

Lincoln Roosevelt School

Student Handbook

NAME	
HOMEROOM	
BUS NUMBER & SLOT LETTER	

Building Administrators and Support Staff

Mr. Ryan T. Bartol	Principal
Ms. Nicole Fazio	Principal's Secretary
Dr. Chris Zegar	Assistant Principal
Ms. Susan Schnabel	Assistant Principal's Secretary
	School Nurse
Ms. Stefanie DelRusso	Grade 5 Counselor
Ms. Tara Urban	Grade 6 Counselor

School Address

34 North Hillside Avenue
Succasunna, NJ 07876

Important Telephone Numbers

LRS Main Number	973-584-4331
Main Office	ext. 0
Guidance	ext. 0
Attendance Line	ext. 1
Nurse	ext. 2
Fax	973-584-4257
Transportation	973-584-6756

School Hours

Doors Open	8:20 a.m.
School Day	8:20 a.m. - 3:00 p.m.
Main Office	8:00 a.m. - 3:30 p.m.

Letter to Students and Families

Dear Lincoln Roosevelt Students and Families,

Welcome to the 2026-2027 school year! A new academic year is the ultimate "fresh start." A perfect opportunity to set new goals, build great habits, and discover just how much you can truly achieve.

This agenda book is designed to be your daily roadmap to success. Inside, you'll find everything you need to stay on track: monthly and daily assignment logs, practical organization tips, and effective study strategies.

As Theodore Roosevelt once wisely noted, "A giant job can be done if you break it into small pieces."

Real success comes down to dedication and the small, daily habits we build. By using this agenda to break down big assignments and daily tasks, our students will learn skills that serve them for a lifetime.

Growth is a team effort. This year, our teachers will work closely with students daily to make sure they are maximizing this agenda. Parents, we invite you to partner with us by checking this book each evening. By making this simple routine a consistent part of your day, we can collectively help our students build incredible organizational skills.

Finally, please take some time during these first few weeks to review our School Handbook together. Understanding our community expectations ensures a safe, supportive, and thriving environment for everyone.

Let's work together to make this an outstanding school year!

Sincerely,

Ryan T. Bartol
LRS Principal

Dear Parents:

We certainly thank you for your anticipated assistance in encouraging your child to follow the basic tenets that are outlined in the Handbook. Please sign in the space provided below to indicate that you have reviewed the Student Handbook with your child and that your child understands what his/her responsibilities are concerning their performance at Lincoln Roosevelt School.

Parent Name (Please Print): _____ Date: _____

Parent Signature: _____

School Counselors

The guidance program is an essential tool for the success of the students as they transition from elementary school to Lincoln Roosevelt School. Our program provides students with the opportunity to succeed both academically and socially as they spend their time learning and growing at our school. By working closely with all teachers and staff members, the counseling team provides students with strategies and support to become positive members of the Lincoln Roosevelt School community. In addition to counselor-scheduled conferences, students and parents/guardians are encouraged to call or email their child's counselor to discuss any concerns they may have. Lincoln Roosevelt School looks to foster a team effort. With parents and teachers working together, our goal is to ensure a positive school experience for every child.

	
School Counselor Ms. Stefanie DelRusso sdelrusso@roxbury.org 973-584-4331 ext: 0	School Counselor Ms. Tara Urban turban@roxbury.org 973-584-4331 ext: 0



Student Handbook

Lincoln Roosevelt's Mission Statement:

The first and most important step toward success is creating the feeling that we can, in fact, succeed. At Lincoln Roosevelt School, we will all strive to create an environment where every child believes he or she can thrive.

LRS's I-PASS Initiative:

The belief at Lincoln Roosevelt School is that the best way to build a successful future for our students is to work together as a school community. With input from members of our school, as well as from our parents/guardians, LRS jointly created and developed a set of *core values*. These are common principles that our school focuses on in order to drive our mission and objectives. Our Core Values are known as **I-PASS**.



<u>I-PASS Explained</u>	
I nspiring	Students will model integrity to inspire others and nurture the desire to become better versions of themselves. They will celebrate their own and others' successes, becoming leaders and mentors based on their own merits.
P ositive	Students will cultivate a positive attitude toward various aspects of their lives, enhancing their well-being and that of those around them, through optimistic thinking.
A ccepting	Students will view others' cultures, values, abilities, and differences with recognition and empathy, fostering a strong sense of community. They will appreciate the unique cultural diversity that enriches the school community.
S afe	Students will uphold a safe environment for all school members, reflecting the school's values, from the bus ride to classrooms and beyond, extending to environments outside of the school.
S upportive	Students will demonstrate empathy and understanding towards their peers' challenges, actively supporting them in achieving their goals. They will familiarize themselves with the school's support systems to aid their journey through adolescence.

