

Lumberton Township School District

# Parent Handbook

## 2016-2017

# Lumberton Middle School



### Grades 6-8

*30 Dimsdale Drive*

*Lumberton, NJ 08048*

*(609) 265-0123*

*Peter DeFeo, Principal*

*Meredith Morley, Assistant Principal*

## Important Numbers for the School Year

Lumberton Middle School Main Office 609-265-0123  
AES School Nurse (8:30 am - 3:30 pm) 609-265-0123 x3216  
*All absences must be called in by 8 am the day of absence.*  
LMS Fax Number 609-265-0476  
LMS Extended Day Care Site 609-702-9427

Bobby's Run School	609-702-5555	Ashbrook Elem. School	609-518-0030
Florence L. Walther School	609-267-1406	Board of Education Office	609-267-1406

## School Administration

Mr. Peter DeFeo	Principal
Ms. Meredith Morley	Assistant Principal
Mrs. Theresa Mason	Secretary to the Principal
Mrs. Karen Wagner	School Secretary

## Central Administration

Mr. Joseph Langowski	Superintendent of Schools
Mrs. Suzanne May	Admin. Asst. to the Superintendent
Mr. Tom Fanuka	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. & Instruct.

*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

Rachel Paulin <i>President</i>		Margaret Bupp <i>Vice President</i>
Melissa Cirii	Jill Clevenger	Thomas Colling III
Jennifer DeJoseph	Sheila Ellis	Chris Stridiron
	Nate Wood	

*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.*

# LUMBERTON MIDDLE SCHOOL

30 Dimsdale Dr.  
Lumberton, NJ 08048

*Peter DeFeo*  
Principal

(609) 265-0123  
Fax (609) 265-0476  
e-mail: [pdefeo@lumberton.k12.nj.us](mailto:pdefeo@lumberton.k12.nj.us)

Dear Parents and Guardians,

We welcome your involvement at LMS during this school year. Building a school-home partnership helps your child realize his or her highest educational goals. As the new school year begins, the LMS staff looks forward to working with you and your children. Our goal is to foster the growth of good citizens as we direct student energy, develop young minds, and help your children reach their potential.

Your role in the total learning process cannot be overstated. Communication is the key to providing a school-home partnership which supports the academic and social growth of every child. We will provide information to each family through our *Wildcat Wire*, via a bi-weekly e-mail link. Parents will receive electronic letters about special school events and eighth grade activities, and have electronic access to teacher gradebooks. Please foster communication with your children by asking them questions, helping them to understand their errors, encouraging them to work hard, and letting them know you are proud of their accomplishments. This personal involvement proves to be a natural motivator and builds your child's self-esteem.

Your children are entering the stage in adolescent development when they may be easily swayed by their peers. It is natural for them to begin making their own decisions as they struggle between your teachings and peer pressures. Undoubtedly, they can make mistakes. We utilize a discipline policy which incorporates demerits, counseling, and mediation to help correct poor decisions and inappropriate behavior. Together we will work to support and guide your children as we help them develop the skills necessary to make appropriate choices, respect individual differences, safely use technology, and become responsible adults.

Should a question arise during the school year regarding school work or activities, please do not hesitate to communicate with your child's teachers in whatever mode works best for you: the student agenda, the teacher's voice mail extension, the teacher's e-mail address listed in this handbook, or the teacher's Web page accessed through our district Web site. Our classroom teachers and school counselors are your best primary sources for communication. If you wish to pursue a concern after teacher/counselor input, please contact the Assistant Principal or Principal.

There are many important dates and activities listed in your school calendar, compliments of the PTA. Please take a few minutes each month to review upcoming events. Additional activities and calendar changes are usually posted on our Web page and in the *Wildcat Wire*.

We encourage you to maintain close communication throughout the school year. Together we can make this new school year successful by helping your children learn and grow, accept differences, show compassion, serve their community, demonstrate respect, and accomplish their goals.

Sincerely,



Peter DeFeo  
Principal

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## Introduction

### **“Developing the Whole Student: Intellectually ... Emotionally ... Socially”**

This handbook will help you learn about the school, its policies, and the philosophy of its administrators. Your cooperation and support are essential to the success of a thriving relationship between the home and the school.

Each worthwhile enterprise must have basic aims that can be achieved. The basic aims of the administrators, faculty and staff of the Lumberton Middle School are:

1. *To provide a sound academic background that will meet the needs of all 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 be in school or on the job.*
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 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 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

The middle school’s bulletin, the *Wildcat Wire*, will be e-mailed to parents/ guardians electronically. Please provide your e-mail address on forms distributed on the first day of school so that you may receive copies of the *Wildcat Wire* 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.

## Student IDs

All students should carry their ID cards at all times and must bring their current student ID for admittance to any event exclusive to LMS students, such as school dances. Students who cannot produce a current school ID will be denied entrance. Replacement IDs cost \$3; once a replacement request is made, it takes 48 hours for the main office staff to create a new ID.

# School Schedule

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.

<i>Period</i>	<i>Full Day</i>	<i>Early Dismissal</i>	<i>Delayed Opening</i> <sup>+</sup>
<b>Student Arrival</b>	<b>7:45 a.m.</b>	<b>7:45 a.m.</b>	<b>9:45 a.m.</b>
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. – 8:00 a.m. *	9:45 a.m. – 10:05 a.m.
Study Hall/Breakfast	7:55 a.m. – 8:05 a.m.	7:55 a.m. – 8:00 a.m.	9:55 a.m. – 10:05 a.m.
Period 1	8:07 a.m. – 8:55 a.m.	8:07 a.m. – 8:36 a.m.	10:07 a.m. – 10:37 a.m.
Period 2	8:57 a.m. – 9:45 a.m.	8:38 a.m. – 9:07 a.m.	10:39 a.m. – 11:09 a.m.
Period 3	9:47 a.m. – 10:35 a.m.	9:09 a.m. – 9:38 a.m.	11:11 a.m. – 11:41 a.m.
Period 4	10:37 a.m. – 11:25 a.m.	9:40 a.m. – 10:09 a.m.	11:43 a.m. – 12:21 p.m.
Period 5	11:27 a.m. – 12:15 p.m.	10:11 a.m. – 10:40 a.m.	12:23 p.m. – 1:01 p.m.
Period 6	12:17 p.m. – 1:05 p.m.	10:42 a.m. – 11:11 a.m.	1:03 p.m. – 1:41 p.m.
Period 7	1:07 p.m. – 1:55 p.m.	11:13 a.m. – 11:42 a.m.	1:43 p.m. – 2:13 p.m.
Period 8	1:57 p.m. – 2:45 p.m.	11:44 a.m. – 12:13 p.m.	2:15 p.m. – 2:45 p.m.
Homeroom	2:46 p.m. – 2:50 p.m.	12:14 a.m. – 12:18 p.m.	2:45 p.m. -- 2:50 p.m.
<b>Dismissal</b> <sup>#</sup>	<b>2:50 p.m.</b>	<b>12:18 p.m.</b>	<b>2:50 p.m.</b>

**Bus Arrival --- 7:40 a.m.**

**Bus Departure – 3:00 p.m.**

\* *Students must be in homeroom by 7:55 a.m. Any student entering homeroom afterward is tardy and must sign in on the sheet in the main office.*

<sup>+</sup> *Delayed openings may occur during inclement weather or emergencies. The beginning of school is delayed two hours, including morning bus pick up times.*

<sup>#</sup> *NO LOCKERS before afternoon homeroom*

## 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](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. 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.

