

Lincoln School

2023-2024 Student:Parent Handbook



Lincoln School
258 Grove Street
East Rutherford, N.J. 07073
☎ **201-636-7340**
🖨 **201-636-9898**

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Dear Students and All Parents/Guardians:

Welcome to the 2023-2024 academic year at Lincoln School! After a successful opening year, we are excited to welcome our returning 5th grade students and our newly "moved up" 4th grade students to the Intermediate School. Building staff have been hard at work to provide high quality programming and to support all students, and you will notice some changes to times and bell schedules this year that are better aligned with our District's mission of shaping lifelong and independent learners by promoting and developing critical cognitive and non-cognitive skills.

This handbook has been designed for students and their families as a way to become acclimated to many of the policies and procedures that the Lincoln School community will follow. While there is a great deal of information to be shared, please note that this is a framework and a guide - District Administration reserves the right to update and adjust this handbook as needed at any time throughout the academic year. A complete copy of the East Rutherford By-Laws, Policies, and Regulations is available in each school building and on our District website. If you have any questions regarding the content found in this handbook or if you need more information, please do not hesitate to reach out and connect with myself and the Main Office staff.

Lincoln School continues to emphasize the importance of critical thinking, exploration, growth, and development in each and every learner. We encourage our students to take risks, push themselves outside of their comfort zones, and not be fearful of failure. Michael Jordan and the story about his surprising path to greatness in the NBA reminds us that the value in failure is always within reach - "I've failed over and over and over again in my life. And that is why I succeed." As a Wildcat, our students will learn to invest in themselves - academically, socially, emotionally, and mentally - to prepare them for all walks of life. Students will build meaningful relationships with their peers as well as our staff, develop social-emotional skills to help navigate and cope with challenging circumstances, ask questions and solve real-world problems, and demonstrate what success means to them as an individual. Our staff are a pivotal part of the process, and they look forward to supporting your child in their journey.

As always, please check the Virtual Backpack at least once a week and be on the lookout for occasional communications from me directly. We love to keep our families informed, and our entire building staff looks to make you an integral partner in your child's learning. Welcome back from a summer where I hope that you all rested up and recharged - we look forward to an amazing and productive school year!

Regards,

A handwritten signature in black ink that reads "Peter Vilardi". The signature is fluid and cursive, with the first name "Peter" and last name "Vilardi" clearly distinguishable.

Peter Vilardi,
Principal

EQUAL EDUCATIONAL OPPORTUNITY ([Ref. Policy 5750](#))

Lincoln School directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, pregnancy ([Ref. Policy 5752](#)), affectation or sexual orientation or sex, social or economic status, or disability. Lincoln School shall assure that all students are free from harassment, sexual or otherwise.

It is the policy of Lincoln School to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectation or sexual orientation or sex, social or economic status, or disability. ([Ref. Policy 5755](#))

Lincoln School directs the assignment of students to the schools, programs, and classes of this district consistent with the best interests of students and the best uses of the resources of this district. ([Ref. Policy 5120](#))

Lincoln School believes that the educational goals of this district are best implemented by a student's exposure to the entire educational program and that every student enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No student below the age of sixteen will be permitted to withdraw from school. ([Ref. Policy 5130](#))

Anyone who feels that his or her rights have been violated may file a grievance or complaint with the East Rutherford School District through the Affirmative Action/Title IX Officer pursuant to board policies and Administrative Regulations, copies of which are available in the school offices and library/media centers.

East Rutherford School District Affirmative Action/Title IX Officer:

*Regina Barrale, Faust Intermediate School
100 Uhland Street, East
Rutherford, NJ 07073
Phone: 201-804-3100
E-Mail Address: rbarrale@erboe.net*

NOTE: The term "parent" is used throughout the Handbook to signify any legal guardian of the student. All Board Policies can be [accessed online](#).

ADMINISTRATION, FACULTY, AND SUPPORT STAFF

SUPERINTENDENT OF SCHOOLS: Giovanni Giancaspro

PRINCIPAL: Peter Vilardi

**ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION, AND
STUDENT SERVICES:** Sharon King-Dobson

| OFFICES/SECRETARIES AND PHONE NUMBERS | | |
|---|-------------------|---------------------------|
| Superintendent's Office | Karen Dolinsky | 201-623-8150 x 1001 |
| Board Office/ Business Office | Louise Barone | 201-623-8150 x 2001 |
| Lincoln School Main Office/ Principal's Office | Lisa Mandeville | 201-636-7340 x 6002 |
| School Psychologist | James Wagner | 201-636-7340 x 6003 |
| Nurse's Office | Kristin Pacelli | 201-636-7340 x 6108 |
| CHILD STUDY TEAM | | |
| School Psychologist | Jamie Lee | 201-804-3100 Ext. 5004 |
| School Social Worker | Renee Romaglia | 201-804-3100 Ext. 3207 |
| Learning Disabilities Teacher Consultant | Danielle Esposito | 201-804-3100 Ext. 5003 |
| Student Support Services Office | Sandi Esposito | 201-623-8150 Ext. 5001 |

LINCOLN SCHOOL STAFF EMAIL ADDRESSES

Please visit the [Lincoln School website](#) to access our teacher webpages

| | |
|--|--|
| Affortunato, Lisa - Gr 4 | laffortunato@erboe.net |
| Babbini, Jason - Gr 4, 5 | jbabbini@erboe.net |
| Bronowich, Brittany - Gr 4, 5 | bbronowich@erboe.net |
| Cerny, Lisa - Gr 5 | lcerny@erboe.net |
| Conte, James - Gr 4 | jconte@erboe.net |
| Cuello, Synthia - Gr 4 | scuello@erboe.net |
| Dizdarevic, Hana - Gr 5 | hdizdarevic@erboe.net |
| Feldman, Rebecca - Gr 4 | rfeldman@erboe.net |
| Machere, Katherine - Gr 4, 5 | kmachere@erboe.net |
| Mandeville, Lisa - Secretary | lmandeville@erboe.net |
| McNeill, Maria - Gr 4, 5 | mmcneill@erboe.net |
| Martinez, Katherine - Gr 5 | kamartinez@erboe.net |
| Pacelli, Kristin - Nurse | kpacelli@erboe.net |
| Ravettine, Amy - Gr 4, 5 | aravettine@erboe.net |
| Reed, Caitlyn - Gr 5 | creed@erboe.net |
| Rizi, Sepehr - Gr 5 | srizi@erboe.net |
| Romano, Jesse - Gr 4, 5 | jromano@erboe.net |
| Schweikardt, Diann - Gr 4, 5 | dschweikardt@erboe.net |
| Schweikardt, Jeffrey - Gr 4, 5 | jschweikardt@erboe.net |
| Ten Kate, Tara - Gr 4 | ttenkate@erboe.net |
| Velasquez, Nancy - Gr 4, 5 | nvelasquez@erboe.net |
| Vilardi, Peter - Principal | pvilardi@erboe.net |
| Wagner, James - Psych/Counselor | jwagner@erboe.net |
| Breen, Keri - Gr 4 | kbreen@erboe.net |

SCHOOL HOURS

Lincoln School Students will be allowed entry into the building beginning at 7:30am, where they will be housed in the gymnasium with the option of purchasing breakfast in the cafeteria. Students who **walk/get dropped off** or those **not interested in eating/purchasing breakfast** should arrive at 7:45am. Students are released at 7:50am to their Homerooms, and classes begin promptly at 8:00am. Students will be dismissed at 2:40pm daily.

There is no loitering inside or outside of the building once the dismissal bell has rung. If a student does not have an afterschool appointment with a staff member, they are expected to exit the campus and head home immediately.

