



LACEY TOWNSHIP SCHOOL DISTRICT



Elementary School Handbook 2023 - 2024



Mill Pond Elementary School
210 Western Blvd., Lanoka Harbor
Joanie Donohue - Principal
609-971-2070
Grades Pre-K and Kindergarten

Cedar Creek Elementary School
220 Western Blvd., Lanoka Harbor
Holly Niemiec - Principal
609-971-5850
Grades 1-5



Forked River Elementary School
110 Lacey Road, Forked River
Eric Fiedler - Principal
609-971-2080
Grades 1-5

Lanoka Harbor Elementary School
281 Manchester Ave., Lanoka Harbor
Jeffrey Brewer - Principal
609-971-2090
Grades 1-5



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LACEY TOWNSHIP SCHOOL DISTRICT CONTACT INFORMATION

LACEY TOWNSHIP SCHOOL DISTRICT

200 Western Boulevard
Lanoka Harbor, NJ 08734
609-971-2000

Dr. Vanessa R. Pereira, Superintendent x1002

William W. Zylinski, Assistant Superintendent x1003

Sharon Silvia, Business Administrator/Board Secretary x1001

DISTRICT SUPERVISOR'S OFFICE

73 Haines Street
Lanoka Harbor, NJ 08734
609-971-2000

Michelle Amos, K-6 District Supervisor x1019

Dr. Timothy Dowd, 7-12 District Supervisor x1019

SPECIAL SERVICES

73 Haines Street
Lanoka Harbor, NJ 08734
609-971-2000

Joseph R. Bond, Director of Special Services x1021

Mallory Krakovsky, Supervisor x1021

TRANSPORTATION DEPARTMENT

609-971-2000

Maria Valiante, Transportation Coordinator x1043

FOOD SERVICES

609-971-2000

Joseph Raimo, Director of Food Services x2046

CEDAR CREEK SCHOOL

220 Western Blvd.
Lanoka Harbor, NJ 08734
609-971-5850

Holly Niemiec, Principal x5002

Ed Subokow, Supervisor x5001

FORKED RIVER SCHOOL

110 Lacey Road
Forked River, NJ 08731
609-971-2080

Eric Fiedler, Principal x7002

Jessica Cellini, Supervisor x7001

LANOKA HARBOR SCHOOL

281 Manchester Avenue
Lanoka Harbor, NJ 08734
609-971-2090

Jeffrey Brewer, Principal x6002

Theresa Kilmurray, Supervisor x6001

MILL POND SCHOOL

210 Western Blvd.
Lanoka Harbor, NJ 08734
609-971-2070

Joanie Donohue Principal x4002

LACEY TWP. MIDDLE SCHOOL

660 Denton Avenue
Forked River, NJ 08731
609-242-2100

Gregory Brandis, Principal x3003

Donald Lintner, Asst. Principal x3001

Paul O'Neill, Supervisor x3015

LACEY TWP. HIGH SCHOOL

73 Haines Street
Lanoka Harbor, NJ 08734
609-971-2020

Jason King, Principal x2005

Mark Angelo, Asst. Principal x2001

Mary Esch, Asst. Principal x2004

Margaret Molloy, Supervisor x2002

Aimee DelVento, Athletics x2043

LACEY TOWNSHIP BOARD OF EDUCATION

Linda A. Downing, President
Harold “Skip” Peters, Jr., Vice-President
Frank Palino, Board Member
Kim Klaus, Board Member
Salvatore Armato, Board Member
Jack Conaty, Board Member
Cheryl Armato, Board Member

The Board of Education Agenda and Regular meetings will be held in the Lacey Township High School Lecture Hall. Agenda meetings will begin at 6:00 p.m. Regular meetings will begin at 7:00 p.m.

TRIMESTER DATES

MPS, CCS, LHS, and FRS First Trimester

Trimester Begins	September 6, 2023
Trimester Ends	December 11, 2023
Parent Portal Opens	**December 20, 2023

MPS, CCS, LHS, and FRS Second Trimester

Trimester Begins	December 12, 2023
Trimester Ends	March 18, 2024
Parent Portal Opens	** March 26, 2024

MPS, CCS, LHS, and FRS Third Trimester

Trimester Begins	March 19, 2024
Trimester Ends	June 19, 2024
Parent Portal Opens	** June 19, 2024

** These dates are approximate and may be adjusted.

ELEMENTARY SCHOOL HOURS

<u>Regular School Hours</u>	<u>Mill Pond School</u>	<u>Lanoka Harbor School</u>	<u>Cedar Creek School</u>	<u>Forked River School</u>
Grades Pre K - K	9:15 am - 3:15 pm			
Grades 1 - 5		8:00 am - 2:30 pm	8:15 am - 2:45 pm	9:00 am - 3:30 pm
<u>Delayed Openings</u>	11:15 am - 3:15 pm	10:00 am - 2:30 pm	10:15 am - 2:45 pm	11:00 am - 3:30 pm
<u>Early Dismissals</u>	1:15 pm	12:00 pm	12:15 pm	1:00 pm

