

# Lawrence High School

2525 Princeton Pike    Lawrenceville, NJ 08648    (609) 671-5510



*Lead ★ Achieve ★ Succeed*

*Dr. David J. Adam*  
Principal

*Home of the Cardinals*

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*Dear Students of Lawrence High School:*

*Welcome to the 2021-2022 school year. As we embark upon a new school year, it is important that we collectively develop an academic school culture where each of your individual goals and future aspirations can be accomplished. Please know that the faculty and staff of Lawrence High School are always present to support you in order to enhance your high school experience. We look forward to seeing all of you develop your leadership skills and academic skills this year as you prepare for whatever the future has to offer.*

*Please communicate with us as to how we can enrich your experience at Lawrence High School.*

*Sincerely,*

*Dr. David J. Adam, Principal*

*Dr. Damian Bariexca, Assistant Principal*

*Mr. Gregg Zenerovitz, Athletic Director*

## **EQUITY STATEMENT**

Lawrence High School recognizes our responsibility to foster a culture of respect, empathy, compassion, and support among all individuals and groups, with special sensitivity to those most likely to be subjected to disrespect, abuse and misunderstanding. This can include, but is not limited to, age, disability, ethnicity, gender, gender identity or expression, national origin, race, religion, and sexual orientation. Our goals are to create an unbiased environment where all individuals feel free to express themselves and are encouraged to pursue their work and study freely in a diverse community.

## **LHS STUDENT HANDBOOK**

The Lawrence High School Student Handbook presents an overview of school policies and procedures and should serve as a guide for students and parents. This handbook is not a definitive account of all Board of Education policies or school procedures. School administration will use its discretion in conducting school business and activities, including student management and discipline.

## **1:1 DEVICE POLICY**

Students receive a Chromebook only when parents sign an electronic waiver which includes:

- All use of School District computers, software and related technology shall be in accordance with and subject to the provisions of all School Board Policies.
- All Chromebooks must have all original tags & labels along the case. If the name tag, service tag or asset tag is removed, it is the student's responsibility to receive a replacement label from Technology.
- Any student who is in possession of an unlabeled Chromebook is subject to loss of Chromebook privilege or other disciplinary measures.
- Students will be responsible for the cost of repairing the equipment in the case of intentional or repeated damage and may be subject to disciplinary consequences.

- Students are responsible for the cost of replacing any district equipment in the event the equipment is unable to be recovered.

## **ACADEMIC DISHONESTY/CHEATING**

The definition of plagiarism is as follows: “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...” (219). (The Fiction Dictionary, L. Henry)

To avoid plagiarism, refer to:

- LHS Librarian/Media Specialist
- OWL @ purdue.edu
- Click on Writing Center
- Click on MLA, APA or Chicago formatting for details.

Some examples include but are not limited to:

- Copying passages from someone else’s writing without using quotation marks and giving the author credit
- Paraphrasing someone else’s writing without giving credit
- Using someone else’s facts or ideas without acknowledgement
- Handing in work for one course that you handed in for credit for another course without the permission of both instructors
- Producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work
- Sharing one’s work with another for the purpose of copying and/or misrepresenting the original author/creator of the work

When plagiarism/cheating is discovered or suspected, there will be immediate intervention by the teacher. The student will appear before the teacher for a private conference to ascertain the facts of the situation. Students who have plagiarized may receive a zero for the assignment. The student will be referred to his/her guidance counselor, and the teacher will notify the parents/guardians. For any repeated offenses, the student may be suspended. All incidents of plagiarism will be logged into the student’s discipline record.

## **ACADEMIC ELIGIBILITY TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES**

The Lawrence Township Board of Education considers athletics and other competitive extra-curricular activities to be an integral part of the total educational program. As a result, they are under the same administration and control as the rest of the school’s programs and closely articulated with it.

Any student who wishes to compete in interscholastic sports must meet the minimum credit requirements established by the New Jersey Interscholastic Athletic Association. A student must have passed the following credits in the previous year to be eligible for participation in the sports offered in the fall and / or winter:

- 6.25 for 12<sup>th</sup> graders, or are on target to graduate as per NJSIAA Constitution Section Article 5, Section 4E, CL3 and are passing all classes they are enrolled in.
- 6.25 for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders

To be eligible for sports offered in the spring, a student must have passed the equivalent of the following credits in the fall semester.

- 6.25 for 12<sup>th</sup> graders, or are on target to graduate as per NJSIAA Constitution Section Article 5, Section 4E, CL3 and are passing all the classes they are enrolled in.
- 6.25 for 9<sup>th</sup> 10<sup>th</sup> and 11<sup>th</sup> graders

In addition to academic requirements, all potential athletes must be district residents, pass a sports physical exam each year, and complete the online permission forms signed by a parent/guardian.

All rules and regulations governing the conduct of interscholastic athletics are in accord with the Constitution and By-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA.org.)

Students who have been involved in a fight or who have been suspended for possession or consumption of alcohol or drugs may not be permitted to attend any extracurricular activities, including dances and prom.

## **ACADEMIES**

### **Freshman and Sophomore Academies**

The mission of the 9<sup>th</sup> and 10<sup>th</sup> grade academies is to provide students with personalized educational experiences and with career exploration opportunities at Lawrence High School.

The focus of the Freshman Academy is to personalize the education experience of the incoming freshmen and to assist them in adjusting to the high school learning environment. This small learning community within the comprehensive high school links students with peers and teachers in a disciplined and nurturing environment.

The focus of the Sophomore Academy is to provide students with career exploration opportunities as they prepare to transition into the 11<sup>th</sup>-12<sup>th</sup> grade career academies at Lawrence High School.

### **Career Academies**

Since the 2011-2012 school year, Lawrence High School 11<sup>th</sup> and 12<sup>th</sup> graders have had an opportunity to participate in one of three career-based academies. The focus in each academy will be to integrate learning experiences with work based opportunities that will expand the walls of the high school into the greater community.

A career academy allows students with similar interests and future aspirations to collaborate and learn through shared experiences. Teachers work together to integrate lessons around common themes and projects so that all students will receive an enhanced curriculum. Coordinated efforts are made to bring outside resources, such as guest speakers and real world applications into the classroom.

### **Academy of Science and Technology**

Students in the Academy of Science and Technology will apply their knowledge in science, technology, engineering, math, and the health sciences to become competent and capable citizens in a technology-dependent society. The Academy of Science and Technology curriculum and team-based activities will immerse students in hands-on, problem solving learning. Students will

have opportunities to create, invent, and solve challenging real-world problems in the fields of math, science and engineering.

The Academy of Science and Technology is aligned to the following career clusters: Science, Technology, Engineering and Mathematics, Architecture and Construction, Information Technology and Health Science. Students who choose to participate in this academy may aspire to have careers as CISCO networkers, astronomers, physicists, chemists, electricians as well as other science and technology-based professions.

### **Academy of Arts and Humanities**

In the Humanities Academy, which encompasses the arts, communication, social studies, and English, students will learn to be reflective critical thinkers who will use their learning and shared experiences to foster a global perspective in the areas of communications and the humanities. The curriculum is both broad in scope and comprehensive in content, focusing on the human experience. Through this multifaceted program, students develop advanced research techniques, writing acuity, and sophisticated verbal communication skills. In addition, the academy provides students with an opportunity to explore the liberal arts in an intensive, issues-oriented, interdisciplinary approach.

The Academy of Arts and Humanities is aligned to the following career clusters: Human Services, Arts, A/V Technology & Communications, Law, Public Safety & Security, Government & Public Administration, and Education & Training. A sample of future studies and careers include lawyers, journalists, educators, psychologists, art historians, performing artists, or graphic designers.

### **Academy of Business and International Studies**

The Academy of Business and International Studies seeks to build an educated, competent, competitive, and inspired workforce to meet the needs of the 21st century. The academy will focus on post-secondary opportunities in the international marketplace with business applications. The academy includes the study of world languages, providing a global perspective that is responsive to the diversity of issues in the American and overseas markets. The Academy of Business and International Studies will integrate classroom instruction with workplace/post-secondary experiences that are engaging and meaningful steps in preparing students for the demands of a growing global economy.

The Academy of Business and International Studies is aligned to the following career clusters: Business, Management & Administration, Finance, Hospitality & Tourism, and Marketing, Sales, & Service. Relevant post-secondary studies and careers include business administration, accounting, marketing, and management, sales and service, international law, international Not-for-Profit, international outreach careers, anthropology, and sociology.

## **AFTER SCHOOL ACTIVITIES**

Students who are involved in supervised activities may remain in the building after school hours provided that they are with their coach, advisor, teacher or staff member. For safety reasons and to facilitate maintenance and custodial work, all other students must leave the building after school. Students who refuse to leave or who loiter in the building will be subject to loss of privileges and disciplinary action.

Lawrence Township students who want to take the late bus must sign up in Room 319 before first period or during lunch periods near the cafeteria. Students may not sign up after 1:00 p.m.

- Late buses will pick students up at the bus staging area of the parking lot; students must wait for late buses outside.
- Students who are not involved in supervised school activities must leave the building at the conclusion of school or they will be subject to disciplinary action.
- Students who are in the building waiting for after school activities must follow directions given by school staff.
- Students who are on Loss of Privilege may not be permitted to participate in after school activities.
- Students who have been involved in a fight or who have been suspended for possession or consumption of alcohol or drugs may not be permitted to attend any extracurricular activities, including dances and prom.
- Students are not permitted to be in the locker room at any time without staff supervision.

## **ATHLETIC TRYOUTS FOR INTERSCHOLASTIC SPORTS**

Tryouts are conducted each season to determine team selections. Coaches have the responsibility of identifying criteria for evaluating and selecting team members. Team rules and regulations have been established by the Coaches Association and approved by the Athletic Director. Students who have financial obligations to Lawrence High School because they have not returned textbooks, library books, athletic uniforms, etc. will not be permitted to participate on athletic teams until those obligations have been satisfied. Students who are on “Loss of Privilege” may not be permitted to participate on athletic teams at the discretion of the administration.