## 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.

# 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 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 at the BRS Library at 7:30 p.m. normally on the 2<sup>nd</sup> Tuesday or Wednesday of each month – 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.**

***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!*

## 2016 – 2017 PTA Officers

Anna Marie Humphreys	President	609-702-0756	<a href="mailto:lumbertonptapresident@gmail.com">lumbertonptapresident@gmail.com</a>
Christina Earlen	Vice Pres (FLW)	609-929-7354	<a href="mailto:clearlen@aol.com">clearlen@aol.com</a>
Dia Ganney	Vice Pres (AES)	609-792-4600	<a href="mailto:dia.ganney@gmail.com">dia.ganney@gmail.com</a>
Amy Angradi	Vice Pres (BRS)	856-304-0221	<a href="mailto:amy.angradi@gmail.com">amy.angradi@gmail.com</a>
Theresa Darragh	Vice Pres (LMS)	609-265-0306	<a href="mailto:momdarragh@gmail.com">momdarragh@gmail.com</a>
Jen Guardino	Treasurer	609-261-7633	<a href="mailto:jmhrx730@hotmail.com">jmhrx730@hotmail.com</a>
Jessica Love	Recording Secy	609-267-3169	<a href="mailto:jesslove0917@gmail.com">jesslove0917@gmail.com</a>
Ruth Bleistine	Corresp Secy	609-923-6804	<a href="mailto:blytme@verizon.net">blytme@verizon.net</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. Students on restriction cannot attend PTA sponsored events. Thank you for your understanding and support of our activities.



## Reporting Student Progress

*Lumberton Middle School uses three means of reporting student progress: conferences, parent access to teacher electronic gradebooks, 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 evening on November 17 and 21, and in the afternoon on November 18 and November 22

Parents make appointments for conferences through the Genesis<sup>®</sup> Student Information System, on a first-come, first-served basis. Conferences with teachers are encouraged; parents may request a conference any time during the school year by contacting the teacher.

Report cards are issued to students in grades 6-8 every 45 school days. Grade 6 students rotate through electives every 36 days. All students are evaluated under the same grading system:

<i>Letter Grade</i>	<i>Numerical Range</i>	<i>Explanation</i>
A	93 - 100	Excellent
B	85 - 92	Above Avg. (Very Good)
C	77 - 84	Average
D	70 - 76	Below Avg. (Poor)
F	0 - 69	Failing
P	Above 69	Passing
I		Incomplete*

\* *Students are given two weeks to make up incomplete work. Any work not completed remains a grade of zero, which will be averaged with other grades to determine the student's grade for the marking period. Marking period 2 and 4 report cards will not be accessible in Genesis if a student has an outstanding obligation.*

<b>Important Dates</b>					
<i>Mkg Per</i>	<i>No. of Days</i>	<i>Start Date</i>	<i>Midpoint Date</i>	<i>End Date</i>	<i>Report Card</i>
1	45	Sept 6	Oct 6	Nov 9	Nov 16
2	45	Nov 14	Dec 15	Jan 30	Feb 3
3	45	Jan 31	Mar 3	Apr 6	Apr 12
4	45	Apr 7	May 16	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.*

## Academic Eligibility

In order to participate in extracurricular school activities, a student in grades six, seven, and eight must achieve a **minimum grade average of 1.8 each marking period**. (Exceptions may be granted to students with special needs when the IEP or state law mandates.) Any student who falls below the minimum 1.8 average, will be dropped from extracurricular activities until the average is brought up to the minimal acceptable level of 1.8 average at the close of a cycle or the end of a marking period. Extracurricular programs include any sports, service, or performing groups (i.e. interscholastic sports, cheerleading, music performance trips, plays, intramurals, student government, Safety Patrol, clubs, or any other before- or after-school activity).

## Grade Averages

Students may use the following formula to estimate grade averages:

1. Convert letter grades to numerals: A = 4, B = 3, C = 2, D = 1, F = 0  
(Pass/fail grades are not calculated in academic eligibility.)
2. Calculate the number of periods a class meets per six-day rotation: (Physical Education classes meet three (3) times per rotation; Science classes meet six (6) times per rotation.)
3. Multiply the converted grade by the number of class meetings:  
(P.E. – Grade of C x # of periods = 2 x 3 = 6; Science – Grade of B x # of periods = 3 x 6 = 18)

The converted academic scores will be tallied and then divided by the total number of class periods. (In most instances a student will have 42 academic periods per rotation).

The following is an example of a student who is not academically eligible:

<i>Subject</i>	<i>No. of Periods</i>	<i>Letter Grade</i>	<i>Converted Grade</i>	<i>Converted Score</i>
Language Arts	12	D	1	12 x 1 = 12
Math	6	C	2	6 x 2 = 12
Science	6	D	1	6 x 1 = 6
Social Studies	6	C	2	6 x 2 = 12
Art	6	C	2	6 x 2 = 12
Physical Educ	3	C	2	3 x 2 = 6
Health	<u>3</u>	C	2	3 x 2 = <u>6</u>
	42			Total = 66

*Total score (66) divided by number of periods (42) = 1.6 average.*

## 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 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.

## Retention Policy

All courses receive final averages. If a student fails two academic periods for the year, (receives less than a 70 as the final average for the class), that student may be retained. Since Language Arts is a double period class it counts as two academic periods. ***For example; if a student fails Language Arts for the year, that student can be retained; or if a student fails both Math and Science for the year, that student can be retained.*** It is important for all students to continually work hard and place a priority on their studies. Parent emphasis on this priority benefits the entire educational process.

## 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 Lumberton Middle School make every effort not to interrupt classroom instruction to deliver messages.

*Students are not permitted to use or carry cell phones during the school day* and are not permitted to use the office telephone, except in extreme emergencies. The telephone system ties all school offices together, and is in constant use to conduct school and district business.

*Students may use the pay phone located in the lobby to make calls before and after school,* but must have permission and a pass to use the pay phone during the school day. We try to teach students to be prepared and responsible. Therefore, students should always have change or a phone card for public telephone use.

