

**POMPTON LAKES PUBLIC SCHOOLS**

**PARENT HANDBOOK**

**2023-2024**

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

<b>Board Numbers/School Numbers</b>	<b>Help Line Numbers/Counseling Resources</b>
<b>Board of Education Office</b> ..... Fax: 973-835-1748	<b>For help with referrals call:</b>
<b>Superintendent's Office</b> ..... Ext. 1508	DCP&P No. Passaic Office ..... 800-847-1743
<b>Business Office</b> ..... Ext. 1517	Passaic County Mental Health Association..... 973-487-4444
<b>High School</b> ..... Fax: 973-835-1054	Juvenile Family Crisis Intervention Unit ..... 973-470-3025
Mr. Scott Wisniewski, 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	<b>For alcohol or other drug concerns call:</b>
Dr. Jake Herninko, Principal ..... Ext. 1510	Skip McLaughlin, S.A.C., Pompton Lakes High School ..... Ext. 2525
Mr. Andrew Howell, Vice Principal ..... Ext. 1510	<b>Sliding Fee Agencies:</b>
Absentee Line ..... Ext. 1501	New Bridge Service
<b>Lincoln School</b> ..... Fax: 973-835-2369	105 Hamburg Turnpike, Pompton Lakes, NJ 07442 ..... 973-835-0613
Mr. Michael Renne, Principal..... Ext. 3510	St. Mary's Community Counseling Service
Absentee Line ..... Ext. 3501	17 Pompton Avenue, Pompton Lakes, NJ 07442 ..... 973-835-0374
<b>Lenox School</b> ..... Fax: 973-839-0793	Jewish Family Services of North Jersey
Mr. Michael McCarthy, Principal..... Ext. 4510	1 Pike Drive, Wayne, NJ 07470 ..... 973-595-0111
Absentee Line ..... Ext. 4501	Family Services of Morris County
<b>Director of Curriculum, Testing and Instruction</b>	1 Ace Road, Butler, NJ 07405..... 973-838-0724
Dr. Jayne Tanis ..... Ext. 1507	<b>Other Resources:</b>
<b>Director of Special Services</b> ..... Fax: 973-835-0655	Wayne Township Counseling Center
Mrs. Lauren Aiello ..... 1544	475 Valley Road, Wayne, NJ 07045 ..... 973-694-1234
<b>High School Guidance</b> ..... Fax: 973-835-4264	Family Services of Morris County
Ms. Tammy Weishaupt, Director of Guidance ..... 2520	1 Ace Road, Butler, NJ 07405..... 973-838-0724
<b>Director of Health, Physical Education and Athletics</b>	North Jersey Counseling Associates
Mr. Michael London ..... 2507	629 Newark-Pompton Turnpike, Pompton Plains, NJ 07444.. 973-839-5984
<b>Affirmative Action Officer</b>	Northwest Covenant Medical Center/Adolescent Substance Abuse
Mrs. Lauren Aiello ..... 1544	130 Powerville Road, Boonton Township, NJ 07005 ..... 973-316-1812
<b>Supervisor of Special Services</b>	New Jersey School Safety Hotline ..... 877-624-8082
Mrs. Katie Ventrella ..... 1540	<b>Anti-Bullying Coordinator</b>
<b>Student Assistance Counselor</b>	Mrs. Dawn Kutzelman ..... 2520
Ms. Tammy Weishaupt..... 2520	

## Hours of Sessions \*

### Elementary School

Kindergarten.....	8:35 AM – 3:00 PM
Grades 1-5.....	8:35 AM – 3:05 PM
Pre K AM.....	8:35 AM – 11:15 AM
Pre K PM.....	12:25 PM – 3:05 PM

### Middle School

Grades 6 through 8.....	8:10 AM – 2:55 PM
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### High School

Grades 9 through 12.....	8:00 AM – 2:46 PM
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## 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 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](http://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, but lunch will be served.

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 • **Lenox/Lincoln** 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.

## **Attendance**

It is important that a pupil be present each day that school is in session. The student 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 and are strongly linked to high achievement.

### **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 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 not counted as 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.

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. 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, Take Your Child to Work Day 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.

## Conference and Report Card Dates

### Lenox and Lincoln Schools

**1. Parent Teacher Conference Dates** – Fall conference dates are November 17, November 20 and November 21. Fall conferences have a 1:00 pm dismissal. Evening conferences are scheduled for November 20. Spring conference date is April 18<sup>th</sup>. There will be a 1:00 pm dismissal.

**2. Report Card Dates** – Grades K-5: Report cards will be available via OnCourse for all marking periods. A copy will be provided during Parent-Teacher Conferences for the first and third making periods.

<u>Marking Period</u>	<u>Marks Close</u>	<u>via OnCourse</u>
First	November 14	TBD
Second	January 29	TBD
Third	April 4	TBD
Fourth	June 20	June 20

**3. NJSLA Testing Dates** – Refer to Master School Calendar.

### Lakeside School

**1. 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.

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

<u>Marking Period</u>	<u>Marks Close</u>
First	November 8
Second	January 26
Third	April 5
Fourth	June 20

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

**3. 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.

**4. NJSLA 6-8 & NJSLA Testing Dates** - Refer to School Master Calendar

## High School

**1. 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

**2. Report Card Dates** – Grades 9-12: Report cards will be prepared through the use of data processing procedures. They can be viewed on OnCourse on or about the dates listed below.

