

PARENT / STUDENT HANDBOOK

2017 – 2018

LAVALLETTE ELEMENTARY SCHOOL

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INTRODUCTION

This handbook has been prepared to acquaint you with the many aspects of school life at the Lavallette Elementary School. Additional information in regard to the operation of our school will be sent home throughout the school year. On behalf of the faculty, staff and administration of the Lavallette Elementary School, I wish you and your child the best this school year.

Sincerely,

Dr. Peter S. Morris
Superintendent

LAVALLETTE ELEMENTARY SCHOOL PHONE DIRECTORY

School Office – Mrs. Angela Fioretti, Mrs. Diane Biundo – Secretaries	732-793-7722 Ext. 200
Nurse’s Office - Mrs. Cheryl Mansfield, R.N.	732-793-7722 Ext. 202
Guidance Counselor – Ms. Susan Misdorn	732-793-7722 Ext. 203
Student Resource - Mrs. Sharon Carroll	732-793-7722 Ext. 207
Board of Education Office - Mrs. Patricia Christopher	732-793-7402 Ext. 206
Cafeteria/Food Services	732-793-7722 Ext. 205
Facilities Maint./Integrated Pest Mgmt. - Mr. William Daily	732-793-7722 Ext. 209
School web site: http://www.lavallettek12.org	

SCHOOL HOURS

Kindergarten through 8	- 8:15 A.M. to 3:10 P.M.
After School Detention	- 3:15 P.M. to 3:45 P.M.

No students should be on the school play area before 8:15 A.M. Playground gates will open at 8:15 A.M. and students will enter the building at 8:15 A.M. School starts at 8:20 A.M. Students entering the building after 8:20 A.M. are late.

***PLEASE REFER TO OUR DISTRICT WEB SITE
WWW.LAVALLETTEK12.ORG
FOR ALL SCHOOL RELATED INFORMATION***

Parental and Public Involvement

The Lavallette Board of Education recognizes that the public has vast resources of training and experience useful to the school. The strength of the local school and student achievement is in large determined by the degree and nature of the involvement of the parents and general public in the local educational program. The Lavallette Board of Education has established a policy (policy 2415.04 District Wide Parent Involvement) and a standing committee called the Instructional Improvement Committee (IIC) to facilitate parental and public involvement in the educational community. Each fall, a letter is mailed soliciting volunteers to serve on the IIC for the current school year. Each month throughout the year the IIC meets to discuss academic issues and to develop improvement initiatives. Moreover, the IIC will also serve as our School Safety Team, under the Lavallette School District Harassment, Intimidation and Bullying policy.

LAVALLETTE BOROUGH BOARD OF EDUCATION 2017/2018

MEMBERS:

Mr. Steve Shohfi, President
Mrs. Alison Zylinski, Vice President
Mrs. Mary Ann Baginski, Board Member
Mrs. Beth D'Aloisio, Board Member
Mr. Michael Valeri, Board Member
Dr. Peter S. Morris, Superintendent
Mrs. Patricia Christopher, School Business Administrator

MEETINGS:

The Lavallette Board of Education meets the third or fourth Wednesday of every month. The meetings are held in the school cafeteria and begin at 7:00 P.M. For information regarding the meeting call the Board of Education Office at 732-793-7402.

We are dedicated as a Board of Education and staff to the task of providing an education program designed to help each pupil achieve maximum growth. Our concern is that this growth manifest itself as total growth, including social, emotional, physical and academic growth. We are appreciative of the time and talents donated to our students by the many residents working in volunteer programs in our school and we encourage more people to participate. We invite all parents to work with us to achieve these goals and suggest the following ways for you to participate in our school program.

1. Attend school programs and other activities in which children participate to show support.
2. Attend Public Board of Education meetings to be informed.
3. Participate in annual Board of Education elections.
4. All parents are encouraged to join and support the PTO and attend their meetings.

It is through your excellent cooperation as parents that we are able to provide school programs that are of maximum benefit to all our students.

