

***LOUNSBERRY HOLLOW MIDDLE SCHOOL***  
***Vernon Township, New Jersey***

Dear Parents and Guardians,

Within this booklet is information concerning Lounsberry Hollow Middle School that we believe will be of interest to you.

We hope to make this year an especially rewarding one for your child/children. We welcome you to our school for special assemblies, plays, special events, and exhibits.

From the administration, faculty, and supportive staff of Lounsberry Hollow Middle School, we welcome you to the 2010-2011 school year. We hope you will continue to share with us the exciting, challenging, and worthy goal of educating your children.

Sincerely,

*Stewart Stumper*

Dr. Stewart Stumper  
Principal

*Ms. Edwina Piszczek*

Ms. Edwina Piszczek  
Assistant Principal

## SCHOOL HOURS

Lounsberry Hollow Middle School houses grades five and six. Student school hours for 2010 - 2011 are from 7:55 a.m. to 2:45 p.m.

## SCHOOL OFFICE HOURS

Our school office is open each day from 7:30 a.m. until 4:30 p.m. The office phone number is (973) 764-8745 or 764-2900.

## SCHOOL CLOSINGS

In the event of school being closed due to inclement weather or any emergency, announcements will be made over the following:

<b>Radio Stations -</b>	WSUS	102.3	WNNJ	103.7	WHCY MAX	106.3
	WOR	710 AM	WNNJ	1360 AM		

**Television -** Channel 12, 5, and 4 determined by the station

**Websites -** [www.vtsd.com](http://www.vtsd.com) [www.clearchannelsussex.com](http://www.clearchannelsussex.com) [www.news12.com](http://www.news12.com) – click on Closings & Delays

**Every child should be aware at all times where he/she should go in the event that their parents are not home.** This alleviates considerable worry in the event of an emergency.

## ALTERNATIVE TO CLOSING SCHOOL BECAUSE OF WEATHER AND ROAD CONDITIONS

Specifically, this alternative will be the opening of school one and one-half hours (90 minutes) later than normally scheduled. When such an alternative opening is announced, your children should go to their bus stop one and one-half hours (90 minutes) later than normal. If during the 90-minute delay, road conditions do not improve, it may be possible that school will then be cancelled. Please continue to listen to your radio during this time. This alternative gives the township a greater amount of time to get roads cleared and accessed. We trust we will have your full and unqualified support in this matter.

## MATTERS OF EARLY DISMISSAL

On occasion it may be necessary to close school earlier than regular dismissal. This is called an “early dismissal.” When this occurs the radio stations will be called immediately by district officials. Please listen to the radio for the announcement of early dismissal. In addition, at the primary and middle schools, telephone calls will be made via a class parent list. If you are not going to be home, it is **necessary** that you have alternative arrangements made for your child’s care (a neighbor, a grandparent, etc.). In an early dismissal, buses will leave the high school at approximately **11:50 a.m.**; leave the middle schools at approximately **12:25 – 12:35 p.m.**; and leave the primary schools at approximately **1:30 p.m.** In order for this system to work, however, once buses arrive we will let them leave as soon as all students have boarded. Since this system may be necessary if roads are bad because of snow, etc., then it is very likely that the time spent on the bus trip will be longer than normal. This early dismissal process helps to give more time for buses on the road so that your children will arrive home safely. In such weather, it will probably take a longer time to walk home from the bus stop. Parents are reminded that in the event that hazardous road conditions or any other emergency exists, it may be necessary to dismiss students in the PM from the bus, at alternate dismissal points leading into various developments. When such road conditions exist, every effort will be made to notify parents of alternate drop off locations. The emergency calling system may be utilized in the event of an unscheduled emergency early dismissal for any reason.

## TRANSPORTATION

Parents are reminded that in the event that hazardous road conditions or any other emergency exists, it may be necessary to dismiss students in the PM from the bus, at the bottom of hilly roadways leading into various developments. When such road conditions exist parents of all students are advised to meet their children at the bottom of the hilly road or entrance to their development.

### **RELEASE OF DIRECTORY INFORMATION**

Please be advised that N.J.A.C. 6:3.2(g)6 required local boards of education to develop policies and procedures that allow educational, occupational and military recruiters access to directory information. Local boards are required by N.J.A.C. 6:3.2(d) to notify parents and adult students annually, in writing, about this matter and their rights in regard to pupil records. Current code language makes provision for parents to request in writing to the chief school administrator that their child's name be omitted from the student information directory; adult students may make that request on their own behalf.

### **AHERA MANAGEMENT PLAN**

This is to advise that a Management Plan, as required by the Federal Asbestos Hazard Emergency Response Act, is available in the main office of each district school building. A Management Plan for each school building and the Board of Education building is also available in the Board of Education office. Individuals interested in reviewing all of the Management Plans or a particular Management Plan for a specific location, may report either to the specific school main office or the Board of Education and request to review the Management Plan(s).

### **INTEGRATED PEST MANAGEMENT NOTICE**

All schools in NJ are required to have an Integrated Pest Management (IPM) Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Vernon Township Board of Ed is Steven Kepnes (phone # 973-764-4186). Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school. As part of a school pest management plan, the Vernon Township Board of Education may use pesticides to control pests. The US Environmental Protection Agency (EPA) and the NJ Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children should avoid unnecessary pesticide exposure.

### **POLICY ON ANIMAL EXPERIMENTATION AND DISSECTION ALTERNATIVE**

In accordance with the Department of Education's Policy on experiments involving animals (P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) Vernon Township School District has developed the following policy:

Participation in hands-on science is important to learning science and experiments involving animals such as dissections and vivisections are a valuable learning experience in which all students are encouraged to participate. At the beginning of the school year, students will be informed that they have the option of discussing individual concerns when experiments involving animals are used in the classroom. The science courses that include animal experimentation also include alternative assignments. Upon written request of a student's parent or guardian, our school will permit a student who objects to these activities to demonstrate competency through an alternative method. The procedure for a student to participate in an alternative activity in place of an activity that involves animals is as follows: The student will notify the science teacher of the student's choice to participate in an alternative activity in place of the class activity. The student will submit a written request from his or her parent/guardian to the science teacher. The student will be provided an alternative activity to be determined by the teacher who will specify what is expected of the student. Alternative activities should allow students to gain the same content knowledge as the class activity and should allow for a comparable investment of time and effort by the student. The student will accept responsibility for completing the alternative activity within the assigned time and is expected to learn the same content knowledge as if the student were performing the actual activity. The student will be subjected to the same course standards and examinations as other students in the course.

## DISTRICT CALENDAR 2010-2011

<b>SEPTEMBER</b>	1,2	Wed/Thurs	District	Teacher In-Service
	6	Monday	District	Labor Day – School closed
	7	Tuesday	District	First day of school for students
	9	Thursday		Board of Education Workshop
	13	Monday		Commodore Barry Day
	<b>14</b>	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	16	Thursday		Board of Education Meeting (RHPS 7:00 p.m.)
	<b>20</b>	<b>Monday</b>	<b>LHMS</b>	<b>SCA Fund-raiser begins</b>
	<b>20</b>	<b>Monday</b>	<b>LHMS</b>	<b>Back to School Night (7:00 p.m.)</b>
<b>OCTOBER</b>	4-8	Mon-Fri	District	Fire Prevention Week
	<b>5</b>	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	11	Monday	District	District In-Service (Columbus Day)
	<b>13</b>	<b>Wednesday</b>	<b>LHMS</b>	<b>School Pictures</b>
	14	Thursday		Board of Education Work Session
	18-22	Mon-Fri	District	School Violence Awareness Week
	21	Thursday		Board of Education Meeting (WRPS 7:00 p.m.)
	25-29	Mon-Fri	District	Red Ribbon Week
<b>NOVEMBER</b>	<b>1-3</b>	<b>Mon/Wed</b>	<b>LHMS</b>	<b>Parent Conferences</b>
	<b>2</b>	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	3	Wednesday	District	Marking Period 1 ends
	4-5	Thurs-Fri	District	NJEA Convention
	7	Sunday		Standard time begins
	<b>9</b>	<b>Tuesday</b>	<b>LHMS</b>	<b>School picture retakes</b>
	11	Thursday		Veteran's Day
	11	Thursday		Board of Education Workshop
	15-19	Mon/Fri	District	American Education Week
	18	Thursday		Board of Education meeting (GMMS 7:00 p.m.)
	24	Wednesday	District	Early dismissal
	25-26	Thurs/Fri	District	Thanksgiving Recess

<b>DECEMBER</b>	2	Thursday		First Day of Hanukkah
	7	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	9	Thursday		Board of Education Work session
	13	<b>Monday</b>	<b>LHMS</b>	<b>Holiday Concert (Gr. 6) 7:00 p.m.</b>
	14	<b>Tuesday</b>	<b>LHMS</b>	<b>Holiday Concert (Gr. 5) 7:00 p.m.</b>
	16	Thursday		Board of Education Meeting (CMPS 7:00 p.m.)
	23	Thursday	District	Early Dismissal
	24 – 1/2/2011		District	Winter Recess
	25	Saturday		Christmas Day

<b>JANUARY</b>	1	Saturday	District	New Year's Day
	3	Monday	District	School re-opens
	4	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	13	Thursday		Board of Education Work Session
	17	Monday	District	Martin Luther King Jr. day – school closed
	20	Thursday		Board of Education Meeting (VTHS 7:00 p.m.)
	21	Friday	District	Second Marking period ends

<b>FEBRUARY</b>	1	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	10	Thursday		Board of Education Work Session
	17	Thursday		Board of Education Meeting (LHMS 7:00 p.m.)
	21-22	Mon -Tues	District	President's Day and February Recess

<b>MARCH</b>	1	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	9	<b>Wednesday</b>	<b>LHMS</b>	<b>Variety Show</b>
	11	Friday	District	Initial Notice of Retention
	24	Thursday		Board of Education Work Session
	29	Tuesday		Board of Education Meeting (LHMS 7:00 p.m.)