<u>Marking Period</u>	<u>Marks Close</u>	<u>via OnCourse Week of</u>
First	November 8	November 20
Second	January 24	January 30
Third	March 28	April 3
Fourth	June 20	June 24

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

**3. Progress Reports** – If your child 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>via OnCourse Week of</u>
First	October 9
Second	December 18
Third	February 26
Fourth	May 13

**4. 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.

**5. 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.

**6. NJGPA and Other Standardized Testing Dates** – Refer to the District Testing Calendar.

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

**8. 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

### STAFF PROFESSIONAL LEARNING DAYS

October 16	- 1 PM Dismissal
December 11	- 2 PM Dismissal
January 8	- 2 PM Dismissal
February 5	- 2 PM Dismissal
March 11	- 1 PM Dismissal
May 13	- 2 PM Dismissal

### 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 deportment 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/Vaping**

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 on the district’s website.

### **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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students may not be attended by 9<sup>th</sup>-12<sup>th</sup> graders, and high school dances may not be attended by students below the high school grade level. Dance hours are typically: 9<sup>th</sup>-12<sup>th</sup> grades – 7:00 to 10:00 PM; 6<sup>th</sup>-8<sup>th</sup> 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 file an appeal. To access the Pompton Lakes Student Code of Conduct and relevant Board policies related to student suspension and the appeal process, please visit [Parent Resources](#).

## **Athletics**

### **High School Athletic Eligibility**

#### **1. Eligibility**

All entering 9<sup>th</sup> 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 10<sup>th</sup> through 12 grades, a student must have passed (earned) 30.0 high school credits during the previous academic year, including summer school.

#### **2. NCAA Initial Eligibility Clearinghouse**

All current information on qualifying for Division I and Division II can be found online at [www.ncaaclearinghouse.net](http://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 is 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 973-835-7100.

## **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**

#### **Required Immunization**

Any student who has not received the state mandated immunizations will be excluded from school. Any new students who will be transferring in from out of the state or out of the country needs to provide all immunization records. Transfer students must present complete records of immunizations upon registration and prior to attending classes. A physical examination form must be submitted within 30 days of entering Pompton Lakes High School. If proof of the exam is not presented the student may not be allowed in school until the physical exam is received.

#### **Hearing/Vision/ Scoliosis**

Recent modification of the New Jersey Department of Education Administrative Code (6A:16-2.1 through 16.25) delineates the general provisions for school health services. All students are screened for height, weight and blood pressure annually. Scoliosis screening is conducted in Grades 9 and 11. Vision screenings are conducted in Grade 10.

## **Medication**

NJ State law allows students to carry medication and self-medicate only for life threatening conditions such as asthma and severe allergies. Asthma Action Forms and Food Allergy Anaphylaxis Emergency Care Plans need to be updated every school year.

Students are not allowed to carry any prescription or over the counter medication in school except the medication described above. If a student needs medication to be administered while in school the Medication Administration Form must be completed by the prescribing physician and parent/guardian. Parents and guardians are encouraged to administer all medication at home whenever possible, however, at times this may not be possible. A prescription bottle is not acceptable for the school nurse to administer medication. Medication must be brought to school in its original prescription container with the Medication Administration Form. Medication must be picked up at the end of the school year. At the end of the school year leftover medications are to be picked up by a parent or will be discarded. No medication can be left over the summer months.

## **Physicals**

According to New Jersey State Law #NJAC 6A:162.2 and NJSA 18A:40-4 a physical exam is recommended for all incoming 9<sup>th</sup> grade students and/or transfer students.

## **General School Recommendations**

Please do not send your child to school with a fever. A student should be fever free for 24 hours without the use of medication before returning to school. A fever is considered to be greater than 100.4 degrees.

## **NJ Family Care**

NJ Family Care provides free or low cost health insurance for uninsured children and certain low income parents. For more information visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply or call 1-800-701-0710.

## **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.

### **Harassment, Intimidation and Bullying (HIB)**

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 Lenox elementary the student's parent should contact Mrs. Kate Vivino, the school anti-bullying specialist who will begin a report. At Lincoln elementary the student's parent should contact Mrs. Kelly Boccio, the school anti-bullying specialist who will begin a report. At the middle school, contact anti-bullying specialist Mrs. TinaMarie Shea 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, Mrs. Lauren Aiello. 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 Mrs. Lauren Aiello at 973-835-7100 extension 1544, 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<br>Bureau of Controversies and Disputes<br>New Jersey Department of Education<br>225 West State St.<br>Trenton, NJ 08625<br>609-292-5706 | 2. Equal Employment Opportunity Comm<br>Newark District Office<br>60 Park Place<br>Room 201<br>Newark, NJ 07012<br>973-645-6383 or 973-645-6016 |
| 3. U.S. Office for Civil Rights<br>U.S. Department of Education<br>26 Federal Plaza, Room 33-130<br>New York, NY 10278  | 4. New Jersey Division on Civil Rights<br>1100 Raymond Boulevard<br>Room 400<br>Newark, NJ 07102  |