

Lumberton Township School
District
Parent Handbook

**Bobby's Run
School**



Grades 4-5
*32 Dimsdale Drive
Lumberton, NJ 08048
(609) 702-5555
Tracy Hofstrom, Principal*

Important Numbers for the School Year

Bobby's Run School Main Office 609-702-5555
Bobby's Run School Nurse (8 am - 3 pm) 609-702-5555 x3820

All absences must be called in by 8 am the day of absence.

BRS Fax Number 609-702-1463
BRS Extended Day Care Site 609-702-9427

Lumberton Middle School	609-265-0123	Ashbrook Elem. School	609-518-0030
Florence L. Walther School	609-267-1404	Board of Education Office	609-267-1406

School Administration

Mrs. Tracy Hofstrom Principal
Mrs. Eileen Buerster Secretary to the Principal
Mrs. Cindy Pollum School Secretary

Central Administration

Mr. Joseph Langowski Superintendent of Schools
Mrs. Suzanne May Admin. Asst. to the Superintendent
Mr. Mark Ritter Interim Business Administrator/Board Secretary
Mrs. Debra Harper Admin. Asst. to the Business Administrator
Mrs. Maria Matlack Supervisor of Curriculum & Instruction
Mrs. Terry Sanders Secretary to Supervisor of Curric. & Instruct.

All school and district staff names and e-mail addresses may be found on the district Website: www.lumberton.k12.nj.us, "About" pull-down tab, click on Administrators (for administrators) OR "Schools" pull-down tab, click on the school name (teachers, educational aides, etc.)

Lumberton Township Board of Education

Thomas J. Colling III, President Melissa Cirii, Vice President

Margaret Bupp Rachel Paulin
Bruce Ciallella Chris Stridiron
Jill Clevenger Nate Wood
Frank Pallante

Unless otherwise noted, Board of Education meetings are held Thursdays at 7:30 pm at the Ashbrook Elementary School Board Room, 33 Municipal Drive, adjacent to the Township Municipal Building. All dates are posted on the district Website: www.lumberton.k12.nj.us, "About" pull-down tab, click on Board of Education.

BOBBY'S RUN SCHOOL

**32 Dimsdale Drive
Lumberton, NJ 08048**

***Tracy Hofstrom
Principal***

**609-702-5555
Fax (609) 702-1463
*e-mail:thofstrom@lumberton.k12.nj.us***

Dear Parents and Guardians,

Welcome to Bobby's Run School. The staff and I extend a warm and friendly welcome to all students and their families. We will do everything we can to ensure that your child's year is positive and educationally sound. We appreciate the opportunity to work with you and your child to build a strong foundation of academic and social readiness.

Ensuring a strong educational base means that the school and family must work cooperatively. During this crucial intermediate childhood age, your child's growing independence may become more apparent. Healthy friendships are very important to your child's development; peer pressure can become strong during this time, and academics may become more rigorous. This is an important time for children to gain a sense of responsibility with their growing independence.

Together, the school and family can help your child become more self-reliant, while building his or her sense of responsibility and self-confidence. To help nurture that success, I offer these suggestions:

- Be involved with your child's school. Go to school events; meet your child's teachers.
- Encourage your child to join school groups.
- Help your child develop a sense of responsibility through completion of homework and assignments, and being responsible inside and outside of school.
- Talk with your child about respecting others, and about what to do when others are disrespectful.
- Help your child set his or her own goals. Encourage him to think about skills and abilities he would like to have and about how to develop them in school.
- Encourage your child to read every day. Talk with him or her about homework and/or the day's events at school.
- Maintain communication with your child's teachers throughout the year in order to ensure that both the school and home are meeting your child's educational goals and needs.

I look forward to an exciting year getting to know your child and you, as we embark on the journey through fourth and fifth grade together!

Sincerely,



Tracy Hofstrom
Principal

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Introduction

“Learning Makes Dreams Come True”

This handbook will help you learn about the school, its policies, and the philosophy of its administrators. Your close cooperation and support are necessary if the home and school are to successfully thrive together.

Each worthwhile enterprise must have basic aims that can be achieved. The basic aims of administrators, faculty and staff of the Bobby’s Run School are:

1. *To provide sound academics that will meet the needs of our students.*
2. *To challenge students to accomplish the work that is within their intellectual capacity.*
3. *To prepare boys and girls for further study, whether it is in school or on the job.*
4. *To provide children with cultural and moral values to enjoy family and community life.*
5. *To create interest and pride in the American way of life and to encourage the preservation of the ideals upon which this country was founded.*
6. *To develop tolerance so students understand and appreciate cultural differences.*

The Lumberton School District, in partnership with its families and community, will cooperatively provide and continually improve a nurturing educational experience for the development of high moral standards, academic excellence, and social and creative abilities so that our students may achieve their personal goals and become productive citizens in a rapidly changing society.

To this end, we are committed to:

- Encourage continued professional growth of our staff;
- Encourage moral growth through positive role models and, directly, through curriculum;
- Encourage social development by providing an environment that promotes positive interaction;
- Utilize community resources most effectively;
- Utilize the results of the “Effective Schools” research;
- Provide avenues of participation and involvement for parents and community members.

School Bulletins & District Information Via E-Mail

Please provide your e-mail address on forms provided on the first day of school so that you may receive copies of the school bulletin and other important district communications via e-mail. Parents who have no e-mail access will be the only ones who receive hard copies of the bulletin.

Safety Drills

The safety of students is the first concern of staff and administration. The school works closely with New Jersey State police and Lumberton law enforcement officers. ***For your child’s safety preparedness, each school practices one fire drill and one school security drill once a month.*** Please be certain your child knows what to do, and where to go in the event of any emergency. Discuss safety practices and foster a keen awareness of its importance.

Parental Custody

Any parent who has been granted legal child custody as a single parent must provide legal documentation to the school. ***It is essential that the principal and teacher be made aware of any situation limiting non-custodial parental contact.***

Class Cycle

The Lumberton School District is scheduled on a six-day cycle. This allows students to rotate through special classes without interruption from scheduled holidays and unscheduled days off.

School Start and End Times

School begins at 7:45 a.m. and ends at 2:57 p.m., Monday through Friday.

