

2019-2020

# *LOUNSBERRY HOLLOW SCHOOL*

MR. DENNIS J. MUDRICK  
PRINCIPAL

VERNON SCHOOL DISTRICT  
973.875.8745

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



Dear Parents and Guardians,

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

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

On behalf of the faculty and staff of Lounsberry Hollow School, I welcome you to the 2019-2020 school year. I hope you will continue to share with us the exciting, challenging and worthy goal of educating your children.

Sincerely,

Mr. Dennis J. Mudrick  
Principal

### **SCHOOL HOURS**

Lounsberry Hollow School houses grades four and five. Student school hours for 2019-2020 are from 8:00 a.m. to 2:45 p.m.

### **SCHOOL OFFICE HOURS**

Our school office is open each day from 7:30 a.m. until 4:00 p.m. When after school clubs are in session the office will stay open 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, parents will be notified via text, e-mail and/or phone call through our School Messenger system. Announcements will also be made over WSUS 102.3 FM between the hours of 6:15 a.m. and 8:00 a.m.

The information will also be posted on our website - [www.vtsd.com](http://www.vtsd.com)

**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 two hours later than normally scheduled. When such an alternative opening is announced, your children should go to their bus stop two hours later than normal. If during the two hour delay, road conditions do not improve, it may be possible that school will then be cancelled. Please continue to listen to WSUS or wait to hear from SCHOOL MESSENGER 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 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 SCHOOL MESSENGER will be activated immediately and WSUS will be called. 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 Lounsberry Hollow School at 12:20 p.m.)

### **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,(AHERA) 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**

This notice is to comply with the New Jersey School Integrated Pest Management Act. Vernon Township Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy which is available upon request.

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 Darryl Storms (phone # 973-764-2900, business address P.O. Box 99, 539 Route 515, Vernon, NJ 07462). 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. A list of products used during the past 12 months is listed below. As part of a school pest management plan, the Vernon Township Board of Education may use pesticides to control pests. The United States 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. The products used in the last 12 months are EcoExempt Jet Wasp & Hornet Killer, Catchmaster Rodent & Insect Glue, DuPont Avion Ant Gel, EcoExempt D. Dust Insecticide and Generation Mini Block- Rodenticide.

**VERNON TOWNSHIP SCHOOL DISTRICT  
2019/2020 SCHOOL DISTRICT CALENDAR**

MONTH	DATE	DAY	REASON	STUDENT DAYS
September	2	Monday	Labor Day (Closed)	19
	3	Tuesday	Teacher In-Service (Closed for students only)	
	4 - 6	Wednesday - Friday	Early Dismissal for Students/PM Teacher In-Service	
October	14	Monday	Early Dismissal for Students/PM Teacher In-Service	23
November	7, 8	Thursday & Friday	NJEA Convention (Closed)	17
	27	Wednesday	EARLY DISMISSAL	
	28, 29	Thursday & Friday	Thanksgiving Recess (Closed)	
December	23	Monday	EARLY DISMISSAL	16
	24 - 31	Tuesday-Tuesday	Winter Recess (Closed)	
January	1	Wednesday	New Year's Day (Closed)	21
	2	Thursday	School Resumes	
	20	Monday	Martin Luther King Jr. Day (Closed)	
February	17	Monday	President's Day (Closed)	19
March	20	Friday	Teacher In-Service (Closed for students only)	21
April	10	Friday	Spring Recess (Closed)	16
	13-17	Monday - Friday	Spring Recess (Closed)	
	20	Monday	School Resumes	
May	25	Monday	Memorial Day (Closed)	20
June	10	Wednesday (No Snow Days)	Tentative Last Day for Students and Teachers	8
<b>TOTAL # OF DAYS FOR STUDENTS</b>				<b>180</b>

**LAST DAY OF SCHOOL BY SNOW DAYS USED**

June	10	Wednesday (-0- Snow Days)	<b>LAST DAY OF SCHOOL BASED ON AMOUNT OF SNOW DAYS USED</b>
	11	Thursday (1st snow day)	
	12	Friday (2nd)	
	15	Monday (3rd)	
	16	Tuesday (4th)	
	17	Wednesday (5th)	
	18	Thursday (6th)	
	19	Friday (7th)	
	22	Monday (8th)	
	23	Tuesday (9th)	
24	Wednesday (10th)		

## 2019-2020 Calendar of Religious Observances

This calendar is annually reviewed and approved by Parkway's Religious Leaders organization, a diverse group of invited leaders of Parkway's religious community who serve in an advisory capacity to the superintendent. It is intended to increase awareness about many of the religious obligations and celebrations that may affect students, colleagues and neighbors.