### **ATHLETICS**

Lawrence High School maintains a program that is highly competitive and reflects a high degree of interest and motivation. Lawrence High School students are afforded the opportunity to participate in a variety of athletic activities as members of the Colonial Valley Conference.

The following teams are available:

▪ Baseball (Spring)	▪ Lacrosse – Girls and Boys (Spring)
▪ Basketball – Girls and Boys (Winter)	▪ Soccer (Boys and Girls)
▪ Cheerleading (Fall and Winter)	▪ Softball (Spring)
▪ Cross Country - Girls and Boys (Fall)	▪ Spring Track - Boys and Girls
▪ Field Hockey (Fall)	▪ Swimming & Diving - Boys and Girls (Winter)
▪ Football (Fall)	▪ Tennis - Girls(Fall) and Boys (Spring)
▪ Golf - Coed (Spring)	▪ Winter Track - Boys and Girls
▪ Ice Hockey (Winter)	▪ Wrestling (Winter)

All rules and regulations governing the conduct of interscholastic athletics are in accord with the Constitution and By-laws of the New Jersey State Interscholastic Athletic Association (NJSIAA.org).

Students who have been involved in a fight or who have been suspended for possession or consumption of alcohol or drugs may not be permitted to attend any extracurricular activities, including dances and prom.

## **NJSIAA Steroid Testing Policy**

In Executive Order 72 issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random drug testing for steroids, of teams and individuals qualifying for championship games. Beginning in the fall, 2006 sports season, any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the list attached to the athletic physical form, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student and his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **PHILOSOPHY**

Daily attendance is vital to a good education. The interaction between students and teachers and the interpersonal relations among students that take place every day are important components of a student's education.

### **Student/Parent/Guardian Responsibilities When an Absence Occurs**

**Student:** Students are responsible for attending school each day and for attending all classes (including study halls and lunch) during the school day. Students are responsible for keeping a record of their class absences. When a student is absent from school, he/she must bring a parent or doctor's note indicating the reason for the absence. Students are responsible for contacting their teachers and making up missed class work or tests. In the case of anticipated absences, the assignments should be obtained in advance and completed upon the student's return to school.

**Parents/Guardian:** Parents/Guardians are responsible for their student's daily attendance at school. If a student is going to be absent from school, a parent or guardian should notify the school by calling the Attendance Office prior to 9:00 a.m. on the day of the absence **and by sending a note** with the student upon his/her return. If the nurse sends a student home, a parental note is not necessary for that day. If students are marked absent, they may not be on school premises at any time during the day. They may not pick up any students, attend school functions, practices, games, etc.

**Parent/Guardian or doctor's notes are required** for a student to be able to make-up assignments and tests that are missed. Parent/Guardian notes must include:

1. Student's first and last name
2. Date(s) of absence
3. Reason for absence
4. Parent signature

### **Absences**

Remember: **All explained and unexplained absences count** against the student in determining the threshold for denial of credit. However, it remains important for a student to provide a parent or doctor's note for the absence in order to make up class work, assignments and tests missed as a result of the absence. **Medical documentation of an absence must be presented to the**

**attendance office within the semester of the absence in order to excuse the absence. Documentation after this time will not be considered for attendance purposes.**

- If a student does not provide a valid note the student will be considered truant. In such cases, the student will not be permitted to make up class work missed and will be subject to disciplinary action. The administration or school nurse will determine the validity of notes.

- The principal (or his designee) and Attendance Review Committee may consider the nature of any absences and the reasons for which some of the absences may have occurred in deciding whether credit should be awarded or denied in cases in which the threshold number of absences is exceeded. Routine illnesses and doctor visits are considered part of the accumulated attendance points. College visits for 11<sup>th</sup> and 12<sup>th</sup> grade students are excused absences and are limited to a maximum of three days per year. Unusual circumstances such as major surgery, deaths in family or extended illnesses are legitimate reasons for appeal. Absences due to OSS, ISS or early dismissal because of LHS Athletic Department scheduling will not be considered as part of the accumulated attendance points.

### **Excused and unexcused tardies and absences**

While we encourage parents to write notes or call when their student will be absent/ tardy, there are only certain situations that are considered excused absence/tardy:

- Medical documentation (doctor, hospital or healthcare provider note)
- Death in the family
- Religious holidays recognized by the New Jersey Department of Education (NJDOE)
- Court appearance
- Take Your Child to Work Day, as approved by the NJDOE
- Other good causes approved by the Principal.

### **Absences Make-up Work**

Students will be allowed to make up all work missed during absences if they provide a note and receive an absence form. If the student had prior notice of assignments or tests scheduled for a day on which a student was absent, the work should be handed in or made up on the first day that the student returns to school. Otherwise, completion of assignments and tests shall take place within a reasonable period of time, to be determined by the teacher. This shall not be less than an amount of time equal to the time missed. (For example, if a student is absent for 5 consecutive days, he/she should have at least 5 days to make up the work.)

### **Absences due to In-School Study (ISS) and Out-of-School Suspension (OSS).**

All missed assignments must be made up. Students are required to submit a 250-word essay for each physical education class missed due to ISS and OSS. The topics for these essays should be a physical education activity or related health topic. They must be given to the activity teacher on the day that the student returns to school.

## **ABSENCES AND PHYSICAL EDUCATION REQUIREMENTS**

- Students are expected to be dressed in gym clothes every day for class.
- Students who are in swimming class will need a swimsuit and towel every day.
- Students are expected to participate to the best of their ability in their activity.

The following are some reasons that students will lose points:

- failing to complete a 250-word essay for each day of ISS or OSS
- cutting class
- unprepared for class
- if a student is not prepared for an activity 3 or more times in a unit they will receive no credit for that unit
- not completing an assignment when excused by a parent note
- being tardy unexcused to class beyond 5 minutes

If a student needs to have a medical excuse from Physical Education that student must provide a doctor's note to the school nurse. Students who have medical exemptions or limitations for Physical Education due to chronic conditions must submit a physician's note to the school nurse **each academic year**. Students who have medical exemptions or limitations for swimming due to chronic conditions **must submit a physician's note to the school nurse by October 15<sup>th</sup>** of each academic year. Notes DO NOT carry over year to year **and if the note is not received by October 15<sup>th</sup>, then the student is expected to participate in swimming.**

Students medically excused from active participation in physical education classes must present physician documentation to the nurse then are to report to their PE teacher for a written assignment. Assessment of the assignment during a prolonged medical absence will occur every 15 days in accordance with the selection cycle.

### **Attendance Appeals**

Parents will be notified on a regular basis of the student's accumulated absences from class. This information will be provided on the interim reports, report cards and warning letters. A student who exceeds the number of allowable absences will lose credit for the course. A student who wishes to appeal his/her case should submit the extenuating circumstances in writing to the Attendance Appeal Committee. This committee will include an administrator, school nurse, school counselor and teacher.

### **Attendance Questions**

Questions about missed assignments and class absences should be directed to the teacher, school counselor or supervisor of guidance. Questions and concerns about records and dates of absences should be directed to the High School Attendance Office. Appeals and requests for conferences regarding attendance matters should be directed to the assistant principals or principal. Further information or questions about missed assignments and class absences should be directed to the teacher or guidance supervisor.

### **Attendance Standard and Consequences**

Attendance points are accumulated in the following fashion:

Absences (other than ISS/OSS)	= 1 attendance point
Unexcused tardy to class	= 0.33 attendance point

Students are expected to attend school and all scheduled classes daily. In accordance with school board policy, state law and regulations, the administration has set the minimum attendance for earning credit in a course. The following are the maximum number of permitted attendance points in any course for any reason:

Full Year Courses	15 points
Half Year Courses	8 points
Three Quarter Courses	12 points

## One Quarter Courses (Health & Driver Ed) 4 points

Any student who exceeds the number of allowable attendance points will be subject to denial of credit in that class. If absent from school for more than 15 days, the student will be subject to denial of credit in all courses.

**All absences and unexcused tardies are counted and included in determining whether the maximum number of attendance points has been exceeded. While there is an appeal procedure for obtaining credit if the maximum attendance points are exceeded, the presumption will be that credit will be denied, and the burden will be on the student and parents to show that special circumstances justify a restoration of credit.**

Students should not be in hallways and/or bathrooms without a signed pass. Failure to comply with this expectation may result in disciplinary action.

### **BREATHALYZER TEST**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (breathalyzer) before, during and after school activities/events.

Lawrence High School reserves the right to screen students attending school sponsored events for alcohol using a breathalyzer. The Alcoblow is a hand held passive breath alcohol sensor device which provides an efficient way to gauge whether a person has consumed alcohol by having the individual speak into the machine. In order to be admitted/attend a LHS sanctioned activity, students may be asked to talk into the device that senses alcohol on the breath. This machine has a ZERO Tolerance for alcohol whether from, beverages, medication, mouthwash or hand sanitizer. Therefore, any student who tests positive will be given a second test after waiting a period of twenty minutes and denied entrance to the event until re-evaluated. The student will be in the custody of a staff member until the second test is administered. If the student tests positive for alcohol on the second test, parents will be called to escort the student to the hospital for a medical examination in accordance with LTBOE Policy #5530. In the event that a parent cannot be reached within one (1) hour the student will be turned over to the police. In addition, students who test positive using the breathalyzer or who refuse to take a breathalyzer test will be subject to disciplinary action in accordance with LTBOE Policy #5530.

All tests will be administered by a LHS Administrator or by a trained member of the LHS Staff. Breathalyzer tests may be administered prior to entering the event, during the course of the event or upon leaving the event.