School Schedule

<i>Period</i>	<i>Full Day</i>	<i>Early Dismissal</i>	<i>Delayed Opening</i> ⁺
Student Arrival	7:45 a.m.	7:45 a.m.	9:45 a.m.
Late Bell	7:55 a.m.	7:55 a.m.	9:55 a.m.
Homeroom	7:45 a.m. – 8:05 a.m. *	7:45 a.m. – 8:02 a.m. *	9:45 a.m. – 9:58 a.m.
Study Hall/Breakfast	7:55 a.m. – 8:05 a.m.	7:55 a.m. – 8:02 a.m.	9:45 a.m. – 9:58 a.m.
Period 1	8:05 a.m. – 8:53 a.m.	8:05 a.m. – 8:34 a.m.	10:01 a.m. – 10:31 a.m.
Period 2	8:56 a.m. – 9:44 a.m.	8:37 a.m. – 9:06 a.m.	10:34 a.m. – 11:04 a.m.
Period 3	9:47 a.m. – 10:35 a.m.	9:09 a.m. – 9:38 a.m.	11:07 a.m. – 11:37 a.m.
Period 4	10:38 a.m. – 11:26 a.m.	9:41 a.m. – 10:10 a.m.	11:40 a.m. – 12:20 p.m.
Period 5	11:29 a.m. – 12:17 p.m.	10:13 a.m. – 10:42 a.m.	12:23 p.m. – 1:03 p.m.
Period 6	12:20 p.m. – 1:08 p.m.	10:45 a.m. – 11:14 a.m.	1:05 p.m. – 1:45 p.m.
Period 7	1:11 p.m. – 1:59 p.m.	11:17 a.m. – 11:46 a.m.	1:47 p.m. – 2:17 p.m.
Period 8	2:02 p.m. – 2:50 p.m.	11:49 a.m. – 12:18 p.m.	2:20 p.m. – 2:50 p.m.
Homeroom	2:50 p.m. – 2:52 p.m.	12:18 p.m. – 12:18 p.m.	2:52 p.m. – 2:52 p.m.
Dismissal[#]	2:52 p.m. – 2:57 p.m.	12:18 p.m.	2:52 p.m. – 2:57 p.m.

Visitors

Upon arrival at the school, all visitors, including parents, must register at the main office. After registering, visitors will receive a visitor's badge, which must be kept with them at all times and must be returned to the main office when departing. Anyone wishing to visit Bobby's Run School must call the school office in advance; an appointment is preferred.

Staff members are not permitted to transact business with a visitor in the school without a visitor's pass. School policy requires staff members to report any such person to the office.

No visitor may meet or talk with a student in school without the approval of the principal, or his designee. If an emergency requires that a student be called to the school office to meet a visitor, the principal, nurse or counselor will be present during the meeting.

Students are not permitted to leave the school with anyone who has not been identified as a parent or guardian or a person authorized to act on the behalf of a parent/guardian. Anyone taking a child from the school must present proof of guardianship and photo identification.

Students are not permitted to bring friends, relatives or siblings to school. ***Parents should not disturb the teachers and students by going to the classrooms directly. ALL visitors must sign in at the school office. All children will be dropped off and picked up at the main lobby and not at classroom doors. These guidelines apply to all students; your cooperation is appreciated.***

Access to Your Child's Records

The New Jersey Administrative Code provides that parents or guardians of children enrolled in the Lumberton Township Schools are entitled access to student records maintained by the school district. A copy of this policy and/or the laws governing student records is available on request. Please direct your request to your child's building principal. (*Policy # 8330 & 8335*).

Lumberton Parent Teacher Association

Lumberton is very fortunate to have an active Parent Teacher Association. The PTA is a great way to get involved in the schools, in part, because it provides a link between the home and the school, creating a vehicle for communication among parents, teachers, and administrators.



The PTA is only as successful as each parent enables it to be through membership, support, and active participation. ***We need your involvement in the PTA*** to continue providing our services and activities, such as homeroom representatives, skating parties, art appreciation, Six Flags Reading Program, school folders, Easter Bunny Breakfast, enrichment programs, and the 8th Grade Dance. Only PTA parent members may be room parents and chaperone the 8th Grade Dance.

PTA is a vital link for family and public involvement in student learning. Through its various fundraisers such as Cherrydale, Book Fairs, and Ladies' Night Out, the Lumberton PTA has made gifts to the schools of playground equipment, audio-visual equipment, refreshments for honors awards, library books, computer hardware and software, and scholarships. The district's focus on providing student-centered resources is made possible by the spirit of volunteerism and the good will of our community. Together we make a difference, we support our students' success and we work for the benefit of our future.

PTA meetings are held four (4) times per year at various times and locations to accommodate many schedules – dates are listed in the school calendar. School principals, teachers, and the superintendent attend our meetings, providing updates on school events and Board of Education activities. Meetings provide an opportunity to ask questions, learn about school happenings, and hear about PTA activities. **FREE childcare is provided at EVERY meeting.** Visit our [PTA webpage](#) for more information.

We encourage you to join the PTA and get involved. The schools need you, the community needs you, and most importantly, *your child needs you!*

2018 – 2019 PTA Officers

Kimberly Hannigan	President	609-923-6804	LumbertonPTAPresident@gmail.com
Rosa Rubler	Vice Pres (FLW)	609-267-1449	LPTAVPofFLW@gmail.com
Jill Reichard	Vice Pres (AES)	609-792-4600	LPTAVPofAES@gmail.com
Heather Claar	Vice Pres (BRS)	609-261-6769	LPTAVPofBRS@gmail.com
Michele Pallante	Vice Pres (LMS)	609-261-7633	LPTAVPofKLMS@gmail.com
Gina Jones	Treasurer	856-229-1139	LPTATreasurer@gmail.com
Sandra Gundogdu	Recording Secy	609-784-6259	LPTARecordingSecretary@gmail.com
Ruth Bleistine	Corresp Secy	609-306-2815	LPTACorrespondingSec@gmail.com

PTA Discipline Policy

“Rules of Student Conduct” At PTA Sponsored Events

We expect that anyone who attends any PTA sponsored event demonstrates safe, responsible, and respectful behavior towards him/herself, others, and property. Students must adhere to their school's behavior code and dress code at all PTA functions.

Any student who chooses to behave or dress inappropriately at any event will be asked to leave the event and will forfeit the privilege of attending any PTA events for the remainder of the school year. Any PTA chaperone/volunteer has the authority to refer students' inappropriate actions to school administrators for review and consideration of further disciplinary actions. Thank you for your understanding and support of our activities.

Reporting Student Progress

Bobby's Run School uses two means of reporting student progress: conference and report cards.