PRESCHOOL PROGRAM (located at Mill Pond School)

<u>Session</u>	<u>Pre-School Hours</u>	<u>Delayed Openings</u>	<u>Scheduled Half Day</u>	<u>Early Dismissal</u>
CLS (3 & 4 year olds)	9:15 am - 3:15 pm	11:15 am - 3:15 pm	9:15 am - 1:15 pm	9:15 am - 1:15 pm
AM Session	9:15 am - 11:45 am	CANCELLED	9:15 am - 10:30 am	9:15 am - 10:30 am
PM Session	12:45 pm - 3:15 pm	12:45 pm - 3:15 pm	12:00 pm - 1:15 pm	CANCELLED

EMERGENCY CLOSING OF SCHOOL

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it becomes necessary to close school because of inclement weather or other emergencies, you will receive an automated phone call from the school district. Emergency closings will be posted on our district website as well as announcements being made on radio station WOBN 92.7 (FM) and our school district's WLTS Channel 21. Arrangements must be made for supervision of children in the event of an emergency early dismissal.

LACEY TOWNSHIP SCHOOL DISTRICT | 2023-2024 CALENDAR

<div>1 School Closed – Staff in Service</div> <div>4 School Closed – Labor Day</div> <div>5 School Closed – Staff in Service</div> <div>6 Early Dismissal for Students</div> <div>18/20</div>	<div>SEPTEMBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<div>FEBRUARY 2024</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<div>16 School Closed – Staff in Service</div> <div>19 School Closed – Presidents' Day</div> <div>19/20</div>							
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Staff Only 

Half Day 

No School 

** LTMS Midterms – January 23 - 26, 2024 (Early Dismissal Days are scheduled)

** Parent/Teacher Conferences – CCS, FRS, LHS, MPS & LTMS – November 29 - December 1, 2023 (Early Dismissal Days are scheduled)

** Please be advised that the Board of Education will schedule school after June 19 or modify this calendar due to emergency closings/weather.

Student/Staff 180/185

Approved: February 16, 2023

SCHOOL CALENDAR 2023-2024

September 6, 2023	School Opens/Early Dismissal for Students
October 6, 2023	School Closed – Staff in Service
October 9, 2023	School Closed – Columbus Day
November 6-10, 2023	School Closed – NJEA Convention/Fall Break
November 22, 2023	Early Dismissal – All Schools
November 23 - 24, 2023	School Closed – Thanksgiving Break
November 29 - 30, 2023	Early Dismissal for CCS, LHS, FRS, MPS, LTMS (School Conferences)
December 1, 2023	Early Dismissal for CCS, LHS, FRS, MPS, LTMS (School Conferences)
December 22, 2023	Early Dismissal - All Schools
December 25 – 29, 2023	School Closed - Winter Recess
January 1, 2024	School Closed - Winter Recess
January 2, 2024	School Reconvenes
January 15, 2024	School Closed - Martin Luther King Jr. Day
February 16, 2024	School Closed – Staff In Service
February 19, 2024	School Closed – Presidents’ Day
March 15, 2024	School Closed – Staff In Service
March 29, 2024	School Closed - Spring Recess
April 1 - 5, 2024	School Closed - Spring Recess
April 8, 2024	School Reconvenes
May 24, 2024	Early Dismissal - All Schools
May 27, 2024	School Closed - Memorial Day
June 14 - 19, 2024	Student Early Dismissal - All Schools
June 19, 2024	Last Day of School

****The school calendar and all activities are subject to modification due to emergency school closings/weather.****

SAFE SCHOOL INITIATIVE

In accordance with the Zero Tolerance for Guns Act, students who possess a firearm or who commit assaults with a weapon other than a firearm will be removed from the regular education program and provided with an alternative program, pending a district Board of Education hearing.

Possession, under the influence/use, and/or distribution of alcohol, other drugs, or tobacco will result in an immediate suspension from school.

The **Uniform State Memorandum of Agreement between Education and Law Enforcement Officials** requires school officials to report to police incidents involving planned or threatened violence by students.

ENTRANCE POLICY

Children five years of age as of October 1st who have never attended a private or public school may be admitted on or before October 1st following the opening of school for the fall term.

New Jersey State Sanitary Code – Immunization of Pupils, Chapter 14, requires as of August 2000 that all children in New Jersey schools have the following immunizations:

- DPT Series plus booster after age four - 4-5 doses (four - five)
- IPV/Oral Polio – 4 (four) doses
- Measles, Mumps, and Rubella (MMR) after age one and booster of Measles preferably with MMR
- Tuberculin Test (Mantoux) is recommended
- Hepatitis B – Series 3 (three)
- Varicella (Chicken Pox) – 1 (one) dose for every child born on or after January 1, 1998.
- Hib - Every child from 12-59 months enrolling in school shall have received at least 1 (one) dose of Hib, on or after their 1st birthday.
- Influenza – for children enrolled in childcare, preschool on or after 9/1/08, 1 (one) dose to be given between 9/1 and 12/31 of each year from age 6 months to 59 months annually.
- Pneumococcal – Minimum of 1 (one) dose of Pneumococcal is needed after the first birthday. A minimum of 2 (two) doses are necessary if given between the ages of 2 and 11 months.
- Tdap and Meningococcal – Students entering grade 6 on or after 9/1/08 and born on or after 1/1/97.

