

Lumberton Township School District  
**Parent Handbook**  
**2018-2019**

**Florence L.  
Walther School**



**Grades Pre K-1**

*56 Chestnut St.  
Lumberton, NJ 08048  
(609) 267-1404  
Coletta Graham, Principal*

## Important Numbers for the School Year

F. L. Walther School Main Office 609-267-1404  
F. L. Walther School Nurse (8:30 am - 3:30 pm) 609-267-1404 (press 2)\*

*All absences must be called in by 9 am the day of absence.*

*Before 8:30 am, please call the Walther main office to leave a message.*

FLW Fax Number 609-267-6038

FLW Extended Day Care Site 609-267-8104

Lumberton Middle School	609-265-0123	Bobby's Run School	609-702-5555
Ashbrook Elementary School	609-518-0030	Board of Education Office	609-267-1406

## School Administration

Ms. Coletta Black

Principal

Ms. Linda Tenner

Secretary to the Principal

## 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. Debbra Harper

Admin. Asst. to the Business Administrator

Mrs. Maria Matlack

Supervisor of Curriculum & Instruction

Mrs. Terry Sanders

Secretary to Supervisor of Curric. & Instr.

*All school and district staff names and e-mail addresses may be found on the district Website: [www.lumberton.k12.nj.us](http://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](http://www.lumberton.k12.nj.us), "About" pull-down tab, click on Board of Education.*

# FLORENCE L. WALTHER SCHOOL

56 Chestnut St.  
Lumberton, NJ 08048

*Coletta L. Graham*  
Principal

(609) 267-1404  
Fax (609) 267-6038  
*e-mail: cgraham@lumberton.k12.nj.us*

Dear Parents/Guardians:

On behalf of the F.L. Walther Staff, I welcome you to the F.L. Walther School and the Lumberton Township School District. It is my pleasure to be the building principal to our youngest learners, and I look forward to the opportunity to learn and grow with your children during their educational journey.

We understand and recognize the primary years as the foundation for educational success and the key to providing a love for learning. We want to nurture our students to become a caring community of learners by establishing relationships of mutual respect, shared responsibility and open communication. These goals can only be achieved with the support of our parent community. Parents play an essential role in the educational process. It is imperative that we establish open lines of communication and strive for cooperation between the home and school. We hope that through everyone's efforts we will establish a strong foundation that will prepare our students for their educational and future endeavors.

We appreciate the opportunity to provide an environment that supports each child's ability to meet the daily challenges of learning, while building a strong foundation of confidence and skills. The curriculum and programs we provide are carefully researched, planned, and implemented to meet the needs of our student population. We are concerned about our students' total development, including their academic, emotional, physical and social growth. We are interested in fostering respect for oneself, the adults and the students who attend F.L. Walther, and for society as a whole.

Please keep this handbook readily available as a resource for your family. The staff and I hope that it will serve as a useful document that will acquaint you with the various programs and procedures essential to F.L. Walther School and the Lumberton Township School District. Joining the PTA and volunteering within the school is an excellent way to learn more about school programs while supporting the school and providing assistance for students.

In closing, I am confident that your F.L. Walther School experience will be meaningful and fulfilling. Your interest and involvement in our school community is always appreciated. Please know that the F.L. Walther School Staff and I are always willing to assist you in any way that we can.

Sincerely,

*Coletta L. Graham*

Coletta L. Graham  
Principal

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## Introduction

### “Children Learning & Growing in a Nurturing Environment”

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 Florence L. Walther School are:

1. *To provide a sound academic background that will meet the needs of our students.*
2. *To help young learners develop wholesome self-esteem by realizing their accomplishments and abilities.*
3. *To prepare boys and girls for further study, at subsequent grade levels.*
4. *To provide children with the cultural and moral values necessary 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 a nurturing educational experience for the development of high moral standards, academic excellence, and social and creative abilities so 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 which promotes positive interactions,
- Utilize community resources most effectively,
- Utilize the results of the “Effective Schools” research,
- Provide avenues of participation and involvement for parents and community members.

