nicole	Special Education ngrifone@swregional.org
Fahrenfeld, Lisa	Basic Skills Instuction lfahrenfeld@swregional.org
Barr, Meghan	Special Education mbarr@swregional.org
Kubrin, Carla	Basic Skills Insturction ckubrin@swregional.org
Castillo, Keeley	Special Education kcastillo@swregional.org
Weite, Elizabeth	Special Education eweite@swregional.org
Coleman, Iryna	Reading Interventionist icoleman@swregional.org
Wagner, Angie	Basic Skills Instruction & G&T awagner@swregional.org
Cary, Jen	Basic Skills Instruction jcary@swregional.org
Cwynar, Melissa	Basic Skills Instruction & G&T mcwynar@swregional.org
Maas, Sara	RTI Coordinator smaas@swregional.org
Ladany, Allison	Speech aladany@swregional.org
Campbell, Elisabeth	Speech ecampbell@swregional.org
Fernandez, Adderlyn	Speech afernandez@swregional.org
Castrogiovanni, Tery	Art tcastrogiovanni@swregional.org
Doherty, Justine	Music jdoherty@swregional.org
Duffy, Christa	Physical Education cduffy@swregional.org
Gunes, Kayla	Health & Physical Education kgunes@swregional.org
Roy, Catherine	Instruction & Spanish croy@swregional.org
Paolucci, Jennifer	Media Specialist jpaolucci@swregional.org
Ferris, Rachel	Counselor rferris@swregional.org

Flynn, Christine	LDTC cflynn@swregional.org
Chapman, Lena	Psychologist lchapman@swregional.org
Yakupcin, Kellee	Social Worker kyakupcin@swregional.org
Suter, Julia	BCBA jsuter@swregional.org
Warden, Maureen	Nurse mwarden@swregional.org
Carosella, Emily	Nurse ecarosella@swregional.org

SCHOOL DAYS

School Hours

8:25am Drop-off Begins

8:50am School Begins

3:20pm Dismissal Begins

*Please note that any students that enter after 8:50am are considered tardy.

Building Use After 3:40pm Clifton E. Lawrence does not have the personnel to monitor students or families in the building. Therefore, we are unable to allow access into the building unless for a scheduled meeting.

Delayed Openings

10:20am School Begins

3:20pm Dismissal

The Instant Alert for schools automated system will also be utilized to inform families of delayed openings.

School starts 90 minutes later than usual. Buses will pick up approximately 90 minutes later than usual.

Inclement weather announcements will be made on the following radio stations between 6:30 and 8:30

a.m: WNNJ-Newton 103.7

WSUS-Franklin 102.3

Early Closings

8:25am Drop-off Begins

8:50am School Begins

1:20pm Dismissal

Absentee Call System

Parents are expected to call the school (973-875-8820 or 973-875-1322) before 9 a.m. every day that their child is absent to report the reason for the absence. The phone is monitored by an answering machine enabling parents to call 24 hours a day to leave a message. Failure to do so will result in a phone call to ensure the child's safety.

Absentee Notes

Parents are requested to write a brief explanation of the cause for absence upon a child's return to school. This note should be given to the child's teacher.

Attendance

Regular attendance supports the continuity of your child's educational program. Parents are encouraged to promote and maintain good attendance habits. Should your child's attendance become problematic or cause for concern, you will be notified by mail. The school discourages absenteeism for periods outside the scheduled school vacations. Besides disrupting the continuity of your child's educational program, the student loses the effectiveness of teacher instructional presentation and class discussion. It becomes the responsibility of the parent and the child for any work missed during absences to be taken care of upon the child's return to school. Assignments cannot always be given prior to the absence.

Before & Aftercare Program

These programs will provide quality care in a safe, relaxed environment which will stimulate creativity and self exploration. The program will foster enrichment, intellectual stimulation, emotional warmth, confidence, and responsibility.

The Before School Care Program runs from 7:00 am – 8:25 am. Children are welcome to bring their breakfast to eat in the classroom. Registration forms are available in the main office. The registration fee should be enclosed with the application. Cost per week is to be paid on Fridays in advance. The After School Care Program starts at 3:30 pm – 6:00 pm. For more information, please call the program directors @ 862-268-7420.

Homework

Objectives for the elementary grades

At the elementary level, there are some general reasons for the assignment of schoolwork to be done at home.

1. To allow a child to organize time, work independently, use good student skills, and develop self-discipline.
2. To help students acquire home study techniques and some ability to do independent work, through projects, research and enrichment activities, etc.
3. To encourage creativity.
4. To enable students to "make up" work missed due to absence.
5. To meet the need for extra study in an area where a pupil is having difficulty.

Parental support of homework completion is critical to student success.

Make up Work

If a child is absent due to illness, a parent may call the school office and request the missed assignments and homework. If the call is received before 10:00 a.m., every effort will be made to provide the work by the end of the school day. Work can be collected in the main office by the parent.