The purpose of this initiative is to use these values as a focal point to guide our behaviors/interactions. A commonly known saying states, "Treat others the way you want to be treated." I-PASS helps keep our school community moving toward creating a school environment that supports ALL of our students, celebrates our diversity, encourages academic excellence, and fosters social and emotional growth. As you prepare for each school day, why not come in with the goal of making a positive impact on those around you? Keep **I-PASS** in mind, and there is no doubt it will guide you down the right path of creating an outstanding school, which we all look forward to attending each and every day.

Expectations of Students at LRS

School Rules

It is the responsibility of LRS students to know and follow the rules of Lincoln Roosevelt School that are outlined in the Student Handbook. Take time and look over what is expected of students so that the school year will be a positive experience for all.

Work Ethic

Teachers can only do **half** of what is necessary for students to be successful and to have a great school year. Students need to supply the other **half** of what makes them successful, which is a positive attitude and a strong work ethic. As the former head coach of the Green Bay Packers, Vince Lombardi, Jr., once said, "The dictionary is the only place that success comes before work. Work is the key to success, and hard work can help you accomplish anything." Make the **choice** to be an outstanding, hard-working, dedicated, and organized student. Give it a try –you truly will like the results.

Agenda Books

At Lincoln Roosevelt School, every student should put this agenda book to good use. Students need to use it every period of each school day. It is very important for students to get the new school year off to a good start, which means being organized and doing all of their schoolwork. If a student is not sure how to go about using the book to become more organized, they should ask their teacher for assistance during LAP or work at home with their parent/guardian.

If an agenda book is lost, the student will be expected to purchase another at his/her expense.

8-Pocket Folders

An 8-pocket folder is supplied to every Lincoln Roosevelt student. The 8-pocket folder is to be used in conjunction with the agenda book to foster good organizational habits in all students. Students are encouraged to utilize the 8-pocket folder on a regular basis. Every teacher will emphasize the use of this folder as an organizational tool that will help students keep track of their many papers, assignments, and responsibilities. Students are to regularly use this organizer in the manner in which it is intended.

Homework

Homework is an essential part of the learning process, which is developed in the classroom and is continued independently with cooperation and encouragement at home. It is the student's responsibility to make sure that homework is completed in a timely fashion. To prepare for homework, students should:

1. Make sure they understand the assignments, the due dates, and directions.
2. Ask for help in advance.
3. Know the expectations of the individual teacher.
4. Plan for long-term assignments accordingly.

Make-up Work

As per District Policy 5200, students are expected to develop a reasonable timeline with their teachers, especially for tests and quizzes that must be scheduled, and submit work each day until completed. General rule of thumb – for every day absent, the student has two days to make up the work without losing credit and/or points for the assignment.

Passes

If a student is leaving the classroom for any reason, they are required to use the classroom sign-out book and must have their agenda book signed in the “Hall Pass” section by the teacher. Students should never be in the hallway without a pass.

Room Occupancy

No student should ever be in any room by him/herself. Signs are posted on every door indicating that no student should be in any room without a teacher being present. This rule will be strictly adhered to

Code of Conduct

All students will be required to read and sign this Code of Conduct with their teacher. By signing the Code of Conduct, each student is acknowledging that he/she understands what is expected of them behavior-wise and will abide by the rules of the school as stated in the Lincoln Roosevelt School Handbook, which is contained in the following pages. Listed below is a condensed version of the guidelines that have been established for Lincoln Roosevelt School. All students are expected to read the Handbook for more detailed information.

All students share the responsibility to:

1. **Treat all classmates with respect and dignity.** At Lincoln Roosevelt School, we will not tolerate the use of any words or actions that put people down in any way, for any reason. Lincoln Roosevelt is a bully-free and harassment-free environment. All Lincoln Roosevelt students have the right to come to school and be totally comfortable without feeling threatened, bothered, or bullied in any way.

Our Words to Live By Are: Treat others the way you would like to be treated.

2. **Contribute in a positive manner to classroom lessons and learning for all.** No student will be allowed to interrupt the learning process. If a student's behavior results in other classmates missing out on classroom instruction, then he/she will be removed from the class and consequences will occur. Students do not have the right to interfere with any child's education or instruction. Students and teachers are here to work with one another and learn.
3. **Show respect toward their peers and staff members.** Students will always be treated fairly and with respect at Lincoln Roosevelt School. It is expected that all students treat people at Lincoln Roosevelt School, and all district employees, with the same respect and courtesy that they would expect and appreciate.
4. **Behave in an appropriate and reasonable manner throughout the school day.** Appropriate behavior is required in all school-related areas, such as classrooms, lunchrooms, recess areas, on the bus, at the bus stop, in the hallways, and in the bathrooms. Exhibiting self-control when students are in these places demonstrates maturity, trustworthiness, and integrity.

