

# Lincoln Roosevelt School

## Student Handbook

<b>NAME</b>	
<b>HOMEROOM</b>	
<b>BUS NUMBER &amp; SLOT</b>	

### Building Administrators and Support Staff

<b>Mr. Chris Argenziano</b>	<b>Principal</b>
<b>Ms. Cindy Perez</b>	<b>Principal's Secretary</b>
<b>Dr. Chris Zegar</b>	<b>Assistant Principal</b>
<b>Mrs. Susan Schnabel</b>	<b>Assistant Principal's Secretary</b>
<b>Mrs. Rachelle Kovacs</b>	<b>School Nurse</b>
<b>Ms. Stefanie DelRusso</b>	<b>Guidance Counselor</b>
<b>Ms. Tara Urban</b>	<b>Guidance Counselor</b>

### School Address

34 North Hillside Avenue  
Succasunna, NJ 07876

### Important Telephone Numbers

LRS Main Number	973-584-4331
Main Office	ext. 0
Guidance	ext. 0
Attendance Line	ext. 1
Nurse	ext. 2
Fax	973-584-4257
Transportation	973-584-6756

### School Hours

Doors Open	8:20 a.m.
School Day	8:20 a.m. - 2:58 p.m.
Main Office	8:00 a.m. - 3:30 p.m.

### Tentative Report Card Dates

1 <sup>st</sup> Marking Period	08/28/2024-10/31/2024	Report Cards Available- November 14, 2024
2 <sup>nd</sup> Marking Period	11/01/2024-01/17/2025	Report Cards Available- January 31 , 2025
3 <sup>rd</sup> Marking Period	01/21/2025-03/31/2025	Report Cards Available- April 11, 2025
4 <sup>th</sup> Marking Period	04/01/2025-06/18/2025	Report Cards Available- June 18, 2025

Dear Lincoln Roosevelt Parents and Students,

This agenda book has been prepared for the students of Lincoln Roosevelt School. The purpose of this book is to assist our young learners with organizing themselves so that they can be academically successful. Contained in this book are the school rules, daily and monthly assignment logs, valuable tips regarding study habits, and hints about becoming more organized and successful. The more organized a person is, the more successful they will become.

The 2024-2025 school year is a “fresh start” for all students. It is a great opportunity to start making positive changes that will allow students to become even better individuals. As Thomas Jefferson once said, “I find that the harder I work, the more luck I seem to have.” To be honest, hard work and dedication is the first step to helping us all achieve our goals in life. Make the necessary changes that you know will benefit you and make you more successful.

As in years past, students are expected to know and abide by the school rules. In order to assist in this process, students are to read the Handbook so that they familiarize themselves with the governing procedures of the school. Parents, please take an active role in making sure that your child is following the rules that are contained within the Handbook. The beginning of the year is a great time to review the information along with your son or daughter and emphasize the importance of adhering to school rules and procedures.

Lincoln Roosevelt School will be stressing the importance of getting into the habit of using the agenda book for each subject, each period of the day. Teachers will be working with the students to make sure the agenda books are being utilized by all students on a daily basis. Parents are also being asked to play a key role in helping students to become better organized and better prepared for their classes. Please check your child’s agenda book daily and insist that this important organizational tool be fully utilized by your child. We are committed to improving the organizational skills of our students and the regular and encouraged use of the agenda book is an easy first step toward that goal.

We look forward to an outstanding 2024-2025 school year.

Sincerely,

Chris Argenziano  
Principal

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Dear Parents:

We certainly thank you for your anticipated assistance in encouraging your child to follow the basic tenets that are outlined in the Handbook. Please sign in the space provided below to indicate that you have reviewed the Student Handbook with your child and that your child understands what his/her responsibilities are concerning their performance at Lincoln Roosevelt School.

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Parent Name (Please Print)

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Date

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Parent Signature

## COUNSELING AND GUIDANCE

The guidance program is an essential tool for the success of the students as they transition from elementary school to Lincoln Roosevelt School. Our program provides students with the opportunity to succeed both academically and socially as they spend their time learning and growing at our school. By working closely with all teachers and staff members, the counseling team provides students with strategies and support to become positive members of the Lincoln Roosevelt School community. In addition to counselor-scheduled conferences, students and parents/guardians are encouraged to call or email their child's counselor to discuss any concerns they may have. Lincoln Roosevelt School looks to foster a team effort. With parents and teachers working together, our goal is to ensure a positive school experience for every child.