BELL SCHEDULE 2023-2024

FULL SESSION DAYS

| <u>Time</u> | <u>Period</u> |
|----------------------|----------------------------|
| 7:54 - 8:00 | AM Homeroom (6 min) |
| 8:00 - 8:33 | Period 1 (33 min) |
| 8:35 - 9:08 | Period 2 (33 min) |
| 9:10 - 9:43 | Period 3 (33 min) |
| 9:45 - 10:18 | Period 4 (33 min) |
| 10:20 - 10:53 | Period 5 (33 min) |
| 10:55 - 11:40 | LUNCH (45 min) |
| 11:42 - 12:15 | Period 6 (33 min) |
| 12:17 - 12:50 | Period 7 (33 min) |
| 12:52 - 1:25 | Period 8 (33 min) |
| 1:27 - 2:00 | Period 9 (33 min) |
| 2:02 - 2:35 | Period 10 (33 min) |
| 2:35 - 2:40 | PM Homeroom (5 min) |

ONE-SESSION DAYS

| <u>Early Dismissal</u> | <u>Period</u> | <u>Delayed Opening</u> |
|-------------------------------|----------------------|-------------------------------|
| 7:54 - 8:02 (8 min) | AM Homeroom | 10:30 - 10:38 (8 min) |
| 8:02 - 8:23 (21 min) | Period 1 | 10:38 - 11:00 (22 min) |
| 8:25 - 8:46 (21 min) | Period 2 | 11:02 - 11:24 (22 min) |
| 8:48 - 9:09 (21 min) | Period 3 | 11:26 - 11:48 (22 min) |
| 9:11 - 9:32 (21 min) | Period 4 | 11:50 - 12:12 (22 min) |
| 9:34 - 9:55 (21 min) | Period 5 | 12:14 - 12:36 (22 min) |
| 9:57 - 10:18 (21 min) | Period 6 | 12:38 - 1:00 (22 min) |
| 10:20 - 10:41 (21 min) | Period 7 | 1:02 - 1:24 (22 min) |
| 10:43 - 11:04 (21 min) | Period 8 | 1:26 - 1:48 (22 min) |
| 11:06 - 11:27 (21 min) | Period 9 | 1:50 - 2:12 (22 min) |
| 11:29 - 11:50 (21 min) | Period 10 | 2:14 - 2:36 (22 min) |
| 11:50 - 11:54 (4 min) | PM Homeroom | 2:36 - 2:40 (4 min) |

ONE-SESSION DAYS - EARLY DISMISSAL

All classes will meet with a shortened schedule (shown above). For an Early Dismissal, Lincoln School will begin with Homeroom at 7:54am, and dismissal will be at 11:54am. There will be no lunch period on One-Session days. Students are welcome to bring a snack with them for the day. Morning bus routes will continue as normal, and dismissal routes will be adjusted to match the early dismissal time.

ONE-SESSION DAYS - DELAYED OPENINGS

At times, inclement weather is not severe enough to close school for the entire day. There may be instances where safety dictates extra caution in the process of getting to school. In the event of a delayed opening, you will be notified through the Emergency Computer Telephone Alert System.

For a Delayed Opening, Lincoln School will begin with Homeroom at 10:30am, and dismissal will be at 2:40pm. There will be no lunch period on One-Session days. Students are welcome to bring a snack with them for the day.

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Note: Bussing will be delayed by 2.5 hours on days of a delayed opening. Students must still report to their regularly assigned bus in the event of a delayed opening.

- 1st Bus Route - 9:55am
- 2nd Bus Route - 10:10am

All Emergency School Closings and Delayed Openings will be posted on the [ERSD website](#)

PLEASE DO NOT CALL THE SCHOOL OR POLICE HEADQUARTERS. THE TELEPHONE LINES MUST REMAIN OPEN TO HANDLE OFFICIAL BUSINESS.

SCHOOL CLOSINGS

The primary system for emergency notification will be through an automated telephone emergency call system and posted on the [District website](#). Please make sure all contacts are updated in Genesis and all necessary forms are completed and submitted to the office in order to notify you properly.

BEFORE AND AFTER SCHOOL CARE

Before school care is available through Meadowlands YMCA and is held at the McKenzie School facilities. After school care is available through the Meadowlands YMCA and is held at McKenzie School or at the Meadowlands YMCA facilities, depending on enrollment. For any interested parents, please review the [YMCA fliers](#) and contact the YMCA directly.

VISITORS TO THE BUILDING

If for any reason a parent/guardian needs to enter the school building, they are required to first call the Main Office to set up an appointment. When approaching the main entrance, you will enter the security vestibule and present your identification for verification in order to receive a visitor's badge. Visitors must check in with the Main Office prior to heading to their destination. No visitors are allowed between 2:40pm and 3:05pm. When visiting a classroom or assisting with a school activity, parents are requested not to bring siblings or other children as this presents a safety concern.

STUDENT ATTENDANCE

All students are expected to maintain regular school attendance. There is a proven relationship between good attendance and excellent achievement. The following rules are intended to improve accountability. We rely on parent support to reinforce consistent student attendance. ([Ref. Policy 5200](#))

Absences

- The parent is to contact the school daily at 201-636-7340 to report a student's absence. Prompt 1 - Attendance directs you to the voicemail line to leave a message outside of working hours. Prompt 2 - Main Office will connect you to an individual in the office during working hours. If a parent does not contact the school, the school will attempt to contact the parent by the conclusion of the day.

- Parents may call the office at 201-636-7340 no later than 9:00am to request the homework that their child will miss during their absence. Work may be picked up from the front lobby between 1:30pm and 2:30pm, or it can be sent home with another student. (All completed assignments will be due within 3 days after the absence.)
- The student is to present a written explanation for absence signed by the parent to the homeroom teacher.
- If a student has five consecutive absences, the attendance officer will be notified.
- If a student is on a family trip, the parent must provide written notification to the appropriate administrator at least one week prior to the absence and contact his/her teachers to obtain assignments. The administrators will inform all appropriate staff of the student's name and the duration of the absence.

LATENESS/EARLY DISMISSAL/TARDINESS (REF. POLICY [5230](#), [5240](#))

Students are expected to arrive at school and to all classes on time. If a student is late to school, he/she must enter the building and report to the office. The office **MUST** receive either a note or a phone call from the tardy student's parent/guardian by 10:00 a.m. explaining the reason for the student's lateness. All other incidents of tardiness will be considered unexcused. Lunch detention will be issued for unexcused lateness. Please note that for the purpose of calculating unexcused absences, **every 4 unexcused tardies will equate to 1 unexcused absence for application to the District promotion policy.**

Parents requesting their child be excused from school before the school day is ended **must send written notice** in advance stating the reason, time, and who will pick up the student. Under no circumstances will any student be permitted to leave the school unless accompanied by an adult with proper identification. Students will only be released with written notification by a parent and approval of the school Principal.

BUS TRANSPORTATION

The 2023-2024 School Year will begin on Thursday, September 7, 2023, at 7:54am. Indicated below is bus information for transported students. Students should utilize the most direct and safest route to and from their bus stops. Students that qualify for busing must fill out the Genesis Parent Portal form - School Bus Request Form - before services can begin. Final assignments will be indicated on your Genesis account. If you are unsure if your child is eligible for courtesy busing, please call the Main Office at 201-636-7340 and speak to a secretary. Please review the [School Bus Safety pamphlet](#) for important information pertaining to the safe transportation of all students.