<b>APRIL</b>	1	Friday	District	Marking Period 3 ends
	5	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	12	<b>Tuesday</b>	<b>LHMS</b>	<b>Grade 6 Spring Concert (7:00 p.m.)</b>
	13	<b>Wednesday</b>	<b>LHMS</b>	<b>Grade 5 Spring Concert (7:00 p.m.)</b>
	14	Thursday		Board of Education Work Session
	18-25	Mon-Mon	District	Spring Recess – schools closed
	22	Friday	District	Good Friday – Schools closed
	22	Friday		Earth Day

	24	Sunday		Easter
	27	Wednesday	District	School Board Elections
	28	Thursday		Board of Education Meeting (LHMS 7:00 p.m.)
	30	Saturday		Arbor Day
<b>MAY</b>	<b>3</b>	<b>Tuesday</b>	<b>LHMS</b>	<b>SCA Meeting (9:30 a.m.)</b>
	<b>3-6</b>	<b>Tues-Fri</b>	<b>LHMS</b>	<b>NJ ASK testing grade 6</b>
	6	Friday	District	Second Notice of Retention
	8	Sunday		Mother's Day
	<b>9-12</b>	<b>Mon-Thurs</b>	<b>LHMS</b>	<b>NJ ASK testing grade 5</b>
	<b>9-13</b>	<b>Mon-Fri</b>	<b>LHMS</b>	<b>NJ ASK make-up testing grade 6</b>
	<b>16-20</b>	<b>Mon-Fri</b>	<b>LHMS</b>	<b>NJ ASK make-up testing grade 5</b>
	17	Tuesday	LH/CM/RH	Gr. 4 Parent Orientation (7:00 p.m.)
	19	Thursday	LH/GM	Gr. 6 Parent Orientation at GMMS (7:00 p.m.)
	26	Thursday	LHMS	Career Day
	27	Friday	LHMS	Field Day
	30	Monday	District	Memorial Day – Schools closed
	31	Tuesday	LHMS	Rain date for Field Day
<b>JUNE</b>	7	Tuesday	LHMS	SCA Meeting (9:30 a.m.)
	8	Wednesday	LH/GM	6 <sup>th</sup> Grade Team I orientation at GMMS
	8	Wednesday	RH/LH	RHPS 4 <sup>th</sup> Grade Orientation at LHMS
	9	Thursday	CM/LH	CMPS 4 <sup>th</sup> Grade Orientation at LHMS
	9	Thursday	LH/GM	6 <sup>th</sup> Grade Team II orientation at GMMS
	10	Friday	LHMS	Awards Assembly
	22	Wednesday	District	Last day of school for students (tentative – if all snow days are used)
	22	Wednesday	District	Report Cards Issued – (tentative)
	22	Wednesday	District	Final Notice of Retention (tentative)

There is an allowance for six (6) emergency closing days in the above calendar. The last day for students is Thursday, June 23<sup>rd</sup>, should all six days be needed. If additional emergency closing days are needed beyond the six we will begin with school being in session during the April recess. **INDIVIDUALS ARE CAUTIONED TO CONSIDER SPECIAL TRAVEL INSURANCES AS APPROPRIATE REGARDING THE APRIL RECESS.**

Should the emergency closing days included in the above not be utilized, the last day for students will occur on the 180<sup>th</sup> day or Wednesday, June 15<sup>th</sup>. **PLEASE NOTE: The above calendar, along with any of the provisions as stated, including the April Recess, is subject to change due to extenuating circumstances at any time with Board approval.**

**RELIGIOUS HOLIDAYS**

September 1	Ecclesiastical Year begins (Orthodox Christian)	
September 2	Krishna Janmashtami (Hindu)	
September 6	Laylat as-Qadr (Islam)	
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)	
September 8	Nativity of Mary (Christian)	Nativity of the Theotokos (Eastern Orthodox Christian)
September 9	Feast of Trumpets (Church of God, Philadelphia Church of God)	
September 9-10	Rosh Hashanah (Jewish)	
September 10	Eid al Fitr (Islam)	
September 11	Ganesha Chaturthi (Hindu)	
September 14	The Elevation of the Holy Cross (Eastern Orthodox Christian)	
September 18	Yom Kippur (Jewish)	Day of Atonement (Christian, Church of God, Philadelphia Church of God)
September 23	Mabon (Wicca)	
September 23-24	Sukkot (Jewish)	
September 23-29	Feast of Tabernacles (Church of God, Philadelphia Church of God)	
September 29	Last Great Day (Church of God)	
September 30	Shemini Atzeret (Jewish)	Last Great Day (Philadelphia Church of God)
October 1	Simhat Torah (Jewish)	
October 8-16	Navaratri (Hindu)	
October 17	Duserra (Hindu)	
October 20	Birth of B'ab (Baha'i)	Installation of the Scriptures as Guru Granth (Sikh)
November 1	All Saints' Day (Christian)	Samhain-Beltane (Wicca)
November 2	All Souls' Day (Christian)	
November 5	Diwali [Deepavali] (Hindu, Jain)	
November 12	Birth of Baha'u'llah (Baha'i)	
November 15	Nativity Fast begins (Eastern Orthodox Christian)	Hajj Day (Islam)
November 16	Eid al Adha (Islam)	
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)	Guru Nanak Dev Sahib Birthday (Sikh)
November 24	Guru Tegh Bahadur Martyrdom (Sikh)	
November 26	Day of Covenant (Baha'i)	
November 28	Ascension of 'Abdu'l Baha (Baha'i)	First Sunday of Advent (Christian)
December 2-9	Hanukkah (Jewish)	
December 8	Bodhi Day (Buddhist)	Immaculate Conception (Christian) Al Hijra – 1st Muharram (Islam)
December 12	Advent Fast begins (Eastern Orthodox Christian)	
December 21	Zarathosht Diso (Zoroastrian)	Yule (Wicca)
December 25	Christmas (Christian)	The Nativity of Christ (Eastern Orthodox Christian)
January 1	Gantan-sai (Shinto)	
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)	
January 6	Epiphany (Christian)	Feast of Theophany (Eastern Orthodox Christian)
January 7	Nativity of Christ (Orthodox Christian)	
January 13	Maghi (Sikh)	Makar Sankranti (Hindu)
January 17	World Religion Day (Baha'i)	
January 19	Feast of Epiphany (Orthodox Christian)	
January 20	Tu B'shvat (Jewish)	
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)	Imbolic-Candlemas (Wicca)
February 3	Chinese New Year (Confucian, Daoist, Buddhist)	
February 8	Vasant Panchami (Hindu)	
February 15	Nirvana Day (Buddhist, Jain)	Mawlid an Nabi (Islam)

Feb. 26 – March 1	Intercalary Days (Baha'i)		
February 28	Purim (Jewish)		
March 3	Maha Shivaratri (Hindu)		
March 7	Clean Monday (Eastern Orthodox Christian)		
March 8	Shrove Tuesday (Christian)		
March 9	Ash Wednesday (Christian)		
March 13	L. Ron Hubbard's Birthday (Church of Scientology)		
March 16	Chandramana Yugadi (Hindu)		
March 19	Magha Puja Day (Hindu)		
March 20	Holi (Hindu)	Hola Mohalla (Sikh)	Ostara (Wicca)
March 21	Narouz (Zoroastrian)	Naw Ruz (Baha'i)	
March 24	Rami Navami (Hindu)		
March 25	The Annunciation/The Annunciation of the Virgin Mary (Eastern Orthodox Christian; Christian)		
March 28	Khordad Sal (Zoroastrian)		
March 30	First Day of Unleavened Bread (Church of God)		
April 5	First Day of Sacred Year (Philadelphia Church of God)	Last Day of Unleavened Bread (Church of God)	
April 8	Hanuman Jayanti (Jain)		
April 14	Baisakhi (Sikh)	Souramana Yugadi (Hindu)	
April 16	Lazarus Saturday (Eastern Orthodox Christian)		
April 17	Palm Sunday (Christian/Eastern Orthodox Christian)	Mahavir Jayanti (Jain)	
April 18	Hanuman Jayanti (Hindu)	Lord's Evening Meal (Christian, Jehovah's Witness)	Passover (Philadelphia Church of God)
April 18-21	Theravadin New Year (Buddhist)		
April 19-25	Days of Unleavened Bread (Philadelphia Church of God)		
April 19-20	Pesach (Jewish)		
April 21	Holy Thursday (Christian, Eastern Orthodox Christian)	First Day of Ridvan (Baha'i)	
April 22	Good Friday (Christian)	Holy Friday (Eastern Orthodox Christian)	
April 24	Easter (Christian)	Pascha (Eastern Orthodox Christian)	
April 25	Easter Monday (Christian)		
April 25-26	Concluding Days of Pesach (Jewish)		
April 21	First Day of Ridvan (Baha'i)		
April 25	The 11th Panchen Lama's Birthday (Buddhist)		
April 29	Ninth Day of Ridvan (Baha'i)		
May 1	Beltane (Wicca)		
May 2	Twelfth Day of Ridvan (Baha'i)	Buddha's Birthday (Buddhist)	
May 9	Yom Ha'Azmaut (Jewish)		
May 17	Buddha Day – Visakha Puja (Buddhist)		
May 19-20	Shavuot (Jewish)		
May 22	Lag B'Omer (Jewish)		
May 23	Declaration of the Bab (Baha'i)		
May 29	Ascension of Baha'u'llah (Baha'i)		
June 2	Ascension of Our Lord (Eastern Orthodox Christian)		
June 8-9	Shavuot (Jewish)		
June 12	Pentecost (Christian, Eastern Orthodox Christian, Philadelphia Church of God)		
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh)		
June 21	Litha (Wicca)		
June 26	His Holiness the 17th Gyalawa Karmapa's birthday (Buddhist)		

