LAWRENCE INTERMEDIATE SCHOOL HANDBOOK 2026-2027

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Welcome to LIS

We are pleased to welcome you to Lawrence Intermediate School, a school of fourth, fifth and sixth grade students. As a nationally recognized School and District of Character, we are all committed to helping students have a positive and engaging school experience, academically, socially and emotionally. We encourage parents to be active participants in the school experience with their students. Please feel free to contact guidance counselors, teachers, and school administrators to assist you in meeting the individual needs of your child. We look forward to a great school year!

Sharin Rello, Principal
Gregg Zenerovitz, Assistant Principal
Tori Hart, Assistant Principal

Visitors

All visitors report directly to the main office when entering the building to sign-in and receive a badge to wear. *Subject to change due to social distancing guidelines.

School Hours

Full Day	**8:45 a.m. – 3:30 p.m.**
Early Dismissal	**8:45 a.m. - 12:45 p.m.**
2 Hour Delay	**10:45 a.m. – 3:30 p.m.**

Arrival

Classes begin promptly at 8:45 a.m. We expect children to arrive at school between 8:25 a.m. and 8:45 a.m. Children are not to arrive before 8:25 a.m. as there is no supervision. Children are admitted into the building at 8:30 a.m. *Bell schedules subject to change.

LIS Telephone Directory

Main Office	**671-5530**
Guidance	**671-5530**
Library	**671-5530**
Nurse	**671-5533**
Pupil Services (LIS)	**671-5530**
Absentee Line	**671-5463**

School Symbols

Colors Black and Gold
Mascot Hootie the Owl

OUR POLICY

Education is a lifetime process, which neither begins nor ends with the Lawrence Township Public Schools. It is a cooperative effort involving home, school, and community. Our mission is to provide students with opportunities to acquire knowledge and skills to become responsible lifetime learners in a pluralistic society. We believe our schools must provide a nurturing environment that fosters active learning and positive student-teacher interaction, respecting the developing nature of the learner. Central to our mission is the pursuit of excellence. We believe this is achieved through an integrated curriculum that stimulates intellectual inquiry, promotes an understanding of self and others, and encourages physical well-being and the development of conscience.

Our Core Values

- We believe in hard work, high expectations, and standards for our students, staff, and parents.
- We believe that every student has unique gifts and talents and is worthy of the highest quality experiences for intellectual, social, emotional, and physical growth.
- We believe that our curriculum should be effective, innovative, and comprehensive and should lead to knowledge, skills, and ethical values that stimulate a lifelong commitment to learning and responsible behavior.
- We believe that the effectiveness of our district requires continuous pursuit of excellence through open and ongoing communications and collaboration among all stakeholders.
- We believe in our mutual responsibility to be competent, accountable and trustworthy.

Equal Educational Opportunity

The Lawrence Township Board of Education affirms its responsibility to ensure all students in the public schools of Lawrence Township receive an equal educational opportunity, regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status.

Jeanne Muzi
Affirmative Action Officer
Lawrence Township School District

SCHOOL PROCEDURES

Attendance

Regular attendance is important. When students are absent from school, they are required to call the absence into the main office with the reason for the absence. See “Attendance Policy” for further information.

Absentee Line

Parents/guardians should report when their student(s) are absence/tardy by going to:

Login to Genesis at HYPERLINK http://parents.ltps.org

and report under the attendance tab. Select notify office and complete the needed information.

Personal Early Dismissal

We strongly encourage all students to remain in school until the end of the day (3:30 pm). However, when it is necessary to be excused early from school, students must bring a note from home explaining the reason and time to be excused. A photo ID must be presented before the student is called from the class. Parents/guardians or any person signing a student out of school must present a photo identification card and be listed in our student database (Genesis) and be listed as a parent, guardian or emergency contact person.

Any changes to dismissal should be made in writing and presented to the main office by noon.

Tardiness

Students will be marked tardy after 8:55 am. Students entering after 8:55 am are to have a note from their parent/guardian and must come to the main office with their parent to sign into school and receive a pass to the classroom.

Class Trips

Students will **not** be permitted to participate in class trips without the **written** permission of a parent/guardian, **NO ORAL PERMISSION WILL BE GRANTED.** When students go on trips, they represent our school. All students must ride to and from the field trip on district approved buses. Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior. Permission slips and money for trips must be returned on the dates specified by teachers, and all fees for field trips are non-refundable. Field trips may not occur in a given year due to any health concerns, pandemics, or other concerns.