**LEGEND:** \* Religious observance begins at sunset on the first date and ends at sunset on the last date.  
# Regional customs, group preferences or moon sightings may cause a variation of this date.

Dates	Observance
May 5*-June 7, 2019	Ramadan # - <b>Islam</b> (may involve daytime fasting until June 7 )
May 30, 2019	Ascension of Jesus – <b>Christian</b>
June 4*-7, 2019	Eid al-Fitr # - Last day of Ramadan - <b>Islam</b>
Aug. 11* - 15, 2019	Eid al-Adha # - <b>Islam</b> (typically impacts attendance at school – <b>Aug. 12</b> )
Sept. 29*-Oct 1	Rosh Hashanah - <b>Jewish</b> (typically impacts attendance at school – <b>Sept. 30</b> )
Oct. 8*-9, 2019	Yom Kippur - <b>Jewish</b> (typically impacts attendance at school – <b>Oct. 9</b> )
Oct. 13*-20, 2019	Sukkot – <b>Jewish</b> (Oct. 14-15 are primary obligation days)
Oct. 20*-22, 2019	Shemini Atzeret and Simchat Torah - <b>Jewish</b>
Oct. 27, 2019	Diwali (Deepavali) # - <b>Hindu, Jain, Sikh</b>
Nov. 1, 2019	All Saints' Day - <b>Christian</b>
Nov. 11*-12, 2019	Birth of Baha'u'llah - <b>Baha'i</b>
Dec. 8, 2019	Feast of the Immaculate Conception - <b>Christian</b>
Dec. 22*-Dec. 30	Hanukkah - <b>Jewish</b>
Dec. 24-25, 2019	Christmas Eve, Christmas Day - <b>Christian</b>
Jan, 1, 2020	Mary Mother of God - <b>Christian</b>
Feb. 5, 2020	Lunar (Chinese) New Year - <b>Confucian/Daoist/Buddhist</b>
Feb. 26, 2020	Ash Wednesday - Lent begins – <b>Christian</b>
March 9*-10, 2020	Purim - <b>Jewish</b> (may involve daytime fasting on March 10)
March 21, 2020	Feast of Naw Ruz (Iranian New Year and <b>Baha'i</b> New Year)
April 8*-April 15	Pesach (Passover) - <b>Jewish</b> (may involve daytime fasting on April 9)
April 9, 2020	Holy (Maundy) Thursday - <b>Christian</b>
April 10, 2020	Good Friday - <b>Christian</b> (typically impacts attendance at school – <b>April 10</b> )
April 12, 2020	Easter - <b>Christian</b>
April 19, 2020	Pascha (Easter) - <b>Orthodox Christian</b>
April 22*- May 23	Ramadan # - <b>Islam</b> (may involve daytime fasting until May 23 )
May 7, 2020	Buddha Day (Visakha Puja/Vesak) # - <b>Buddhist</b>
May 28*- 30, 2020	Shavuot - <b>Jewish</b>
May 23*-26, 2020	Eid al-Fitr # - Last day of Ramadan - <b>Islam</b>

[www.interfaithcalendar.org](http://www.interfaithcalendar.org):

## **GENERAL SCHOOL INFORMATION**

1. The mailing address of Lounsberry Hollow 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 be asked to complete the Photography and Multimedia consent form on Infosnap 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 8:00 a.m. and ends at 2:45 p.m.
4. The Lounsberry Hollow School houses two grade levels (four and five). Lounsberry Hollow School has a present enrollment of approximately 400 students.
5. Students at Lounsberry Hollow 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, technology/robotics, Spanish, physical education, and health. Students in grades 4 & 5 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 School offers all students a hot lunch at the cost of \$2.75, or a student may purchase five lunches (a week) at a cost of \$13.75 or 20 lunches (a month) for \$55.00. A menu detailing daily lunch selections is distributed to students each month. Breakfast is also offered at the cost of \$1.60.
7. We ask parents not to have their children bring valuables or excessive amounts of money to school.
8. All visitors to Lounsberry Hollow School must report to the school office before proceeding into the instructional areas. Guests will have their driver's license scanned and issued a printed visitor's pass so that they may be recognized as authorized.
9. 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 Dr. Charles McKay (973) 764-2900. 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 2017-2018.

