

POMPTON LAKES PUBLIC SCHOOLS

PARENT HANDBOOK

2018-2019

INDEX

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Phone Directory Pompton Lakes School District (973) 835-7100

Board Numbers/School Numbers	Help Line Numbers/Counseling Resources
Board of Education Office Fax: 973-835-1748	For help with referrals call:
Superintendent's Office Ext. 1508	DCP&P No. Passaic Office 800-847-1743
Business Office Ext. 1517	Passaic County Mental Health Association..... 973-487-4444
High School Fax: 973-835-1054	Juvenile Family Crisis Intervention Unit 973-470-3025
Dr. Vincent S. Przybylinski, Jr., Principal Ext. 2512	Toughlove 800-333-1069
Mr. Anthony J. Mattera, Assistant Principal..... Ext.2514	Parents Anonymous 800-835-5437
Absentee Line Ext. 2501	Passaic County Crime Stoppers Tip Line 888-958-8477
Lakeside School Fax: 973-835-8088	For alcohol or other drug concerns call:
Mr. Jake Herninko, Principal..... Ext. 1510	Skip McLaughlin, S.A.C., Pompton Lakes High School Ext. 2525
Mr. Michael McCarthy, Vice Principal Ext. 1510	Sliding Fee Agencies:
Absentee Line Ext. 1501	New Bridge Service
Lincoln School Fax: 973-835-2369	105 Hamburg Turnpike, Pompton Lakes, NJ 07442 973-835-0613
Mr. Louis A. Shadiack, Principal Ext. 3510	St. Mary's Community Counseling Service
Absentee Line Ext. 3501	17 Pompton Avenue, Pompton Lakes, NJ 07442 973-835-0374
Lenox School Fax: 973-839-0793	Jewish Family Services of North Jersey
Mrs. Helen Tardif, Principal Ext. 4510	1 Pike Drive, Wayne, NJ 07470 973-595-0111
Absentee Line Ext. 4501	Family Services of Morris County
Director of Curriculum, Testing and Instruction	1 Ace Road, Butler, NJ 07405..... 973-838-0724
Mrs. Jayne Tanis..... Ext. 1507	Other Resources:
Director of Special Services Fax: 973-835-0655	Wayne Township Counseling Center
Dr. Michelle Fenwick1540	475 Valley Road, Wayne, NJ 07045 973-694-1234
High School Guidance Fax: 973-835-4264	Family Services of Morris County
Ms. Tammy Weishaupt, Director of Guidance2520	1 Ace Road, Butler, NJ 07405..... 973-838-0724
Director of Health, Physical Education and Athletics	North Jersey Counseling Associates
Ms. Colleen Moyle2507	629 Newark-Pompton Turnpike, Pompton Plains, NJ 07444.. 973-839-5984
Affirmative Action Officer	Northwest Covenant Medical Center/Adolescent Substance Abuse
Dr. Michelle Fenwick1540	130 Powerville Road, Boonton Township, NJ 07005 973-316-1812
Children's P.L.A.C.E.	New Jersey School Safety Hotline 877-624-8082
Mrs. Nancy Finelli, Supervisor of Autism Program3572	Anti-Bullying Coordinator
Student Assistance Counselor	Ms. Tammy Weishaupt2520
Ms. Tammy Weishaupt.....2520	

Hours of Sessions

Elementary School

Grades K-58:35AM – 3:05 PM

Middle School

Grades 6 through 88:14 AM – 2:55 PM

High School

Grades 9 through 128:00 AM – 2:46 PM

Emergency Closing of Schools

If it becomes necessary to not open school because of the weather or any other emergency, the following is the means by which you will be notified:

For school closings and delayed openings, the School Messenger automated system will also be used to inform registered families and WGHT (1500AM) and Channel 12 TV will announce school closings beginning at 5:30AM. Closings will also be posted on News Channel 12's website and at www.plps-k12.org.

Delayed Opening Procedures

Due to Weather Conditions or Other Emergencies

In the event of inclement weather or unforeseen emergencies, school will either be closed or subject to a delayed opening. On those days when a delayed opening is in effect, **Lakeside Middle School** and **Pompton Lakes High School** will begin homeroom at **9:45 AM**, students must arrive by **9:40 AM**. **Lenox and Lincoln Elementary Schools** will open at **10:00 AM**. **Pre School** will open **AM session 10:00 AM – 12:00 - PM session 1:00 PM – 3:00 PM**. Lakeside Middle School students are encouraged to be dropped off beginning at 9:30 am during delayed opening school days. This procedure will allow the district to obtain credit for a day of schooling as well as avoiding early morning congestion and weather conditions which may improve later in the morning hours. On those days when a delayed opening is in effect, Day Care will open at 9:00 AM. There will be no breakfast program on delayed opening days.

Assuring the safety of students and staff will always be the main priority when making inclement weather decisions.

The bus transportation supplied to the Riverdale students of Pompton Lakes High School has established bus stops that have been selected for convenience and safety. Students are to enter and exit their buses at their assigned bus stops. Students will not be prevented from using other stops by the bus drivers; however, they are requested not to do so without parental approval. **Under no circumstances** should any student exit the bus in order to cross Route 23 on foot. We request that you discuss these issues with your child.

Early Dismissal Procedure

Due to Weather Conditions/Emergencies

In the event of an early dismissal, students on the elementary level will remain in school until a parent/guardian is notified of early closing. If a parent/guardian cannot be located, the child will remain supervised in school until the regular dismissal time. On the middle school and high school level, students will be dismissed and are expected to proceed home or to another location designated by the parent/guardian. Parents should discuss with their children the emergency procedures to be implemented in the event of an early closing.