5. **Respect school property and others' belongings.** All school property must be treated with respect and care. The school building of Lincoln Roosevelt School and all the materials housed on its campus are the property of the Roxbury community. The students are expected to treat these items with respect and utilize them in an appropriate manner. This includes, but is not limited to, the following: lockers, desks, furniture, computers, books, bathrooms, cafeteria furniture, and even the buses and vans. Please be aware, if anyone damages or defaces any school property, they will be responsible for the cost of repairing/replacing the damaged items.

In 6th grade, school lockers are assigned to students at Lincoln Roosevelt School. The lockers are the property of the school and may be examined by school officials if the need arises. Magnets are allowed, but stickers and tape of any kind are not permitted. The school is NOT responsible for losses from the lockers.

6. **Use electronic devices appropriately and in accordance with their intended purpose.** Throughout the year, both 5th and 6th grade students will be given access to Chromebooks and/or computers. The purpose of these devices are to enhance the educational experience being provided by the district. Students are to respect the devices and use them appropriately to work on curriculum-related material. Students will utilize the devices at the teacher's discretion. All online and electronically transmitted activity is not private and will be monitored by the school district. Failure to adhere to these guidelines can result in the loss of computer privileges and/or possible administrative consequences.

Cell phone and smartwatch usage is strictly prohibited during school hours and on the bus. Students need to acknowledge the privacy of others and refrain from using any device in a negative way that damages the integrity of others. In addition, students are strictly prohibited from attempting to contact district employees by phone or social media platforms.

7. **Uphold academic integrity to foster student learning.** All students are responsible for upholding a high level of academic integrity. This means completing your own work and being honest about all information submitted for a grade or any class assignment. Sharing information about tests or quizzes with students who have not yet taken them is considered cheating. Any work created through dishonest means will receive a grade of zero.

Student Discipline

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules.

Students shall be required to conduct themselves in a manner in keeping with appropriate levels of maturity. This includes demonstrating the proper respect of authority, adherence to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. Poor behavior is not only undesirable in its effects upon the individual - it is also disruptive of the main purpose for which schools are established - to provide meaningful learning experiences to all students. The Roxbury Township Board of Education, administration, and faculty, have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all students, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning will not be tolerated.

The Lincoln Roosevelt Philosophy on Discipline

At Lincoln Roosevelt, we believe that a safe, orderly, and structured environment is essential for meaningful learning and personal growth. Our discipline philosophy is built upon the core values of kindness, accountability, and good citizenship, making sure that every student feels safe and respected within our school building. We view behavioral missteps not merely as infractions, but as vital opportunities for students to learn, reflect, and grow into responsible individuals.

While students are held accountable for maintaining a disruption-free learning environment, our progressive-discipline approach emphasizes restorative practices and moving forward positively from mistakes. By partnering with families, we foster a community where 5th and 6th graders learn the maturity required to balance their personal rights with their responsibilities to others. Ultimately, adhering to these rigorous conduct expectations guarantees that LRS remains a safe, welcoming space, dedicated to academic excellence and character development.

DISCIPLINARY INFRACTIONS			
Note: The penalties noted below denote the minimum discipline to be implemented along with parent/guardian contact. Infractions not noted will be left to the discretion of the administration.			
Types of Infractions	First Offense	Second Offense	Third Offense
Disruptive Behavior/Use of Inappropriate Language	Teacher Warning with Parent Contact	Teacher Lunch Detention with Parent Contact	Administrative Conference with Up to 2 Lunch Detentions
Insubordination/Disrespect to staff	Administrative Warning with Parent Contact	Administrative Conference with Up to 2 Lunch Detentions	Afterschool Detention or In-School Suspension
Electronic Device Violation / Violation of Acceptable Use Policy <i>District Chromebooks</i>	Teacher Warning with Parent Contact	Administrative Warning with Parent Contact and Confiscation of Device for the Day	Up to 2 Lunch Detentions
Cell Phone Policy Violation <i>Possession of cell phone or smart watch</i>	Teacher Warning; Student places phone into backpack or locker	Administrative Warning with Parent Contact and Confiscation of the device for the day	Up to 2 Lunch Detentions and parent picks up device from Main Office
Photography/Video Violation	Up to 2 Lunch Detentions; supervised deletion of the photo/video and device confiscated	Up to 3 After-School Detentions; Confiscation of phone	Confiscation of phone; Parent Pick-up of device; 1 day In-School Suspension
Plagiarism/Forgery/Cheating	Teacher Warning with Parent Contact; Alternate Assignment for reduced credit	Admin Conference; 2 Lunch Detentions with an alternate assignment for reduced credit	Parent Meeting; 0% for the assignment with 2 Lunch Detentions
Possession and/or use of a Weapon	Up to 10 Days Out of School Suspension with Police Notification		
Physical Altercations	Up to 3 After-School Detentions	Up to 2 Days of ISS	2+ Days of Out-of-School Suspension