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 2017-2018 has been developed and submitted to the NJ Department of Education Office of Specialized Populations/Equity and the Sussex County Office of Education.

10. 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.**
11. Students are permitted to go to lockers at the beginning of the school day and at the teacher's discretion. 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.
12. 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).

13. 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, inappropriate 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 working in concert with the building’s principal have 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 our school buses for the purpose of monitoring student misbehavior.**

While waiting for the school buses, all students are to remain 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, skate boards, large projects or any other objects that could interfere with safety on the bus. The school is not responsible for lost or damaged electronic items. We will make every effort to retrieve lost items. Chewing gum, smoking, eating and drinking 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: Krapf School Bus, Havens Transportation, Decker Transportation, First Student and D.W.Clark & Son Transportation.

**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 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**

**The Laws of the state of New Jersey require regular attendance of all pupils enrolled in the public schools.**

The Vernon Township Board of Education believes that regular attendance in class, participation in class activities, and interaction between student and teacher are vital and integral parts of the learning process.

**Based on a 180-day school year, any student who misses 18 days or more per year – or about two days every month is considered chronically absent.** Truancy is against the law. Parents are responsible for seeing to it that their child attends school regularly and the parents can be held accountable under New Jersey Law if their child is truant or consistently late to school.

In order to be considered present, a student must attend at least four hours during the school day.

On the first day of your child's absence, please call the 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, you will be contacted via the automated SCHOOL MESSENGER system.

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.

**In alignment with the New Jersey Department of Education, The Vernon Township School District does not distinguish between excused and unexcused absences, with the exception of school imposed absences (suspensions), religious holidays, Take Your Child To Work Day, and school sponsored field trips.**

**Students not meeting the Attendance Policy established by the Vernon Township School District may be excluded from school related field days and/or field trips.**

**TARDINESS**

A student is tardy if he/she is not in school by 8:00 a.m. **Students must be dropped off before the buses begin to depart in order to be in school on time.** Tardiness at LHS is discouraged and when a child is tardy, it is to be an exception.

**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. **Also, please keep in mind that the last period of the day is an academic period and as a result pick ups should be limited to emergency only.**

**Throughout the Day:**

- Send a note in with your child or enter in Genesis before 12:00pm.
- Homeroom teachers will collect notes and forward to the office.
- Come into the front lobby and sign your child out.
- Your child will meet you in the front lobby.
- Disruptions to academic classes, **including the last period of the day**, must remain at a minimum.

**At the End of the Day:**

- Send in a note with your child or enter in Genesis before 12:00pm.
- Come into the front lobby and sign your child out.
- Your child will be called down to the office 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. **Under all circumstances 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.

### **SCHOOL COUNSELING DEPARTMENT**

The School Counseling Department at Lounsberry Hollow School is available to help any students and/or parents with any questions or problems that they may have. Parents may feel free to call to arrange an appointment by calling 764-8745, and asking for the School Counseling Department. Please do not contact the School Counseling 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

## **HOMEWORK**

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

1. Reinforcement of skills introduced in the curriculum such as reading fluency, multiplication facts and other essential skills including studying for tests or quizzes; and
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:

**Grade 4: approximately 40 minutes plus reading/literacy/math skills**

**Grade 5: approximately 60 minutes plus reading/literacy/math skills**

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.

The following conditions at home will aide in your child's success with their homework:

1. Relatively quiet working place;
2. Positive expectations by parents;
3. Organizing your child's assignments;
4. Instilling a sense of purpose in their accomplishment; and
5. Praising the work your student does.

\* Students are responsible for all work missed while absent. 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.

