Long Pond School Student/Parent Handbook

2026-2027

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Respectful- **CHARGERS** treat others with kindness, courtesy, and consideration, even when our opinions differ.

Responsible- **CHARGERS** take ownership of our actions, follow through on our commitments, and do the right thing, even when no one is watching.

Resilient- **CHARGERS** learn from challenges, bounce back from setbacks, and persevere through difficult situations.

SCHOOL INFORMATION

School Phone Number: (973) 315-5256
School Fax Number: (973) 579-2690
School Website address: https://lps.andoverregional.org/
**School calendar, staff rosters, important updates and reminders can all be found on the school website*
Principal's Twitter Handle: @LPSChargers

Hours of Operation:

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

Reporting Student Progress

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

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

59% or below is considered an F

Grading- Grades are based on the total points earned during each marking period.

- Each assignment, quiz, project, and test is assigned a point value (e.g., Homework = 5 points, Quiz = 20 points, Exam = 100 points).
- A student's marking period grade is calculated using the following formula:

Total Points Earned ÷ Total Possible Points × 100 = Marking Period Grade

Summer Coursework: Students who fail a course for the school year will be required to complete an approved summer course, at the parent's expense, to demonstrate mastery of the required concepts and skills. Failure to successfully complete the required coursework may result in retention.

Report Cards- Report cards are issued at the end of each marking period and are available electronically through the Parent Portal. The report card distribution schedule is posted on the Long Pond School website calendar. Report cards include: Marking period grades. Teacher Comments, Citizenship and Effort, and Student Attendance. This information provides families with a comprehensive overview of each student's academic progress, work habits, and attendance throughout the school year.

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

Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
● Theft, lying, instigation ● Does not meet expectations:, not prepared to learn, does not participate, and does not work well with others. ● Rarely demonstrates appropriate class behavior, rarely respects class or school rules and expectations. ● Student rarely demonstrates respect for others (peers and teachers), rarely allows them to speak without disruption.	● Does not arrive on time for class ● Does not adhere to classroom rules ● Inconsistently meets expectations: not always prepared to learn, participates irregularly, and rarely works well with others. ● Sometimes demonstrates appropriate class behavior. He sometimes respects class and/or school rules and expectations. ● Student sometimes demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.	● Consistently meets expectations: is prepared to learn, participates regularly, shows respect for others, and contributes to building a positive community. ● Usually demonstrates appropriate class behavior. They often respect class and/or school rules and expectations. ● Student often demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.	● Always demonstrates appropriate class behavior. Student always demonstrates respect for others (peers and teachers) by allowing them to speak without disruption. ● Student always demonstrates respect for school and classroom rules and expectations. ● Student is an active advocate for the classroom learning environment. ● Student goes out of their way to be kind to others in and out of class ● Willingness to take on leadership roles such as class assistant ● Consistently exceeds expectations in work preparation, and participation and actively contributes to the learning experiences of their peers.

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

Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
● Student rarely meets expectations set by teacher for each task ● Student is rarely on-task requiring frequent redirection ● Student rarely participates with appropriate response when prompted by teacher ● Student rarely completes work or makes corrections when requested by teacher.	● Student occasionally meets expectations set by teacher for each task. ● Student is occasionally off-task- requiring redirection. ● Student usually participates with appropriate response when prompted by teacher. ● Student completes some work and occasionally makes corrections when requested by teacher.	● Student meets expectation set by teacher for each task. ● Student participates frequently either by raising hand or as prompted by teacher. ● Student completes work and makes corrections as needed. ● Student usually works to meet their potential.	● Student routinely accepts challenges over and above class expectations. ● Consistently raises hand to participate and enrich class discussions. ● Focuses on skill mastery (beyond just work completion) ● Student makes consistent effort to progress beyond their current level.

AWARDS & STUDENT RECOGNITION

Positive Recognition

Positive reinforcement is an essential part of Long Pond School's philosophy. We believe in recognizing students who demonstrate strong character, academic achievement, and a commitment to our school community. Throughout the school year, students may be recognized through the following programs:

Charger Pride Recognition Program

Each month, Long Pond School recognizes students who consistently demonstrate what it means to Be a CHARGER. Grade-level faculty and staff nominate one student each month who exemplifies our Charger Pride values through their character, attitude, and actions.