## Extended Day Care

The district offers the Lumberton Extended Day Care<sup>®</sup> (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<sup>®</sup> may access an online handbook with specific policies and procedures. For information, contact Lumberton EDC<sup>®</sup> Coordinator, Diane Solan, 609-261-2974

## School Bulletins & District Information Via E-Mail

Hard copies of the school’s electronic bulletin will *not* be sent home. Instead, the district utilizes Blackboard Connect<sup>®</sup> to send out important e-mail communications. 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. Only parents who do not have e-mail access will receive hard copies of the bulletin.

## 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 students’ records is available on request. Please direct your request to your child’s building principal. (**Policy #8330**).

## School Schedule

<i>Period</i>	<i>Full Day</i>	<i>Early Dismissal</i>	<i>Delayed Opening</i>
<b>Student Arrival</b>	<b>8:25 a.m.</b>	<b>8:25 a.m.</b>	<b>10:25 a.m.</b>
Homeroom	8:25 a.m. – 8:40 a.m.	8:25 a.m. – 8:40 a.m.	10:25 a.m. – 10:40 a.m.
Specials			10:40 a.m. – 11:02 a.m.*
Period 1	8:40 a.m. – 9:25 a.m.	8:40 a.m. – 9:02 a.m.	1:05 p.m. – 1:27 p.m.
Period 2	9:25 a.m. – 10:10 a.m.	9:04 a.m. – 9:26 a.m.	1:29 p.m. – 1:51 p.m.
Period 3	10:15 a.m.– 11:00 a.m.	9:28 a.m. – 9:50 a.m.	1:53 p.m. – 2:15 p.m.
Lunch – Grade 1	11:00 a.m. – 12:00 p.m.	Snack	*11:00 a.m. – 12:00 p.m.
Lunch – Kindergarten	12:00 p.m. – 1:00 p.m.	Snack	*12:00 p.m. – 1:00 p.m.
Period 4	1:05 p.m. – 1:50 p.m.	10:40 a.m.– 11:02 a.m.	2:17 p.m. – 2:39 p.m.
Period 5	1:55 p.m. – 2:40 p.m.	10:25 a.m. –10:50 a.m.	2:41 p.m. – 3:03 p.m.
Period 6	2:40 p.m. – 3:25 p.m.	11:28 a.m. –11:50 a.m.	3:05 p.m. – 3:27 p.m.
Homeroom	3:25 p.m. – 3:38 p.m.	11:52 p.m.– 12:35 p.m.	3:29 p.m. – 3:38 p.m.
<b>Student Dismissal</b>	<b>3:38 p.m.</b>	<b>12:35 p.m.</b>	<b>3:38 p.m.</b>

## Preschool Schedule

<i>Period</i>	<i>Full Day</i>	<i>Early Dismissal</i>	<i>Delayed Opening</i>
Morning	8:25 a.m. – 11:00 a.m.	8:25 a.m. – 11:00 a.m.	No Preschool
Afternoon	12:45 p.m. – 3:20 p.m.	No Preschool	12:45 p.m. – 3:20 p.m.

Students will be considered tardy after 8:35 a.m. If a child is tardy, parents should park their vehicles in designated parking areas and escort the child(ren) to the office. Parents who transport their children to school should plan to arrive between 8:20 and 8:30 a.m. The school day ends at 3:38 p.m. Parents should not request early departures except in emergencies.

The district is scheduled on a six-day cycle to allow students to rotate through special classes without interruption from holidays and unscheduled days off. The school's electronic bulletin, the *Cub Gazette*, will notate days within each rotation. Please provide your e-mail address to the school so that you may receive copies of the school bulletin and other important district communications via e-mail. Hard copies of *Cub Gazette* will **not** be sent home.

## Walther School Rules

1. *Respect others.*
2. *Be polite and helpful.*
3. *Care for other members of the school family.*

If these expectations are not followed, students will be disciplined with consequences according to the school discipline procedure.

- Profanity, fighting, threats, and other chronic or serious behavior problems will be handled on an individual basis.
- The disciplinary action or consequence of actions may be altered to fit the situation when special circumstances exist.