**REPORT CARDS AND GRADING SYSTEM**

Lounsberry Hollow School will issue report cards quarterly. 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 LETTER GRADES ARE ISSUED FOR ALL STUDENTS AT LHS.**

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

The marking periods or quarters are as follows:

**FIRST QUARTER**

September 4, 2019

November 5, 2019

**SECOND QUARTER**

November 6, 2019

January 23, 2020

**THIRD QUARTER**

January 24, 2020

March 30, 2020

**FOURTH QUARTER**

March 31, 2020

June 10, 2020

Quarter 1 begins

Quarter 1 GRADES CLOSE

Quarter 2 begins

Quarter 2 GRADES CLOSE

Quarter 3 begins

Quarter 3 GRADES CLOSE

Quarter 4 begins

Tentative

#### **GRADE COMPONENTS –Grade 4**

The following is a subject breakdown of grade components:

MATH	35% Tests 25% Quizzes 20% Class Work/Labs/Projects/Homework 10% Class Participation 10% Homework
SOCIAL STUDIES	40% Tests/Projects 30% Quizzes 20% Class Participation/Class Work 10% Homework
SCIENCE	30% Tests/Projects 20% Quizzes 20% Class Work/Homework 20% Labs 10% Class Participation
LANGUAGE ARTS	40% Tests/Projects 30% Quizzes 20% Class Participation/Class Work 10% Homework
PHYSICAL EDUCATION	50% Class Participation 30% Preparation 20% Skills

#### **GRADE COMPONENTS –Grade 5**

The following is a subject breakdown of grade components:

MATH	40% Tests 30% Quizzes 20% /Homework 10% Class Participation
SOCIAL STUDIES	40% Tests/Projects 30% Quizzes 20% Class Participation/Class Work 10% Homework
SCIENCE	30% Tests/Projects 20% Quizzes 20% Class Work/Homework 20% Labs 10% Class Participation
LANGUAGE ARTS	40% Tests/Projects 30% Quizzes 20% Class Participation/Class Work 10% Homework
PHYSICAL EDUCATION	50% Class Participation 30% Preparation 20% Skills

In Health, students will receive letter grades of O (Outstanding), S (Satisfactory), NI (Needs Improvement) or U (Unsatisfactory) based on their performance in given quarterly marking periods.

In “Specials” Areas/Subjects of Art, Music, Robotics/Technology and Spanish students will receive letter grades of A, B, C, D, or F based on their performance in given quarterly marking periods.

### **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. 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.

**Academic Intervention** – Those students identified by district testing and, or, teacher recommendation as achieving below grade level can receive push in or pull out intervention services, as determined by the reading specialist, math instructional interventionist and, or, building principal.

**Tutoring (Bedside Instruction)** – In the event a child needs tutoring due to an extended illness, parents are asked to contact the Guidance Department 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 notify the Lounsberry Hollow Main Office to obtain the proper transfer cards and arrange for the dispensing of information regarding the necessary and appropriate health records.

**CHROMEBOOKS-** Each student at Lounsberry Hollow will be issued a chromebook. It is the students’ responsibility to take care of them. If a chromebook is lost or damaged unintentionally we will issue a replacement **once**. If, however, there is malicious damage a replacement cost will be accessed. At no time should the chromebooks be taken home.

**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 for Grade 5 students 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 electronics 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 take place at various times during the school year. **The exterior portion of the lockers are not to be decorated at any time.** Grade 4 students will also be issued lockers, however, these will not automatically lock when closed in order to allow our students to adjust to the use of lockers at Lounsberry Hollow.



**LIBRARY/MEDIA CENTER** - The library is a vibrant and active part of the Lounsberry Hollow community. Students work in the library independently and with their classes on research projects, activities, and reading.

**Procedures:** Students are encouraged to come to the library as allowed by their teacher. Teachers often collaborate with the Media Specialist as students work on a variety of projects in the classroom.

**Book Selection:** Both fiction and non-fiction books can be borrowed for three weeks. Books can be renewed twice, for a total of nine weeks. Overdue books do not acquire any late fees, however any lost books must be paid for in a timely manner. Students receive overdue notices twice a month. Any book that is more than one month overdue is considered “lost” and a fee will be placed on the student's PowerSchool account. If the book is not returned or paid for after one month, parents’ access to PowerSchool will be blocked. Students borrowing privileges will be revoked if they have fines on their account. Other privileges may be revoked at the principal’s discretion if books are not returned or paid for in a timely manner.

**Maker Space:** The Maker Space is a creativity center where students are encouraged to create using a variety of resources. Challenges are presented each month, and students are encouraged to work together or independently to solve the challenges using the materials provided. Pictures will be taken and shown on the TVs in the Media Center, around school, and possibly on the Media Center website. Any videos the students create will also be posted, with the student's permission.