Types of Infractions	First Offense	Second Offense	Third Offense
Fight	1-3 Days of Out-of-School Suspension	3-5 Days of Out-of-School Suspension	5+ Days of Out-of-School Suspension
Horseplay <i>Non-hostile pushing, shoving, tripping, that does not result in injury</i>	Up to 2 Days of Lunch Detention	Up to 3 Days of After-School Detention	Up to 2 days of In-School Suspension
Theft	Up to 3 After-School Detentions with Restorative actions	In-School Suspension: Restorative actions	Out-of-School Suspension with Police Referral
Destruction of Property/Vandalism/Graffiti	Up to 2 Lunch Detentions	Up to 2 After-School Detentions	1 Day of In-School Suspension
Threats Directed at Others	1 Day of In-School Suspension	Up to 2 Days of Out-of-School Suspension	5+ Days of Out-of-School Suspension
Cutting Class <i>Missing 10+ minutes of class time without approval</i>	Administrative Warning with Parent Contact	Up to 2 Lunch Detentions	Up to 3 After-School Detentions
Multiple Lates to Class	Teacher Warning with Parent Contact	Administrative Warning with Parent Contact	Up to 2 Lunch Detentions
Under the Influence at School: Use of Substances at School	Police Notification: 4 Days Out-of-School Suspension, 2 Days In-School Suspension, mandatory drug screening, compliance with recommended treatment recommendations before return to school		
Possession of Substances and/or Intent to Sell or Distribute	Police Notification: Out-of-School Suspension for 10 days (automatic, per BOE policy)		
Possession/Use of Tobacco/Tobacco Products (including electronic smoking devices)	Students will be reported to the Roxbury Township Board of Health who will issue a summons for appearance in municipal court, where a penalty will be assessed in accordance with applicable statutes and ordinances. Students found using or in possession of electronic smoking devices on school grounds will be sent for a mandatory drug screening.		
Leaving the school without permission.	1 Day of In-School Suspension plus Parent Conference	2 Days of In-School Suspension	Up to 3 days Out-of-School Suspension
Threats Directed at Others	Up to 1 Day of In-School Suspension	Up to 2 Days of Out-of-School Suspension	5+ Days of Out-of-School Suspension
Failure to Attend Disciplinary Actions/Continued Willful Violations of School Policies	1 Lunch Detention in addition to serving the original consequence	2 After-School Detentions in addition to serving the original consequence	Up to 2 Days of In-School Suspension
School Bus Conduct	Based on the severity of the infraction, consequences could be lunch detentions, after-school detention, bus suspension, parent contact, or seat being moved.		

Actions not listed above, as determined by the administration, that are justifiable to elicit a disciplinary response are reserved to the administration for handling accordingly.

Restorative Practices, where appropriate, along with disciplinary consequences, will be paired with opportunities for students to make amends and begin to rebuild relationships impacted by the misconduct.

Lincoln Roosevelt utilizes Progressive Discipline strategies; incremental interventions to address inappropriate behavior with the ultimate goal of teaching prosocial behavior. Progressive discipline seeks concurrent accountability and behavior change. The goal of progressive discipline is prevention of a recurrence of negative behavior by helping students learn from their mistakes. Essential to the implementation of progressive discipline is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it has caused
- Understand what they could have done differently in the same situation
- Understand the impact their behaviors have on others
- Take responsibility for their actions
- Be given the opportunity to learn prosocial strategies and skills to use in the future
- Understand the progression of more stringent consequences if the behavior recurs

Targeting vs. Conflict

Targeting/Bullying is behavior that is intended to cause harm, mental or physical discomfort, or is intended to humiliate or threaten any other student or person. This type of behavior is not tolerated at Lincoln Roosevelt School. At no point should any student be put in a position where he or she must tolerate any type of mistreatment without the matter being addressed. All potential Harassment, Intimidation, and Bullying infractions will be investigated according to Board Policy 5512. The school's administration and an anti-bullying specialist will determine if the actions of students meet the definition of bullying or if it is considered student conflict. Student conflict is categorized as disagreement between two or more individuals in which all members play an active role in the dispute.

