

LAWNSIDE SCHOOL DISTRICT
426 CHARLESTON AVENUE
LAWNSIDE, NEW JERSEY 08045



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

22	October					22
	M	T	W	T	F	
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

18	November					18
	M	T	W	T	F	
			1	2	3	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

16	December					16
	M	T	W	T	F	
					1	
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

21	January					21
	M	T	W	T	F	
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

Students 181 Teachers 185

	September	
1	Teacher In-Service/Closed	
4	Labor Day	
5	Opening Day 1/2 Day	
6	12:45 p.m. Dismissal	
12	Open House (1/2 Day)	
	October	
13	Teacher In-Service (1/2 Day)	
	November	
9-10	NJEA Convention	
8	1st Marking Period Ends	
21	Parent Conferences (1/2 Day)	
22	1/2 Day Session	
23-24	Thanksgiving Recess	
	December	
22	1/2 Day Session	
25-1	Winter Recess	
	January	
2	School Reopens	
15	Martin Luther Kings Birthday	
26	Teacher In-Service (1/2 Day)	
	2nd Marking Period Ends	
	February	
6	Parent Conferences (1/2 Day)	
16	Teacher In-Service/Closed	
19	Presidents' Day/Closed	
	March	
15	Teacher In-Service/Closed	
	April	
12	3rd Marking Period End	
29-5	Spring Recess Mar/Apr	
26	Teacher In-Service (1/2 Day)	
	May	
24	Wellness Day (1/2 Day)	
27	Memorial Day/Closed	
31	4th Marking Period Ends	
	June	
10	Pre-K Move Up	
11	8th & Kindergarten Exercises	
12	Last day for Students /Staff 13	
 	School Closed	
 	Staff In-Service/closed	
	12:45p Dismissal	

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

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

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

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

8	June					9
	M	T	W	T	F	
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		

If one day is missed 3/15 will be used as a make-up day, 1/2 day for students and full day for staff. The remainder of the days will be added to the end of the school year.

LAWNSIDE BOARD OF EDUCATION

Mrs. Sabrina Forrest, President
 Ms. Fatima Haynes, Vice President
 Ms. Ferin Catlett
 Ms. Nana Cauthorne
 Ms. Dajshia Gibson
 Mrs. Chanelle Arterbridge
 Ms. Darlene Still
 Ms. Bridgett Kittle

8:10 Staff Arrives
 8:25 Teachers Meet Students

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
HR	8:30	08:39
1	8:40	09:27
2	9:29	10:16
3	10:18	11:05
4	11:07	11:54
5	11:56	12:43
6	12:45	1:32
7	1:34	2:21
8	2:23	3:10

ADMINISTRATION

Dr. Ronn H. Johnson, Superintendent
 Mrs. Karen Willis, Board Secretary
 Mrs. Alyssa Miller, Supervisor of Curriculum & Instruction
 Dr. Carmen Henderson, Supervisor of Special Services
 Ms. Niphon Kirk, HIB Coordinator/Assistant Principal

ONE SESSION/HALF DAY SCHEDULE

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
1	8:40	9:10
2	9:12	9:32
3	9:34	10:04
4	10:06	10:36
5	10:38	11:08
6	11:10	11:40
7	11:42	12:12
8	12:14	12:45

HIB CONTACT INFORMATION

Ms. Niphon Kirk, HIB Coordinator x2252

BOARD MEETINGS

Second Thursday of each month at 7:00 pm

SCHOOL HOURS

8:25 AM - 3:10 PM

TELEPHONE NUMBERS

Main Office	856-546-4850 x2201
Superintendent	856-546-4850 x2201
Vice Principal	856-546-4850 x2252
Board of Education	856-547-2585 x2248
Guidance Office	856-547-4850 x2203
School Nurse	856-546-1473 x2205
Technology	856-546-5598 x2212
Social Worker	856-546-4850 x2203

2 HOUR DELAY SCHEDULE

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
Homeroom	10:30	10:44
1	10:46	11:26
2	11:26	11:58
3	12:00	12:30
4	12:32	1:02
5	1:04	1:34
6	1:36	2:06
7	2:08	2:38
8	2:40	3:10

FAX NUMBERS

Superintendent	856-310-0901
Board of Education	856-547-3865
Child Study Team	856-546-9487

GRADING SYSTEM

GRADES 3-8

A	93 - 100
B	83 - 92
C	73 - 82
D	65 - 72
F	64 - below
I	Incomplete – to be completed within three weeks
M	Medical
W	Withdrawal

BREAKFAST SCHEDULE

8:00 – 8:25 Daily

LUNCH SCHEDULE

11:07 - 11:54	First Lunch	(PK-3)
11:56 - 12:43	Second Lunch	(4-6)
12:45 - 1:32	Third Lunch	(7-8)

Breakfast and Lunch Prices

Lunch & Breakfast ~ Free

SCHOOL BELL SCHEDULE

REPORTING PUPIL PROGRESS

Report cards are sent home four (4) times annually in all grades. Additionally, interim mid-period reports are sent home to inform parents in individual situations where exceptional growth or decline in pupil achievement is encountered. It is our desire to have every parent present at the parent-teacher conferences. We also encourage both parents and teachers to make arrangements for other conferences whenever the necessity arises. The value of the parent-teacher conference cannot be overestimated. We are anxious to discuss your child's progress as well as his/her learning difficulties and behavior.

