



LINCOLN SCHOOL
Anderson and Day Avenues
Fairview, New Jersey 07022
Mr. Louis DeLisio, Superintendent of Schools
Mrs. Lea Turro, Principal
2013-2014

STUDENT HANDBOOK

I. INTRODUCTION

The policies and procedures contained in this handbook are the result of concentrated efforts on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of value in helping you and your parent/guardian to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Each student will develop and accept the responsibilities and obligations of good citizenship and will learn to participate successfully in the world of tomorrow. We hope all students will participate in our varied activities and find that our preparation will help them live a better life and achieve their goals in our society.

II. ATTENDANCE/TARDINESS

A. Student Attendance Policy

1. A total of ten (10) days absent are permitted during the current school year with a parent and/or doctor's note. A PHONE CALL MUST BE MADE (201-943-0560/1 - extension - 10/12/15) IN ORDER FOR THE ABSENCE TO BE EXCUSED. A NOTE SHOULD BE SUBMITTED WHEN THE STUDENT RETURNS TO SCHOOL.
2. **If any student is absent more than ten (10) days, ONLY A NOTE FROM A DOCTOR will be accepted.** The note must indicate that the student was not permitted to attend school. There is a strong possibility that the student may be retained if he/she exceeds the 10-day limit. Also, DUE TO regulations from the state, it mandates that the school report **10 or more unexcused absences.**
3. **A student is considered late once the homeroom bell rings (8:25 a.m.) If a student is late, it will be determined by the building principal if the student should be excused.** If a student is late ten (10) or more times for the school year, he/she **may not be permitted to attend any class activities.** **This includes class trips, dances, sports, etc.**

4. Lincoln School seeks to enlist the cooperation of the parent/guardian in the matter of school attendance. Without your cooperation, we cannot succeed in achieving our goals for your child.
5. ***It is the responsibility of the student to ask the teacher(s) for all assignments that were missed.*** Any assignments that are not made up will be reflected in the student's grade.
6. If the student's absence is due to ANY family situation, please inform the school prior to the date. If your child needs to leave before the end of the school year in June, the student must be in good academic standing and **must satisfy all requirements** to be passed to the next grade. This includes any and all subjects!

III. SCHEDULES

Doors open/lockers	8:20 a.m.
Homeroom	8:25 a.m. - 8:30 a.m.
Pass to 1 st period	
1st Period	8:33 a.m.- 9:18 a.m.
Pass to 2 nd period	
2nd Period	9:21 a.m. – 10:06 a.m.
Pass to 3 rd period	
3rd Period	10:09 a.m. – 10:54 a.m.
Pass to 4 th period	
4th Period	10:57 a.m. – 11:42 a.m.
Pass to 5 th Period	
5th Period	11:45 a.m. – 12:30 p.m.
Pass to 6 th Period	
6th Period	12:33 p.m. – 1:18 p.m.
Pass to 7 th Period	
7th Period	1:21 p.m. – 2:06 p.m.
Pass to 8 th period	
8th Period	2:09 p.m. – 2:54 p.m.
Locker Time	2:54 p.m. – 2:58 p.m.
Homeroom / Dismissal	After 2:58 p.m

Students are also permitted locker time at the beginning and end of their lunch period!

IV. FIRE, LOCKDOWN, EVACUATION AND EMERGENCY DRILLS

- A. All drills are held at regular intervals throughout the school year. Remember these basic rules:
 1. Check the instructions in each classroom (posted by the entrance wall indicating how to leave the building in case of a fire).

2. ***WALK AND NO TALKING.*** Move quickly and quietly. Any staff member who sees a student not following instructions during a fire drill will administer detention.

V. **VANDALISM AND PROPERTY DAMAGE**

Our school building and equipment cost the taxpayers money to construct, purchase, and maintain. **ANY STUDENT** who destroys or vandalizes school property will be **required to pay for losses or damages**. If any student willfully destroys any of the school's property, he/she will be suspended and the police will be involved. If any student accidentally damages something in/out of the building, immediately report it to the principal's office.