The child's *original* birth certificate must be presented at the time of registration. A physical exam is also required before starting school.

REGISTRATION OF STUDENTS

A student who transfers from another district should register as soon as possible at the office of the school which they will attend. Students registering for the first time should present the following:

1. Birth Certificate
2. Proof of mandatory immunizations (required by law)
3. Transfer card, report card, health & dental card, etc. from former district
4. Proof of Residency

TRANSFERS

When a family plans to move to another school district, a transfer must be made out for each child. The following information should be given to the school office at least one week in advance, if possible: destination, name of new school, and last day of attendance.

EARLY DISMISSAL

Any child who is excused early from school must be picked up and signed out at the office. Please send written permission to the school notifying us in advance.

CARE OF SCHOOL MATERIALS

Appropriate fines will be assessed in the case of damage to or loss of school books and other school property. Please refer to the Acceptable Use Policy for further information on page 24.

BEFORE AND AFTER SCHOOL ACTIVITIES

Students absent from school may not be permitted to participate in after-school or evening activities on the date of the absence unless approval is granted by the building principal.

PARTIES

Parties may be held to celebrate various holidays and special days throughout the year. Arrangements for parties are at the discretion of the principal and classroom teachers. Class parents assisting the classroom teacher may not bring other children to the parties.

BICYCLE PROCEDURES

Elementary Schools that are zoned for walking permit children to ride their bicycles on good weather days. A request to do so must be submitted **in advance** to the main office and approval given by the Principal. Students riding a bike must wear a helmet by law and it is recommended that the bicycle be locked during the school day. Students on bicycles must be crossed by the Crossing Guard and bicycles walked at all times on school property.

ATTENDANCE / TARDIES

Regular attendance and being on time for school is necessary if students are to be successful in their academics, including state mandated testing. All absences/tardies become part of a student's permanent record and are considered unexcused, except for mitigating circumstances where special arrangements or permission has been granted by the administration. If your child is absent from school, it is requested that you notify the Main Office (CCS – 609-971-5850; FRS – 609-971-2080; LHS – 609-971-2090; MPS – 609-971-2070) no later than 15 minutes after the school's start time regarding the nature of the absence. Upon their return, an absentee should bring a note signed by the parent or guardian, stating the reason for the absence.

TRANSPORTATION

Maria Valiante, Transportation Coordinator

1 Municipal Lane (Behind the Municipal Building)

609-971-2000, ext. 1043

School bus safety is a matter for parent and student cooperation. Safety on the school bus is not the sole responsibility of the administration and the bus driver. Safety is a matter of teamwork and requires the constant support and attention of the students, parents and school personnel. These guidelines will clarify the responsibilities contributing to our students' safety.

SCHOOL BUS SAFETY

Students are asked to arrive at their bus stops five (5) minutes before the scheduled bus arrival. It is most important that all students wait on the side of the street, do not stand, run or play in the roadway, and are always considerate of the property around the bus stop. Do not approach the bus until it comes to a complete stop and then enter in a single file.

SAFETY RULES FOR RIDING THE BUS

**** PARENTS PLEASE REVIEW THESE IMPORTANT SAFETY RULES WITH YOUR CHILD ****

1. Walk to or from the bus.
2. Stand back from the curb.
3. Wait for the driver's signal before crossing.
4. Always cross at least 10 feet in front of the bus and never behind the bus.
5. Always stay within sight of your driver's view.
6. After boarding, walk to your seat and fasten your seatbelt.
7. While riding the bus, no loud noises are permitted.
8. No food or beverage is permitted on the bus.
9. When exiting the bus – walk immediately away. Never walk behind the bus.
10. Obey your driver's direction.

SECURITY & VIDEO CAMERA

A variety of strategies are used to ensure student and staff safety and to deter property damage. Video cameras are used to record activity in school common areas such as hallways, gyms, cafeterias, and around the exterior of the school grounds. Video cameras may also be used on school buses. Recorded activity may be referenced during investigations. Most students respect others and appropriately care for property. Video cameras serve as a deterrent for potential abusers and support of those who take pride in their school.

PARENT TRANSPORTATION

Parents transporting their children to school should not arrive before the private drop-off time designated by your child's school to ensure proper supervision and to prevent unnecessary tiring of the child. All driveways must remain clear for arriving buses.

TRANSPORTATION LOST AND FOUND

Parents may call the Transportation Office at 609-971-2000, ext. 1043 to check for items that may have been left on the school bus.

SCHOOL LOST AND FOUND

A lost and found section is maintained in each building. Articles of clothing, books, school bags, lunch boxes and the like should be properly marked.