All effort will be expended to provide Riverdale students with timely bus transportation home.

Emergency early dismissals will be communicated through the School Messenger automated system and the district's website.

Unless otherwise notified, dismissal times will be as follows:

High School - 12:27 PM • **Lakeside** – 12:55 PM • **Lincoln/Lenox** 1:00 PM.

Riverdale Student Busing

Riverdale student bus schedule will be provided by the Riverdale Board of Education.

All students who use the Riverdale bus transportation are required to follow all Pompton Lakes High School rules and regulations.

If there are any questions, please contact Riverdale School: 973-839-1300

Students can board the bus only at their assigned bus stops. The bus company will make every attempt to stay on the time schedule; however, traffic and road conditions may cause delays.

Under no circumstances should any student exit the bus in order to cross Route 23 on foot.

Delayed Opening

In the event of a delayed opening, the pickup times will be **delayed** 90 minutes.

High School

Statement of Philosophy

In a complex world where change is so rapid, the school's responsibility is to supply students with the opportunity to develop the essential skills and attitudes that will enable them to successfully adapt to the challenges of the future. We believe that the purpose of our school is to educate young people and provide for their physical and emotional development. We must create an environment that reinforces the values of self-discipline, tolerance, and citizenship. Our curriculum should stimulate the intellectual curiosity, assist students in making career choices, and develop an awareness of social and environmental responsibilities.

We believe that a school's obligation goes beyond the development of skills and knowledge. Our American heritage mandates the development of proper attitudes necessary for proper citizenship in a democracy. In order to implement such attitudes, we must stress the importance of such personal qualities as responsibility, self-esteem, and integrity. In addition, we are responsible for producing a school environment that nurtures personal creativity and cultural appreciation.

We realize that our school does not exist in a vacuum. The community and the home must be actively involved in the positive development of our students. We, as educators, must continue to stress the importance of their contribution and cooperation.

We do not view our graduates as finished products. Rather, we strive to promote the idea that, in our advanced technological age, education is a continuing life process. Active involvement in this process will assist our young people in the

understanding of their roles in society and in the appreciation and enjoyment of a good life.

Statement of Goals

- I. Develop a desire for learning now and in the future
- II. Learn how to respect and appreciate ethnic diversity
- III. Develop pride in work and feeling of self-esteem
- IV. Develop a positive character
- V. Learn how to collect, examine, and use information
- VI. Understand and practice democratic ideas and ideals
- VII. Learn how to manage personal economics
- VIII. Develop an awareness of career opportunities
- IX. Practice and understand the ideas of health and safety
- X. Appreciate and experience the fine arts
- XI. Understand and practice skills of family living
- XII. Learn how to use leisure time

Attendance

It is important that a pupil be present each day that school is in session. The youngster who is absent loses the effectiveness of teacher presentation of material and class group discussion. "Make up" work, while helpful, cannot match what has been missed. Moreover, habits of regular attendance emphasize the seriousness of the educational experience, while casual absence for minor or trivial reasons fosters an attitude of indifference to school. Casual absence impedes learning and, **when parents condone such absences, the damage is worsened.**

High School Attendance Policy

Total absences in excess of ten days in a semester course or twenty days in a full-year course or five days in a one cycle course will result in the loss of course credit.

Students who have violated the ten-twenty day rule and lose course credits will remain in their classes or be given an administratively adapted schedule and grade of WAT (Withdrew for Violation of Attendance Policy).

Tardiness to school, dismissals prior to the end of the school day, and vacation days will be counted toward a student's total absences in relation to the ten-twenty day rule. For each class missed, the student will have one-eighth (1/8) of an absence added to his or her total absences.

Absence because of religious observances, school-sponsored activities or suspension will be considered non-cumulative absences. In order to participate in sports or other extracurricular activities, students must be in school by 12:00 PM on the day(s) they are participating.

Tardiness and Class Cuts

An unauthorized absence from a class by a student who is in attendance on that day will be considered a class cut. Thus, a student whose unexcused tardiness to school causes him or her to miss class will be considered to have cut that class.

A total of three class cuts in a course will result in a student's being denied class credit for that course. In addition, once a student accumulates ten total cuts for the school year, he/she will lose course credit for any additional classes cut in excess of the ten-cut limit.

Tardiness to class will be counted towards a student's total class cuts for purposes of this policy. Three unexcused class tardies will be considered as one class cut.

Written Excuses-Requests for Excused Absence

Written excuses from a parent or guardian giving physical, mental, or emotional disability as reason for absence are recognized by the school as acceptable, but these days will count as cumulative absences according to the attendance policy. Religious holidays recognized by the N.J. State Department of Education are, of course, acceptable as times of excused absences.

Written excuses from parents that provide reasons not included in the above categories or giving no reason are not acceptable. In the event the school receives such excuses, the following regulations apply:

(a) The parent is informed in writing that the reason given is not in the acceptable category.

(b) The parent and student are informed that failing marks are automatically registered against the student in each class for each day of such unauthorized absences. Special provisions are not required to be made by teachers to provide make-up work or tests for students absent in these circumstances.

(c) Parents should make a written request in advance for school approval of an absence that is not due to a physical, mental, or emotional disability. The school will judge each case on its merits to determine whether approval is warranted. However, this absence still counts toward the student's total of cumulative absences.

Absence Procedures

Parents/guardians of elementary, middle, and high school students are encouraged to use our schools 24-hour absentee line. You are responsible for notifying the school on the first day of a student's absence. In the event this procedure is not followed by the parent/guardian, assigned school personnel will make every reasonable attempt to contact the parent/guardian by phone.

Each school will set up procedures to validate requests for early dismissal to assure that children are released only for proper reasons and into proper hands. A student may not be released on the basis of an invalidated telephone call. A teacher shall not send any pupil on a private errand.