VI. **SMOKING**

- A. The use and or possession of tobacco or any of its associated products is illegal and, therefore, prohibited. Any student who violates this rule will be subject to consequences. This rule applies to:
 1. to and from school
 2. lunch
 3. any school activities either during the day or at night

State law PROHIBITS SMOKING in school building and on school property.

VII. **HALLS**

Students should be in the halls only at the beginning and close of school and while moving from class to class. Students, who are seen in the hall at any other time, **MUST** have a pass from the classroom teacher. Students must be courteous at all times and are to keep to the RIGHT when moving in the halls. Running, shouting and fighting/pushing is **NOT PERMITTED IN THE HALLS**. **STUDENTS ARE NEVER PERMITTED IN THE BATHROOMS BETWEEN PERIODS UNLESS IT IS AN EXTREME EMERGENCY (FEELING ILL).**

VIII. **TEXTBOOKS**

- A. **All hard cover textbooks are school property for use during the school year, Textbooks are to be kept COVERED, clean and handled carefully.**
- B. **All students are responsible for their books. If lost or stolen, the student is to report it to their teacher. All students are required to pay for books that fall into the above category.**
 - C. The student's name, grade and school are to be written on the books inside label (located on the inside cover of the book in case a book is misplaced).

IX. **LOST AND FOUND**

If an item is lost, please check with the office.

X. CAFETERIA AND LUNCH PERIOD

- A. When you enter the cafeteria, you are to seat yourself and not get up. We expect you to be courteous to all personnel and follow the rules of the cafeteria at all times.**
- B. STUDENTS ARE NOT PERMITTED TO EAT THEIR LUNCH ON ANY OF THE STREETS OR RESIDENT PROPERTIES AROUND THE SCHOOL. IF A STUDENT IS CAUGHT HE/SHE WILL EAT LUNCH IN SCHOOL.**
- C. STUDENTS ARE NOT PERMITTED TO GO TO BURGER KING, MCDONALD'S OR THE PARK DURING LUNCH. IN OTHER WORDS, YOU ARE NOT PERMITTED SOUTH OF LINCOLN SCHOOL AND NORTH OF DELANO PLACE.**

XI. GRADING & REPORT CARDS FOR 6TH, 7TH & 8TH GRADES

- A. The evaluation of student achievement is one of the important functions of the teacher.**
- B. Student report cards display numerical grades ranging from 60 – 100. A student is failing a subject with a grade of 69 or below.**
- C. An incomplete (inc.) is given only in those extreme cases where illness, emergency, or by pre-arrangement is such that the student has not been able to complete his/her assignment. An incomplete on the report card becomes a “60” if the student does not make up the work within ten (10) school days. MAKE UP WORK IS THE COMPLETE RESPONSIBILITY OF THE STUDENT.**
- D. The fourth marking period will have the actual grade the student earned from the class.**

XII. HONOR ROLL

HIGH HONOR ROLL

90 – 100 Major Areas
80 or above in SPECIAL SUBJECTS
WORK HABITS/CONDUCT – SATISFACTORY

HONOR ROLL

85 or above in ALL MAJOR
80 or above in SPECIAL SUBJECTS
WORK HABITS/CONDUCT – SATISFACTORY

XIII. STUDENT COUNCIL

The Student Council serves as a training experience for the students to be leaders. The student council welcomes and acts upon suggestions submitted by the student body. The council, in the true sense, is not a governing organization, it exists as a student voice to the administration.

XIV. YEARBOOK

The eighth grade students will be entitled to a yearbook **provided they participate in various fund raising activities** to achieve the amount of the cost of the yearbook. If the individual student does not reach the amount required for a yearbook, he/she will be able to purchase the yearbook for the balance required.