## Lockers

Students may not give their locker combination to any other person, including fellow students. When students lock their lockers, they must remember to always spin the dial. Make sure nothing is sticking out of the locker; it may jam. Keep lockers neat and organized.

Students are permitted to go to their lockers before school, before their lunch period, after their lunch period, after school, and as designated below. Students should not be at their lockers at any time without specific written permission (a pass) from a teacher.

8 <sup>th</sup> grade	Between 2 <sup>nd</sup> & 3 <sup>rd</sup>
7 <sup>th</sup> grade	Between 3 <sup>rd</sup> & 4 <sup>th</sup>
6 <sup>th</sup> grade	Between 2 <sup>nd</sup> & 3 <sup>rd</sup> based on homeroom schedule Between 5 <sup>th</sup> & 6 <sup>th</sup> based on homeroom schedule

## Locker/Property Search

Students will be notified in writing at the beginning of each school year that inspections/searches of the lockers, desks, and other storage facilities on district property may be conducted. The school principal, assistant principal, or designee will conduct, without further notice, the regular inspection of such facilities provided to students for the storage of property, and may be conducted with or without the student present.

## Locks/Lockers

Lockers in the middle school have built-in locks and are located in designated grade level areas. Homeroom teachers keep records of locker numbers and lock combinations. This information is confidential. After closing and locking the locker, students should always spin their lock before walking away. Students must pay \$5 for damaged school locks.

## Other School Issues

**Lost and Found:** The school strongly advises using name tags on clothing, lunch boxes and other articles. All found articles are turned into the office. Unclaimed lost and found items are donated to a charitable organization twice a year.

**Payment of Obligations:** *All students are expected to pay for library books or textbooks damaged or lost during the course of the school year.* Lost or stolen locks must also be paid for by the end of the school year. All financial obligations must be met before report cards are issued, or they will be held until the student clears the outstanding obligation.

**School Pictures:** School pictures are taken during the early part of the school year. *All students must purchase pictures in advance.* Student ID cards will be issued to all students and will be required for participation in school activities and to use library services. *There is a \$3 fee and several day wait to request a replacement ID card.*

## 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 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. (This includes all special 8<sup>th</sup> grade activities.) Special conditions require administrative review.

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. 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.

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 student returns to school after any absence, he/she must bring a note from home to his/her homeroom teacher which includes: the date, reason for absence, specific dates of absence, signature of parent or guardian and documentation as stated above to excuse the absence. All notes are given to the school nurse to record and file.***

Students who are absent from school without good cause or without parental consent are considered truant; they will meet with the assistant principal and receive an in-school supervision along with the designated demerits. The district refers repeated cases of truancy and tardiness to the county magistrate or the superior court for disposition. ***Seven unexcused absences within one marking period will result in each subject grade being dropped one letter grade (Pass/Fail courses are excluded).*** ***A student who is absent from school more than 60 days in one school year may not advance to the next grade.***

### **Tardies (Latenesses)**

***School doors will open at 7:45 a.m.*** and students must be sitting at their desks 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 semester will receive a detention.*** Tardiness is a poor habit to develop. If students are tardy an undue number of times, they will be referred to the attendance officer for investigation and may be referred to the local magistrate for disposition. Multiple tardies to school is addressed in the discipline code.

### **Early Dismissals**

Avoid requests for early dismissals. If it becomes necessary for a student to leave school early the following procedures must be followed:

- A written request should be made stating the date and time of early dismissal
- Telephone requests cannot be honored except for extreme emergencies.
- A student may not be signed out without the written permission of a parent/guardian.

***According to state regulations, any student signing into school after 10:30 a.m. will be marked with a half-day absence. Any student signing out of school before 12:30 p.m., who does not return that day, receives a half-day absence.***

## Attire & Accessory Code for Students

All students are required to dress in a manner that reflects good taste, modesty, and appropriateness. Choice of garments should be made according to the health, safety, and welfare of all students. Some of the regulations are:

1. Clothing and accessories containing gang colors and paraphernalia, inappropriate pictures or words (examples: references to alcohol, smoking, drugs, sex or words/phrases with double meaning) are not to be worn in school.
2. No undergarments should be visible or worn as outer garments. This includes boxer shorts, bras, sleeveless undershirts, “muscle” shirts, and oversized (beyond mid-thigh length) multiple layered tee shirts.
3. Tank tops, low cut, tight fitting tops and/or sleeveless 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.
4. Crop tops, tube tops, mesh, “fish net” styles, spandex-type materials (such as bike shorts and leggings) or clothing which exposes the back or midriff are not to be worn in school. ***The back and midriff must be covered at all times, even when seated.***
5. All pants and shorts are to be worn at the waist, not sagging, and cannot be worn inside out. Pajama pants or tops are not permitted.
6. The length of shorts, skirts, or dresses must extend below your fingertips when standing up straight.
7. Bare feet, flip flops, and athletic slides are not permitted in school for safety reasons.
8. Hats, sweat bands, headbands, wristbands, bandanas, head covers, long beaded necklaces, or picks are not to be worn in the building.
9. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor’s recommendation.
10. Outdoor garments, coats, jackets, windbreakers, hats, and gloves, may not be worn in the building after the homeroom bell rings. Sweaters and sweatshirts are permitted. Students are encouraged to keep these in their locker for colder days.
11. Students may not have beepers, lasers, radios, digital recorders, CD players, MP3 players, i-Pods, cameras, etc., in school. ***Cellular telephones must be turned off and locked in lockers.*** These items will be confiscated, parents will be called to pick up phones, demerits will be issued; and the police may be contacted.
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 since items may be lost while changing for physical education class.
13. Lanyards or other similar chains must be hung in the lockers and not worn around the neck or hanging from pants or belts during the school day.
14. Backpacks, Nike bags, draw-string carrying bags, etc. cannot be carried or worn during the school day. They must be placed in your locker upon entering school.
15. The classroom and cafeteria are not the place for grooming (i.e. brushing hair, applying lotion, perfume, makeup, etc.)

The administration retains the authority to make exceptions to these rules and determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire, or distracting to the classroom environment. Any student in violation of the dress code will be required to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

## Student Deliveries

Students are not permitted to receive deliveries of balloons or flowers of any type in school for any reason. Please do not bring in, or have balloons or flowers delivered, to school.

## Protecting Belongings

We would like to believe that no one will touch our belongings and therefore our possessions are safe in school. Unfortunately that is not always the case. ***All students are urged to leave their precious/expensive possessions home, and to always lock up the things they bring to school. The school district will not be responsible for items that may be lost or stolen.*** Do not leave things on locker room benches, in unattended classrooms, in the cafeteria, etc. It is especially important that students lock up all possessions in a gym locker when involved in after school athletics. Please encourage your child to be responsible.