Children of estranged parents may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school record. The schools shall not be a party to other arrangements with estranged parents.

Parents of elementary, middle, and high school children must call the school between 8:00 and 9:00 AM if a child is to be absent in the morning or for the entire day. If a child is to be absent in the afternoon session only, parents must call the school between 11:45 AM and 12:45 PM.

If a parent does not call the school about a student's absence, there will be phone contact from the school. After 3 or 4 days, a follow-up call will be made to verify extended absences. In cases of excessive absenteeism, the principal or designee will make a determination as to what course of action will be taken.

Homework Assignment Requests

Should you find it necessary to request homework assignments when your child is absent, please allow the school 24 hours notice to prepare the assignments requested and to obtain the books needed. We ask that requests be made for students who will be absent more than two days.

Truancy

Unauthorized absence from school constitutes truancy.

After reporting to school, a student who leaves the building without permission from the nurse or office is truant. The school operates on a single session day, so anyone not returning after lunch is also truant (except for students who regularly go home for lunch and whose afternoon absence is reported to the school immediately by the parent).

Lakeside School

Attendance Policy

Absences exceeding twenty days may result in the student losing privileges, being retained in grade level or the requirement to attend and successfully complete summer school courses.

Students who exceed the twenty day rule shall remain in their classes and continue to earn grades with a determination regarding status of retention or summer school made during June of the current school year.

Vacation time taken while school is in session shall also be counted toward the permitted twenty days. Students tardy to school must be accompanied to the office by a parent upon arrival. Additionally, students who are late 3 or more times without a parent may serve a central detention, and parents/guardians may need to meet with a member of administration. Students who are late 10 or more times will serve a central detention, and parents/guardians may need to meet with a member of administration. See Lakeside's Student Handbook for more information.

Absence due to religious observances, school sponsored activities or suspension shall be considered exceptions to the twenty day rule.

Pupils absent from school for any reason are responsible for the completion of all assignments missed because of their absence. Any student receiving an incomplete on the report card has an amount of time equal to the absence, if not on home instruction, to complete the assignments. Incompletes that are not resolved in a timely fashion may result in the student receiving a failing grade for that cycle for which the incomplete was originally issued.

Tardiness Policy

A parent/guardian must sign in any student who is tardy to school. If not, a parent will be called. See Lakeside's Student-Parent Handbook for more information.

Conference and Report Card Dates

Lenox and Lincoln Schools

1. Back to School Night

Lenox School Thursday September 13 7:00 PM

Lincoln School Monday September 17 7:00 PM

2. **Parent Teacher Conference Dates** – Kindergarten through 5th Grade: December 6-8 and May 2,3.

3. **Report Card Dates** – Grades K-5: Report cards will be provided during Parent-Teacher Conferences for the first and third marking periods and will be sent home with children from the second and fourth marking periods.

<u>Marking Period</u>	<u>Marks Close</u>	<u>Sent Home</u>
First	November 15	P/T Conferences
Second	February 1	February 15th
Third	April 9	P/T Conferences
Fourth	June 20	June 20

Note: The report card cover must be signed and returned to the child's teacher for Marking Periods 1, 2 and 3.

4. **Interim Deficiency Reports** – If your child is making unsatisfactory progress, a special notice will be sent to you. Additional conferences may be requested by the parent or the teacher based on individual problems.

5. **PARCC Testing Dates** – Refer to Master School Calendar.

Lakeside School

1. **Back to School Night** – Thursday, September 12 at 7:00 PM

2. **Grading Policy** – A+ = 97-100, A = 93-96, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- 70-72, D = 65-69, E = Below 65.

3. **Report Card Dates** – Grades 6-8:

<u>Marking Period</u>	<u>Marks Close</u>
First	November 14
Second	January 30
Third	April 4
Fourth	June 20

Note: Progress reports and report cards can be viewed via the ParentPortal. Please contact the school or see Lakeside's Student-Parent handbook for procedures on how to set up a new ParentPortal account.

4. Honor Roll – In order to make High Honor Roll, students must have no marks below A on their report card. To make Honor Roll, students must have no marks below B on their report card. Marks of satisfactory or outstanding are required in both conduct and effort.

5. PARCC 6-8 & NJASK 8 Science Testing Dates - Refer to School Master Calendar

High School

1. **Back to School Night** ; Thursday September 20 7:00 PM
2. **Grading Policy** – A+ = 97-100, A = 93-96, A- = 90-92, B+ = 87-89, B = 83-86, B- = 80-82, C+ = 77-79, C = 73-76, C- 70-72, D = 65-69, E = Below 65
3. **Report Card Dates** – Grades 9-12: Report cards will be prepared through the use of data processing procedures. They will be issued to parents electronically on or about the dates listed below.

<u>Marking Period</u>	<u>Marks Close</u>	<u>Electronically Week of</u>
First	November 12	November 14
Second	January 25	January 29
Third	March 28	April 1
Fourth	June 20	June 24

Note: The report card does not have to be signed and returned to the child’s teacher.

4. Progress Reports – If your youngster is failing, not working up to his or her potential, or is performing unsatisfactorily, a progress report notice will be sent electronically to you if the teacher and the administration feel that this additional method of communication is necessary.

<u>Marking Period</u>	<u>Electronically Sent Week of</u>
First	October 8
Second	December 14
Third	February 26
Fourth	May 10

5. Honor Roll Requirements – To attain either the High Honor Roll or the regular Honor Roll, a student’s report card cannot show any C’s, D’s, F’s, Incompletes or 3s in conduct for the marking period or exam grades. For the regular Honor Roll, a student’s GPA for the marking period must be greater than or equal to 3.4, for the High Honor Roll, greater than or equal to 3.9.