### **BULLYING, HARASSMENT AND INTIMIDATION**

“Bullying, harassment and intimidation” means any gesture or written, verbal, or physical act or any electronic communication \* that is reasonably perceived as being motivated either by 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, that takes place on school property, at any

school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property or placing a student in reasonable fear of harm to his or her person or damage to his or her property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

N.J.S.A. 18A:37-14, N.J.S.A. 18A:37-15 (3)(b)(2), N.J.S.A. 18A:37-15.1(2)(b) and N.J.A.C. 6A:16-7.1LTBOE Policy #5512

## **DATING VIOLENCE**

"Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. This definition is in accordance with N.J.S.A. 18A:37-34.

Any student that believes that he/she has been subjected to violence under this definition should report the incident to a staff member. A report of the incident will be documented in accordance to LTPS policy #5519.

To further support alleged victims and their families, information on safe, appropriate school, family, peer, and community resources will be made available to address dating violence.

## **BUS MISCONDUCT**

Students will conduct themselves while on the bus in a manner that will not distract the driver. The driver is in complete charge of the bus and the students. The driver has the authority to recommend denial of transportation to a student who has violated the rules.

### **Students are not permitted to:**

- Stand up in the bus.
- Eat, drink, or smoke/vape on the bus.
- Engage in horseplay, make excessive and unnecessary noise or use profane or vulgar language.
- Walk or move to another seat while the bus is in motion.
- Litter.
- Block the aisle or emergency door with musical instruments, books, lunch boxes, gym bags, or other possessions.
- Extend arms or heads out of the windows, or throw any objects out of the bus.
- Regulate windows unless permitted to do so by the driver.
- Carry water pistols or any other water containers on the bus. These items will be confiscated.
- Play radios or participate in a behavior distracting to the driver.
- Exit through emergency exit except in case of an emergency.
- Possess items that can distract the bus driver.

Failure to obey rules may result in loss of bus privileges, and/or other disciplinary action. Any person willfully damaging a bus will be held responsible for such actions.

Students may ride only on the bus that has been assigned to them. They may not bring guests on the bus.

## CAFETERIA

- The school has provided a cafeteria where students may purchase all or part of their lunch at nominal prices. All students should do their share in maintaining the cleanliness of the cafeteria.
- Students must follow the direction of all staff members in the cafeteria.
- Seats may be assigned and dismissal will be directed by staff members. Students who do not cooperate will be subject to disciplinary action.
- All students should schedule a lunch.
- Those students who “give up” their lunch to take a lab or additional course will not be permitted to eat in class.
- All food and drink must be consumed in the cafeteria. Students who have food or drinks (including water) in the halls may have items confiscated and are subject to disciplinary action. Water may be consumed **only** in the cafeteria or classrooms. No other beverages are permitted in the classrooms. Glass containers/bottles are prohibited in school.
- Students must report punctually to lunch. Students who are late to lunch will be subject to disciplinary action.
- Failure to keep your area clean may result in loss of cafeteria privileges, detention, or assigned seats.

## 2021-2022 CALENDAR

Parents are legally responsible for their student’s daily attendance at school. Please observe the school calendar when planning family vacations and other activities that may interfere with a student’s education.

September 6	Labor Day- <b>School Closed</b>
September 7	Rosh Hashanah- <b>Schools Closed</b>
September 8	First Day of School - <b>Full Day</b>
September 16	Yom Kippur - <b>Schools Closed</b>
November 3	Professional Development Day - <b>Schools Closed</b>
November 4-5	NJEA Convention - <b>Schools Closed</b>
November 22-23	Parent Conferences - <b>Early Dismissal - Students</b>
November 24	Early Dismissal - <b>Staff &amp; Students</b>
November 25-26	Thanksgiving Recess - <b>Schools Closed</b>
December 23	Early Dismissal - <b>Staff &amp; Students</b>
December 24-31	Winter Recess - <b>Schools Closed</b>
January 1	New Year’s Day – <b>Schools Closed</b>
January 17	Martin Luther King Jr. Day - <b>Schools Closed</b>
February 21	President’s Day - <b>Schools Closed</b>
February 22	Emergency Closing Day *if needed*
March 11	Professional Development Day - <b>Schools Closed</b>
April 6	Parent Conferences - <b>Early Dismissal – Students</b>
April 11-15	Spring Recess - <b>Schools Closed</b>
April 18	Emergency Closing Day *if needed*
May 27	Emergency Closing Day <b>*if needed</b>
May 30	Memorial Day - <b>Schools Closed</b>
June 17	Juneteenth - <b>Schools Closed</b>
June 22	Last Day for Students, Early Dismissal (Students Only)
June 23	Emergency Closing Day

## CAMERAS

Parents and students are advised that the school has cameras which are in use daily and record student activity in the building. Video and pictures recorded will be used to monitor students and aid in providing a safe and secure environment. The pictures and videos may be used to document student behavior and may be used to support discipline actions.

## CELL PHONE POLICY

Students are allowed to possess a cellular/smartphone device in school. Students must keep their phones on silent. Students are **not permitted** to engage in phone conversations, take photographs, take videos, charge cell phones or use the cell phone during class unless authorized by their teacher.

Students are only permitted to use headphones in the cafeteria/commons during their lunch periods, or otherwise permitted by school officials.

If students need to use a phone for emergencies, they must get the approval of an administrator and use their phone in an office area under staff supervision. If a student is in violation of this policy, their phone may be confiscated, the student may receive a Saturday detention or other disciplinary action, and a parent must pick up the cell phone. If a student refuses to give his/her cell phone to school authorities when they request it, he/she will receive ISS for defiance of school authority. LTBOE Policy #5516.

**The Lawrence High School staff or administration may confiscate cell phones. Lawrence High School is not responsible for lost or stolen items.**

## CLUBS/ACTIVITIES

The following is a list of clubs and activities. Additional clubs and activities may be formed if a faculty sponsor and sufficient students are interested.

Black Student Union	Homework Center	Operation Smile
Change in Action	Interact	Ping Pong Club
Chemistry Club	International Alliance	Tangents
Color Guard	Jazz band	Theater Company
Debate Team	Lawrencian Newspaper	Tri-M Music Honor Society
DECA	Library Volunteer Club	Science Olympiad
Dist. Media Crew	LHS Marching Band	Student Council
Driver's Ed Club	Math League	Student leadership
Engineering Club	Model Congress	Students Against Violating the Earth
Gospel Choir	Model United Nations (UN)	Students for Social Activism
Green Action Team	National Honor Society	Students Helping Honduras

## COMPUTER USE (ACCEPTABLE USE POLICY)

Computer use, including Internet and email, is a privilege, not a right, and violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline.

Lawrence High School condemns any illegal use of the school's computer system, including software pirating, hacking, copyright violations, harassment, threats, or defamation. The following activities are prohibited: using obscenities, viewing or downloading pornographic materials, sharing account information or attempting to access or accessing another person's account, using peer-to-peer networking or downloading peer-to-peer networking programs, harming school property, attempting to bypass or bypassing the school's filtering system, or participating in any other activity that is detrimental, disparaging, or harassing to students, staff, the school or school officials, taking and /or posting pictures of students, staff, district employees without their permission.

- Lawrence High School does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.
- All information sent or received from a school computer, including e-mail messages, is school district property, should not be considered confidential, and may be accessed by school personnel at any time.
- Students who post information on the Internet that creates fear or threatens the safety of staff or students will be subject to disciplinary action.
- Students who attempt to log into the administrative function of Genesis will be subject to disciplinary action.

## **CONTRABAND**

### **(Items Prohibited on School Property)**

The following are prohibited and may not be used in school: cigarettes, vaping paraphernalia and all tobacco related products, lighters, mace, matches, handcuffs, water guns, knives, weapons or ammunition (live or spent) of any type, laser pointers, external speakers, and any items judged by the administration to be inappropriate for school. Animals may not be brought into the building without permission of the principal. The LTBOE prohibits the use of scooters, skateboards, and rollerblades on school property. (LTBOE Policy # 5514) Items will be confiscated and appropriate administrative/disciplinary action will be taken for violators. Confiscated items will not be returned until the end of the school year or until a parent comes to claim them in room 319. Students who are chronic violators of this policy will lose privileges in school (see Loss of Privileges). **The school is not responsible for lost or stolen items and will not investigate contraband items that are lost or stolen.**

## **CORPORAL PUNISHMENT**

No person employed by the Board of Education may inflict corporal punishment upon a student; however, board employees may, within the scope of their duties, use such force as is reasonable and necessary:

1. to stop a disturbance which threatens physical injury to others
2. to obtain possession of weapons or other dangerous objects which the students have in their control
3. for the purpose of self-defense
4. for the protection of persons or property

## DANCES

Regular school dances begin at 7 p.m. and end at 10 p.m. unless otherwise indicated. The Senior Prom will end no later than 11:00 p.m. No students will be permitted to enter a dance after 7:30 p.m. or leave before 9:30 p.m. without administrative approval. Once a student leaves the dance he/she will not be permitted to return. Parents are required to pick up students promptly at the end of the dance (10 p.m.) Any student who is not picked up punctually or who violates any aspect of the discipline code during a dance will be subject to loss of privileges. The school drug and alcohol policy is in effect for all school activities.

- Students who are not full time (carrying at least 6 credits) are not allowed to go to dances or participate in extracurricular activities.
- Students who are on “Loss of Privileges” (LOP) may not attend dances.
- Students who have not returned books, uniforms, paid fines or served assigned detentions will not be permitted to attend any dance or prom sponsored by LHS.
- Students who have been involved in a fight or who have been suspended for possession or consumption of alcohol or drugs will not be permitted to attend any extracurricular activities, including dances and prom.
- Any student who violates the school drug/alcohol (substance abuse) policy will lose the privilege to attend any dance/prom sponsored by LHS for the remainder of their high school career.
- Permission slips are required for all students who attend dances.
- **Students who are not picked up promptly at school events will lose privileges and not be able to attend other after school functions.**
- Guests may be permitted at the discretion of the school administration. Guests for the Senior Prom may not be older than 20 years of age. Freshmen may not attend the Senior Prom.