### **BOOK FINES**

At the end of the 2019-20 school year the below suggested book fines for lost or damaged books will be charged:

Books- new or under 2 years old- Replacement Cost

Used books over 2 years old- Replacement Cost less 5% for each year

Paperback books- new- Replacement Cost

Paperback books- used- \$2.00

Writing on pages- \$5.00

Bent corners- \$5.00

Torn pages- \$5.00

Loose bindings- \$5.00

Broken bindings- \$8.00

### **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 given to the student’s homeroom teacher **upon arrival to school** and then reviewed by the school nurse for her review 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 at the Grade 5 Level. 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 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; and
  - c. Bring your request to your homeroom, who will send it to the main office for the nurse to review.
  - d. Students excused from gym will not be permitted to participate in after-school activities that require physical activity such as interscholastic sports and intramurals.
4. **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. 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
5. **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.

**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.**

6. **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:**

When a case of head lice has been discovered or reported to the school, the school will follow the guidelines below, to assist in combating re-infestation among the school population.

- The child found with nits may remain in school. The parents/guardians will be notified as soon as possible. The nurse will educate the parents/guardians on lice and available treatments. The parents/guardians are advised to discuss the best treatment for their child with the child’s physician. The child may be picked up earlier in the day for treatment if the parent/guardian wishes.
  - Every effort is made to make the affected child feel comfortable. While maintaining confidentiality, the children are taught in a matter-of-fact manner about how lice are spread and that no one is immune. We provide a calm, rational, yet firm commitment to controlling the spread of lice.
  - Girls with long hair are encouraged to wear their hair up in a ponytail, decreasing the chance of one girl’s hair touching another student’s hair.
  - Teachers are asked to remind students about maintaining “personal space,” avoiding head-to-head contact, not sharing personal hair care items, and refraining from touching other children’s hair in school.
  - A child returning to school after head lice treatment is required to be checked by the school nurse prior to returning to their classroom. (The parent or guardian needs to accompany the child to the health office prior to the start of class.) If live lice are found, the school nurse will refer the parent/guardian and student to their physician for further treatment and the child will be excluded from school. If nits are found, the school nurse will encourage the parent/guardian to continue removing nits daily.
7. **Miscellaneous Forms** - 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.
8. 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.

## **COMPREHENSIVE EQUITY PLAN**

The District has developed a Comprehensive Equity Plan (CEP) for the years 2018-2019. 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.

## **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; and
- 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 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, play slime, Pokémon Cards, X Box games, Fort Night games, Call of Duty games, etc. Also, Lounsberry Hollow School is not responsible for damage that may occur to any technology items that are brought into school including, but not limited to, laptops, kindles, iPads, 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 or 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 or 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; and
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, lunch detention, after school detention, in-school suspension or out of school suspension 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. Major violations are included, but not limited, to the list below:

1. Truancy
2. Cutting class
3. Disrespect or defiance to an administrator, teacher, secretary, teacher's 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 the office for disciplinary measures
10. Carrying any weapons
11. Tampering with fire equipment and, 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. No laser pens allowed
19. 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.
20. 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
21. Inappropriate use of technology

In the instances of major violations, the principal or his designee will be involved in determining what action is to take place. Usually a school 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 school counselor, school nurse, and child study team 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 \$500.00. Whenever this offense is committed in a motor vehicle the defendant will lose his driving privileges for 6 months. (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 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 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 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.

**HARASSMENT, INTIMIDATION, AND BULLYING** - Pursuant to Policy 5512, the Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils 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.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus. Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Any act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or that has the effect of insulting or demeaning any pupil or group of pupils; and creates a hostile educational environment for a pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil is considered to be harassment, intimidation or bullying.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who: walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

Policy 5512 and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when the alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either, a reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or the alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or the alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Pupils, parents, and visitors are encouraged to report alleged violations to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a pupil who commits an act of harassment,

intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying.

A full copy of Policy 5512, Harassment, Intimidation, and Bullying can be found on the district's website, [www.vtsd.com](http://www.vtsd.com).

**SCHOOL DRESS - 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. Beach "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. Pajama bottom pants
14. Blouses worn off the shoulder(s)
15. Undergarments that can be seen through blouses/pants/skirts
16. Anything deemed a disruption or distraction to the educational climate of the building.