MESSAGES TO/FROM PARENTS

Every attempt will be made by the Main Office staff to deliver messages from parents to students; however, because these deliveries necessitate the interruption of classes, it is requested that parents avoid calling in messages to students and limit them to emergencies only. Your continued cooperation is always appreciated.

Often students will leave home without lunch, books or other articles needed for school. Parents may deliver these to the Main Office. Once again, every attempt will be made to get these items to the student; however, we would appreciate limiting the requests to emergencies.

ELEMENTARY SCHOOL AGE CHILD CARE PROGRAM

A Before/After School Child Care Program is available for children in Kindergarten through 5th grade in each of the Lacey School District's elementary schools. All programs open at 6:45 am and close at 5:45 pm. Parents/Guardians will be responsible for picking up their children at the school by 5:45 pm. For further information and enrollment, parents should contact Discover Champions Before & After School Program at 908-309-1329 or 1-800-246-2154 or www.discoverchampions.com For questions or concerns please contact Anne Leonardi 609-664-7388 or aleonardi@discoverchampions.com

MAKE-UP WORK

Any child who is absent from school will be provided the opportunity to make-up work missed.

MONEY & VALUABLES

It is suggested that large amounts of money and valuable items, such as electronics, not be brought to school. Any monies should be brought in an envelope with the student's name, homeroom or teacher's name clearly indicated.

CELL PHONES

1. Cell phones are not permitted to be in use during the school day. Cell phones may be kept in the backpack and off, only to be turned on when off school grounds or in case of an emergency.
2. At no time may a student take pictures or video of any staff member or other students.
3. Use of cell phones or other unapproved devices, may result in disciplinary action.
4. The school district is not responsible for loss or damage to any personal devices brought on to school property, including the bus.

GUIDANCE SERVICES

Counselors are available at each school to assist students on an individual basis or in groups:

1. To encourage appropriate growth and responsible decision making.
2. To explore the uniqueness of individuality and the consequent respect for self and others.
3. To recognize the responsibilities involved in being successful in school.
4. To work toward the identification of personal and educational problems.

Cedar Creek Elementary School – Tara Friedman, Counselor - 609-971-5850

Lanoka Harbor Elementary School – Cristin Conigliaro, Counselor - 609-971-2090

Forked River Elementary School – Brittney Hintz, Counselor - 609-971-2080

Mill Pond Elementary School – Jamie Pravata, Counselor - 609-971-2070

SCHOOL AFFIRMATIVE ACTION

The Affirmative Action Officer (AAO), is a member of the professional staff who has responsibility to coordinate and implement the district's efforts to comply with the regulations of N.J.A.C. 6A:7 and to promote a working and learning environment free of discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age or disability. This person also serves as the district's Title IX Coordinator. All complaints alleging discrimination should be reported to the Affirmative Action Officer William W. Zylinski, at the Board of Education Office. The telephone number is 609-971-2000, ext.1003.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Reporting Procedures

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct (listed on the following page) may not be taken solely on the basis of an anonymous report.

Anti-Bullying Coordinator

William W. Zylinski Assistant Superintendent of Schools (609) 971-2000, ext. 1003

Anti-Bullying Specialists

<u>Mill Pond School</u> – 609-971-2070 Jamie Pravata jpravata@laceyschools.org	<u>Cedar Creek School</u> – 609-971-5850 Tara Friedman tfriedman@laceyschools.org
<u>Forked River School</u> – 609-971-2080 Brittney Hintz bhintz@laceyschools.org	<u>Lanoka Harbor School</u> – 609-971-2090 Cristin Conigliaro cconigliaro@laceyschools.org
<u>Lacey Township Middle School</u> – 609-242-2100 Loren Heuschkel lheuschkel@laceyschools.org	<u>Lacey Township High School</u> – 609-971-2020 Craig Cicardo ccicardo@laceyschools.org

STUDENT CODE OF CONDUCT

The Lacey Township Elementary Schools have implemented an academic curriculum based on developmentally appropriate practices and a social curriculum that builds a caring, respectful, and safe community. This involves the development of strategies that delicately balances both students' academic and social skills.

The focus of the social curriculum will emphasize ethical behavior, self regulation, and team building. All of our students are involved in such a way that they feel ownership and responsibility for their behavior within our school community. The home and school have shared responsibility in achieving this goal.

Parents are the first and most basic source of learning. Their cooperation is vital to all school endeavors and their role of "facilitator" should be clearly understood by the student. Any and all assistance that parents can lend to the school district in helping to promote positive behavior will certainly be invaluable to the entire school community.

Every school district has the right and responsibility to establish standards for acceptable student behavior within the school setting. Every student has the potential for choosing appropriate behavior and for becoming a responsible citizen for their school community. To assist students and parents, we list below the elementary schools' behavioral expectations for our students.

RESPECT: I will treat everyone with respect and courtesy.

- Use good manners
- Acknowledge others
- Treat others the way you would like to be treated
- Respect school property and the property of others

RESPONSIBILITY: I will act responsibly and accept the consequences for my actions.

- Be prepared
- Care for your property and the property of others
- Maintain self-control
- Be honest in words and actions
- Make good choices

SAFETY: I will create and maintain a positive and safe environment.