Annual Parent-Teacher conferences are arranged in November, to coincide with the end of the first marking period. Parent conferences are held in the afternoon on November 16 and 20, and in the evening on November 15 and November 19.

Parents will sign up for the November conferences using the Genesis Student Information System. Conferences with teachers are always encouraged. Parents may request a conference anytime by contacting the school or the teacher. Report cards are issued to students every 45 school days. Student evaluation varies based on an age-appropriate evaluation tool.

Grading: Bobby's Run students do not receive letter grades. Some skills that are listed may not be addressed until a later point in the school year. Each report card will indicate whether or not a particular skill area was addressed during that marking period. These report cards measure a student's development and skill readiness through a number of rating statements. *The purpose of this report card is to communicate to parents, guardians, and students, ongoing achievement towards grade level state standards. It identifies students' levels of progress with regard to state standards, areas of strength, and areas where improvement is needed. They are meant as a constructive tool to help parents understand a child's areas of strength and needed improvement.*

Marking period 2 and 4 report cards will not be accessible in Genesis if a student has an outstanding obligation.

Important Dates				
<i>Mkg Per</i>	<i>No. of Days</i>	<i>Start Date</i>	<i>Midpoint Date</i>	<i>End Date</i>
1	43	Sept 6	Oct 9	Nov 07
2	48	Nov 12	Dec 17	Jan 31
3	45	Feb 1	Mar 6	Apr 9
4	44	Apr 10	May 17	Jun 21
<i>Fourth marking period end date subject to change if any snow dates or other</i>				

Student Dress Code

The dress guidelines at Bobby's Run School are intended to help provide a safe, healthy, and academic environment; to assist in promoting self-discipline; to help maintain order, and to promote respect for authority.

- 1. Clothing and accessories containing inappropriate pictures or words (examples: references to alcohol, drugs, sex or words/phrases with double meaning) may not be worn in school.*
- 2. No undergarments should be visible or worn as outer garments. This includes boxer shorts, sleeveless undershirts and "muscle" shirts.*
- 3. All pants and shorts must be worn at the waist.*
- 4. Students may not wear tube tops, mesh, "fish net" styles, or clothing which exposes the back or midriff.*
- 5. Tank tops should not be worn by boys or girls unless a T-shirt is worn underneath or another shirt with sleeves is worn on top.*
- 6. Skirts, shorts, and dresses must be at least middle knuckle length.*
- 7. Bare feet, roller sneakers (including Heelies), or thin, one-layer flops are not permitted due to safety reasons.*
- 8. Students may not wear hats, sweat bands, bandanas, head covers, or picks in the building.*
- 9. Students may not wear sunglasses or glasses with dark lenses in the building without a doctor's recommendation.*
- 10. Students may not wear outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves in the building. Sweaters and sweatshirts are permitted.*
- 11. Students may not have electronic devices i.e.: cell phones, iPods, in their possession on school property. These items will be confiscated.*
- 12. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are a potential safety hazard. Students are encouraged not to wear expensive jewelry to school.*

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate. Any student who violates Bobby's Run School dress code will be required to find suitable clothing. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures. Parents' cooperation is greatly appreciated.

Bobby's Run School Student Expectations

- 1. Students are expected to walk carefully and talk quietly.*
- 2. Students are expected to speak and act kindly and politely to other children at all times.*
- 3. Students are expected to speak and listen respectfully to faculty and staff members.*
- 4. Students are expected to resolve conflicts peacefully and respectfully.*
- 5. Students are expected to participate in the lessons and activities planned for them and complete all work assigned by their teachers.*
- 6. Students are expected to follow directions of faculty and staff members.*
- 7. Students are expected to use all materials properly and take care of equipment and furniture.*

If these expectations are not followed, students will be disciplined with consequences according to the school discipline procedure. The Board of Education prohibits acts of harassment, intimidation or bullying. Any of these acts will be dealt with by the school administration according to district policy.

Discipline Procedures & Consequences

5 Demerits	10 Demerits	25 Demerits Automatic In-School Supervision or Out-of-School Suspension
<ul style="list-style-type: none"> • Bus issues • Lateness to class • Dress code violations after a warning has been issued • Noncompliance with class work • Disruptive behavior • Disrespect toward staff members • Cafeteria or recess rule violations • Inappropriate use of school materials • Inappropriate drawings, gestures, or language • Minor physical contact • Mistreatment of peers • Cheating • Lying to a staff member • Cell phone violations • Failure to work on assignments during recess detention • Out of assigned area • Failure to complete reflection form at home • Candy/gum violation 	<ul style="list-style-type: none"> • Damaging property • Theft • Lateness to school (3 or more per half year) • Misuse of electronics • Insubordination • Skipping class • Physical aggression • Four missed homework assignments 	<ul style="list-style-type: none"> • Verbal or written threat • Physical fighting • Violent behavior /weapons • Dangerous substances • Pulling fire alarm • Truancy

5 demerits result in a warning and the student is required to complete a *Reflection Form*. A *Parent Notification Form* will be sent home and demerits will be entered in Genesis.

10 demerits result in an after-school detention. A *Parent Notification Form* will be sent home and demerits will be entered into Genesis. Inappropriate behavior during a detention will result in an additional detention.

25 demerits result in an in-school suspension. A *Parent Notification Form* will be sent home, demerits will be entered into Genesis, and the principal will contact the parents. Inappropriate behavior during in-school suspension will result in an additional in-school suspension.

After 25 demerits, a student may be excluded from school activities at the principal's discretion. After 25 demerits, **every additional 15 demerits** result in an in-school suspension. A *Parent Notification Form* will be sent home, demerits will be issued into Genesis, and the principal will contact the parents.

Attendance Policy

Perfect Attendance Policy: *A full day of school for full-day students is four or more hours of actual class time. In order to be considered present for a full day Bobby's Run students must be signed in before 10:30 a.m. or signed out no earlier than 12:30 p.m..*

A student must be present in school all day to be eligible to participate in, or attend, any school event held that day or evening. Students must be present in school on Friday to participate in, or attend, any school event held during that weekend.

New Jersey attendance law requires that all children between the ages of 6 and 16 attend school regularly. ***Parents/guardians must ensure student attendance and punctuality.*** Please arrange family vacations when school is not in session. Unauthorized absences from school, lateness to school or early dismissals from school, will not be condoned and every effort will be made to eliminate the cause of these problems.