Pick-up Notes

Please make every effort to write a letter if you are picking up your child. If you know in advance that you will be picking up your child, please send in a note in the morning. Your child should give the note to his/her teacher first thing in the morning. Children cannot be kept after school without written permission. **A note is required each time the child is picked up, unless you have provided a note indicating that your child will**

be a “Permanent Pick-up” student, and therefore they will be picked up daily.

Please include the following information:

Child’s name: _____

Teacher: _____

Date: _____

Time of Pick-up _____

Bus # _____

Parent Signature & Phone Number _____

Pick-up Locations

If you are picking your child up please send in a note to the teacher which includes the student's name, bus number, teacher's name and a parent/guardian signature with phone number.

- **Preschool Permanent Pick-up and Day-by-Day Pick-up Location:**
Exterior Door of Room 106
- **Kindergarten Permanent Pick-up Location:**
Kindergarten Wing
- **Grade 1 and 2 Permanent Pick-up:**
Exterior Doors that lead to the blacktop (across from the playground)
- **All Kindergarten, Grade 1, and Grade 2 Students Day-by-Day Pick-up:**
Exterior door of room 104

To allow for an efficient dismissal process, please do not call the main office for student pickup after 2:15pm unless it is an emergency.

Tardiness

Students should report to the school office when they arrive at school after 8:50. This ensures that they are not marked absent for the day.

Lunch

Lunchroom Behavior

Rules students should follow:

1. Follow the directions of the lunchroom staff
2. Remain seated while eating
3. Engage in polite, quiet conversation
4. Walk (not run) at all times in the lunchroom
5. Pick up your trash
6. Tend to the table & floor space around you
7. Raise hands to purchase snacks or to use the bathroom
8. Garbage is disposed of by table as directed by the Lunch/Recess staff

Lunch Menu

This is available on the Sussex Wantage Regional website (swregional.org).

Lunch Payment

Students may pay on a daily or a prepaid basis. In the event a child does not have lunch or lunch money, he or she may charge his or her lunch. After three charges, a child may only have a limited menu. More information on the Point of Sale system is available on the district website.

SCHOOL PROGRAMS

Art

The encouragement of creativity, the appreciation of the fine arts, and the opportunity to explore a variety of mediums afford children unique and important learning opportunities. The enthusiasm and joy inherent in an art lesson may result in some paint on a shirt or clay on a shoe. In the end, both items are washable and the benefits realized by children far exceed the minor messes. If you are concerned about clothing, send in a smock for your child to wear in art class.

Library

The Lawrence School Library is always open during the school day. We encourage children to come in anytime to exchange their books. Kindergarten and First Grade children are able to check-out one book at a time. Second graders can check out two books at a time. We encourage students to get at least one that they can read independently. Children should bring their books every library day but they can also come on other days to return a book and to select another one. If parents have questions about library books or procedures, please call 973-875-8820.

Music

Children have many talents and are curious about many things. Music class often opens new doors to youngsters and enhances their learning in other subject areas. As children develop an appreciation for the wide variety of music and the instruments that create them, they begin to experiment and develop an understanding for rhythm, harmony and self-expression. The performing arts provide another avenue for self-expression and communication.

Spanish

Understanding multiple languages is an essential part of succeeding in today's society. Students receive Spanish instruction from a certified teacher weekly within the classroom.

Physical Education, Project Adventure, and Health

As educators, the faculty and administration of Clifton E. Lawrence School recognize the interrelatedness of a child's academic, social, emotional and physical well-being. Participation in **Physical Education** class promotes good health and well-being and establishes a lifelong fitness habit.

Physical Education/Project Adventure reminders:

- Wear sneakers on physical education and project adventure days
- Dress appropriately to the weather, as physical education/project adventure may be conducted outside
- Pants or shorts allow girls to participate completely in physical education lessons and activities

In **Health**, children learn about the importance of developing a healthy lifestyle with a focus on knowledge in the early primary grades in the following areas: promoting good health habits, disease prevention, communication of feelings, interaction with family, risky behavior, and how we feel about ourselves.

Speech Department

Speech and Language screenings are performed based on teacher recommendations. Follow-up screenings to monitor developmental issues may also be done. In order for students who receive speech and language therapy services to progress in a timely manner, home support of a student's goals is essential.

The Speech and Language Specialists in our Speech and Language Department would be happy to answer any questions regarding your child's communication development: 973-875-4801.

Child Study Department

The Sussex-Wantage Child Study Team offers a multidisciplinary approach. Children who are having significant difficulty in school may be referred to the team by parents or appropriate school personnel.

First, meetings are held with parents, teachers, the school counselor, and/or administrator to discuss the child's problem and to formulate an intervention plan. As much as possible, remediation/intervention procedures are undertaken within the regular school program. These meetings are called RTI meetings.