**Constitutionally Protected Prayer:** Under federal law, students have the right to constitutionally protected prayer. Students may pray voluntarily before, during, or after the school day as well as with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech. (8)

## GENERAL SCHOOL INFORMATION

1. The mailing address of Lounsberry Hollow Middle School is P.O. Box 219, Vernon, New Jersey 07462. Our telephone number is (973) 764-8745 or 764-2900.
2. DISTRICT WEBSITE: Vernon Township Public School maintains a website at [www.vtsd.com](http://www.vtsd.com) regarding district and school information. Anyone wishing to contact the district via e-mail can do so at [district@vtsd.com](mailto:district@vtsd.com). Frequently, we find it appropriate to recognize and honor our students' achievements, and our website is a good place to do so. Therefore, parents of all students will receive a letter from the principal regarding their right to withhold permission for having their child's personal information and/or photograph on the website. Permission is granted or withheld on a yearly basis.
3. The school day for students begins at 7:55 a.m. and ends at 2:45 p.m.
4. The Lounsberry Hollow Middle School houses two grade levels (five and six). Grade 5 has 12 sections, and grade 6 has 12 sections, for a total of 24 grade level classrooms. Lounsberry Hollow Middle School has a present enrollment of approximately 600 students.
5. Students at Lounsberry Hollow Middle School receive mathematics, language arts, science, and social studies instruction. In addition, students are exposed to the related arts of music (vocal, instrumental, orchestra, and band), art, family & consumer science, technology education, computer education, physical education, and health. Students in grades 5 & 6 receive world language. Remediation in the areas of math, language arts, and speech is provided for those students in need of such services. Classified students may also receive remediation in all academic areas.
6. Lounsberry Hollow Middle School offers all students a hot lunch at the cost of \$2.50, or a student may purchase five lunches (a week) at a cost of \$12.50 or 20 lunches (a month) for \$50.00. A menu detailing daily lunch selections is distributed to students each month.
7. We maintain a lost and found box in the cafeteria areas, and in the physical education area. If articles are properly marked with the student's name, many articles will be promptly returned.
8. We ask parents not to have their children bring valuables or excessive amounts of money to school.
9. All visitors to Lounsberry Hollow Middle School must report to the school office before proceeding into the instructional areas. Guests will be issued a visitor's pass so that they may be recognized as authorized.
10. The Vernon Township Board of Education is an equal opportunity employer and adheres to all aspects of affirmative action guidelines. The affirmative action officer for the Vernon Township Public Schools is Ms. Barbara Linkenheimer (P.O. Box 99, Route 515, Vernon, NJ 07462, (973) 764-2900 ext. 4367. The affirmative action officer for Lounsberry Hollow Middle School is Ms. Edwina Piszczek. In our main office is a complete Affirmative Action/Comprehensive Equity Plan file which includes our district's policies, plans, procedures, and compliance with all state and federal mandates in regard to affirmative action and the state's Comprehensive Equity Plan for 2010-2011.

Our school district achieves and maintains compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to the following:

### **Federal Law**

- Titles VI and VII of the Civil Rights Act of 1964
- Titles IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- Individuals with Disabilities Education Act (I.D.E.A.) of 1997
- Equal Pay Act of 1973

### State Law

- Article I, Paragraph 5 of the New Jersey State Constitution
- N.J.S.A. 18A:36-20, Equality in Educational Programs
- N.J.S.A. 10:5 New Jersey Law Against Discrimination
- New Jersey Administrative Code (N.J.A.C.) 6A:7
- N.J.S.A. 18A:35-1, History of the United States and New Jersey
- N.J.S.A. 18A:36-20, Prohibition of Discrimination

If there are any problems or questions dealing with affirmative action, it is important that our school's affirmative action officer be informed immediately so that a meeting can be arranged for remediation of any situation or problems that may arise. No pupil will be denied access to any educational program or activity based upon race, color, creed, religion, gender, or economic status. The following approved board policies pertain to affirmative action and are covered by statute:

### Policies/Regulations

- 1510 Rights of Persons with Handicaps or Disabilities
- 1520 Equal Educational and Employment Opportunities and Avoidance of Harassment by Reason of Gender.
- 1523 Comprehensive Equity Plan
- 1530 Equal Employment Opportunities
- 1550 Affirmative Action Program for Employment and Contract Practices
- 2260 Affirmative Action Program for School and Classroom Procedures
- 3362 Sexual Harassment – Professional Employees
- 4352 Sexual Harassment – Non-Certified Employees
- 5512 Harassment, Intimidation, Bullying and Harassment
- 5750 Equal Educational Opportunity – Pupils
- 5751 Sexual Harassment – Pupils
- 5755 Equity in Education Programs and Services

The New Jersey Comprehensive Equity Plan for 2010-2011 has been developed and submitted to the NJ Department of Education Office of Specialized Populations/Equity and the Sussex County Office of Education.

11. Students are not permitted to use the phone without first receiving permission from a teacher or the administration. **Any calls regarding illness or possible student pick-up because of illness are to come from the school nurse only.**
12. Students are permitted to go to lockers at the beginning of the school day, before lunch, and at the end of the day. To help eliminate the need for a large number of books to be carried to specials and physical education classes by students, arrangements will be made within the individual teams. These plans may include additional time at lockers. Book bags, backpacks, and large bags of any type are to be left in the locker during the school day, as they become obstacles to safe movement within our hallways and classrooms. Also, they often contain items that are not permitted in school, such as radios, computer games, cards, candy, gum, etc.
13. Please be advised that a Management Plan for each school building and the Board of Education building is also available in the Board of Education Office. Individuals interested in reviewing all of the Management Plans or a particular Management Plan for a specific location may report either to the specific school main office or the Board of Education and request to review the Management Plan(s).
14. Pupil Fund Raising – Policy 5830 and Regulations 5830R – “All fund raising activities must be accompanied by a written warning to students and parents/guardians that door to door sales without an adult, are clearly prohibited and not sanctioned by the Vernon Township Board of Education.”

## SCHOOL BUSES

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school bus your child is governed by New Jersey State Law.

New Jersey Statutes Section 18A:25-2 states: “A pupil may be excluded from riding the school bus to and from school for disciplinary reasons by the principal and his/her parents shall be responsible for his/her transportation to and from school during that period of exclusion.”

Students will conduct themselves in a manner that will assure the safety of all involved when waiting for, riding on, and departing from school buses. Therefore, disruptive behavior, standing while the bus is in motion, tampering with the emergency exit, vandalism, insubordination, smoking, hanging out of windows, foul language, and eating on the bus are all prohibited and will result in suspension from the bus for a period of time, or other disciplinary measures to be determined by the administration. The bus driver is in complete charge of the school bus and students are bound to obey directions given by the driver. Students seating arrangements are at the discretion of the bus driver. Therefore, the bus driver has the final say as to where students sit on the bus. Students who fail to obey school bus rules will be subject to suspension from the bus by the administration. **It is the school bus driver’s responsibility to devote full attention to driving the school bus while the bus is in motion. Children’s misbehavior on the school bus constitutes an extreme hazard because it can divert the driver’s attention from the primary responsibility of conditions and possible hazards on the road as well as tending to the actual responsibilities of driving. Therefore, we have installed security cameras on several of our school buses for the purpose of monitoring student misbehavior.**

While waiting for the school buses, all students are to remain in the bus shelters, where available, or off all public roads. Students must board and depart buses at their assigned bus stops only. Students are not permitted to bring athletic equipment, animals, amphibians, food, radios, CD players, electronic equipment, iPods and MP 3 players, video games, skate boards, large projects, or cameras on the bus. Chewing gum is not permitted on the school bus. Parents are asked not to request that students change buses for social reasons. This is not permitted according to Board of Education Policy. **Emergency requests for temporary bus change must be made through the Transportation Department.** Request for students to ride buses other than their assigned ones may not be honored by the Lounsberry Hollow office. The transportation department for the Vernon Township School System may be reached by telephone at 764-2900 extension 4344. Should you have any questions pertaining to your child’s transportation, we can be reached at 973-764-8745.