6. Cheating Policy – Cheating at Pompton Lakes High School is not condoned. Cheating shall result in a zero/F for the work in question. A “3” will be given in conduct and/or effort for the cycle. Repeat offenses will make the student ineligible for the Honor Roll, National Honor Society, and Academic Recognition Ceremony and the right to graduate with honors.

7. PARCC and Other Standardized Testing Dates – Refer to Master School Calendar

8. Credits – Each student must attempt a minimum of 35 credits (7 courses or equivalent) each year.

9. Homeroom Placement – The following rules apply for advancement from one grade level homeroom to the next:

NEEDED TO GRADUATE: 130 Credits

<u>From</u>	<u>To</u>	<u>Credits</u>
9	10	30.0
10	11	60.0
11	12	*

* Scheduled for enough credits to graduate

CURRICULUM MEETING DAYS

2:00 Dismissal

Monday, October 8	Monday, March 11
Monday, December 17	Monday, May 13
Monday, January 7	
Monday, February 11	

GENERAL SCHOOL POLICY

Promotion and Retention

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil in this district shall be moved forward in a continuous program of learning in harmony with his or her own development.

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he or she has completed the course requirements at the presently assigned grade.

Promotion standards will be announced to parents and pupils at the beginning of each school year and course of study. Parents and pupils shall be regularly informed during the school year of the pupil’s progress toward meeting promotion standards. A teacher who determines that a pupil’s progress may not be sufficient to meet promotion standards shall notify the parents and the pupil and offer immediate consultation to the pupil’s parents. Every effort shall be made to remediate a pupil’s deficiencies before retention is recommended. The parents and, where appropriate, the pupil shall be notified of the possibility of pupil’s retention at grade level in advance and, wherever feasible, no later than six weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 160 days during the school year.

Retention shall not be used until all other possibilities, including special help and remedial work, have been attempted and appear to be insufficient. In all cases of retention or acceleration, parents must be informed by the end of the third marking period of such possibility well in advance; a conference with them shall be sought. In all instances, the advice and help of special staff shall be utilized. The principal shall exercise particular care in approving more than one retention during a child's elementary school experience, and may, when desirable, provide for promotion on the basis of personal needs rather than academic achievement.

Any decisions to change a child's grade placement during the school year shall be done with the consultation of the Child Study Team and with the involvement of the child's parents.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parents and adult pupils may appeal a promotion or retention decision to the principal, whose decision shall be final.

At the high school, each course has specific course proficiencies that every student taking the course is expected to master. If you wish a copy of these proficiencies, please contact the school (973-835-7100) and request them.

The Superintendent shall distribute this policy to all parents and all pupils in grades 9-12 at the beginning of each school year and shall invite their participation, along with the participation of teachers, in the development of revisions of the policy.

Pupils Remaining After School

Elementary School

In as much as parents have a right to know where their children are at all times, the following policy is being set forth:

If it is necessary for a pupil to remain after 3:05 PM, the parent/guardian will be notified. If a child is to be kept after school the same day, telephone contact with the parent/guardian will be made. If contact cannot be made prior to 2:30 PM, the classroom teacher will send the child home at 3:05 PM, and he/she will be kept after school the following school day.

There is a close relationship between student department and the learning climate of the schools. If a student is to be detained for disciplinary reasons, notification is not to be construed as parental approval. The parent/guardian may contact the classroom teacher for further explanation. Parent cooperation and support in these matters of discipline will be greatly appreciated.

No pupil will be required to stay more than one half hour on any given day except for special programs as stated in the Parent Handbook.

Lakeside School

Student may be required to remain after school for academic make up, extra instruction or disciplinary reasons.

No student will be detained beyond 4:00 PM. Students who are having academic difficulties are urged to seek additional help before or after school by appointment with the teachers. It is the responsibility of the student to notify parents or guardians of after-school detainment. Office telephones are available for this purpose.

High School

Students may be required to remain after school for academic make-up work, extra instruction, disciplinary reasons, or participation in athletic or other special school activities.

Note: Students who are experiencing academic difficulties are continually urged to request teacher help before, during (e.g. study periods), and/or after school. The school maintains a program to facilitate this useful extra service through which teachers are available to help students outside of regular school hours. Please encourage your son or daughter to take advantage of this service.

Educational Field Trips

Educational field trips sanctioned by the Pompton Lakes Board of Education are fully covered by liability insurance and are professionally planned and supervised. All reasonable precautions are taken to safeguard the welfare of the individual and group.

Before a student accompanies a class or group on such a trip, a Field Trip Approval form will be issued for parental use. All data pertinent to the trip will be found on this form and parental signature will complete the procedure.

Lockers

Hall and gym lockers are the property of the Board of Education. As such, they are subject to inspection by school authorities at any time.

Fraternities or Sororities

Fraternities and Sororities are not permitted in high schools. New Jersey State Statutes (Public Laws 18A:42-5 and 42-6) state that a fraternity or sorority of public school pupils “is hereby declared to be an organization inimical to the good of the school system and to the democratic principles and ideals of public education.” No fraternity or sorority “shall be formed or maintained in any public high school.”

Insignia, emblems, or any other forms of display of fraternity or sorority affiliation by students is absolutely forbidden on school grounds or in the school building, and at any extracurricular or athletic events in which the school participates (home or away). The penalty for breaking this regulation is suspension from school attendance.

Your assistance in helping your son or daughter realize that such membership is not condoned by the high school and the Board of Education will be appreciated.

Smoking

Smoking in any of the schools, on school property, and at school events is prohibited by law. This law includes the use of smokeless tobacco and electronic cigarettes devices.