- Listen and follow directions
- Keep hands, feet, and objects to yourself at all times
- Sit appropriately
- Walk quietly and orderly throughout the school building
- Do not leave the classroom or school without permission

RESOLUTION: I will solve my problems in an appropriate manner.

- Share at class meetings
- Stop and think before acting

- Speak with an adult; ask for help
- Mediate with peers
- Take responsibility for my actions

COURAGE: I will trust in myself, my peers, and my school to help prevent and/or stop bullying.

- Be aware of my own actions and words towards others
- Help and support a student when they are in need
- Tell an adult
- Be an "Upstander" and have confidence to stand up to anyone who teases, threatens, name calls or starts rumors

The basic student rights include: the right to due process, the right to a safe environment, the right to freedom from discrimination, the right to educational opportunities, and the right to inquiry and expression.

The privileges and rights of students may not; however, interfere with the rights of others. The right to freedom of expression does not condone abusive, physical, or verbal expression infringing on the rights of others. Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

DISCIPLINARY PROCEDURES

It is the student's responsibility to obey school regulations and school authorities. To avoid complicating a disciplinary infraction, students are advised that they are obligated to follow instructions of all Board of Education employees (teachers, office staff, paraprofessionals, cafeteria workers, custodians, and transportation). This responsibility extends to conduct to and from school, school-sponsored activities, field trips, and at all times within the school building.

Students who seriously violate school rules will be referred to the administration. Appropriate disciplinary measures will be imposed, taking into consideration the severity of the violation and the student's previous citizenship record.

AVENUE OF APPEAL FOR DISCIPLINARY ACTION

Students and parents have the right to appeal school-based disciplinary actions according to the following "chain of command" structure. At whatever level of initial action is taken, the appeal would be to the next level on the chain:

1. Classroom Teacher
2. Supervisor
3. School Principal
4. Assistant Superintendent/Superintendent

SCHOOL HEALTH SERVICES

Because the health of a child is closely related to his or her adjustment to school and to the ability to participate in the total school program, the school staff joins you, the parent, in your efforts to promote health, growth and development.

After your child enters school, the school nurse may conduct vision and hearing tests, weigh and measure your child, and at all times be alert to any apparent deviations from good health which might interfere with your child's school progress.

Periodic physical examinations will also be made. School health services are conducted by the school physician and assisted by the school nurse. The nurse is available for first aid and for conferences with the parents and teachers concerning your child's health problems.

HEALTH APPRAISALS – K - 6

Vision Screening	-	K, 2, 4, 6, 8, 10
Hearing Screening	-	K, 1, 2, 3, 7, 11
Height, Weight, Blood Pressure	-	K - 12
Scoliosis Screening	-	10 – 18 years old bi-annually

ADMINISTERING MEDICATION

Before any medication may be administered to or by any student during school hours, the Board of Education shall require the written request of the parent/guardian, which shall give permission for such administration and relieve the Board of Education and its employees of liability for administration of medication. In addition, the Board of Education requires the written order of the prescribing physician, which shall include:

1. The name of the medication;
2. The purpose of the medication;
3. The dosage and frequency;
4. The length of time for which medication is prescribed;
5. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

As per NJAC 16A:16-2, the district school physician shall develop procedures, which provide that:

1. All medications, whether prescribed or over the counter, shall be administered by the school nurse, the parent/guardian or school physician;
2. Medication shall be securely stored and kept in the original labeled container;
3. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of the medication and a notation of each instance of administration;
4. All medication shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

STUDENT SELF-ADMINISTRATION OF MEDICATION

The Board of Education shall permit self-administration of medication for asthma or other potentially life-threatening illnesses, such as anaphylaxis, by students both on school premises during regular school hours, off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parent/guardian of the student must meet the following conditions:

1. Provide the Board of Education with written authorization for the student's self-administration of medication;
2. Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
3. The parent/guardian shall be encouraged to provide an additional inhaler or epi-pen identical to the one which the student is authorized to carry, which shall be retained by the school nurse;
4. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student. Every waiver shall be reviewed and co-signed by the school physician.

PHYSICAL EXAMINATIONS

As per N.J.A.C. 6A:16-2.2, all medical examinations for students, must be performed with the Family Doctor of the student. Only in cases where the student does not have a Family Doctor, will the school physician perform the examination. Suggested grade level examinations are Grades 3, 6, 8 and 10.

CONTROL OF COMMUNICABLE DISEASES AMONG SCHOOL CHILDREN

The prevention of the spread of communicable diseases among children in any community calls for cooperation between the home and the school. Please notify the school nurse if your child has a communicable disease. The rules and regulations of communicable diseases are taken from the New Jersey Department of Health and Sr. Services, NJSA 18A:40-6-12.

DISEASE

CHILD REMAINS AT HOME

Chicken Pox

*7 days after the appearance of the 1st vesicles

Streptococcal Infection

Scarlet Fever

*Until recovered. Return note from doctor and

Strep Throat

medicine 24 – 48 hours.