## Gym and Locker Room Athletic Procedures

1. Students are responsible for their belongings. It is recommended that students ***lock belongings in gym lockers*** when at class, practice or games. All students must provide their own locks.
2. ***No one*** is permitted in the gym or locker rooms after school for any reason, ***without the supervision of a coach or teacher.***
3. Gym and locker room doors will be locked when teams leave for practice or games. Re-admittance must be supervised by a coach after a game or practice.

## Student Behavior Code

The Lumberton Township Board of Education supports a discipline policy which emanates from administrator, parent, teacher, and student involvement. The Board of Education stresses the notion that good behavior is expected from each of its students.

***A demerit*** is a mark recorded for poor conduct. Each demerit will stay active on a student's record for one month (30 days). Once a student has reached **25** or more demerits, he/she will remain on school restriction until his/her total demerits fall below **25**. Students placed on school restriction because of demerits will not be permitted to participate in any extracurricular activities until the number of demerits drops below 25. Examples of these activities include athletics, clubs, PTA sponsored programs, music programs, student government events, etc.

*For every calendar month a student does not accumulate demerits, five (5) demerits will be removed from the student's demerit total. (Ex: Five (5) demerits earned in September will only be removed from the student's demerit total on November 1 if zero (0) demerits are accrued in October.) A student who accrues 100 demerits during the school year will receive an administrative review and may be excluded from class trips, school activities and grade-level privileges (i.e.: Greek Olympics, 7<sup>th</sup> grade trip and individual teacher field trips)*

***After School Detention*** is assigned for 60 minutes (until 4 p.m.) and must be attended at the close of the school day. Students must bring school work or they will be assigned work. Students must bring school work or they will be assigned work. It is the parent/guardian's responsibility to provide transportation for his/her student after a detention is served.

Suspension is reserved for the most serious violations of the School Discipline Code. ***In-school supervision*** requires the student to attend school and do assigned work isolated from the other students in school. ***Out-of-school suspension*** requires the student to remain home from school and receive an unexcused absence; parents/guardians must attend a school conference before the student may return. Written assignments should be completed and submitted for credit the day the student returns to school from suspension. A provision will be made to take all makeup tests, etc.

# Demerits and Consequences

## Demerits Per Incident

*5 Demerits* result in a warning -- parent notification (form sent home).

*10 Demerits* result in a detention -- parent notification (form sent home or parent called by a teacher).

*20 Demerits* result in two detentions -- parent notification (form sent home or parent may be called by a staff member).

*25 Demerits* result in in-school supervision or out of school suspension and school restriction – parent notification (parent called by a staff member).

## Accumulation of Demerits

*35 Demerits* result in an in-school supervision.

*75 Demerits* result in an out of school suspension, unexcused absence, and school restriction -- parent conference required.

## Eighth Grade Demerit Policy

Participation in eighth grade activities (Hershey Park trip, eighth grade dinner dance, graduation, etc.) must be earned by good citizenship and decision making. The 8<sup>th</sup> grade demerit policy will be enforced as follows:

1. 75 Accumulated Demerits – ineligible to attend 8<sup>th</sup> grade trip
2. 100 Accumulated Demerits – ineligible to attend 8<sup>th</sup> grade trip **AND** dinner dance
3. 150 Accumulated Demerits – ineligible to attend 8<sup>th</sup> grade trip **AND** dinner dance, **AND** loss of privilege to participate in graduation practices and ceremony.

The Student Behavior Code states that demerits are dropped after 30 days; however, this **DOES NOT APPLY** to these three specific eighth grade activities. This policy is strictly based on the accumulation of demerits from the first day of school until the date of the activity. Extenuating circumstances may require an administrative review.

1. **Safety Drill Misbehavior:** Complete cooperation and silence are expected from everyone during fire and safety drills. Failure will result in **10 demerits**.
2. **Bicycle Misconduct:** Students are required to wear helmets when riding bicycles to and from school. Additionally, students are to walk their bicycles on the sidewalk between the bike rack and the paths. All bicycles are to be locked in the bicycle rack. Failure to adhere to these rules will result in **5 demerits and possible loss of bicycle privileges. Three bicycle misconducts in a 30 day period will result in a loss of bicycle privileges for two weeks.**
3. **Bus Misconduct:** Students are expected to behave properly at all times on the bus to ensure safety. They must remain seated, cannot reach, hang, or throw things out of the windows, should not mistreat other students on the bus, should keep the noise level down and must respect and fully listen to the instructions of the driver. Failure to adhere to these rules will result in **10 demerits. Three offenses will result in loss of bus privileges for two weeks.**
4. **No Pass:** If it is necessary to be in the hallway at any time other than passing time, **students must have a pass**. Students must be sure to have one if they leave the classroom for any reason. A pass is necessary to come to the office, the school counselor, or the nurse, even if a student is called over the PA. **Failure to have a pass will receive 5 demerits.**
5. **Disruptive Behavior:** Students are here to learn. Any behavior which prevents students from learning cannot be tolerated. If a student is continually unprepared for class, it hinders the learning process. **Disruptive behavior will result in 5 demerits.**
6. **Loitering:** Arriving to school too early or not exiting the building in a timely fashion, re-entering the building after school for any reason without permission, wandering the halls, or loitering in or around the school grounds without the direct supervision of a teacher will **result in five (5) demerits.** (Students waiting for rides should be picked up by 3:00 p.m.).
7. **Mistreatment of Peers:** Physical and verbal abuse (i.e. name calling, shoring, bullying, cyber-bullying, spreading rumors, shoving, etc.) will result in **5-20 demerits.**