Counseling Services

The Guidance Department operates as an integral part of the LIS school program. The counselors provide a variety of services to all students including developmental guidance lessons, small group counseling, individual counseling and consulting with teachers, parents, private counselors, the Child Study Team, the school nurse and administration.

Developmental lessons are given throughout the year to each class on a variety of topics including self-esteem, peer relations, emotions, stress, values, careers, time management, study skills, test-taking tips and conflict resolution.

Small group guidance sessions usually are held once a week for six to eight weeks on a particular topic. The small groups presently being offered include the following: Improving Peer Relations, Separation/Divorce, Improving Self-Esteem, Grief and Loss, and Handling Anger. The format for small groups includes presentations, activities and discussions.

Individual counseling is available to all students. The student, a parent, a teacher, the counselor or administration can make requests for an appointment. Passes are sent to the student through his homeroom teacher for a scheduled appointment.

In an effort to work together to provide each student with the most positive school experience, parents are encouraged to call the Guidance Office at any time with questions or concerns (609) 671-5530.

Intervention and Referral Services

The Intervention and Referral Committee (I&RS) is a committee to help teachers serve diverse learners in a regular education classroom. The committee is comprised of teachers, administrators, and a Child Study Team member. Their purpose is to provide assistance and to develop strategies to utilize with a student who is experiencing difficulties within the classroom.

Child Study Team

The Child Study Team is composed of learning consultants, a social worker, and psychologists who work cooperatively to evaluate students and develop educational programs. They receive referrals from teachers, principals and parents who have identified students needing additional educational services. Their major task is to diagnose the problem, meet with teachers and parents to develop individual educational plans

Emergency Closings and Delayed Opening

For school closings or delayed opening information the district will attempt to send out an "Auto-Dialer" message and you can also call the **School District message at 671-5590** or listen to the following:

An autodialer message is sent to Lawrence students' homes.

QuickNews - QuickNews e-newsletter is sent via email and gives the status of schools. Subscribe via district website.

Check the district's Facebook page (Lawrence Township Public Schools) or our website: www.ltps.org

School Closing Information - (609) 671-5590

Television Station - LTPS-TV (Comcast Channel 19 and Verizon Channel 37)

Unscheduled Early Dismissal

Parents, please make emergency home arrangements for your child in the event that it is necessary to close school early during the day due to an unforeseen emergency. This will eliminate the problem of children not being able to get into their homes or children left unattended.

The district will attempt to send out an "Auto-Dialer" message and homeroom parents for participating families in regard to unscheduled early dismissals will initiate a telephone chain.

Fire Drill Procedures

New Jersey school law requires that each school have one fire drill and one emergency management drill each month. The following guidelines will govern all fire drills for the School.

1. Everyone **must** leave the building.
2. Before leaving the room, all doors and windows must be closed by the teacher (or a responsible student) and the lights turned off.
3. The evacuation plan showing the designated exit for that room will be posted near the door of the room.

4. Students should leave the building quickly in single file and proceed to their designated areas silently.
5. Students should wait quietly in the assigned area.
6. Upon signal, students will return to the building escorted by their teachers.

Flag Salute

Each morning teachers will conduct a salute to the flag, as required by New Jersey state law. Students with beliefs (conscientious scruples) prohibiting such patriotic exercise are not required to salute the flag; however, they must be respectful to those who are participating in the ceremony.

Health Services

The Health Office, located in the main office, is in a centrally located spot in the building for students to visit as needed. The nurse offers assistance to students if they feel ill or need medical attention during the school day. If students become ill in school, they are to tell their teacher or any faculty/staff member.

The State of New Jersey recommends and the Board of Education requires that if medication must be administered to a student during the school day, the parent and the family physician must give written permission. Whenever possible, we request the medications be given outside of school hours. Many medications are of a long acting type (3-12 hours) and administration may be arranged for a time outside school hours.

If, however, the family's physician deems it necessary that the student take medication during school hours, the following information is required in a letter from the physician: name of the student, date, dosage, time medicine is to be administered, duration of administration, diagnosis, and possible side effects to be observed.