## 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 F. L. Walther School makes every effort not to interrupt classroom instruction to deliver messages.

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

## 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 8<sup>th</sup> Grade Dance. Only PTA parent members may be room parents and chaperone the 8<sup>th</sup> 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	<a href="mailto:LumbertonPTAPresident@gmail.com">LumbertonPTAPresident@gmail.com</a>
Rosa Rubler	Vice Pres (FLW)	<a href="mailto:LPTAVPofFLW@gmail.com">LPTAVPofFLW@gmail.com</a>
Jill Reichard	Vice Pres (AES)	<a href="mailto:LPTAVPofAES@gmail.com">LPTAVPofAES@gmail.com</a>
Heather Claar	Vice Pres (BRS)	<a href="mailto:LPTAVPofBRS@gmail.com">LPTAVPofBRS@gmail.com</a>
Michele Pallante	Vice Pres (LMS)	<a href="mailto:LPTAVPofKLMS@gmail.com">LPTAVPofKLMS@gmail.com</a>
Gina Jones	Treasurer	<a href="mailto:LPTATreasurer@gmail.com">LPTATreasurer@gmail.com</a>
Ruth Bleistine	Recording Secy	<a href="mailto:LPTARecordingSecretary@gmail.com">LPTARecordingSecretary@gmail.com</a>
Sandra Gundogdu	Corresp Secy	<a href="mailto:LPTACorrespondingSec@gmail.com">LPTACorrespondingSec@gmail.com</a>

## 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

*Florence L. Walther School uses two means of reporting student progress: conferences 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 are notified of the conference dates. Every effort is made to accommodate parents' requests. Conferences with teachers are always encouraged. Parents may request a conference any time by calling the school or contacting the teacher.

Report cards are issued to students in kindergarten and Grade 1. Through a number of academic performance levels Walther School report cards measure a child's social, physical and mental development through the year to help him/her prepare to enter the next grade:

<b>4 – Exceeds expectations for this quarter:</b> The student shows in-depth knowledge and understanding. The student applies skills with consistent accuracy, independence and a high level of quality. The student exceeds expectations for this point in the school year.
<b>3 – Meets expectations for this quarter:</b> The student can apply strategies and skills learned independently. The student consistently demonstrates proficiency in the skill area at grade level for this point in the school year.
<b>2 – Approaching expectations for this quarter:</b> The student demonstrates some understanding of the subject area or skill. Practice is still needed to further develop the skill and promote the child's understanding. The student responds to reminders, hints and suggestions.
<b>1 – Needs direct and frequent assistance for this quarter (or below expectations):</b> The student does not demonstrate the skill and has difficulty completing the task independently. The student shows limited understanding of the skill or concept. The student may need more time and instruction to develop this skill.
<b>N – Not addressed during this marking period.</b>

*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.*

<b>Important Dates</b>					
<b>Mkg Per</b>	<b>No. of Days</b>	<b>Start Date</b>	<b>Midpoint Date</b>	<b>End Date</b>	<b>Report Card</b>
1	43	Sept 6	Oct 9	Nov 13	Nov 21
2	48	Nov 12	Dec 17	Jan 31	Feb 6
3	45	Feb 1	Mar 6	Apr 9	Apr 15
4	44	Apr 10	May 17	Jun 21	Jun 21

*Fourth marking period end date subject to change if any snow dates or other unplanned school closings are incurred during the school year.*

## Genesis® Electronic Grading System

All parents and guardians can access their children's grades electronically. 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 using the Genesis® module.

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.

## School Activities

**Birthday Parties:** Specific birthday treats are only allowed: soft pretzels (with no dips), fruit, goldfish or animal crackers only. Parents need to contact their child's teacher regarding possible food allergies. Please follow the guidelines for birthday treats or they will be returned. If sending in birthday invitations, please send in for all the students in the class.