**CLUBS AND AFTER SCHOOL ACTIVITIES** - Lounsberry Hollow School offers a wide variety of clubs and activities to enrich each student's academic journey. In addition to lunch clubs during the school day and book clubs in the evenings, there are after school clubs and activities throughout the school year. As previously mentioned, after school activity buses are available on Tuesday, Wednesday, and Thursday each week to transport students who have chosen to stay after school to participate in a club.

**ACTIVITIES 2019-2020**  
(all dates are tentative)

<b>ACTIVITY</b>	<b>GRADE LEVEL</b>	<b>SIGN UPS (approximate dates)</b>	<b>Time of Year for activity</b>
<i>Above The Influence</i>	4 & 5	Sept - April	Sept. - April
<i>Art Club</i>	4 & 5	Winter	January - April
<i>Book Club</i>	5	Spring	Spring
<i>Coding Club</i>	4 & 5	Fall & Spring	Oct. - May
<i>Engineering Club</i>	4 & 5	Spring	Spring
<i>Field Hockey</i>	5	Fall	Oct-Nov
<i>Golf</i>	5	Spring	Apr./May/June
<i>Homework Club</i>	4 & 5	Fall/Winter/Spring	October
<i>K Kids Club</i>	4 & 5	Fall	Oct. - May
<i>Robotics Club</i>	4 & 5	Fall/Winter/Spring	Oct. - May
<i>Volleyball</i>	4 & 5	Winter	January/February

**SAMPLE ACTIVITY BUS PERMISSION SLIP (ACTIVITY BUS ROUTE LISTINGS)**  
**VERNON TOWNSHIP (NJ) 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 School and/or  
 Lounsberry Hollow 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  
 Mountain Creek North/Appalachian Hotel  
 Cumulous Drive  
 Mott Drive  
 Baldwin Drive  
 Giveans Road  
 Church Street/Dunkin Donuts

**Breakneck Road & Hidden Valley Parking Lot**

**Route 94 and:**

Pond Eddy Road  
 Malibu Drive  
 Butternut Drive Upper  
 Butternut Drive Lower  
 Maple Grange Road  
 Prices Switch Road  
 Dekay Road  
 New York State line (Sneakers to Boot shopping ctr)

**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  
 Lounsberry Hollow Road

Ekess Court

Lake Panorama entrance

Lake Glenwood

Woodstock Drive

Oak Hill Drive

Lakeville Road

Drew Mountain Road

Silver Fox Drive

Babtown Road

Campbell Drive (turnaround)

**Greenwood 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 parking lot**

**Bus D**

**Route 517 and:**

Dorfred Terrace  
 Sandhill Road

**Vernon Crossing &:**

Someplace Special  
 PAL Entrance  
 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

**Wawavanda Road &**

Forrest Street  
 Burgher Road  
 Barry Lakes Clubhouse  
 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

**LOUNSBERRY HOLLOW SCHOOL**

Mr. Dennis J. Mudrick, Principal  
P.O. Box 219  
Vernon, NJ 07462  
Telephone: 973-764-8745

**GLEN MEADOW MIDDLE SCHOOL**

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

**VERNON TOWNSHIP HIGH SCHOOL**

Dr. Pauline Anderson, Principal  
Mr. Nick Demsak, Assistant Principal  
Mrs. Jackie VanOrden, Assistant Principal  
P.O. Box 800  
Vernon, NJ 07462  
Telephone: 973-764-2960

**WALNUT RIDGE PRIMARY SCHOOL**

Mrs. Karen Stoeckel, Supervisor of Pre-K  
P.O. Box 190  
Vernon, NJ 07462  
Telephone: 973-794-2801

**ROLLING HILLS PRIMARY SCHOOL**

Dr. Stewart Stumper, Principal  
P.O. Box 769  
Vernon, NJ 07462  
Telephone: 973-764-2784

**CEDAR MOUNTAIN PRIMARY SCHOOL**

Ms. Edwina Piszczek, Principal  
P.O. Box 420  
Vernon, NJ 07462  
Telephone: 973-794-2890

***VERNON TOWNSHIP BOARD OF EDUCATION***

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

Telephone: 973-764-2900

Ms. Karen D'Avino  
Superintendent of Schools

Dr. Charles McKay  
Assistant Superintendent

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

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