Sometimes, however, more extensive evaluation data are needed. If the decision is made to undertake a full Child Study Team evaluation, the child's social, emotional and academic strengths and weaknesses are assessed. A medical evaluation, if warranted, may be suggested. If a child is determined to be eligible for special education and related services, an Individual Educational Plan (IEP) containing specific goals and objectives is written. At the IEP meeting, the IEP Team, consisting of the parents, school personnel, and other invited participants, will decide upon the appropriate special education program and placement.

If parents are concerned about their child's progress, they should feel free to discuss a referral to the RTI Committee and/or the Child Study Team with their child's teacher, school counselor, or principal.

Child Study Team services are available for preschoolers as well. Babies from birth to three, who are thought to have significant developmental delays, may receive help from the Early Intervention Program. Children from three to five years who may be experiencing physical, sensory, emotional, communication, cognitive or social difficulties may be eligible for special education and related services. Parents should contact the Sussex Wantage Department of Special Services at 973-875-3175 for more information.

Class Trips

Class trips are planned to complement and enrich the regular curricula. Written parental permission must be secured prior to a child participating in any class trip. Classroom teachers will provide specific information regarding trips in advance of the event. Glass bottles, gum, and soda are not permitted on class trips. Parents may be invited to accompany the class on the bus; however, siblings may not ride on school-provided transportation.

INTERVENTIONS IN THE GENERAL EDUCATION PROGRAM

Each school in the Sussex-Wantage Regional School District has a Response to Intervention (RTI) committee in place for the purpose of initiating and implementing interventions in general education programs for at-risk students. The RTI Coordinator oversees the committee comprised of administrators, teachers, parents, and other professionals as needed (i.e. school nurse, Child Study Team members, etc.). RTI team committee members receive in-service training on a regular basis by the principal or designee. The following outlines the responsibilities of the team members and procedure for this process:

1. Principals or designee inform the staff of criteria for identification and procedures for initiating interventions in the general education program at faculty meetings.
2. Parents are informed of procedures for initiating at parent orientation meetings and parent-teacher conferences.
3. A staff member shall initiate a request for intervention services in writing to the guidance counselor/RTI Coordinator. The requests shall include the following:
 - a) Reason for request
 - b) A comprehensive description of the student's performance/behavior
 - c) Prior interventions(s) and results
4. A parental request to initiate interventions in the general education curriculum program shall be submitted to the building principal in writing.
5. The principal or designee shall be responsible for the following:
 - a) Convene the intervention committee and assign roles and responsibilities for staff members who participate in planning and providing for the implementation of interventions.
 - b) Provide the parent(s) with written notification of the intervention meeting including the time and date of the meeting.
 - c) The committee will formulate a written intervention plan.
 - d) The committee will review, assess, and maintain written documentation of the effectiveness of the intervention plan. Documentation will be placed in the student's file and be available for parental review.

CLASSROOM INFORMATION

Backpacks

Due to safety concerns, backpacks with wheels are not permitted. Backpacks only need to be large enough to bring a pocket folder and lunch/snack to and from school.

Birthday Invitations for Out-of-School Parties

Children and their teachers may not distribute invitations in school, the only exception being if **all** students in the class are invited. Regardless of how discreetly this has been done, tears are shed and feelings are hurt by children who were not invited and are disappointed.

Birthday Parties in School

Parents are encouraged to bring in healthy snacks or non-edible treats such as pencils. Children and teachers will not be permitted to distribute or share any home-prepared food of any kind. All food or snacks need to be approved by the school nurse prior to distribution to students.

Lost and Found

Children should first check their classrooms for lost items. Items lost on school grounds or elsewhere in the building will be placed in the all-purpose room.

Money from Home

When sending money for lunch, book orders, snack, milk, etc. please send it in a sealed envelope, labeled with your child's name, teacher's name, and its contents (ex. "Book Money").

Personal Belongings

Label your child's personal belongings, including their lunch box, backpack, or jacket, with your child's name.

Snack time

Homeroom teachers may provide a time in the day for the children to have a brief break for a nutritious snack time. Sensible, healthy snacks and drinks may be brought from home.

Toys in School

Please do not send in toys from home for use at school, particularly video games, trading cards, electronic equipment, and CD players. Our experience has shown that lost or broken items create great disappointment and loss of instructional time. Consider the health benefits of children engaging in aerobic activity on the playground rather than sitting with a video game.

BEHAVIOR/DISCIPLINE **CLIFTON E. LAWRENCE SCHOOL DISCIPLINE GUIDELINES**

All students are expected to have good manners and to act in a respectful, courteous way, and follow our STAR Attitude:

- Be **Safe**
- Be **Trustworthy**
- Be **Accepting**
- Be **Respectful**

If a student does not behave properly, disciplinary action will be taken. Teachers usually handle discipline problems within their classrooms. In some cases, however, the principal becomes involved. Parents are typically contacted at this point and a conference may be requested.