**Parent/Adult Volunteers:** Parent or other adult chaperones going on field trips are asked to follow the lunch guidelines on the permission slip and not purchase food or other items for your child. *Equality is a central focus at Walther. In the spirit of fairness no children should receive items that other children have not been provided.* In addition, if your assistance is not needed for a class trip or activity, please do not plan to attend.

**School Parties:** During the school year, several dates are set aside for parties. The PTA and room parents 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 school representative. The Room Representative meeting is held in late September. The number of parents involved is limited; if your assistance is not needed, please do not attend.

## Other Areas

**School Pictures:** School pictures are taken during the early part of the school year. *Students must purchase pictures in advance* if parents are interested in school photos of their children.

**Lost and Found:** Most found articles are placed in the lost and found area near the library. We strongly advise the use of name tags on clothing and other articles.

**Payment of Obligations:** All students are expected to make payment for lost or damaged books and EDC or cafeteria balances. Financial obligations must be met each marking period before report cards may be accessed.

**Yearbooks:** The school yearbook is an invaluable memory to allow students to look back on their past experiences at FLW. Yearbook orders are taken in the spring 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!

## 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](http://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.

## 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, students must be signed in by 10:25 a.m. or signed out no earlier than 1:00 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 may ***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. 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 8:20 a.m. and students must be in their classroom by 8:35 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.***

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.

## 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 Dress Code**

The dress guidelines at F.L. Walther 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 may not be worn in school.*
2. *No undergarments should be visible or worn as outer garments.*
3. *Shorts may be worn under skirts and dresses.*
4. *For safety reasons, bare feet or thin, one-layer flops and open toe shoes or sandals are not permitted. Sneakers are required for physical education classes.*
5. *Students may not wear hats, sweat bands, bandannas, head covers, or picks in the building.*
6. *Students may not wear sunglasses or glasses with dark lenses in the building without a doctor's recommendation.*
7. *Students may not wear outdoor garments, coats, jackets, windbreakers, warm-up jackets, hats, and gloves in the building. Sweaters and sweat shirts are permitted.*
8. *Students may not have cellular telephones in their possession on school property. These items will be confiscated.*
9. *For safety reasons, students may not wear large hoop and dangling earrings or large necklaces. 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 for school attire, or distracting to the school environment. Any student who violates the Walther School dress code will be required to find suitable clothing. Violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures. Parents' cooperation is greatly appreciated.

## **Parental Custody**

Any parent who has been granted sole child custody 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. No student will be released to anyone without express written consent on the students' School Emergency Contact Release card.***

## **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, N.J. 08048

## 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.*

## 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 their importance. Complete copies of Policies 8420 and 8420.1 are available on the district website.

## 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 stopped 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 are discouraged from riding bikes to school at this young age. Written parental permission is required for students to ride bikes to school.

**Parking:** ***Parents and guardians are never allowed to park their cars in the fire lane in front of the school, or in the bus area in the back of the school, not even for a minute.*** Instead, parents/guardians are asked to escort their children from the parking lot into school, to promote and assure safety for all children. Please use the crosswalk when bringing and picking up students. ***Cars that are parked in the fire lane in the front or bus area in the back of the school are subject to ticketing by the Lumberton police.***

## Student Supervision After School Dismissal

The Board of Education requires the implementation of this policy for the supervision of younger students after dismissal. The supervision provisions are applicable to parents or legal guardians of students attending district-operated schools or programs in grades Pre-K to three, who are not eligible for district-provided transportation after dismissal, or are eligible and elect not to use district-provided transportation 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.***

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 to 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.

In the event that the parent, legal guardian, or designated escort does not arrive to pick up the student(s) after school dismissal, the principal or designee will attempt to contact the parent or legal guardian using the district’s emergency call procedures. The student(s) will be supervised by school staff in the designated area of the building and will only be released when the parent or legal guardian, or designated escort arrives to pick up the student. Students will be supervised by school staff after school dismissal at the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the student and will only release the student when the parent or legal guardian, or designated escort arrives. Parents/legal guardians may be required to follow all procedures and policies of the after-school program, including payment of fees, if determined by the principal or his/her designee.