2017/2018 TEACHING STAFF

Kristina Sergi	Kindergarten
Lisa Zurichin	Grade 1
Jane Stoll	Grade 2
Jane Homer	Grade 3
Michael Hajisafari	Grade 4
Brian Koehler	Grade 5 Social Studies 5-8
Lee Oliver	Grade 6 Math/Algebra 5-8 STEAM 5-8
Jill Lorenz	Grade 7 Math 8 Science 5-8
Betty Ann Dalberg	Grade 8 Language Arts 6-8
Sharon Carroll	Student Resources/Data Coordinator
Carole Carr	Art
Samantha Paszkiel	General Music/Instrumental
Pam Caucino	Athletic Director/Physical Education
Lindsey Knehr	Media/Technology
Maria Scotto DiCesare	World Language/ELL
Donna Faxon	Special Education
Christin King	Special Education
Deborah Conner	Special Education
Heather Hawthorne	Academic Enrichment
Susan Misdorn	Guidance Counselor
Jenn Durrua	Speech

ABSENCES/ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

1. REGULAR ABSENCE

- a. REMINDER... PLEASE CALL THE SCHOOL WHEN YOUR CHILD WILL BE ABSENT. You can leave a message on our voice mail at any hour. The phone number is 732-793-7722, Nurse's Office extension 202. Parents should give the student's name, the teacher's name, and the reason for the absence. If a parent forgets to call, the school will call the home to confirm the absence.
- b. Upon return to school the child must bring a note signed by the child's parent or legal guardian stating the reason for absence. **If absence is for medical reasons, please get a note from the doctor or dentist.** There will be no homework makeup provided for a one day absence. Upon a second day absence, homework requests should be made by 10:00 AM when calling the nurse. Homework will not be available for pickup before 3:15 PM

2. CONTAGIOUS DISEASE

- a. Any child absent from school due to a contagious disease (regardless of the number of days) must present a doctor's certificate before he/she may return to school.
- b. All students with Pediculosis, Ringworm, Scabies, and/or Conjunctivitis shall be excluded from school and may return after examination by the school nurse or upon receipt of a doctor's certificate.

3. EXTENDED ILLNESS-HOUBOUND INSTRUCTION

- a. Any student who is suffering from a prolonged illness and expects to be absent for at least two weeks may request homebound instruction.
- b. To apply for homebound instruction the parent/guardian must provide a doctor's certificate stating the diagnosis and the expected length of absence to the office.

4. TARDINESS

It is critical to children's education that they arrive at school and are prepared to start their day on time. This year our goal is to minimize the number of students arriving late (past 8:20). This plan's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

Grades K-2

- After three tardies within a marking period, a letter of notice from the Guidance Counselor is sent home to the parent or guardian explaining school policy.
- If tardiness becomes a chronic event, a conference will be set up with the Guidance Counselor and the parents to look at helping the student arrive to school on time.

Grades 3-8

- After three tardies within a marking period, a letter of notice from the Guidance Counselor is sent home to the parent or guardian explaining school policy.
- At five to ten tardies within a marking period, the student will serve a 20-minute detention after school upon parent notification.
- After ten tardies within a marking period, a conference will be set up with the Guidance Counselor and the parents to look at helping the student arrive to school on time.
- Each subsequent tardy within the marking period will result in a full after school detention of 45 minutes on the day of the occurrence.

We certainly realize that over the course of the school year emergencies occur and we will not include these documented incidents in this tardiness plan. Being late to school because of a dentist or doctor appointment will not count as being tardy providing the student presents a note from the appointment. Students arriving after the start of school in the morning must check in at the Main Office to obtain a tardy slip before being admitted to the classroom.

5. FAMILY VACATIONS

The school calendar is included in this handbook to assist you in planning your vacation so that your school age child need not miss a vital portion of his instructional year. One of the basic requirements for success in school is regular attendance. The parents must make the final decision in the matter of removing the child. The extended absence due to a vacation period will certainly have its effect on the child. It should not be assumed make up work or assignments can approximate the loss of learning incurred by the absence during this period. Removing children for this purpose is discouraged.