Absence, tardiness or departure from school before the end of the school day shall be excused for the following reasons:

1. *Student illness (doctor's note required)*
2. *Death in the student's family (parent note required)*
3. *Quarantine (doctor's note required)*
4. *Doctor or dental appointments which cannot be arranged for any other time (doctor's note required)*
5. *Religious holidays (parent note required)*
6. *Court appearances (legal documentation required)*

If the requested notes are not received, the absence will count as an unexcused absence. If students return to school with documentation as listed above, the absence will be recorded as excused. Any absence of five or more days requires a doctor's certificate.

When the child returns to school after any absence, the child must bring a note from home to his/her homeroom teacher which includes: the date, reason for absence, specific dates of absence, and signature of parent or guardian. District policy states that students who are absent from school for Take Your Child to Work Day will be excused with proper documentation, but will ***NOT*** be eligible for perfect attendance.

Students who are tardy on a regular basis will be referred to the attendance officer. Students who are absent from school without good cause or without parental consent are considered truant; they will meet with the principal and receive an in-school suspension. The district refers repeated cases of truancy and tardiness to the county magistrate. ***A student who is absent from school more than 60 days in one school year may not advance to the next grade.***

School doors will open at 7:45 a.m. and students must be in homeroom by 7:55 a.m. in order not to be marked tardy. ***If your child arrives after the start of the school day, please escort him/her to the school office to sign in and be removed from the absentee list. Any student with three unexcused tardies during a marking period will receive an after-school detention.***

Please try not to request early student dismissal. If a student needs to leave school early, parents must submit a written request with dismissal date and time. Telephone requests cannot be honored except for extreme emergencies. Students may not be signed out by another person without the written permission of the parent.

District Internet and E-Mail Rules

All users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. ***Signed parent/guardian permission is required for any student to access computer equipment, network files or web-based applications. Access is a privilege - not a right -- and is given to users who follow all district computer/Internet rules and protocol.***

Computer users will be held accountable for any deliberate attempt to install and/or run a computer virus or any other material the district deems inappropriate. Users shall not obtain copies of, or modify, files or other data or passwords belonging to the district or other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or school computers altogether.

Users will also be held accountable for any attempt to vandalize any computer or network -- defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the Internet backbone. In addition, all users should recognize that copyright laws protect software. Users will not make unauthorized copies of software. Users may not plagiarize works that are found on the Internet or in others' computer files. This is defined as taking the ideas or written words of others and presenting them as original/self-authored.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are exercising responsibility with computers, networks and related equipment. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information is honored. During school, teachers guide all students toward appropriate materials. Outside of school, the district expects that families will bear the same responsibility for such guidance, particularly in the area of plagiarism.

The following is a list of rules for appropriate computer/Internet use in the Lumberton Township School District:

- Users must be polite, use appropriate language, and not swear or use vulgarities
- Users may not use the computers or Internet to create hate mail, or harass and/or create discriminatory remarks against any student or district employee
- Users may not use the network for personal and private business, commercial and/or for-profit purposes, or for political lobbying
- Users may not use the network to access or process pornographic material or files the district deems inappropriate
- No user may violate copyright laws
- Users may not access or use another's password or trespass in others' folders
- Users may not independently use "live chat" or web-based e-mail
- User may not post chain letters or engage in "spamming," defined as sending annoying or unnecessary messages to groups of people
- No user will be allowed to publish photographs or any other personal information without written parent/guardian permission

Any user who does not comply with this policy will lose network privileges, and/or make restitution for damages, and/or be held to all district disciplinary policies, and/or be held to all state/federal regulations and laws.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Transportation

Busing: Students are not permitted to ride any bus except the bus assigned. Students who are not eligible for transportation may not ride school busses. This is a liability issue. If students want to study together, but do not ride the same bus home, parents must provide transportation. The driver shall be in full charge of the bus at all times and shall be responsible for order, but he/she shall never exclude a student from the bus. If the driver is unable to manage any student, he/she shall report the unmanageable student to the safety coordinator. *As of September 2012, the district does not transport children to area day care centers. Parents who choose to send their children to outside day care centers directly to or from school need to arrange their own transportation.*

State Law: 18A:25-2 Discipline on School Bus (to enforce safety standards relative to student transportation.) ***A pupil may be excluded from the bus or suspended from school for disciplinary reasons by the Principal/Assistant Principal, and his/her parents shall provide for their transportation to and from school during the period of such exclusion.***

Students ***must cooperate*** with the drivers by observing the following policies:

1. *Students should be on time at the designated bus stop. Busses cannot wait.*
2. *Students should stay off the roadway at all times while waiting for the bus.*
3. *Students should wait until the bus has come to a stop before attempting to board or disembark.*
4. *Students should not move around or change seats on the bus.*
5. *Students should not talk loudly; normal conversation is allowed.*
6. *Students should keep their hands and heads inside the bus at all times.*
7. *Students should not throw articles of any kind; it is dangerous and will not be tolerated.*
8. *Damage to the bus should be reported to the driver at once.*
9. *Students should help keep the bus clean, sanitary and orderly.*
10. *Students should not eat or drink on the bus at any time.*
11. *Fighting or using obscene language/signs on the bus will not be tolerated.*
12. *When crossing the highway after leaving the bus, students should cross in front of the bus after first looking in both directions.*

Bus drivers shall enforce all of the above regulations governing the conduct of students when being transported in buses. Drivers have the right to assign students to certain seats.

Walkers: Students who walk to school should use sidewalks whenever possible. Students should cross streets only at corners, and after looking both ways, or cross at the crossing guards and within painted crosswalks. Students may ride bicycles to school provided a parent gives written consent. Bicycles may not be ridden on school property. Students may not ride “double” on bicycles. Students riding bicycles should be aware of New Jersey State biking laws and rules.

Students must wear helmets and lock their bicycles in the rack.

Student Drop-Off/Pick-Up: Students are not permitted to walk across the parking lot at drop-off time. All students will need to be dropped off along the curb drop-off areas. The exception to this is if the adult is attending a school meeting that requires the driver to park. The school will continue to allow for BRS pick-up and crossing the parking lot at dismissal only. The volume of vehicles does not provide another option at BRS dismissal. To reduce the volume of traffic during pick-up and drop-off times, we strongly recommend that you carpool with neighbors, utilize the buses if you live in a bused area, or allow your child to walk to school if you live within a non-bused area. If you must drive your child to school, we encourage you to leave five minutes earlier than you normally would to alleviate congestion. While waiting to approach the school, vehicles should stay to the right of the driveway by the grass or sidewalk in order to allow children to safely exit or enter their vehicles.