As soon as possible, all parents should become aware of the bus route number that their child is transported on, along with the contractor owning the bus. Such information is displayed on the exterior of the bus. In the case of car routes, such information is to be immediately requested from the driver. Should your child be late in arriving home or not get off at the appropriate bus stop, you should immediately contact: FIRST – the school of attendance, if no one is available at the school, SECOND – The Board of Education Office (764-2900), if no one is available at the Board Office, THIRD – the Vernon Township Police Department (764-6155), the police will contact a school district official.

The following bus contractors currently serve our school district: Baldwin Transportation, Havens Transportation, Decker Transportation, and First Student.

Parents are reminded that at no time are they to approach their child’s bus driver regarding complaints or requests. If a parent has a bus related concern he/she is to contact Lounsberry Hollow Middle School.

### Activity Buses

On **Tuesdays, Wednesdays, and Thursdays** only students who participate in various after-school programs may take the activity bus that will depart at 4:20 p.m. and let students off at a designated bus stop. **No student is allowed to stay after school unsupervised or without a signed permission slip.** Students must sign up for activity buses in the morning during homeroom.

**Please note:** The activity buses are not state funded and are maintained on a year to year basis, according to our ability to fund them and according to a sufficient number of students who use the afternoon activity bus. **Please be aware that often the activity bus stop is different than the child's regular bus stop.** Transportation from an activity bus stop is exclusively the parent's responsibility. All rules for regular buses apply to activity buses. Occasionally there will be cancellations of various activities during the day that were scheduled to occur. Please make sure your child knows what to do or where to go if he/she arrives home earlier than planned.

### ABSENCE FROM SCHOOL

On the first day of your child's absence, please do call school in order to report the absence. It is not necessary to call the school if we have previously been made aware of the absence. If you know that your child will be out for more than one day, this fact needs to be mentioned at the time of the telephone call. If the school does not receive a telephone call regarding the absence, and is otherwise unaware of the reason for the absence, office personnel may contact you in order to verify your child's absence.

Truancy is against the law. Parents are responsible for seeing to it that their child attends school regularly and can be held accountable under New Jersey Law if their child is truant or consistently late to school.

Under the direction of the administration, the school attendance person will telephone the home of students who are absent from school in order to determine the nature of the illness, if this information is not already known. Children returning to school from an extended illness must report to the school nurse and are expected to resume a normal school schedule, which includes physical education. Therefore, students should be well enough to participate in all activities and be adequately dressed for all weather conditions. If the doctor does not feel a student is ready to resume a full program, special arrangements can be made through the Health Office with a note from the doctor stating specific modifications and their duration.

### TARDINESS

A student is tardy if he/she is not in school by 8:00 a.m. Should your child have reason to be tardy, please send in a note explaining why. Tardiness at LHMS is discouraged and when a child is tardy, it is to be an exception. After **9 tardies** are accrued, a parent conference and/or detention will be scheduled at the discretion of the administration.

### **EARLY RELEASE FROM SCHOOL**

From time to time, it may be necessary for you to arrange to pick up your child for special “early release” from school. This is usually for some special family circumstance or emergency and generally occurs very rarely. The school system must undertake great care and concern for security, safety, and well-being of the students in our care. Therefore, your cooperation and understanding regarding the following regulations is vital as our mutual concern focuses upon the safety of children.

#### **Throughout the Day:**

- Send a note in with your child.
- On the note indicate your son/daughter’s class/room at the time of pick-up.
- Come into the main office and sign your child out..
- Your child will meet you in the main office.
- We request that student pick up be made before 2:30 p.m. so as not to conflict with regular dismissal.

#### **At the End of the Day:**

- Send in a note with your child.
- Come into the main office and sign your child out.
- Wait in the main lobby for your child to arrive with the dismissal call.

**Please note:** In the event of some crisis or emergency, a phone call to us will expedite the matter. If this cannot be done, then we will understand the situation. We will not release your child to anyone other than his/her parent or guardian. If there is a special circumstance and a neighbor or relative appears to pick up your child, that release will only be made after we call you and verify the release. **The person picking up your child must be 18 years or older.**

Under no circumstances will a child be released if the child does not identify and recognize the person who is there to pick up the child. In the event of any serious questions by the school office personnel regarding the above, the school reserves the authority to immediately call the police department and request police intervention and will hold the child until the police arrive.

### **LEAVING SCHOOL GROUNDS**

Students must secure permission from the administration before leaving the school grounds during the regular school day. Students who leave the school without permission will be considered truant from school and the appropriate juvenile authorities will be contacted. In addition, parents will be contacted to make them aware of the situation.

### **GUIDANCE DEPARTMENT**

The Guidance Department at Lounsberry Hollow Middle School is available to help any students and/or parents with any questions or problems that they may have. Students need permission from a teacher to make an appointment with the guidance counselor. Parents may feel free to call

to arrange an appointment by calling 764-8745, and asking for the Guidance Department. Please do not contact the Guidance Department to arrange for a conference with your child’s teacher. Directly contacting the affected teacher(s) will expedite the process. Some of the services counselors provide are listed below:

1. Promote congenial relationships among students.
2. Provide assistance with student academic problems.
3. Provide assistance with student personal problems.
4. Facilitate programs for special needs students.
5. Coordinate all student testing.
6. Offer suggestions to parents concerning academics, discipline and socialization.
7. Provide assistance to teachers in handling certain classroom situations.

**RETENTIONS**

March 11, 2011	Friday	Initial retention notice or subject failure notice
May 6, 2011	Friday	Second retention notice or subject failure notice
June 23, 2011	Thursday	Final determination for retention (tentative last day of school)***

\*\*\* First to be reviewed by principal, possible CST review and guidance.

**DAILY SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
HOMEROOM	8:00 – 8:10
PERIOD 1	8:10 – 8:52
PERIOD 2	8:53 – 9:35
PERIOD 3	9:36 – 10:18
PERIOD 4	10:19 – 11:01
PERIOD 5	11:02 – 11:44
PERIOD 6	11:45 – 12:27
PERIOD 7	12:28 – 1:10
PERIOD 8	1:11 – 1:53
PERIOD 9	1:54 – 2:36

**HOMEWORK**

Students are expected to have daily homework assignments. The regular assignments should serve two purposes:

1. Reinforcement of skills through additional practice of drill exercises; or by memorization of facts, spelling, poetry, or other valuable materials; and studying for tests or quizzes.

2. The development of worthwhile educational and leisure time activities that consist of:
  - a. Educational and recreational reading, listening, or observing.
  - b. Purposeful or creative writing, art, or science activities. Research activities involving the securing of information through various channels as reading, or actually engaging in educational projects.

Should your child ever tell you that he/she never has any homework, please contact your child's team of teachers immediately. As a rule of thumb, the suggested amount of homework time spent by children each day should be:

**5<sup>th</sup> grade: up to 60 minutes**

**6<sup>th</sup> grade: up to 60 minutes**

All homework assignments will be relevant to the subject matter being taught, and completed homework will be checked. All homework assignments are to conform to the same standards as daily classroom assignments.

1. Standard paper size (8 ½ x 11) is to be utilized
2. Standard heading
3. Proper sentence structure
4. Correct spelling
5. Neatness and legibility
6. Use of pencil (unless otherwise specified)
7. Completed on time.

The following conditions are most important in students achieving academic success:

1. Positive expectations of parents,
2. A sense of order in approaching work,
3. A sense of purpose in accomplishment, relatively quiet working place,
4. A pleasure in learning.

\* Students are responsible for all work missed while absent. Oftentimes, a classmate can provide the assignments and work missed.

### **REPORT CARDS AND GRADING SYSTEM**

This year Lounsberry Hollow Middle School will issue final report cards only. Grades can be accessed daily via the parent portal. Cumulative grades for each marking period can be accessed after each marking period closes. **NOTE THAT NUMERICAL GRADES ARE ISSUED FOR ALL STUDENTS AT LHMS.**

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	65 – 69
F	=	64 and below
Ex	=	Excused

The Marking Periods are as follows:

**FIRST MARKING PERIOD**

September 7, 2010  
November 3, 2010

Marking period 1 begins  
Marking period 1 GRADES CLOSE

**SECOND MARKING PERIOD**

November 8, 2010  
January 21, 2011

Marking period 2 begins  
Marking period 2 GRADES CLOSE

**THIRD MARKING PERIOD**

January 24, 2011  
April 1, 2011

Marking period 3 begins  
Marking period 3 GRADES CLOSE

**FOURTH MARKING PERIOD**

April 4, 2011  
June 14, 2011 (tentative)

Marking period 4 begins  
Marking period 4 GRADES CLOSE

**HONOR ROLL -** Honor Roll status is achieved by students who receive 85% - 100% in every subject area. Students who achieve this status will have their names submitted to area newspapers and will receive an honor roll certificate.