XV. MAYOR FOR THE DAY (8TH GRADE) AND BOARD MEMBER FOR A DAY (7TH GRADE)

- A. These annual programs allow the students to participate in simulated elections. The students will have a campaign manager and participate in an assembly, where the students will present their campaign speeches. Next, all students will fill in a ballot for their choice of candidates. Students then participate in a Mayor and Council or Board of Education meeting. This affords the students the opportunity to learn first hand the process of an election. All friends and relatives are welcome to this event.
- B. Qualifications for these programs are as follows:
1. Passing grades in all subjects (all marking periods)
 2. The Principal or Superintendent will determine eligibility and participation will be determined in consultation with the teacher(s) concerned.
 3. Satisfactory grades in conduct (all marking periods)
 4. Less than 10 lates or detentions and/or suspension
 5. See Section XIX "Exclusion From Activities".

XVI. AFTER SCHOOL ACTIVITIES

A wide range of activities will be offered to you before and after school hours. We encourage you to participate in these activities, as they will help you in developing into a well-rounded adult. An eligible student is one who has less than 10 detentions/lates and/or one (1) suspension.

1. **INTERSCHOLASTIC** – Interscholastic sports are offered in the following areas:
 - A. Basketball (boys and girls)*
 - B. Baseball *
 - C. Softball *
 - D. Cheerleading *
2. **DANCES** – Periodically during the school year, dances will be held in our gym. All eligible students are encouraged to socialize with their friends during the dances.
3. **EIGHTH GRADE DINNER DANCE** – For eligible eighth grade students the dinner dance will be held at the end of the school year. The school discourages the wearing of tuxedos and cocktail dresses at this event.
4. **TRIPS** – All eligible students may participate in a trip, if available.

Parents/Guardians of Eighth Grade Students

Plans are made for the 8th grade annual three-day, two- night trip to Washington, D.C. In order to complete reservations for this trip, 8th grade students need to send in a deposit of \$75.00 by the first **week of November**. The estimated cost of the trip is approximately \$200.00 (subject to change).

XVII. ATHLETIC POLICY

- A. "Failure" in a subject is defined as:
 - 1. A failing grade in the content portion of the subject; or
 - 2. A failing grade in the conduct portion of the grade; or
- B. The failure of two (2) different subjects places the student – athlete on the probation. If improvement is noted, the student will remain on the team pending the mid-marking progress reports. IF no improvement is noted, the student athlete is ineligible to participate in that sport.
- C. All student-athletes placed on probation will have their cases reviewed by the principal.
- D. The failure of three (3) different subjects automatically makes the student ineligible to participate in any athletic events.
- E. The coaches will review the grades and conduct of all student-athletes every two weeks. Upon receiving two academic or behavioral deficiencies, the student is automatically placed on probation
- F. The coach/principal has the right to suspend an athlete from an upcoming game or match due to inappropriate behavior either in school or on the playing field. Continued inappropriate behavior may result in removal from the team.

ATTENDANCE FOR ATHELETES

- A. **No student-athlete is permitted to play in a game if they are not present for a full day of school on the day before and the day of a game/match.** An unexcused absence on the day after a game will result in suspension from the next game/match. **The principal, upon presentation of a parent or doctor note may grant exceptions.**
- B. A student-athlete becomes ineligible to participate in any interscholastic athletic program:
1. upon reaching a cumulative total of fifteen (15) unexcused absences during the course of a school year; or
 2. upon reaching a cumulative total of fifteen (15) lates during the course of a school year; or
 3. Upon being suspended from school for a second (2nd) time.

CODE OF ETHICS

- A. Team members are expected to be present and on time for all practices and games.
- B. Each player is expected to conduct him or herself in a courteous, respectful manner at all practices, games and events.
- C. Proper sportsmanship shall be demonstrated at all times.
- D. Disrespectful behavior towards coaches and/or referees of any team will not be tolerated and will cause student-athletes to be subject to disciplinary action

PHYSICAL EDUCATION CLASS DRESS CODE

Required: Grades Six, Seven, and Eight
Optional: Grades Pre-K through Five

Navy sweat pants or shorts and a plain blue or yellow t-shirt.

Shorts must touch the top of the knee or extend below the knee.