At no time are parents permitted to drop off their child in the side parking lot where the BRS staff park their vehicles.

Student Supervision and Bus Drop Off Procedures

Parents need to ensure that students use safety when crossing streets going to/from bus stops or when walking home. The Board of Education requires the implementation of the following policy for the supervision of younger students after dismissal. Any parent or legal guardian of a student attending a district-operated school or program in grades Pre-K to three may request that the school or program not release the student to walk home after dismissal, unless the student is released to the parent or legal guardian, or escort designated by the parent or legal guardian, at least 18 years old. Parents or guardians may designate up to five escorts.

Parents must submit a written request to initiate or discontinue above designation(s), addressed to principal or his/her designee, or program administrator. The legal escort MAY NOT be an older sibling in the district.

This written request will be applicable for every school day and will apply for the entire school year. Parents/guardians may rescind their requests by submitting another written request to the principal or program administrator indicating the date in which the parent or legal guardian no longer requests the school provide supervision of their children after school dismissal.

Each principal or program administrator has developed and implemented a written “Pupil Supervision After School Dismissal Plan” for his/her school building or program location. This Plan will be submitted to all parents or legal guardians who have submitted a Request Form.

Both bus drivers and parents share in the responsibility to see that students transported by the district return home safely each day. Parents are expected to know the school calendar and dismissal times. In an emergency that results in a child being dropped off without a parent or guardian present, the school must be notified immediately. Bus drivers cannot be expected to know the identity of family members, babysitters or other guardians. If a driver arrives at a community stop and there are adults (including a responsible sibling) present, the driver will let the students off and proceed. A copy of district policy #8601 is available on the district website.

Extended Day Care

The district offers the Lumberton Extended Day Care[®] (EDC) program to children in grades K-8. This tuition-supported program begins at 6:30 a.m. until the start of the school day and re-opens at school dismissal until 6:00 p.m., Monday through Friday. EDC is closed on extended holidays, full snow days or early dismissal due to inclement weather. EDC utilizes an online system, EZ Track Childcare System, for registration, scheduling and tuition payment processing. Parents who enroll their children in Lumberton EDC[®] may access an online handbook with specific policies and procedures. For information, contact Lumberton EDC[®] Coordinator, Diane Solan, 609-261-2974

Telephone Calls and Use

Parents are asked to make after school arrangements with their children before they leave home. Office staff cannot handle last minute calls for all students in the building. The staff at the Bobby’s Run School makes every effort not to interrupt classroom instruction to deliver messages.

Students must receive permission to make calls during the school day. Calls should only be requested for emergencies, as the office phones are continually in use.

On emergency cards, list only local people. If home or work numbers change please notify the school immediately.

Related Arts

Bobby's Run School offers programs of study to enhance students' educations.

Art: Students are exposed to many forms of fine art through the use of a variety of media. Appreciation and understanding of the fine arts is also encouraged.

Computers: All students receive training on state-of-the-art computers, using the latest software programs in the school's computer lab. Computer stations and mobile computer labs are also available in classrooms for instruction during class.

Music: Each class has regularly scheduled music classes under the direction of the music teacher. The program acquaints the child with the world of music and gives an appreciation of classic and popular music.

Physical Education/Health: Each class meets with the physical education/health teacher on a regularly scheduled basis. Physical alertness and skills are developed through a comprehensive curriculum. Students are required to wear sneakers and may wear shorts, if desired. Health instruction is offered.

World Language: Students receive in-classroom instruction in Spanish.

Genesis® Electronic Grading System

All parents and guardians can access their children's grades electronically. The Genesis® Student Information System is a student record application that allows your child's teachers to post all assignments and grades in an easy to use web-based grade book. The Genesis® Parents Module is a safe, secure way to view your child's school record for the current school year. Parents may access their child's class schedule, marking period exam and final grades, report cards and progress reports, daily attendance record, and teacher grade book assignments. Parents now have the ability to schedule parent-teacher conferences via Genesis.

Parents will receive a form in their first day packets to register for the system. The form **MUST** be completed at the start of EACH SCHOOL YEAR. The district does not provide hard copies of report cards; therefore **any parent/guardian with e-mail access must create a Genesis® account in order to view their children's grades and progress reports.** To learn how to access Genesis, please download the Genesis Parent Access Manual located on the district's website under the *Parents* pull-down menu.

Extracurricular/Other Areas

School Pictures: School pictures are taken during the early part of the school year. *All students must purchase pictures in advance.*

Lost and Found: Most found articles are placed in the lost and found area in the cafeteria. We strongly advise the use of name tags on personal articles.

Payment of Obligations: Students are expected to pay lunch charges, EDC payments, and lost or damaged classroom books, library books or text books. All financial obligations must be met before second and fourth marking period report cards will be made available.

Yearbooks: The school yearbook is an invaluable memory to allow students to look back on their past experiences at BRS. Yearbook orders are taken during the year at a cost that is predetermined each year. When ordered, yearbooks must be paid for in advance, unless otherwise noted. Remember, nothing can replace wonderful memories!

Homework: Homework contributes to the development of independence and responsibility on the part of the student. It is assigned to review, practice or utilize skills acquired in class. Students are given homework based on their ability and the educational program to which they are assigned. The length of time your child should spend on homework nightly is no more than 50-60 minutes. If your child exceeds this amount of time on a regular basis, or seems to have

difficulty with assignments, please communicate with the teacher through the agenda. Missed class work due to GT classes, strings, or instrumental lessons may add to the designated homework time. When your child is absent from school for one or two days due to illness, homework assignments will be provided when the student returns to school and extended time will be provided for completion. If your child is absent for more than two days, please telephone the school office. The homeroom teacher will be notified and will provide the homework, which can be picked up in the office at the end of the school day.

Special Services

Basic Skills Improvement: Children with difficulty in Language Arts and/or Mathematics are given additional small group instruction to strengthen academic knowledge and skills.

Intervention & Referral Services (I&RS): Lumberton's I&RS partners with teachers, specialists, administrators and parents to identify and assist students who require support services.

English as a Second Language (ESL): The district's ESL program identifies and aids students with Limited English Proficiency (LEP) or who speak a language other than English as their primary language. Children meet in small groups, instructed by a certified ESL teacher.

School Counselor: The district employs counselors to assist students and parents regarding school matters. Parents, teachers and students themselves can refer students for school counseling. The school counselor is Mrs. Donna Paolin.

Special Education Services

This school district ensures that all students with disabilities who need special education and related services are located, identified and evaluated as mandated by the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504.