Influenza

*Must be fever free for 24 hours without medicine.

Conjunctivitis

*Return note from doctor after medicine for 24 hours.

Impetigo & Ringworm

*Must show proof that they are under continuing
doctor's care. Lesions must be covered at all times.

Lice

*Medicated shampoo used as directed and all eggs
(nits) removed.

Scabies

*Until appropriate treatment has been used and a
doctor's note is presented to the school nurse.

* Parents are to keep their child home for **24 hours** and to consult with a physician if your child has any of the following: open or wet sores, bare spots on scalp, sore throat, fever, suspicious rash, diarrhea, vomiting, earache, persistent cough and/or temperature (100 degrees or more).

* Returning students must be brought to school by their parent/guardian and examined by the school nurse before they may ride the bus and attend class. Exposure notices will be distributed to classmates or made available.

PHYSICAL EDUCATION

In order to avoid slipping on the multi-purpose room floor, all students must wear slacks/shorts and sneakers with laces or velcro when engaged in any physical education activity.

PHYSICAL EDUCATION – EXCUSES

Prolonged excuses from Physical Education class must be submitted by a physician. A student who is excused from physical education will not participate in recess.

ATTENDANCE / TARDIES

Any child absent from school due to a contagious disease (regardless of the number of days) must present a doctor's certificate before they may return to school. Please refer to Lacey Township School District's Regulation 5200.

All students with pediculosis (nits), ringworm, scabies or conjunctivitis shall be excluded from school and may return after examination by the school nurse or upon receipt of a doctor's certificate. At the administrator's discretion, based on excessive absences/tardies, legal notice may be sent to the parent/guardian, and/or filed in Municipal Court for violation of N.J.S.A. 18A:38-25, 18A:31.

ASSESSMENT PROCEDURES

Our school system has a comprehensive program which is used by the teacher to monitor student progress and the effectiveness of the curriculum. In addition to program and teacher-developed evaluation and instruments, benchmarks, quarterlies, and a variety of assessment tools to include the NWEA are used to monitor student progress. We continue to develop more authentic assessment techniques which enable us to differentiate instruction to meet the specific needs of students.

FIRE / SECURITY DRILLS

New Jersey laws require that each school will hold one fire drill and one emergency type drill per month. These drills are held at various times under varying conditions.

VISITORS

All parents and visitors must sign the school's Visitor Book and show their photo ID to the security greeter prior to reporting to the Main Office upon entering the school building. For the protection of the children, parents are asked not to go directly to their child's classroom prior to signing in.

SCHOOL LUNCH

All students are to eat lunch in school. Lunch may be purchased on a daily basis or brought from home. Free and reduced meals are available to those who qualify.

ELEMENTARY PARENT / TEACHER ASSOCIATIONS AND ORGANIZATIONS

Each elementary school maintains an active parent organization dedicated to providing value added programs. Parents/guardians are encouraged to join and participate.

CHANGE OF ADDRESS

All parents are asked to report any change in their address or phone number to the Main Office and provide appropriate documentation.

SCHOOL DRESS CODE

Policy 5511 - Dress and Grooming

The Lacey Township Schools Board of Education believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of this educational environment. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school.

Responsibility for the dress and appearance of students enrolled in the Lacey Township School District primarily rests with parents and students. Some student apparel may not be appropriate to wear to school, even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions, the school has established the following minimal guidelines for the appearance and dress of the student.

DRESS CODE EXPECTATIONS

Shorts, Skirts, and Dresses

- Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.
- Dress and skirt length should be no shorter than four inches above the knee, or a length at which you can sit comfortably in public.
- Short, tight skirts that ride halfway up the thigh are inappropriate for the classroom. Mini-skirts, beach dresses, and spaghetti-strap dresses are inappropriate for the classroom.
- Clothing that reveals excessive cleavage, back, chest, stomach, or undergarments is not appropriate for a classroom setting.

Jeans and Pants

- Pants must be worn properly fitted around the waist.
- Undergarments must be covered at all times.
- Rips or tears above the mid-thigh that expose skin or undergarments are not permitted.
- No pajamas.

Tops

- Casual shirts (e.g. a short-sleeved, button-down shirt), golf shirts, dress shirts, sweaters, and t-shirts are acceptable.
- Inappropriate attire includes spaghetti straps, midriff tops, halter-tops, tops with bare shoulders, and tops that reveal excessive cleavage, back, chest, stomach, or undergarments.
- Shirts and tops should be free of graphics or wording that can be disruptive to the educational process, considered offensive, or promotes drugs, alcohol, or violence.

Footwear

- Shoes must be worn at all times and should be safe for the school environment (flip flops, slippers, and backless slides, shall not be worn, except for school activities approved by the principal).

Head Coverings

- Head covering or headgear of any kind will not be permitted. Religious and medical exemptions are permitted as approved by the administration and supported with a parental note.