Drugs

A Student Assistance Counselor is available for the district. If there are any questions relative to this area or to alcohol abuse, please call.

A copy of the Board of Education Policy #5530, *Substance Abuse*, is available in the principal’s office or at the Board of Education office.

Alcohol: A Parent Responsibility

New Jersey law places grave responsibility upon adults for serving alcoholic beverages to minors or for allowing the consumption of alcoholic beverages by minors in their homes. Since the legal drinking age is 21, it is illegal to serve alcoholic beverages to high school students, including graduating seniors. The New Jersey “host law” holds you criminally and civilly liable for injuries and/or death resulting from consumption of alcoholic beverages in your home. In the event of a motor vehicle accident or other alcohol related arrest, your problems are compounded.

We recommend the following:

- 1. Do not** host parties at which alcoholic beverages are served to or consumed by minors.
- When you host a party, **chaperone** it closely. Be sure guests have not arrived under the influence or in possession of alcoholic beverages. Be visible.
- When you host a party, admit only, invited guests. “Open Houses” invite trouble.

- When your child is going to a party, know where he/she is going. Check with the host family to be sure alcohol will not be served.

Weapons and Dangerous Instruments

The Board of Education, administration and professional staff of the Pompton Lakes School District stand united in their expression of intolerance for the presence of weapons in our schools. We believe that our schools must be safe and free from the danger that the presence of a weapon creates.

In accordance with Board of Education Policy #5884, *Weapons and Dangerous Instruments*, students who are found guilty of possession of a weapon in school, on school grounds, or at school sponsored events, will be subject to suspension and/or expulsion from the school. In addition, criminal charges may be filed with the Pompton Lakes Police Department.

A weapon is defined as any instrument capable of lethal use or of, inflicting serious bodily injury and/or an imitation firearm. This also includes mace, pepper spray, or like substance.

Dance Regulations

Detailed regulations regarding dances are found in the Student Handbook. However, parents are informed that dances for 6th, 7th and 8th grade students may not be attended by 9th-12th graders, and high school dances may not be attended by students below the high school grade level. Dance hours are typically: 9th-12th grades – 7:00 to 10:00 PM; 6th-8th grades – 7:00 to 9:00 PM.

Dress and Grooming

School personnel believe there is a close relationship between the dress and grooming of school students and the discipline and learning characteristics of the school. Since school is a place of learning where students are being trained to express themselves in speech, thought, and written word for life within the framework of society, school authorities have the obligation to regulate behavior, including as it is reflected in dress and grooming.

We urge parents to lend their cooperation to school personnel by insuring that their children dress in good taste and wear clothing appropriate to the occasion, both during regular school hours and when in attendance on field trips. Should the student’s appearance relative to dress and grooming be deemed in poor taste for the particular occasion, the school administration may deny the privilege of participation to the pupil involved.

Any clothing, etc. that has profanity and/or is advertising alcoholic beverages, tobacco products or displaying drugs is forbidden. Refer to the Student Handbook for specific school policy with regard to dress code.

Suspension/Expulsion Appeal

Any parent who is concerned with the disciplinary decision of the administration may appeal to the Principal of the building.

Athletics

High School Athletic Eligibility

1. Eligibility

All entering 9th graders are eligible for fall and winter sports.

To participate in spring sports, the students must be passing the equivalent of 15.0 credits after the second marking period. For example, passing a 5.0 credit history course after the second marking period counts as 2.5 credits passing.

To participate in Fall and Winter sports during the 10th through 12 grades, a student must have passed (earned) 30.0 high school credits during the previous academic year, including summer school.

3. NCAA Initial Eligibility Clearinghouse

All current information on qualifying for Division I and Division II can be found online at www.ncaaclearinghouse.net

General Information

School Visitors

Parents and other visitors to the school MUST first report to the Main Office of the building.

Lost and Found

All valuable articles found at school are taken to the office. It is important that coats, hats, sweaters, gym suits, sneakers, overshoes, and lunch boxes be marked with the pupil's name so that they can be readily identified.

Transfers

A notice of transfer (written or telephone message) should come directly from the parents and NOT from the pupil at least three days prior to the pupil's last day of attendance. A parent or guardian must bring a completed student transfer card from the previous school and three proofs of residency.

Care of School Property

The Board of Education supplies textbooks, workbooks, and a reasonable quantity of supplies such as paper and pencils to each student according to his/her needs. Pupils are expected to exercise reasonable care in handling textbooks and other such materials.

Students on athletic teams are responsible for equipment and uniforms given to them. Items damaged or lost will be charged to the student. Pupils should also realize that the school building, grounds, and other facilities for their education are paid for out of general tax funds. Marking or in any way destroying such property is not only inexcusable, but is also subject to fines and punishment for those responsible.

Parent Conference

Parents should feel free to call the Principal's Office or the Counseling Office to arrange a conference when they deem is necessary.

Access to Pupil Records

Parents may request access to their child's records in accordance with Board of Education policy and in compliance with The Family Educational Rights and Privacy Act. Procedures for access may be obtained by calling your child's building principal or the high school counseling department at **973-835-7104**.

Parent Messages to Students

In an effort to curtail classroom interruptions, please cooperate with the school in requesting only emergency messages be given to your child throughout the school day.

Internet Access

The Internet is an exciting area of information for people to explore. As such, the Pompton Lakes School District has made the Internet available for student use in each of its schools. The system is designed for the students to use the Internet in a productive and educational manner. Restrictions on Internet use have been placed in each school. Students who violate the acceptable use policy may lose their Internet access privileges. In addition, school disciplinary actions and/or appropriate legal action may be taken. It is impossible for the Pompton Lakes School District to completely eliminate the possibility of inappropriate material coming across the Internet while your child is searching it. Parents are hereby urged to contact your child's school if you do not want your child to use the school's Internet access.