PROGRESS REPORT DATES

- October 6th
- January 12th
- March 8th
- May 10th

POSSIBLE FAILURES

- February 9th

REPORT CARD DISTRIBUTION

- November 21st
- February 6th
- April 22nd
- June 12th

PROMOTION POLICY

A student will be promoted upon passing four (4) of his/her six (6) major subjects. A student failing two (2) of the six (6) major subjects will be required to attend summer school. Failure to maintain a "C" or better in each course taken in summer school will result in retention. Failure to pass three of his/her six (6) major subjects will result in retention.

HOMEWORK POLICY

Homework offers an opportunity for the student to apply what he or she has learned in school. Frequently the amount of homework will vary according to the needs of the student, school's policy, subjects involved, and teacher's requirements. Generally, students may expect homework four (4) nights a week. Students in grades 6, 7 and 8 may expect homework every night. There will be recognition for the completion of homework. Students and parents will be told by teachers how much credit is given for homework in determining the total grade of the student.

SCHOOL VISITORS/PARENTAL VISITATIONS

Parents and other visitors are encouraged to visit the Lawnside Public School to become acquainted with the educational program. Visitors are requested to notify the teacher prior to the visit so a suitable date and time can be arranged. **All visitors are required to check in at the main office upon entering the building. Visitors are requested not to engage in conversation with teachers during classroom time, to prevent unnecessary interruptions to the school program. Arrangements to visit the school can be made by calling the main office.**

EARLY DISMISSAL/PERMISSION SLIPS

If it is necessary for you to take your child out of school during the day, please call the office or send a note saying that you will call for him/her at a specified time. No child will be allowed to leave the building unless the parent or guardian, who must sign out the child in the office, accompanies him/her.

LATENESS TO SCHOOL

Students reporting after **8:30** are considered late to school and are required to submit a note from their parents/guardians. Parents/guardians may call the school nurse (856-546-4850 x 2205) by 9:30 am. Three (3) lateness's will result in an unexcused absence. Excessive unauthorized lateness/absences will result in additional consequences as identified in the student "Code of Conduct" and "Attendance Policy."

SCHOOL ACTIVITIES

Students in grades 7-8 who have achieved overall academic excellence (3.0) and at least a B in all major subjects and have met required national standards may qualify for membership in the NATIONAL JUNIOR HONOR SOCIETY, Lawnside Chapter.

CELL PHONES

Students have no need for cell phones during the school day. Cell phones must remain in student's locker until the end of the day. If a student has an emergency and needs to contact his/her parents, the student shall report to a designated phone. A staff member or administrator will determine whether or not the situation is an emergency. The phone at the security desk is available afterschool for calling parents. Students found in possession or using a cell phone during the school day (8:00 AM – 3:10 PM) will be subject to disciplinary action. Refusal to turn over a cell phone to school staff will be considered insubordination. Confiscated cell phones must be picked up by a parent or guardian. (See Discipline Code #5)

STUDENT OBLIGATIONS

It is the policy of the Lawnside School District Board of Education that students are responsible for the proper care and return of all textbooks, library books and other materials and equipment loaned to them by the school district. Parents and guardians are responsible for ensuring that students meet their obligations. When returned, items are expected to be in reasonably the same condition as when they were issued. Failure of the student to return such materials will result in the requirement to pay replacement charges. Students in Grade 8 will have diplomas held until obligations are met.

REGISTRATION REQUIREMENTS

Children entering pre-kindergarten must be four (4) years of age before October 1.

Children entering kindergarten must be five (5) years of age before October 1.

Parents must present a birth certificate and physician's report for immunization:

- a) DPT - 4 doses, one on or after the 4th birthday
- b) POLIO - 3 doses, one on or after the 4th birthday
- c) MMR - 2 doses for children born on or after 1-1-90
- d) VALID MANTOUX in past 6 months for all students from out of state and all kindergarten and first grade students entering school for the first time
Mantoux, Tuberculin Test, TB for those students who transfer in the current year from another state or country who do not have a valid record of a Mantoux Tuberculin Test and/or pupils who have transferred into a grade from another New Jersey school where they would have been tested.
- e) HEPATITIS – 3 doses
- f) RECENT PHYSICAL
- g) PROOF OF RESIDENCY

Children transferring to our school from another school must bring a transfer card and health records. The office shall request other records after the enrollment period. No student will be enrolled until all requirements are met and documented upon receipt of transfer information from public and/or licensed private schools.

The Board of Education has approved the re-registration of ALL students attending Lawnside Public School and Haddon Heights High School as deemed necessary. If you have not completed this procedure, your child may be excluded from school. Please contact the main office if you have a question about registration.

GENERAL HEALTH REGULATIONS

The Board of Education employs a school physician and school nurse. It is the policy of the school that NO medication will be given to any student during the course of the day except when the student's personal physician prescribes the medication. All medication is to be administered by the school nurse.

UNDER NO CIRCUMSTANCES MAY A STUDENT HAVE IN HIS/HER POSSESSION OR ADMINISTER TO HIMSELF/HERSELF ANY MEDICATION IN SCHOOL, OR ON THE PLAYGROUND.

All prescription medications must be brought to school in a **CLEARLY** labeled **CURRENT** prescription bottle which includes student's name. Tylenol, cough syrup, Benadryl, etc. **MUST** be brought in the original, clearly labeled bottle. Any medication brought to school in plastic bags, envelopes, Tupperware containers, etc. will not be given. There can be no exceptions made.