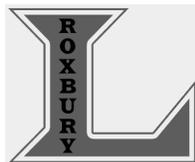
### School Counselor

Ms. Stefanie DelRusso  
[sdelrusso@roxbury.org](mailto:sdelrusso@roxbury.org)  
973-584-4331 ext: 0



### School Counselor

Ms. Tara Urban  
[turban@roxbury.org](mailto:turban@roxbury.org)  
973-584-4331 ext: 0



*Inspiring Positive Accepting Safe Supportive*



## LINCOLN ROOSEVELT SCHOOL CODE OF CONDUCT

All students will be required to read and sign this Code of Conduct with their teacher. By signing the Code of Conduct each student is acknowledging that he/she understands what is expected of them behavior-wise and will abide by the rules of the school as stated in the Lincoln Roosevelt School Handbook which is contained in the following pages. Listed below is a condensed version of the guidelines that have been established for Lincoln Roosevelt School. All students are expected to read the Handbook for more detailed information.

1. **Bullying or harassing members of Lincoln Roosevelt School.** (To create an unpleasant or hostile situation for another student by one's verbal or physical conduct toward that student, i.e., making fun of, putting down, inappropriate teasing, calling names, physically bothering, touching or hitting another student, threatening or being mean-spirited, sending inappropriate electronic communications.)

At Lincoln Roosevelt School, we will not tolerate the use of any words or actions that put people down in any way, for any reason. Lincoln Roosevelt is a bully-free and harassment-free environment. All Lincoln Roosevelt students have the right to come to school and be totally comfortable without feeling threatened, bothered, or bullied in any way.

**Words to Live By:** Treat others the way you would like to be treated.

2. **Causing the education or instruction of any other student(s) to be disrupted.** No student will be allowed to interrupt the learning process. If a student's behavior results in other classmates missing out on classroom instruction then he/she will be removed from the class and consequences will occur. Students do not have the right to interfere with any child's education or instruction. Students and teachers are here to work with one another and learn.
3. **Lincoln Roosevelt students will show respect toward their peers and staff members.** Students will always be treated fairly and with respect at Lincoln Roosevelt School. It is expected that all students treat people at Lincoln Roosevelt School, and all district employees, with the same respect and courtesy that they would expect and appreciate.
4. **Behavior is expected to be appropriate and reasonable throughout the school day.** Appropriate behavior is required in all school-related areas, such as classrooms, lunchrooms, recess areas, on the bus, at the bus stop, in the hallways, or in the bathrooms. Exhibiting self-control when students are in these places demonstrates maturity, trustworthiness, and a positive reputation.
5. **Respect for school property.** All school property must be treated with respect and care. The school building of Lincoln Roosevelt School and all the materials housed on its campus are property of the Roxbury community. The students are expected to treat these items with respect and utilize them in an appropriate manner. This includes, but is not limited to, the following: lockers, desks, furniture, computers, books, bathrooms, cafeteria furniture, and even the buses and vans. Please be aware, if anyone damages or defaces any school property they will be responsible for the cost of repairing/replacing the damaged items.

**In 6<sup>th</sup> grade,** school lockers are assigned to students at Lincoln Roosevelt School. The lockers are the property of the school and may be examined by school officials if the need arises. Magnets are allowed, but stickers and tape of any kind are not permitted. The school is NOT responsible for losses from the lockers.

- 6. Use of electronic devices.** Throughout the year, both 5<sup>th</sup> and 6<sup>th</sup> grade students will be given access to Chromebooks and/or computers. The purpose of these devices are to enhance the educational experience being provided by the district. Students are to respect the devices and use them appropriately to work on curriculum-related material. Students will utilize the devices at the teacher's discretion. All online and electronically transmitted activity is not private and will be monitored by the school district. Failure to adhere to these guidelines can result in the loss of computer privileges and/or possible administrative consequences. Cell phone and smartwatch usage is strictly prohibited during school hours and on the bus. Students need to acknowledge the privacy of others and refrain from using any device in a negative way that damages the integrity of others. In addition, students are strictly prohibited from attempting to contact district employees by phone or social media platforms.
- 7. Cheating of any kind will not be allowed.** Cheating includes copying any work from a student, an author, the internet, etc., and presenting it as your own. This encompasses any work that students are asked to do at Lincoln Roosevelt School or at home (homework, reports, tests, quizzes, etc.). Also, telling other students what is on tests or quizzes that a student has taken and other students will take later in the day is considered to be cheating. Any work that was created by dishonest means will receive a grade of zero.