## DISCIPLINE

The Lawrence High School faculty, staff, and administration believe:

- Maintaining a safe, positive learning environment is the responsibility of every member of the school community
- All members of our community must be treated with dignity, even in times of disagreement or conflict
- The primary function of discipline is not to punish, but to provide consequences that teach and repair harm done when necessary

In order to ensure safe, orderly, and productive daily operations, students are expected to meet the behavioral standards of the school community and follow the directives of all school staff members, both during the school day and at all school-sponsored activities. According to NJ law, **“pupils in the public schools shall comply with the rules established...and submit to the authority of the teachers and others in authority over them.” (18A:37-2)**

The staff and administration of LHS believe that students should conduct themselves in a manner that is responsible, respectful, honest, fair, compassionate, empathetic, and just. Students are expected to exercise their responsibilities before a discipline problem occurs; however, when students make poor choices and violate the good order of the school, remediation, restorative practices, and consequences shall be utilized to help students make better choices in the future.

### Refusal of Consequences

Refusal to serve an assigned detention, ISS, etc. will result in more severe consequences, potentially including loss of privileges.

### **Class Cuts**

A class cut is defined as absenting oneself without permission from scheduled classes, **including lunch and study hall**, or activities such as assemblies. Administrative action for cutting may include pass restriction, restorative circles, detentions, lunch detentions, Saturday detentions, ISS, OSS and/or loss of privilege. The student will receive a zero grade for all work missed because of the cut.

### **Discipline Dispositions**

- **Administrative Detention** - These detentions may only be assigned with administrative approval. A 24-hour notice will be given. The detention will be held from 2:55 - 3:45 p.m., Tuesday through Thursday. Failure to serve an administrative detention without prior permission to reschedule by the administrator who assigned it will result in a Saturday detention. Detentions will not be re-scheduled unless a parent note is provided in advance requesting the change.
- **Community Service** - Under certain circumstances students may be assigned community service in lieu of or in combination with other administrative action. Community Service may include, but is not limited to, service for: Lawrence Community Center, Special Olympics, Lawrence Rehabilitation Center, or Lawrence High School.
- **Loss of Privileges** – Students may lose the right to participate in all co curricular and extracurricular activities. Such activities include, but are not limited to, plays, interscholastic sports, concerts, dances, clubs, out-to-lunch, proms, parking privileges, and graduation exercises. Students who have lost their privileges may not be on school grounds after school hours. Students who violate this directive while on “loss of privileges” will be suspended from school. The administration may extend loss of privileges for the entire school year for students who are chronic violators of school rules and policies. Students who have obligations to Lawrence High School because they have not returned textbooks, library books, athletic uniforms, paid fines, etc. or have not attended assigned detentions will be subject to Loss of Privileges until those obligations have been satisfied.
- **Lunch Detentions** - Students may receive detention during their assigned lunches.
- **Saturday Detention** – Saturday detention will be held from 9:00 a.m. – 11:30 a.m. Students are expected to bring schoolwork or reading material. Failure to attend Saturday detention will result in a day of In-School Study.
- **Suspensions** - Students may be suspended from school either in school or out-of-school for violations of school rules. Any student who has been suspended (OSS) 2 times will be subject to loss of privileges. Any student suspended (OSS) 3 times (for 3 separate incidents) may be referred to the Board of Education for possible expulsion. **Students who refuse or do not cooperate in ISS are subject to future disciplinary consequences.**
- **Police Notification** - Students involved in serious or violent acts will be referred to the Lawrence Township Police for appropriate action. Students participating in such acts will be removed from school and placed on home instruction until their cases have been settled. Students will also be held liable for any damage they have caused.
- **Teacher Assigned Detentions** - Teachers may assign detentions to students provided they give the student a 24-hour notice.

## Definitions of Terms

**Assault:** a physical or verbal attack on a person with the intent to harm or to put the individual in great fear. A student is guilty of assault when the act is premeditated or committed in a fight or scuffle entered into by mutual consent.

**Bias/Hate Actions:** any unprovoked behavior designed to intimidate a person or group via spoken, written, or physical/non-verbal communication based on the target's actual or perceived status as a member of a protected class (e.g., race, religion, ethnicity, gender identity, sexual orientation, etc.) as defined by the NJ Law Against Discrimination.

**Bullying:** see "Bullying, Harassment and Intimidation".

**Cyber-Bullying:** the use of electronic information and communication devices (including but not limited to social media, email, and text messages) that:

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

**Dating Violence:** see "Dating Violence" under Bullying, Harassment and Intimidation.

**Disorderly Conduct:** using loud, profane or offensive language on school property; or directing such language at a school staff member; or yelling or screaming at a school staff member; or being noisily defiant towards staff members; or congregating in groups and disregarding the directives of staff members; making comments or using speech that is inflammatory or creates a substantial disruption of school or learning.

**Fighting:** engaging in a physical confrontation with another party on school grounds, during a school activity, or on the way to or from school, in which both parties harm, injure, strike, or attempt to strike with the intent to harm another, but in which instance both parties are culpable for the physical confrontation. When appropriate, mediation between parties will be provided by the school.

- **First offense:** students who are judged by the principal to have committed an act of fighting may be suspended from school for a period of 5 school days.
- **Second offense:** students who are judged by the principal to have committed a second act of fighting may be suspended from school for a period of 10 school days.
- **Third offense:** students who are judged by the principal to have committed a third act of fighting may be immediately suspended from school and may be brought to the Board of Education for an expulsion hearing.

### **Fighting with the following special circumstances may result in suspension of 10 days and Loss of Privileges:**

- Students who engage in a fight after intervention or mediation were provided for them by school staff members.
- Students who engage in a fight that is motivated by a person's actual or perceived status as a member of a protected class as defined by the NJ Law Against Discrimination.
- Students who fail to cooperate with staff members who attempt to break up a fight. (A student who continues to fight, swing, break away from a staff member's restraint or hit the staff member may be suspended for 10 days.)
- Students who engage in a fight in retaliation for a previous fight or altercation.
- Students who participate in an assault in which more than 1 student attacked or fought an individual (2 against 1, 3 against 1, etc.)
- Students who participate in a fight, theft, or extortion because of a gang affiliation.

- Students who are part of a “gang” or who act as a supporting cast to a fight, or who attend the fight for the purpose of intimidation, physical assistance, or to serve as a lookout.
- Students who, by their action or non-action, invoke fear, intimidate, lead or allow others to believe that they are in a gang are guilty of intimidation, bullying and harassment and will be in violation of school policy. These students will be suspended for a time to be determined by the principal, whose responsibility is to ensure the safety of all students. All students must feel comfortable and free from fear of coming to school.
- Students who bring a supporting cast to a fight for the purpose of intimidation or physical assistance.
- Students who participate in a fight on a school bus, serving as a distraction to the driver and endangering all passengers.

**Harassment:** See “Bullying, Harassment and Intimidation”

**Hazing:** “Hazing is the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.” (LTBOE Policy # 5512)

Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses or endangers them, **regardless of their intention or willingness to participate**. Initiation activities or initiation parties fall into this category.

Hazing activities may include, but are not limited to, the following: use of alcohol, beatings, paddling in any form, branding or shaving of heads, creation of excessive fatigue, physical and psychological shocks, engaging in morally degrading or humiliating games and activities.

Students who participate in hazing practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the severity and the level of disciplinary action to be taken. Possible disciplinary action includes detention, suspension, and/or removal from the team or school activity. In some cases, cancellation of games or disbanding of the team or activity may be necessary. The student may be referred to the Board of Education for expulsion. (see “Reporting Procedures for Hazing Incidents”)

**Inappropriate Use of Physical Force/Horseplay:** engaging in reckless physical interaction with another student, thereby posing a substantial danger to self and others, in which both parties have substantial culpability, but in which neither party harms nor intends to harm the other, shall have committed an act of inappropriate use of force.

**Pass Abuse:** Using a pass that was not written for you; signing a staff member’s name to a pass; altering a pass by adding or deleting names; using a pass to go to an area that was not designated by the teacher who administered the pass; staying in the hall or lavatory during a class period without a pass; roaming the halls, staying out of class for an unreasonable amount of time, or taking indirect routes to and from intended destinations, being in unauthorized possession of blank hall pass(es).

**Plagiarism:** To avoid plagiarism, refer to:

LHS Librarian/Media Specialist

OWL @ purdue.edu

Click on Writing Center

Click on MLA, APA or Chicago formatting for details.

When plagiarism/cheating is discovered or suspected, there will be immediate intervention by the teacher. The student will appear before the teacher for a private conference to ascertain the facts of the situation. Students who have plagiarized may receive a zero for the assignment. The student will be referred to his/her guidance counselor, and the teacher will notify the

parents/guardians. For any repeated offenses, the student may be suspended. All incidents of plagiarism will be logged into the student's discipline record.

The definition of plagiarism is as follows: "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words..."(219). (The Fiction Dictionary, L. Henry) (See Academic Dishonesty/Cheating).

**Scuffle:** rough, disorderly, boisterous or rowdy behavior between 2 or more students (see penalties under Inappropriate Use of Force).

**Self-defense:** A student who employs physical force defensively (e.g., shoving, grappling) and as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe he or she was in danger of serious physical harm and who ceases physical force at the first opportunity, shall be considered to have acted in self defense.

A student who is judged by a principal to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as stated above.

In order for a school administrator to render a decision of self-defense, it must be obvious that 1) time was a factor in the incident; 2) the person was in imminent danger of injury, and 3) the only option for the person was to physically protect himself/herself with the minimum amount of force appropriate to the situation until assistance could be obtained.

**Smoking/vaping:** Students who are caught smoking may be suspended out of school for three days on the first offense; a second offense may result in a five day suspension from school.