Classroom Rules and Regulations

Each classroom teacher at the Lawrence School has the right and responsibility to establish and enforce rules and regulations that will promote an educational and safe environment. These will be shared with parents at Back to School Night.

Teacher Intervention

Teacher interventions for unacceptable behavior at the first level might include:

1. Explanation of inappropriate behavior
2. Positive reinforcement
3. Stop and Think Form
4. Parent contact
5. Parent conference
6. Referral to RTI with the parent present.

The committee might recommend:

1. Development of a behavior modification program.
2. Referral for counseling and/or referral for Child Study Team evaluation.

Administrative Intervention

Inappropriate behaviors of a more serious nature will result in administrative intervention that might include:

1. Administrative reprimand or counseling.
2. Parent contact and/or conference.
3. Denial of privilege for an extended amount of time.
4. Consensus decision with parents for a short “cooling down” time at home.
5. Referral to support staff such as Counselor, Social Worker or Psychologist.
6. Referral to RTI committee.
7. Restitution in the case of theft or damaged property.

Student Discipline/Code of Conduct

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 and [Board of Education Policy #5600](#) and [Regulation #5600](#). The behaviors include, but are not limited to:

Infraction	Offense First Offense	Second Offense	Third Offense
Arson	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Suspension	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Suspension/Expulsion	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Expulsion

Assault	Contact Parent/Legal Guardian; Police Notification; Possible Risk Assessment; Possible Suspension	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Possible Suspension	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Possible Suspension/Expulsion
Assault with Weapon	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Suspension	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Suspension/Expulsion	Contact Parent/Legal Guardian; Police Notification; Risk Assessment; Expulsion
Bus Behavior	Notify Parent/Legal Guardian, warning, possible detention	Contact Parent/Legal Guardian, detention(s)	Contact Parent/Legal Guardian, detention(s)/possible suspension from bus
Unauthorized Use of Cell Phone/Electronic Communication & Recording Devices (ECDR's)	Contact Parent/Legal Guardian, confiscation, possible detention(s)	Contact Parent/Legal Guardian, Confiscation, Detention(s)	Contact Parent/Legal Guardian, Confiscation, Detention(s)/ Possible Suspension; Privilege Suspension

Cheating	Contact Parent/Legal Guardian, possible Detention(s), Possible grading consequence	Contact Parent/Legal Guardian, possible detention(s); possible grading consequence	Contact Parent/Legal Guardian, possible detention(s); possible grading consequence
Cutting Class, Leaving Class, or leaving Assigned Location Without Permission	Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, possible detention(s)	Contact Parent/Legal Guardian, possible detention(s)

Cutting Detention	Reschedule original scheduled detention(s) plus additional detention	Possible suspension	Possible suspension
Dating Violence	Contact Parent/Legal Guardian, Police Notification; Referral to Guidance Counselor; Notification of Affirmative Action Officer; DCP&P Notification	Contact Parent/Legal Guardian Police Notification; Referral to Guidance Counselor; Notification of Affirmative Action Officer; DCP&P Notification	Contact Parent/Legal Guardian Police Notification; Referral to Guidance Counselor; Notification of Affirmative Action Officer; DCP&P Notification
Defiance of Authority/ Insubordination	Warning, Possible Detention(s), Contact Parent/Legal Guardian	Possible Detention(s), Contact Parent/Legal Guardian	Possible Detention(s), Contact Parent/Legal Guardian
Destruction of School, Staff, or Student Property	Contact Parent/Legal Guardian, Possible Detention(s), Possible Police Notification; Restitution	Contact Parent/Legal Guardian, Possible Detention(s), Police Notification; Restitution	Contact Parent/Legal Guardian, Possible Suspension, Police Notification; Restitution
Disobedience	Warning, Possible Detention(s), Contact Parent/Legal Guardian	Contact Parent/Legal Guardian, Possible Detention(s)	Contact Parent/Legal Guardian, Possible Detention(s)
Disruption	Warning	Possible Detention	Possible Multiple detentions
Dress Code Violation	Warning, Contact Parent/Legal Guardian, Change of clothing	Contact Parent/Legal Guardian, Change of clothing, Possible Detention(s)	Contact Parent/Legal Guardian, Change of clothing , multiple detention(s)
Endangerment	Warning, possible detention(s), suspension (if injury occurs)	Contact Parent/Legal Guardian, possible Detention(s), possible suspension (if injury occurs)	Contact Parent/Legal Guardian, possible Detention(s), possible suspension (if injury occurs)