A **lock** should be brought in to safeguard student valuables.

White socks and sneakers.

No earrings or jewelry are to be worn during physical education classes. The teacher will not be held responsible for missing jewelry – bring a lock or don't wear it.

XVIII. CENTRAL DETENTION

1. As part of our discipline plan, students not abiding by school rules are subject to central detention. A partial list of reasons for central detention are as follows:
 - a. unsatisfactory hall/cafeteria/schoolyard behavior
 - b. late to school/class
 - c. gum/candy during school hours
 - d. snowball throwing
 - e. disrespectful to teacher/staff member/ student
 - f. failing to return daily progress reports
 - g. Any infraction deemed unacceptable by the administration.

NOTE:

Students will be excluded from social activities when they reach ten (10) detentions for that school year. School activities include field trips, school dances, class trips, dinner dances, etc. Parents will receive notification, in writing, when five (5) detentions have been reached.

Central Detention will take place Monday - Thursday after school from 3:00 – 4:00pm. YOU WILL SERVE YOUR DETENTION THE DAY AFTER YOU RECEIVE IT. IF YOU ARE LATE TO SCHOOL OR A CLASS YOU AUTOMATICALLY HAVE DETENTION THE NEXT DAY. Excuses used during the school year such as: no one told me I had it – is just that – an excuse. You being told you have detention is a curtsey, and it is your responsibility to be there. REMEMBER- YOU CUT DETENTION, YOU GET DAYS ADDED ON.

XIX. EXCLUSION FROM ACTIVITIES

1. Students, who receive two (2) or more suspensions, or a single suspension lasting two (2) or more days, will be automatically excluded from social and school related activities.
2. Students who receive one (1) suspension will participate in social/school related activities, **ONLY AFTER A REVIEW OF THEIR SUSPENSION BY THE BUILDING PRINCIPAL AND/OR THE SUPERINTENDENT OF SCHOOLS.**
3. A student may be prohibited from participating in the graduation ceremony due to excessive suspensions and/or detentions.
4. ***ANY 8TH STUDENT, WHO FAILS TWO SUBJECTS, WILL BE EXCLUDED FROM GRADUATION. GRADUATION IS A PRIVILEGE; THEREFORE IT IS EARNED. NOTE TO ALL 8TH GRADE STUDENTS: IF THERE ARE DISCIPLINARY OR ACADEMIC ISSUES DURING THE SCHOOL YEAR, YOU MAY FORFEIT ALL PRIVILEGES.***

XX. CELL PHONES, I – POD’S, AND CD PLAYERS

For the safety and security of the school and our students, the above items are **NOT permitted to be used in school.**

CELL PHONES WILL BE GIVEN TO THE HOME ROOM TEACHERS DURING HOMEROOM AND LOCKED UP FOR THE DAY. THE PHONE WILL BE GIVEN BACK TO THE STUDENT AT THE END OF THE DAY. IS A STUDENT DID NOT TURN IN THEIR PHONE DURING HOMEROOM, AND IT IS CONFICATED, IT WILL ONLY BE RETURNED TO A PARENT.

XXI. LOCKERS FOR 6TH, 7TH AND 8TH GRADE STUDENTS

Every student in grades 6 - 8 will receive a locker for the current school year. Lockers are provided at no charge to students. A deposit of \$5.00 will be required from all students for the combination lock that is issued at the time of locker assignments. Students must return the locks at the end of their school year or if transferring out of district. If locks are not returned, the \$5.00 deposit will be kept to replace the lock. Students are responsible for their books and personal items that are kept in their lockers. Combinations **SHOULD NOT** be given to anyone. If a locker is damaged or broken, it must be reported to the homeroom teacher. Students are urged to bring their own lock for PE class. Any personal item that is brought to school and left in a locker is the sole responsibility of the student (i.e. – ipod, head phones, phone, etc). These items are either not permitted in school, or should have been handed in to the homeroom teacher.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by students. State law codified at N.J.S.A. 18A:36-19.2 expressly provides that: The principal or other officials designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. **This is hereby considered your written notice.** A student’s person and possessions may be searched by school officials when there are reasonable grounds on the part of the official to believe that illegal or prohibited substances/objects are present. **A LOCKER MAY ALSO BE SEARCHED BASED SOLELY UPON AN ANONYMOUS TIP AND/OR RUMOR THAT CONTRABAND IS PRESENT.**

STUDENTS WILL NOT BE PERMITTED TO CARRY BOOKBAGS TO CLASSES. ANY CARRY BAG WILL BE LEFT IN THE LOCKER.