To sum up this Code of Conduct – students are in school to learn and behave in a manner that contributes to a positive learning environment. LRS teaches and reinforces the concept of all students making good choices. Our goal is for our students to think clearly and carefully before making a choice to do something that is not in their, or any other student's, best interest.

I, \_\_\_\_\_, agree to abide by the Lincoln Roosevelt School Code of Conduct  
(Student Name - Please Print)  
and the rules that are contained in the Lincoln Roosevelt School Student Handbook.

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

\_\_\_\_\_  
Date

# Student Handbook

## Lincoln Roosevelt's Mission Statement:

The first and most important step toward success is creating the feeling that we can, in fact, succeed. At Lincoln Roosevelt School, we will all strive to create an environment where every child believes he or she can thrive.

## I-PASS

The belief at Lincoln Roosevelt School (LRS) is that the best way to build a successful future for our students is to work together as a school community. With input from members of our school, as well as from our parents/guardians, LRS jointly created and developed a set of *core values*. These are common principles that our school focuses on in order to drive our mission and objectives. Our Core Values are known as **I-PASS**.

- I**nspiring      Students will model integrity to inspire others and nurture the desire to become better versions of themselves. They will celebrate their own and others' successes, becoming leaders and mentors based on their own merits.
- P**ositive      Students will cultivate a positive attitude toward various aspects of their lives, enhancing their well-being and that of those around them, through optimistic thinking.
- A**ccepting      Students will view others' cultures, values, abilities, and differences with recognition and empathy, fostering a strong sense of community. They will appreciate the unique cultural diversity that enriches the school community.
- S**afe            Students will uphold a safe environment for all school members, reflecting the school's values from the bus ride to classrooms and beyond, extending to environments outside of the school.
- S**upportive      Students will demonstrate empathy and understanding towards their peers' challenges, actively supporting them in achieving their goals. They will familiarize themselves with the school's support systems to aid their journey through adolescence.

The purpose of this initiative is to use these values as a focal point to guide our behaviors/interactions. A commonly known saying states, "Treat others the way you want to be treated." I-PASS helps keep our school community moving toward creating a school environment that supports ALL of our students, celebrates our diversity, encourages academic excellence, and fosters social and emotional growth. As you prepare for each school day, why not come in with the goal of making a positive impact on those around you? Keep I-PASS in mind and there is no doubt it will guide you down the right path creating an outstanding school which we all look forward to attending each and every day.

## **STUDENT EXPECTATIONS**

### **School Rules**

It is the responsibility of LRS students to know and follow the rules of Lincoln Roosevelt School that are outlined in the Student Handbook. Take time and look over what is expected of students so that the school year will be a positive experience for all.

### **Work Ethic**

Teachers can only do **half** of what is necessary for students to be successful and to have a great school year. Students need to supply the other **half** of what makes them successful which is a positive attitude and a strong work ethic. As the former head coach of the Green Bay Packers, Vince Lombardi, Jr., once said, "The dictionary is the only place that success comes before work. Work is the key to success, and hard work can help you accomplish anything." Make the **choice** to be an outstanding, hard-working, dedicated and organized student. Give it a try –you truly will like the results.

### **Agenda Books**

At Lincoln Roosevelt School, every student should put this agenda book to good use. Students need to use it every period of each school day. It is very important for students to get the new school year off to a good start which means being organized and doing all of their schoolwork. If a student is not sure how to go about using the book to become more organized, they should ask their teacher for assistance during the LAP or work at home with their parent/guardian.

*If an agenda book is lost, the student will be expected to purchase another at his/her expense.*

### **8-Pocket Folders**

An 8-pocket folder is supplied to every Lincoln Roosevelt student. The 8-pocket folder is to be used in conjunction with the agenda book to foster good organizational habits in all students. Students are encouraged to utilize the 8-pocket folder on a regular basis. Every teacher will emphasize the use of this folder as an organizational tool that will help students keep track of their many papers, assignments and responsibilities. Students are to regularly use this organizer in the manner in which it is intended.