Teachers also award Charger Cash to students who demonstrate positive behaviors and make responsible choices throughout the school year. At various times during the year, Charger Cash is entered into drawings for small prizes and other tokens of recognition.

Students selected as Chargers of the Month will be honored at a special recognition breakfast in June, where they may invite one guest to celebrate their achievement.

Academic Recognition

Students are recognized for their academic achievement following each marking period.

High Honors

Students must meet all of the following criteria:

- Earn A's in all subject areas, including Encore courses and Health & Physical Education.
- Receive Outstanding and/or Satisfactory marks for Effort and Citizenship.

Honors

Students must meet all of the following criteria:

- Earn A's and/or B's in all subject areas, including Encore courses and Health & Physical Education.
- Receive Outstanding and/or Satisfactory marks for Effort and Citizenship.

Students earning Honors or High Honors will receive a certificate recognizing their achievement. In addition, their names will be submitted to the local newspaper for publication.

President's Award for Educational Excellence

The President's Award for Educational Excellence recognizes outstanding academic achievement. Eligible eighth-grade students must meet the following criteria:

- Earn a cumulative grade point average of 90 or higher on a 100-point scale (or the equivalent of an A average or 3.75 on a 4.0 scale).
- The cumulative GPA is calculated using grades earned from Grade 5 through the second marking period of Grade 8.
- Demonstrate successful performance on the New Jersey Student Learning Assessments (NJSLA) in English Language Arts and Mathematics by meeting or exceeding state expectations.
- Maintain good attendance and demonstrate positive citizenship. Excessive absences or a history of Code of Conduct violations may make a student ineligible for this recognition

LONG POND SCHOOL 2026-2027 BELL SCHEDULES

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

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

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

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

Use of Technology Guidelines:

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

Students may not:

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

Statement of Responsibility of Borrower

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

I understand that if a district assigned device is lost or damaged due to disregard for the above policies, I will be responsible for paying a replacement or repair cost of up to $500.
Common repair costs up to: Broken Screen $40, Broken Keyboard $40, Lost Charger $40, Lost Protective Cover $40, Damaged Camera, Headphone jack or other interface ports would incur a full replacement cost.

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

3rd Party App Information:

3rd party apps may be used for instructional purposes to implement board approved district curriculum. Please see this page on our district website for further information on the 3rd party apps used in our district.
https://www.andoverregional.org/district-services/technology/ferpa

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

Use and the Acceptable Use Policy. I further understand that this permission will remain in effect during the entire time my child is a student at the Andover Regional Schools, and I will notify the school in writing if I wish to rescind this permission.

Please see BOE Policy **8335 - **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

AFFIRMATIVE ACTION POLICY, PLAN & PROCEDURES

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

Personnel in all categories shall be selected and employed on the basis of competence for the available positions without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or disability.
Before being presented to the Board of Education for adoption, textbooks and all other materials shall be reviewed to determine whether or not they reflect bias or prejudice, and whether or not they portray any group as stereotypes.
Courses shall be designed and developed to challenge students intellectually or physically at their level of competence.
Competitive sports programs shall be balanced to present an equal challenge to either gender, and when possible, to provide for participation for the physically challenged.
Placement of students in classes and courses shall be made on the basis of the individual student's needs.
All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to disabled persons.
Future facilities will be designed to conform to federal and state requirements with regard to access for the disabled.
LEGAL REFERENCES: ESEA Title IX NJSA 10:5-1 et seq
P.L. 94-142 NJAC 6:4-1. 3
P.L. 93-112 Section 504
NJSA 52:32-1 et seq
18A:6-5, 6
18A: 18A-17
18A: 29-2
18A: 36-20

ARRIVAL/DISMISSAL

Arrival

Students should not arrive at school before 8:40 a.m. (or 10:40 a.m. on delayed opening days) unless they are participating in a school-sponsored activity and prior arrangements have been made with a teacher, coach, or club advisor.