Accessories

- Other items prohibited are wrist/ankle/neckbands with spikes, chains, cleats, or other articles which could cause damage to other students or property.
- Outdoor jackets or coats must be placed in student lockers except when entering or leaving the building and if/when there is a defect in the heating system.
- Sunglasses/non-prescription sunglasses glazed and tinted glasses are not to be worn in school except as prescribed by the student's doctor.
- No costume attire unless approved by administration for a specific event.

Dress Code Violations

Students who are in violation of this policy will be sent to the office and given an opportunity to change into compliant attire. If a student does not have a change of clothing, he or she will be required to call/ return home to change into clothing that is in compliance with the above policy. Administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school. Dress Code applies during school hours and on school-sponsored activities and trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety during physical education, science, and elective courses. All jewelry and body piercings must be removed during participation in physical education and athletics for safety reasons.

*There will be times when parents/guardians will be unavailable to bring their children more appropriate wear and therefore, students may be required to remain in the Main Office, sent to All Day Detention, or may return to class with discipline issued.

New Jersey Tiered System of Support (NJTSS) & Intervention & Referral Services (I&RS)

NJTSS is a framework of supports and interventions to improve student achievement, based on the core components of Multi-Tiered Systems of Support and the three tier prevention logic of Response to Intervention (RTI). With a foundation of strong district and school leadership, a positive school culture and climate and family and community engagement, NJTSS builds on Intervention and Referral Services (I&RS) and gives schools structure to meet the academic, behavioral, health, enrichment and social/emotional needs of all students

Under N.J.A.C. 6A:14-3.3, district boards of education are required to establish guidelines for the involvement of school staff and community members in each building's system of intervention and referral services. Intervention and Referral Services (I&RS) is a way in which teachers' and students' needs are supported in the general education environment. I&RS does not replace traditional methods or resources for helping students; rather its focus is to align students' needs with available resources in the general education environment.

The I&RS Team:

- Identifies the responsibilities of building staff who participate in the planning and provision of intervention and referral services;
- Actively involves parents/guardians in the development and implementation of the I&RS plans;
- Identifies students in need and then plans and provides appropriate interventions for those students within the general education community;
- Reviews and assesses the effectiveness of the services provided in achieving the outcomes identified in the Intervention and Referral Plan.

The I&RS process uses a collaborative approach between school personnel and families in targeting identified needs for students who are making minimal academic and/or emotional progress in the regular education setting. Using a team approach, the needs of students who are identified at risk for learning, behavior, and/or health problems are evaluated. The team collects and evaluates relevant data in order to determine or identify specific issues which may hinder a student's performance. An intervention plan may include, but is not limited to, activities such as classroom accommodations, occupational therapy, and/or guidance services.

The I&RS process is ongoing and continues to monitor student progress within the student's academic setting. If the I&RS process exhausts all of the available school based regular education interventions with minimal success over an extended period of time, other options may be explored. It is often the case that plans are revisited and modified. In most cases, a successful intervention plan which is created and shaped over a period of time proves to be a powerful tool for the student at risk.

A child may be referred to I&RS if he/she is experiencing academic, emotional, and/or behavioral difficulties. Please note that interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services [N.J.A.C. 6A-14-3.3(b)]. A direct referral to the Child Study Team may be made when it can be documented that the nature of the student's educational problem is such that evaluation to determine eligibility for special education services is warranted without delay [N.J.A.C. 6A-14-3.3(b)]. The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request shall be considered a referral and shall be forwarded without delay to the Child Study Team for consideration. [N.J.A.C. 6A-14-3.3(d)1]. The team may also determine that an evaluation is not warranted and, if so, determine other appropriate actions. [N.J.A.C. 6A-14-3.3(e)].

SPECIAL EDUCATION

The Lacey Township Board of Education is committed to providing a free and appropriate public education to **all** students with disabilities. The district offers a full-continuum of special education programming and related services to meet the individualized needs of all of our students. Children, ages 3-21 with potential disabling conditions, may be referred to the district Child Study Team for a comprehensive evaluation.

SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under 504 and may not qualify for services under the Individuals with Disabilities Education Act. A student may be handicapped/disabled within the meaning of 504, and therefore entitled to reasonable accommodations, even though the student may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

No student will be denied, because of their educational handicap/disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of students with handicaps/disabilities and their parents will be rigorously enforced.

William W. Zylinski, Assistant Superintendent, is designated as district coordinator for matters dealing with 504. The district coordinator shall act as a compliance officer and can be contacted at the following address or telephone number:

William W. Zylinski, 200 Western Boulevard, Lanoka Harbor, New Jersey 08734

Phone: 609-971-2000, ext. 1003

LACEY TOWNSHIP SCHOOL DISTRICT

200 WESTERN BOULEVARD
LANOKA HARBOR, NJ 08734

Dr. Vanessa R. Pereira
Superintendent of Schools
Re: Student Records
(609) 971-2000, ext. 1002

Dear Parents:

In accordance with requirements as set forth in the New Jersey Administrative Code Title 6, Chapter 3, Subchapter 2, entitled "Student Records", local school districts including the Lacey Township School District are required to notify parents of their rights with respect to their child's "student records" at least once a year and, upon a parent's request, to make copies of the applicable State and federal laws and local policies available to them.