**Vaping** means the use of an electronic cigarette or similar device, including but not limited to e-cigs, e-hookahs, hookah pens, vape pens, Juuls, which deliver vapor or any other inhalant which is inhaled by an individual user. Electronic cigarettes or similar devices shall include any refill, pod, cartridge, and any other component of such a device. Having a lit cigarette in your hand is considered smoking. Students caught vaping, smoking or with related paraphernalia may also be required to attend a health education program.

**Throwing/Projectiles:** Any item that is thrown, launched, kicked, or otherwise propelled is considered a projectile. This may include but is not limited to snowballs, food, cafeteria supplies, pencils, or any other object. Projectiles being thrown in any location other than where intended for use in instruction pose a significant safety risk and are prohibited and will be subject to disciplinary action.

**Theft:** Theft is considered the unauthorized taking of items that do not belong to you **as well as** ransacking or rummaging through student/staff belongings or lockers. Being a lookout for such activity will be considered participating in theft.

**Vandalism:** Vandalism is the loss, damage or defacement of any school property or facilities or the property of others. The LTBOE "authorizes the imposition of a fine" for such damages and "reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears". (LTBOE Policy #5513). Students who vandalize school property may be required to perform school community service and pay restitution for the damages and cost of reparations. Those students will be denied all privileges until restitution is completed. Students who vandalize the property of others will be subject to disciplinary action.

## **DISTRIBUTION OF PRINTED MATERIALS**

Student-produced non-school sponsored printed materials may be distributed on school property

providing that students follow the regulations established by the administration. Materials not produced by students enrolled in the school district cannot be distributed on school property. Posters or signs may not be displayed in the school building without the permission of the school administration. Approved posters or signs may only be displayed in the cafeteria (on non-painted surfaces), in classrooms with teacher permission, and on bulletin boards. Signs and posters may not be put on lockers, in halls, or stairwells.

## **DRESS, GROOMING, HATS, AND HEADWEAR**

The Lawrence High School faculty, staff, and administration believe that dress codes should:

- Ensure the health, safety, and security of all school community members.
- Reinforce the career-readiness concept that the appropriateness of different clothing styles varies by context (e.g., work, school, social, worship, etc.)
- Allow students to wear comfortable clothing that allows for self-expression.
- Disallow clothing that disrupts the educational process (e.g., promotes violence, pornography, profanity, gang activity, drugs/alcohol, or otherwise creates a hostile or intimidating environment based on any protected class as defined by the NJ Law Against Discrimination)

To these ends, Lawrence High School's dress code requires that:

- Clothing must be worn in such a way that genitals, buttocks, breasts, and abdomen are covered by opaque material.
- Tops must have shoulder straps or sleeves.
- Shoes must be worn at all times.
- Swimwear may only be worn during swim class.
- Underwear may not be worn as regular clothing (visible undergarment waistbands/straps worn under other clothing are not considered a violation).

Non-religious head coverings may be worn as long as they do not cover the face or interfere with identification. As with any other item of clothing, head coverings may not disrupt the educational process.

To ensure effective and equitable enforcement of the LHS dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Any actual or perceived dress code violations are to be addressed with the student in a manner that does not publicly shame or humiliate the student.

## **DRIVING/PARKING** **LTBOE Policy #5514**

The Board of Education regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern to the Board. The Board will permit the use of motor vehicles by pupils in the high school in accordance with district rules provided that such pupils present written parental approval, have

been granted permission by the building principal to operate a motor vehicle on school grounds, possess a current New Jersey driver's license, current New Jersey registration and insurance card, and have successfully completed a course in driver education.

Senior students may apply for an on campus parking permit. Any student who has not completed his/her prior obligations to LHS will not be given a parking permit. Such obligations include fines, returning textbooks, athletic uniforms or completing assigned detentions. Students who are chronic violators of school rules or who parked illegally as a junior may be denied parking privilege on campus. Students also must be academically eligible; students must pass the equivalent of 6.25 credits during the preceding academic year. In addition, seniors who plan to drive to school must complete and submit a signed parent permission slip, and provide a copy of their driver's license, car registration and insurance. A lottery for parking spaces will take place, due to the limited amount of student parking spots on campus. Students will be notified by mail if they have received a spot and will be required to attend a meeting regarding regulations.

Only seniors who have valid parking permits and who display those permits in their car may use the parking lot. Students may not give their parking space to another student at any time. Parking permits, spaces, and privileges are not transferable. The following rules apply to the school parking lot:

1. All vehicles parked in the Lawrence High School student parking areas must have an authorized student decal affixed to the driver's side rear windshield. Students are only authorized to use pre-registered student-decaled vehicles.
2. Parking decals will be distributed according to the following criteria:
  - a) students must have fulfilled all outstanding obligations
  - b) students must have passed the equivalent of 6.25 credits during the preceding academic year
  - c) chronic violators of school rules are not eligible (5 or more referrals the previous year)
  - d) students who parked illegally as a junior are not eligible
  - e) students must complete and hand in proper paperwork
  - f) spaces will be distributed to seniors by lottery drawn prior to September
3. Applications may be secured in the Administrative Office, and must be returned completed within the guidelines established by the school administration. A photocopy of the following documents should be attached: valid NJ driver's license, NJ motor vehicle registration for the vehicle that is registered with the school, and valid insurance card. It's the obligation of the driver/vehicle owner to keep all documents current.
4. Students may drive only pre-registered vehicles to school and must park head-on in their assigned space. Any temporary change of vehicle must be reported to the senior class assistant principal. Decals are not transferable from student to student and/or vehicle to vehicle. Students may not switch spaces, give or loan their space to another student. Students must use only the parking space that is assigned to them.
5. Students who are suspended out-of-school shall automatically lose their parking privilege.
6. Students with early release must leave campus immediately or sign in with the Attendance Office. They may return to campus for extra-curricular, co-curricular activities at 2:45pm.
7. The Board of Education reserves the right to authorize its designated employees to conduct inspections of student vehicles when reasonable suspicion exists that an item(s), unlawful in nature, may be concealed within the vehicle.

8. Careless or reckless driving, as determined by the administration, will result in revocation of parking privileges.
9. Students who have violated the school Drug/Alcohol Policy are not eligible for parking privileges.
10. Students who are in the random drug screening pool and test positive will have their parking permit revoked.
11. Illegal parking will result in a Saturday detention.
12. The school reserves the right to tow vehicles.
13. Maximum driving speed in the parking lot is 15 mph.
14. Students must follow established traffic patterns when entering, exiting and utilizing the parking lot. Only buses may exit through the rear gate (Berwyn Street). Students may not enter or exit the parking area through the rear gate.
15. Excessive tardiness to school, taking underclassmen off school premises, disorderly conduct in school, cutting classes or chronic violation of school rules will result in a student's loss of parking privilege.
16. Students are not permitted to go to the parking lot or enter any vehicles during the day without administrative authorization. Seniors are only permitted to go to their car when leaving school for "senior out to lunch" or for dismissal from school. Violators will be subject to disciplinary action. Vehicles shall not serve as student lockers.
17. Students may not park in areas reserved for faculty, staff or visitors.
18. Any student who leaves school grounds without permission during school hours will lose parking privileges.
19. Any student who incurs "loss of privileges" as a result of school disciplinary action will lose their parking privilege.
20. Parking permits, spaces and privileges are not transferable. For example, a student who is absent or who chooses not to drive to school on any given day may not allow or tell another student that he/she can use his/her space.
21. School officials may conduct a search of a student's car on school grounds and on Gainsboro Road or any other street designated by the Lawrence Township Police Department if that student is suspected of having drugs and or alcohol or being under the influence of drugs or alcohol.
22. Students who vandalize or damage school property or vehicles on school property or on Gainsboro Road Road or any other street designated by the Lawrence Township Police Department may lose their parking privileges.
23. Tailgating and the use of grills on school property is prohibited.
24. Vehicles with sanders or plows are prohibited.
25. Business registered vehicles and motorcycles are prohibited.
26. Students who are issued a parking space in the school lot must bring their cars a minimum of 3 days a week or space may be re-assigned.

**Students who violate the parking regulations will lose their parking privilege.**

**Bicycles, Scooters, Skateboards, Rollerblades**

The Board of Education prohibits the use of scooters, skateboards, and rollerblades on school property (LTBOE Policy #5514). These items will be confiscated and returned to parents. All Bicycles shall be parked only in locations where racks are provided for this purpose. Locks should be used at all times.

### **Parents Driving Students To or From School**

Drop students off on Princeton Pike or use the Gainsboro entrance and follow along the driveway along the sidewalk. Do not drop students off in the parking area. Please make sure students are dropped off along the sidewalk. When visiting the school please use a visitor parking spot and enter the building through the main entrance. Pick up of students should happen along Princeton Pike. Cars should enter campus using the Gainsboro entrance and line up along the sidewalk.

1. Student parking will be assigned as space permits.
2. Students are responsible for the security of their automobiles.
3. Students may use vacant spaces in the parking lot after 2:45 pm on a school day.
4. Cars which are illegally parked, that is, parked without a LHS sticker, parked along the curb, in the visitors' spots, in the handicapped spots, in the bus staging area or in a spot not assigned to them, may be towed at the owner's expense.
5. Students must obey all township and school traffic and parking regulations.

**Seniors who are not assigned on campus parking** may apply for off campus parking. Applications can be picked up from the administrative offices. Off campus parking is regulated by the Lawrence Township Police Department in cooperation with Lawrence High School. Students without valid school parking permits are NOT allowed to park on campus. **Violators will receive a Saturday detention for each offense and be ineligible to receive a parking permit in their senior year. Violators' cars may be towed.**

### **EARLY DISMISSAL FROM SCHOOL**

When students need to be dismissed early from school these procedures must be followed:

1. A parental note indicating the time, reason and day phone of parent, should be given to first period teachers on the day of the planned early dismissal. This note will be filed in the student's attendance record in the Attendance Office.
2. All students (who are under 18 years of age) must be picked up in person by a parent, guardian or an adult who is appropriately identified on the student's emergency form. Identification must be provided for sign-out.
3. Phone calls from parents will not be accepted in lieu of notes or personal pick up.
4. Adult students (18 years or older) may provide their own notes, but they must be approved by an assistant principal. They must sign out and hand in the appropriate note/form to the Attendance Office.
5. **Students who leave school without following these procedures shall be subject to disciplinary action.**

### **EIGHTEEN-YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES**

Eighteen-year-old students are considered adults in New Jersey. However, the school reserves the right to control the conduct of all students regardless of age, and all students must obey school rules and regulations.