ARRIVAL AND DISMISSAL

All pupils walking must cross North and South highways at Washington Avenue at Crossing Guards. No one is to walk at any time on the Southbound Highway. There are lined crossings on Baltimore Avenue and Bay Boulevard which should be used at all times. Bicycle riders may ride to Crossing Guards on Washington Avenue but then must get off their bicycles at these points and walk their bicycles on the sidewalk to the bicycle parking area.

Please note the painted curbs along the school side of Washington and Brooklyn Avenues will be designated as **NO**

PARKING between the hours of 8:00 AM- 9:00 AM and 2:30 PM- 4:00 PM. These areas are the drop off and pickup zones. Those wishing to park must do so on the side of Washington and Brooklyn opposite the school or along Route 35 North. Establishing these drop off and pickup zones have helped us to ensure the safety of our children during the drop off and pickup times. Thank you for your anticipated cooperation.

ASBESTOS PLAN

As required by Asbestos Hazard Emergency Response Act (AHERA) of 1987 all occupants of a school building must be notified at least once a year about the availability of the asbestos management plan. The management plan describing the location and condition of known and assumed asbestos-containing building materials is available at the school administrative office for anyone to review. Please contact our asbestos designated person, William Daily, at (732) 793-7722 for assistance. If anyone requests a copy of the report, contact the Board of Education for a request of public records. Lavallette's Facilities Manager and Environmental Testing Consultants LLC have established a response plan (asbestos abatement) should it become necessary. As EPA requires, Environmental Testing Consultants LLC conducts three-year re-inspection and the Lavallette Facilities Manager performs 6-month periodic surveillances.

ACADEMIC ENRICHMENT PROGRAM

From multiple assessments administered, we formulate a list of students who would benefit from extra academic assistance. You will be notified by letter if your child needs assistance in areas of mathematics, writing, or reading.

BULLYING and HAZING

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus. Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct, which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building Superintendent is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Main Office or the Superintendent.

CAFETERIA/PLAYGROUND RULES

In the Cafeteria all students are expected to:

1. Line up, by class, in front of the cafeteria door, in a quiet and orderly manner.
2. Proceed into the cafeteria, when called, and walk to the lunch line or table.
3. Select where they wish to sit, at their assigned tables, and not switch their place or try to save a seat.
4. Raise their hand if they need a question answered or if they forgot something.
5. Enjoy their lunch without playing with their food, utensils, trays, or lunchboxes.
6. Remember to be absolutely silent when the lights are turned off and listen for important announcements or directions.
7. Talk with friends in a normal, conversational manner without shouting.
8. Always be considerate of classmates by keeping their hands and feet to themselves.
9. Keep the dining area a clean, friendly place by collecting all the trash and carefully placing it in the garbage cans.
10. Sharing food with other students is not permitted.
11. Wash hands prior to consuming food.

Students will:

1. Enjoy the fresh air and friends by playing games that do not include any physical touching, pushing, shoving, sliding, tripping, grabbing, etc.
2. Use the playground for games at the discretion of the aide or teacher on duty.
3. Use the slide one at a time and in the manner and for the purpose each was designed (feet first).
4. Remain upright on all playground equipment - no hanging upside down ever!
5. Be considerate of others by allowing additional classmates to join the game.
6. Only use equipment authorized by the teacher in charge.
7. Return all playground equipment borrowed from the school.
8. Play away from the building side door and windows.
9. Line up by class, in front of the yellow line by the side door, in a quiet, orderly manner when the teacher calls.
10. Immediately report any injury to the teacher on duty.

CHANGE OF ADDRESS/TELEPHONE

It is important for emergency and administrative reasons that every student maintains an up-to-date address record and telephone number at the school office. Call the front office at 732-793-7722 Ext. 200 immediately if you have a change of address and/or phone number during the school year.