8. **Chewing Gum:** Chewing gum is not permitted anywhere on school property at any time -- before, during, or after school -- so please leave it home. *Violators will receive 5 demerits.*
9. **Lateness to Class:** Students are expected to be in their assigned classes on time; that means in their seats ready to begin work. *Violators will receive 10 demerits.*
10. **Lateness to School:** *Ten (10) demerits will begin accumulating on the third late of the semester and will continue accumulating for every late thereafter.* Remember, students must be in homeroom seats by 7:55 a.m. to avoid being marked late. All records return to zero lates at the end of the first semester.
11. **Cafeteria Rule Violation:** Students are expected to behave properly in the cafeteria. Rules are posted on the cafeteria doors and clarified in the next section (no throwing food, no taking of someone else's food, cleaning up the eating area, no mistreatment of peers, no removing food from the cafeteria, following staff instructions, etc.) *Failure to adhere to the rules will result in assigned lunch seats or tables and 10 demerits.*
12. **Dress Code Violations:** Students are to dress appropriately, maintaining good taste and modesty without distracting the educational process. Specific restrictions are listed under "Student Attire/Accessory Code". Failure to adhere to these guidelines will result in *10 demerits* and the student will be required to change his/her clothes before returning to class. Police may be called if the dress code violation appears gang-related.
13. **Cutting Detention:** Students must report for detention at the designated time. Failure to do so will result in *an additional 10 demerits* (which now means two detentions).
14. **Cutting Class:** Students are expected to attend all classes assigned to them. No student is to be anywhere in the building without supervision or a valid pass. Cutting a class will result in *15 demerits and referral to the administration.*
15. **Misbehavior for Substitute:** Students are expected to display courtesy and correct behavior to substitute teachers at all times. Failure to do so will result in *10 demerits*. Students must remember that they are representing Lumberton, and to be respectful.
16. **Inappropriate Language/Behavior:** The use of inappropriate language is prohibited in the school. Use of such language will result in *10 demerits*. Gestures or other behaviors (including cyber-bullying) which are not deemed appropriate for school will also result in *demerits ranging from 10 to 25*.
17. **Rough/Boisterous Behavior:** Students are expected to behave properly and treat each other properly whenever in the building or on school grounds. Loud, inappropriate behavior, pushing, horseplay, etc. will not be tolerated, and will result in *10 to 20 demerits*.
18. **Disrespect:** Failure to follow directions given by a person in authority, or a verbal exchange of a negative manner with a person in authority will result in *25 demerits*.
19. **Insubordination:** Refusing to submit to authority, *continual* willful disobedience, leaving the classroom without permission, or open defiance of authority in or outside of the classroom will result in *15 demerits*.
20. **Damaging or Destroying Property:** Proper respect for school property and the property of others is expected. This would include all issued items such as text books which *must be covered*, and uniforms, which must be returned cleaned, etc. Damaging personal or school property is prohibited and will result in *10 to 20 demerits depending on the severity of the damage. Individuals will be liable for cost assessment resulting from the damage.*
21. **Theft: First offense -- 15 to 25 demerits and a suspension.** Students must respect the personal property of others. Theft offenses may be reported to the police.
22. **Theft: Second offense: 25 demerits and a suspension.** This refers to two infractions over the course of the school year. Theft offenses may be reported to the police.
23. **Disrespect Involving Inappropriate Language/Gestures:** Failure to follow directions given by a person in authority, or a verbal exchange of a negative manner with a person of authority, which is blatant or incorporates inappropriate language or gestures will not be tolerated and will result in *25 demerits and a Saturday Detention.*
24. **Truancy:** Students are expected to attend school every day. If a student chooses not to come to school, and is not out sick, he/she may be truant. Parent contact will be made, and the student will receive *20 to 25 demerits and will be assigned in-school supervision.*



25. **Violent Behavior or Weapons:** Any and all acts of violent behavior, threats of violent behavior, possession of weapons, or any dangerous or disruptive behavior will result in **20 to 25 demerits and in-school supervision or out-of-school suspension. Weapon offenses may be reported to the police.**
26. **Smoking or Carrying Cigarettes:** Smoking, carrying, or having in your possession any smoking material (i.e. cigarettes, cigars, pipes, etc.) is forbidden and will result in **25 demerits and a suspension.**
27. **Dangerous Substances or Items:** Carrying or having in your possession any material or dangerous substances (i.e. drugs of any kind, narcotics, steroids, cigarette lighter, matches, etc.) which could be harmful is forbidden and will result in **25 demerits and a suspension. These offenses may be reported to the police.**
28. **Fighting:** Fighting is an unacceptable method of settling arguments and will not be tolerated. Fighting will result in **25 demerits and out of school suspension of one to three days.** Any further fighting incidents will automatically be a 3-day suspension. **A parent conference will be required** and the students must go through mediation. **This offense may be reported to the police.**
29. **Misuse of Computer Equipment:** Students are expected to respect school property and utilize school equipment with the proper permission for school related activities only. Failure to comply will result in **10 to 20 demerits and the suspension of the student's privilege to utilize school computers and equipment for a designated period of time. Serious offenses may result in out-of-school suspension.**
30. **Harassment:** Sexual harassment, hazing, racial/religious/ethnic slurs, cyber-bullying, or indecent exposure will result in a report to the Affirmative Action Officer, **20 to 25 demerits and an In-School Supervision/Out-of-School Suspension. In addition, these offenses may be reported to the police.**
31. **Cell Phone/Electronic Device Violations:** Students may not have cell phones or other electronic devices in their possession during the school day or while in the school building. 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. All electronic devices and cell phones must be **turned off and stored in lockers prior to reporting to homeroom. Students who do not comply will receive five (5) demerits for the first incident, ten (10) demerits and a detention for the second, twenty-five (25) demerits and an in-school supervision for three or more incidents.**
32. **Assault:** Any physical attack upon another person with intent to do serious harm (i.e. punching, kicking, choking, throwing objects, etc.) will **result in 25 to 50 demerits and 3 to 5 days of Out-of-School Suspension. The police will be contacted regarding all assault incidents.**

Other inappropriate behavior not precisely defined, or consequences of that behavior (i.e. the number of demerits issued/number of days suspended) will be handled at the discretion of school administrators. **The administration reserves the right to add or change both the number of demerits issued and/or the number of suspension days, as a result of extenuating circumstances.**

It is not possible for any list to cover all situations, therefore, do not assume that any behavior not specifically forbidden is permitted. Good common sense is needed at all times.

## Chromebooks

Students who are issued district-owned Chromebooks must remember that these are school equipment; therefore, mistreatment may result in disciplinary action or monetary restitution. Parents/guardians **MUST** be familiar with District Policies 2360: Use of Technology, 2361: Acceptable Use of Computer Networks/Computers and Resources, 5513: Care of School Property, 5516: Use of Electronic Communication and Recording Devices, 5600: Student Discipline/Code of Conduct, and 8835: Family Education and Privacy Act. Please log into the district website at [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us) to read them.

## Cheating Policy

The following definitions constitute cheating:

1. Copying from another student (i.e.: a teacher or proctor observes a student copying another student's answers; copying is physically evident.)
2. Deliberately allowing another student to copy work (i.e. homework; tests).
3. Using any material to acquire answers.
4. Communicating with other students during testing (i.e. talking, note writing, sign language).
5. Deliberately obtaining and/or distributing test information prior to, during, or subsequent to the testing situation (ie: passing on tests from previous classes, semesters, or years; telling a fellow student what was on the test they took earlier that day/week).