The physician's and parent's letters together with the medication in a labeled prescription bottle complete with name, date and content, must be presented to the school nurse before the medication will be administered during school hours. **Please note** that these instructions include **all** over-the-counter medications as well. (Tylenol, etc.) All medication needs to be cleared by the school health office because students are not permitted to carry medication in the school. Please direct any questions to our school's health office.

Extended Learning (Homework)

Extended Learning (Homework) may be defined as an assignment given by a teacher to increase proficiency in particular skills, reinforce concepts presented in the classroom, develop lifelong study habits, and foster independence and self-discipline. We believe that, used appropriately, homework has an extremely valid place in the educational process.

In order for homework to be used appropriately, a three-fold responsibility exists: teachers and parents should share roles to inspire, instruct, and support; the student's responsibility is to study. Through this cooperative approach we hope to make homework a valuable experience for each student. For further information, you may check the District website at www.ltps.org under "Board of Ed", "Board Policies" then "Extended Learning (Homework) Regulation."

Make-up Work Policy

If students are absent, they may keep up with their class work. Assignments may be requested by calling the Main Office before 9:00 a.m. Student work will be ready for pick-up in the office at 3:45 that afternoon. Homework requests after 9:00 a.m. may require 24 hours to collect.

Honor Roll

Students at LIS are recognized for their academic hard work and success in both academic and specialist areas. At the end of each marking period, any student receiving a report card with all A's or B's has made the honor roll and will receive a letter of recognition.

Insurance

Information about school insurance will be sent home early in September. Parents are to apply directly to the insurance carrier if participating in the program**.**

Lost and Found

Lost articles are to be turned in by the finder to the lost and found area. Approximately three times a year, unclaimed articles will be donated to charity. Please put students' names on their belongings to help lost items find their way back home.

Lunch

Students may bring a bagged lunch from home or buy a platter, milk or desserts at school. Students may not bring soda, "Red Bull", or other caffeinated energy drinks. Students are expected to demonstrate good manners while eating and talk in a normal tone. Tables and floors must be left clean before exiting the cafeteria.

Students who commit serious infractions during the lunch period may be excluded from recess, as well as children who continue to commit repeated infractions. **Lunches are not served at LIS on early dismissal days.**

Students may buy lunch with cash or a check given to the main office or paid through the PaySchools account. If a student forgets their lunch or money, they may call home prior to their lunch period to have parents bring lunch or money. The school allows a student to borrow against their account for a replacement lunch, which consists of a hot lunch, milk, fruit and a vegetable.
No student is allowed to have food delivered to school via Door Dash, Grub Hub, etc. **This includes dropping students off with outside food and drinks. Students will be asked to finish them before entering the classroom.

Library Media Center

The mission of the LTPS (Lawrence Township Public Schools) Libraries is to promote literacy, foster a lifelong love of reading, ensure intellectual freedom, and develop student and staff competencies to become ethical and critical consumers, creators, and distributors of information. District library facilities are collaborative spaces that enable a wide range of instructional practices.

The LIS (Lawrence Intermediate School) Library Media Center empowers students and staff to explore personal and intellectual interests in a safe, inclusive space, through unlimited access to resources and connections to the world.

All students are encouraged to use the Library Media Center:

- Classroom teachers have a regularly scheduled time for students to exchange library books.
- Students may have up to 4 books checked out at once.
- Books may be returned at any time during the school day to the interior book drop. Books may also be returned to the outdoor book return.
- Students are responsible for all library materials checked out to them. Students must replace lost or damaged library materials.

Menstrual Products

Feminine products, including sanitary pads and tampons, are available in the nurses office and in the female restrooms throughout the building. Other hygiene products are also available in the guidance office.

Moving

Please inform the school office in advance if you anticipate a move to another school. This will ensure that the proper transfer forms and report card will be ready on the day the student leaves.

Transcript Requests

Any requests for records to be sent to another school for review will be prepared and mailed 10 school days from the time the request is received in the Guidance Office. The request should be either a signed letter from the parent/guardian or a notification from the requesting school.

Withdrawal Procedures

Please notify the teacher or the Guidance Office ASAP if your child will be withdrawing from LIS. There is a form that must be signed by the parent/guardian to begin the withdrawal process. The withdrawal process takes a few days to complete. All books, devices and school property must be returned to the teacher or library before any records can be released.