CHILD STUDY TEAM

The basic child study team is an interdisciplinary group consisting of a school psychologist, a learning disabilities teacher consultant and a school social worker. Responsibilities of the child study team include evaluating pupils, after parent consent is received, participating with parents and staff in determining a pupil's eligibility for special education or related services, developing individualized education programs, and providing preventive or remedial service to non-disabled pupils and general education staff. Pupils may be referred to the child study team by parents, teachers or authorized community agencies.

CONFERENCES

Parent/Teacher conferences occur at the end of the 1st marking period. Conferences can be made during the school year as well by contacting the teacher directly.

COUNSELOR/GUIDANCE

The Guidance Program at the Lavallette Elementary School is comprised of five components. The areas included in the program are:

1. Individual Counseling
2. Classroom Guidance/Developmental Program
3. Monitoring of Pupil Progress
4. Standardized and State Test Coordination
5. Monitoring of Attendance Plan.

The Guidance Program will be targeted to all students in Grades K - 8. Our counselor will be available Monday through Friday.

CROSSING RULES

1. Cross highways only at corners where the crossing guards are stationed to and from school.
2. Do not step off the curb until told to by the guards. Always walk within the crosswalk.
3. Never ride bicycles in the street either on the highway or the cross street. Never ride "double" on a bicycle.
4. When crossing, get off and walk your bicycle across the street within the crosswalk.
5. All bicycle riders must wear helmets and lock their bicycles.
6. Skateboards and rollerblades are **not permitted** due to safety and school storage concerns.

DELAYED OPENINGS

In case school conditions are not appropriate for a normal time (8:15 A.M.) a delayed opening will be initiated if the emergency condition can be corrected. Students and parents will be informed of delayed closing via Community Safe Notification System or by logging onto the website www.lavallettek12.org.

DISCIPLINE

Appropriate student behavior is considered essential for an optimum learning experience. Distractions initiated by individual students tend to affect the safety and welfare of others. Therefore, it becomes necessary to provide conduct regulations which deter inappropriate behavior.

Each student should recognize his/her rights and remember that each right carries with it a responsibility. The student must also understand that as he/she progresses through the grade levels, there is an increasing responsibility to serve as a role model for younger students. Each student must learn to accept and support the rules and regulations of the school as necessary to create an optimum learning environment; that any violation of these represents an infringement of the rights of his classmates.

As a basis for direction the Lavallette Elementary School has adopted a Discipline Plan that is distributed each September. All parents are requested to read, support and sign the parent letter attached to the Discipline Plan.

DRESS CODE

Students generally conduct themselves in a manner similar to the way they dress and groom. Student attire should be clean and healthful, not pose any safety hazard, and should avoid extremism. Students are required to wear appropriate footwear for P.E. Classes. Additional dress guidelines will be made available to our students in Grades 3-8.

EARLY DISMISSAL

Students and parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, a written request for such dismissal, signed by a parent or guardian, should be presented to the office first thing in the morning. Parents are asked to indicate in their note the reason for early dismissal, a contact number if different than home, and sign out authorization if someone other than the parent or guardian will be picking up the student.

All students must be signed out through the main office. Students will not be released to anyone other than the parent/guardian or written designee. Students who attend school less than four hours are recorded as being absent.

EMERGENCY CLOSING OF SCHOOL

Except in cases of emergency, school will be kept open in accordance with the school calendar. When necessary to close school because of extreme weather or other emergencies, the Community Safe Notification System will broadcast a message about school closings or delayed openings to a parent or guardian if information is provided to the school office. School closing information may also be received by calling the school phone line or checking the school's web site.

ELECTRONIC SURVEILLANCE

The Lavallette School District Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting pupils. The system will be used to monitor student behavior in order to promote and maintain a safe environment and for other security purposes. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis and will only be retained if necessary by the administration. Surveillance content may be viewed by the local police in addition to school district officials in order to assist in ensuring the safety of all.