The district offers comprehensive special education programs and services for students, ages three years and older, with special needs. These programs and services include:

- **Resource Programs:** Individualized instruction for less than half of the academic day either in a specialized setting or within the regular class.
- **Speech and Language Services:** Individual, small group or integrated therapy intervention to address articulation and language development disorders.
- **Other supports and accommodations** as required.

The Office of Pupil Personnel Services, along with parents, teachers, and other staff members, determines a student's eligibility for special education and related services. A request to initiate a referral for evaluation can be submitted in writing by the teaching staff and/or parents to the school administration and/or the Supervisor of Pupil Personnel Services.

Each school provides intervention and pre-referral services through the Intervention & Referral Services (I&RS) Team. A request to initiate a referral for evaluation can be submitted in writing by the teaching staff and/or parents to the school administration and/or the Supervisor of Pupil Personnel Services, however this eliminates the crucial step of allowing pre-intervention strategies to be implemented prior to a referral by the Office of Pupil Personnel Services.

There are also Early Intervention programs and other services available in the community for children younger than three years of age with disabilities. For information regarding these programs, contact the building Principal or Melody Alegria, Ed.D., Supervisor of Pupil Personnel Services at 267-9099.

Electronic Communication Devices

E-readers (Kindle, Nook, etc.) are allowed in classrooms *for educational purposes* at the teacher's discretion. Refer to District Policy # 5516 (Use of Electronic Communication and Recording Devices-ECRD) for details.

Registration

Student registration is by appointment only, for all schools, and is handled by the District Registrar, Mrs. Cindy Wiverstad. The Central Registration Office is located in the red annex building (Lumberton Extended Daycare building) next to the F.L. Walther School, 56 Chestnut Street. The phone number is 609-261-2974.

Children new to Lumberton Township should be registered as soon as possible to ensure appropriate class placement and transportation services. Registration criteria and Genesis pre-registration are located on the district website at www.lumberton.k12.nj.us by clicking on the About drop-down menu and clicking on New Student Registration. **You MUST go to this page because it provides all requirements and forms for registering students in Lumberton.**

Please follow the steps listed below prior to scheduling your appointment:

1. Log into the district website to pre-register your child/ren via the online Genesis Pre-Registration application.
2. Print and complete the documents listed below, along with registration requirements shown on the registration form, to bring to your appointment. Hard copies of forms are available in the registration office (red annex building at 56 Chestnut Street, Lumberton).

- | | |
|--|--|
| <ul style="list-style-type: none">• Registration Form• Medical History Questionnaire• Home Language Survey | Links to these forms can be found on the district website at www.lumberton.k12.nj.us by clicking on the About drop-down menu and clicking on New |
|--|--|

3. **Contact Mrs Wiverstad at 609-261-2974 to schedule an appointment.** Parents and guardians should allow at least 30 minutes to fully complete the registration process.

Students registered two weeks prior to the start of school will not receive transportation services the second full week of school.

School Activities

Birthday Parties: Parents need to contact their child's teacher prior to sending in birthday treats, and are asked to send in enough for the whole class. Sugar may not be the first ingredient in any treat distributed in school. Birthday invitations may not be passed out at school.

School Parties: During the school year, several dates are set aside for parties. The PTA and room mothers will be responsible for organizing and conducting them. Parents who would like to help with their child's class parties must be a PTA member and should contact the PTA chairperson. The Room Representative meeting is held in the fall. For the safety of students and faculty, the number of parents involved is limited. If your assistance is not needed, do not attend.

Emergency School Closings

The district utilizes automated phone calling system, Blackboard Connect, for school closings.

- Delayed Openings and Before-School Closings: Blackboard Connect will call **ONLY** the HOME NUMBER listed in our database to confirm that school is closed or delayed. Always verify closings through the Lumberton School District Website: www.lumberton.k12.nj.us or RVTV Comcast Channel 19/FiOS Channel 40. Emergency closings are also broadcast on standard news outlets between 6:30 and 8:30 a.m. ***Lumberton's Emergency Closing Number is 702.***
- Emergency Early Closure: Blackboard Connect ***will dial THREE numbers in the following order as applicable: home, mom's cell, dad's cell.*** Blackboard Connect does not have the capability to terminate calls once a phone is answered, so the system will call all three numbers. BRS students whose parents/guardians do not answer the phone will be held at EDC until a parent or approved adult can pick them up.

Substance Abuse Policy

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes his or her education and threatens the welfare of the school community. In order to protect all district students, the Board of Education has established and maintained a comprehensive substance abuse policy for all district schools.

"Substance" is defined in this policy as alcoholic beverages, controlled dangerous substances (including anabolic steroids), any chemical compound that releases vapors or fumes causing intoxication, inebriation, excitement, stupefaction, or dulling of the brain nervous system. This includes glue containing a solvent that releases toxic vapors or fumes, and over-the-counter and prescription medications that are improperly used to cause the above symptoms.

The Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions. A student who uses, possesses, or distributes a substance on or off school premises will be disciplined. This may include suspension or expulsion, depending on the severity of the offense(s). In addition, any district staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school grounds **MUST** report the matter. An immediate medical examination will be conducted and a written report of the evaluation will be furnished to the parent/legal guardian, the building principal and the superintendent. The Board of Education will provide students who are found to be under the influence of alcohol or other drugs with a comprehensive program of intervention, referral for evaluation, referral for treatment and continuity of care. The Board of Education will provide all students with a comprehensive program of alcohol and drug education and prevention.

Parents are required to read and understand the district's full Substance Abuse policy #5530. The complete policy can be accessed on the district website.

Student Health & Illness

Bobby's Run School Nurse

Mrs. Kathleen Barbieri

Phone: (609) 702-5555 ext. 3820

Please call the nurse's office before 9 a.m. to notify about student absence each day the student is ill. When picking up an ill child please sign the child out in the main office.

Policy on Medications: (*Policy #5330*) All medication must be delivered to the school nurse during the school day by the student's parent(s) or legal guardian(s) or adult designee. The medication must be brought to the school nurse in the original container. All prescription and over-the-counter medication must be accompanied by the written order of the healthcare provider and a completed Physician/Parent Authorization Form for the dispensing of medication. A Medication Drop Off Form will be completed at the time of drop off. These documents shall be kept on file in the office of the certified school nurse. All medications to be taken during school hours must be kept in the Health Office and dispensed by the school nurse. Doctor's orders must include the date, dosage, frequency and reason for administration. No medications will be given without orders or forms on file, nor if they are not in the original containers. Under no circumstances may a student have in his/her possession, administer to him/herself, or share with another student any medication in school. Asthma action plans are required for all students who have asthma. Allergy forms are required for all students who have life-threatening allergies and may require EpiPen administration. The forms must be completed and signed by the child's doctor. The forms are available on the district website and from the Health Office. Any student who has asthma and will be staying after school for school-sponsored events must have a self-medication order on file for inhaler use.