Parent-Teacher Communication

Teachers will use report cards, conferences and interim reports, and emails or phone calls to report student progress in school. Parent-teacher conferences will be conducted during the fall and spring semesters. The school will announce report card and conference dates based on the district calendar.

Parent-Teacher Organization

The Lawrence Intermediate School Parent-Teacher Organization has been a tremendously supportive group to the academic and extracurricular program of our school. They are responsible for sponsoring assemblies, parties and many other family programs. The Parent-Teacher Organization helps the LIS staff to provide an enriching school experience for all students. Visit the PTO website at www.lispto.org

Parent Volunteers

Many enriching and worthwhile experiences are afforded our children through the volunteer help from parents. Parents interested in volunteering time and services are requested to contact the PTO Coordinator of Volunteers.

Physical Education

We believe students' physical growth and development are as important as any other part of the educational program.

Students may be excused from participating in physical education class only for illness or physical disability with a doctors note. An excuse from the doctor must be brought to school and given to the school nurse at the beginning of the school day.

School Property

The student shall pay for lost and/or damaged books, computers or other school property. Students are required to return the same textbooks they were issued by the issuing teacher. It is the responsibility of each student to keep books covered and in good condition.

Transportation Procedures (BUS)

Bus transportation is provided by the Board of Education and is considered a privilege. Student conduct at the bus stop, on the bus, and leaving the bus should always reflect good safety procedures. It is expected that students cooperate with the bus driver while traveling to and from school. Anything that would distract the driver is considered dangerous behavior. Students who fail to follow good safety procedures will be reported to the assistant principal.

Bus Discipline

The Board of Education requires students to conduct themselves in a manner consistent with established standards of classroom behavior and will suspend the riding privileges of students who fail to do so. Parents will be contacted if the bus driver reports problems on the bus. Students who commit serious infractions may be excluded from the bus, as may children who commit repeated lesser infractions.

Bus Passes

Students are to ride only their designated buses. In an emergency a student may be granted permission to change to another bus. Parents must call the transportation office (671-5445) to obtain permission prior to dismissal. The transportation office will inform the office secretary who will issue a temporary pass. Social visits are not considered school emergencies.

Walkers

Walkers should use crossing guards and the safest routes available. Please refer to LTPS District policy #8601

Bicycles

Bicycles will be allowed. Students that ride their bicycles to school must abide by all state and local laws regarding bicycles and road safety, including the use of a helmet. Students must walk their bicycles on school property, and must park it safely in the bicycle rack each day. The privilege of riding a bicycle will be revoked if students are being irresponsible or fail to ride safely.

Parking

Some parking spaces in front of the school are labeled. Parents and other visitors should use the “visitor” spaces. The upper parking lot may also be used in the event that all front spaces are taken. At all times the lane closest to the building must be kept clear to provide access to the building in case of an emergency. ***Do not park in the car rider line when picking up a student early.**

Regulations

Lawrence Township Board of Education

PUPILS 5200 Attendance, ATTENDANCE PROCEDURES FOR GRADES K-8

General Principles

The law in New Jersey provides that every parent, guardian, or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or any day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school.

The curriculum for pupils enrolled in the Lawrence Township School District is designed to achieve certain educational goals within the limited number of school days provided by our resources. Maximum attendance is a prescribed condition upon which all courses of study are predicated. Absence from school jeopardizes the ability of the student to meet minimum attendance requirements for each course and/or school day and may violate New Jersey State law requiring pupils regularly to attend school. The frequent absence of a student from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of the student to complete the prescribed curriculum requirements successfully.

Pupils are expected to attend school daily when schools are in session. The board of education cannot condone nor permit absences from school for any reason not specified in the law. **The board will deny course credit and/or grade level promotion if the pupil attendance requirement is not met.** To see the policy in its entirety, go to the district website at www.ltps.org.

All absences shall be presumed to be unexcused, unless determined to be for one of the following reasons:

1. Medical disability or illness;
2. Medical or dental appointments which cannot be scheduled outside of school hours;
3. Religious holidays recognized by law;
4. Court appearance;
5. Death in the family;
6. Family emergency;
7. Other good cause approved by the Principal.