FAMILY LIFE

Each year we teach Family Life in accordance with state rules and regulations. The aim of this program is to promote positive self-esteem, develop good decision making skills, and to foster solid family relationships through improved communication skills and factual information.

Our Family Life Program was reviewed by representatives from our school and community. We will reconvene this school and community committee as we add and delete educational materials. All parents are invited to review the materials used in presenting the Family Life Program. Please call for an appointment and a school official will discuss the program materials with you. Parents have the option of excusing their child(ren) from participation in any aspect of the Family Life Program. All excuses must be in writing.

FIELD TRIPS

Lavallette School offers field trip experiences for our students. Students going on a school trip must have written parental permission. All rules of proper dress and courtesy are expected of students participating in field trips. All trips are curriculum related.

FINES

The Board of Education supplies textbooks, computers, printers, CD's, uniforms, instruments, supplies and other materials for their use in school. Pupils are expected to exercise proper care in the handling of these materials and use of the school building. Parents will be held financially responsible for items damaged or lost, and for school property marred or defaced by their children.

GRIEVANCES

Parents' interest and involvement in their child's education is basic to that child's success in school. We feel parents are entitled to a timely and accurate response on those occasions when they might have a question or concern about their child's performance or about an aspect of a school program or district operation.

The Lavallette Board of Education recognizes that parents and interested members of the community must have the opportunity for making their concerns known, considered and disposed of fairly. This policy may be changed, amended or revised when, in the judgment of the Board of Education, the best interest of the school is served. The superintendent shall explain to the individual airing the grievance that there is a line and staff relationship which must be followed in attempting to solve the grievance. This line and staff relationship starts with the teacher, then follows to the superintendent and the Board of Education. If no satisfactory solution is reached by the superintendent, then the individual may appeal in writing to the board of Education. The Board of Education may render a decision at the next public meeting if the appeal is carried to this level. The Board's decision shall be final except in those matters where state law permits appeal to a higher authority.

Grievances regarding Instructional Staff Process:

If the grievance involves a complaint against a teacher, then the designated procedural steps must be followed:

Step One: Teachers, parent(s) and/or pupil(s) will confer at a previously-scheduled conference to attempt to resolve any and all complaints. Any unresolved complaints will then be processed through Step Two.

Step Two: It is the parents' responsibility to notify Superintendent of any complaint unresolved under Step One. Teachers, parents and/or pupils will attend a meeting with the superintendent in an attempt to resolve the matter to the satisfaction of all parties concerned. If the matter still remains unresolved, it will be processed under.

Step Three: Any complaints unresolved at Step Two must be submitted in writing within ten (10) school days of the initiation of Step Two by the complainant to the superintendent who shall forward a copy to the teacher or teachers involved.

Step Four: Upon receipt of written complaint, the superintendent will notify all previously involved parties.

Step Five: If the superintendent is unable to resolve this complaint to the satisfaction of all parties concerned, he shall forward the results of this investigation along with his recommendations, in writing, to the Board of Education. Subsequently, a copy will be sent to all parties concerned.

Step Six: After receipt of the superintendent's findings and recommendations, and before action thereon, the Board of Education shall afford the parties the opportunity to meet with the Board upon receipt of a written request at least five days prior to the next regular meeting of the Board to show cause why the superintendent's recommendation should not be followed. All parties shall have the right of representation before the Board of Education, which right includes representation by any representative of the parties' choosing.

Step Seven: Copies of the action taken by the Board of Education shall be forwarded to all parties.

HEALTH OFFICE

Any student entering the Lavallette School shall present documentation of having had a physical examination by a physician or nurse practitioner. This documentation must be presented to the school within 30 days following the enrollment of the student.