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The Bus Stops are as follows:

- STOP # 4 – Central Ave and Oak Street
- STOP # 5 – Herrick Street and Hillside Terrace
- STOP # 6 – McKenzie School (Front of building, Carlton Ave)
- STOP # 7 – Locust Lane and Carlton Ave
- STOP # 9 – The Monarch - Schindler Court

All stops are clearly marked with signs. Students **MUST** wait for the bus at the stop assigned to them. Children's arrival at their bus stops should NOT be more than five (5) minutes prior to the time indicated below. It is imperative that all students be punctual, stay on the sidewalk until the bus comes to a complete stop, behave properly, and always follow the directions of the crossing guard.

Students **MUST** take the bus that is scheduled for them to arrive to school, based on final bus assignments (to be communicated to families via Genesis prior to the start of the school year). The bus pick-up times are:

- Route 1: 7:20am Bus Departure
- Route 2: 7:40am Bus Departure
- The Monarch: 7:30am Bus Departure

****Reminder: Bus pick-ups and drop-offs are approximate times, depending on traffic and weather.****

Students will take one of two bus departures at the end of the school day:

- Route 1 - 2:40pm
- Route 2 - 2:55pm
- The Monarch: Departs when all students are accounted for.

Beginning Monday, September 25th, a third bus will be provided and will leave at approximately 3:40pm, Monday through Thursday, and make all five stops. Students must have an appointment with a teacher, and the parent is notified that they are taking the 3:40pm bus. Students that take the 2:55pm or 3:40pm bus must remain at their assigned location inside the school building. No students are permitted to leave the school in between bus runs (i.e., go to the park, Cake & Cone, a friend's house, or to buy food, etc.). All students must be accounted for and remain in the building until their bus departs.

Please note: There is no 3:40pm Late Bus on one-session days, delayed openings, or when there are faculty meetings. Students should check with their teachers ahead of time to ensure they are available after school.

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General Guidelines

- The bus driver **will not** make unscheduled stops.
- **Only** bus students are permitted to ride the bus.
- All bus students **MUST** take the bus unless a request in writing from a parent states otherwise.
- All students **MUST** take the bus stop and time assigned to them, and get off at their designated stop.

During single-session days, students needing transportation after school for child care reasons must present a parent note or fill out a bus release form found on the District website. Only the Principal may give permission of extenuating circumstances in order for a student to ride on a specific school bus.

Riding the school bus is a privilege, not a right. Proper behavior and actions will guarantee this privilege. While riding the school buses, students are governed by the New Jersey State Law, which in part states: **"A student may be excluded from bus transportation for disciplinary reasons by the principal and his/her parents shall provide transportation to and from school during the period of such exclusion"**.

SCHOOL BUS SAFETY RULES

The following rules have been implemented and must be observed by all students being transported to ensure the safety of both our students and staff. At Lincoln School, our staff is concerned about the safe passage of your child and will continue to do whatever is necessary to provide a safe trip to and from school.

Please review and discuss the following procedures with your child:

- Wait orderly and calmly for the bus to arrive.
- Make certain the bus has stopped before approaching it.
- No pushing or shoving to enter or exit the bus; one at a time getting into and off the bus.
- **Everyone is to be seated and "buckled in" (It's the law!) once they get on the bus. No saving seats.**
- Move to the first available seat closest to the window.
- There will be absolutely no standing on the bus or sitting on the backrest of the seats.
- There is to be no yelling in the bus or out of the window.
- No part of the body is to be out of the window.
- Windows are to be opened ½ way ONLY, for students' protection.
- No one is to be out of their seat for any reason once the bus is moving.
- Everyone is to make certain that the bus has come to a complete stop before unbuckling to exit.
- Everyone is to be respectful to the bus driver and bus aide and must follow his/her directions.
- All students **must** take the bus, **unless a note from a parent states otherwise**. If a note is not received by 1pm, your child will be sent home on the school bus.

- All students are expected to behave responsibly or will be excluded from riding the bus for misbehavior.
- Only bus students are permitted to ride the school bus. **Students are not permitted to use the bus as a means of transportation to a classmate's house after school.**

Students that violate these rules may be subject to the following:

- The bus driver is to report any offense to the principal's office immediately.
- Parents will be called, and the offense will be reported to them; however, if parents cannot be reached by telephone, an email or letter will be sent to them.
- Students may be excluded from riding the school bus for misbehavior, and parents must assume the responsibility of transporting them to and from school.
- Parents will be responsible for any damages done by their child.
- To verify that the safety rules have been read, families must acknowledge these expectations on the appropriate form on the Genesis Parent Portal.

EMERGENCY DRILLS

State law requires that there be one fire drill and one emergency drill per month. Exit directions are posted in all classrooms. Circumstances and protocols for different events are practiced to ensure the safety and understanding of procedure for all students and staff.

LOCKS AND LOCKERS

Students in grades 4 and 5 have a locker in which to keep personal belongings while they are in school. School policy does not permit locks other than those issued by the school. All lockers have built in locks where students will receive a combination number issued by the school. At no time should the locker be unlocked or shared with another student. Students need to report any locker or lock not operating properly to the homeroom teacher immediately. Students are not permitted to decorate their classmate's lockers at any time. Lockers will be inspected throughout the year. Please do not bring anything to school but your required materials. Normally, a student's privacy will be respected, but in an emergency situation, it may become necessary for the school to gain access to a locker. **Per [Policy 5770](#): "In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official."**

LOST AND FOUND

Many valuable articles of clothing, sneakers, books, etc. that are misplaced during the course of the school day are turned into the school lobby. If the student's full name is on them, they can be returned quickly without inconvenience. There is a designated Lost and Found area, and a student missing a belonging should notify the Main Office immediately. Students are encouraged to check back often for missing items. Cell phones, jewelry, watches, eyeglasses, and valuable items are kept secured in the Main Office. Any items not claimed will be donated to local charities throughout the school year.

GRADING PROCEDURES

INTERIM PROGRESS AND REPORT CARD ([Ref. Policy 5420](#))

Report cards are issued at the end of each of the four (≈ 45 day) marking periods. All report Cards and Interim reports are mailed home and available online in the Genesis Gradebook. Parents will receive Report Cards on - November 17; February 2; April 12; and June 19. Interim Progress Reports are to be released on October 13; December 22; March 8; and May 17.

To view your child's grades and attendance in real time during the course of the school year, please login to the [Genesis Parent Portal](#) and check back frequently for updates.

GRADING SCALE ([Ref. Policy 5440](#))

| <u>Grade</u> | <u>Percent Scale</u> |
|---------------------|-----------------------------|
| A+ | 97-100 |
| A | 93-96 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D | 66-69 |
| F | 0-65 |

HONOR ROLL STANDARDS ([Ref. Policy 5440](#))

The Honor Roll is an academic recognition for achievement of the highest caliber. It is hoped that the students strive for excellence in all areas. Grades 4 and 5 will be listed on the Honor Roll.

The Honor Roll consists of two sections:

Principal's Honor Roll: Grades of A- (90 or above) in all subjects.

Commendable Honor Roll: Grades of B (83 or above) in all subjects.

A grade lower than a B (83) will disqualify a student from being on the Honor Roll.

PROMOTION AND RETENTION ([Ref. Policy 5410](#))

Promotion from Grades 4 and 5 shall be based upon the recommendation of the teacher and the approval of the Principal so long as the student demonstrates the proficiencies required for movement into the next grade.

Procedures for Pupil Promotion:

1. A written copy of promotion standards will be given to all parent(s) or legal guardian(s) and pupils at the beginning of each year.