### **Homework**

Homework is an essential part of the learning process which is developed in the classroom and is continued independently with cooperation and encouragement at home. It is the student's responsibility to make sure that homework is completed in a timely fashion. To prepare for homework students should:

1. Make sure they understand the assignments, the date due, and directions.
2. Ask for help in advance.
3. Know the expectations of the individual teacher.
4. Plan for long-term assignments accordingly.

### **Make-up Work**

As per District Policy 5200, students are expected to develop a reasonable timeline with their teachers, especially for tests and quizzes that must be scheduled, and submit work each day until completed. General rule of thumb – for every day absent, the student has two days to make up the work without losing credit and/or points for the assignment.

### **Passes**

If a student is leaving the classroom for any reason, they are required to use the classroom sign-out book and must have their agenda book signed in the "Hall Pass" section by the teacher. Students should never be in the hallway without a pass.

### **Room Occupancy**

**No student should ever be in any room by him/herself.** Signs are posted on every door indicating that no student should be in any room without a teacher being present. This rule will be strictly adhered to.

## **STUDENT DISCIPLINE**

Rules and regulations are necessary for the orderly operation of the school community. It is important that students recognize their responsibility to abide by the rules of the school to help develop self-control, character, orderliness and efficiency. While discipline does not appear as a school subject, it is extremely important to be well-disciplined and it is an essential component of growing up to be a good and productive member of society. Accordingly, students who do not conform to school rules and regulations will be subject to the policy of progressive disciplinary rules that are listed below.

## **Standards of Behavior**

Students shall be required to conduct themselves in a manner appropriate to their level of maturity, which includes proper respect of constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to the conduct of juveniles and minors. School rules and regulations will help teach students to respect the rights, privileges and feelings of others. The Roxbury Township Board of Education, administration and faculty have made every effort to provide quality education for all students. To take advantage of this opportunity, the student must be willing to learn and behave acceptably.

In order to create an atmosphere conducive to the effective functioning of all school areas, the students are to demonstrate courtesy and respect toward school personnel and their peers, respect school property, and avoid behavior that disrupts a group activity or is detrimental to the functioning of a class or the school. Students are accountable for their actions even when these actions are taken while they are part of a group. Disruptive behavior that disturbs others or keeps others from learning is not tolerated.

## **Progressive Discipline Policy**

Disciplinary problems range from minor infractions of the rules to major violations of policy and/or law. The following is a list of *possible* disciplinary actions:

1. Administrative warning
2. Lunch detention
3. In-school suspension
4. Out-of-school suspension
5. Other actions as deemed appropriate by the administration

## **Expected Conduct for All Students**

### **1. Show respect toward staff members and peers.**

Violation to include but not limited to: insubordination, rudeness, talking back, name-calling, use of obscenities, yelling, and being uncooperative or disruptive.

### **2. Show respect for all personal and school property.**

Violation to include but not limited to: kicking lockers, littering, misuse of books, writing and/or defacing desks, walls, bulletin boards, textbooks and Chromebooks.

### **3. Refrain from behavior that disrupts any classroom/school environment.**

Taking time away from other students' instruction and learning will not be tolerated. Violation to include but not limited to: being unprepared, calling out, not remaining seated, throwing anything, playing with items that are distracting from the lesson, leaving the room without permission or without a pass and arguing with other students and/or district employees.

### **4. Refrain from behavior that physically endangers themselves or others.**

Violation to include but not limited to: pushing, shoving, tripping, running and possession of anything that might be considered or used as a weapon.

**FIGHTING-** There will be zero tolerance for fighting at Lincoln Roosevelt. Students can demonstrate pride by caring and respecting one another each and every day. If there is intent to hurt a fellow peer, administrative consequences are warranted. The safety of our students comes first and foremost. Fighting on school grounds will potentially warrant out-of-school suspension and even police involvement. When students utilize violence towards one another, administrative action will be taken to appropriately address the matter.

### **5. Follow all directions of staff and administration.**

Violation to include but not limited to: failure to appear for detention, leaving classroom or building without permission and not following a specific teacher directive.