**REVISED GRADE COMPONENTS (Grades 5 & 6)**

The following is a subject breakdown of grade components:

MATH	40% Tests 30% Quizzes 20% Homework 10% Class Participation (includes discussions, board work, questions, extra projects)
SOCIAL STUDIES	40% Tests/Projects 30% Quizzes (notebooks) 20% Homework 10% Class Participation
SCIENCE	50% Tests/Projects/Labs 20% Quizzes 20% Homework 10% Class Participation

LANGUAGE ARTS	40% Tests/Projects (including spelling tests, reports, presentations, compositions)
	30% Quizzes
	20% Homework
	10% Class Participation
PHYSICAL EDUCATION	50% Class Participation
	30% Preparation
	20% Skills
HEALTH	40% Projects/Tests
	30% Quizzes
	15% Class Participation
	15% Homework
COMPUTER	80% Projects
	20% Class performance and participation
ART	90% Projects
	10% Participation
FAMILY & CONSUMER SCI. TECHNOLOGY EDUCATION	90% Projects
	10% Class Participation
	50% Major Project
	15% Class Participation
	15% Test/Quiz
	10% Notebook
	10% Homework
INSTRUMENTAL MUSIC/ORCHESTRA	30% Effort/Class Participation
	30% Musical Progress
	20% Homework (practicing)
	10% Materials (book, instrument, practice sheets)
	10% Attendance at classes and band rehearsals
MUSIC	90% Projects
	10% Participation

**PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE (GRADE 6 ONLY)**

The purpose of this award is to recognize academic success in the classroom. To be eligible for this award, students must meet the following requirements:

- a) Grade point average: Students are to earn a grade point average of 90% or above in 5<sup>th</sup> grade and for the 1<sup>st</sup> and 2<sup>nd</sup> marking periods of 6<sup>th</sup> grade in **each individual subject area (this includes P.E. /Health, Music, Art, Technology, Computers, Family & Consumer Science, and Instrumental Music.**
- |                   |    |    |             |
|-------------------|----|----|-------------|
| ex. Language Arts | 92 | 92 | Average 92% |
| Math              | 96 | 94 | Average 95% |
- b) Advanced Proficient score of 250 or higher on the NJ ASK test in Math or Language Arts is required.

## ACADEMIC SUPPORT

**Make-up work** – After an absence for any reason, it is the child’s responsibility to obtain all work assignments missed and to make all arrangements for make-up tests. Teachers will assist students in the process. Students are encouraged to exchange phone numbers with a classmate in order to call about the day’s class work and homework. Parents are requested to call the school if a child is going to be absent for three days or more. In this way, we can arrange to have homework, etc. sent home.

**Request for Homework**- In the event of an absence of **more than three days**, parents may call the main office (973-764-8745) to request homework assignments. Please allow a least one full day before picking up the assignments in the main office.

**Basic Skills Improvement** – Those students identified by district testing and teacher recommendation as being below the state determined cut off in the areas of math and language arts will be provided with remedial services.

**Tutoring (Bedside Instruction)** – In the event a child needs tutoring due to an extended illness, parents are asked to contact the school and provisions will be made to provide bedside instruction. In some cases the child’s regular team of teachers will provide bedside instruction, however, certified tutors will more than likely perform this service.

**Transfer of Students**- In the event of students transferring out of school, parents or guardians must report to the Guidance Department to obtain the proper transfer cards and arrange for the dispensing of information regarding the necessary and appropriate health records.

## TEXTBOOKS

Textbooks are public property and are on loan to students. Please make sure your children keep all textbooks in good condition for future use. Students are responsible for all textbooks and workbooks assigned to them.

1. All **textbooks must be covered at all times** throughout the school year.
2. Homeroom teachers will issue textbooks, record serial numbers, and note the condition of each book for each student. Names should be placed in the appropriate area on the inside of the front cover.
3. Students should let the teacher know immediately if there has been damage done to a textbook, as soon as the book is issued. Lost or damaged books must be reported immediately.
4. Make repairs on your own throughout the year.
5. In June, all textbooks issued will be collected with serial numbers and book conditions checked. Those books that have been damaged or need repairs will be charged against the students and final grades and report cards will be withheld until all charges are paid.

**Textbook Fines** – Following is a list of textbook fines:

**Note – If a book is damaged in such a way that it is unusable, follow the “lost book” fines listed below.**

Lost books – replacement cost is charged for books that are new or under two years old. The replacement cost is then reduced by 5% for each additional year the book has been used

Writing on pages - \$5.00  
Loose binding - \$5.00  
Bent corners - \$5.00

Torn pages - \$5.50  
Broken bindings - \$8.00  
Paperback books – New – original cost of the book  
Used - \$2.00

As of June 2010, the following list represents **accurate replacement prices** for books:

Grade 6	Social Studies	\$50.25	Grade 5	Social Studies	\$50.25
	“Just Past the Possible”	\$69.48		Math	\$60.60
	Spelling	\$16.98		Math Practice	\$ 8.75
	Health	\$50.37		English	\$54.10
	Vocabulary	\$ 8.40		Health	\$50.37
	English	\$54.90		“Don’t Forget to Fly”	\$62.28
	Math	\$60.25		Science	\$54.30
	Science	\$67.95		Spelling	\$16.98
				Home Economics	\$15.45

### **LOCKERS**

Each student is provided with a locker to keep his/her books and outside clothing. We also provide students with a small locker for gym clothing. All corridor lockers have built-in locks and are automatically locked when closed. It is very important that your child keeps these lockers locked at all times, and not give his/her combinations to any friends. **If your child should lose anything from these lockers, he/she is responsible and will be expected to pay for any missing school property.** Students should never leave money or valuable personal property such as jewelry or watches in their lockers. Your child’s locker is a valuable item and should be treated as such. Lockers are the property of the Vernon Township Board of Education and, therefore, subject to inspection by the building administration during the course of the year. Locker cleanout will also take place at various times during the school year. Combinations to all lockers are changed every year.

### **LIBRARY/MEDIA CENTER**

The library media program provides both students and teachers with an organized and extensive collection of print and non-print materials. Selection of these materials is guided by the educational needs and interests of the students. All fifth grade students receive a thorough orientation to the library/media center. Through projects and assignments in the various subject areas, students learn how to utilize the computerized card catalog and the wide variety of reference materials. Since libraries are our nation’s greatest information resource, it is important to develop within students the necessary skills and positive attitudes that lead to productive, successful, and fulfilling library use. Students are encouraged to use the library for reference work. The media center at Lounsberry Hollow is fully equipped with “state of the art” computerized facilities such as the card catalog, encyclopedia computer, access to information from other media centers, and the Accelerated Reader Program.

### **INTRAMURALS – INTERSCHOLASTIC EVENTS**

Students are encouraged to participate in various after-school programs. They serve to broaden interest and encourage development of a well-rounded student. The information regarding these activities (dates, times, etc.) will be posted during the school year. Some of the activities are as follows: Field hockey, volleyball, track and field, golf (for grade 6 only).

## PHYSICAL EDUCATION

Students in all grades are required to participate in physical education classes. Only in cases of emergency will a student be excused from gym, and he or she must have a note from his/her parent or doctor. The note must be brought to the nurse **before homeroom** for her perusal and approval. Students who are to be excused from gym for three or more days are required to have a doctor's note. All students participating in physical education classes are to dress in an appropriate fashion. Our physical education program is based on conditioning. Therefore, we urge parents to encourage their child/children to engage in physical activities at home. Students are required to wear tied sneakers, and change out of their school clothing and into shorts and T-shirts or sweats for physical education. The student's name should be marked on or inside all gym clothing. Popular clothing items such as team shirts are difficult to identify if lost, therefore, they require marking to determine ownership. The school discourages students from bringing expensive clothing items for use in gym. Students may not wear jewelry during physical education classes. They are discouraged from wearing jewelry on physical education days. The school cannot be responsible for lost jewelry. It is the responsibility of the student to lock his/her gym basket and/or locker after changing for gym. If a gym lock is lost it is also the responsibility of the student to report the missing lock to his/her gym teacher, and to carry clothing to gym until the lock is found or replaced. Should the gym lock not be found at the end of the year, a \$5.00 fine will be charged to the student for replacement cost.

## NOTES FROM THE NURSE

1. Statutes of the state of New Jersey require full immunization for all students in schools across the state. Parents are urged to contact our school nurse, should they have any questions regarding these requirements.
2. Hearing, vision, and scoliosis screening are state-mandated tests that are performed on all Lounsberry Hollow Middle School students. The results, if not within accepted range, will be referred to the parent.
3. **Gym Excuses** – Gym excuses are to be issued by the school nurse. To obtain an excuse you must
  - a. Have a note from a parent for a one or two day excuse.
  - b. Have a doctor's note for three or more days.
  - c. Bring your request to the health office before or during homeroom.
  - d. Students excused from gym will not be permitted to participate in after-school activities that require physical activity such as interscholastic sports, intramurals, variety show.

**Absence from school** – Children returning to school from an extended period of illness are required to bring a note of explanation from a parent or guardian and must report to the school nurse. Students are expected to resume a normal school schedule, which includes physical education. Therefore, students should be well enough to participate in all activities and be adequately dressed for all weather conditions. If the doctor does not feel a student is ready to resume a full program, special arrangements can be made with the administration and/or guidance office. However, a physician's statement is required. The school will be in contact with parents throughout the year, should matters arise regarding attendance that may impede academic achievement.

4. **Medication at School -**

**MEDICATION GIVEN IN SCHOOL BY THE SCHOOL NURSE** - Medication will be given in school only when pupil's attendance depends on the timely administration of such medication. "Medications" as per this law means any prescription drug, and prescribed over-the-counter medicine including but not limited to aspirin and cough medications. Requests for the administration of medication in school must be made in writing and signed by the physician (FORM A).

**STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATIONS TO AND FROM SCHOOL. PARENTS MUST DELIVER AND PICK UP ALL MEDICATIONS USED BY STUDENTS IN SCHOOL. NOTE ALL MEDICATIONS MUST BE IN ORIGINAL PRESCRIPTION BOTTLE**

**SELF ADMINISTRATION OF MEDICATION FOR LIFE-THREATENING ILLNESS (such as asthma)**

Parents must provide the Board of Education with a written authorization for the self-administration of medicine by the pupil's physician. This certificate must state that the pupil has asthma or another potentially life threatening illness and is capable and has been instructed in the proper use of the medication. Permission to self-administer one medication shall not be interpreted as permission to self-administer other medications.

**PARENTAL HAND-WRITTEN NOTES WILL NOT BE ACCEPTED.**

5. **Head Lice Infestation** – Head lice infestation can occur at any age and each year 6 to 23 million Americans report having contracted head lice. One of the most prevalent misconceptions about head lice is that it occurs only among the poor and unclean. For many years, it was thought that people only received head lice from unclean environments or because of poor hygiene. Everyone is at risk and if it happens in your family, it is not something that should cause embarrassment. The most important thing is to treat the problem immediately and notify your child's school, in particular the school nurse, and everyone else with whom your child has come in contact. Presently, the chances are better than ever before of bringing this nationwide public health problem under control. More cases of head lice infestation occur than all other communicable childhood diseases combined.

**Vernon Township Public Schools' Head Lice Procedure:**

1. After a case of head lice is reported to the school nurse, or detected by the school nurse, the student will be excluded from school until treated and free of nits (eggs).
2. The student identified with head lice will not be allowed on the school bus until cleared by the school nurse.
3. The student must be seen by the school nurse prior to readmission to school.

**If you have any questions, please contact our school nurse.**

6. **Emergency Cards, Miscellaneous Forms** - Emergency cards are kept for all students and it is most important that they be kept up to date to be of value. Emergency cards and miscellaneous forms regarding student health will be sent home by the school nurse periodically. Please make sure all of these forms are returned to the school nurse so as to ensure adequate current health status regarding all students. Please inform the school of any changes in address, phone numbers, or place of employment should this occur throughout the year.
7. Our district has a comprehensive **K-12 Family Life Curriculum**. More information regarding the Family Life Curriculum will be disseminated to parents during the school year.

8. **Requests for Payment of Medical Bills** – Requests for payment of medical bills shall not be presented to the Vernon Township Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made **only** as a result of adjudication through the courts.
9. **Accident Insurance** – The Board of Education provides parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils.

### **COMPREHENSIVE EQUITY PLAN**

The District has developed a Comprehensive Equity Plan (CEP) for the years 2010-2011. Main objective is to:

- Provide staff development to all interested parents and community members, certified and non-certified staff to inform, identify, and resolve problems in the following areas:
  - Student achievement gap
  - Bullying
  - Sexual Harassment
  - Prejudice, bias and stereotyping
  - Diverse learning styles
- The District will create and administer an interesting survey to ensure equitable opportunities for female and male students to participate in athletics at Vernon Township High School. Survey results will be used to analyze the current athletic offerings to create a match.

### **Public Complaints and Grievances – Policy #9130**

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal.

Any person alleging discrimination on the basis of disability, sex, or age may omit the first level of the complaint procedure and proceed directly to the Principal. If the complaint is regarding the Principal, the complainant may omit the first and second levels of the complaint procedure and proceed directly to the Superintendent. Complaints or grievances alleging discrimination in such areas may file a formal complaint with the appropriate State or Federal agency at any stage of the complaint/grievance process.

**VERNON TOWNSHIP PUBLIC SCHOOLS**  
**Vernon Township, New Jersey**

**DISTRICT EXPECTATIONS FOR STUDENT CONDUCT**

The Vernon Township Public Schools recognize that rapid societal changes have impacted upon the traditional school and its approach to instruction and discipline. One constant factor in the midst of society's changes has been the district's goal of providing a pleasant, safe and challenging learning environment for every Vernon Township student. The home and school have a shared responsibility in achieving this goal.

Every school district has the right and responsibility to establish standards for acceptable student behavior within the school setting, and every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of his/her school community regardless of background or current level of ability. To assist students and parents, we list below this district's behavioral expectations for all students in grade k-12.

We expect:

- that students will demonstrate an attitude of respect, courtesy, and kindness toward all;
- that students will not use inappropriate, vulgar, and abusive language;
- that students will not bully, intimidate, threaten or harass others;
- that students will not possess, use, or abuse dangerous and/or illegal substances;
- that students will resolve conflicts without the use of weapons, violence, and/or physical means;
- that students will come to school in clothing that is neither offensive, disruptive nor distracting within the school setting;
- that students will assist in maintaining a clean and beautiful school environment, free from litter, graffiti, and vandalism.

Since we expect each student to behave appropriately and to be a responsible and productive citizen of our school community, age appropriate consequences will be applied at each school for those students who are uncooperative and/or noncompliant.

## CODE OF CONDUCT

The following behavior is unacceptable at Lounsberry Hollow Middle School:

1. Running or making excessive noise in the hall.
2. Lateness to class or homeroom.
3. Leaving any class without permission.
4. Running, making excessive noise or throwing food in the cafeteria.
5. Being involved in a disturbance on a school bus or at the bus stop.
6. Students are not permitted to bring any objects to school that will interfere with the learning environment such as toys, radios, Ipods, computerized games, cameras, collector cards, gum, candy, or **cell phones**, etc.
7. Students are not permitted to engage in the sale of any items in school or on the bus.
8. Gum chewing.
9. Sexual harassment is a very significant concern of ours. Federal and State laws guarantee that schools are absolutely free of sexual harassment. The Vernon Township Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by another pupil or by an employee of the district. (Policy 5751). Any student who feels that he/she has been sexually harassed, or any employee who hears or has independent cause to suspect that a pupil has been subjected to sexual harassment, shall promptly notify the building administration, which shall immediately initiate an investigation of the matter and report the findings to the superintendent.
10. Bullying/Harassment even when very subtle will not be tolerated. Any student experiencing the above needs to report this to his/her teacher, guidance counselor, or school administrator immediately. Once identified, the perpetrator will be consequence. Parents are advised to do likewise if they become aware of the above involving their child. In all cases, Board of Education Policy and Regulations (5512) will be followed.
11. The Vernon Township Board of Education has a zero tolerance for any and all forms of fighting, violent assaults, and any other physical confrontations. Students involved in any of these acts will face disciplinary measures including the possibility of having such actions reported to the police.

The above matters are the concern of all faculty and staff members in the building. Any violations will result in a corrective action on their part. A reprimand, removal from the lunchroom or bus, in-school suspension or detention could result. Efforts will be made to work through the involved student's parents. Repeated instances of unacceptable behavior will result in a more serious action on the school's part.

The following student behavior will be designated a **major violation** of school rules:

1. Truancy
2. Cutting class
3. Disrespect or defiance to an administrator, teacher, secretary, clerk, aide, custodian, or food service personnel.
4. Fighting
5. Smoking
6. Vandalism or stealing
7. Repeated bus discipline
8. Teasing and/or harassment of others
9. Excessive referrals to office for disciplinary measures.
10. Carrying any weapon
11. Tampering with fire equipment or use or possession of matches or fireworks of any kind.
12. Possession, use of, or being under the influence of any alcoholic beverage or illegal drug.

13. Excessive lateness to school.
14. Use of foul or abusive language. Writing offensive words or pictures. Defacing school property, i.e. writing on bathroom walls, etc.
15. Repeated use of verbal insults or threats.
16. Note writing
17. Inappropriate magazines
18. Carrying a “magneto” pen.
19. No laser pens allowed.
20. Carrying a cell phone and/or taking pictures or texting with a cell phone in the classroom, locker room, hallway, or on the bus, etc.
21. Students are not permitted to carry backpacks or large bags of any type during the school day. All items must be kept in the locker.

In the instances of major violations, the principal or assistant principal will be involved in determining what action is to take place. Usually a guidance counselor will be involved and the student’s parents are notified by phone or notice. If suspension is necessary, the length or type of suspension is determined by the administrator. Failure to leave the scene or to make a reasonable attempt at leaving the scene, given the circumstances, may result in disciplinary action.

**WEAPONS** - A weapon is any item that is designed to inflict injury or harm and/or any item a person could use that is not normally intended to inflict injury or harm but could become a weapon in certain circumstances. This includes, but is not limited to, any type of firearm, live ammunition, explosive device, incendiary device, knife, blade, brass knuckles, club, blackjack, or any other dangerous instrument. This also includes imitation firearms or any object or device reasonably capable of being mistaken for a firearm or other weapon. These items are not to be brought to school. The school district will not permit any student to be in possession of any ammunition in school. Any student found carrying ammunition will face disciplinary action.

When a student is found to be in possession of a weapon, the administration will confiscate the weapon or seek the aid of the police in confiscating the weapon. Parents will be notified. In addition, the student shall be liable for suspension from school and the administration will file all appropriate charges with the police.

Should a student use or threaten to use a weapon, police will be contacted and parents will be notified. The student will be suspended from school and all appropriate charges will be filed with the police. In addition, the school reserves the right to determine an alternate learning placement, recommend a counseling program, and/or pursue expulsion. In all cases, Board of Education Policies and Regulations (5611 and 8467) will be followed.