2. Parent(s) or legal guardian(s) and pupils will be provided a minimum of four reports each year as to a pupil's progress towards meeting promotion standards.
3. Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.
4. In grades PreK-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
5. A pupil with fewer than 150 days attendance in grades PreK-8 may not be promoted to the next grade level.
6. Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8.
7. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.

Procedures for Pupil Promotion:

1. Classroom teachers must initiate the process by providing to the Building Principal complete forms in accordance with the specified timelines.
2. The Principal will review each case and in consultation with the teacher render a final decision.
3. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion/retention decision to the Superintendent whose decision is final.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. Any pupil considered to be at-risk of retention shall be referred to the Intervention and Referral Services Team. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than six (6) weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred sixty-four (164) days during the school year.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Principal, whose decision shall be final.

HOMEWORK

In order for a student to be able to focus on their academics, they must have a home environment that is conducive to good study habits. Families should continue to provide support and regularly monitor the child's homework activity through a daily review of

the homework planner notebook and the Genesis Parent Portal. If assignments need clarification, please contact the teacher directly. Homework is designed to reinforce the skills and concepts taught during the day and serves as a foundation for the next day's lesson. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual student.

DRESS CODE (Ref. Policy 5511)

The following dress code has been developed in accordance with Policy No. 5511 and in consultation with staff members, parents, and students of this district.

General Rules

- Students are expected to be clean and well-groomed in their appearance
- Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment
- Dress or grooming that jeopardizes the health or safety of others or is injurious to school property is not permitted to be worn.
- Any and all dress attire or footwear, including jewelry, is at the discretion of the building Principal.

The following garments and articles are prohibited in school and at school-sponsored events:

- Extremely low-cut, tight-fitting, exposed undergarments or transparent clothes, bare midriffs, and suggestive clothing
- Skirts and dresses that show undergarments, or end too high above the mid-thigh, or deemed inappropriate by an Administrator. It is suggested that shorts or leggings also be worn underneath skirts and dresses if above mid-thigh.
- Tank tops are permitted but must not reveal undergarments. Camisole style tops must be worn with a shirt with sleeves or covers the shoulders, and visible undergarments
- Pajama/lounge pants are not permitted unless designated "spirit day" allowing such attire.
- Bare feet, flip-flops, slides, cleats, roller-blades, slippers, open back/strapless footwear, **Crocs/like footwear with adjustable heel straps**, or footwear that poses a safety risk in a specific classroom setting (lab, gym, etc.).
- Patches and decorations that may be offensive or obscene
- Undershirts (underwear) worn without an outer shirt
- Clothing that is overly soiled, torn in private areas, worn, defaced, that show undergarments
- Nonprescription sunglasses, glazed, and/or tinted glasses, except as prescribed by the student's doctor
- Clothing, apparel, and/or accessories that indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco
- Clothing containing profanity, sexual references, and/or innuendoes
- Clothing that includes racial or ethnic violence, slurs, hate speech, etc.
- Hats, hoods, visors, headbands, bandanas, and other headgear
- Any clothing that is likely to create a material and substantial disruption to the school environment

Students should follow the dress code in school and at all school-sponsored events. Any student in violation of the school dress code will be sent home to change or have their parent/guardian bring appropriate clothing to change into.

- Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.
- Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff in charge of the activity. Students unwilling to comply with this requirement will disqualify themselves from participation.
- Students will not be permitted to attend a school-related function, such as a field trip or after-school activity, unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in.
- The Principal may waive the dress code for special school activity/spirit days.

*Disciplinary action may be taken per the Code of Conduct for dress code violations.

STUDENT SUPPORT SERVICES

CHILD STUDY TEAM

The East Rutherford Child Study Team (CST) consists of a Director of Student Services, School Psychologist, Learning Consultant, and School Social Worker. The Speech/Language Specialist, Occupational Therapist, Physical Therapist, School Nurse, and the School Counselor also work in conjunction with the Child Study Team. The team has a number of responsibilities including consultation, identification, classification, and formulation of recommendations for remediation of learning and behavior problems. Team members also serve as Case Managers for students receiving special education and related services and work closely with both special education and regular education teachers to develop students' Individual Education Programs (I.E.P.). The East Rutherford Child Study Team provides services for students with disabilities beginning at age 3.

Child Study Team evaluations may include assessments by the School Psychologist, Learning Consultant, School Social Worker, Speech/Language Specialist, and other professionals. Specifically, the School Psychologist assesses a child's intellectual abilities, level of adaptive behavior and helps to explain behavioral development. The Learning Consultant evaluates a child's strengths and weaknesses related to his / her academic levels and learning characteristics. The School Social Worker interviews the parent(s)/legal guardian to determine how the child's home environment relates to the school situation and acts as a liaison between the home, school, and community agencies. A Speech/Language Specialist assesses the child's speech and language development. The findings of the team members, including copies of reports, are shared with the parent/guardian and appropriate school personnel at a conference.

If the CST recommends classification and the parent/guardian agrees, there are several types of special education services available within the district. There are Resource Centers, which provide special education services for classified students through pull-out and in-class support instruction. Remediation of specific learning problems in reading, language, spelling, mathematics, and behavior is the primary objective. Special

Education services are outlined in a student's IEP and are provided within the least restrictive environment. In addition, various self-contained classes receive concentrated, individualized, and small group instruction in academic areas. Mainstreaming into regular classes is recommended as appropriate and outlined in the student's IEP. If the student's needs cannot be met within one of these programs, then a more specialized educational placement is sought in another public school district or in a private school outside of East Rutherford.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The East Rutherford School District will comply with Section 504 of the Rehabilitation Act of 1973, the purpose of which is to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Lincoln School will provide a free appropriate public education to each student with a disability regardless of the nature or severity of the disability. Lincoln School will make reasonable accommodations to ensure that no student with a disability, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board, including participation in non-academic and extracurricular services and activities. The administration will undertake to identify and locate all students with disabilities between the ages of three and twenty-two, who are residing within the district, but not receiving a public school education. The administration will take steps to notify such students and their parents of the district's duty to provide accommodations for students with disabilities as well as procedures to determine eligibility for such accommodations.

SCHOOL PSYCHOLOGIST

At Lincoln School, the counseling program is geared towards shaping each student's academic, social-emotional, career, and life skills development, which is in alignment with the National Standards for School Counseling. The School Psychologist promotes and enhances the learning process by working closely with students and their parents to achieve students' overall academic and social success by creating a safe and trusting environment. In working with students, the School Psychologist seeks to assist each student in making the most of his or her capabilities and in making realistic and constructive decisions. The School Psychologist works cooperatively with general academic teachers, special subject teachers, the Child Study Team, the administration, and with parents to better serve the students of Lincoln School.

INTERVENTION & REFERRAL SERVICES

The Intervention and Referral Services Team reviews the academic, behavior, and health issues of a student and then develops an Action Plan designed to systematically address any identified concerns. The interventions included in a student's Action Plan may include both in-school and out-of-school interventions.

CRISIS INTERVENTION

The Director of Student Services, School Counselor, School Nurse, Social Worker, School Psychologist, and Principal work as a Crisis Management Team to provide students and families with a multilevel assessment of trauma and components of psychological assistance. Although crises faced in schools vary greatly, they may range from those that are more personal, such as the death of a loved one, or to those that affect the

broader community, such as school-based violence. Students, staff, and parents should seek assistance from the Crisis Management Team whenever there is an instance of a potential threat of harm to a student becoming evident.

FIELD TRIPS

Field trips may be planned during the year. When a trip is planned, permission slips will be sent home and then must be signed by the parents and returned to school. Each student who attends a field trip must have parent/guardian permission. Children must travel to and from the field trip location with their group. Parents may be responsible for the costs of field trips.