The district Anti-Bullying Coordinator is Ms. Colleen Huguenin, Supervisor of Student Support Services

If a person has any general questions or concerns about district policy or procedures for Harassment, Intimidation, or Bullying (HIB), please **reference the Roxbury School District website for additional information.**

The Lincoln Roosevelt School Anti-Bullying Specialists are Ms. Stefanie DelRusso & Ms. Tara Urban

Each school has an Anti-Bullying Specialist(s), who chairs the School Safety Team, leads the investigation of incidents of HIB, and acts as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in the school. Ms. DelRusso & Ms. Urban can be contacted at either: sdelrusso@roxbury.org or turban@roxbury.org
or by phone at
973-584-4331, ext 0.

LRS Dress Code

General Guidelines

The following guidelines will be adhered to at Lincoln Roosevelt School:

1. General Rules

- a. Students are expected to be clean and well-groomed in their appearance.
- b. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
- c. Dress or grooming that jeopardizes the health or safety of the student, or of other students, or is injurious to school property will not be tolerated.

2. Blouses/Shirts

- a. Tank tops must have a minimum of 2-inch straps; no spaghetti straps
- b. Undergarments should not be visible
- c. No shirts that hang off the shoulder; no low-cut blouses
- d. No tube tops, no halter tops, no camisoles
- e. No bare midriff
- f. The shirt must extend to the bottom of the belt loops when seated.
- g. Blouses/shirts should not cover shorts, skirts, or other forms of lower garments
- h. No messages involving alcohol, tobacco, controlled dangerous substances, profanity, sexual references or innuendoes, racial/ethnic or religious references that may be considered offensive, or any other message deemed inappropriate by the administration
- i. No sleeveless tops cut low under the arms
- j. No mesh or see-through tops

3. Pants/Shorts/Skirts/Dresses

- a. No underwear showing
- b. Pants/slacks must rise to the waist and tops must extend past the waist so that there is no midriff skin showing; the blouse/shirt should be able to be tucked in
- c. Shorts, skirts, and dresses must be a reasonable length and not overly revealing
- d. No pajamas

4. Shoes

- a. No flip flops, sandals, slides, or shoes that are designed as beachwear
- b. No slippers
- c. No shoes or heels/soles so high as to cause a tripping or falling hazard
- d. No footwear that has wheels or cleats
- e. No other shoes that are deemed to be unsafe footwear

***Students need to be aware of the safety aspect of footwear since Lincoln Roosevelt has many stairs and students are up and down them all day long.

5. Headwear

- a. No hats or caps are to be worn during the school day
- b. No bandannas may be worn on the head
- c. No hoods over the head
- d. No head coverings that hinder vision

6. Accessory Items/Jewelry

- a. No backpacks are to be worn during the school day
- b. No studded belts, necklaces, or bracelets
- c. No heavy keychains, heavy necklace chains, or wallet chains are to be worn
- d. No jewelry that contains any offensive symbols or language is to be worn
- e. No smartwatches

The Administration reserves the right to deem inappropriate anything else that does not help to provide a positive learning environment at Lincoln Roosevelt School.

Consequences for violating the dress code

- **1st violation** – Adjust, cover up, or change clothing that does not conform to the dress code
 - Consequence – Warning and parent/guardian notified of the infraction
- **2nd violation** – Adjust, cover up, or change clothing that does not conform to the dress code
 - Consequence – One lunch detention
- **3rd violation** – Adjust, cover up, or change clothing that does not conform to the dress code
 - Consequence – Two lunch detentions
- **4th violation** – Adjust, cover up, or change clothing that does not conform to the dress code
 - Consequence – In-school suspension
- **5th violation** – Adjust, cover up or change clothing that does not conform to the dress code
 - Consequence – Out-of-school suspension

Dress Code for Physical Education Classes

Sneakers – Must be rubber-soled athletic shoes (no platform sneakers). Must have shoelaces and/or Velcro so that the shoes are securely fastened. No hiking-type sneakers or backless, slip-on sneakers.

Jewelry – Body adornments, including but not limited to body piercing jewelry, that may jeopardize the safety and well-being of the student and others are prohibited. All earrings and body piercing jewelry must be removed prior to participating in class. All other jewelry must be removed, including rings, watches, bracelets, and necklaces. Students refusing to remove jewelry will sit out and lose physical education credit for the day.

Consequences for violating the physical education dress code - Any violation of the physical education dress code policy can result in loss of credit for that day's physical education class.