### **REMOVAL OF PUPILS FROM REGULAR EDUCATION PROGRAM FOR WEAPONS/FIREARMS VIOLATIONS**

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement the Safe Schools Initiative Act Chapters 127 and 128, The Zero Tolerance For Guns Act. This act provides for immediate removal of a pupil found to be in possession of a firearm, committing a crime with a firearm, or assaulting a member of the school community with a weapon other than a firearm.

## **ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND USE OF THE INTERNET**

The school district provides computer equipment, computer services, and Internet access to its pupils and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and use of global communication resources.

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Policy 2361R, an approved board policy, pertains to Acceptable Use of Computer Network / Computers and use of the Internet. The policy states that behaviors including, but not limited to the following, are prohibited.

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems or computer networks/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network / computers for commercial purpose;
- Engaging in other activities that do not advance the educational purposes for which computers are provided.

Students who violate acceptable use of computer networks / computers and use of the Internet shall be subject to consequences for violations under school and district discipline guidelines.

## **STUDENT ALCOHOL / DRUGS / SUBSTANCE ABUSE**

Unless specifically prescribed by a physician, students are forbidden from possessing, selling, transferring, or being under the influence of drugs, narcotics, or alcohol while at school, at a school function, on school property, on any transportation vehicle provided by this board, or otherwise under the jurisdiction of the school.

Education and instruction about the nature of alcohol / drugs / substance use and abuse is provided according to the board approved health curriculum. Other resources such as a guidance counselor, school nurse, child study team, and student assistance counselor are also available as appropriate to the situation.

Where there exists reasonable suspicion to believe a student is in violation of this policy, the principal or his/her designee and the school nurse will be informed. Under all circumstances, the laws of the state of New Jersey and the policies of the Vernon Township Board of Education will provide the framework within which school officials shall function.

#### **NEW JERSEY STATUTES ANNOTATED TITLE 18A:40-4.0**

Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this state that a pupil may be under the influence of a controlled dangerous substance as defined I.P.L. 1970, chapter 226, section 2 (C,24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, dulling of the brain or nervous system, including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as define I.P.L. 1965, chapter 41, section 1, (C,2A:170-25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such teaching staff member, school nurse, or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and the principal, or in his absence, to his/her designee. The principal or his/her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if such doctor is not available, the pupil shall be taken to the emergency room by the principal and a parent or guardian of the pupil whether or not the pupil is under such influence. A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal. If such diagnosis is positive, the pupil shall be returned to his home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970," P.L. 1970, chapter 227 (C.2G-18, et seq.). The pupil shall not resume attendance at school until he/she submits to the principal a written report certifying that he/she is physically and mentally able to return thereto, which report shall be prepared by his personal physician, the medical inspector or the physician who examined him pursuant to the provisions of this act.

No legal action can be taken against anyone involved in enforcing 18A:40-4.1 (18A:40-4.2)

Any person under the legal age to purchase alcoholic beverages who possesses or consumes any alcoholic beverages in any school is guilty of a disorderly persons offense, and shall be fined not less than \$100.00. Whenever this offense is committed in a motor vehicle the defendant will lose his driving privileges for 30 days. (2C:33-15).

Students suspended for drugs/alcohol will be denied participation in all school related activities for the remainder of the marking period, but not less than one month (20 days).

Under the law of the State of New Jersey, an adult who knowingly serves, provides, or approves of the consumption of alcoholic beverages to a minor in his home can be liable for any injury or damage the minor may cause due to his intoxicated state. The law is not concerned with whether the adult approves or disapproves of the misuse of alcohol. An adult can be held legally responsible for the conduct of any juvenile whom he allows to drink in his home. This includes situations where the juvenile inflicts or causes damage after he has left the adult's home.

**SCHOOL SAFETY** – Vernon Township Public Schools has in place prevention, intervention, and postvention plans to deal with issues of school safety at all schools. These plans have been developed in coordination with local, county, and state officials. In all cases, the safety of the students is paramount. Periodically, throughout the year, drills will be held at each location to simulate a building evacuation and lockdown.

In the event of a real emergency, parents will be notified via the emergency calling system and local radio. Parents should refrain from coming to the school during a declared emergency, as there will be no access to the school. The presence of non-emergency personnel could hinder the efforts of the first responders at the scene of the emergency. In addition, students will not be released to parents until law enforcement officials clear the scene of danger.

Parents need to discuss and emphasize with their children the importance of reporting suspicious conversations, actions, or Internet activities that may indicate a potential for violence or to disrupt a school building. It is necessary in these situations to notify the building administrator or contact the Anonymous Tip Line at 973-764-8151.

**POSSESSION, DISTRIBUTION, CARRYING OR OTHER USE OF TOBACCO PRODUCTS** - Effective December 1989, a State Law went into effect which categorically prohibits smoking in any public school building. Board policy further prohibits smoking at any time on school grounds. Smoking by students, which always has been absolutely prohibited is now further enforced by state statute and board policy. Further, the statute establishes a procedure to be followed: Specifically, a complaint to be filed against the student, apprehended for smoking in this case, with such complaint to be heard at either local court or county juvenile court, with a fine up to \$200.00 for the first occurrence. Additionally, the following school rules and procedures will apply:

**Smoking or possession of cigarettes is not permitted on school buses, at bus stops, on school grounds, in school buildings, or at school sponsored events.** Penalties for students found to be in possession or smoking are the following:

**First Offense** – Parental conference with the principal/assistant principal AND two day in-school suspension. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs at the discretion of the municipal judge.

**Second Offense** - Parental conference with the principal/assistant principal AND three day out-of-school suspension. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs at the discretion of the municipal judge.

**Third Offense** – Parental conference with the principal/assistant principal AND five day out-of-school suspension. A complaint is to be filed through the municipal court. If determined guilty by the municipal judge, fines and other costs at the discretion of the municipal judge.

**Students in violation of tobacco rules are referred to the school guidance department for in-school counseling.**

**HAZING** – The Board of Education believes that hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus as indicated in Policy 5512.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the building principal.

**REPORTING VIOLENCE AND VANDALISM** – The Board of Education deplors any act of violence on person or property committed on school premises and authorizes the school principal to take prompt, appropriate action whenever such violence occurs.

An employee of this district must report his or her knowledge of any act of violence committed by any person on school premises or on the person or property of any pupil in the course of travel to and from school. An employee who observes such an act or who has been reliably informed of such an act by a participant or victim shall file a report describing the act with the school principal.

The school principal shall forward the report to the Superintendent and shall notify the Superintendent of any action taken regarding the incident. The Superintendent shall report at the next regular meeting of the Board of Education acts of violence and vandalism. The Superintendent shall report annually, to the Board Of Education, at a public meeting the State Department of Education’s report on all acts of violence and vandalism. No employee of this district shall be disciplined or discriminated against as a consequence of having reported an act of violence pursuant to law and this policy. N.J.S.A. 18A:17-46 et seq.

**SCHOOL DRESS - students may wear a wide range of clothing apparel. However, for reasons of safety and school appropriateness the following clothing items should not be worn:**

1. Clothing which displays messages regarding violence, sex, drugs/alcohol or inappropriate words.
2. Shoes that are called “flip-flops”
3. High platform shoes or slippers
4. Hats/Bandannas
5. Extremely short skirts or shorts
6. Clothing such as tank tops or shirts that display underwear straps or waistbands
7. Clothing that displays the mid-section (bare midriffs)
8. See-through mesh shirts
9. Tank tops with very deep armholes
10. Excessively long pants that drag on the floor
11. Tube tops/halter tops/spaghetti strap tops
12. Low cut pants revealing undergarments
13. Shoes that have untied laces
14. Pajama bottom pants
15. Blouses worn off the shoulder(s)
16. Undergarments that can be seen through blouses/pants/skirts
17. Excessive make-up

**ACTIVITIES 2010-2011**

<b>ACTIVITY</b>	<b>GRADE LEVEL</b>	<b>SIGN UPS</b> (approximate dates)	<b>TIME OF YEAR</b>
Field Hockey	5 & 6	Mid September	Sept., Oct., Nov.
Young Astronauts	6	Mid September	Oct. - May
TREP \$	6	Mid September	Oct. – Dec.
K Kids Club	5 & 6	Mid September	Oct. – May
Variety Show / Auditions	5 & 6	January 10-14 (sign ups for auditions only)	Rehearsals to be announced
Volleyball	5 & 6	March 1 – March 11	Mar., Apr., May, June
Track & Field	5 & 6	March 1 – March 11	Apr., May, June
Golf	6	March 1 – March 11	Apr., May, June

SAMPLE ACTIVITY BUS PERMISSION SLIP (ACTIVITY BUS ROUTE LISTINGS)

VERNON TOWNSHIP (NJ) MIDDLE SCHOOLS

( ) Glen Meadow (973-764-8981

( ) Lounsberry Hollow (973) 764-8745

AFTER SCHOOL PROGRAMS

Dear Parents and/or Guardians:

Your child will be involved in the following after school program: \_\_\_\_\_  
On \_\_\_\_\_ (Day) \_\_\_\_\_ (Date). In order for your child to participate, your  
Permission is required. Please indicate your agreement by signing this form and returning it to school.  
On the above date(s), your child will be transported from Glen Meadow Middle School and/or  
Lounsberry Hollow Middle School by an activity bus at approximately 4:20 pm at Lounsberry and at  
approximately 4:30 pm at Glen Meadow. Your child will be let off at the assigned bus stop noted below.  
It is the responsibility of the parent or guardian to arrange transportation home from that area. Please  
note the activity bus stop is different than the regular bus stop.