Immunization requirements for a student to attend school:

DTaP	Four (4) doses, with one dose given on or after the 4 th birthday.
POLIO	Three (3) doses, with one dose given on or after the 4 th birthday.
Measles, Mumps, Rubella	Two (2) doses, first dose on or after first birthday . Vaccine doses are to be separated by no less than one month, OR laboratory evidence of immunity.
Hepatitis B Vaccine	Three (3) doses of Hepatitis B vaccine, required for all students entering Kindergarten, Grade 1, or Grade 6.

Varicella Vaccine (Chickenpox)	One dose on or after first birthday or proof of disease immunity for pupils entering Kindergarten or Grade 1
Mantoux Test	Required for all students transferring from high-risk areas or with possible symptoms.
Tdap Vaccine	Students born on or after January 1, 1997 and entering or attending Grade 6
Meningococcal Vaccine (Meningitis)	Students born on or after January 1, 1997 and entering or attending Grade 6

The school nurse's office is located in the main office. The nurse is responsible for the maintenance of health records, routine health screenings, parental contact concerning health problems, communicable disease prevention and control, as well as follow up and interpretation of health needs to pupils and parents. The school nurse also monitors absenteeism and may contact parents when necessary.

School Health Services guidelines require that all students will have health screenings which include height, weight, blood pressure, hearing and vision. Parents are required to notify the school when a student has contracted a communicable disease or there has been a known exposure. Scoliosis screening will be performed on students age 10 and older.

A. **Illness/Injury** - In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If your child becomes ill during school hours, the nurse will request that the child be brought home by the parent/guardian or by an adult designated on the emergency card.

B. **Medication** - Only those medications which must be given during school hours can be given by the school nurse. Please provide a doctor's order, written parental permission (provided by the nurse) and the medication in the original container from the pharmacy. An adult must bring all medications to the health office and pick it up at the end of the day.

C. **Sports Physicals** - All students who participate in athletics must have a complete physical. Physical examinations should be performed by your own physician or the school physician when the school is designated as the "medical home" of the student. Students will receive written notification of the dates the school physician will be available.

HONOR ROLL CRITERIA (Grades 5-8 Only)

1st Honors – Overall average of 93 or better in academic subjects with no grade below 85 and no mark below "G" in special area.

2nd Honors - Overall average of 85 or better in academic subjects with no grade below 80 and no mark below "G" in special area.

INSURANCE

The Board of Education grants permission to an insurance company to offer pupils 24 hour group accident insurance. Application forms are sent home with students in September and all parents are asked to return the forms, indicating whether or not they wish to obtain the coverage. Premiums are paid by participating parents. There are certain limitations in this plan. Be sure to read the provisions of your policy. Accidents should be reported immediately to the Superintendent of the School. The school assumes no responsibility for the filing of or the settlement of claims.

LOCKERS

Each student is assigned one locker for the school year. **The locker is NOT student's private property.** The student's locker is used primarily for storage of outerwear and school related materials. Student is not allowed to store valuables in their locker (i.e. Ipods, jewelry, cash, etc.). No decorations are permitted on the outside of the lockers – in compliance with maintenance regulations. Students are expected to keep lockers clean and free from damage. Student is expected to know their locker's combination. Locker needs to be closed at all times when not in use. The school reserves the right to open and inspect the locker at any time, without notice, without student consent, and without a search warrant, to deter violation of rules and ensure security for the school. All items must fit inside the locker so that it can be closed. Any locker overflow must be put by the Sports Bin. Failure to comply with regulations will be subject to school penalties.

LOST AND FOUND

Lost articles are kept for a reasonable length of time in the school. Please send your child to the office as soon as possible after you discover a loss. It is particularly helpful if name tags are placed on articles of clothing, lunch boxes, etc. of children in the primary grades.

LUNCH

School lunches are available to all students in Grades K - 8. The district also participates in the free and reduced price lunch programs for families who qualify. Applications for free and reduced price lunches are distributed to all families in September.