Documentation of the nature and causes of all absences shall be the responsibility of the parent/guardian. For anticipated absences, the parent shall provide advance notice to the school, prior to the scheduled absence. For unanticipated absences, the parent/guardian must notify the school early in the school day of the absence and the reason therefore. For excused absences, documentation must be provided within three days of the student's return to school by a written note from the student's parent, a doctor's note, and/or other appropriate documentation. Failure to provide such documentation within the three-day period shall result in the absence being considered unexcused. **Days absent due to vacations or other family trips shall be counted as unexcused absences.** Teaching staff members are not required to provide outlines, homework assignments, or related study materials in advance or in anticipation of such trips.

For cumulative unexcused absences of 10 or more, the student is truant, pursuant to N.J.S.A. 18A: 38-28 through 31, and the school district shall take appropriate action to compel compliance with the compulsory attendance laws.

Discipline

RIGHTS AND RESPONSIBILITIES

Policy - Board of Education Lawrence Township

Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying. 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; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Definition

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility

for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent and Building Principal, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent and Building Principal will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s),
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. 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. The appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation to this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bullying

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. l8A: 37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's response can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non- certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Prohibited Reprisal or Retaliation

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. l8A: 37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining that the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

The Superintendent and Building Principal shall develop a process for the Principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils on an annual basis.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A: 37-17.c, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A. 18A: 37-17.a, the district will establish bullying prevention programs, and other initiatives involving school staff, pupils, administrators, volunteers, parent(s), or legal guardian(s), law enforcement and community members in developing such programs and initiatives.

Pursuant to N.J.S.A. 18A; 37-17.b, the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

Pursuant to N.J.S.A. 18A: 37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A: 37-13 through N.J.S.A. 18A:37-18.

The Superintendent and Building Principal will forward a copy of this Policy to the County Superintendent of Schools by September 1, 2003. N.J.S.A. 18A: 37-13 through 18A: 37-19

Adopted: 12 April 2000 Revised: 9 April 2003

Cell phone and electronics

Students are not permitted to use cell phones, as well as “blue tooth” technology, in school during school hours. Having a cell phone ring in school, answering a cell phone, talking, internet browsing, social media use, playing a game on a cell phone, sending or receiving text messages, or dialing numbers on a cell phone are all considered “using a cell phone.” Using someone else’s phone, holding a phone in your hand, loaning someone your phone, checking the time, using the phone as a calculator, taking pictures, charging cell phone in school, viewing information on a phone or having the phone in one’s pocket are violations of our cell phone policy. Students may not use cell phones in the lavatories. If students need to use a phone for emergencies, they must get the approval of an administrator and use their phone in an office area under staff supervision. If a student uses a cell phone during school, in violation of this policy, it will be confiscated, the student may receive a detention or other disciplinary action. If a student refuses to give their cell phone to school authorities when they request it, they will receive ISS for defiance of school authority. On a second offense, the cell phone will be confiscated and not returned until a parent or guardian picks it up in the main office. The third or more offense requires that a parent pick up the phone and the student will be given administrative consequences. If a student needs to bring a cell phone to school, they must keep it turned off and in their locker until the school day ends. Board of Education (BOE) Policy #5516.

The administration may confiscate cell phones in order to protect the safety or confidentiality of staff or students.

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district’s buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used: The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with pupils, or any other effective means to publish the district’s use of electronic surveillance equipment in school buildings and on school grounds.

Discipline Policy

Lawrence Intermediate School

Our goal is to maintain an engaging, supportive and positive atmosphere for learning and protect the safety of students and staff at Lawrence Intermediate School. We believe in the importance of high expectations and building student's ability to self-regulate, and the code of conduct is designed to support the mission and vision of the school and allow for the character development of our students.