Falsification	Forging of identity – Contact Parent/Legal forging passes, notes, Guardian, Detention(s) letters, etc.	Contact Parent/Legal Guardian, Detention(s)	Contact Parent/Legal Guardian, Suspension
Falsifying a Fire or Security Alarm	Contact Parent/Legal Guardian, Suspension, Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Suspension; Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Possible Expulsion; Police Notification; Risk Assessment
Fighting	Contact Parent/Legal Guardian, possible detention, possible suspension	Contact Parent/Legal Guardian, possible Suspension	Contact Parent/Legal Guardian, Possible Suspension
Forgery	Contact Parent/Legal Guardian, possible Detention(s)	Contact Parent/Legal Guardian, possible Detention(s)	Contact Parent/Legal Guardian, Possible Suspension
Gambling	Contact Parent/Legal Guardian, Detention/ Suspension	Contact Parent/Legal Guardian, Suspension	Contact Parent/Legal Guardian, Possible Suspension

Harassment, Intimidation and Bullying (HIB)	As outlined in BOE As outlined in BOE Policy #5512 Policy #5512	As outlined in BOE Policy #5512	As outlined in BOE Policy #5512
Inappropriate Language	Depending on situation and severity-Warning, possible detention(s), possible suspension	Depending on situation and severity-Warning, possible detention(s), possible suspension	Depending on situation and severity-Warning, possible detention(s), possible suspension
Littering	Warning; Possible Detention(s)	Contact Parent/Legal Guardian, Possible Detention(s)	Contact Parent/Legal Guardian, Possible Detention(s)
Misuse of Computer Networks/ Computers	Warning, Contact Parent/Legal Guardian, possible loss of privileges of AUP Agreement.	Loss of Privileges	Possible Detention(s)/ Suspension

Membership in Secret Society	Warning; Conference with School Counselor	Contact Parent/ Legal Guardian, Possible Detention	Contact Parent/ Legal Guardian, Possible Detention
Plagiarism	Contact Parent/Legal Guardian, possible detention(s), Possible grading consequence	Contact Parent/Legal Guardian, possible Detention(s), possible grading consequence	Contact Parent/Legal Guardian, possible Detention(s), possible grading consequence
Recklessness	Parent contact, Warning, possible detention(s), possible suspension (if injury occurs)	Contact Parent/Legal Guardian, Possible Detention(s), suspension (if injury occurs)	Contact Parent/Legal Guardian, Possible Detention(s), suspension (if injury occurs)
Sexual Harassment	Depending on situation and severity - warning, possible detention(s), possible suspension(s), Contact parent/guardian, counseling referral, possible AA Notification	Depending on situation and severity - warning, possible detention(s), possible suspension(s), Contact parent/guardian, counseling referral, possible AA Notification	Depending on situation and severity - warning, possible detention(s), possible suspension(s), Contact parent/guardian, counseling referral, possible AA

			Notification
Smoking/ Possession/ Use of Tobacco and Smokeless Tobacco Products	Contact Parent/Legal Guardian, Suspension, Contact Police/County health office	Contact Parent/Legal Guardian, Counselor, Contact Police/County health office, Suspension	Contact Parent/Legal Guardian, Counselor, Contact Police/County health office, Suspension
Substance Abuse	Contact Parent/Legal Guardian, Contact Police, Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Suspension, Risk Assessment
Terroristic Threat, including Bomb Threat	Contact Parent/Legal Guardian, Contact Police, Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Detention/Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Suspension/ Expulsion, Risk Assessment

Theft/Damage	Contact Parent/Legal Guardian, Possible Detention(s), Restitution, Possible police notification	Contact Parent/Legal Guardian, Possible Suspension, Restitution, Possible police notification	Contact Parent/Legal Guardian, Possible Suspension, Restitution, Possible police notification
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Threat	Contact Parent/Legal Guardian, Possible Police contact, Possible Detention/Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Detention/Suspension, Risk Assessment	Contact Parent/Legal Guardian, Contact Police, Detention/Suspension, Risk Assessment
Truancy	Contact Parent/Legal Guardian	Possible Detention(s), Contact Police, and as outlined in BOE policy 5200	Possible detentions/Suspension, Contact Police, and as outlined in BOE policy 5200
Use or Possession of an Exploding Device	Contact Parent/Legal Guardian, Suspension, Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Suspension; Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Expulsion; Police Notification; Risk Assessment
Vandalism	Contact Parent/Legal Guardian, Possible Detention(s), Possible Police Notification; Restitution	Contact Parent/Legal Guardian, Possible Detention(s), Possible Police Notification; Restitution	Contact Parent/Legal Guardian, Possible Suspension, Police Notification; Restitution
Weapon Possession	Contact Parent/Legal Guardian, Suspension, Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Suspension; Police Notification; Risk Assessment	Contact Parent/Legal Guardian, Expulsion; Police Notification; Risk Assessment

Depending upon the severity of any infraction and/or developmental age of the student, the administration reserves the right to impose consequences reflective of the severity by adjusting the leniency and/or harshness of indicated consequences. Also, whereas it is impossible to foresee all possible circumstances where a student could misbehave, the administration reserves the right to use its judgment on items that are not on the above list.