PARKING

Please note the painted curbs along the school side of Washington and Brooklyn Avenues will be designated at **NO PARKING** between the hours of 8:00 AM- 9:00 AM and 2:30 PM- 4:00 PM. These areas are the drop off and pickup zones. Those wishing to park must do so on the side of Washington and Brooklyn opposite the school or along Route 35 North. Establishing these drop off and pickup zones have helped us to ensure the safety of our children during the drop off and pickup times. Thank you for your anticipated cooperation.

PHYSICAL EDUCATION

Physical education is required for all pupils. To be excused for medical reasons, the pupil must present a medical excuse signed by his family physician to the School Nurse for approval. Students are required to wear appropriate footwear for P.E. classes.

PROMOTION/RETENTION POLICY

The purpose of a promotion and retention policy is to state both reasoned and consistent expectations regarding student achievement. Promotion and retention must be a constructive contribution to the student’s academic pursuit, self-concept, life goals, social development, and in keeping with the student’s potential.

A student who has demonstrated acceptable progress in the instruction program shall be promoted to the next grade. A student who has failed to demonstrate acceptable progress shall be considered for retention. The administration and teaching staff shall create plans of instructional organization to provide maximum opportunity for each student to progress through each grade according to his/her own needs and abilities without the stigma of failure or retention. The decision to retain a student is to be made only after careful evaluation of his/her record and potential. In general, students shall be promoted annually; however, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly. This policy, No 5410 may be reviewed at the school office.

PUPIL PROGRESS REPORTS

Reports cards serve the purpose of reporting the child’s progress in school to parents. Parents are encouraged to discuss the contents of the report card with their child each time it is received in order that he/she be aware of their own progress. Report cards are sent home following the close of each marking period.

First Marking Period Ends	November 9	Report Cards Issued November 16
Second Marking Period Ends	January 25	Report Cards Issued February 3
Third Marking Period Ends	March 30	Report Cards Issued April 7
Fourth Marking Period Ends	June 16	Report Cards Issued June 19

Parents and teachers are encouraged to make an appointment to meet and discuss your child’s progress. This will enable the parent and teacher to reach a better understanding of the child and to aid both in their common goal - a well-balanced citizen. Therefore, we would appreciate your cooperation in the following procedures:

As the year progresses, if you have concerns about your child’s class work or progress, please contact your child’s teacher. If, however, your concerns are more general and are related to school programs and policies, please contact Mrs. Carroll, Student Resources, at Ext. 207 for assistance. If your concerns are not resolved, I suggest that you contact my office for assistance and an appointment, if necessary.

By using these steps we should be able to settle most problems with the smallest amount of effort and the largest amount of satisfaction.

SCHOOL RECORDS

The Pupil Records Act, N.J.A.C. 6:3-21, requires every Board of Education to notify, annually, all parents within the school district of their rights in regard to pupil records. According to this statute, parents and guardians have the right

of access to their child's school records. The records may be viewed during normal business hours in the Office of the Principal of the school in which the child is enrolled.

Pupil records are subject to challenge by parents and adult pupils on grounds of inaccuracy, irrelevancy, disclosure or denial of access to individual's organizations or agencies; or violation of the privacy or other rights of the pupil. The parent or adult pupil has certain rights. For more information regarding these rights and/or copies of the "Student Records Policy", please call the Office of the Superintendent during normal business hours of 8:30 A.M. to 3:30 P.M., or go to the school website.

SCHOOL VISITS

All visitors are requested to stop at the Main Office for all school business. Visiting classrooms during school hours is not permitted without approval and a pass from the office. If necessary, please arrange a conference with teachers after school hours except in emergency cases.

SPECIAL EDUCATION STATEMENT

The Lavallette Borough School District provides a free, appropriate public education program and related services for handicapped pupils (birth - 21) in the least restrictive environment. Special education pupils and their parent's rights are protected by procedural safeguards described in a booklet entitled "Parents Rights in Special Education". Copies of this booklet are available from the school office during normal business hours.

TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Participating students are allowed to use the phone to call home after class trips, sports events, or other school sponsored activities. All calls that need to be made during school hours should be made from the main office phone. If a student does not feel well, they should report to the nurses office and a call will be made home if deemed necessary. This policy is in effect for the students' safety.