Per Board Regulation 5850, a pupil who demonstrates disregard for school rules may be denied participation in class trips. Pupils who participate in approved class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

HEALTH EDUCATION CURRICULUM (Ref. Policy 5250)

The Lincoln School Health Education and Family Life curriculum are designed to help students develop knowledge, attitudes, and skills needed to maintain a healthy lifestyle. Our primary focus is for our students to think critically, solve complex problems, and communicate effectively. Students also learn how to improve their health, say “No” to drugs, prevent disease and avoid or modify health risk behaviors through the guidance of the [NJSLS for Comprehensive Health and Physical Education](#).

Parents may call the school to make an appointment to view the curriculum guide in its entirety or access the curriculum through the [District website](#). Should you have an objection to any part(s) of the curriculum, you have the right to request in writing that your child be excluded from the portion. Should you elect not to formalize a request for exclusion, your assent to the entire program will be assumed.

HEALTH OFFICES (Ref. Policy 5310)

HEALTH RECORDS/SCREENINGS/IMMUNIZATIONS

Since the promotion and maintenance of the health of our students is one of our primary concerns and one that can greatly affect their academic work, the school nurse would appreciate any new medical information in order that we may keep this information current on the students’ school records. The school nurse will notify you if any possible abnormalities are detected during our vision, scoliosis, and hearing screenings.

The following screenings are conducted by the School Nurse according to the guidelines set forth by the NJ State Health Department:

Vision
Hearing
Blood Pressure
Height & Weight
Scoliosis

*Any abnormalities found will be referred for medical evaluation.

PHYSICAL EXAMINATION

In accordance with the medical program set by the Board of Education as per the New Jersey State Health Department, a physical examination is required upon entry of the school and for all newly classified students and students participating in school-related sports programs. Thereafter, a physical is recommended at each developmental level (approximately grades 4 & 7). Forms are available from the School Nurse. Referrals will be provided if your child does not have a medical home.

SUMMARY OF VACCINE REQUIREMENTS

In accordance with the medical program set by the Board of Education as per the New Jersey State Health Department, District policy and regulation are in place regarding the Immunization of students. Please review the following:

- [District Policy 5320 - IMMUNIZATION](#)
- [District Regulation 5320 - IMMUNIZATION](#)

HEAD LICE-PEDICULOSIS ([Ref. Policy 8454](#))

Head lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp often, these parasites can be controlled. Persistent head-scratching and white specks on the hair shaft, that will not move, are the sign of infestation. For more information on head lice, please refer to the School Nurse's website. Notify the school nurse for treatment information and to have all the school contacts examined. The most important fact about pediculosis is that the problem should be quickly treated.

ADMINISTRATION OF MEDICATION ([Ref. Policy 5330](#))

As per [Board Regulation 5330](#), parents are encouraged to administer medications to children at home whenever possible. When necessary, and in accordance with applicable law, medication will be administered to students in school by the School Nurse. Special medication forms are available from the School Nurse and must be completed and signed by the child's private medical doctor and the parents for all medications, including Prescription, Non-Prescription (including throat lozenges) and Asthma medication. All medication must be in the original container. Details are available from the School Nurse.

ILLNESS

In the best interest of all children, and in order to prevent the spread of communicable illness, your child should not come to school if he/she feels ill with any of the following symptoms:

- Temperature over 100 degrees
- Vomiting and/or diarrhea
- Chronic coughing
- Skin eruptions(rash)
- Inflamed and/or discharge from the eyes
- Earache
- Head Lice and/or Nits

MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL ([Ref. Policy 5331](#))

Lincoln School's policy recognizes students may have allergies to certain foods and other substances and may be at risk for anaphylaxis. An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each student at risk for a life-threatening allergic reaction.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Lincoln School does not want to limit these experiences but feels that it is necessary to put into place some precautionary measures to address the students' health needs. When a classroom experience is planned that will include food and/or beverages supplied by staff or a parent, the following general procedures will be followed:

- The teacher will provide advance notice to families of any event or occasion where food or beverages are to be served. This will give parents the opportunity to communicate with the teacher regarding any health concerns. It will also allow for planned alternatives.
- Parents or staff members who wish to supply food/beverages for any event or occasion must contact the classroom teacher to determine if any child in the classroom is allergic to any particular food item.
- The teacher will make every effort to ensure that any child with an allergy is provided with an alternative and is protected from any exposure (airborne exposure included).
- Parents or staff members must bring to school only food/snack items or beverages that have been prepared or manufactured by a commercial establishment and packaged or boxed in a sealed container provided by the same commercial establishment where the items were purchased. **No home-baked or homemade items will be permitted.**
- The teacher will ensure that food items provided are accompanied by a listing of ingredients in the foods the children are eating and that the items meet the federal and state nutritional guidelines regarding fat and sugar content.

It is the position of Lincoln School that children, parents, staff, and administration have a right to know the ingredients in the foods children are eating and that we have an absolute responsibility to do everything we can do to ensure the health and safety of our students.

CLASSROOM CELEBRATIONS AND OUTSIDE FOOD/DRINK

Lincoln School would like to continue the tradition of celebrating birthdays and special occasions in the classroom and we understand that with those circumstances comes the possibility of foods and snacks being consumed in the classroom setting. In order to ensure the safety and well-being of all students and staff, the following protocols have been put into place when requesting a celebration inclusive of food/snacks for your child to share with their homeroom:

- Requests to bring in SAFE food/snacks for a classroom celebration must be submitted **at least one week in advance** to the homeroom teacher, School Nurse, and Building Principal via email.
- All food/snack items must be commercially prepared and packaged, and the nutritional information must be provided with the original request. District staff will evaluate whether or not the food/snack is suitable for that class, and communication will be made to the requesting parent if the choice is deemed unacceptable.
- A confirmation will be provided to authorize the food/snack distribution to the child's homeroom class.
- The parents of students in that particular homeroom will be notified of the anticipated celebration, and must provide consent for their student to consume the food/snack provided by the day of the celebration. If the food/snack is not safe for your child, at that time you may discuss an alternative food/snack for your child to eat during the classroom celebration.

As is best practice in all circumstances, we urge you to consider the following when sending any food or drink into school with your child: Each year, it is possible that students and staff with severe, life-threatening allergies may be in your child's presence. We encourage all families to be considerate of these emergent situations by recommending avoiding sending food and drinks that contain/have traces of peanuts or any nut product into the classroom. We will continue to make accommodations as appropriate to ensure that the entire Lincoln School community can enjoy a safe and worry-free school experience.

HOME INSTRUCTION

Any child who is unable to attend school due to extended illness may have home instruction. Upon receipt of a signed slip from a doctor, a parent must receive approval from the Superintendent and the East Rutherford Board of Education. If this service is required, please contact the school.

INSURANCE

Accidents are unfortunate occurrences, but they do happen. Any kind of medical care today is costly; therefore, it is a good idea to have insurance in case of an accident. If assistance is needed to apply for medical insurance, the School Nurse is certified through the State of New Jersey in doing so. It is the policy of the East Rutherford Board of Education to provide insurance for all students in grades Pre-K through 8 while school is in session.

SCHOOL NUTRITION POLICY (Ref. Policy 8505)

Lincoln School recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet, combined with the lack of physical activity, negatively impacts the students' health and their ability and motivation to learn. Lincoln School is committed to providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low-fat milk, and whole grains; supporting healthy eating through nutrition education; encouraging students to select and consume all components of the school meal, and providing students with the opportunity to engage in daily physical activity.