Detention

Detention may be given at the discretion of the teacher or principal. A phone call will be made home to the parents if detention is a necessary course of action.

Suspension and Expulsion

Students who have materially and substantially interfered with the maintenance of good order in the school may be suspended. A student may receive in-school suspension or out-of-school suspension. A student who has been suspended by the principal will have the action reported to the superintendent immediately. The superintendent shall report to the Board of Education at its next regularly scheduled meeting. Expulsion shall be the permanent exclusion of a student from the schools of the district.

HARASSMENT, INTIMIDATION, AND BULLYING

Board of Education Policy 5512 Harassment, Intimidation, and Bullying states that, “The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. 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 and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.”

“Harassment, intimidation, 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; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for a 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 pupils; 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 pupil or damaging the pupil’s property, or placing a pupil 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 pupil or group of pupils; or
 - c. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The policy can be viewed in its entirety on the Sussex-Wantage Regional School District’s website or by requesting a copy of the policy from your child’s school or Board of Education Office.

Dress Code Guidelines

The Sussex-Wantage Regional School District recognized the right of the student and their parents to determine the style and type of clothing that is appropriate for school. The Board of Education does reserve the right to limit the type of clothing students wear when it negatively affects the education program of the school.

Minimum standards shall also include cleanliness, neatness, health and appropriateness. In all cases, the school administrator shall act as the arbiter of pupil dress and grooming. In a more specific sense, clothing should be appropriate and should be neat, clean, inoffensive and decent.

COMMUNICATION

Maintaining open communication between home and school establishes important connections to enhance children's success in their school's learning community. In these busy times, it takes a dedicated effort to find the time to be informed, but we have found a variety of ways through which to maintain communication.

Realtime Parent Portal

Realtime Parent Portal is an essential means of communication and contact input. Please make sure to log on to fill out and update information.

Clifton E. Lawrence Newsletter

A newsletter is posted on our school website for all Clifton E. Lawrence students and families. It describes events, programs and happenings in the school. It also offers a list of upcoming activities as well as a glimpse of what goes on in classrooms. This newsletter is posted on the school link provided on the district website.

Sussex Wantage Regional Facebook Page

<https://www.facebook.com/swregional>

Sussex-Wantage Regional School/Website

www.swregional.org

Access this for information about all schools.

WNNJ, WSUS

These radio stations announce school closing and delays.

HEALTH & SAFETY

The Lawrence School has a wonderful playground. Therefore, children should dress appropriately for recess and physical education **every day**. It is suggested that students wear **socks and sneakers** each day to school. If sandals are worn they must possess a back strap to secure to the feet. Students wearing "strapped" sandals will be asked to play on the blacktop only at recess to prevent any injury to the feet from the mulch. Flip flops are not permitted in school. Shoes with heels and boots can cause injuries in school. Children can be sent in with a pair of socks and sneakers to wear for gym and recess purposes. This will keep the children safe while also allowing them to have fun. **It is recommended that every student have a weather-appropriate change of clothing with them.** The health and well-being of all of our students is the focus of our Health Services Office and is supported by all school personnel. Thank you for your attention to this matter.

Contagious Disease

In an effort to safeguard your child's health and the health of all the children in our school, we have a few guidelines that will help stop the spread of infection among students and staff. These guidelines should be used as a reference point to aid you in making a sound decision regarding school attendance.

Strep Throat – Child may return to school 24-48 hours after the first dose of antibiotic therapy has been started, provided the child is feeling well enough to attend and does not present with other symptoms.

Fever – Child may return to school when the temperature has been normal for 24 hours. Tylenol (acetaminophen), Motrin or Advil (ibuprofen) may lower an elevated temperature; therefore the child should be off any of these medications for 24 hours as well.

Cold – Child should stay home if he/she is too uncomfortable to complete his/her work. Child should also stay home if he/she has a *severe* cough.

Vomiting/Diarrhea – Child should be symptom free for 24 hours and be able to hold down food and fluids before returning to school.

Sanitary Practices – Please remember, good hand washing is always #1 to prevent the spread of diseases. Please note that stringent hand washing procedures are being performed several times in all the classrooms throughout the day.

Emergency Forms

Emergency forms will be sent home for each student. Parents must complete both sides, sign and return these forms to school as soon as possible. Parents are asked to notify the school nurse of any changes of the information on the forms as soon as possible (e.g. change of work telephone number). Keeping this information updated enables the school to establish communication with parents in the event of a problem or medical emergency.

Exclusion from School

Children should be kept home if they have the following conditions:

- Temperature (>100°)
- **Scarlet Fever**
- Diarrhea
- **Strep Throat**
- Vomiting
- **Impetigo**
- **Conjunctivitis (Pink Eye)**
- **Ringworm**
- **Chicken Pox**

Parents should report communicable diseases (**items in bold above**) to the school nurse as soon as a diagnosis is complete. Children may return to school when permitted by their doctor. If a child misses 3 consecutive days of school, a doctor's note is required upon their return to school. Please keep the school nurse informed of any extended absences for medical reasons.