XXII. STUDENT DRESS CODE

The dress of students contributes to the general behavior and attitude of the entire school. The school has an obligation to encourage proper standards of dress among students. The following general guidelines are relative to students dress:

Specific Requirements:

A. UNIFORMS – NO EXCEPTIONS

Skorts/Shorts – MUST MEET THE END OF YOUR FINGER TIPS.

Students who do not adhere to the dress code: Parents will be called to bring their uniform. If a parent cannot be reached a student will wear scrubs.

SCHOOL UNIFORM PANTS ARE NOT SKINNY JEANS OR CARGOPANTS.

CUTOFF PANTS ARE PROHIBITED TO BE WORN TO SCHOOL.

WITHOUT THE PROPER UNIFORM – YOU MAY BE SENT HOME.

Wherever student responsibilities are described here, it is understood that parents jointly share these responsibilities with their children.

XXIII. REINFORCEMENT FOR GOOD CONDUCT AND ACADMEIC SUCCESS

The Fairview Public School System adheres to the firm belief that students have basic rights and responsibilities in pursuing their educational experiences in school.

A. The basic student rights include:

- the right to due process
- the right to a safe environment
- the right to freedom from discrimination
- the right to educational opportunities
- the right to inquiry and expression

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

C. We believe that positive attitudes work. We recognize children who have learned to control their actions and work in the classroom. Teachers will encourage and praise children. We will recognize and admire the children who are learning self-discipline and good citizenship. School acknowledgement of the children's achievement may be in the form of:

* **Accommodation letter**

* **The teacher's spoken praise**

- **The teacher's written praise**

- **Special activities**

- **Student of the Month** – each month a student who exemplifies school spirit, a concern for others and academic effort will be honored. The student will be given a certificate and have his/her name posted.

Fairview Public Schools
Office of the School Nurse

General Health Regulations:

Strep Throat: The child must be on antibiotics for at least 24 hours, and also must be fever free for 24 hours without the use of Tylenol, and upon returning to school must be accompanied by a doctor's note describing a negative throat culture.

The Flu: The child must be fever Free (Temperature under 100) for 24 hours without the use of Tylenol or Motrin. If your child has a fever in the evening prior to school please keep the child home to prevent the spread of the flu.

Lice: It is school policy if your child is diagnosed with head lice that the child must remain out of school for 24 hours and treated with the appropriate product recommended by the family physician. Upon returning to school must be examined by the school nurse and given clearance to return to class.

Immunizations:

Hepatitis B Vaccine: New Jersey State Law requires all children born after January 1, 1990 to be immunized against Hepatitis B. Beginning September 2002, it is required that all students entering high school be immunized.

Sports Physicals: Beginning in September 2002 medical examination requirements were changed. Each student's medical examination shall be conducted at the medical home of the student and a full report sent to the school. (Definition of medical home: a health care providers, and that provider's practice site chosen by the student's parent/guardian for the provision of care)

Medical examinations: each child shall be examined as required below:

- Upon entry into school Pre-K/K which ever is the entry level
- Transfer students.
- Pursuant to a comprehensive child study team evaluation as required by NJAC6A:14-3.4
- When applying for working papers pursuant to NJSA34:2-21.8
- All 6th, 7th and 8th grade students are mandated to get a DTAP and meningitis shot.

Subsequent medical examinations should occur during each developmental stage, grades Pre- k through 3, pre-adolescence grades 4 through 6; and adolescence 7 or 8.