FOOD SERVICES/LUNCH PROGRAM

There will be a **CLOSED LUNCH** for Grades 4 and 5. This means that students may not leave the school grounds during the lunch period for any reason. However, those students who wish to go home only for lunch may do so if their **parent or designated guardian** enters the building and signs them in & out for lunch on a daily basis. Again, for security & safety purposes, students will not be allowed to leave the building without being accompanied by **their parent or designated guardian**. The parent will also have **to provide a written note** to the homeroom teacher no later than 9:30am alerting the school that they will be signing their child in and out for lunch.

Lunch at Lincoln School runs from 10:55am - 11:40am.

Everyone is expected to conduct themselves in an appropriate manner which will bring about a pleasant atmosphere during this time. Students are encouraged to do their part to keep the lunchroom clean including: using the trash receptacles and cleaning their areas. Lunchroom supervisors may assign students seats in order to maintain a safe and comfortable environment. Lunches brought to school from home are to be placed in the student's locker or backpack upon arrival. Students are not permitted to bring or consume food/drink to the classrooms to ensure the safety of all and the cleanliness of the school building. Water is permitted in the classroom as long as it is in a water bottle with a secure top that does not leak.

Lincoln School provides subsidized meal offerings based on the State of New Jersey's Free and Reduced Price Meals Program for all students who qualify and elect to take advantage of this program. All lunch applications are available through the [Genesis Parent Portal](#). All parents/guardians are responsible for logging on and filling out the application - there will be no paper applications distributed without a request from a parent/guardian. Prior to the program beginning, a notice will be sent home explaining the procedure.

**As submitted, the online meal application for East Rutherford #003-01230 is APPROVED for School Year 2023-2024 USDA guidelines require that a hard copy/paper application be available upon request, and that there is a clear directive on where and how the paper application can be obtained for any parent/guardian wishing to use that application format.*

BREAKFAST & LUNCH PROCEDURES

Maschio's Food Service offers paid or subsidized breakfast and lunch to all students. Please go to [Maschio's website](#) and the [ERSD website](#) for prices and menus. All meals accounts can be accessed through the [PaySchools Central portal](#).

FREE & REDUCED LUNCH

PLEASE NOTE: It is important that all families, regardless of status, complete the free and reduced lunch forms within the [Genesis Parent Portal](#). Free and reduced lunch eligibility also affords students additional benefits throughout the school year, and determines other Federal funding the district receives. Additional information regarding the program can be found [HERE](#). [NJEIE Flyer \(Eng\)](#); [NJEIE Flyer \(Español\)](#)

DISTRICT TECHNOLOGY

ACCEPTABLE USE

Any student accessing District technology in any form must agree to the guidelines bound in the Acceptable Use policies adopted by the District. Policies include:

- [5321- ACCEPTABLE USE OF COMPUTER NETWORK\(s\)/COMPUTERS AND RESOURCES BY STUDENTS](#)
- [2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES \(M\)](#)
- [2361 - ACCEPTABLE USE OF COMPUTER NETWORKS/ COMPUTERS AND RESOURCES](#)
- [7523- SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS](#)
- [5501- SOCIAL NETWORKS AND THE INTERNET.](#)

STUDENT-PARENT 1:1 DISTRICT-PROVIDED DEVICE AGREEMENT.

The East Rutherford School District has adopted a 1:1 Chromebook Initiative to provide appropriate instructional technology. You can access information regarding the initiative by reviewing the [ERSD 1:1 Device Agreement](#).

DEVICE DAMAGE AGREEMENT FORM AND TECHNOLOGY FEE

Students are expected to treat their District-provided technology with care. All students understand that the health of their device is their responsibility. Please refer to the [ERSD Device Damage Agreement and Technology Fee Acknowledgement](#) for more information regarding the roles of students and their families in regards to district-provided technology.

REMOTE LEARNING ETIQUETTE/ONLINE VIDEO CONFERENCES

During the course of the year, it is plausible that the District may provide remote learning opportunities and online video conferencing in response to varying circumstances. More information regarding expectations for these online resources can be found in the [Remote Learning Etiquette/Online Video Conferences](#) document.

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS/ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. ([Ref. Policy 7441](#))

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

CELLULAR PHONES, WATCHES, & ACCESSORIES (Ref. Policy 5516)

A student is not permitted to have turned on or use an electronic communication and recording device (ECD) on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. This includes, but is not limited to, cellular phones, wearable technologies (smartwatches, etc.), AirPods or wireless headsets, personal iPads/devices (unless otherwise approved or instructional use), etc. Please note that students will **not** be allowed to use their cell phones under any circumstances for educational or recreational purposes, including listening to music. The only exception to this policy is for students with a **documented medical need** to maintain active communications through the use of an ECD. Any requests for this must be submitted to the Building Principal and School Nurse for review.

Students shall store their ECD devices in their locker for the duration of the school day. Any staff member seeing an ECD shall confiscate it immediately and turn it into the Main Office. For a **first offense**, parents/guardians will be notified and the phone returned to the student at the end of the day. For **second and subsequent offenses**, parents/guardians will be notified, the device held in the Main Office until a parent/guardian can retrieve the ECD, and detention(s) will be assigned. Repeated incidents may also require students to leave their device secured in the Main Office upon arrival to school each day, with the expectation that the device can be picked up by the student upon dismissal each day.

Each student has their own school-issued Chromebook and can use their personal, **wired** headphones for educational purposes only. They are not permitted to walk around with earbuds or headphones throughout the school day, or to use their Smartwatches or other wearable technologies.

If a parent/guardian must communicate with their child during the school day, these communications must go through the Main Office. A secretary or office staff member will coordinate any message needing to get to that student.

EXPECTATIONS FOR STUDENT CONDUCT (Ref. Policy 5500, 5600)

Lincoln School believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning. They should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents, all students can contribute to the effectiveness of the school and the value of their education.

Lincoln School expects all students, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning,
- Respect the person, property, and the intellectual and creative product of others.
- Take responsibility for his/her behavior.
- Use time and other resources responsibly.
- Share responsibilities when working with others.
- Meet the requirements of each course of study.
- Monitor his/her progress toward school objectives.

- Communicate with parents and appropriate school staff members.

Lincoln School has adopted this Student Discipline/Code of Conduct Policy to establish standards and procedures for positive student development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every student enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infractions of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1 (c) 5.

School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6.

The school district recognizes that inherent in the implementation of the student disciplinary policy; the school administration may resolve a problem beyond the limitations of the policy. Professional courtesy suggests that clear communication prevails between the parties involved in such matters. Discipline is at the discretion of the Building Principal.

In order to maintain the safety and wellbeing of students and school personnel, the Principal and/or Administrator in charge may find it necessary to adjust the consequences when it is in the best interest of the student and the school community. While the list below contains examples of offenses, other situations and circumstances may arise throughout the school year. School officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A37-2, and all district policies and regulations as necessary on a case-by-case basis.