**6. Adhere to school rules and behavioral expectations during school-sponsored events.**

All school rules apply when students are off-campus or are participating in after-school activities and/or PTO-sponsored events. NO students will be allowed to participate in a school-related activity unless they are under the direct supervision of a parent or another adult who will take responsibility for the student. If a child has to come back to school for an event, their behavior is expected to be appropriate and they are to refrain from inappropriate actions. Students who are not participating in the program should not detract from the performance in any way.

**7. Use district-issued devices for school-related purposes only.** The sole intent of the district providing electronic devices is to enrich a student's learning experience. The devices are not intended to be used for personal matters (email, web browsing, gaming, etc.) The expectation is that they are to be used appropriately.

In addition, the following actions are not permitted:

1. Cheating - Presenting another's work as his/her own. This includes test answers, homework, projects or reports. Cheating will result in an automatic zero on the assignment and parent notification by the teacher.
2. Gum chewing- No gum chewing is permitted anywhere in the building.
3. Theft
4. Habitual tardiness to school and/or classes
5. Smoking and/or the possession of a controlled substance, including but not limited to cigarettes, e-cigs and illegal drugs.

**Bullying vs. Conflict**

Bullying is behavior that is intended to cause harm, mental or physical discomfort, or is intended to humiliate or threaten any other student or person. This type of behavior is not tolerated at Lincoln Roosevelt School. At no point should any student be put in a position where he or she must tolerate any type of mistreatment without the matter being addressed. All potential Harassment, Intimidation, and Bullying infractions will be investigated according to Board Policy 5512. The school's administration and the anti-bullying specialist will determine if the actions of students meet the definition of bullying or if it is considered student conflict. Student conflict is categorized as disagreement between two or more individuals in which all members play an active role in the dispute.

**Anti-Bullying Coordinator and Specialists:**

- **The district Anti-Bullying Coordinator is the Director/Supervisor of Student Support Services**

If a person has any general questions or concerns about district policy or procedures for Harassment, Intimidation, or Bullying (HIB), please **reference the Roxbury School District website for contact information or phone 973-584-6799.**

- **The Lincoln Roosevelt School Anti-Bullying Specialist is Ms. Stefanie DelRusso**

Each school has an Anti-Bullying Specialist, who is the chair of the School Safety Team, leads the investigation of incidents of HIB, and acts as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in the school. Ms. DelRusso can be contacted at **[sdelrusso@roxbury.org](mailto:sdelrusso@roxbury.org) or phone 973-584-4331, ext 0.**

## SCHOOL DRESS CODE

### General Guidelines

The following guidelines will be followed at Lincoln Roosevelt School:

#### **1. General Rules**

- a. Students are expected to be clean and well-groomed in their appearance.
- b. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment.
- c. Dress or grooming that jeopardizes the health or safety of the student, or of other students, or is injurious to school property will not be tolerated.

#### **2. Blouses/Shirts**

- a. Tank tops must have a minimum of 2 inch straps; no spaghetti straps
- b. Undergarments should not be visible
- c. No shirts that hang off the shoulder; no low-cut blouses
- d. No tube tops, no halter tops, no camisoles
- e. No bare midriff
- f. The shirt must extend to the bottom of the belt loops when seated
- g. No messages involving alcohol, tobacco, controlled dangerous substances, profanity, sexual references or innuendoes, racial/ethnic or religious references that may be considered offensive, or any other message deemed inappropriate by the administration
- h. No sleeveless tops cut low under the arms
- i. No mesh or see-through tops

#### **3. Pants/Shorts/Skirts/Dresses**

- a. No underwear showing
- b. Pants/slacks must rise to the waist and tops must extend past the waist so that there is no midriff skin showing; the blouse/shirt should be able to be tucked in
- c. Shorts, skirts, and dresses must be a reasonable length and not overly revealing
- d. No pajamas

#### **4. Shoes**

- a. No flip flops, sandals, or shoes that are designed as beachwear
- b. No slippers
- c. No shoes or heels/soles so high as to cause a tripping or falling hazard
- d. No sports sandal-type shoes that are not secured to feet
- e. No footwear that has wheels or cleats
- f. No other shoes that are deemed to be unsafe footwear

Students need to be aware of the safety aspect of footwear since Lincoln Roosevelt has so many stairs and students are up and down them all day long.