Please do not send your child to school if he/she has a slight temperature, a severe cold, or any other sign of illness. **PLEASE** notify the school should it be necessary for your child to be absent from school. If he/she is recovering from a disease or illness, please do not let him/her return until he/she is able to participate in the regular activities of the school day, except in cases of long convalescence. If your child becomes ill at school, you will be notified immediately; it is imperative that all pupil injuries be reported to the school at once. All students participating in our sports programs are required to have a physical examination prior to participating in the sport. Information will be sent home at the appropriate time.

COMMUNICABLE DISEASES

Please notify the school immediately if your child has a communicable disease. In certain cases, at the nurse's discretion, a doctor's certificate may be required upon the child's return to school. **IF A CHILD IS ABSENT FROM SCHOOL, PLEASE CONTACT THE SCHOOL ON THE FIRST DAY.**

SUSPENSION

Under most circumstances when a student fails to observe basic and essential courtesies and school regulations, parents of the student are notified to attend a parent-school conference to discuss the behavior concern and to mutually seek a positive solution.

However, when the situation is of a serious nature, (fighting, insubordination, use of profanity, and the like), suspension from school for a brief time, usually three (3) days, will be enforced. Suspension has positive aspects:

FIRST, it allows for the student and parent to thoroughly discuss the concern and situation and make plans to prevent the situation from occurring again

SECOND, it allows time for the school to have dialogue with the student and for the parent to establish positive habits of conduct.

THIRD, suspensions serves as an admonition that more serious action will be taken if the same or similar incident occurs, and everyone involved is made aware of these consequences.

FOURTH, suspension safeguards any serious disturbance of the school atmosphere.

A student may be expelled from school if more serious action beyond suspension is required. In this situation the Board of Education determines this action. Every effort shall be made to establish a positive and open working relationship between the school and home. We welcome any questions from our parents on ways to keep lines of communication open, so concerns and problems can be dealt with in a more amenable and routine manner.

******STUDENT BEHAVIOR/DISCIPLINE**

All students are expected to behave in an acceptable and responsible manner while at school, on field trips, on the playground, and in other school related situations. We have developed a code of acceptable behaviors for all students. This code covers many basic areas and if the students follow the code with a positive and responsible attitude, their school experience will be more fruitful and productive. The complete code is included.

1. All students shall be responsible for their learning habits.
2. Respect for adults, fellow students, school regulations and property, and personal belongings, shall be observed.
3. All students will be expected to demonstrate cooperative politeness and fair play while in school and attending school related activities.
4. Self-control and good citizenship are expected from all students.
5. Proper and appropriate language shall be used at all times.
6. Appropriate grooming and personal appearance are the responsibility of the student.
7. All students are expected to be prepared for class and arrive on time according to the schedules set by the school.
8. Good table manners and appropriate cafeteria behavior are expected of all students.
9. All students are to walk (**NOT RUN**) while in the school building and on their way to and from the playground.
10. Absolute obedience for fire drills and other emergencies is required from all students.
11. All students are expected to keep the school buildings and grounds clean and neat.
12. All students are expected to observe acceptable audience behavior while participating in large group activities.
13. All students are to follow routine lines of communication. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity. If a teacher or aide is not available, report concerns to the office.

***** Refer to student Code of Conduct Page 10**

TITLE 18A: 25-2 AUTHORITY OVER PUPILS

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

We urge you to discuss the above State statute with your child. Any student reported for disorderly conduct runs a risk of having his/her privileges taken away for a period of time. Unsafe conditions and uncooperative behavior will not be tolerated. In cases of violation of rules of student conduct, parents shall be notified via telephone and/or letter from the discipline office and/or the superintendent. Severe behavior problems which continue to disrupt the operation of the school will be referred to the Lawnside Board of Education for immediate action.

PARENT-TEACHER ASSOCIATION

We have an active P.T.A. that is engaged in providing quality fundraising that results in overall improvements to the school program. We encourage all parents and teachers to join the P.T.A.!

SCHOOL UNIFORMS

Uniforms for Male Students

Bottoms - Navy blue pants, dress pants or shorts. No baggy, cargo or sweat type pants or blue jeans will be permitted

Tops - Yellow, Navy Blue or White golf or uniform shirt, short or long sleeve. In cold weather, navy blue sweater, cardigan or v-neck may also be worn. All shirts must be tucked in and belts worn.

Uniforms for Female Students

Bottoms - Navy blue pants, shorts, skorts or jumpers. No baggy, cargo or sweat pants, leggings, blue jeans mini skirts or splits will be permitted

Tops - Yellow, Navy Blue or White golf or uniform shirt, short or long sleeve. In cold weather, navy blue sweater, cardigan or v-neck may also be worn. All shirts must be tucked in and belts worn.

No light Blue Shirts

No Khaki Dresses or Pants



SCHOOL UNIFORMS

Whereas, the Lawnside School District Board of Education wishes to adopt a mandatory school uniform policy for all students in grades PreK- kindergarten through eight; and

Whereas, it firmly believes young people who are safe and secure, who learn basic American values and the essentials of good citizenship are better students; and

Whereas, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce problems, prevent future discipline problems from occurring and increase school safety; and

Whereas, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

Whereas, the Lawnside Board of Education strongly believes that the following issues would support such a uniform policy:

1. Uniforms would create security through identification; enabling school officials to recognize intruders.
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will eliminate peer pressure dealing with student attire.
4. Uniforms would promote a standard identity.
5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. Uniforms will help assist families with the economic burden of clothing school age children since uniforms are less costly than most clothing.