Attendance Policy and Procedures

The laws of the State of New Jersey require regular attendance of all pupils enrolled in the public school system. The school cannot properly instruct students who are not present. Poor attendance limits accomplishments and reinforces a habit that will negatively impact the student's achievement levels as well as the student's future. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Please be aware that the Roxbury Township School District Regulation R5410, titled "Promotion and Retention," contains the following requirements:

Elementary Level (PreK-6)

A student with fewer than 150 days of attendance will not be promoted to the next grade level. Individual circumstances will be taken into consideration. However, if a student is not in school for the 150 days of required attendance, there is a strong possibility that the student will be required to repeat the grade the following year.

Absence from School

A record of the attendance of all students shall be kept each day that the school is in session. A student shall be recorded as either present, absent unexcused, or absent excused. Various circumstances can meet the criteria for an excused absence:

1. Observance of a religious holiday
2. Student's required attendance in court
3. Family illness or death
4. Necessary and unavoidable medical or dental appointments
5. Other reasons as listed in Roxbury Township School District Regulation 5200, Attendance

Teachers shall cooperate in the preparation of home assignments for students who are absent for **three or more consecutive days**. The parent or guardian must request such home assignments.

Extended Absence

If a student will be absent from school for 10 or more consecutive school days, they will be asked to withdraw from the Roxbury School District for the duration of the extended leave and re-enroll upon their return.

Family Vacations

The Board of Education and the Administration strongly discourage student absences from school for family vacations. According to state law and board policy, vacations are not excused absences. Students should bring a note to the main office, with the vacation dates, two weeks in advance. It is up to the student to confer with each teacher and obtain assignments for the period of absence. If a teacher is asked to compile assignments for a student who is not attending school because of a family vacation, then those assignments are to be handed in on the day the student returns.

Home Instruction

Students who are absent ten consecutive school days or fifteen cumulative school days, as verified by a physician, are eligible for Home Instruction. The Board of Education will provide instructional services at the student's home or another suitable out-of-school setting when the student is out of school due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. Parents or legal guardians shall submit a request to the Principal or designee, who will then forward it to the school physician for their review.

Tardy to School/Class

Late to School - Students will be considered tardy if they report to school after 8:40 am. Anyone coming into school after that time must report to the main office to sign in and have their name removed from the absence list. Parents do not need to accompany their child into the school when arriving late.

Consequences for Late to School - After 5 tardies to school in any one marking period, the student will be assigned one lunch detention by the administration. Subsequent tardies in the marking period will result in the student being assigned additional lunch detentions, and parents will be contacted. A cumulative of 12 or more tardies will result in possible school suspension, the parent/guardian will be required to attend a conference, and the student will be referred to the I&RS committee for recommendations. If there are extenuating circumstances that are causing a pupil to be frequently late, please contact the office.

Late to Class - Students are considered late to class if they are not in the classroom, seated, and ready for class to begin at the appropriate time. Repeated offenses of tardiness to class may result in conferences with parents and/or penalties imposed by the individual teacher and/or the administration.

Transportation

Bus Behavior

The same good, positive behavior that is expected inside the walls of Lincoln Roosevelt School is required on the bus. All students are expected to show respect for the driver and to obey the rules. Repeated violations of the bus rules will result in the student being removed from the bus for a period of time, and a parent/guardian will be responsible for transporting the child to and from school. Any damage done to a bus by a student will be paid for by the student's parent/guardian.

General Guidelines

- Seat belts must be buckled and worn on the bus at all times.
- Be at your designated stop at least five minutes before the scheduled pick-up time.
- Stay out of the road and never approach the bus door until the bus is completely stopped.
- Enter the bus in an orderly fashion.
- After boarding the bus, immediately move to your assigned seat.
- Students may only ride on the bus to which they are assigned. Transportation does not allow students to change buses.

Student Drop-Off by Car in the Morning

L/R has two drop-off spots in the morning. Students can be dropped off either in front of the Roosevelt Building or on the Hunt Street side of the Lincoln Building in the designated drop-off lane. In either location, parents and students should use extreme caution and good judgment. Parents are not permitted to park their vehicle in the drop-off zones under any circumstances during drop-off times.

Early Arrival at School

Students should not be dropped off at the school any earlier than 8:20 a.m. There is no supervision for early arriving students.

Dismissal

Once students are dismissed, they are expected to leave the building immediately unless they are staying for an activity or are under the direct supervision of a teacher for other reasons. Students are to proceed directly to their bus. They should not stop and congregate to talk and socialize before boarding their bus. No student should re-enter the building after they have been dismissed unless they are given permission from a staff member. Those students returning to school for a forgotten item must be accompanied by an adult when entering the building.