\*\*\*\*\*

My child has permission to participate in the activity on the day listed above.

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Your child's regular bus stop \_\_\_\_\_

(please write in specific bus stop)

Teacher in charge of your child's activity \_\_\_\_\_

Home Telephone number \_\_\_\_\_ Work Number \_\_\_\_\_ Emergency Number \_\_\_\_\_

**Bus A**

**Route 517 and:**

**Black Walnut Mountain Road\***

Foxcroft Road\*

Drew Road \*

Edsall Drive\*

McPeck Road

Lake Pochung Road

Washington Avenue

Carr Lane

**Route 94 and:**

Andrea Drive

Pleasant Valley Drive (Library)

Great Gorge Condos

Cumulous Drive

Mott Drive

Baldwin Drive

Giveans Road

Church Street

**Breakneck Road & Hidden Valley Parking Lot**

**Route 94 and:**

Pond Eddy Road

Malibu Drive

Butternut Road Upper

Butternut Road Lower

Maple Grange Road

Prices Switch Road

Dekay Road

New York State line (New Milford store)

**Bus B**

**Route 517 and:**

**Seeley Storm Drive**

West Gate Road

Storm Estates Road

**Highland Lakes Road and:**

Mastadon Lake

Higgins Drive

Old Homestead Road

Apollo Road

Canadawa Road

Wiscasset Road

Winetka Road

Manicroat Road

**Breakneck Road and:**

Beach 1

Lonaconing Road

**Canistear Road and:**

Firehouse

Paddock Lane

Park Place

Lookover Lane

East Lakeshore Drive

CherryRidge Road

Bushwick Lane

Ames Road

Alturas Road

Lakeside Drive

Laurel Lake

Hilary Court

**Cliffwood Lake & Ballfield**

**Bus C**

**Sammis Road and:**

Holderness Drive

Rolling Hills Road

Lounsberry Hollow Road

Valley Drive West

**Route 517 and:**

Masker Road

Black Creek Road / Valley Drive

Vliestra Drive

Ann Place

Greenwood Post Office

**Route 565 and:**

Armstrong Drive

Pilz Court

Mango Drive

Ekes Court

Lake Panorama entrance

Lake Glenwood

Woodstock Drive

Oak Hill Drive

Lakeville Road

Drew Mountain Road

Silver Fox Drive

Babtown Road

Campbell Drive (turnaround)

**Glenwood Mountain Road and:**

Hunter Ridge

Parks Lane (The Woods)

**Near House #34**

Lake Walkkill Road

**Lake Walkkill Rd & Owens Station Road**

**Owens Station Rd & Martucci Home**

**Bassett Bridges Rd and:**

Owens Station Road

Lake Walkkill Road

**Lake Walkkill Rd and:**

Lake Walkkill entrance

Tudor Hill

Stratfordshire Dr. (2 stops)

Sleepy Hollow Road

Pochuck Firehouse

Eric Trail

**Route 565 and:**

Hillsdale Drive

Cresthill Drive

Lake Pochung Road

Scenic Lakes Road

**Scenic Lakes and Stone Wall**

**Bus D**

**Route 517 and:**

Dorfred Terrace

Sandhill Road

**Vernon Crossing &:**

Someplace Special

Church Street

**Route 515 and:**

Guthrie Road

D & S Mall

Parker Lane

Silverdale Road

Rebecca Road

Alsike Lane

Conway Drive

Kristen Lane

Mud Pond Road

**Thornlot Drive and:**

Highview Terrace

**Breakneck Rd and:**

Ridge Road

**Wawayanda Road &**

Forrest Street

Burgher Road

Robin Hood Lane

**Barry Drive Nor &**

Barry Drive South

Acorn Drive

Red Oak Road

Fawn Road

Finch Road

Wagon Wheel Road

Lee Dr. (turn around)

Hummingbird Trail

**FACULTY**

**GRADE 5**

**GRADE 6**

<b>TEAM 5 I</b>	<b>TEAM 5 II</b>	<b>TEAM 6 I</b>	<b>TEAM 6 II</b>
Mrs. M. Burns-Dewland	Mrs. M. Amato	Mr. J. Bruno	Mrs. J. Bookholt
Mrs. C. Carlson	Mrs. M. Christiano	Mr. J. Grimaldi	Mr. M. Ferguson
Mrs. S. Kenerson	Mrs. K. Gudenkauf	Mrs. T. Holderith	Mrs. S. Jenkins
Mrs. B. Monschauer	Mrs. K. Singerline	Mrs. J. Mitchell	Mrs. S. Klaube
Mrs. R. Sorensen	Mrs. C. Stefkovich	Mrs. P. Mitchell	Mrs. P. Petruska
Mrs. G. Wallace	Mrs. D. Veiga	Mrs. A. Patterson	Mrs. B. Roth
	Mrs. P. Weiss	Mr. W. Semsey	Mrs. J. Westra

**SUPPORT SERVICES**

Mrs. N. Bailey	Mrs. J. Lucci
Mrs. G. Bicskei	Mrs. V. Megna
Mrs. J. DeYoung	Mrs. C. Orinsky
Mrs. K. Frawley	Mrs. M. O'Rourke
Ms. K. Gardner	Mrs. R. Raso
Mrs. A. Guilfoyle	Mrs. S. Rebisz
	Mrs. C. Reidmiller

**PHYSICAL EDUCATION**

Mrs. J. Banki	Mrs. C. Lennon
Mrs. K. Brodhead	Mr. K. Wilkerson
Mr. S. Carlson	

**SPECIAL AREA**

Mrs. N. Aiello	Family & Consumer Ed. / Computer Ed.	Mrs. A. Trombetta	Art / Computer Ed.
Mrs. K. Alexander	School Nurse	Mr. E. Villaneuva	Art / Computer Ed.
Mrs. L. Griffin	Vocal Music / Computer Ed.	Miss R. Whitty	Instrumental Music
Mr. W. Kelter	Vocal Music / Computer Ed.	Mrs. J. Young	Instrumental Music
Mr. K. Maher	Technology Ed. / Computer Ed.	Mr. D. Hu	World Language
Mrs. D. Schiano	Library Media Specialist		

**GUIDANCE DEPARTMENT**

Mrs. E. Buchney	Counselor
Mrs. I. Green	Counselor
Mrs. C. Moser	Counselor

**CHILD STUDY TEAM**

Mr. R. Oliver	Grade 5
Dr. F. Bender	Grade 6

**SUPPORT STAFF**

Mrs. B. Rodriguez	Principal's Secretary
Mrs. J. Gola	Assistant Principal's Secretary
Mrs. M. Derella	Secretary
Miss P. Klecha	Secretary
Mrs. S. Reitter	Secretary

**BUILDING AIDES**

Mrs. P. Batkin	Mrs. P. Gonzalez	Mrs. D. Sabol
Mrs. M. Blandino	Mrs. E. Ilaw	Mrs. R. Sturm
Mrs. L. Dahlin	Mrs. D. Lopez	Mrs. V. Vanderbeck
Mrs. D. Fisher	Mrs. N. Lucchesi	Mrs. G. VanDerKnokke
Mrs. L. Gisonti	Mrs. J. McClure	

**CUSTODIANS**

Mr. T. Palmisano – Head Custodian	Mr. M. Chastain
	Mr. B. DiNapoli
	Mr. G. Leone
	Mr. W. McCaw
	Mr. B. Rogers

**LOUNSBERRY HOLLOW MIDDLE SCHOOL**

Dr. Stewart Stumper, Principal  
Ms. Edwina Piszczek, Assistant Principal  
P.O. Box 219  
Vernon, NJ 07462  
telephone: 973-764-8745

**GLEN MEADOW MIDDLE SCHOOL**

Mrs. Rosemary Gebhardt, Principal  
Mr. Clifford Burns, Assistant Principal  
P.O. Box 516  
Vernon, NJ 07462  
telephone: 973-764-8981

**VERNON TOWNSHIP HIGHSCHOOL**

Mr. Timothy Dunnigan, Principal  
Mr. Drew Krause, Assistant Principal  
Mrs. Nancy LoPresti, Assistant Principal  
Mr. James Trusa, Assistant Principal  
P.O. Box 800  
Vernon, NJ 07462  
telephone: 973-764-2960

**WALNUT RIDGE PRIMARY SCHOOL**

Mrs. Pauline F. Anderson, Principal  
P.O. Box 190  
Vernon, NJ 07462  
telephone: 973-764-2801

**ROLLING HILLS PRIMARY SCHOOL**

Mr. Philip T. Schmidt, Principal  
P.O. Box 769  
Vernon, NJ 07462  
telephone: 973-764-2784

**CEDAR MOUNTAIN PRIMARY SCHOOL**

Mrs. Maureen N. McCall, Principal  
P.O. Box 420  
Vernon, NJ 07462  
telephone: 973-764-2890

***VERNON TOWNSHIP BOARD OF EDUCATION***

P.O. Box 99, Vernon, New Jersey 07462

Telephone: 973-764-2900

Dr. John B. Alfieri, Ed.D  
Superintendent of Schools

Ms. Barbara Linkenheimer  
Assistant Superintendent

Mr. Steven A. Kepnes  
School Business Administrator / Board Secretary

**VERNON TOWNSHIP BOARD OF EDUCATION**

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Mr. Bradley D. Sparta