Physical Education Dress

Elementary

Students must be dressed appropriately for Physical Education classes. They must have sneakers and clothing appropriate for activities, such as running and possible activities on the floor of the gym.

Lakeside Middle School and High School

Students must be dressed appropriately for Physical Education classes. They must bring a separate set of clothing and change into that clothing out of their school clothes daily for PE class.

Sneakers, t-shirts, shorts, sweat pants, sweatshirts are acceptable articles of clothing. Unacceptable clothing includes but is not limited to tank tops, boxer shorts, jog bras, or any article of clothing the Physical Education teacher deems to be inappropriate.

Safety

Hitchhiking

The Pompton Lakes Police Department has asked us to remind parents and students that hitching rides is unlawful and unsafe.

Trespassing, Littering and Loitering

Students are not permitted to trespass on or litter other people's property while going to and from school. Students are not allowed to loiter. There is an anti-loitering ordinance in the Borough of Pompton Lakes,

Safe Walking

It is of primary importance that pupils get to school and return home safely. Parents are, therefore, urged to stress to their children the importance of the following safe walking rules:

1. Plan the safest way to school and follow it every day.
2. Cross the street where there is a crossing guard or traffic light, if possible.
3. Wherever possible, use main access roads and sidewalks. NEVER play in the street.
4. **UNDER NO CIRCUMSTANCES SHOULD A PUPIL RIDE WITH A STRANGER.**
5. The use of school grounds after school hours is discouraged except under responsible supervision and with prior approval of the Board of Education.

Bicycle Safety

Because of traffic hazards, it is recommended that your child WALK to school. If your child rides a bicycle, the following applies:

All children under age 17 must wear an approved helmet while riding a bicycle. Helmets must meet standards set by the American National Standards Institute (ANSI) or The Snell Memorial Foundation's 1984 Standard. Approved helmets can be identified by a green ANSI or Snell sticker on the inside or outside of the helmet.

In addition, please:

1. Observe all traffic regulations.
2. Do not ride on the main streets in town. Walk bicycle on the sidewalk.
3. Keep to the right in a straight line and single file.
4. Give proper signals before turning or stopping.
5. Avoid double riding, trick or student riding in the streets.
6. Walk your bike on the school grounds.
7. Park and lock your bike in the bicycle rack.

It is not recommended that pupils be permitted to ride a bicycle to and from school during periods when snow or ice is on the ground or during inclement weather.

Skateboarders and In Line Skaters

The Board of Education is concerned by in-line skaters and skateboarders who use school property to do stunts on the steps, planters, tables, curbs, bicycle racks and railings. Damage occurs to school property and liability is a serious concern.

The Board will take action against skaters and skateboarders on school property. If your son or daughter is an in-line skater or skateboarder, please speak to him or her about skating on school property.

Student Parking

The school does not have a regulation prohibiting students from driving to school. However, student parking on the school grounds is limited to a small number of spaces assigned to eligible students. The Borough of Pompton Lakes, which operates the "Pond Hole" parking area, has made limited parking available to students. Students may also park on any street where parking is permitted.

Recommendations for Disease Control

H1N1/Flu Virus

As you may know, the flu virus can easily be spread from person to person. Therefore, we are taking steps to reduce the spread of the flu virus in the Pompton Lakes Public Schools. We want to keep the schools open to the students and functioning in a normal manner during the flu season. **But we need your help to do this.** We will work closely with the Passaic County Health Department and the New Jersey Department of Education to monitor flu conditions and make decisions about the best steps to take concerning our students and our schools.

At this time we are doing everything to keep our schools functioning as usual.

Listed below are a few things you can do to help:

- **Remind your children to wash their hands often** with soap and water or an alcohol based hand rub.
- **Remind your children not to share personal items** like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues.
- **Know the signs and symptoms of the flu.** Symptoms of the flu include fever, cough, sore throat, runny nose, body aches, headache, and drowsiness, additional symptoms include vomiting and diarrhea.
- **Do not send children to school if they are sick.** Any child who has these symptoms at school will be sent home by the nurse and will not be allowed back to school until your child is symptom free for twenty-four hours.
- **The Pompton Lakes School District** is following all recommendations and standards from the Center for Disease Control in regards to the H1N1/Flu Virus.

Scarlet Fever (Strep Throat)

Student must be on medication (antibiotic) for 24 hours before returning to school. A physician's statement is required for return to school. It should state that prophylaxis has been started. Throat cultures are recommended for household contacts.

Chicken Pox

Patient is excluded from school until open sores are scabbed over and dry.

Required Immunization

Diphtheria, Tetanus, Whooping Cough, Measles, German Measles, Mumps, Poliomyelitis, Hepatitis B, Varicella and Meningitis. Although a Tetanus booster every 10 years is no longer required, it remains a recommended immunization. Suspected contagious disease should be reported to your school nurse.

Scoliosis

State School Law mandates examination for scoliosis (deformity of the spine) in students ages 10-18. This will be performed biannually. A student may be exempt on written request of the parent.

Medication

A written doctor's note and written parental permission note are both required for the school nurse to give out any medication, whether it be over the counter or prescriptive. You may pick up a medication form from the school nurse.

Tuberculosis Testing

The Mantoux skin test for tuberculosis will be administered to:

1. Students in any grade transferred from another state or from another country who have not had a Mantoux in the last six months.
 2. Pupils who have transferred from another New Jersey public school where they would have been required by the state to be tested.
- A positive test will necessitate a follow up x-ray.