CELL PHONE USE

Cell phones and other electronics must be off and kept in lockers or backpacks. Any device found not in a locker or backpack during the school day will be confiscated by the teacher and held in the office until dismissal. A subsequent offense will require a parent/guardian to pick up the device from the main office. Repeated offenses will result in central detention. Students are not permitted to take any unauthorized video or audio recordings during school hours. The students' teacher must first give authorization.

TESTING PROGRAM

Achievement Tests:	Terra Nova Multiple Achievement Test is administered each Spring
Aptitude Tests:	The Test of Cognitive Skills is administered each Spring to Grades 3, 5, & 7
State Tests:	PARCC Grades 3-8
State Tests:	NJASK Science Grades 4&8
State Tests:	Algebra 1

TEXTBOOKS

Textbooks are loaned to students for the school year. If the book is lost, damaged, stolen, or misused in anyway, the student shall be responsible for replacing the book or paying a fine. All hardcover textbooks are to be covered at all times. Please do not tape the cover to the book. Tape the cover to the inside fold of the cover.

TITLE IX

It is the policy of the Lavallette Borough School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap, or social/economic status in its educational programs, activities, and employment policies as required by Title IX of the Educational Amendments of 1973 and N.J.A.C. 6:4-1 et seq.

Inquiries regarding Title IX should be directed to:

Dr. Peter S. Morris
Lavallette Elementary School
105 Brooklyn Avenue
Lavallette, New Jersey 08735

TRANSFERS FROM LAVALLETTE

Notice of transfers to another school should be provided to the school in advance. A copy of immunization records is made available to parents to present to the next school of attendance. The academic and health records are mailed directly to the receiving school upon written request from the school.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

WALKING STUDENTS

Students who walk to school should come via the most direct street route. Remain on sidewalks at all times and cross only at designated crosswalks. Remember the basic safety rules: Walk with a friend and never talk to or accept a ride with a stranger. Immediately report any suspicious strangers to the office or to your parents.

WEB SITE

Lavallette Elementary School Web Page: <http://www.lavallettek12.org>

WORKING PAPERS

The State of New Jersey requires every child between the ages of 14 and 18 to secure working papers in order to be legally employed. These papers are available to our students in the Board Secretary's Office. A birth certificate is necessary in order to complete the application.

LAVALLETTE ELEMENTARY SCHOOL

CALENDAR 2017/18

SEPTEMBER (18)

S	M	T	W	TH	F	S
					1	2
3	4	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER (22)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER (18)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER (16)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY (21)

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY (19)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH (21)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL (16)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY (22)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE (10)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4 Labor Day
 Sept. 5 Staff In-service
 Sept. 6 School Opens for Students

Nov. 8 End of 1st Marking Period
 Nov. 9-10 No School - NJEA Convention
 Nov. 15 Report Card Dist. 1st MP
 Nov. 16-17 Early Dismissal -Conferences
 Nov. 22 Early Dismissal
 Nov. 23 & 24 No School - Thanksgiving Break

Dec. 22 Early Dismissal
 Dec. 25-29 No School - Winter Recess

Jan. 1 No School - Winter Recess
 Jan. 15 No School - Martin Luther King Day
 Jan. 26 End of 2nd Marking Period

Feb. 2 Report Card Dist. 2nd MP
 Feb. 16 Early Dismissal
 Feb. 19 Presidents Day - No School

Mar. 29 End of 3rd Marking Period
 Mar. 30 Spring Recess

April 2-6 Spring Recess
 April 13 Report Card Dist. 3rd MP

May 25 Early Dismissal
 May 28 No School - Memorial Day

June 8 End of 4th MP
 June 14 Early Dismissal-Last Day for Students

 = No School
 = Early Dismissal
 = Prof.Day for Staff

Student days - 183
 Staff days - 184

Rev: 1/24/2017