Students should enter the building through the following entrances:

- Main Entrance: Bus arrival
- Flagpole Entrance: Parent drop-off

Staff members are stationed at both entrances to welcome students and provide supervision. For the safety and security of all students, all exterior doors remain locked during the school day.

Students participating in morning activities should report to the designated drop-off location as directed by their coach or club advisor.

Dismissal

Regular dismissal is 3:30–3:40 p.m.

Early dismissal is 12:30–12:40 p.m.

Dismissal locations are as follows:

- Bus Riders: Front of the building (staff supervision provided)
- Parent Pickup: Center rear of the building (staff supervision provided)

If there is any uncertainty regarding a student's authorized pickup, the adult picking up the student will be directed to the main office for verification before the student is released.

Pickup Patrol

Long Pond School utilizes Pickup Patrol to manage all student dismissal plans.

- Every student must have a default dismissal plan entered in Pickup Patrol (bus, parent pickup, aftercare, or another approved option). At the beginning of each school year, all students are automatically assigned bus as their default dismissal plan. Parents/guardians are responsible for updating this default and making changes as needed.
- If no changes are entered—or if an after-school activity is canceled or not in session—the student's default dismissal plan will be followed.

- Any change to a student's normal dismissal routine (including parent pickup, early dismissal, after-school activities, or aftercare) must be submitted through Pickup Patrol. Students attending aftercare must be pre-registered with the program.
    - Parents/guardians should include the name of any adult, other than a parent or guardian, who is authorized to pick up their child.
    - Students who are registered for an after-school activity, club, or athletic event are expected to attend unless the coach or advisor has been notified in advance.
    - Dismissal changes must be entered into Pickup Patrol by 2:30 p.m. If an emergency requires a change after 2:30 p.m., please contact the main office directly for assistance.

<u>To help ensure a safe and efficient dismissal process, please avoid calling the main office between 2:40 p.m. and 3:40 p.m., except in the event of an emergency.</u>

<u>ATTENDANCE/ABSENCE REPORTING</u>

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

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

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

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

ATTENDANCE POLICY

(* BOE Policy 5200)

General

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

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

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

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

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

If your child is absent/tardy:

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

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

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

Upon return

It is expected that a student returns to school with a ***"written note."*** The note should include the student's name, date(s) of absence and reason for absence and it **MUST** be signed by a parent/ guardian and submitted to the school nurse. Missed assignments must be made up upon the student's return to school. The student will

have one day of make-up time for each day absent. Teachers are not expected to give assignments in advance. All work not completed within the make-up time will be graded accordingly. When parents/guardians are aware that an absence will occur for an extended period of time, they are requested to notify the main office or nurse.

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

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

Truancy
New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut. TRUANCY is defined as an unauthorized absence from school. A CUT is defined as an unauthorized absence from class. TRUANCIES and / or CUTS may result in disciplinary action. *A complaint **will** be filed with the local Municipal Court if a student exhibits a pattern of truancy or cuts. **"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.**

ACTIVITIES/CLUBS

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

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

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

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

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

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

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

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

Sports physicals: (see links below)
•Are active for one calendar year.
•Must also be cleared by our School Doctor after handing in to the School Nurse.
•Must be cleared by our School Doctor *before* participating in ***intramurals, practices or scheduled games.***
•If the sports physical is over 90 days old, only a Health History Questionnaire needs to be completed.

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

Fall Sports: Please hand in sports physicals by September 4th, 2025.
Winter Sports: Please hand in sports physicals by November 3rd, 2025.
Spring Sports: Please hand in sports physicals by March 6th, 2026.
Intramural dates are to be determined (sports physicals will be due a minimum of 1 week prior to any sports activity beginning.)