Lincoln School - Code of Conduct

LD: Lunch Detention; **AD:** Administrative Detention (1, 2, or 3 Hour(s) After School);

ISS: In School Suspension; **OSS:** Out of School Suspension; **EX:** Expulsion

| Level | Infractions | Actions and Interventions (Classroom-Level) |
|----------|---|---|
| 0 | <p>Infractions addressed in advance of Administration intervention, including but not limited to:</p> <ul style="list-style-type: none"> Excessive talking Bothering/distracting others Classroom disruptions Late to school/Late to class Running/Unsafe behavior in the hallways Missing or late homework/assignments/projects Leaving classroom or designated area without permission Failure to report to an assigned class without permission from a teacher/staff member Poor sportsmanship (recess, gym or classroom activities) Dress Code Violation Bringing food/drink into the classroom | <p>Classroom management strategies including:</p> <ul style="list-style-type: none"> Teacher warning Teacher reprimand Parental notification (phone call and email) Classroom interventions (i.e., seat change, conferences, etc.) Lunch study/support Loss of classroom privilege/reward Teacher and/or peer mediation Behavior contract Meeting with counselors, support staff, etc. to support positive behaviors Reflective and/or Restorative practices in the classroom environment Teacher detention (lunch or after school w/parent notification) |
| Level | Infractions | Frequency, Consequences, Interventions |
| 1 | <ul style="list-style-type: none"> Repeated instances of Level 0 behaviors, as documented by staff members Insubordination/Willful Disobedience Disruptive/Unsafe behavior in the classroom, lunchroom, hallways, and on school grounds Disruptive behaviors that interferes with the educational process and/or school operation Use of cell phone, smartwatch, any electronic communication or recording device, etc. during the school day Running/Unsafe behavior in the hallways Not reporting to an assigned class without permission from a teacher/staff member Bus disturbance Dress Code Violation Loitering in or on school grounds during transitions; before or after dismissal; during the school day Dishonesty/Lying Possession of aerosol spray, perfume, body spray, etc. | <p>1st Offense</p> <ul style="list-style-type: none"> Behavior Referral to Administration Administrator warning Parent/Guardian notification via email/phone Reflective and/or Restorative follow up with appropriate professional staff <p>2nd Offense</p> <ul style="list-style-type: none"> Behavior Referral to Administration Parent/Guardian notification via email/phone 1-2 Lunch Detention(s) Reflective and/or Restorative follow up with appropriate professional staff <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> Behavior Referral to Administration Parent/Guardian notification via email/phone 2-3 Lunch Detentions or After-School Detention(s) (number of days and placement at the discretion of Administration) Loss of privileges, as determined by an Administrator |

| | | |
|---|--|--|
| | | <ul style="list-style-type: none"> • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |
| 2 | <ul style="list-style-type: none"> • Repeated instances of Level 1 behaviors, as documented by staff members • Inappropriate written or verbal language, gestures, drawings (cursing, derogatory remarks not directed towards others) • Aggressive and/or unwanted physical contact or behavior (pushing, shoving, hitting, kicking, etc.) • Disrespectful/insubordinate to an adult giving a direct order (inc. paraprofessional, substitute teachers, etc.) • Leaving classroom or designated area without permission • Tantalizing, baiting, horseplay, play fighting • Throwing objects at others/school property • Academic dishonesty/Plagiarism (includes copying homework, assignments, cheating, etc.) • Misuse of technology (includes networks, devices, etc.) • Inappropriate behavior at school program/function, dance, trip, etc. • Failure to report to detention assigned by a staff member or administrator/Late to detention • Inappropriate behavior during an assigned detention • Disrespectful and/or inappropriate behaviors/actions towards peers • Failure to report to the bus after school without consent to leave from parent • Inappropriate behavior during a drill • Forgery • Use of aerosol spray, perfume, body spray, etc. in the school building | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-2 Lunch Detention(s) • School Counselor intervention • Reflective and/or Restorative follow up with appropriate professional staff <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 2-3 Lunch Detentions or After-School Detention(s) (number of days and placement at the discretion of Administration) • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • After-School Detentions (number of days at the discretion of Administration) • Multiple or repeat infractions: 1-2 Days ISS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |
| 3 | <ul style="list-style-type: none"> • Repeated instances of Level 2 behaviors, as documented by staff members • Inappropriate written or verbal language, gestures, drawings (cursing, threats, derogatory remarks directed towards others) • Defiance - Hostile, disobedient | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • After-School Detention(s) (number of days at the discretion of Administration) • Counseling session(s) with School Counselor |

| | | |
|--|--|--|
| | <p>behavior(s) directed at adults or other authority figures</p> <ul style="list-style-type: none"> • Leaving the school building/classroom without permission when school is in session • Inappropriate/unsafe behaviors or actions (running, nudging, tripping, yelling, etc.) which may jeopardize the safety of one's self or others | <ul style="list-style-type: none"> • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-3 Days ISS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-3 Days OSS • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |
|--|--|--|

| Higher Level Infractions | Actions and Interventions |
|--|--|
| <p>Fighting; Intentionally causing physical injury or harm to another person</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-2 Days ISS/OSS • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 2-3 Days OSS |

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| | <ul style="list-style-type: none"> • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 3-5 Days OSS • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required |
| <p>Harassment (Includes sexual harassment and all other forms of harassment both in person and electronically)</p> <p>*An assessment as to the level of seriousness of the harassment will be made and appropriate consequences issued</p> <p>*Depending on the circumstances, the student may have additional changes to their schedule, lunch period, hallway routes, etc.</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-2 Days ISS (Adjustments may be made on the amount of days & consequences) • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 2-3 Days ISS/OSS (Adjustments may be made on the amount of days & consequences) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • OSS - Days TBD by Administration • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required |
| Theft of personal/school property | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone |

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| <p>*An assessment as to the level of seriousness of the theft will be made and appropriate consequences issued</p> | <ul style="list-style-type: none"> • Student must return/replace the item(s) • Lunch Detentions or After-School Detention(s) (number of days and placement at the discretion of Administration) • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Student must return/replace the item(s) • 1-3 Days ISS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Student must return/replace the item(s) • 1-3 Days OSS • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required |
| <p>Vandalism/Defacing /Misuse of school property</p> <p>Wrongful Entry - Breaking into the school when no personnel is in the building</p> | <p>For all instances of vandalism/defacing/misuse of school property, wrongful entry:</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Depending on the severity, Administration will determine the amount of days and ISS or OSS • Parent/guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD, other outside and related services as required • Restitution for damage |
| <p>Falsifying Alarm</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • OSS - Up to 4 days • Parent conference • Notify ERPD & file report • Loss of Privileges determined by Administration • Possible request for Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) • Re-entry meeting with parent returning from OSS |

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| | <ul style="list-style-type: none"> • Counseling sessions upon returning • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration <p>2nd and Subsequent Offenses All actions/interventions from 1st Offense AND:</p> <ul style="list-style-type: none"> • Removal from class environment by Administration (immediate communication to the main office) • Behavior Referral to Administration • Immediate OSS (number of days to be served at the discretion of Administration) • Lunch Detentions and After-School Detentions determined by Administration (number of days to be served at the discretion of Administration) • Parent/Guardian mandatory re-entry meeting following OSS • Medical clearance at the discretion of Administration • Schedule modification determined by Administration (ISS, OSS, etc.) • Loss of privileges determined by Administration • Contact/Meeting with ERPD at the discretion of Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |
| <p>Assault on staff member/school personnel/person in authority</p> <p>Policy 5612</p> | <p>For all instances of assault on a staff member/school personnel/person in authority:</p> <ul style="list-style-type: none"> • Removal from class environment by Administration (immediate communication to the main office) • Behavior Referral to Administration • OSS/Out of District Placement TBD by Administration & ERBOE • Lunch Detentions and After School Detention determined by Administration (number of days to be served at the discretion of an Administration) • Parent/Guardian mandatory conference • Schedule modification as determined by Administration (ISS, OSS, etc.) • Loss of privileges as determined by Administration • Notify ERPD & file report • Re-entry meeting with parent if returning from OSS • Counseling sessions upon returning • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) |
| <p>Threatening to harm a staff member/school personnel</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Student must return/replace the item(s) • 1-2 days ISS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Student must return/replace the item(s) |

