

Lincoln School  
Fairview, New Jersey 07022  
[www.fairviewps.org](http://www.fairviewps.org)  
2023-2024



Fairview  
Public School District

STUDENT HANDBOOK

### **Important Contact Information**

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### **Mission Statement**

The primary mission of the Fairview Schools is reflected in the district's motto: Educating Our Children for Tomorrow. This will ensure our students are prepared for the world of tomorrow by enabling them, in their decision making and through the development of solid communication skills, the ability to use emerging technologies and to think critically about the world in which they live.

### **The Intention**

The policies and procedures contained in this handbook are the results 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 to adjust to our school and to become an integral part of it.

### **Fairview Public School Website**

The district maintains a website that contains important information about each school with additional interesting facts and references regarding the Board of Education, administration, school calendar and other programs.

The website address is: [www.fairviewps.org](http://www.fairviewps.org)

### **Visitors**

For the safety and security of students, faculty, staff, and guests, visitors are required to present themselves at the security desk upon arrival. Visitors must present proper identification (driver's license or another form of identification), and sign in. Upon departure, visitors are asked to return to the security desk to sign out. Students are not permitted to bring guests to school as it distracts from the normal flow of educational activities in the classrooms.

## **Attendance Policy**

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.

Our responsibilities upon a student's absences:

- Building principal or secretary will notify parents of a student absence via telephone or email.
- If your child has 5 or more cumulative absences, we will call home to schedule a parent meeting to develop a student attendance action plan with the parent and Absence Intervention Team.
- The Absence Intervention Team will meet to discuss absences and the student is referred to I&RS.
- If 7 or more cumulative absences, the Fairview Police Department will conduct a wellness check at your home.
- If 10 or more cumulative absences, student is referred to DCP&P and truancy charges filed.

A student is considered late once the homeroom bell rings at 8:25 am. If a student is late or absent ten (10) or more times, they may not be permitted to attend any class activities (trips, dances, sports).

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.

## **Fire Drills**

Fire drills are held at least once per month in cooperation with the Fairview Police and Fire Department. Promptness and silence are required. In each classroom is a card giving directions as to the exit to be used by the pupils in the room. If an alarm sounds while classes are passing in the halls, the students should proceed to the nearest exit. Students should remember that perfect order is essential for complete safety. State and Federal Laws govern fire alarm equipment. Any student tampering with fire alarms/fire extinguishers will be subject to suspension, fines, arrest and prosecution.

## **Security Drills**

Security drills will be conducted monthly in cooperation with the Fairview Police and Fire Department. The purpose of such drills is to prepare students and staff for emergency

lock down, evacuation, or shelter in place procedures should an emergency situation occur. Teachers will give students specific instructions.

### **Locker Information**

Students in grades 6-8 may receive a locker and a lock for the current school year. Students are responsible for the locks and lockers. At the end of the school year, the student must return the lock and clean out the locker. If the lock is lost, the student is responsible for paying \$10 to replace the lock. Combinations should not be shared. If a locker is damaged or broken, it must be reported to the homeroom teacher. Cellphones are required to be given to the homeroom teacher during homeroom, they are not to be kept in lockers.

Students may only go to their lockers during the following times:

- During morning homeroom
- Before lunch
- After lunch
- During afternoon homeroom

Students may decorate their lockers on the inside only. Magnets should be used to decorate lockers because they are easily removed. Any damage or vandalism will be the responsibility of the student to fix or correct. Stickers/tape are not allowed on the inside or outside of any locker.

A school locker is a privilege, not a right. The administration may suspend or revoke locker privileges for violation of the above rules.

School lockers remain the property of the district. State law 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.

### **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 should be courteous at all times and

are to keep to the right when moving in the halls. Running, shouting and fighting/pushing are not permitted in the halls.

### **Parent/Guardian Conferences**

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding of the student's growth and development. Parents are encouraged to contact the teacher for conference appointments on an as-needed basis.