And, whereas, the actual school uniform for students in grades kindergarten through eight, commencing with the first day of classes of the 2009-2010 school year shall be as follows:

Male Students

Bottoms

Navy blue pants, dress pants or shorts of the appropriate size and length for the student. No baggy, cargo or sweat type pants or **blue jeans** will be permitted.

Tops

Yellow, Navy Blue or White golf or uniform shirt, short or long sleeve or turtleneck in cold weather. In cold weather, navy blue sweater, cardigan or v-neck may also be worn. All shirts must be tucked in and belts worn.

Foot Apparel

Appropriate socks, black, brown or navy should be worn at all times. Shoes, black, brown or navy blue may be worn. Boots may be worn in inclement weather. **Black sneaker may be worn**. Sneakers may not have any other colors on them.

Female Students

Bottoms

Navy blue, dress pants, shorts, skirt, skorts or jumpers of the appropriate size and length for the student. No baggy, cargo, sweat pants, leggings, miniskirts or splits will be permitted.

Tops

Yellow, Navy Blue, White golf shirt, uniform shirt, long or short sleeve or turtleneck (winter). In cold weather, a **navy blue** cardigan or V-neck sweater may also be worn. All shirts must be tucked in, and belts worn.

Foot Apparel

Appropriate socks or stockings, black, brown or navy, should be worn at all times. Shoes, black, brown or navy blue may be worn. Boots may be worn in inclement weather. **Black sneaker may be worn**. Sneakers may not have any other colors on them.

Physical Education

(Grades K-5) Navy blue sweat pants and sweatshirt, T-shirt, and sneakers, blue shorts may be worn in warm weather. The day the student has physical education is the only day athletic sneakers should be worn to school, unless authorized by the superintendent. Documentation must support request.

(Grades 6-8) Navy blue sweat pants and sweatshirt, T-shirt, and sneakers, blue shorts may be worn in warm weather. Students **must bring** their gym clothes to school with them on the day they have physical education. This will be the **only** time athletic shoes should be worn at school, unless authorized by the superintendent. Documentation must support request.

Consequences for failing to conform to this policy:

1. Student brought to office and parent/guardian notified:
Based on questions and response;
 - a. Parent unaware of child not wearing uniform – General Detention issued
 - b. Parent aware – Superintendent decision based on circumstances and situation
2. After three days of non-compliance parent and child will be brought to the Board of Education for a hearing as to why the continuous defiance.

A special fund shall be established to provide support for children from disadvantaged families to purchase uniforms as determined by the administration, and a used school uniform exchange program will be established in the school.

Opt-Out Dress Code

Students who use the opt-out procedure may wear clothes other than the official uniform; however, their apparel must conform to the following dress code.

- ◆ Clothes must be in school colors navy blue and yellow.
- ◆ Students must be well groomed and neatly dressed.
- ◆ Shorts must be fingertip length.

The following items of apparel are **not** permitted.

- ◆ Jeans
- ◆ T-shirts
- ◆ Athletic jerseys
- ◆ Insignias (shirts with emblems)
- ◆ Nylon athletic apparel
- ◆ Cargo pants
- ◆ Tube tops, halters, tank tops
- ◆ Hats
- ◆ Shoes with cleats or taps

Procedures for waiver for Opt-Out Dress Code:

Letter addressed to the school administration must specifically request reason stating why student chose to opt out. This is subject to Board approval.

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:11-7	Findings, declarations relative to school dress codes; adoption of dress code policy for school permitted; prohibition of gang-related apparel
N.J.S.A. 18A:37-1	Submission of pupils to authority Adopted July 11, 2001

Lawnside Board of Education Policy of Absences and Excuses

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- a) Encourage good attendance;
- b) Discourage unexcused absences;
- c) Identify patterns of absence, tardiness and early departures from school; and
- d) Intervene to prevent and correct problems with attendance.

Attendance

A day in session for purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction. One continuous session of two and one-half hours may be considered a full day in kindergarten.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

A student shall be recorded as absent in the school register when not in attendance at a session, except students excused due to religious holidays who shall be recorded as excused. An excused absence for any reason other than due to religious holidays shall not be counted as a day of attendance in the school register.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

Excused and Unexcused Absence

1. An absence shall be considered an "excused absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:
 1. The student's illness;
 2. Requirements of a student's individual health care plan;
 3. A death or critical illness in the student's immediate family, or of others with permission of principal;
 4. Quarantine;
 5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
 6. The student's suspension from school;
 7. Requirements of the student's individualized education program (IEP);
 8. Alternate short or long term accommodations for students with disabilities;
 9. The student's required attendance in court;
 10. Interviews with an admissions officer of an educational institution;

11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
12. Such good cause as may be acceptable to the principal.

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

2. An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences in "A" above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons:
 - ◆ Family travel;
 - ◆ Performance of household or babysitting duties;
 - ◆ Other daytime activities unrelated to the school program;
 - ◆ Leaving school without permission when school is still in session;
 - ◆ Leaving class because of illness and not reporting to the school nurse as directed; or
 - ◆ Being present in school but absent from class without approval. Such absence from class is a "class cut."