Please also note:

- These forms **MUST BE RETURNED DIRECTLY TO THE NURSE**.
- Important information about Emergency Medications:
    - *Students that may need inhalers, epi-pen, glucagon or other medication during sports must have a current doctor's order on file in the nurses' office.*

- *Some students are approved to "self-carry", but it is also strongly recommended that these students have a back-up inhaler, epi-pen, etc. to keep in their team's medical kit if needed.*

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

Sports Physical:
https://lps.andoverregional.org/fs/resource-manager/view/06a791fc-f674-4d5b-9f09-84112bd45d94

Updated Health Questionnaire:
https://lps.andoverregional.org/fs/resource-manager/view/51359e8a-c0a4-42b1-843c-ea305a82782a

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

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

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

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

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

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

CELL PHONES AND INTERNET ENABLED DEVICES

Cell phones are an important means of communication for many families; however, they can also be a significant distraction to learning. In accordance with **New Jersey's Bell-to-Bell Cell Phone Law (P.L. 2025, c.195)**, Long Pond School prohibits the non-academic use of personal cell phones and other internet-enabled devices (like Apple Watches, Galaxy Watches, Gizmo watches, etc.) during the school day.

Students must keep devices powered off and stored from the opening bell until dismissal. Exceptions may be made for instructional purposes authorized by school staff, students with accommodations identified in an Individualized Education Program (IEP), Section 504 Plan, or health care plan, or in the event of an emergency. Failure to comply with this policy may result in disciplinary action in accordance with the Student Code of Conduct.

1. Cell phones and other internet enabled devices are required to be **turned off, kept in their bookbags and left in their lockers** throughout the school day.
2. Text messaging is prohibited at any time during school hours.
3. An internet enabled device will be confiscated if a student is caught with the phone during school hours (including AM homeroom and PM homeroom)

Disciplinary Actions:

- 1st Offense- Internet enabled deivce sent to the office and returned to student at end of day with a warning; parents notified
- 2nd Offense- Internet enabled device sent to the office and parent/guardian must retrieve; student assigned a lunch detention
- 3rd Offense- Internet enabled device sent to the office; parent/guardian must retrieve; student assigned a lunch detention; student now has to bring the internet enabled device to the main office for storage during the school day
- 4 or more- Same as 3rd offense plus additional lunch detentions assigned accordingly

CHROMEBOOKS

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

- **Conduct-** Students are responsible for good behavior online just as they are in a traditional classroom or school building. It may be illegal to use obscene, profane, threatening, or disrespectful language while using school related technology. Communication with others should always be course related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Cyberbullying and other inappropriate online behavior will not be tolerated and the privacy of others should be respected at all times.
- **Access Restriction-** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Andover Regional School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.
- **Security-** Andover Regional School District cannot, and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Parents need to be aware that students will have access to their Google accounts at home and the same rules apply when using their Google accounts at home.
- **Loaner Chromebooks-** As previously stated, students are expected to bring their charged chromebooks to school on a daily basis. **Loaner chromebooks will be available in classrooms when their device is in need of repair only.** Loaner Chromebooks will not be issued for students who forgot to charge them or left them at home. * If a student intentionally damages a chromebook, they will not be provided with a loaner. Loaner Chromebooks must remain in the school and are not permitted to be taken home without special permission.

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

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

- Transmitting materials that are obscene, offensive, and/or inappropriate
- Knowingly placing a virus on a computer network
- Using objectionable language in public or private messages (in example: in GMail, Google Docs, etc.): racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous

Possible consequences for inappropriate use of the chromebooks:

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

CLASS TRIPS

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

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

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

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

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

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

Anticipated Class Trips during the 2026-2027 School Year:
5th Grade- Trout in the Classroom (Release Trout) and Ogdensburg Sterling Mine Tour
6th Grade- Fairview Lakes Outdoor Education Experience
7th Grade- Beuhler Science Center (students will need to be dropped off at LPS before school hours)
8th Grade- Overnight Trip to Woodloch Resort in Hawley, PA
Music Program- Music in the Park at Dorney Park- Student ensembles perform in the morning for adjudicators, and spend the afternoon enjoying Dorney Park

CODE OF CONDUCT

*as per ARSD BOE Policy 5600 which can be found on district website

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

Level 1

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

- Repeated disruptive classroom behavior.
- Using inappropriate language (including but not limited to: profanity, vulgarity, harassment, and hateful or sexualized remarks)
- Inappropriate displays of affection.
- Misbehaving for a substitute.
- Insubordination/defiance.
- Disrespectful behavior