First Aid

The school attempts to provide an environment in which the pupil will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the pupil's parent notified. No care beyond first aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given by the school physician or nurse.

Injuries which are not school-connected will not be treated by school personnel.

Asbestos Management Plan

The Pompton Lakes schools have conducted AHERA Inspections and have developed Management Plans for Asbestos Containing Materials.

The district does not have an asbestos problem in any of its schools; however, anyone interested in reading the management plan may ask to see it in any of our schools. Direct questions regarding asbestos issues to the respective school office.

“Right to Know” Materials

Certain “hazardous substances” may be stored from time to time throughout the school year in the school building or on the school grounds. Examples: paint, turpentine, cleaners, etc. They will always be handled safely and legally. They will be used and stored in a way guaranteed to insure no possible harm to pupils or staff.

Information about each of these materials is available to you in our school's main office. You may ask for a copy of the Hazardous Substance Face Sheet or Material Safety Data Sheet for any of them.

Notification of any construction work or other activity done on the school property involving the use of hazardous substances will be posted on the main office bulletin board.

Counseling

Counseling services in the Pompton Lakes School District are offered at Lincoln, Lenox, Lakeside Middle School and Pompton Lakes High School by a fully certified professional staff of 6 counselors. As part of the total instructional program, the Counseling Department is dedicated to meeting the multiple and complex needs of all students. Assisting students to help themselves make decisions is about academic, social and personal issues is a priority.

Individual conferences (one-on-one), small group counseling, classroom guidance, consultation and referral to appropriate agencies, if necessary, are the means of meeting the needs of our students.

Individual counseling, the client, with the help of the counselor, attempts to reach satisfactory conclusions. This may be the resolution of a problem, better understanding of a problem or the acquisition of information.

Group counseling can embody information giving, problem-solving or growth and understanding agencies as appropriate.

Consultation and referral may involve parents, teachers, other school specialists or outside agencies as appropriate.

A large part of the counseling process on the upper levels is cooperative planning. This involves the student and counselor in an effort to plan realistic and attainable academic, educational and career goals. All of the methods previously mentioned are employed to accomplish this.

Student assistance (an adjunct of counseling) has two purposes: 1) to prevent substance abuse and 2) to help students and their families who are in need of recovery from alcohol and other dependency. Identification and evaluation, and referral to outside agencies are part of this service.

Parents are invited to call for a consultation and/or appointment with their son/daughter's counselor by telephoning 973-835-7100 ext. 2520 (high school), 973-835-7100 ext. 1510 (middle school).

Office of Special Services Location Identification and Referral

In accordance with Board of Education Policy and NJAC 6A:14 3.3, all children (age three through 21) with disabilities and who are in need of special education and related services, must be located, identified, and referred for evaluation and evaluated. This is known as the school district's "child find" obligation. This includes "highly mobile" children, such as migrant and homeless children, and to children who may have a disability, even if they are advancing from grade to grade. An ongoing effort is made to locate and identify every exceptional child, ages 3 to 21, who lives in Pompton Lakes. This search applies to disabled children who are already attending school and those who are not yet enrolled.

The district's Child Find activities include but are not limited to:

Letters to doctors, particularly pediatricians

- Area nursery schools
- Community organizations
- Announcements in newspapers
- Postings at the library
- Fliers sent to area stores for posting
- Community newsletters such as PTA, Superintendent, school calendar

If your school-age child is having difficulties in school, first talk to his or her teacher. Our school district offers many supports within regular education. Intervention and Referral Services may offer strategies and supports that are effective in meeting your child's needs within their general education program.

If you know of any child who may be in need of special education, please have them call the Child Study Team office at 973-835-7100 extension 1542. For further information on scheduled Child Find activities, please contact the Supervisor of Special Services.

Specialized programs are provided for students classified as educationally handicapped from pre-school, ages three to five, through the high school. The district child study team provides diagnostic studies of the individual child, interpretation of findings to parents and staff, placement of pupils for whom a specialized program may be necessary, remedial instruction and speech therapy.

The special services staff includes specialists in psychology, social work, learning disabilities, speech therapy, reading, special education, and supplementary instruction. Psychiatric and neurological evaluation is provided on a consulting basis if recommended by the child study team.

Home Instruction (N.J.A.C. 6A:16-10)

Home instruction is provided by the Board of Education as a free service to students who, because of accident, illness. Or other medical reasons, are unable to attend school. Agreements for Home Instruction can be made through the Department of Special Services by calling 973 835-7100 extension 1542.

A parent must submit a request for home instruction directly to the school district and the request must include a written determination from the student's physician documenting the need for confinement at the student's home or other treatment setting for 10 consecutive school days or 20 cumulative school days or more during the school year. The school district must submit the written determination to the school physician who will review and verify the need for home instruction. The school physician may also provide reasons for denial of the need for home instruction to the board of education. The district is required to notify the parent of the school physician's verification or reasons for denial within five school days of receipt of the written determination. The district must provide instruction within five school days of the school physician's verification.

The Family Educational Rights and Privacy Act (NJAC 6A:32-7)

The Family Educational Rights and Privacy Act, a federal law, requires that the school, with certain exemptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated directory information without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child's records in certain school publications. Example:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation program; and
- Sports activity sheet, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or public yearbooks. In addition, two Federal laws require the school, under the Elementary and Secondary Education Act of 1965, to provide military recruiters, upon request, with three directory information categories names, addresses and telephone unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing.