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

Attendance and Instruction

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

3. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
4. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 10 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian. The absence of documented parent/guardian notes, doctor's notes, and other records that verify that an absence was excused according to board policy, shall be considered unexcused. Unexcused absences shall count toward truancy and may be subject to loss of grade or course credit toward promotion or graduation and disciplinary actions according to the code of student conduct. Notes from parents/guardians shall be considered but the district may require additional documentation such as doctor's notes or other official records to verify the note.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school in writing of the reason for the absence.

Procedures for Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

2. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
3. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
4. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
5. Follow all procedures according to law and board policy 5142 Safety and 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected;
6. Cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

Procedures for Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

15. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
16. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
17. Evaluate the appropriateness of action taken as identify in consultation with the student's parents;
18. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 1. Refer or consult with the building's intervention and referral services team;
 2. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
 3. Consider an alternate educational placement;
 4. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 5. Refer to the court or a court program as follows:
 - a. When the unexcused absences are determined to be violations of the compulsory education law and board policy;
 - b. When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
7. Engage the student's family.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

1. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
2. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
3. Loss of partial or total course credit;
4. Detention or suspension.
5. Students who are habitually absent from school, may be required to make up lost time. The following table will be used to determine the number of make-up days.
 - 15 days missed requires 4 days of Summer School
 - 20 days missed requires 8 days of Summer School
 - 25 days missed requires 12 days of Summer School
 - 30 days missed may require retention

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- Make a determination regarding the need for a court referral for the truancy;
- Make a reasonable attempt to notify the student's parents of the mandatory referral;
- Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- Cooperate with law enforcement and other authorities and agencies, as appropriate;
- Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:
 - A. An attendance officer who finds a truant child, shall take the child and deliver him/her to the parent/guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend;
 - B. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
 - C. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
 - D. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
 - E. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
 - F. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$ 25.00 for a first offense and not more than \$ 100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special

circumstances a warrant, shall be directed to the alleged disorderly person and the child.
Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- C. Individualized education program (IEP);
- D. The Individuals with Disabilities Act (IDEA)
- E. Procedural protections set forth in N.J.A.C. 6A:14;
- F. Alternate short or long term accommodations for students with disabilities as required by law;
- G. Requirements of a student's individualized health care plan and individualized emergency healthcare plan.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials from the sending district shall proceed in accordance with the sending district's board attendance policy and procedure.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
- C. Requirements of the student's individualized education program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;
- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

No pupil in grades pre-kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the board of any change in the pupil's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact the parent/guardian;
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities;
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the chief school administrator receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested,

district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the chief school administrator shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see policy 5125 Pupil Records). After the chief school administrator has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The chief school administrator shall develop procedures for the attendance of pupils including:

1. The expectations and consequences regarding students' timely arrival of students to school and classes;
2. The expectations and consequences regarding attendance at school and classes;
3. A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
4. School staff responses for unexcused absences for:
 - a. Cumulative absences up to four;
 - b. Cumulative absences of between five and nine;
 - c. Cumulative unexcused absences of 10 or more; and
 - d. Referral to court.

Dissemination and Implementation

The chief school administrator shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/guardians and students shall be notified annually of the attendance policy.

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted:

NJSBA Review/Update:

Readopted:

Pupil Attendance, Attendance, Absences and Excuses, Student Attendance

Legal References:

<u>N.J.S.A.</u> 18A:111	General mandatory powers and duties
<u>N.J.S.A.</u> 18A:354.9	Pupil promotion and remediation; policies and procedures
<u>N.J.S.A.</u> 18A:3614, -15, -16	Religious holidays; absence of pupils on; effect
<u>N.J.S.A.</u> 18A:3619a	Newly enrolled students; records and identification
<u>N.J.S.A.</u> 18A:3624	Missing children; legislative findings and declarations
<u>N.J.S.A.</u> 18A:3825	Attendance required of children between six and 16; exceptions
<u>N.J.S.A.</u> 18A:3826	Days when attendance required; exceptions
<u>N.J.S.A.</u> 18A:3827	Truancy and juvenile delinquency defined
<u>N.J.S.A.</u> 18A:3831	Violations of article by parents or guardians; penalties
<u>N.J.S.A.</u> 18A:3832	District and county vocational school attendance officers
<u>N.J.S.A.</u> 18A:407	Exclusion of pupils who are ill
<u>N.J.S.A.</u> 18A:408	Exclusion of pupils whose presence is detrimental to health and cleanliness
<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
<u>N.J.S.A.</u> 18A:4010	Exclusion of teachers and pupils exposed to disease
<u>N.J.S.A.</u> 18A:4011	Exclusion of pupils having communicable tuberculosis
<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 52:17B-9.8a	Marking of missing child's school record
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:16-1 et seq.	Programs to support student development
<u>N.J.A.C.</u> 6A:16-7.6	Attendance
<u>N.J.A.C.</u> 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-8.1 et seq.	Student Attendance and Accounting
<u>N.J.A.C.</u> 6A:328.3	Student attendance
<u>N.J.A.C.</u> 8:61-2.1	Attendance at school by students or adults with HIV infection

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794 (Board may impose penalties for unjustifiable tardiness, improper absences from classes, truancy, and other unexcused absences)

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851 (Board may adopt policy to deny students course credit after a student was late or absent a specified number of times.)