BULLYING POLICY

The Legislature finds and declares that: a safe and civil environment in school is necessary for the students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. (A1256)

The Fairview Board of Education believes strongly in the New Jersey State Policy N.J.S.A. 18A:37-15 (3)(b)(1-10) prohibiting harassment, intimidation and bullying on school property, at school-sponsored functions and on all school transportation vehicles. The board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

Please be aware that in accordance with the district's "Zero Tolerance" policy (Board Policy No. 5512.01) for bullying, any student of the Fairview Public Schools who commits a bullying offense will be held responsible for his or her own actions and will be prosecuted to the fullest extent that the Bullying Law allows.

As a concerned and caring parent we urge you to make sure that your child understands and follows this law and policy carefully. If you should have any questions with regard to this policy, please contact the school at your earliest possible convenience and set up an appointment to review our policy.

It is the goal of the Fairview Board of Education to ensure the protection, safety and well-being of all children that attend the Fairview Public Schools.

CODE OF STUDENT CONDUCT CONTRACT

Student's name (Please Print) _____

Address and cell phone number _____

Students, parents/guardians, teachers, counselors, administrators and office staff all play important roles in our schools. With so many people working together, problems may still occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone and they work only when everyone cooperates.

This booklet lists the rules for students in Lincoln School. The rules apply to all activities occurring on school grounds, on sites being used for school activities and for any vehicles authorized for the transporting of students. **Please read them.** Parents, students, school faculty and staff must be familiar the rules.

Since parents/guardians can be held responsible for the actions of their child (children), it is important that they are aware of the rules and consequences if the rules are violated.

Parents/guardians need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact information and/or telephone numbers. They also have the responsibility to notify the school of anything (such as a medical condition), which may affect their child's ability to learn, to attend school regularly or to take part in school activities. Parents should take special notice to the Attendance and Tardy sections as well as the Suspension and Expulsion provisions, which are in accordance with the Fairview Board of Education Policy.

The school must have proof that every student and every parent or guardian has had the opportunity to either read this handbook or hear it read aloud. Please detach this page, sign it and send it back to school with 5 days. **Signed forms must be a part of every student's record.**

YOUR SIGNATURE MEANS THAT YOU HAVE READ THIS BOOKLET AND ARE AWARE OF THE SCHOOL RULES. (It does not necessarily denote agreement with the rules and regulations.)

Student's Signature X: _____ Date: _____

Parent/Guardian Signature X: _____ Date: _____

Parent/Guardian Signature X: _____ Date: _____

DRUG, ALCOHOL, WEAPONS AND VIOLENCE ZERO TOLERANCE POLICY

The district's zero-tolerance policy is clear. ***Any incident involving drugs of any kind, alcohol, or violence is unacceptable. The steps that are taken in all such cases, no matter how large or small the potential risk to our students and staff may be, are as follows:***

The student (s) involved will be suspended from school and will remain out of school for a minimum of three to five days. Additional disciplinary actions follow and are determined on a case-by-case basis.

The Fairview Police Department is always notified in such cases. School officials work with local law enforcement to determine whether criminal charges are appropriate. At the very least, an incident report is filed and the Juvenile Officers become involved with the student (s) and their parent/ guardians.

Before being readmitted to school, the student (s) will be evaluated by a district screened psychiatrist (an M.D. not employed by the school district) to determine whether the students pose any risk to themselves or others. For the student (s) to re-enter, the physician must sign a statement certifying that the student (s) does not pose a risk if he or she returns to school.

Next, again before being allowed to return to class, the student is evaluated by a psychologist and a social worker that are part of our district's Child Study Team. They make their own recommendation as to whether the child should be permitted to return to school. Then and only then is a child permitted to re-enter school.

Finally, if and when the student (s) involved in an incident are allowed to return to school, a full program of counseling is mandated as a condition for school attendance.

This Zero- Tolerance Policy is one part of the district's overall plan for guaranteeing the safety and security of all students and staff. The safety and security of our students and faculty are our number one concern and priority.