### **Parent Portal**

Parents may see academic and attendance information at any time on the Realtime Parent Portal. Parents will be given usernames and passwords within the first week of school. Portal usernames and passwords do not change each year.

### **Progress Reports**

In an effort to keep the parents/guardians informed of the student's progress, progress reports are issued midway between report cards. These progress reports cover commendations, deficiencies, and/or failure notices.

Progress Reports will be available on the Parent Portal on the following dates:

1st Marking Period:	Friday, October 13, 2023
2nd Marking Period:	Friday, December 15, 2023
3rd Marking Period	Friday, February 16, 2024
4th Marking Period	Friday, April 26, 2024

Please note, not all students will receive a progress report.

### **Report Cards**

Report cards will be available on the parent portal at the end of each marking period. This is a means of informing parents/guardians of the student's progress.

Report Cards will be available on the Parent Portal on the following dates:

1st Marking Period:	Friday, November 17, 2023
2nd Marking Period:	Friday, January 26, 2024
3rd Marking Period	Friday, March 22, 2024
4th Marking Period	Last Day of School

## **Grading**

The evaluation of student achievement is one of the most important functions of the teacher.

Students will receive numerical grades. A student is failing a subject with a grade of 64 or below. The first three marking periods will not display a grade below 55, however the last marking period will display the student's actual grade.

An Incomplete (I) is given only in those extreme cases where illness, emergency, schedules arrangements, or special circumstances deem that the student has not been able to complete their assignments. An incomplete on the report card becomes a failure if the student does not make up the required work upon their return.

## **Promotion Policy**

Students who do not pass 3 subjects will be retained. Students who fail 1 or 2 main subjects (ELA, Math, History, and Science) will be mandated to attend a summer school program at a county approved school. The district is not responsible for any fees or expenses associated with out-of-district programs. Additionally, the administration reserves the right to promote students to the next grade level based on teacher recommendations.

Eighth grade students who fail one or more subjects will not be permitted to participate in the graduation ceremony.

Students who fail more than two subjects are ineligible for summer school and will be retained.

## **Honor Roll**

Outstanding academic work is recognized through an honor roll. Students are selected for the honor roll each marking period. To be placed on High Honor Roll students must receive 90 or above in all subjects. Conduct and special subjects must be satisfactory. No "N" or "U" grades are permitted on the report card. To be placed on Honor Roll students must receive an 85 or above in all subjects. Conduct and special subjects must be satisfactory. No "N" or "U" are permitted on the report card.

### **7th - 8th Grade Bell Schedule**

Homeroom: 8:25 - 8:32

1st Period: 8:35 - 9:18

2nd Period: 9:21 - 10:06

3rd Period: 10:09 - 10:54

4th Period: 10:57 - 11:42

5th Period: 11:45 - 12:30

6th Period: 12:33 - 1:18

7th Period: 1:21 - 2:06

8th Period: 2:09 - 2:54

Homeroom: 2:57 - 3:00

### **Courtesy Bus Rules and Regulations**

It should be noted that riding the school bus is a privilege. This privilege may be suspended or revoked as a result of committing any of the following offenses:

1. Throwing or shooting any object on the bus or at the bus.
2. Throwing any object out of the school bus window.
3. Fighting on the bus.
4. Putting hands or head outside of the bus window.
5. Vandalizing the bus in any way.
6. Disrespect to the bus driver or aide.
7. Failure to obey any reasonable directive from the busdriver or aide.
8. Failure to wear seat belts.
9. Disruptive behavior.
10. Any negative behavior reported by the bus driver or aide.

### **Homework**

Homework assignments are a reasonable part of the learning process. It is the responsibility of the student to complete assignments conscientiously. Teachers communicate on a daily basis and thereby work together to avoid excessive assignments on any given evening. Homework is a vital part of the daily lesson and when successfully completed contributes to higher academic achievement.

### **Long Term Medical Absences**

A doctor's note is required in order for a student to receive home instruction. The doctor's note must include a diagnosis, prognosis, suggested starting date for home instruction, and the approximate length of time the home tutoring will be required. A

parent or an adult responsible for the student must be present in the home during the tutoring process.