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains Fanwood Regional School District, 1988 S.L.D. (June 22)(board acted unreasonably in applying its attendance policy to student with excessive absences due to chronic medical illness)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education
www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf

List of Religious Holidays Permitting Pupil Absence From School
<http://www.state.nj.us/education/genfo/holidays1415.htm>

Jerkins v. Anderson. 191, N.J. (2007)

Possible

Cross References:

*5020	Role of parents/guardians
*5111	Admission
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5141.2	Illness
*5141.4	Child abuse and neglect
*5142	Pupil safety
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency
*6147.1	Evaluation of individual student performance
*6154	Homework/makeup work
*6171.4	Special education
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

New Jersey Definition of Harassment Intimidation and Bullying

(HIB)

ANY gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is **reasonably** perceived as being motivated either 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 [**handicap**] disability or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function [or] , on a school bus or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- Has the effect of insulting or demeaning any student or group of students [**in such a way as to cause substantial disruption in or substantial interference with the orderly operation of the school**]
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or persuasively causing physical or emotional harm to the student.

Bullying Versus Peer Conflict

Bullying – refers to the process of intimidating or mistreating somebody weaker or in a more vulnerable situation based on a distinguished characteristic (Race, Color, Sexual Orientation).

Peer Conflict- is a disagreement or clash between ideas, principle, or people.

Lawnside Board of Education

Policy Student Code of Conduct and Discipline Procedures

Although the Student Code of Conduct contains a listing of infractions, it is clearly intended not to be all-inclusive, since no list can be. It is also intended that the administration and/or the Board of Education have the power to administer discipline for any other offense which is in violation of law or school district policy or procedures, or in violation of what is deemed accepted standards of conduct for students in the LAWNSIDE SCHOOL DISTRICT.

School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment which is conducive to learning.

This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior
2. Procedures to determine violations of rules
3. Consequences for such violations

The school acts "in loco parents", that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority, and this code of conduct, extends to school sponsored functions at whatever location they are conducted.

Each student is guaranteed the right:

1. To be heard
2. To have fair consistent rules
3. To due process procedures

These student rights are accompanied by student responsibilities

1. To attend school and classes regularly
2. To respect school property
3. To refrain from conduct that disrupts or threatens to disrupt the learning of other students

The code of conduct has been developed to address the responsibilities of students to attend school and to attend classes, making fully clear the possible immediate benefits and/or long term consequences of excessive absences, truancy, class cuts and tardiness.

INFRACTION

RESPONSE

I. CLASS CONTACT TIME

1. LATE TO CLASS (Per Marking Period)

<p>A. Less Than Two Minutes</p> <p>1st</p> <p>2nd</p> <p>3rd</p> <p>4th</p> <p>5th</p> <p>B. Two to Five Minutes</p> <p>C. More Than Five Minutes</p>	<p>Teacher warning</p> <p>Teacher warning</p> <p>Teacher detention teacher/parent/guardian conference</p> <p>General detention</p> <p>General detention</p> <p>All occurrences - general detention</p> <p>Considered a class cut - refer to 3</p>
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2. LATENESS TO SCHOOL (Per Marking Period)

All lateness past 9:00
Parent contact will be made – unavailable
parents will

be contacted by the truant officer

1 - 2 latenesses

Warning

Letters will be sent to parents/guardians

Warning of future consequences

3 - 4 latenesses

1 Detention

5 - latenesses

2 Detentions

Letters will be sent to parents/guardians warning of
future consequences

6 latenesses

1 in-school suspension; parent conference required

3. CUTTING CLASS

First Cut

1 day in school suspension

Second Cut

2 days in school suspension

Third Cut

1 day external suspension

4. TRUANCY

1st offense

1 day in school suspension

2nd offense

2 days in school suspension

3rd offense

3 days in school suspension, parent conference required

4th offense

Minimum three days external suspension

Parent/guardian conference

Referral to Pupil Assistance Committee

5. LEAVING THE BUILDING WITHOUT PERMISSION/BEING IN AN UNAUTHORIZED AREA

1st offense

2 General Detentions

2nd offense

1 day in school suspension

3rd offense

2 days in school suspension

4th offense

External suspension/parent guardian conference

6.

LEAVING THE SCHOOL GROUND OR SITE OF SCHOOL ACTIVITY WITHOUT
PERMISSION

All offenses

2 days external suspension and parent/guardian conference

II. OTHER INFRACTIONS

The student code has been prepared to ensure the physical safety of all school personnel as well as the students. All acts of violence, whether contained in the following section of infractions or not, will not be tolerated in the LAWN SIDE PUBLIC SCHOOL. In addition, the student misconduct may be so serious in nature as to require further disciplinary action such as long-term suspension and/or expulsion, and/or referral to the law enforcement authorities. The administration and/or the Board of Education reserves the right to impose greater penalty at any time, depending upon the facts and circumstances of the particular infraction.

III. VIOLATION OF THE FOLLOWING RULES WILL INITIATE IMMEDIATE REFERRAL TO THE ADMINISTRATION, FOLLOWED BY IMMEDIATE EXTERNAL SUSPENSION, PENDING A BOARD OF EDUCATION HEARING OR EXPULSION.