Potential administrative responses to Level 1 behaviors may be:

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

Level 2

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

- Repeated Level 1 Offenses
- Fighting or violence towards a peer or staff member.
- Damage to facility that interferes with functioning of school (possible fines) or threatens well being of others.
- Sexual harassment.
- Drug, alcohol possession/ under the influence (including vaping/E-cigarettes, Juuls, etc…)
  *An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- Weapon possession
- Confirmed Harassment, Intimidation, and/or Bullying. (see BOE Policy 5512)
- Inappropriate use of electronic device, i.e. taking photos/videos of without consent
- Theft

Potential administrative responses to Level 2 behaviors may include:

- Extended Administrative After School Detention (3:40 p.m. - 5:30 p.m.)
- In-School Suspension
- Out-of-School Suspension
- Involvement of Law Enforcement
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.
  *Any student caught vaping or in possession of vaping paraphernalia will be removed from field trips and possibly other co-curricular events/activities.
- Vaping First Offense- Three day In- School Suspension: student referred for a medical evaluation, student could be ineligible for grade level field trip and will be ineligible for any overnight field trips, student will be ineligible to participate in band, choir, and/or athletics for a month from the date of the incident. Follow-up with school counselor and/or nurse
- Vaping Second Offense- Five day Out-of-School Suspension: students referred for a medical evaluation, student will be ineligible for grade level field trip, student will be placed on probation and will not be able to participate in band, choir, and/or athletics for a designated period of time (including extracurricular events and activities such as dances and concerts). Follow up with school counselor and/or nurse.

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

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

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

First Offense:
- A grade of "0" will be issued for the assessment/assignment/report- student will be provided an alternate assessment/assignment/report and can receive half credit if completed within the timeframe given by the teacher
- A teacher detention may be administered to the student
- The student's parent(s) will be contacted

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

* Any future incidents will be addressed as a Level 2 Infraction

BUS SAFETY RULES/EXPECTATIONS:

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

Rules-

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

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

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

Waiving Transportation Services-

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

Harassment, Intimidation, and Bullying

In accordance with **Board of Education** **Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

    a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

    b. Has the effect of insulting or demeaning any student or group of students; or

    c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

COMMUNICATION

*** Always contact the school if you have any questions and or/concerns to avoid any misunderstandings***
Various forms of communication exist at LPS. Here are a few:

- email/phone calls
- Week at a Glance Notifications from Teachers
- Weekly News Updates (Charger Connections)
- School website/teacher pages on website
- Parent/Teacher Conferences
- Instagram @lpschargers

COUNSELING

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

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

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

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

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

DRESS CODE

Long Pond School recognizes that students express themselves through their clothing and personal style. Students are encouraged to make appropriate choices that allow them to feel comfortable and confident while maintaining a positive school environment. Clothing and grooming must be appropriate for a school setting and must not endanger the health or safety of the student or others, disrupt the learning environment, damage school property, or interfere with a student's ability to participate fully in school activities.

Students may not wear clothing, accessories, or symbols that suggest membership in or affiliation with criminal gangs or gang activity while on school property or at school-sponsored events. Clothing or items that contain profane, offensive, or discriminatory language or images are not permitted. This includes clothing or items that promote or reference alcohol, drugs, tobacco, or sexual content. Items that depict or imply racial hatred, stereotyping, or prejudice are not permitted.

Students may not wear clothing or accessories that:

- Display profanity, violence, discriminatory language, or references to drugs, alcohol, tobacco, or sexual content.
- Reveal or expose private areas of the body or undergarments.
- Are see-through or designed primarily as sleepwear, such as pajamas or slippers.
- Are costumes or clothing/accessories that materially interfere with the learning environment, unless they are part of an approved school spirit day, special event, or activity.
- Present a safety concern. Footwear must be safe and appropriate for the activities of the school day. Flip-flops, backless slippers, and other footwear that presents a safety concern are not permitted.
- Include headwear worn inside the building, unless worn for religious, cultural, or medical reasons.
- Hooded sweatshirts are permitted, but hoods are not to be worn in the hallway during transition times.