Illness or Injury at School

If a child is injured or becomes ill in school, the school nurse provides first aid care, and when necessary, parents will be called to take the child home from school. If parents are not reachable, the person listed on the child's emergency card is notified and asked to come and pick up the child. Every effort is made to reach the parent first.

Immunizations

Contact School Nurse for specific immunization requirements. Preschool students are required to have a flu shot prior to December 31st annually.

Medications

The Sussex-Wantage Board of Education requires the following authorizations for any student to receive medication during school hours:

1. The parents'/guardians' written authorization for the administration of the medication.
2. Written orders from the physician, with the child's name, diagnosis, name of drug, dosage, time of administration, and possible side effects.
3. Parents must bring to school their own supply in its original container.
4. All other over-the-counter medications (such as Benadryl, Tylenol, Motrin, Sudafed, cough syrup, etc.) require written authorizations from both a parent/guardian and a physician.

During the school year children visit their pediatrician on a regular basis. If your child is put on a new medication to be taken on a regular basis, it is important to inform their school nurse, in order for the nurse to be able to evaluate for possible side effects and/or any adverse reaction while at school. If your child receives any immunizations during the school year, please inform their school nurse by sending in a current copy of their immunization record. Your cooperation in these matters would be greatly appreciated.

Vision

If your child has not been to an eye physician, it is a recommendation from The Academy of Pediatrics, that all children have a complete eye exam prior to entering school. A lot of vision problems that can be overlooked with school screenings only, can be dealt with sooner than later. Please schedule your child for an appointment and forward any documentation to your child's school nurse.

Peanut/Nut-Free Guidelines

1. Children with a peanut/nut allergy will be placed in a "Nut-Free" Classroom that is clearly marked with a "Nut-Free" Sign outside the room.
2. Children with a peanut/nut allergy can only eat what their parent/guardian provide, ie., snacks, and special occasion treats.
3. Food items, either home-baked or commercially made and packaged, which enter a "nut-free" classroom must first be approved by the classroom teacher, utilizing the "nut-free" list as a resource. Any concerns should be brought to the school nurse's attention. The food item must be accompanied by an ingredient list, including a manufacturer's ingredients from box mixes.
4. All snacks eaten in a "nut-free" class must be nut-free and parents in these classes will be provided with a suggested "nut-free" list of accepted products for snacks in a "nut-free" classroom.

5. The parents of every student who enters the district with a peanut/nut allergy, or upon diagnosis, will be given a copy of these guidelines.
6. The parents /guardians are responsible for alerting their child's bus driver of their peanut/nut allergy. Current district policy states there is no eating on any bus at any time.
7. The school nurse is responsible for introducing their peanut/nut allergy students to cafeteria staff and instructing the student to avoid areas where peanut butter sandwiches are kept.
8. Parents/guardians are required to inform Maschio's (Cafeteria Service) of allergies.
Contact the school nurse or see the website for more information.
9. The school nurse is responsible for alerting all school staff when a student with a peanut/nut allergy is in their building.
10. The general student population is allowed to eat peanut/nut products in the school's cafeteria. The students with the allergies are seated in an area where they are not exposed to those eating peanut/nut products.
11. Students in a "Nut-Free" Classroom who eat peanut/nut products in the cafeteria will be required to wash their hands after eating prior to returning to class or going outside for recess.
12. Cafeteria tables are wiped clean by school staff after each class is finished eating.

TRANSPORTATION

973-875-3175

BUS BEHAVIOR

The bus driver has complete authority over the students while they are on the bus and is to be obeyed at all times. Below is a list of rules that all students are expected to follow:

- Be respectful to the bus driver and other students on the bus.
- There is no food (including gum) or drinks permitted on the bus.
- Remain seated at all times.
- No pushing, shoving, throwing objects, or shouting on the bus.
- Using profane or abusive language is prohibited.
- Do not litter. Keep the bus clean by throwing away all garbage.
- Extending any body parts or throwing objects out of the windows is prohibited.
- No balloons, skateboards, etc. on the bus.
- Students will be held financially responsible for any damage that they do to the school bus.
- Students who violate the rules of conduct while riding the bus are subject to discipline according to the chart in the discipline section listed above.

RULES FOR A CHANGE OF BUS

Because of considerations of safety, we may not permit buses to be overloaded. Therefore, students will normally ride the bus to which they are assigned. If, for reasons of family emergency or hardship, or for other good reasons in the opinion of the principal, a need to ride another bus arises, the following procedure must be followed:

1. Parents must call Ms. Jeanette Leggour at the Board Office (973) 875-3175 to check for seat availability prior to requesting a temporary bus change.
2. The student must bring a note to school signed by his/her parent. The note must state the reason for the

request, and must also include the number of the student's regular bus and the number of the bus the student needs to ride for the time of emergency.