### Cheating on Tests:

During a testing situation the following will occur if a student is caught cheating:

1. The teacher or proctor will take the test away from the student.
2. The student will receive an immediate retest (within one day's time).
3. The teacher will notify parents of the incident.
4. 1<sup>st</sup> offense: The student will receive a test grade of zero.\*
5. The teacher and/or school counselor will counsel the student about the incident and the seriousness of cheating.
6. 2<sup>nd</sup> offense: The student will receive a test grade of zero, plus 15 demerits.\*
7. 3<sup>rd</sup> offense: The student will receive a test grade of zero, plus an in-school supervision.\*

*\*The student's final recorded test grade will be the average of the zero given on the first test and the score received on the retest.*

### Cheating on Homework:

If a student is caught copying a homework assignment, the following will occur:

- 1<sup>st</sup> offense: The student will receive a zero for the assignment
- 2<sup>nd</sup> offense: The student will receive a zero for the assignment and the teacher will notify his/her parents.

## Special Services

**Basic Skills Improvement:** Children who are having 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 Committee 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 district employs counselors to assist students and parents regarding school matters. Parents, teachers and students themselves can refer students for school counseling. The school counselors are

Mr. Robert DiGiacomo	Grade 6 & 7
Ms. Angela Byers	Grade 7 & 8

## 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. No student will be released to anyone without express written consent on the School Emergency Contact Release card.*

## School Elective Programs

**Applied Technology:** Students engage in a project-based learning environment that allows them to design, plan and build various projects, ranging from racecars to roller coasters.

**Art: Grade 6: (General 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. **Grade 7: (Painting & Illustrating)** Students explore visual arts in the areas of painting and illustrating, including cartooning, narrative illustrations, portrait and scene painting, collage and mosaics, using various media such as paints, inks, charcoal and oil pastels. **Grade 8: (3D Design & Sculpture)** Students explore the visual arts in the areas of sculpture, model design, 3-dimensional collage, mobiles and ceramics, and silk screen printing. This course also gives students a chance to utilize artists' tools and equipment such as pottery wheels and silk screens.

**Broadcasting:** Students are introduced to the visual world of broadcasting through hands-on experience with state-of-the-art audio and video equipment. The class focuses on radio and television, and includes both on-the-air techniques and behind-the-scenes production. Students will produce projects that may be broadcast on the LMS morning announcements or RVTV.

**Computers: Grade 6: (Microsoft Office<sup>®</sup>)** Students become familiar with cloud-based applications through Google Drive, Google Classroom and other academic Google apps. They will create documents, spreadsheets and presentations, as well as learn how to organize, store and share those files with other students and staff. Students will also expand their Internet safety and research skills. **Grade 7: (Multimedia Presentations)** Students are introduced to HyperStudio<sup>®</sup>, a "student-friendly" multimedia presentation tool. After this introduction, students will pick a city of their choice and research it using online resources. Students create a travel brochure by integrating their research into HyperStudio<sup>®</sup>. In the final portion of the class, students receive instruction on how to use Microsoft Excel<sup>®</sup>. **Grade 8: (Web Design)** The following course is "cloud-based." Students will be able to access their work anywhere, anytime on basically any device. Students will be exposed to Google Classroom and will learn how to better use Google Drive, Google Docs and other applicable Google apps. Students will create a personal website using Google Sites. From there, students will choose a topic and research it using both printed and electronic sources. Students will then create a "final project" that integrates their research into Google Sites.

**Family & Consumer Science:** Students participate in hands-on lab opportunities to cook healthy foods like smoothies, pancakes, pasta and cookies. They also participate in a sewing unit and a diet analysis unit that calculates nutritional value of foods. These units allow students to explore food labels, determine nutritional value of foods, make healthy food choices, practice and understand measurements, and engage in teamwork and decision-making. Projects vary by grade level. **Creative Baking and Cooking Elective: Grade 8: (Teacher recommendation required)** Students learn advanced skills in baking muffins, breads, cookies, and pies using various cooking methods and techniques while exploring healthy alternatives to old-time favorites and new foods including Mexican, Italian, Chinese and Indian. Students study meal planning and recipe development while also incorporating practical reasoning skills for designing a well-planned meal, from tools and utensils, to grocery shopping and setting a buffet.

**Gateway to Technology: (Design and Modeling)** Students begin to recognize the value of an engineering notebook to document and capture their ideas. They are introduced to and use the design process to solve problems and understand the influence that creative and innovative design has on their lives. Students use industry-standard 3D modeling software to create a virtual image of their designs and produce a portfolio to showcase their creative solutions. **(Automation and Robotics)** Students trace the history, development and influence of automation and robotics. They learn about mechanical systems, energy transfer, machine automation and computer control systems. Students use a robust robotics platform to design, build and program a solution to solve an existing problem. *Both Gateway to Technology courses are pre-cursors to Project Lead the Way, an engineering program offered at Rancocas Valley Regional High School and Burlington County Institute of Technology.*

**Health:** All students receive classroom health instruction alternating with physical education for one marking period in grade six and two marking periods in grades seven and eight. Through

health education, students learn about health and nutrition, understand the effects that drugs such as smoking and drinking have on their health, accept individuality, and/or reinforce how to make positive decisions. Eighth grade students learn more about personal growth and development.

**Music: Music 6:** Students in sixth grade music will expand their knowledge of music in the areas of reading, writing and music performance. Each student will be provided with a beginning wind instrument – a recorder – which they will play in class every day. By the end of the cycle every student will be able to read and perform beginner level music pieces on their recorder.

**Beginner Piano Keyboard 7:** Students will learn to play the piano keyboard through group lessons and independent music assignments. Each student will use a piano keyboard in class, practice piano technique and perform a musical arrangement. **Music 7:** The class focuses on music composition. Students learn composition techniques through interactive lessons, computer composition software and music sampling software. Students will learn to construct songs of various forms, while strengthening their knowledge and ability to read and perform music.

**Beginner Keyboard 8:** Students will learn to play the piano through group lessons and independent music assignments. Each student will use a piano keyboard in class, practicing piano technique and perform a musical arrangement. **Music 8:** Students focus on careers in music, with an emphasis on composition and music production. Students will explore composition techniques by using music sampling software; they will also learn to present musical ideas in a variety of forms to the class. The marking period concludes with a group project in the form of a radio show production.

**Instrumental/Vocal Music:** All instrumental students receive instruction during school hours as part of a graded performing ensemble class. Band and string students receive at least two periods of instruction per 6-day cycle (one small group and one large group). There are also audition-based groups for both band and strings that meet before school. Chorus is available as an extracurricular activity that meets before school.

**Physical Education:** Students meet for physical education every-other day, alternating with Health. Physical alertness and skills are developed through a comprehensive curriculum. Students are required to wear sneakers, a gym t-shirt and shorts/sweat pants. No jeans or pajamas are permitted. Students may supply locks for lockers in the locker room, but must register the lock with their physical education teacher, or they may request a school lock from their physical education teacher. Students must pay a \$5 fee for lost/damaged locks. Personal locks on lockers at the end of the year will be cut off.