Students are expected to wear clothing that allows them to move safely and comfortably throughout the school day, including during physical education and other activities.

The dress code is intended to provide general guidelines for appropriate school attire. Because styles and trends change, the school may clarify or update these guidelines during the school year when necessary. Students who arrive at school wearing clothing that does not meet the dress code may be asked to change. If a student does not have appropriate clothing available, a parent or guardian may be contacted to provide suitable clothing.

Additional attire guidelines may apply to field trips and certain classes or activities. For example, physical education, science labs, and some elective classes may require specific clothing or footwear for safety reasons. Students are expected to follow teacher directions regarding appropriate attire for these activities.

Appropriate and respectful attire is also expected at all school-sponsored events. Students are expected to make clothing choices that support a safe, respectful, and welcoming environment for themselves and others.

HEALTH AND PHYSICAL EDUCATION

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

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

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

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

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

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

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

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

Although we encourage families to have their students participate in these essential health topics, we want to remind Parents/Guardians that they do have the option of excluding their child from any portion of health education instruction if it is in conflict with conscience, moral, or religious beliefs. If this is the case with your child, please fill out the exclusion form below and return to your child's Principal. Since planning time is necessary to account for students opting out, all opt out forms are required to be sent to building principals no later than September 15, 2023. Forms will be forwarded to Health and PE teachers who will keep them on file for the remainder of the school year.

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

HEALTH SERVICES

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

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

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

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

HOMEWORK

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

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

Grade 5 = 45 minutes or less.
Grade 6 = 45 minutes or less.
Grade 7 = 60 minutes or less.
Grade 8 = 60 minutes or less.

No homework assigned on weekends or holidays.
* The exception to this rule is the high school level Honors Algebra 1 course

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

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

LOCKERS

Long Pond School provides lockers to students for the temporary storage of school materials, clothing, and personal belongings needed during the school day. While lockers are assigned for student use, they remain the property of the Andover Regional School District.

The District is committed to maintaining a safe, secure, and orderly learning environment. Although students have Fourth Amendment protections against unreasonable searches and seizures, school officials may conduct periodic general inspections of lockers for health, safety, and maintenance purposes. Individual locker searches may be conducted when there are reasonable grounds to believe a locker contains evidence of illegal activity or materials that violate school rules or may disrupt the educational environment.

If a locker search reveals items that violate Board policy or New Jersey law, the student may be subject to school disciplinary action and/or criminal charges.

Students are expected to:

- Keep lockers clean, neat, and free of unnecessary materials.
- Remove food from lockers at the end of each school day.
- Use lockers only for the storage of school-related materials and personal belongings that do not pose a health or safety risk.
- Maintain the condition of their assigned locker and report any damage immediately.
- Use only school-issued locks. Locks may be purchased in the Main Office for $5.00. Unauthorized locks will be removed.
- Use magnets only when decorating lockers. Permanent adhesives, stickers, paint, or other materials that damage or deface lockers are prohibited.

Students may be held financially responsible for damage to lockers beyond normal wear and tear.

Please note: Long Pond School is not responsible for lost, stolen, or damaged personal belongings stored in student lockers.