### **General Health Procedures**

To ensure a happy and healthy school experience for all students, please adhere to the following health guidelines.

The nurse's office is a place to come when students are injured or become ill in school. In the event of a serious injury/illness, the parent/guardian may need to be notified. Therefore, it is extremely important that the school have up to date phone numbers including home, business and/or cell phone.

You are reminded that your child should remain at home if any one of the following occurs:

- Nausea, diarrhea, or vomiting within the last 48 hours.
- Fever of 100 or higher within the last 48 hours.
- Contagious or unexplained rash.
- Any symptom such as persistent cough or runny nose with body aches.
- Strep throat, the student may return after being on antibiotics for 24 hours and fever free for 24 hours.
- If the student has lice, it is school policy that the student must remain out of school for 24 hours and be treated with the appropriate product recommended by the family physician. Upon returning to school, the child must be examined by the school nurse and given clearance to return to class.

Sports Physicals - Students interested in trying out for sports need to have a sport's physical conducted by a healthcare provider. The full report should be sent to the school nurse.

Any student coming to school with sutures, crutches, casts or immobilizers needs a note from a physician stating the diagnosis, activity limitations and when activity can be resumed.

If medication needs to be administered in school, it is necessary to contact the school nurse in order to obtain proper approval forms. Any school personnel can administer no medication of any kind without these forms being completed and approved.

### **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, the student will be suspended and the police will be involved.

### **Cafeteria Rules**

When students enter the cafeteria, they are to seat themselves, unless otherwise instructed by the aides. They are expected to be courteous to all personnel.

7th and 8th grade students are permitted to leave the building for lunch. This is a privilege that may be revoked at any time. Students that go out for lunch need to have a signed permission form in order to leave.

### **Extra-Curricular School Activities**

A wide range of activities will be offered to students after school. We encourage students to participate in these activities, as they will help in developing students into a well-rounded adult. Students are eligible to participate if they have less than 10 detentions and are passing all subjects. A student may be removed from any activity by the principal/superintendent.

Any student who is absent the day of a class trip, game or dance and does not produce a doctor's note, will not be permitted to attend the activity.

### **Washington D.C. 8th Grade Trip**

Plans are made for the 8th grade annual three-day, two-night trip to Washington, D.C. The estimated cost of the trip is approximately \$200 (subject to change). A student may be removed from the trip due to a third marking period progress report or any disciplinary infraction (detentions/suspension). This means you can be removed from the trip at any time.

### **Athletic Policy**

Failure in any subject or conduct, will result in an athlete being put on probation, Failing 2 or more subjects will result in the athlete being removed from the team. Coaches will review the grades and conduct of all student athletes every two weeks. The coach/principal has the right to suspend an athlete for an upcoming game or match due to inappropriate behavior either in school or on the playing field.

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. A student athlete becomes ineligible to participate in any athletic program if they have 10 or more detentions or unexcused absences. Students may not be able to participate due to suspensions.

### **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 the students. The following general guidelines are relative to students' dress requirements. For students who do not adhere to the dress code, parents will be called to bring in their uniforms.

Specific requirements:

- Uniforms - no exceptions
- Blue polo shirt (Fairview logo) with khaki pants
- skorts/shorts - must meet the end of your fingertips
- Uniform pants are not jeggings, skinny jeans or any other type of jeans. Cut-off pants are prohibited.
- Physical education dress code - a yellow uniform shirt with the Fairview logo is required. Navy sweatpants or shorts must have the Fairview logo on them. No earrings or jewelry are to be worn during physical education classes. This includes nose/tongue/eyebrow/lip/chin and any other type of body piercing. The teacher will not be held responsible for missing jewelry.

Without the proper uniform, you may be sent home. The student responsibilities that are in the section are the responsibility of the parents and students.