Parents Picking Up Their Child

Parents who are picking up their child at dismissal time, for the entire school year, should complete the LRS Transportation Survey in the Genesis Parent Portal, under the forms tab. All daily parental pickups must be conducted in the designated pickup lines behind the Roxbury Board of Education building at dismissal time. If this is a change occurring during the school year, please contact the main office. Parents who are planning to pick up their child early, or at dismissal time, as a one-time occurrence, should submit a pickup release note in the Genesis Parent Portal. This procedure will aid the school in keeping accurate records and maintaining an orderly dismissal.

Early Pickup - Students who are being picked up before the end of the school day must have a parent/guardian come into the main office to sign out their child. Parents/guardians should be prepared to show identification **every** time they enter the building. The student will be called for dismissal once the parent/guardian arrives. There is a 2:45 p.m. cut-off time for early pickups. All other dismissals will take place behind the Roxbury Board of Education building.

Dismissal Time - Students who are walkers or are being picked up at the end of the day will be dismissed from the Lincoln auditorium and will exit out the side doors near the board office.

Late Bus

If possible, all Lincoln/Roosevelt School clubs will coordinate with transportation to ensure that late buses will be available on the days that clubs meet. Students will be notified once the days and times have been established. Bus routes that students typically have will not be followed, but transportation will try to get students close to their homes. Students could be required to walk longer distances than normal. If there are any concerns regarding late buses, please contact the transportation department at 973-584-6756.

Early Dismissal due to Inclement Weather

On days when school closes early due to inclement weather, it is **imperative** that all students know where to go when they are dismissed from school. Arrangements need to be made in advance. Please have an emergency plan in place so that when the emergency early dismissal does occur, everyone, including the student, knows what he/she is to do.

All students should know their bus number so that they can take the bus home on early dismissal days. Students should have a plan in place with their parents/guardians to ensure they can get into their house if no one is at home to meet them.

Safety

Safety is “**priority #1**” at Lincoln Roosevelt. All State and Federal regulations are strictly enforced, as are district and school rules related to the safe operation of the building. General safety rules are also enforced. Running in corridors, horseplay, or any activity that creates a safety hazard will be dealt with accordingly. When passing in the hallways, students will keep to the right. Students and staff are urged to immediately report any unsafe conditions in the building to the Principal.

Fire & Emergency Drills

Fire and emergency drills are held monthly for the student body and staff to prepare for a possible emergency, which might require a rapid mass exit. With the students’ cooperation, the building can be emptied quickly and efficiently. A prearranged route of egress has been assigned to each area of the building, with a map posted specifying which building exit is to be used. Students should proceed rapidly and silently to a designated area outside the building. At all times, students should be flexible and need to be aware that, at times, they may have to find an alternate route out of the building if a stairwell or route is either blocked or unsafe for passage. Students need to be prepared to respond to specific directions given by the Principal and/or the Roxbury Police. It is imperative that all students participate in these drills in a serious manner. No one is to re-enter the building after a drill until the all-clear signal is given. Re-entry procedures are to be followed in order to maintain a safe and efficient return to the building.

Electronic Surveillance at Lincoln Roosevelt

In accordance with BOE Regulation #7441, electronic surveillance is used in order to enhance a safe and secure environment. Recordings may be used to monitor and observe the conduct of school district staff, students, and other persons in LRS or on school grounds. Review of the recordings will be done by the Principal or designee.

Electronic Devices

Lincoln Roosevelt strongly recommends that students leave all electronic devices at home. If electronic equipment is required for a class, the school will provide it.

Recorders - The use of recorders of any kind is not allowed in the school unless the teacher in the classroom gives specific permission.

Cell Phones - We know that a large majority of fifth and sixth-graders bring a cell phone to school on a daily basis. The rules concerning cell phones at Lincoln Roosevelt School will be as follows:

1. If a parent wants their child to have a cell phone with them for use in case of an emergency on the way to the bus stop or on their way home from the bus stop, then be sure your child knows that student cell phones are to remain in their backpack during school hours. Students are not permitted to call or text anyone on their cell phones during the school day. If a child must call a parent during the day, only the phones in the main office or the nurse's office can be used. If there is an emergency, the student will be allowed to use the phone to contact a parent or a school employee will call the parent to deliver a message.
2. **Any cell phone brought to school must remain in the student's backpack during the entire school day; there are no exceptions.** If you are concerned about security for the phone, you should purchase a travel lock and have your child lock the phone in a zippered pouch in their backpack. The phone may not be out of the backpack for any reason, either on the bus or in school.
3. If the phone is taken out of the backpack, it will be confiscated. A parent will have to pick up the phone in the main office.