### **Bus Drop-Off Procedures for preschool, kindergarten, first grade and all out-of-district special education students.**

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. If no adult is present, the driver will follow this procedure for students in pre-school, kindergarten, first grade, and all out-of-district special education students:

1. The driver will keep the student on the bus until the end of the route
2. The driver will contact the bus company who will call the school office and notify a school representative. The driver will return the student to school.
3. The school office will call emergency numbers and try to reach the student’s parents or guardians.
4. A school representative will meet the bus to retrieve the student. The school, or appointed representative such as EDC, will continue trying to contact the parents until 6 pm.
5. If 6 pm arrives and no parent or guardian has been reached, the student will be remanded to police custody.
6. If the student is sent to EDC, the EDC program will charge parents a fee, as determined by a set fee schedule and/or the director of the program.
7. The district will send an official letter to the parents or guardians outlining future consequences if it happens again during the school year.

A complete copy of district policy #8601 is available on the district website.

## School Specials

In addition to the basic academic program of studies, the district offers several programs of study to enhance the educational background of each child.

**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:** Each class will meet with the computer teacher on a regularly-scheduled basis. Students will be exposed to basic computer fundamentals.

**Library/Media Center:** Students are scheduled for one library period each week. The number of available books is expanded each year and each child is encouraged to take out a library book weekly. Students need to return library books promptly.

**Music:** Students have regularly scheduled music classes under the direction of the general 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 conducted in the classroom.

**World Language:** Students are provided a series of fun sessions to acquaint them with basics in Spanish.

## Special Services

**Basic Skills Improvement:** Children who are having difficulty in Language Arts and/or Mathematics receive small group instruction to strengthen academic knowledge and skills.

**Intervention & Referral Services (I&RS):** I&RS partners with teachers, specialists, administrators and parents in identifying and assisting 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 school counselor assists students and parents regarding school matters. Parents, teachers and students can refer for school counseling.

## 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 the Supervisor of Pupil Personnel Services at 267-9099.

## Emergency School Closings

The district utilizes automated phone calling system, Blackboard Connect®.

- 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](http://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. FLW students whose parents/guardians do not answer the phone will be held at EDC until a parent or approved adult can pick them up.

## 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.

## 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.

## 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.

# Student Health/Illness

## F. L. Walther School Nurse

*Mrs. Amy Hummel -- Phone: 609-267-1404 (press 2)*

The F.L. Walther School employs a school nurse during school hours. ***Please call the school nurse 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 office.***

***Children must be kept home for the following reasons:***

- ***Fever above 100.4 degrees F:*** Your child should be fever-free and off all fever reducing medication for 24 hours before returning to school. Please do not give your child medication to treat a fever and then send him or her to school
- ***Vomiting and/or diarrhea:*** Children may not return to school until at least 24 hours after the last episode, and off all medication to treat the illness.

**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. **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 turned into 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.

## 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 worn at all times and must be returned to the main office when departing.*

Anyone wishing to visit the F. L. Walther 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 who does not have a visitor's pass. School policy requires staff members to report them to the office.

No visitor may meet or talk with a student in school without the approval of the principal, or his/her 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.

A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent or guardian or a person authorized to act on the behalf of a parent or 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 unless a visit has been prearranged with the teacher. We also ask that you drop off and pick up your children at the main lobby and not at the classroom doors. These guidelines are provided for all students; your cooperation is appreciated.***

## 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.

## 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](http://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"><li>• Registration Form</li><li>• Medical History Questionnaire</li><li>• Home Language Survey</li></ul> | <b>Links to these forms can be found on the district website at <a href="http://www.lumberton.k12.nj.us">www.lumberton.k12.nj.us</a> by clicking on the About drop-down menu and clicking on New Student Registration.</b> |
|--|--|

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.*

## 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 allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. 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. A complete 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 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 08048-0008  
Telephone (609) 702-5555 Ext 3911  
E-mail: mleung@lumberton.k12.nj.us

***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  
E-mail: czweben@lumberton.k12.nj.us

## **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, Mrs. Kimberly Pease. 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.