**Spanish:** The school offers a continuing sequential Spanish program helpful to those wishing to pursue Spanish in high school. A program of conversational Spanish is offered in grades three through eight. Select seventh and eighth grade students may participate in an honors Spanish program which gives them an opportunity to advance to Spanish II in high school.

## Library/Media Center

- The library is open to students each full school day until 3:00 p.m.
- Students may use the library with a pass from the teacher during the day and at recess.
- The library's collection includes magazines, paperbacks, and hardback books and e-books which support the curriculum and provide students with choices for recreational reading.
- **Students should use their school I.D. cards to check-out library books.** A maximum of three items may be checked out for two weeks. Renewals are encouraged.
- Free photocopying services are available for academic purposes.
- Report cards will not be issued to students with overdue materials at the end of the second and fourth marking periods.
- The library has 11 computers which provide access to the district's network, the Internet, e-books, online subscription databases, and a database of all books in the LMS library.
- The library owns six Nook e-readers that may be used in the library by students.
- Please remember that the library is a place to read, research, study and think. Your cooperation in maintaining an atmosphere that promotes these activities is appreciated.

## 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).

- 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](http://www.lumberton.k12.nj.us) by clicking on the About drop-down menu and clicking on New Student Registration.

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.***

## 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 & 8335***).

## 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

# 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.myschoolbucks.com](http://www.myschoolbucks.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 \$1.25; lunch costs \$2.90.** 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**

1. **No one is permitted to bring beverages to school in glass containers or large (2 liter) size bottles;** energy drinks are not permitted.
2. Each student is required to leave the floor and table clean before exiting. Students who do not abide by this rule will assist in cleaning up the cafeteria.
3. No student may throw food or any other object for any reason.
4. Students are only permitted to leave the cafeteria with a pass and signing out.
5. Students may not run, trip, or push others under any circumstances.
6. Touching/taking of other students' food will be considered stealing.
7. Students should line up and remain quiet in the hallways, showing respect for the classes in session. Students may not enter the cafeteria until the duty teacher permits it.
8. No opened or unopened food is permitted to leave the cafeteria. Do not make purchases to eat later in the day.
9. Students are dismissed from the cafeteria or recess by the teachers a few minutes before the bell to allow them to go to their lockers before their next class. Students will be dismissed by tables to ensure an orderly exit.

Discipline action may consist of assigned seats during lunch, loss of special lunch privileges, lunch detention, or demerits and the resulting consequences.

# Transportation

## Busing

**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 student 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 enter or leave.*
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. *Students should report bus damage 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. *Students may not fight or use obscene language/signs on the bus.*
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. Streets should be crossed only at corners and after looking both ways. All students should cross at the Crossing Guards only.

Students may ride bicycles to school. Bicycles may not be ridden on school property. Students may not ride “double” on bicycles. Students riding bicycles should be aware of the rules pertaining to bicycles as established by New Jersey law. **Students must wear bike helmets and lock their bicycles in the bike rack.**

**Drop off/Pick Up:** Parents are asked to use the area specially designated for dropping off or picking up students. If you park and walk to the front of the building to escort your children, please use the crosswalk to promote safety during the busiest time of the school day. ***Do not park cars in the fire lane, by the front entrance, or in the bus area***

**Bicycles, Skateboard & Rollerblades:** Students may ride bicycles or use skateboards/rollerblades to and from school under the following conditions:

1. Students may use bicycle/skateboard/rollerblade transportation to and from school only.
2. Bicycles, skateboards and rollerblades may not be ridden on school grounds; they must be walked on the sidewalks along the building.
3. Bicycles must be parked in the racks provided. Students must use bicycle locks.
4. Skateboards and rollerblades must be placed in lockers during the school day.
5. Helmets must be worn at all times; noncompliance with this rule will result in a disciplinary action and revocation of these privileges by the Assistant Principal/Principal.

## Morning Procedures

1. Teachers will open the doors to let students in at 7:45 a.m. Students must remove their hats or other head gear upon entering the building. Students are not permitted to enter the building before 7:45 a.m.
2. All students must enter the building through the appropriate doors:  
*8th grade -- 500 wing; 7th grade --- 200 wing; 6th grade -- 1300 wing*  
All doors will be locked by 8:00 a.m.
3. No students are permitted in the building before 7:45 a.m. If it is necessary to come into the building, the student must first report to the office and receive permission.
4. Members of athletic teams must first go to their hall lockers, report to homeroom, and get a pass from their homeroom teacher with the date and time noted, then take their equipment to the appropriate locker room and return to homeroom immediately. Students who have physical education first period can wait to bring their equipment to the locker room. All students must be in homeroom for the broadcasted morning announcements.
5. Students who walk to school should use sidewalks whenever possible.
6. Students who ride bicycles, skateboards or rollerblades must wear a helmet. 6th grade students who bike or rollerblade must dismount bikes or remove skates behind BRS across from the bike path and walk their bike to the bike rack. 7th and 8th grade students must dismount or remove at the concrete walkway on the Eayrestown Road side of the school in front of LMS and walk bikes to the bike rack or carry their skates.
7. For students' safety, all non-bussed and non-driven students must use crosswalks where crossing guards and teachers are stationed.

## Afternoon Procedures

1. Students should not re-enter the building once they have exited through the appropriate doors: *8th grade -- 500 wing; 7th grade -- 200 wing; 6th grade -- 1300 wing*  
However, sometimes students have a legitimate reason to return to the building. If a student must re-enter the school, he or she must report to the main office for permission.
2. If a student re-enters the building with permission to make a telephone call, only that student should be in the building. Anyone else waiting with that student should remain outside. ***The caller must exit immediately*** using the main doors in the front of the building.
3. Students are not permitted to wander the halls or loiter after the school day. They must exit directly after the last bell, or be under the direct supervision of a teacher. Discipline action may be taken if students do not adhere to this rule.
4. Members of clubs/athletic teams need to report to designated areas with all belongings after school has ended, and not wander or loiter. Students may not return to hall lockers after their activity. Disciplinary action may be taken if students do not adhere to this rule.
5. Students should use sidewalks whenever possible when leaving at the end of the school day.
6. Students who ride bicycles or skateboards, or use rollerblades, must wear a helmet. Sixth grade students who ride bicycles must walk their bike from the bike rack to the bike path before mounting and riding home; those wearing rollerblades may put on their skates when they reach the bike path. Seventh and eighth grade students must walk their bikes or carry their rollerblades to the end of the sidewalk in front of the building.
7. Students who are being picked up should wait for the vehicle to pull up to the designated student drop off and pick up area.