IV. A. Assault

New Jersey statutes mandate that the Administration suspend a student externally, pending an expulsion hearing with the Board of Education, in the event that a student commits assault upon any school district employee. Such an assault occurs where the student attempts to cause or purposely, knowingly, or recklessly causes bodily injury to a school district employee with a weapon, or attempts physically to put a school district employee in fear of serious bodily injury. Such an assault may have

been committed even without an actual physical touching of the school district employee."(18A:37-2.1)

B. Pulling fire alarm without cause, and/or calling 911, making telephone threats, which affect school/students.

Immediate external suspension, pending Board of Education hearing. Charges will be filed with local authorities when the infraction is in violation of local, state or federal law safety (i.e., bomb threats); starting a fire in school whether the intent is malicious, damaging, prankish, and/or deliberate.

C. Possession, consumption or being under the influence of alcoholic beverages or of controlled dangerous substances (marijuana or other dangerous drugs).

IV. SUSPENSION PROGRESSION

When a student reaches in any school year ten (10) days of suspension (internal or external or three suspensions:

1. Parent/guardian conference with the Administration
2. Review of student records (report card, discipline record, attendance, academic progress, etc.)
3. The student is ineligible for all class trips.
4. Counselor intervention is mandatory.
5. Screening for Pupil Assistance Committee referral is made by the guidance counselor if the behavior causes ongoing peril to the student or other and/or if the student's behavior creates an ongoing substantial disruption to the educational process
6. An alternative program (homebound instruction, alternative classroom) may be arranged by the superintendent if deemed necessary.
7. Referral to Board of Education for possible expulsion or other appropriate action.

VI. SUSPENSION AFTER BOARD HEARING

1. All suspensions after Board hearing will be external.
2. Mandatory parent/guardian conferences will be required.
3. Suspensions received after hearing:
 - 1st Homebound instruction will be offered. Continued exclusion from all class trips.
 - 2nd Exclusion from all school activities, including eighth grade graduation dance.
Exclusion from eighth grade graduation.
 - 3rd Homebound instruction will be offered.
4. In the cases of behavior which causes ongoing peril to the student or others and/or if the student's behavior creates an ongoing substantial disruption to the educational process, recommendation by the Superintendent for a placement hearing prior to any Board of Education action.

NOTE: In lieu of the Alternative Classroom, homebound instruction is offered.

While a student is placed on suspension he or she may not be permitted to attend any and all activities sponsored by the school. Suspended students are not allowed on the school grounds during suspension.

The Superintendent shall ensure that the rules for these regulations are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

LAWNSIDE PUBLIC SCHOOL DISCIPLINE CODE

Consequences

- | | | |
|-------|---|--|
| 1. | The threat to physically assault (hurt) another person | Refer to Guidance |
| 2. | Lateness to school. Arrivals past 8:39 are considered late to school. All lateness past 9:00, parent contact will be made | |
| | 1-2 latenesses | Verbal Warning
Calls will be made to parents/guardians warning of future consequences |
| | 3-4 latenesses | 1 General Detention |
| | 5 latenesses | 2 General Detentions |
| | Excused latenesses will be for medical reasons. | |
| 3. | Throwing or projecting dangerous objects | 1 General Detention |
| 4. | Use of actions which are disruptive to the academic atmosphere of the building | 1 General Detention |
| 5. | Unauthorized possession of or playing with any electronic devices. Ex. cell phones, mp3, handheld video games | 1 General Detention/
Confiscation of Item |
| 6. | Disruptive behavior on the school grounds (excessive, loudness, screaming and running) horseplay | 1 General Detention |
| 7. | Verbal assault which is intended to incite, intimidate or abuse a person or persons | 2 General Detentions |
| 8. | Use of profanity, obscene language or gestures | 2 General Detentions |
| 9. | Forged signatures/parental notes, school passes and forms | 2 General Detentions
Parents contacted |
| 10. | Leaving class without permission | 1 st Offense – 1 General Detention
2 nd Offense – 1 Day Suspensions |
| 11. | On school grounds during suspensions | 1 Additional Day Suspension |
| 12. | Extortion (Forcing someone to give you money or other things) | 1 Day Suspension |
| 13. | Continued willful disobedience | 1 Day Suspension |
| 14. | Leaving school grounds during school day without permission | 1 Day Suspension |
| 15. | Deliberately intentionally endangering the safety of others (accessory to the fact) i.e. encouraging fighting, etc. | 2 Days Suspension |
| **16. | Trespassing after school hours | 1 Day Suspension
Notification of proper authorities |
| 17. | Open defiance of authority | 2 Days Suspension |
| 18. | Verbal abuse (willful) intimidation insulting or in any other manner abusing verbally a member of the school staff | 2 Days Suspension |
| 19. | Inappropriate sexual/physical contact | 2 Days Suspension and Remanding to the Board of Education |
| 20. | Simple assault (hitting or striking) | 2 Days Suspension |
| 21. | Fighting | 5 Days Suspensions |
| 22. | Stealing/Theft | 1-3 Days Suspension |
| 23. | Indecent Exposure | 3 Days Suspension and Recommended for Counseling |