1. Eighteen-year-old students may sign their own dismissal notes. The student must fill out an eighteen-year-old sign out form found in the Main Office and Administrative Office in room 319 each time they use this privilege. In cases of a doctor's appointment, they must identify the doctor, the doctor's phone number and the time of appointment. A secretary must verify the age of the student before an assistant principal approves the note, then it is submitted to

the Attendance Office. Upon returning to school, students must supply the Attendance Office with a verification note from the doctor. Any student who does not follow this procedure will be subject to disciplinary action for cutting.

2. Eighteen-year-old students may write excuses for their tardiness or absence from school. However, an assistant principal must first approve these notes before they are submitted to the Attendance Office. If this procedure is not followed, the student will be charged with an unexcused tardy to school.
3. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
4. Eighteen-year-old students are subject to all other regulations according to school policy.

### **EMERGENCY CARD**

Students will not be permitted to attend school unless an accurate, updated emergency form is on file. These forms should be completed either online or by submitting a hard copy to the Main Office.

### **EMERGENCY/CRISIS SITUATIONS**

In emergency situations, the administration may lockdown LHS or move students to another facility. On these occasions, school and district emergency response procedures will be enacted. Students, whose actions (including cell phone use) violate school rules or foster panic or alarm, disrupt the smooth operation of school or the implementation of emergency procedures will be suspended and prosecuted to the fullest extent of the law.

**During such emergency situations parents must not call school or students. Phone lines must be available for the Emergency Response Team and law enforcement agencies.**

### **EMERGENCY SCHOOL CLOSING**

If it is necessary to close schools or to declare a delayed opening because of extreme weather conditions or other emergencies, listen for an official announcement between 6:00 a.m. and 8:00 a.m. on Radio Stations: WTTM - 920; WIMG - 1300; WBUD - 1260; WHWH - 1350; and WCHR - 94.5 and Comcast Television Channel 19. Closings will be posted on the website.

When school is in session and it becomes necessary to close school early because of extreme weather conditions or other emergencies, an effort will be made to have this information broadcast as appropriate on the radio and television stations mentioned above.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Lawrence Township Board of Education affirms its responsibility to ensure all students in the public schools of Lawrence Township equal educational opportunity and all employees' equal employment opportunity, regardless of race, color, creed, religion, sex, ancestry, national origin and social or economic status. The District Affirmative Action Officer is Mr. Sean Fry.

### **EXTENDED LEARNING - HOMEWORK**

The Board of Education acknowledges the educational benefit of work assigned to students for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

Extended learning may be defined as an assignment given by a teacher to increase proficiency in particular skills, reinforce concepts presented in the classroom, develop lifelong study habits and foster independence and self-discipline.

Please see LTBOE Policy #2330 for further clarification.

### **FIELD TRIPS**

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments.

Field trips are a privilege. Students may be excluded from a field trip if they have been chronic violators of school rules or if they have outstanding debts owed to LHS. Students who have not filed a current emergency card with the school or who are in danger of exceeding the allowable absences may be excluded. The principal or the assistant principals may exclude a student from a field trip for reasons that he/she deems appropriate. In deciding to attend a field trip, the student accepts responsibility for his/her actions while on the trip.

Field trips are arranged by the school to provide additional educational experiences and enjoyment for students. Students are required to abide by school rules and follow the instructions of chaperons on all school sponsored trips and activities. Students and staff members must complete the proper forms and **submit them to the administration for approval. Students with poor school attendance or on Loss of Privileges may be denied permission to participate in field trips.**

### **FIRE DRILLS**

Fire drills will be held monthly along with other emergency drills. Students and staff must exit the building quickly, quietly and orderly and assemble in lines outside the building. Students must remain with their class at all times. Students may not go to their lockers or lavatories during the fire drill. The classroom teachers will take attendance. Students need to be a minimum of 200 feet from the building. Students who do not follow these rules may be subject to disciplinary action.

### **FLAG SALUTE**

New Jersey law (18A:36-3) requires students to show respect for the flag of the United States of America. Each morning students are expected to be respectful and participate in the morning exercises.

### **FOOD/DRINK**

- Students may not drink or eat anything, at any time in the hallways; stairs, stairwells, etc.
- In the classroom, students may drink water only.
- Students may not drink any other beverage or eat any food in classrooms.
- Drinks, food, etc. may be confiscated and discarded.
- Food/drink may not be taken out of the cafeteria.
- Students may not order restaurant food to be delivered to the school during the school day.

### **FUNDRAISING**

Individuals may not raise funds for personal use or for groups outside of LHS. Advisors or coaches of LHS teams, clubs, groups, activities, etc. may request permission to have fundraisers. Administrative approval is needed for all fundraising projects. Forms are available in the Administrative Office in room 319. Class and club advisors must submit the appropriate forms to the assistant principal. Fundraising may not be carried on during school hours. Students may not sell fundraising items by going “door to door.”

### **GANG ACTIVITY**

Any actions by students that are designed to promote gang membership, loyalty, or activity are prohibited. Any person who solicits recruits or coerces (by threat or intimidation) another to join

or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include, but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, having bandanas hanging out of pockets and/or producing gang graffiti on school property. Taking pictures on school property and posting them on *Facebook*, *YouTube*, or other internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.

Taking pictures in school or on school premises in which students are demonstrating gang allegiance or gang hand signals is prohibited and students will be suspended from school. Students who, by their action or non-action, invoke fear, intimidate or lead or allow others to believe that they are in a gang are guilty of intimidation, bullying and harassment and will be in violation of school policy. These students will be suspended for a time to be determined by the principal, whose responsibility is to ensure the safety of all students. All students must feel comfortable and free from fear coming to school.

Any information gathered by school officials regarding possible criminal activity will be turned over to local police authorities.

## **GUIDANCE AND COUNSELING SERVICES**

The guidance and counseling program is developmental in nature and is an integral part of the total educational program at Lawrence High School. The program is designed to assist students in acquiring and using life-long skills. Programs and services provide opportunities for students to foster interpersonal communications, enhance and improve academics, encourage self-awareness, and provide career awareness opportunities. Services include the following:

- A. To assist in the student's orientation to the high school
  - a. Conduct registration conferences with incoming transfer students.
  - b. Advise students of and encourage participation in co-curricular activities.
  - c. Advise students of the expectations of the high school.
  - d. Explain unique aspects of high school such as grade point average and class rank.
- B. To assist in the development of educational and career goals
  - a. Explain the goals of each ability level and recommend appropriate course selections.
  - b. Assist in the development of an individual four-year plan that is in line with the student's educational and career goals.
  - c. Interpret standardized testing: PSAT, ACT, SAT, Advanced Placement Exams, and NJ SLA scores and monitor progress of graduation requirements.
  - d. Provide resources to assist students in college and career exploration.
  - e. Administer and interpret career interest inventories.
  - f. Students are encouraged to log onto the LHS Naviance Family Connection Website at [www.connection.naviance.com/LTPS](http://www.connection.naviance.com/LTPS)
- C. To monitor student behavior, academic performance, and progress toward achievement of academic goals
  - a. Monitor social/emotional, behavioral, and academic performance.
  - b. Monitor progress toward graduation.
  - c. Monitor students who are removed from the school (example: home instruction)
- D. To inform students and assist them in the college planning and selection process
  - a. Advise students of deadlines for testing.
  - b. Conduct group and individual sessions for students on the college planning process.
  - c. Offer a Financial Aid Evening for families of twelfth grade students.

- d. Schedule a series of high school visits for college admission personnel.
- e. Process all college applications, in order to offer assistance to students.
- f. Write letters of recommendation for students upon request.
- g. Oversee the submission of transcripts and scholarship applications.
- E. To initiate appropriate counseling interventions
  - a. Provide individual counseling sessions with students.
  - b. Initiate contacts with incoming freshmen, transfer students, and at risk students.
  - c. Initiate student conferences, parent conferences, and/or staffing for students whose attendance, behavior, or academic performance has become erratic.
  - d. Initiate referrals for students in need of special services.
- F. To serve as a student advocate
  - a. Assist the student in developing a positive self-image.
  - b. Assist the student in setting goals and developing strategies to achieve them.
  - c. Assist the student in developing strategies for problem solving.
  - d. Facilitate communication between the student, parents, teachers and outside agencies (i.e., DCP&P)
  - e. Facilitate communication between the student and parents.
  - f. Commend students for significant growth and/or achievement.

### **GRADUATION REQUIREMENTS**

In order for a student to graduate from Lawrence High School and receive the state endorsed Lawrence Township Board of Education diploma, each student must:

A. Meet the New Jersey Department of Education (NJDOE) high school graduation assessment requirements in both English Language Arts/Literacy (ELA) and mathematics. The high school assessment graduation requirements that are in place for the Classes of 2019, 2020, 2021, and 2022 are: 1. Demonstrate proficiency on NJSLA ELA 10 and/or Algebra I; or 2. Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school-level NJSLA assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or 3. Demonstrate proficiency in ELA and/or mathematics by submitting, through the district, a student portfolio appeal to the NJDOE.

For further clarification, including proficiency levels/cut scores for the Classes of 2022 and for ongoing updates please review New Jersey's High School Graduation Assessment Requirements at

<http://www.state.nj.us/education/assessment/parents/GradReq.pdf> (updated January 2021).