School Rules

- Students will respect themselves, other students, adults, the school and the property of others.
- Students will demonstrate respectful behavior in the bus, hallway, lavatory, cafeteria, auditorium and the gymnasium.
- Students must be in their classroom and prepared for learning when class begins.
- Students are expected to follow the rules related to academic integrity. However, if plagiarism/cheating is discovered or suspected, there will be immediate intervention by the teacher. The teacher will have a private conference with the student to ascertain the facts of the situation. Students who have plagiarized may receive a zero for the assignment. The teacher will notify the parents and refer the student to his/her school counselor. The possibility of make-up work is at the discretion of the classroom teacher. If there are repeat offenses, the student may receive discipline in addition to the academic penalty. (Board Policy No. 5600)
- Students must have a pass when they are not in class and not accompanied by a teacher.
- Students will obey classroom rules posted in each classroom.
- Students will dress appropriately. (See Dress Code for specifics)
- Students are prohibited from chewing gum because it is a distraction and takes away from the cleanliness of the building.
- Students are not permitted to use electronic devices such as, but not limited to phones, speakers, IPods, handheld video games, while at school. If a student brings to school their own personal electronic device or cell phone, they are responsible for this item. The school and school staff are not responsible for lost or stolen personal items.
- Students are required to secure cell phones in book bags, purses, etc. They are to be turned off. Students are not allowed to use or take these devices out during school hours. If they do, they will be confiscated and held in the main office until a parent can pick them up. (Board Policy No. 5516)
- Students are prohibited from using skateboards, scooters, etc. on school grounds or within school. If a student is found in violation of this, the article would be confiscated and held in the main office until a parent can pick the article up.
- Students are prohibited from using inappropriate language or making obscene gestures.
- Students are prohibited from loitering within the school or on school grounds.

- Students will not destroy or deface school property. (Board Policy No. 5513)
- Students are prohibited from using, selling or being in possession of tobacco, vape pens, drugs or alcohol. (Board Policy No. 3218)
- Students are prohibited from possessing a knife, firearm or any object, which may harm any person. (Board Policy No. 8467)
- Students are prohibited from participating in or condoning any type of physical violence.
- Students are prohibited from participating in any act of harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any gesture, written or verbal, or any physical act that takes place on school property, at any school sponsored function or on a school bus that has the effect of insulting or demeaning any person or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operations of the school. Any complaint will be taken seriously and thoroughly investigated. (Board Policy No. 5512.1)

CORRIDOR/GROUNDS RULES

- Students are forbidden from running, playing rough, whistling, shouting, or causing a disturbance in the hallways.
- Students will immediately report to their next class after they have been dismissed from their previous class.
- Students are required to have a pass when they are in a hallway without a teacher.
- Students must leave the building at the end of the day unless they are attending a TEACHER OR AFTER SCHOOL CLUB SUPERVISED ACTIVITY.
- Students will contribute to the cleanliness of LIS by not littering.
- Students are prohibited from throwing snowballs or any object that can potentially harm another student while on school property or traveling to or from school.

DRESS CODE RULES (BOARD POLICY NO. 5511)

The Lawrence Intermediate School faculty, staff, and administration believe that dress codes should:

- Ensure the health, safety, and security of all school community members.
- Reinforce the concept that the appropriateness of different clothing styles varies by context (e.g., work, school, social, worship, etc.)
- Allow students to wear comfortable clothing that allows for self-expression.
- Disallow clothing that disrupts the educational process (e.g., promotes violence, pornography, profanity, gang activity, drugs/alcohol, or otherwise creates a hostile or intimidating environment based on any protected class as defined by the NJ Law Against Discrimination)

For safety purposes, students at Lawrence Intermediate School are not permitted to wear flip-flops or open-toe sandals due to daily recess and physical education classes.

To ensure effective and equitable enforcement of the Lawrence Intermediate School dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender

expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Any actual or perceived dress code violations are to be addressed with the student in a manner that does not publicly shame or humiliate the student.

All decisions made with regard to dress code violations are at the discretion of the school administration.

Suspension

Our staff, principals and assistant principals must follow the rules as they are set forth in the New Jersey law and the Lawrence Township Board of Education policies and regulations on student discipline. If a suspension is to be given, the principal or his or her designee will notify the student's parents.

FERPA

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

Additional information and guidance may be found at FPCO's Website at:

The Family Educational Rights and Privacy Act or FERPA provides certain rights for parents regarding their children's education records. This guide provides general information on a parent's rights under FERPA.

https://studentprivacy.ed.gov/ferpa

FERPA Parent Guide link

La Ley de Derechos Educativos y Privacidad Familiar o FERPA proporciona ciertos derechos a los padres con respecto a los registros educativos de sus hijos. Esta guía proporciona información general sobre los derechos de los padres según FERPA.