### **Cell Phones/Wireless Bluetooth Earbuds**

For the safety and security of the school and our students, cell phones are not permitted to be used in school. Cell phones will be given to the homeroom teachers during homeroom and locked up for the day. The phone will be given back to the student at the end of the day. If a student does not turn in their phone during homeroom and it is confiscated, it will only be returned to a parent/guardian. Any wireless headphones or wireless bluetooth earbuds are not to be used in the school building. They must be removed before entering the school.

## **Computer User Agreement**

Parent and pupil acknowledge that in order to receive a Fairview School District (referred to herein as “the District”) provided technology device, the Fairview School District Provided Technology Device Agreement must be read, acknowledged, and signed by the parent or guardian of the minor pupil user, or if the pupil user is over eighteen (18), by the pupil user, and in doing so agree to the following:

1. A District provided technology device must be used only by the pupil for District authorized use;
2. A pupil shall comply with the District’s Provided Technology Devices to Students Policy No.7523 which is available on the District website in his or her use of any school district provided technology device;
3. Any District provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the District the cost of any technology device that is lost (\$225), damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be repaired under the district’s insurance policy or cannot be returned to the district in accordance with the terms of this Fairview School District Provided Technology Device Agreement;
5. A parent/pupil will be required to report any hardware or software problems in the operation of the device to the school principal within two school days of the commencement of the problem;
6. A parent/pupil must report to their Principal within two school days in the event the technology device has been damaged or is missing;
7. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, the parent or pupil will submit a copy of the police report to the principal;
8. A pupil shall be required to provide routine cleaning and care of the device;
9. The pupil shall have the technology device in their possession in school as required; and

**Anti-Big Brother Act**, N.J.S.A. 18A:36-39 - Parent and pupil must acknowledge that you have been notified that the technology device provided by the school district may record or collect information on the pupil’s activity or the pupil’s use of the technology device if the device is equipped with a camera, global positioning system, or other

feature capable of recording or collecting information on the pupil's activity or use of the device.

Parent and pupil must acknowledge that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil.

**Individual Responsibility** - Parent and pupil must acknowledge that use of any network through the Device includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member or parent. If a student finds that other users are visiting offensive or harmful sites, they should report such use to the proper authorities.

**Practice Personal Safety** – Parent and pupil must acknowledge and affirm that no personal information, such as full names, home address, phone or credit card numbers or other information be disclosed through the Device. We, parent and pupil, further acknowledge and affirm that no arrangements for or actual face-to-face meeting with someone “met” on the Internet will be made.

**Warranties** - The Fairview School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of the Device, its computer networks and/or the Internet provided herein. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By executing this Agreement, a user is taking full responsibility for his or her use if the user is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the provider that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, staff, or any other agents of the Fairview School District harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network and the Internet, and any use of the Device, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the Fairview School District's network.

Parent and pupil will have read the terms, understand the terms, and agree to abide by these terms, and shall comply with all school district policies for the use of a school district provided technology device.

Parent and pupil must acknowledge that the pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's Acceptable Use Policies; Pupil Code of Conduct; any provision of the School District Provided Technology Devices to Pupils Policy; or any provision of this School District Provided Technology Device Agreement.

## **Student Code of Conduct**

### **Introduction**

Although the student code of conduct contains a list of infractions, it is clearly intended not to be all inclusive, since no list can be. It should be noted that the administration and/or the Board of Education have the power to administer discipline for any offense which is in violation of what is deemed acceptable conduct for students in the Fairview School District. This code of conduct has been prepared to specify acceptable and unacceptable behavior and consequences for violations.

Punishment for breaking the code of conduct will be, but not limited to after school detention, suspension, and/or expulsion.

All consequences are graded according to the severity of the offenses. All punishments are consistent and enforced without judgment on a student's race, color, religion, ancestry, nationality, sex, gender, sexual orientation, gender identity, mental, physical or sensory disability.