**And**

B. All students must pass 25 credits of high school coursework to graduate. The course work must include the following course requirements:

- 1. English: 4 credits
- 2. Mathematics: 3 credits (Including Algebra I and Geometry)
- 3. Science: 3 credits (Including Biology, Chemistry, and one additional lab science)
- 4. United States History: 2 credits
- 5. World History: 1 credit
- 6. World Languages: 1 credit

- 7. Physical Education and Health and Safety: 1 credit for each year of public high school enrollment in NJ
- 8. Visual, Fine, and Performing Arts: 1 credit
- 9. 21<sup>st</sup> Century Life & Careers and Technical: 1 credit
- 10. Financial, Economic and Business Literacy .5 credits
- 11. Elective Courses: 4.5 credits

**Course Withdrawals**

Students, teachers, school counselors, and parents have the opportunity to carefully select and review course requests according to students’ abilities, interests, goals, prerequisites, and graduation requirements. Student schedules are developed, wherever possible to accommodate first and alternate choice course requests.

Therefore, no student will be permitted to add/drop a course after the 12<sup>th</sup> school day. All requests for student schedule changes will be subject to review by the school counselor, teacher, and department supervisor, supervisor of guidance, and the principal or his/her designee, who will allow or deny the request. Any changes to a student's schedule after the 12<sup>th</sup> school day will result in a withdrawal, indicated by a “W”, recorded on the student’s transcript.

**NJSLA Testing** – New Jersey Student Learning Assessment

High school students will be required to take four New Jersey Student Learning Assessments; Language Art tests in grades 9 and 10, math tests for Algebra I and Geometry, and Science for grade 11.

**Retention Policy**

High School (9-12) - A pupil may be retained in the same grade level if he/she has not completed, in the current school year, 6.75 or more of the required number of credits required for that grade as indicated in the current High School Pupil Handbook. LTBOE Policy #5410.

**School Counselors**

Guidance and counseling services are an integral part of the total school program. Counselors assist students in their academic planning, personal and social development, and educational and career choices, self-understanding, and intellectual development.

Counselor	Grade 9	Grade 10	Grade 11	Grade 12
Mrs. Welsh	A - De	A De	A - C	A - Dr
Mrs. Gonzalez	Di - H	Di - G	D - Je	Du - L
Mr. D’Angelo	I - Ma	H - K	Ji - Mi	M - Ra
Ms. Anker	Mc - R	L - Ra	Mo - R	Re - St
Mrs. Rutt	S - Z	Re - Z	S - Z	Su - Z
Supervisor Of Guidance: Ms. Melanie Fillmyer      Guidance Phone: 609-271-2626				

Through individual and group counseling, students are assisted in finding solutions to individual problems, developing post-high school plans, selecting appropriate programs of study, interpreting test information, and preparing for careers.

Students are assigned a counselor with whom they may discuss any matter. Appointments are made through the Guidance Office. Students are encouraged to meet with the counselors regularly.

### **Student Assistance Counselor (SAC)**

The Student Assistance Counselor is a trained mental health professional who is available to help students with a variety of social and emotional issues. Their primary responsibility is to provide counseling and assessment and to be a resource for those who may have concerns about themselves, family members or friends related to alcohol or drug issues. The SAC is also available for individual short term counseling for problems related to adolescent growth and development. The SAC runs support groups for students who are interested in increasing their ability to cope with school problems and to set appropriate goals. Parents, who have concerns about their children in the area of substance abuse or other stresses, should contact the SAC.

The SAC is available to students on a voluntary basis. Students may initiate a referral for themselves or may be referred by any staff member or parent. The student assistance counselor also serves as a resource person for information in the area of substance abuse.

## **HALLWAY BEHAVIOR**

Students must be considerate of others. Students must not yell or scream, hit, push, or run in school. Students must not congregate in groups at their lockers, doorways, or in the halls. Students must keep moving when in the halls and enter the classroom when they arrive at class. Students who loiter in halls, block doorways or disregard staff direction will be subject to disciplinary action.

## **HARASSMENT OR HAZING INCIDENTS**

(Reporting Procedures)

Students must report hazing incidents to the coach or advisor of the activity in which they are involved or to a school administrator. The coach, advisor or school administrator will complete a Harassment Report and file it with an assistant principal or principal for investigation and follow-up. The appropriate school personnel will notify parents when a report is filed.

In cases of perceived harassment, students must report it to a school counselor, teacher or administrator. A Harassment Report should be completed and filed with an assistant principal or principal for investigation and follow-up.

## **HEALTH SERVICES**

The services of the school nurse are available in case of emergencies, or for illness or accidents that occur during the school day. The nurse will not dispense any medication unless the student has filed the appropriate forms with her signed by the doctor. Parents are urged to phone the nurse when their child is absent for an extended time because of illness; daily absences should be reported to the Attendance Office.

### **School Nurse**

A full time nurse is assigned to each of our schools. The services of the school nurse are available in case of emergencies, or for illness or accidents that occur during the school day. Students requiring first aid or medication will be handled by the nurse. No medication can be taken by a student without having been dispensed by the nurse. The nurse will not dispense any medication unless the student has filed the appropriate forms with her signed by the doctor. Students should stay home if they are sick. Parents are urged to phone the nurse when their child

is absent for an extended time because of illness; daily absences should be reported to the Attendance Office.

In addition to providing medical care, the nurse provides screening as required by NJAC 6A:16 which may include hearing, vision, height, and weight, blood pressure and scoliosis. The school nurse would be happy to speak with you concerning any specific medical or physical problems experienced by your child.

Students who need to see the nurse must first obtain a pass from their classroom teachers.

### **School Sport Physicals**

Sports physicals are conducted by the school doctor prior to each sport season for students without access to a primary care doctor. Please inquire at the nurse's office for available dates.

### **Emergency Care Form**

The main purpose of the emergency care form is to help us to locate the parent in the event of illness or emergency involving your child. Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parent or guardian is present. It is very important that we be able to locate you at any time. Please list phone numbers of neighbors who will know where you are for emergency calls and who may pick up your student when he/she feels ill and you are not at home. In special cases, you may wish to call and give the school secretary a number where you can be reached for the day.

### **Exclusions from School**

Below is a list of the most commonly seen illnesses and the exclusion time from school. These exclusions are an effort to control the spread of communicable disease in the classroom. It is understood that balancing work responsibilities with the care of an ill child can be difficult.

Many students return to school sick because they are anxious to return or fear missing a special event. It is important to remember that students sent back to school, before they are recovered from an illness for whatever reason, may still be contagious and able to infect others. Children who are not feeling well have difficulty performing well in school.

***Not sharing germs by staying home when you are sick is the best way to prevent the spread of illness.***

If your child exhibits the following illnesses please adhere to the below procedures for remaining home:

### **Allergies in School**

Students with severe allergies may be at risk for anaphylaxis, a sudden and severe reaction that can involve various areas of the body. Please see Board Policy #5331, which has been developed in accordance with the guidelines for the management of life threatening allergies in schools developed by the NJ Department of Education. The roles and responsibilities for managing allergies are outlined in Regulation #5331 D. Parents should inform their school nurse of any concerns they have about severe allergies and the management of the allergy in school.

### **Chicken Pox**

Students diagnosed with Chickenpox may return to school when exposed scabs are dry.

### **Cough**

Children who are **coughing continuously** should remain home if; the cough is such that it interferes with their ability **OR** the ability of others to concentrate on school work, **even if they are fever-free. Written permission from the parent/guardian** is required in order for children to have COUGH DROPS in school. Because of the potential for choking, students are required to come to the Health Office to have their cough drops.

### **Diabetes**

Diabetes is a serious chronic disease and must be managed 24 hours a day. Students with diabetes will work with the school nurse to develop a health plan. For more information, see Board Policy #5338.

### **Fever**

Any child with a temperature of **100 degrees** or more is excluded from school. Children must be fever-free (temperature below 100 degrees) **for a full 24 hours without the use of fever-reducing medicine**, BEFORE returning to school. Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day, not just in the morning or at night, to be certain they have completely recovered from their illness.

### **Infectious Skin Conditions**

Students must be on prescribed medical treatment for 24 hours prior to returning to school. For open and/or draining lesions, exposed areas of skin must remain covered while in school.

### **Influenza-Like Illness (ILI)**

Children with a fever, cough, and/or sore throat are considered to have **ILI**. Children with ILI should stay home and not go into the community (except to seek medical care) for **AT LEAST 24 HOURS after being fever free without the use of fever-reducing medicine**.

### **Pink Eye**

Students diagnosed with **bacterial conjunctivitis** must be on **antibiotic therapy for a full 24 hours and have no purulent discharge** from the eye(s) before returning to school.

### **Strep Throat**

Students diagnosed with **strep throat** must be on **antibiotic therapy for a full 24 hours** before returning to school. They must also be **fever-free for a full 24 hours** before returning to school.

### **Vomiting and/or Diarrhea**

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate or some other reason; therefore, any child who vomits or has diarrhea is excluded from school. Children who vomit or have diarrhea must remain home until they **have not vomited or had diarrhea for a full 24 hours**. Children should be **tolerating regular meals** without discomfort.

## **EXCLUSIONS FROM SCHOOL FOR NON-ILLNESS**

### **Lice**

Pediculosis capitis is an infestation of the hair on the scalp. The gold standard for diagnosing head lice is finding a live louse on the head. Students will be sent home if the school nurse determines that the student has lice. Students would be allowed to return to school after proper treatment with an anti-pediculosis shampoo and rechecked by the school nurse. If the child

continues to show evidence of live lice infestation, he/she will be excluded until the signs dissipate. If the nurse determines no live lice upon return to school, he/she may return to class. If a student returns to school with nits only, he/she will return to class. Please contact your school nurse for more information.

## **HOME INSTRUCTION**

1. A student is eligible for home instruction when there are exclusions from school for medical, non-medical health, or rehabilitation related purposes. Verification for out of school instruction must be submitted to the school for initiation of instruction services.
2. A student on homebound instruction is considered absent from school and therefore may not normally participate in co-curricular activities until such time as the student is able to return to regular daily school attendance.