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| | <ul style="list-style-type: none"> • 1-3 Days OSS • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to related or outside services (ERPD, etc.) as required • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Student must return/replace the item(s) • OSS/EX-Placement/Days are to TBD by Superintendent & ERBOE • Re-entry meeting with parent if returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) |
| <p>Possession, distribution and/or use of alcoholic beverages or of a controlled dangerous/illegal substance or other substance set forth in N.J. A.S.A. 18A:40A-9</p> <p>Policy and Regulation 5530 – Substance Abuse</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a) • 2-3 days OSS • Parent/Guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a) • 3-4 days OSS • Parent/Guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration |
| <p>Possession of and/or Smoking cigarettes, vaping devices, e-cigarettes or related paraphernalia in the school building or on school grounds</p> <p>Policy 5533 – Student Smoking</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a) • 2-3 days OSS • Parent/Guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a) • 3-4 days OSS • Parent/Guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration |

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| | <ul style="list-style-type: none"> • Parent/Guardian notification via email/phone • An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a) • OSS/EX-Placement/Days are to TBD by Superintendent & ERBOE • Parent/Guardian conference(s) • Re-entry meeting with parent if returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required |
| <p>Possession and/or use of a weapon/firearm</p> <p>OSS / EX Policy 8467 Policy 5613 Policy 5611</p> | <p>For all instances of possession and/or use of a weapon/firearm:</p> <ul style="list-style-type: none"> • OSS/EX-Placement/Days are to TBD by Superintendent & ERBOE • Behavior Referral to Administration • Confiscation of the weapon, may be turned over to ERPD • Notification to ERPD and related or outside services as required • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) • Parent/Guardian conference(s) • Re-entry meeting with parent if returning from OSS • Counseling sessions upon returning • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |
| <p>Gang related clothing or accessory on school grounds, school bus, or any school related or sponsored activity, that would indicate a pupil has affiliation with a gang</p> | <p>For all instances of gang related infractions:</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • OSS - Days TBD by Superintendent & ERBOE if determined of being affiliated with a gang • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required |
| <p>Extortion - Attempt to secure money, homework, objects or property through threats or physical harm</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-3 days ISS • Parent/Guardian conference(s) • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>2nd Offense</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • 1-3 Days OSS • Parent/Guardian conference(s) • Re-entry meeting with parent when returning from OSS • Counseling session(s) with School Counselor |

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| | <ul style="list-style-type: none"> • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • Behavior Referral to Administration • Parent/Guardian notification via email/phone • OSS/EX-Placement/Days are to TBD by Superintendent & ERBOE • Parent/Guardian conference(s) • Re-entry meeting with parent if returning from OSS • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required |
| <p>Possession of flammables or any items, devices, or materials that can cause a fire (firecrackers, snaps, poppers, matches, lighters, etc.)</p> <p>Use or Possession of an Exploding Device</p> | <p>For all instances of flammable/fire-starting items:</p> <ul style="list-style-type: none"> • Removal from class environment by Administration (immediate communication to the main office) • Behavior Referral to Administration • Parent/Guardian notification via email/phone • Lunch Detentions or After-School Detention(s) (number of days and placement at the discretion of Administration) • Schedule modification determined by Administration (ISS, OSS, EX, etc.) • Counseling session(s) with School Counselor • Loss of privileges, as determined by Administration • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration • Notification to ERPD and related or outside services as required |
| <p>Arson/Setting fires</p> <p>OSS / EX</p> <p>Policy 2415.06</p> | <p>For all instances of possession and/or use of a weapon/firearm:</p> <ul style="list-style-type: none"> • OSS/EX-Placement/Days are to TBD by Superintendent & ERBOE • Behavior Referral to Administration • Psychiatric Evaluation by Physician (Policy 3161- Examination for cause) • Notification to ERPD and related or outside services as required • Parent/Guardian mandatory conference(s) • Re-entry meeting with parent if returning from OSS • Counseling sessions upon returning • Reflective Conference(s) and/or Restorative Project/Accountability Project, at the discretion of Administration |

- Appropriate incident reports will be completed for all Code of Conduct infractions and submitted to Administration for documentation purposes on the same day of the incident before 2:40 p.m.
- Administrative Detention is subject to be implemented during the Lunch Period or After School, after parent notification by faculty or administration
- This Code of Conduct was developed in accordance with ERBOE Policy/Regulation on Discipline ([P 5600](#), [R 5600](#)).
- The range is used by the administration to determine consequences based on frequency and/or severity of the infraction. Classroom rules developed by students and teachers still apply.

Note: There may be mental health clearance required for certain student behavior/infractions to ensure the safety of students and staff.

SUSPENSION OF EXTRACURRICULAR ACTIVITIES AND SCHOOL-RELATED EVENTS

Lincoln School realizes the importance of extracurricular activities, team sports, PTA functions, school-sponsored events, and class trips as an integral part of the total education of youth, but it is only a part of the whole. If a student is not putting forth effort in their academics or acting appropriately, it will be at the Principal's discretion, whether or not a student is able to participate in extracurricular activities and school related events.

HARASSMENT, INTIMIDATION, AND BULLYING (Ref. Policy 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and

bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

Acts of harassment, intimidation, or bullying, may also be a student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

CYBERBULLYING

A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Cyberbullying by a student in the district directed toward another school district student or school staff member is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Lincoln School prohibits acts of cyber-bullying by school district students.

"Cyber-bullying" is the use of electronic information and communication devices, to include but not be limited to; email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

- Deliberately threatens, harasses, or intimidates an individual or group of individuals.
- Places an individual in reasonable fear of harm to the individual or damage to the individual's property.
- Has the effect of substantially disrupting the orderly operation of the school.

CONSEQUENCES

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

| Factors for Determining Consequences – Student Considerations | Factors for Determining Consequences – School Considerations | Examples of Consequences |
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| <ol style="list-style-type: none"> 1. Age, developmental and maturity levels of the parties involved and their relationship to the school district; 2. Degrees of harm; 3. Surrounding | <ol style="list-style-type: none"> 1. School culture, climate, and general staff management of the learning environment; 2. Social, emotional, and behavioral supports; 3. Student-staff relationships | <ol style="list-style-type: none"> 1. Admonishment; 2. Temporary removal from the classroom; 3. Deprivation of privileges; 4. Classroom or administrative detention; 5. Referral to disciplinarian; |

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| <p>circumstances;</p> <p>4. Nature and severity of the behavior(s);</p> <p>5. Incidences of past or continuing patterns of behavior;</p> <p>6. Relationships between the parties involved; and</p> <p>7. Context in which the alleged incidents occurred.</p> | <p>and staff behavior toward the student;</p> <p>4. Family, community, and neighborhood situation; and</p> <p>5. Alignment with Board policy and regulations/procedures.</p> | <p>6. In-school suspension;</p> <p>7. Out-of-school suspension (short-term or long-term);</p> <p>8. Reports to law enforcement or other legal action; or</p> <p>9. Expulsion.</p> |
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Specific consequences, discipline, and remedial action, will vary based on the age/grade level of the students involved, the severity of the incident, and any previous record of similar incidents. The administration reserves the right to make decisions based on the merits of the case.

SEXUAL HARASSMENT ([Ref. Policy 5751](#))

Lincoln School will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties. If a violation is found in the sexual harassment policy, an administrator will assign an appropriate disciplinary action.

HAZING ([Ref. Policy 5541](#))

Lincoln School believes hazing activities of any type are inconsistent with the educational process and the school prohibits all such hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate, and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning, and/or disciplinary action. Any discipline instituted in response to a violation of this Policy may be in addition to discipline for a violation of Policy 5512, Policy and Regulation 5600, and any other applicable Board Policy and Regulation.