3. The note must be forwarded to the office during the early morning homeroom period.
4. The student will present the approved request to the driver of the emergency bus.
5. No bus driver will permit a student, who is not assigned to his/her bus, to ride without proper approval.
 - * If a student needs to get off at a different stop, but will be riding the same bus to which he/she is assigned, the same process must be followed.

Bus Stop Supervision

School dismissals begin at 3:20pm; you should be ready to accept your child off the bus anytime thereafter. **All** CEL students are required to have an adult with them at the bus stop at pick-up and drop-off. If no one is at the bus stop to take the child off the bus, the child will be brought back to school, you will have to pick up the child and you may be charged \$55.00 per incident. *The administration reserves the right to suspend the transportation services of students of families that are repeat offenders.*

Bus Accident Procedure

In the unfortunate event of a bus accident, the district will implement its established procedure. The medical personnel and chief administrator on scene will determine the medical condition of the students involved in the bus accident and will decide the necessity of transportation to the hospital. Only children needing medical attention will be referred to the hospital; all other students will be transported to their designated schools either on the affected bus or by a replacement bus. The School Business Administrator will send a letter to the parents of students on the bus involved in the accident explaining the insurance procedure and estimated timeline for the process.

PARKING

Many cars, busses, adults and children enter and depart our school grounds in short periods of time in the morning and afternoon. Being patient, observant, and cautious will allow children to enter and leave the building in a safe and timely manner.

Bus Lanes

Bus lanes in front of the school by the main parking lot are dedicated for bus use only. Cars should use the lower loop for drop off. Parking is not permitted in either bus lane at any time.

Designated Spaces

Please park only in designated parking spaces in the Clifton E. Lawrence lots. Those spaces marked **“Handicapped”** may not be used, even on a short-term basis, without the appropriate tags or documentation prominently displayed.

Back Lot

There are additional spaces in the lot behind the school.

Car Safety

Cars are not to be left running while unattended, nor should children be left in vehicles without adult supervision.

Child Safety

Children should be walked across the bus lane by a parent or guardian.

SECURITY

A goal of the Clifton E. Lawrence School is to maintain a safe and secure environment. Another goal is to welcome parents and guardians into our school community. To accomplish these goals, parents and school employees need to recognize the importance of supporting security guidelines.

Visitors/Volunteers

All visitors to the building must arrive at the front main entrance doors. Visitors will face the video box on the right side of the entrance door and press the button. Upon hearing the response from an office secretary, please identify yourself by giving your name and your reason for coming to the school. The secretary or security staff will then help you with your request.

Volunteers

Volunteering in the school or with the PTO is a terrific way to help your child and your school. All school volunteers **must** view the [Volunteer Training](#) Slides found on the school website. Many teachers welcome parents who offer their time to assist with projects or materials. Contact your child's teacher about helping. Some ways to help might be preparing materials for projects, helping with activities, sorting paper, photocopying, etc.

MISCELLANEOUS

Bedside Instruction

When it is evident that a student will be absent for a long period, parents or guardians are asked to call the school nurse immediately. The school nurse will then instruct the parents how to make formal application for bedside instruction.

Preschool and Kindergarten Registration

During February or March registration is held for children who will enter Preschool or Kindergarten in September. Notice of registration will appear in local newspapers and will be sent to local preschools.

Each child registering must have a physical examination. Children may enter Kindergarten in September if they are five years of age on or before October 1st as per Board policy.

Use of School Facility

It is the Board's philosophy that the school facilities belong to the citizens and that, within reason, these facilities should be put to the fullest possible use by the community. Application forms are to be filed with the building principal who will verify the dates, establish the fees, if any, and will notify the requesting group of action taken.

We are glad to be able to offer the use of our building for community activities. Our school district recognizes the importance of involving children in healthy, safe, and interesting programs, and we are pleased to afford community groups opportunities to conduct programs and events in our school.

We would like to make all users of our facility aware of several use guidelines that will promote a healthy and safe environment for our district children, as well as a cooperative relationship between school and community members.

1. If children leave the all-purpose room, they should be accompanied and supervised by designated adults.
2. Smoking anywhere on school property is illegal.
3. When disposing of trash, use the garbage cans provided in the all-purpose room.
4. Dispose of recyclables in the appropriately labeled can.
5. No one is permitted upstairs in the building.
6. Keep any areas used free of litter.
7. Designate a cleanup committee to assure that at the conclusion of the event trash is properly disposed of, that bathrooms have been checked, and that any other area used by the group has been checked for trash or left-behind personal articles of clothing.
8. Unauthorized use of the copy machines or laminator is prohibited.

We look forward to a fantastic school year.