LUNCH/RECESS RULES & EXPECTATIONS and LUNCH BALANCES

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

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

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

LUNCH BALANCES

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

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

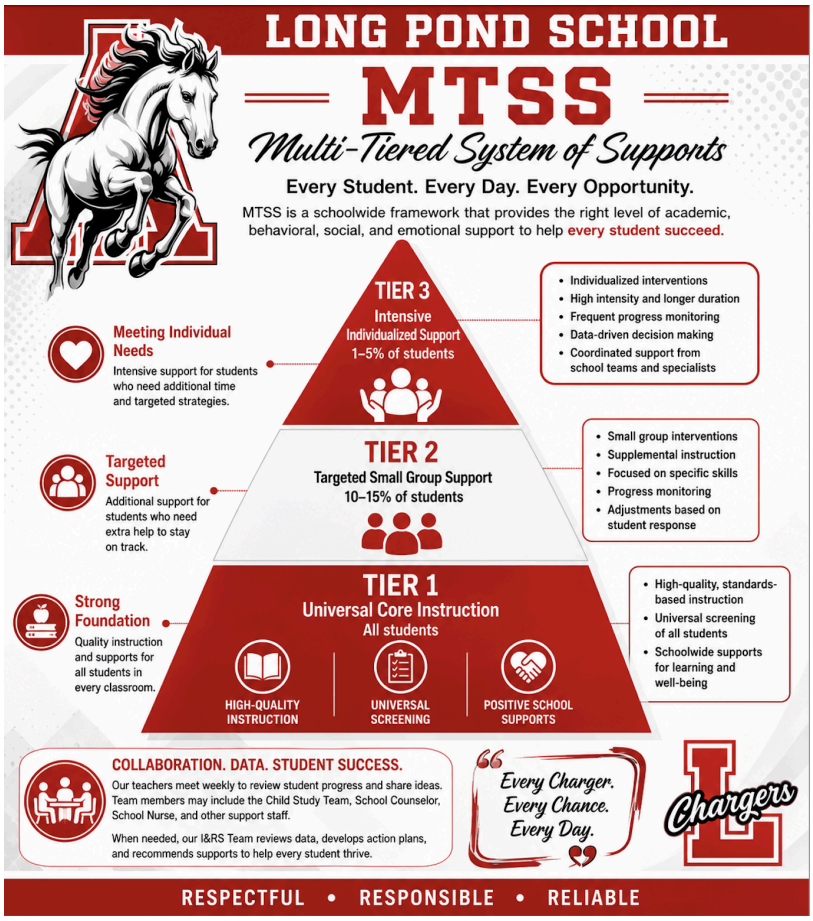
RESPONSE TO INTERVENTION (RTI) / MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Long Pond School is committed to helping every student succeed through a Multi-Tiered System of Supports (MTSS). MTSS is a proactive framework that provides academic, behavioral, social, and emotional support based on individual student needs.

All students receive high-quality, standards-based instruction in the general education classroom and participate in regular universal screenings to monitor progress. When data indicate that a student needs additional support, targeted interventions are provided to address specific areas of need. Student progress is closely monitored, and interventions are adjusted based on individual growth and response.

Some intervention services may be provided during PEP (Personal Enrichment Period) or during portions of Encore or Health & Physical Education classes. Placement in intervention services is based on multiple sources of student data, and parents will be informed throughout the process.

Long Pond School also conducts weekly collaborative team meetings where teachers discuss students' academic, behavioral, social, and emotional progress. These meetings often include members of the Child Study Team, School Counselor, School Nurse, and other support staff. When appropriate, concerns may be referred to the Intervention and Referral Services (I&RS) Team, which reviews available data, develops intervention plans, and recommends strategies to help students succeed in the least restrictive educational environment.



PERSONAL ENRICHMENT PERIOD (PEP)

The **Personal Enrichment Period (PEP)** is a dedicated time during the school day designed to meet the individual academic, enrichment, and organizational needs of students without requiring them to miss core instructional classes.

During PEP, students may:

- Participate in **Band, Chorus, or Handbells**.
- Receive targeted academic support in **English Language Arts, Mathematics, or study skills**. Parents will be notified if their child is scheduled to receive these intervention services.
- Meet with teachers for academic support, enrichment activities, make-up work, or other instructional purposes.
- Report to an assigned classroom to independently read, organize school materials and Google Drive, monitor grades, complete assignments, or participate in teacher-directed activities.

Because students have different needs, a student's PEP schedule may include a combination of these opportunities throughout the school year.

PEP provides Long Pond School with the flexibility to offer interventions, enrichment, and individualized support while maximizing students' participation in their regular academic classes.

SCHOOL SAFETY PROCEDURES AND SECURITY

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

Cell Phones/Internet Enable Devices- All personal connected devices- including cell phones, smartwatches, tablets, and wearables- must be turned off and kept tucked away inside your child's backpack and remain secured in student lockers for the duration of the school day. Unauthorized use of cell phones/internet enabled devices during school hours is not permitted and may result in disciplinary action.

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

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

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

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

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

School Safety Vestibule- Visitor Procedures

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

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

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

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