#### **5. Headwear**

- a. No hats or caps are to be worn during the school day
- b. No bandannas may be worn on the head
- c. No hoods over the head
- d. No head coverings that hinder vision

#### **6. Accessory Items/Jewelry**

- a. No backpacks are to be worn during the school day
- b. No studded belts, necklaces, or bracelets
- c. No heavy keychains, heavy necklace chains, or wallet chains are to be worn
- d. No jewelry may be worn that contains any offensive symbols or language
- e. No smartwatches

*The Administration reserves the right to deem inappropriate anything else that does not help to provide a positive learning environment at Lincoln Roosevelt School.*

### Consequences for violating the dress code -

**1<sup>st</sup> violation:** Adjust, cover up or change clothing that does not conform to dress code

**Consequence – Warning and parent/guardian notified of infraction**

**2<sup>nd</sup> violation** – Adjust, cover up or change clothing that does not conform to dress code

**Consequence – One lunch detention**

**3<sup>rd</sup> violation** – Adjust, cover up or change clothing that does not conform to dress code

**Consequence – Two lunch detentions**

**4<sup>th</sup> violation** – Adjust, cover up or change clothing that does not conform to dress code

**Consequence – In-school suspension**

**5<sup>th</sup> violation** – Adjust, cover up or change clothing that does not conform to dress code

**Consequence – Out-of-school suspension**

### Dress Code for Physical Education Classes

**Sneakers** – Must be rubber-soled athletic shoes (no platform sneakers.) Must have shoelaces and/or Velcro so that the shoes are securely fastened. No hiking-type sneakers or backless, slip-on sneakers.

**Jewelry** – Body adornments, including but not limited to body piercing jewelry, that may jeopardize the safety and well-being of the student and others are prohibited. All earrings and body piercing jewelry must be removed prior to participating in class. All other jewelry must be removed, including rings, watches, bracelets, and necklaces. Students refusing to remove jewelry will sit out and lose physical education credit for the day.

**Consequences for violating the physical education dress code** - Any violation of the physical education dress code policy can result in loss of credit for that day's physical education class.

## ATTENDANCE POLICY AND PROCEDURES

The laws of the State of New Jersey require regular attendance of all pupils enrolled in the public school system. The school cannot properly instruct students who are not present. Poor attendance limits accomplishments and reinforces a habit which will impact negatively on the student's achievement levels as well as the student's future. Frequent absences of pupils from regular classroom learning experiences disrupts the continuity of the instructional process. Please be aware that the Roxbury Township School District Regulation R5410, titled "Promotion and Retention," contains the following requirements:

### Elementary Level (PreK-6)

A student with fewer than 150 days attendance will not be promoted to the next grade level. Individual circumstances will be taken into consideration. However, if a student is not in school for the 150 days of required attendance there is a strong possibility that the student will be required to repeat the grade the following year.

### Absence from School

A record of the attendance of all students shall be kept each day that the school is in session. A student shall be recorded as either present, absent unexcused, or absent excused. Various circumstances can meet the criteria for an excused absence:

1. Observance of a religious holiday
2. Student's required attendance in court
3. Family illness or death
4. Necessary and unavoidable medical or dental appointments
5. Other reasons as listed in Roxbury Township School District Regulation 5200, Attendance

Teachers shall cooperate in the preparation of home assignments for students who are absent **three or more consecutive days**. The parent or guardian must request such home assignments.

### **Extended Absence**

If a student will be absent from school for 10 or more consecutive school days, they will be asked to withdraw from the Roxbury School District for the duration of the extended leave and re-enroll upon their return.

### **Family Vacations**

The Board of Education and the Administration strongly discourage student absences from school for family vacations. According to state law and board policy, vacations are not excused absences. Students should bring a note to the main office, with the vacation dates, two weeks in advance. It is up to the student to confer with each teacher and obtain assignments for the period of absence. If a teacher is asked to compile assignments for a student who is not attending school because of a family vacation, then those assignments are to be handed in the day the student returns

### **Home Instruction**

Students who are absent ten consecutive school days or fifteen cumulative school days, as verified by a physician, are eligible for Home Instruction. The Board of Education will provide instructional services at the student's home or another suitable out-of-school setting when the student is out of school due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. Parents or legal guardians shall submit a request to the Principal or designee, who will then forward it to the school physician for their review.

### **Tardy to School/Class**

**Late to School** - Students will be considered tardy if they report to school after 8:40 am. Anyone coming into school after that time **must report to the main office** to sign-in and have their name removed from the absence list. Parents do not need to accompany their child into the school when arriving late.