School Physicals: All newly registered students must show proof of having a physical within 365 calendar days of entering school. It is recommended that students in grades 4 and 7 receive physicals. Physicals should be performed by your family doctor on the approved school form and submitted to the nurse. *Any student who requires the use of an inhaler must have an Asthma Action Plan and self-medication contract as part of the completed physical.*

Screenings: All children will have annual growth survey, vision and hearing tests. Students who have transferred from certain states are required by NJ State Law to have a Mantoux intradermal skin test (TB) unless they have received one within six months prior to entering Lumberton schools.

Genesis Emergency Contacts: You will receive a printout that contains your child's Genesis emergency contact information. When considering emergency contacts please list only local people. If home or work numbers change you should notify the school immediately. No one may pick up a student during the school day unless he or she is listed in the emergency contacts or via a written permission note signed by a parent. **It is vital to include health conditions and required medication** since the nurse reviews all forms. **Asthma action plans are required for all students who have asthma, as well as students who require EpiPen administering or blood sugar testing.** The form must be signed by your child's doctor. Any student who has asthma and will be staying after school for school sponsored events must have a self-medication order for their inhaler on file in the school nurse's office.

Medical Records: Send the school nurse up-to-date copies of recent immunization, vision/hearing screenings or changes in medication to keep your child's health records current.

Communicable Diseases: Please notify the school immediately if your child has a communicable disease. In certain cases, a doctor's certificate may be required before your child may return to school. The child must see the nurse before returning to class.

First Aid/Injuries: First aid will be given when necessary but consists only of immediate temporary treatment.

Concussions and School Activities: A concussion, a type of traumatic brain injury, occurs as the result of any activity that results in an impact to the head or body. Children and adolescents take longer than adults to fully recover. Therefore, it is imperative that any student who is suspected of sustaining a concussion be immediately removed from athletic activity and

not participate until evaluated and cleared to return by a physician. Students must be medically evaluated as soon as possible and must receive a written and signed authorization from the examining physician in order to return to school athletic activities. This written authorization must include specifics, such as when a student will be evaluated further and when he or she may return to normal activities. Students must be symptom-free and medically cleared in order to return to athletic activity. Athletic activity is defined by the school as recess, Physical Education class, team sports/intramurals, school dances, grade-level field days/activities, field trips, etc.

Breakfast and Lunch Program

This year, the Lumberton Township School District is pleased to offer students a hot breakfast option once per week, such as pancakes, waffles or baked French toast sticks.

Students who participate in the Lumberton Breakfast Program will be offered at least four food items each day and are required to take at least three food groups. The required food groups for the breakfast program include fruit and/or vegetables, milk (fat-free chocolate or 1 percent white milk), and whole grain. Juice may be offered and is considered a serving of fruit.

Students may purchase breakfast in the cafeteria any morning they wish using their prepaid meal account. Parents should log into www.SchoolCafe.com to place money and permissions on their children's meal accounts prior to the start of school. Students who are eligible for free lunches also automatically qualify for free breakfasts. All information is kept strictly confidential.

A regular school breakfast costs \$1.50; lunch costs \$2.85. The lunch system uses a computerized debit system. The system works with a twelve key pin pad that is similar to an automated teller machine (ATM). All students purchasing food in the cafeteria will need to input their PIN number into the system regardless of their meal status (paid, reduced, or free). Your child's PIN number is the last five digits of his/her student identification number.

A student who has forgotten his/her lunch money or lunch may charge a lunch. Students may not borrow money for snacks. Students needing to charge can do so in the lunch line. Outstanding charges must be paid the day after the charge is made. If not, students with outstanding lunch charges will be permitted to charge a bag lunch only. Outstanding lunch charges may result in withheld report cards until the obligation is cleared.

Cafeteria Rules

Listed below are the rules we ask students to follow in our school cafeteria. Please review them with your child so that our goal of a safe environment for each student is reinforced:

1. Students walk into and out of the cafeteria in an orderly manner. Running is not allowed.
2. Students purchasing lunch form a single line into the kitchen. There is no cutting in line or holding spots in line for others. When students have their lunch, they must report to their homeroom lunch table.
3. When students are seated they may not move to another table. Saving seats is not permitted. Only three students may sit per bench.
4. Students are not permitted to exchange food or money.
5. When announcements are made, students are expected to Stop and Listen immediately, and raise their hand so the staff member in charge knows that they are ready to listen. If they are not at their table, students should freeze where they are and listen.
6. Students are not permitted to return to the classroom unsupervised for any reason. If students forget their lunch money, they will have to charge a lunch for that day. If they forget their jacket on a cold day, they will either borrow one from the Lost & Found or they will remain inside for recess.
7. Snacks are for the cafeteria; food or beverages may not be taken out of the cafeteria.
8. When they leave the cafeteria to go to the lavatory, nurse or office, students must ask permission from the staff member in charge, and then get a pass.
9. Students are responsible for cleaning their tables at the end of lunch to maintain a clean eating area.

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve all allegations of sexual harassment of pupils engaged in by school employees, other pupils, or third parties.

Sexual harassment is prohibited, even if the harasser and the pupil being harassed are members of the same gender. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. The district will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. Sexual harassment may be observed by school district staff or brought to their attention by other means, such as an incident report from a witness, or through an anonymous letter, etc.

If a student feels that he or she is the subject of sexual harassment, the student, parent or other responsible party should contact the building principal or Mark Leung, Affirmative Action Officer for the district. A copy of Board policy #5751 is available on the district website.

Equality in Educational Programs

The New Jersey constitution and legislative action guarantee each child in public schools equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, or social/economic status. To ensure these basic rights, the Commissioner of Education and State Board of Education have developed regulations outlined in N.J. Administrative Code 6:4-1.1 concerning equality in educational programming.