Bullying and Harassment

As per New Jersey State Law 18A:37.17.a, the Pompton Lakes School District has developed a code of conduct specific to harassment and bullying. Each student will be responsible for respecting the rights of their fellow students and to ensure an environment free from all forms of unlawful harassment. The table below shows the standards and rules that define acceptable student behavior:

STUDENT CODE OF CONDUCT	
Expected Behavior	Description
1. Come to school prepared to learn and take schoolwork seriously.	Bring to school completed assignments, books and materials, and a good attitude.
2. Follow all school rules.	Follow the directions of the adults in charge.
3. Demonstrate good attendance and punctuality.	Come to school everyday on time.
4. Demonstrate a continual respect for all people and property.	Behave well towards people who are different than you are. Keep what belongs to school and others free from damage and get permission to use what is not yours.
5. Be cooperative when working in groups.	Learn to get along with others.
6. Be courteous.	Be polite, kind and considerate to others.
7. Speak appropriately.	Avoid curse words, hurtful remarks, and shouting.
8. Be empathetic.	Think about the feelings of others.
9. Do not intimidate, harass or bully anyone.	Do not cause someone to feel hurt or fearful.
10. Seek alternatives to verbal or physical conflicts.	Some suggestions: peer mediation, walk away, seek a helpful adult.
11. Dress appropriately.	Wear clothing that does not disrupt school or interfere with the needs and rights of others.
12. Be honest.	Tell the truth. Be fair. Do your own work. Do not cheat. Do not participate in spreading rumors.

Anti-Bullying Rules

Definition: Bullying is any intentional, unprovoked, repeated, hurtful acts, words, or other behaviors that inflict physical and/or emotional distress on a victim. Bullying is generally based on an imbalance in real or perceived power that hinders the victim from defending him or herself.

Bullying in whatever form it occurs, will not be tolerated, whether it occurs on the way to or from school, or while at school, or any school-sponsored function.

1. Physical bullying involves behaviors such as punching, pushing, or damage to property.

2. Verbal bullying involved behaviors such as name-calling, taunting, and mean teasing.

3. Social bullying involves behaviors such as spreading rumor, ostracizing, and giving public embarrassment.

4. Emotional bullying involved behaviors such as making threats, extorting, and making intimidating, non-verbal gestures.

5. Diversity bullying involves behaviors such as slurs and other hurtful acts motivated by an 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.

6. Sexual bullying (sexual harassment) is any unwanted attention of a sexual nature that continues even after the harasser has been asked to stop.

Consequences for violating the student code of conduct need to be appropriate to the offender's age and severity of the violation. Consequences may include one or more of the following:

- Warning to stop
- Counseling by school counselor or member of the child study team
- Detention
- Parents notified
- Police notified
- Suspension
- Saturday detention
- Board of Education hearing, possible expulsion

Reporting Harassment, Intimidation and Bullying

Yearly, all students K-12 will be informed about the nature of harassment, intimidation and bullying, and how to report violations of this code.

Students who are targets (victims) of harassment, intimidation and bullying should fill out either an incident report or a harassment report. At the elementary level the student's parent should contact Mrs. Kate Vivino, the school anti-bullying specialist who will begin a report. At the middle school, contact anti-bullying specialist Mrs. Nicole Reynolds and high school, contact Mrs. Dawn Kutzelman, school anti-bullying specialist. These reports will be investigated and a determination will be made to determine whether the incident meets the criteria to be considered an act of HIB. All appropriate notification and reporting will be followed

for each reported incident of HIB. The district's HIB Policy, #5512, may be accessed from the district's web page under the BOE section.

False Accusations

Students reporting false accusations of harassment, intimidation and bullying will be subject to a disciplinary consequence determined by the building administrator.

Affirmative Action Policy

Affirmative Action Program for School and Classroom Practices

The Board of Education declares it to be the policy of this district that each child resident in the district shall be provided an equal opportunity to achieve his or her maximum potential through the programs offered in these schools unhindered by discriminatory attitudes or practices based on distinctions of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, religion, place of residence within the district, social or economic condition or non applicable handicap.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, creed, color, religion, national origin, ancestry, age, sex, and social or economic level.

The Board shall take affirmative action to ensure that the intent of this policy is carried out. Such action shall include, but not be limited to the following:

- curriculum content and teaching techniques
- in service training and staff development
- counseling and other supportive services for students
- attendance and disciplinary procedures
- liaison with community groups

Affirmative Action Grievance Procedure

Any student who believes he/she has been discriminated against with respect to the District's Affirmative Action Program may file a grievance with the District's Affirmative Action Officer, Dr. Michelle Fenwick. If the grievance is not resolved within five days, the student has ten days to appeal to the Superintendent. If within five days, the grievance is still not resolved to the student's satisfaction, he/she has ten days to make an appeal to the Pompton Lakes Board of Education, which will hear the complaints at the next regular meeting or thirty calendar days as stated under regulations NJSA 186-9 pursuant to procedures set forth in N.J.A.C. 6:24 1.1 et seq.

Affirmative Action Statement

Students, staff and members of the community may contact Dr. Michelle Fenwick at 973-835-7100 extension 1542, Lakeside Middle School, 316 Lakeside Avenue, Pompton Lakes, NJ 07442, for information regarding the affirmative action policy, affirmative action plans, grievance procedures and the sexual harassment policy.

The grievant maintains the right to bypass the grievance procedure and submit the complaint directly to any or all of the following agencies:

- | | |
|---|---|
| 1. The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
225 West State St.
Trenton, NJ 08625
609-292-5706 | 2. Equal Employment Opportunity Comm
Newark District Office
60 Park Place
Room 201
Newark, NJ 07012
973-645-6383 or 973-645-6016 |
| 3. U.S. Office for Civil Rights
U.S. Department of Education
26 Federal Plaza, Room 33-130
New York, NY 10278 | 4. New Jersey Division on Civil Rights
1100 Raymond Boulevard
Room 400
Newark, NJ 07102 |