**Consequences for Late to School** - After 3 Tardies-to-School in any one marking period: student will be assigned one lunch detention by administration. Subsequent tardies in the marking period will result in the student being assigned additional lunch detentions and parents will be contacted. Cumulative of 12 or more tardies: possible school suspension, parent/guardian will be required to attend a conference and the student will be referred to the I&RS committee for recommendations. If there are extenuating circumstances that are causing a pupil to be frequently late, please contact the office.

**Late to Class** - Students are considered late to class if they are not in the classroom, seated, and ready for class to begin at the appropriate time. Repeated offenses of tardiness to class may result in conferences with parents and/or penalties imposed by the individual teacher and/or the administration.

## **TRANSPORTATION**

### **Bus Behavior**

The same good, positive behavior that is expected inside the walls of Lincoln Roosevelt School is required on the bus. All students are expected to show respect for the driver and to obey the rules. Repeated violations of the bus rules will result in the student being removed from the bus for a period of time and a parent/guardian will be responsible for transporting the child to and from school. Any damage done to a bus by a student will be paid for by the student's parent/guardian.

## General Guidelines

- **Seat belt must be buckled and worn on the bus at all times.**
- Be at your designated stop at least five minutes before the scheduled pick-up time.
- Stay out of the road.
- Never approach the bus door until the bus is completely stopped.
- Enter the bus in an orderly fashion.
- After boarding the bus, immediately move to your assigned seat.
- Students may only ride on the bus to which they are assigned. Transportation does not allow students to change buses.

## Student Drop-Off by Car in the Morning

L/R has two drop-off spots in the morning. Students can be dropped off either in front of the Roosevelt Building or on the Hunt Street side of the Lincoln Building in the designated drop-off lane. In either location, parents and students should use extreme caution and good judgment. Parents are not permitted to park their vehicle in the drop-off zones under any circumstances during drop-off times.

## Early Arrival at School

Students should not be dropped off at the school any earlier than **8:20 a.m.** There is no supervision for early arriving students.

## Dismissal

Once students are dismissed they are expected to leave the building immediately unless they are staying for an activity or are under the direct supervision of a teacher for other reasons. Students are to proceed directly to their bus. They should not stop and congregate to talk and socialize prior to boarding their bus. No student should re-enter the building after they have been dismissed unless they are given permission from a staff member. Those students returning to school for a forgotten item must be accompanied by an adult when entering the building.

## Parents Picking Up Their Child

Parents who are picking up their child, at dismissal time, for the entire school year should complete the LRS Transportation Survey, in the Genesis Parent Portal, under the forms tab. All daily parental pickups must be conducted in the designated pickup lines behind the Roxbury Board of Education building at dismissal time. If this is a change occurring during the school year, please contact the main office. Parents who are planning to pick up their child early, or at dismissal time, as a one-time occurrence, should submit a pickup release note in the Genesis Parent Portal. This procedure will aid the school with keeping accurate records and maintaining an orderly dismissal.

**Early Pickup** - Students who are being picked up before the end of the school day must have a parent/guardian come into the main office to sign out their child. Parents/guardians should be prepared to show identification **every** time they enter the building. The student will be called for dismissal once the parent/guardian arrives. There is a 2:45 p.m. cut-off time for early pickups. All other dismissals will take place behind the Roxbury Board of Education building.

**Dismissal Time** - Students who are walkers or are being picked up at the end of day will be dismissed from the Lincoln auditorium and will exit out the side doors near the board office.

## Late Bus

If possible, all Lincoln/Roosevelt School clubs will coordinate with transportation to ensure that late buses will be available on the days that clubs meet. Students will be notified once the days and times have been established. Bus routes that students typically have will not be followed but transportation will try to get students close to their home. Students could be required to walk longer distances than normal. If there are any concerns regarding late buses, please contact the transportation department at 973-584-6756.

### **Early Dismissal due to Inclement Weather**

On days when school closes early due to inclement weather it is **imperative** that all students know where to go when they are dismissed from school. Arrangements need to be made in advance. Please have an emergency plan in place so that when the emergency early dismissal does occur everyone, including the student, knows what he/she is to do.