In keeping with Title IX and New Jersey law, the Lumberton Township Board of Education passed a resolution supporting these provisions, and has further appointed the Director of Educational Technology as the Affirmative Action Officer and the Supervisor of Pupil Personnel Services as the 504 Compliance Officer. If you have a complaint, call or write:

Affirmative Action Officer

Mr. Mark Leung
Director of Educational Technology
Lumberton Township School District
33 Municipal Drive
Lumberton, NJ 08048
Telephone (609) 702-5555 Ext. 3911

504 Compliance Officer

Mrs. Caryn Zweben
Supervisor of Pupil Personnel Services
Lumberton Township School District
32 Dimsdale Drive
Lumberton, NJ 08048
Telephone: (609) 267-9099

Affirmative Action

- The Lumberton School District provides you with access to educational programs/ activities in a non-discriminating manner.
- The district reviews textbooks, instructional materials and curricula for any bias.
- The district designs classroom instruction to increase multi-cultural awareness and human relations understanding.
- The Affirmative Action Policy is available for review in the school office.

Harassment, Intimidation and Bullying Policy

Policy Statement: The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is “conduct that disrupts 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, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being 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 that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
4. 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 harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any student or group of students; or
6. Creates a hostile educational environment for the student by interfering with his/her education or by severely or pervasively causing physical or emotional harm to him/her.

Reporting Procedure: The Board of Education requires the principal at each school to be responsible for receiving complaints alleging violations of this policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to report alleged violations of this Policy to the principal or his/her designee on the same day when the individual witnessed or received reliable information regarding such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health and welfare of all parties pending the findings of the investigation.

Students, parents and visitors are encouraged to report alleged violations of this policy to the principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents and visitors may report an act of harassment, intimidation or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report. Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including students, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation: The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will

maintain a record of each investigation regarding allegations of harassment, intimidation, and bullying.

Anti-Bullying Coordinator: The district has in place an Anti-Bullying Coordinator, Ms. Kimberly Hoffman. This Anti-Bullying Coordinator is responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils; collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district; provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils; execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent.

Parents and guardians are encouraged to read the complete district policies #5512 and 5512.01, available through the district website.

Cyber-Bullying Policy

A safe and civil environment is necessary for students to learn and achieve high academic standards. Cyber-bullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district students through the use of any district-owned, operated, and supervised technologies, or directed at the school district or any student or staff member using non-district technology. The building principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Cyber-Bullying is "the use of electronic information and communication devices, to include, but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, and defamatory Websites" that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation: Any student or school staff member who believes he/she is being subjected to cyber-bullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe that another student or school staff member is being subjected to, or has been subjected to, cyber-bullying, shall immediately report it to the building principal or designee. The building principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the building principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district student on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline. In the event the investigation results indicate cyber-bullying was committed by a school district student using non-school district technologies away from school grounds, the building principal or designee may report the investigation results to local law enforcement.

Parents and guardians are encouraged to read the complete district policy #5512.02, available through the district website.

Parent/Student Grievance Procedure

Procedures for student complaints on alleged Equal Education Opportunity discrimination:

The Lumberton Board of Education believes that students are citizens who have the right to ask that complaints be heard, and that students should be encouraged to respect lawful procedures in resolving their disputes. For purposes of this policy, a student complaint means any issue that arises out of the acts or policies of this Board or its employees that infringe on a child's Equal Education Opportunity. The Lumberton Board of Education has established these procedures by which students' grievances will be heard. Parents and students are encouraged to address grievances in this way:

- 1. Contact the teacher within five school days to resolve the conflict.*
- 2. If this meeting does not resolve the grievance, the parent/student should meet with the building principal within five additional school days.*
- 3. If a solution is not reached, the parent/student may submit the grievance to the district Affirmative Action Officer or superintendent within 48 hours of meeting with the principal.*
- 4. If a solution is still not reached, the parent/student may submit the grievance to the Board of Education, which will be heard at the next scheduled Board meeting. The Board will notify all parties concerned of its decision within 48 hours of the Board meeting.*

Every effort will be made to resolve the conflict at the first level; however, parents and students are entitled to pursue grievances. If a student is filing a grievance alone, the school administrator investigating the grievance may request that a parent participate. The complainant (student) may summon the assistance of his or her parent during any step in the process. The district's goal is to resolve any complaint as soon as possible, to the satisfaction of all parties, so that the student, parent and teacher may continue with the process of learning.

Student Accident Insurance Coverage

The Lumberton Township Board of Education provides school time accident coverage for all students at no cost to parents. This excess plan acts as a secondary policy to any existing coverage. This insurance covers students injured during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises, including student travel. Maximum insurance benefit per student is \$1,000,000.00.

The district also offers a supplemental policy through BMI Benefits, that covers students for accidents on a full-time, 24-hour basis. This includes protection at home or while away. Any parents interested in this supplemental coverage should see the district website.

Asbestos Management Plan

In accordance with the Environmental Protection Agency (EPA), the district is required to notify the public of the availability of its Asbestos Management Plan and its district's response action to maintain the asbestos containing materials in our schools.

The original AHERA inspection of our buildings took place in the 1988-89 school year. Since then, appropriate response actions have ensured that any residual asbestos is kept in good condition or removed. Copies of each school's Asbestos Management Plan are available for public review in the office of the Director of Facilities, located at 30 Dimsdale Drive, Lumberton, NJ 08048

Megan's Law

This Law requires convicted sex offenders to register with local police. Megan's Law established a three-tier notification process regarding offenders in the neighborhood. The county prosecutor's office is responsible to establish the appropriate tier for each offender.

Tier Three: High Risk Offenders

Tier Two: Moderate Risk Offenders

Tier One: Low Risk Offenders

The law requires notification of community members of Tier Three offenders only. Notification to schools, day care centers, registered community groups and summer camps occurs for Tier Two offenders. Staff members at these facilities who deal directly with children are provided the information and advised to be on alert but are not permitted to share this information with anyone who doesn't work at the school. Law enforcement agencies are the only groups notified of Tier One offenders.

Integrated Pest Management Policy

The School Superintendent will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, The Principal working with the IPMC will also give this information to new staff or the parents/guardians of new students upon their arrival.

The Appendix has a sample 'Annual School IPM Program Notification Letter to Parents & Staff'. **New Jersey law requires** that this notice shall include:

1. a copy of the School IPM policy
2. the name, address, and telephone number of the integrated pest management coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:
 - (a) The integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
 - (b) The label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and
 - (c) The integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;
5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

"As part of a school pest management plan, Lumberton Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

The district's IPM coordinator is Shawn Dennis, Director of Facilities, 30 Dimsdale Dr., Lumberton, NJ 08048, 609-265-0123 x3612.