The following behaviors will not be accepted and will result in disciplinary or administrative action:

- Insubordination: Refusing to allow faculty or staff instructions regarding classroom or school behavior.
- Use of vulgar language: Any use of vulgar language is a violation of the code of conduct.
- Late to class: Students must arrive to class on time.
- Late to school: Students must arrive to school on time.
- Leaving class without permission: Only authorized faculty and staff passes may be used in the halls.
- Cutting class: Students must attend every class, every period for the entire day.
- Failure to clean cafeteria debris: Students are responsible for their debris. Use of the cafeteria is a privilege which can be revoked at any time.
- Smoking or vaping: The use of tobacco/vaping products is prohibited in or on school property. Parents will be contacted and appropriate disciplinary action will be taken. In addition, the administration will file a complaint with the local police department. This policy is in accordance with both state and local ordinances regarding the use of tobacco in a public facility or on its grounds.
- Substance abuse: Any violation of rules prohibiting the use, possession, and/or distribution of a controlled substance (including alcohol) is a serious offense warranting strict district disciplinary action.

- Weapons: Students are prohibited from bringing any weapons to school. Any violation of this will be prosecuted to the fullest extent of the law.
- Failure to attend detention: Detentions must be served. If detention is cut, another detention will be added. Continuous cutting of detention will result in a suspension.
- Vandalism: Willful destruction or defacing of school property will result in a suspension and/or restitution of damaged property.
- Stealing: Results in suspension and/or restitution.
- Failure to adhere to the dress code: Students are required to wear uniforms.
- Prohibited personal items: Students are prohibited from bringing electronic devices to school. This includes laser pointers or anything else that may be distracting. Cell phones must be turned in to the homeroom teacher during homeroom.
- Student contact: Students are required to keep their hands to themselves. Any touching (hugging, kissing, pulling of hair) is prohibited.

### **Central Detention**

As part of our discipline plan, students not abiding by school rules are subject to central detention. A partial list of reasons for central detentions are as follows:

- Unsatisfactory hall/cafeeteria/schoolyard behavior
- Late to school/class
- Chewing gum or eating candy in school
- Snowball throwing
- Disrespect to a teacher/staff member/student
- Any infraction deemed unacceptable by the administration
- Inappropriate language

Students will be excluded from school activities when they reach ten (10) detentions for that school year. School activities include field trips, class dances, class trips, dinner dances, etc.

Central detention will take place Monday through Thursday after school from 3:00 to about 4:00. Students will serve their detention the day after it is given so students have a chance to notify their parents of their detention. If you are late to school or class, you automatically have detention the next day. If a student cuts detention, another day gets added on.

### **In-School Suspension**

In-school suspensions will be issued to any student who constantly disrupts the ongoing continuity of the classroom setting. This is aimed at keeping students in school to complete their work.

### **Suspension**

Suspensions will be issued to any student who flagrantly and/or constantly disrupts the ongoing continuity of the classroom setting. Parents/guardians will be notified and advised of the circumstances leading to this administrative action.

While on external suspension, students are not permitted on school grounds at any time before, during or after school to include evening and/or attendance at any extra-curricular/co-curricular activities, dances, etc.

### **Bullying Policy**

The Fairview Board of Education believes strongly in the New Jersey State Policy prohibiting harassment, intimidation, and bullying. The board policy requires all students in the district 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 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.

As concerned and caring parents/guardians we urge you to make sure that your child understands and follows this law and policy carefully. It is the goal of the Fairview School District to ensure the protection, safety and well-being of all children that attend Fairview Schools.



**Code of Student Handbook/Code of Conduct Contract**

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 with 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 a responsibility to provide the school with current emergency contact information and/or telephone numbers. They also have a 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 of the Attendance and Tardy section as well as the code of conduct, which is in accordance with the Fairview Board of Education Policy.

The school must have proof that every student and every parent/guardian has had the opportunity to read the handbook. Please go to the district website ([www.fairviewps.org](http://www.fairviewps.org)) to view the 2023-2024 handbook, sign this paper and send it back to school within 5 days. Signed forms must be a part of every student’s record.

Your signature means that you have read the handbook and are aware of the school rules and you acknowledge that you received the parent portal letter. It does not necessarily denote agreement with the rules and regulations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date