**All students should know their bus number so that they can take the bus home on early dismissal days. Students should have a plan in place, with their parent/guardian, to ensure they can get into their house if no one is at home to meet them.**

## **SAFETY**

Safety is “**priority #1**” at Lincoln Roosevelt. All State and Federal regulations are strictly enforced, as are district and school rules related to safe operation of the building. General safety rules are also enforced. Running in corridors, horseplay, or any activity which creates a safety hazard will be dealt with accordingly. When passing in the hallways students will keep to the right. Students and staff are urged to immediately report any unsafe conditions in the building to the Principal.

### **Fire & Emergency Drills**

Fire and emergency drills are held monthly for the student body and staff to prepare for a possible emergency, which might require a rapid mass exit. With the students’ cooperation, the building can be emptied quickly and efficiently. A prearranged route of egress has been assigned to each area of the building with a map posted specifying which building exit is to be used. Students should proceed **rapidly** and **silently** to a designated area outside the building. At all times, students should be flexible and need to be aware that, at times, they may have to find an alternate route out of the building if a stairwell or route is either blocked or unsafe for passage. Students need to be prepared to respond to specific directions given by the Principal and/or the Roxbury Police. It is imperative that all students participate in these drills in a serious manner. No one is to re-enter the building after a drill until the all-clear signal is given. Re-entry procedures are to be followed in order to maintain a safe and efficient return to the building.

### **Electronic Surveillance at Lincoln Roosevelt**

In accordance with BOE Regulation #7441, electronic surveillance is used in order to enhance a safe and secure environment. Recordings may be used to monitor and observe the conduct of school district staff, students, and other person(s) in LRS or on school grounds. Reviewing of the recordings will be done by the Principal or designee.

## ELECTRONIC DEVICES

Lincoln Roosevelt strongly recommends that students leave all electronic devices at home. If electronic equipment is required for a class, the school will provide it.

**Recorders** - The use of recorders of any kind is not allowed in the school unless the teacher in the classroom gives specific permission.

**Cell Phones** - We know that a large majority of fifth and sixth graders bring a cell phone to school on a daily basis. The rules concerning cell phones at Lincoln Roosevelt School will be as follows:

1. If a parent wants their child to have a cell phone with them for use in case of an emergency on the way to the bus stop or on their way home from the bus stop, then be sure your child knows that student cell phones are to remain in their backpack during school hours. Students are not permitted to call or text message anyone on their cell phones during the school day. If a child must call a parent during the day, only the phones in the main office or the nurse's office can be used. If there is an emergency, the student will be allowed to use the phone to contact a parent or a school employee will call the parent to deliver a message.
2. **Any cell phone brought to school must remain in the student's backpack during the entire school day, there are no exceptions.** If you are concerned about security for the phone you should purchase a travel lock and have your child lock the phone in a zippered pouch in their backpack. The phone may not be out of the backpack, for any reason, either on the bus, or in school.
3. If the phone is taken out of the backpack it will be confiscated. A parent will have to pick up the phone in the main office.

## SCHOOL NUTRITION POLICY

The Roxbury Board of Education has adopted several policies in compliance with state requirements that affect foods sold, served, or given out as free promotions during the school day. The following items will not be sold, served, or given out as free promotions during the school day:

1. All forms of candy
2. All foods and beverages that list sugar, in any form, as the first ingredient.
3. Foods of minimal nutritional value as defined by the USDA, e.g., soda, water ices, gum.

Food and beverages that are utilized to support the curriculum, or are provided at school events, must comply with dietary standards. These foods and beverages must be purchased from an approved vendor. **No homemade food items are permitted.** Food or candy related to fundraisers are not to be sold during the school day, which includes on the bus and at bus stops.

## **BOARD OF EDUCATION APPROVED POLICIES**

This handbook identifies the general orders and operations of the school to ensure the highest quality educational experience can be offered to all students. Should you have questions about any of the topics discussed, please feel free to contact your building administration directly or refer to the associated Board of Education approved policies:

Attendance	5200
Code of Conduct	5600
Dress Code	5511
Electronic Devices	2363 & 2363.1
Emergency Drills	8420
Grading	2624
Graduation	5460
Harassment, Intimidation, and Bullying	8461
Health and Physical Education	2422
Intervention and Referral	2417
Promotion	5411
School Security	7440, 7446, & 8420
Transportation	8635
Video Surveillance	7441