Lawrence Township Public Schools Calendar 2026-2027

Board Revised 1.21.26

JULY 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19 NSO	20 NSO	21
24 NSO	25 NSO	26	27	28
31				

SEPTEMBER 2026 20				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 2026 22				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2026 17				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2026 17				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2027 18				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2027 19				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2027 18				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2027 20				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2027 19				
M	T	W	Th	F
3	4	5	6	7*
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2027 11				
M	T	W	Th	F
	1*	2	3	4
7	8	9	10	11*
14	15	16	17	18
21	22	23	24	25
28	29	30		

This Calendar reflects 181 school days for students and 185 work days for teachers

AUGUST
19,20,24,25 New Staff Orientation
26,27 **Professional Development Day**

SEPTEMBER
1 First Day for all Students(K-12) **Full Day**
7 Labor Day **(Schools Closed)**
21 Yom Kippur **(Schools Closed)**

OCTOBER
14 **PM Professional Development Day (Early dismissal students only)**

NOVEMBER
5-6 NJEA Convention **(Schools Closed)**
19-20 K-8 Early Dismissal Conferences (Students Only)
23-24 K-12 Early Dismissal Conferences (Students Only)
25 Early Dismissal (Staff & Students)
26-27 Thanksgiving Recess **(Schools Closed)**

DECEMBER
23 Early Dismissal (Staff & Students)
24-31 **Winter Recess (Schools Closed)**

JANUARY
1 New Year's Day **(Schools Closed)**
15 **Professional Development Day (no students) (Schools Closed)**
18 Martin Luther King Jr. Day **(Schools Closed)**

FEBRUARY
12 **PM Professional Development Day (Early dismissal students only)**
15 Presidents' Day **(Schools Closed)**

MARCH
10 **Professional Development Day (no students) (Schools Closed) (Eid al-Fitr)**
26-31 **Spring Recess (Schools Closed)**

APRIL
1-2 **Spring Recess (Schools Closed)**
14 K-12 Early Dismissal Conferences (Students Only)
15-16 K-8 Early Dismissal Conferences (Students Only)

MAY
7 Emergency Closing Day* *If needed –see chart below*
31 Memorial Day **(Schools Closed)**

JUNE
1 Emergency Closing Day* *If needed—see chart below*
11 Emergency Closing Day* *If needed—see chart below*
16 Early Dismissal **(Students Only) - Graduation**
17 Last Day for students Early Dismissal **(Students Only)**
18 Juneteenth Observed **(District Closed)**

***EMERGENCY CLOSING DATES**
Tentative Last Day of School is June 17th

Emergency Closing Days Make Up Day– School in Session If Day Not Used

1st	5/7/27
2nd	6/11/27
3rd	6/1/27

CODES
First Day of School—Full Day
Schools Closed
Professional Development Day **(Schools Closed)**
PM Professional Development (Early Dismissal K-12)
Conferences (Early Dismissal K-12)
Conferences (Early Dismissal K-8)
Early Dismissal (Staff & Students)
Early Dismissal (Students Only)
* Tentative Emergency Closing Days—May be adjusted
New Staff Orientation
Last day of school (Early dismissal—Students Only)

END OF QUARTER MARKING PERIODS: November 3rd (44 days), January 29th (50 days), April 9th (42 days), and June 17th (45 days)

END OF TRIMESTER MARKING PERIODS : December 4th (63 days), March 19th (64 days), June 17th (54 days)

LIS 2026-2027 Bus Contract

Student Name: _____

(First name and last name)

Homeroom Teacher Name: _____

Bus Number: _____

Riding the bus is a privilege provided to our students. In an effort to ensure that our students are safe, we have developed the following contract outlining the expectations of children riding our district provided buses.

- I understand that my school day begins at my designated school bus stop and my school day ends after school at my designated school bus stop.
- I agree to follow the directions of the school bus driver in a courteous and respectful manner.
- I agree to treat other students on the school bus and/or at my school bus stop in a courteous and respectful manner.
- I agree to treat the property of the school bus and the school bus stop in a respectful manner.
- I agree to remain in my assigned seat and keep my seatbelt securely on.

If a student is unable to follow the expectations outlined above, I understand that the student(s) will receive consequences.

I have received and read a copy of the transportation rules. I understand that if I chose not to follow the expectations and the rules of the school transportation services, I may be denied my privilege of riding the school bus.

Student Signature: _____Date: _____

Parent/Guardian Signature: _____Date: _____