The Lacey Board of Education supports the need for and usefulness of keeping educational records for each student which will reflect the physical, emotional, social and academic aspects of a student's development in the educational process and which shall be used for the student's welfare. As parents, you have a right to know this information. These records require safeguards to protect the privacy and confidentiality of the student and his or her parents. This protection should help you maintain faith and trust in your local school system and assists school administrators and other staff members to maintain effective functioning of our educational institutions.

State law places the responsibility for compiling and maintaining information from educational records regarding students on each school district. The school districts must assure security of that information by following the procedures set forth in these laws which regulate access to and/or disclosure of that information. Lacey Township's "student records" are intended to contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originates the record. The Lacey Township School District may not compile any other records except those mandated and/or permitted by law.

Mandated student records are those records which the schools have been directed to compile by New Jersey Statute, regulation, or authorized administrative directive. Examples are: identifying data, student's name, address, date of birth, name of parents and/or guardians, citizenship and sex of student; record of daily attendance; description of student progress; history and status of physical health compiled in accordance with State regulations and all other records required to be kept by the State regarding the education of handicapped individuals. Permitted student records are those which a local board of education, by resolution adopted at a regular public meeting, has authorized the district to collect to promote the educational welfare of the students. Examples are: group achievement and intelligence tests; aptitude tests and interest inventories; systematically gathered teacher or counselor ratings; and observations and verified reports of serious or recurrent behavior patterns. "Student directory information" is not confidential. "Student directory information" means a publication of a district board of education which includes the following information relating to a student: the student's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the student and other similar information. The Lacey Township School District, at present, does not maintain student directory information in this format. If, in the future, the District compiles such a directory, parents will be notified and given a 10-day period in which to request that any or all of the student's information not be included in the directory before allowing access to the directory.

Generally student records may only be disclosed to authorized individuals or entities which include parents; students with written authorization of the parent and/or students whose relationship to the district will terminate at the end of the term and who are at least 16 years old; certified school district and educational personnel as well as supervised secretarial and clerical personnel; the district board of education and various other State and federal representatives under appropriate circumstances with appropriate authority to receive the information.

Parents have the right to review, challenge and comment upon their child's student records. The Lacey Township School District has a policy which outlines the procedures for exercising such rights. Outside persons or organizations may have access to the records only upon a request made in writing with the written consent of the parents and/or by court order and such outside persons and organizations may not further disclose this information without appropriate authorization to do so. Parents will be notified of such requests at least three (3) days prior to the release of records and may oppose the disclosure. However, the Lacey Township School District may exercise its discretion to release information to appropriate parties in the event of an emergency. Adult students do not require parental consent to review their educational records. However, their parents also have this right regardless of the student's consent if the adult student is financially dependent on the parent(s) and/or not legally competent.

If you have any questions about these policies or would like to examine your child's student records, you may arrange to do so at any time by making an appointment with the appropriate school principal. A copy of the Board of Education policy and regulations for student records may be obtained by contacting the Superintendent's Office.

Sincerely,

Dr. Vanessa R. Pereira, Superintendent of Schools

LACEY TOWNSHIP SCHOOL DISTRICT

ACCEPTABLE USE POLICY (AUP) STUDENT AGREEMENT

As a student user of Lacey Township School District's technology resources, I agree to the following rules and provisions. Please refer to District Policy and Regulation #2361 for further information.

As a student, I will:

1. only use the computer account provided to me by the district and will take the responsibility to protect my account from unauthorized access. Students will not give their personal password to anyone and will take steps to prevent others from learning their password. Students who become aware of attempts to violate or bypass security mechanisms will promptly report such attempts to their teacher or building administrator;
2. respect the privacy of information stored and accessed through Lacey Township School District's technology resources. Students will not acquire or modify, in any way, information that belongs to another person, nor will they attempt to access restricted portions of the technology infrastructure;
3. not cause intentional damage or vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. The includes, but is not limited to, the uploading or creation of computer viruses;
4. only use the software to which express rights have been granted by the school administration;
5. not copy unauthorized software onto the available data storage devices;
6. agree not to copy, disclose, modify, or transfer any materials that they did not create without the express consent of the original owner or copyright holder. Students agree not to use Lacey Township School District's technology resources to violate the terms of any software license agreement, or any applicable local, state, or federal laws;
7. agree not to use Lacey Township School District's technology resources for any purpose other than that for which they were intended;
8. not use district technology resources for personal use, personal gain, harassment, or cyberbullying;
9. use good judgment to access only information having sound educational value. Students understand that accessing illegal or inappropriate materials may result in disciplinary action;
10. understand that any violation of any provision of this agreement may result in disciplinary and/or legal action as outlined in district Policy and Regulation 2361 and 2531;
11. understand that this Acceptable Use Policy (AUP) Student Agreement remains in force as long as the student makes use of any of the available Lacey Township School District technology resources, to include, but not be limited to devices and network access, either in school or at home.