# Student Health & Illness

## Lumberton Middle School Nurse

**Mrs. Betsy Maier** Phone: (609) 265-0123 ext. 3216

*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 office.* According to state regulations, any student signing into school after 10:30 a.m. will be marked with a half-day absence. Any student signing out of school before 12:30 p.m., who does not return back to school that day, will receive a half-day absence.

**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 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.

**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.

Telephone requests cannot be honored except under extreme emergencies. A student may not be signed out without the written permission of a parent/guardian.

## Sports Physicals

All students who are interested in trying out for an interscholastic sport, or in joining an intramural sport, must have a complete and current sports physical form on file in the nurse's office. The physical must have been conducted within 365 days of the first practice or tryout date. Check with Mrs. Maier, the school nurse, prior to the tryout date with any questions regarding a student's physical expiration date. Even if a child has been eligible to participate in a sport the previous season, he or she may need a new physical to participate in the next season. (Ex: track & field in the spring; soccer in the fall.)

Physicals are not conducted at school; all physicals must be conducted by a student's primary care physician or advanced practice nurse. Physical exams may not be conducted by a chiropractor, and will not be accepted if submitted. Families who do not have private healthcare coverage may contact Mrs. Maier for information about the NJ Family Care insurance program, or visit the official Website at <http://www.njfamilycare.org>.

All physical forms must be given to Mrs. Maier by the due dates listed below to provide the school's contracted doctor with time to review and approve all completed physical forms prior to any student participating in practices, games, intramurals, etc. ***Please check to ensure that all information is completed on school physical forms when picking them up from your primary healthcare provider's office. 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.***

Incomplete forms will not be approved, and will be returned to the student: the school nurse is not permitted by state law to add any information to the forms, including pulse, blood pressure, vision, etc. Any returned forms must be resubmitted to Mrs. Maier by the respective due dates.

All physicals must be completed using the Sports Physical Forms provided by the school. Parents may get copies from the nurse's office or the district Website.

### Sports Physical Form Due Dates:

Field Hockey/Boys & Girls Soccer	September 7, 2016
Cheerleading/Boys & Girls Basketball	October 24, 2016
Softball/Baseball/Track & Field	February 27, 2017

ALL physical forms ***MUST*** be submitted to the nurse's office by 8:00 a.m. on the due date. Participation is only granted once the school doctor signs off on the physical. ***NO EXCEPTIONS!***

## Extracurricular Activities

Students are encouraged to become involved in the total school program, including: ***Interscholastic Athletics*** (Baseball, Basketball, Cheerleading, Field Hockey, Soccer, Softball, Track & Field): *Students must participate in their regular Physical Education class on the day of an after-school athletic game or practice. Any student who is excused from Physical Education class due to illness or injury ***MAY NOT*** participate in after-school activities (including practice) on that day. Students who are excused from Physical Education class due to illness or injury ***MAY NOT*** participate in recess activities, and must sit on the benches if they go outside.*

***Performance Groups:*** Band, Chorus, Orchestra

***Service/Support Activities:*** Eighth Grade Committee, Environmental Club, Homework Club, Safety Patrol, Student Government

***Artistic/Creative Clubs:*** Wildcat Roar Newspaper, Yearbook

## 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.

## Honors and Accelerated Courses

Students may be selected for honors or accelerated courses in several subject areas. Because of the nature of these academically-advanced courses, students must meet stringent criteria.

Students must earn a required number of points using a school subject area selection grid (varies per grade level and academic subject). The selection grid takes into account:

1. Current class average
2. Accelerated/honor student indicators/exemplars such as commitment to a fast-paced accelerated workload, independent learner, the ability to use critical thinking and problem-solving skills, a positive attitude toward learning, participation in reflective analytical thinking, ability to manipulate complex and abstract information, and a demonstrated passion for extending learning.
3. PARCC scores
4. Subject and level-specific assessments, such as the Math League contest, DRA levels, benchmarks, and cumulative exams.

*Students selected for honors or accelerated programs must maintain honor-level work (A/B averages on report cards) to remain in the program.*

### President's Award for Educational Excellence

Students must meet the following requirements (may change from year-to-year):

1. **Grade Point Average:** Must maintain above 90 averages on report cards in all subjects/classes throughout middle school.
2. **State Tests and Nationally-Normed Achievement Tests:** Advanced-proficient status on both Language Arts and Mathematics sections of the NJ ASK tests throughout middle school.

**NOTE: The school principal has final authority to determine which students receive this award.**

## Visitors

*Upon arrival at the school, all visitors -- including parents -- must sign in at the main office. For the safety of all children, parents need to sign in prior to going to their child's locker, classroom, nurse, or anywhere else. After signing in, visitors will receive a visitor's badge, which must be worn at all times and returned to the main office when signing out.*

Anyone wishing to meet with a teacher, counselor, or administrator should contact the middle school office in advance for an appointment. This will help to ensure that parent issues are addressed appropriately. 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 any such person.

No visitor may meet or talk with a student in school without the approval of the principal, assistant principal, or her/his designee. If an emergency requires that a student be called to the school office to meet a visitor, the principal, assistant principal, nurse or counselor must 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. Proof of such authorization may be required. Students are not permitted to bring friends, relatives, or siblings to school. These guidelines are provided for the safety of 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 Ian McCleaf, Director of Facilities, 30 Dimsdale Dr., Lumberton, NJ 08048, 609-265-0123 x3612.

## Megan's Law

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

## **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.*

## 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.

## 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  
E-mail: mleung@lumberton.k12.nj.us

### ***504 Compliance Officer***

Dr. Melody Alegria  
Supervisor of Pupil Personnel Services  
Lumberton Township School District  
32 Dimsdale Drive  
Lumberton, NJ 08048  
Telephone: (609) 267-9099  
E-mail: malegria@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.

## Sexual Harassment

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve any and all allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the student being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any student, regardless of the student'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 student 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 school Principal or Assistant Principal, or Mr. Mark Leung, Affirmative Action Officer. A complete copy of Board policy #5751 is available on 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 step does not resolve the grievance and this issue is related to discipline or sports, the parent/student should meet with the assistant principal/athletic director within five additional school days. (Parents/guardians may skip this step for academic issues.)*
3. *If this meeting does not resolve the grievance, the parent/student should meet with the building principal within five additional school days.*
4. *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.*
5. *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.

## 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:  
<http://www.lumberton.k12.nj.us/DistrictInfo/BoardofEducation/BoardofEducationPolicyManual/tabid/72/EntryId/1268/DMXModule/419/ctl/EntryDetails/mid/419/Default.aspx>

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

## 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 Bollinger, Inc., 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 visit the Bollinger website, [www.bollingerschools.com](http://www.bollingerschools.com)

Enrollment forms are available in the main office of each school.