24.	Possession of pornography	3 Days Suspension
25.	Truancy	1 Day Internal Suspension(see "Code")
26.	Cutting General Detention	2 General Detentions
27.	Cutting Class	1 Internal Suspension
28.	Cutting class detention	1 st Offense – 1 General Detention 2 nd Offense – 2 General Detentions 3 rd Offense – 1 Day Internal Suspension 4 th Offense – 1 Day External Suspension
29.	Deliberate defacing, destruction/damage to school property	3 Days Suspension
30.	Physical aggravated assault upon another person	5 Days Suspension
31.	Possession, custody or use of any items, commodities or products that are considered dangerous (drugs, alcohol, firecrackers)	5 Days Suspension Remanding/Recommended Counseling
32.	False Alarm/Bomb Scare, Calling 911	5 Days Suspension and Remanding to the Board of Education
**33.	Damage to school personnel's property	5 Days Suspension Reimbursement and Remanding to the Board of Education
34.	Dress Code The educational process is hindered by certain dress habits which tend to be "extreme." These are expressed in a number of ways:	
	1. Unsafe dress: student dress must satisfy safety requirements as already set by such classes as gym, home economics, and industrial arts. Bare feet are unsafe and unhealthy. All laced footwear must be tied.	
	2. Dress advertising or advocating activities that are prohibited at Lawnside Public School: Any article of dress or decoration advertising smoking, alcoholic beverages, drugs, obscenity or other activities specifically prohibited on school premises will not be acceptable.	
	3. Disruptive dress: any article of clothing or decoration such as patches, badges containing obscene words or phrases that attracts attention to the extent of being a nuisance, disturbance, or drawing undue attention, not only in the classroom but on the school grounds will not be acceptable. Hats are only to be worn to and from school. Hats are a source of disturbance, a nuisance and draw undue attention from the learning process.	

Consequences:

If student's dress is unsafe, the school will counsel students; and, if necessary, temporarily remove student from classes, and call parents. If student dress is disruptive or advertise activities that are prohibited at Lawnside Public School, consequences will include parent notification, confiscation if appropriate, detention, parent conference and suspension for repeat offenders. Hats needed for cold weather are to be picked up by the student at the end of the school day, otherwise, hats will be kept until the end of the school year unless they are picked up by a parent.

**35.	Assault upon teacher, administrator or other employee	21 Days Suspension and Remanding to the Board of Education, referral to law authority
**36.	Distribution of controlled dangerous substances	21 Days Suspension and Remanding to the Board of Education, recommended counseling, referral to law authority
**37.	Possession, custody or use of a weapon, "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury or pain. The term includes, but not limited to:	21 Days Suspension, Remanding recommend counseling, possibly referral to law authorities
	a) firearms, whether capable of readily being operable or not; knives;	
	b) sharpened or pointed pieces of metal or hard material;	
	c) items which can be used to club or hit another person;	
	d) any toxic, coercive, explosive or flammable material;	
	e) any device which releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury;	
	f) any item which can be used to inflict pain or injury to	

- another person, the possession of which is not otherwise explained by the person possessing such item to the satisfaction of the appropriate school authorities;
- g) components which can be readily assembled in each of the above.

****38. Starting fires**

21 Days Suspension
Remanding and Recommended
Counseling

**** THIS INFRACTION WILL BE REPORTED TO THE SUPERINTENDENT AND THROUGH HIM/HER TO THE BOARD OF EDUCATION AND WHEN NECESSARY TO THE POLICE. STUDENTS SHALL BE REMANDED TO THE BOARD OF EDUCATION FOR COMMITTING THIS OFFENSE.**

1. An accumulation of three suspensions within a school year will prohibit the participation in any extracurricular activities, i.e. class trips, dances, sports.
2. A written essay must be completed by the students after each in fraction that he/she has committed.
3. A parent conference is to be held after each suspension.

Legal References:	<u>N.J.S.A.</u>	18A:61-1	Corporal punishment of pupils
	<u>N.J.S.A.</u>	18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u>	18A:25-2	Authority over pupils
	<u>N.J.S.A.</u>	18A:37	Discipline of pupils
	<u>N.J.S.A.</u>	18A:37-2.1	Assault by pupil upon teacher
	<u>N.J.S.A.</u>	6:28-2.8	Disciplinary action

Approved by Lawnside Board of Education

2nd Floor New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2ndfloor, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 day a year to all New Jersey young people, ages 10 to 24. Youth can call 2ndfloor at 1-888-222-228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2ndfloor.org for more information and try the message board!

Annual Integrate Pest Management Notice

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Lawnside School District has adopted an Integrated Pest Management Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Lawnside School District is:

Mr. Mark Bass
426 Charleston Avenue
Lawnside, NJ 08045
856-546-4850 extension 2253

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Lawnside Public School 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 the 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.

- A copy of the school district's IPM policy is available upon request.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan will be announce to the public.
- A list of pesticides that are in use or that have been used in the past 12 months on school property may be obtained upon request.

***Lawnside Public School
Mission Statement***



The mission of the Lawnside School District is to educate our students, through mastery of the Core Curriculum Content Standards (CCCS), in order to become independent thinkers and problem solvers so they will be empowered to meet the challenges of and achieve success in tomorrow's emerging world community.

The educational community will provide a safe, nurturing environment in which individual and civic responsibility is fostered and diversity is respected.

District Goals

The District Goals were established in collaboration with the Lawnside Board of Education members at the Board retreat on Thursday, June 29, 2023.

In June, 70% of students will meet their ELA & Math annual growth targets as measured by the iReady diagnostic assessment.

Decrease chronic absenteeism by 10%

Effectively communicate with parents and community district information, specifically the new Attendance Policy.