School Nutrition Policy

The Roxbury Board of Education has adopted several policies in compliance with state requirements that affect foods sold, served, or given out as free promotions during the school day. The following items will not be sold, served, or given out as free promotions during the school day:

1. All forms of candy
2. All foods and beverages that list sugar, in any form, as the first ingredient
3. Foods of minimal nutritional value as defined by the USDA, e.g., soda, water ices, gum

Food and beverages that are utilized to support the curriculum or are provided at school events must comply with dietary standards. These foods and beverages must be purchased from an approved vendor. **No homemade food items are permitted.** Food or candy related to fundraisers are not to be sold during the school day, which includes on the bus and at bus stops.

Board of Education Approved Policies

This handbook identifies the general orders and operations of the school to ensure that the highest quality educational experience can be offered to all students. Should you have questions about any of the topics discussed, please feel free to contact your building administration directly or refer to the associated Board of Education-approved policies:

Attendance	5200
Code of Conduct	5600
Dress Code	5511
Electronic Devices	2363 & 2363.1
Emergency Drills	8420
Grading	2624
Graduation	5460
Harassment, Intimidation, and Bullying	8461
Health and Physical Education	2422
Intervention and Referral	2417
Promotion	5411
School Security	7440, 7446 & 8420
Transportation	8635
Video Surveillance	7441

2026/2027 School Calendar

(Board approved 4/28/2025; amended 3/23/2026)

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students: 0 Teachers: 0

June:	
29-30	Title I Summer School
29-30	Extended School Year
July:	
3	Independence Day (observed)- District closed
1-23, M-Th	Title I Summer School
1-30, M-Th	Extended School Year

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 4 Teachers: 6

Aug:	
18-20	New Teacher Orientation
24-25	No School for Students, PD for Staff
26	FIRST DAY OF SCHOOL FOR STUDENTS

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students: 20 Teachers: 20

Sept:	
7	Labor Day- No School
21	Yom Kippur- No School

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students: 21 Teachers: 22

Oct:	
12	Columbus Day- No School for Students, PD for Staff
19-22	Early Dismissal for Gr. K-6 Students; Regular day hours for Gr. K-6 Staff for P/T Conferences; Regular School Hours for Gr. 7-12 Students & Staff
23	Early Dismissal for Gr. K-6 Students; Regular School Hours with PD in PM for Gr. K-6 Staff; Regular School Hours for Gr. 7-12 Students & Staff

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Students: 16 Teachers: 16

Nov:	
3	Election Day - No School
5-6	NJEA Convention- No School
25	Early Dismissal for Students & Staff
26-27	Thanksgiving Break- No School

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Students: 17 Teachers: 17

Dec:	
25	Early Dismissal for Students & Staff
24-31	Winter Break- No School

January 2027						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Students: 19 Teachers: 19

Jan:	
1	New Year's Day - No School
18	Martin Luther King Day- No School

February 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Students: 18 Teachers: 19

Feb:	
12	No School for Students, PD for Staff
15	Presidents' Day- No School

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students: 17 Teachers: 17

Mar:	
12	Emergency Day built in - No School; will become a School Day if one (1) emergency day is used on or before Mar 8
25	Emergency Day built in - No School; will become a School Day if two (2) emergency days are used on or before Mar 19
26	Good Friday- No School
29-31	Spring Break- No School

April 2027						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students: 19 Teachers: 19

April:	
1-2	Spring Break- No School
19-22	Early Dismissal for Gr. K-6 Students; Regular day hours for Gr. K-6 Staff for P/T Conferences; Regular School Hours for Gr. 7-12 Students & Staff
23	Emergency Day built in - No School; will become a School Day (Early Dismissal for Gr. K-6 Students; Regular School Hours with PD in PM for Gr. K-6 Staff; Regular School Hours for Gr. 7-12 Students & Staff) if three (3) emergency days are used on or before Apr 19

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students: 18 Teachers: 18

May:	
27	Emergency Day built in - No School; will become a School Day if four (4) emergency days are used on or before May 21
28	Emergency Day built in - No School; will become a School Day if five (5) emergency days are used on or before May 21
31	Memorial Day- No School

June 2027						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students: 11 Teachers: 12

June:	
14	Early Dismissal for Students, Full Day for Staff
15	LAST DAY OF SCHOOL FOR STUDENTS- Early Dismissal for Students, Full Day for Staff
16	LAST DAY FOR STAFF- Full Day for Staff
28-30	Title I Summer School
28-30	Extended School Year

I/E SIGN-IN RECORD

[illegible]

I/E SIGN-IN RECORD

[illegible]

I/E SIGN-IN RECORD

[illegible]

I/E SIGN-IN RECORD

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