## **HONOR ROLL**

The school recognizes students for high academic achievement and publishes an honor roll for each marking period. The honor roll requires all A's for a high honor roll and a combination of A's and B's for a regular honor roll.

## **INAPPROPRIATE DISPLAYS OF AFFECTION**

School is not the place for outward displays of affection (this includes but is not limited to sexual acts, wanted or unwanted). If such a situation occurs and/or persists, the school will notify parents and disciplinary action will be taken that could include ISS or OSS.

## **INCOMPLETE GRADES**

Marking period requirements for any incomplete grade should be fulfilled within two weeks after the end of the marking period. Teachers must receive administrative approval before recording an "I" (incomplete grade). Incomplete grades will become F's **three (3) weeks into the next marking period.**

## **INSURANCE**

### **(Student and Athletic Accident)**

The Lawrence Township Board of Education has a full-excess Compulsory Student Accident Insurance Program for the school year. This means that all students, athletes, band members and cheerleaders are automatically covered under this program while in school or participating in school sponsored activities.

In the event that medical expenses are incurred as a result of an accidental injury, the Student Accident Policy would provide excess coverage for reimbursement of medical expenses. In other words, the policy is excess over any other collectible insurance that may be in effect. The primary purpose of the Student Accident Policy is to pay only that portion of the medical expenses not paid by any personal or group insurance that might already cover the student. If there is no other insurance in force, or if the other insurance does not offer coverage for a particular accident, the Student Accident Policy will pay primary benefits.

Should an accident occur, Markel Insurance Company forms can be obtained from the Nurse's Office. Further, injuries must be reported to Markel Insurance within ninety days (90) of the date of injury and to insure a prompt settlement, the claims procedure outlined on the Claim Form must be followed.

## **LATENESS TO CLASS**

- Absences will accumulate as a result of tardies. Three (3) unexcused tardies to class will equal one attendance point.

- All unexcused tardies will result in an administrative detention.
- Any lateness of more than fifteen minutes to a class will equal one attendance point.
- Students may not be in the halls or bathrooms during class time without a pass.
- Students must be in the cafeteria for their lunch period when the bell rings. Students who are late to lunch are subject to disciplinary action and may be requested to eat their lunch in an alternate setting.
- Students with chronic lateness to class may receive a Saturday detention, ISS or loss of privilege.
- Students are required to be on time to all scheduled classes including study halls and lunch. At times, administrative sweeps will be conducted to gather students who are late to class or in the hall without a pass. Student information will be taken and students may receive detention or other disciplinary consequences. Students who are tardy may be detained by teachers/staff and may not be permitted to attend class at the discretion of the administration.

### **LATENESS TO SCHOOL**

- Students who arrive late to school **before** 8:00 am will report directly to class. Students who arrive **after** 8:00 am will sign in on the computer in the main office.
- Students who are chronically late to school will be subject to disciplinary action.
- Students must attend a minimum of 4 hours of instructional time to be eligible for athletic contests or other activities that day.
- Students who arrive late to school 3 times will be assigned a detention.

### **LEAVING SCHOOL GROUNDS**

Students may not go to their cars during the day. When a student arrives on school grounds, he/she may not leave the campus. Veterans Park, adjacent to the school athletic fields, is off campus. Any student who leaves school grounds during school hours without administrative permission will be suspended.

### **LIBRARY MEDIA CENTER**

The library media center contains over 26,000 volumes accessible via our automated catalog. Students can make use of many online databases containing thousands of articles from magazines, newspapers, and reference works in all curriculum areas. These resources, as well as the internet, ILL (interlibrary loan system), and a dedicated staff, make the library media center a place where all students can access the world of knowledge and information with ease. A student may come to the library during his or her study hall, lunch period, or from a class with the appropriate Library Pass. The library is open from 7:40 am to 3:15 pm.

### **LOCKERS**

All lockers are and shall be the property of the Board of Education. School administrators are authorized to search a student's locker, with or without the consent of the student.

Each student is assigned a hall locker for books and outer garments. All lockers have combination locks and students have the responsibility for securing their locker. Students may not share their hall or gym lockers or private combination numbers with other students. Please contact a secretary in the Main Office immediately to report lockers that need repair.

Students are responsible for keeping lockers clean and for locking them. The school district is not responsible for articles stolen from student lockers, or for articles left at the end of each school year. Periodic unannounced inspections of student lockers may be conducted by the administration. The school administration will use police and police dogs to help conduct searches when they feel it is necessary to maintain the safety of students and staff.

## **LOSS OF PRIVILEGES FOR EXTRACURRICULAR ACTIVITIES AND EVENTS**

The success of extracurricular activities and after school events sponsored by LHS is dependent upon the cooperation of the students and participants. Students who have demonstrated consistent or blatant disregard for school rules, regulations and policies will NOT be permitted to attend events such as, but not limited to, Homecoming Dance, Senior Prom, School Plays, Concerts, Senior Trip, Mr. LHS, Sporting Events or any Field Trips. Students may be denied the privilege of senior parking on campus or leaving campus for lunch (which may include Out to Lunch Privileges).

The administration may prohibit students from attendance or participation in school sponsored events for any of the following reasons:

- Student who was suspended from school for fighting or possession of a weapon.
- Student who was suspended from school for a violation of the substance abuse policy (alcohol or drugs) as stated in the handbook.
- Students who have discipline referrals may be denied privileges.
- Students who have not fulfilled their obligations to the school, e.g., have not returned uniforms, paid fines, served detentions, provided accurate and complete emergency forms, etc.
- Students who have failed or refused to take random drug tests required by school policy.
- Students who return late from lunch.

### **LUNCH POLICY**

Students must arrive to lunch on time. They will not be permitted to go to lockers during lunch. Students may go to the library if they have a library pass signed by a teacher. Students may not Only SENIORS who have been granted out to lunch privilege by the principal may leave the building for lunch. Seniors will only be granted out to lunch when their application is approved by the administration. Senior out to lunch is a privilege and a late return from senior out to lunch is unexcused.

Any student found in cars, the parking lot or leaving the building during the school day will be assigned appropriate disciplinary action. Seniors who transport underclassmen during the lunch periods will have lunch and parking privileges suspended.

Students may not bring food from outside sources back to school. This includes food from such places as Burger King, McDonalds, etc. Seniors who have out-to-lunch privilege must leave the building to go to lunch. They may not loiter in the halls during their lunch period without a pass. Seniors who return from lunch early must report to the hall near the gym. Any senior who regularly violates this restriction will lose out to lunch privileges.

### **MAKE-UP WORK**

Students will be allowed to make up all work missed during absences if they have an absence form. If the student had prior notice of assignments or tests scheduled for a day on which a student was absent, the work should be handed in or made up on the first day that the student returns to school. Otherwise, completion of assignments and tests shall take place within a reasonable period of time, to be determined by the teacher. This shall not be less than an amount of time equal to the time missed. (For example, if a student is absent for 5 consecutive days, he/she should have 5 days to make up the work.)

## MEDICATION

### Medication During School Hours:

Whenever possible, the parent/guardian should arrange with their physician for medication to be given outside of school hours. If, however, their physician deems it necessary for the student to take medication during school hours, there are specific procedures to follow. **These procedures are to be followed for all medications, including over-the-counter or short-term medications such as antibiotics or cough medicine.** (Medication forms are online at our District website.) New doctor's orders are required at the start of each school year.

1. The physician must complete and sign one of the three District forms:
  - **Asthma Action Plan** → Students who have asthma and use an inhaler or nebulizer.
  - **Allergic Reaction Action Plan** → Students who have food or other allergies and require emergency medication.
  - **Request for Administration of Medication** → Any other medication required during school hours.
2. The parent/guardian must sign the medication form once it is completed by the doctor and return it to the nurse.
3. Students in Pre-Kindergarten through sixth grade are not allowed to carry or self-administer medication.
4. **Asthma Inhalers and Epipens ONLY→ Permission to Self-Administer Medication (Grade 7-12)**
  - a. The physician and parent must sign that the student is capable of self-administering their medication.
  - b. The student must demonstrate to the school nurse that they have proper knowledge and use of their medication.
  - c. Please call your school nurse to review the District's policy regarding under what circumstances students are permitted to self-administer medication during school sponsored events.
5. **For the safety of all students, medication must be hand delivered to the school nurse by the parent/guardian in the original pharmacy labeled container.**
  - a. When getting the prescription filled, ask the pharmacist to provide an extra labeled container for school.
6. **Asthma Medication via NEBULIZERS:**
  - a. In addition to the medication, the parent needs to also provide a mask, chamber & tubing that will remain in the Health Office.
7. **The prescribing physician must provide written orders if there is a change in the original order. New orders are required in September even if a change order was received during the school year. New orders are needed every September.**

### Medication on Field Trips:

**Please call the school nurse several weeks before a scheduled trip if you need to make special arrangements for your child.**

**School law forbids teachers from administering medication in school and also on school sponsored trips.** This can create problems due to the shortage of qualified substitute nurses available to accompany students on a field trip in order to administer medication. We are committed to meeting the health needs of each student, but we must also consider the health and

safety needs of all the students remaining in the school building. Consequently, we would appreciate your cooperation. If your child will require medication on a field trip, please review the following option regarding field trips:

- Parent/Guardian may accompany the student and give the needed medication.
- Adjust the time for daily medication to be given, i.e., before the trip, after the trip as the student's doctor requires (not asthma medication or Epi-Pens.)
- If the student has asthma and cannot self-administer his/her own medication, a parent/guardian or nurse will need to accompany the student.
- If the student has a life-threatening allergy that requires emergency medication, a parent/guardian, nurse or district employee trained as a designee must accompany the student.

## **MONITOR DEVICES ON SCHOOL VEHICLES**

### **LTBOE Policy #8690**

To maintain the safe and secure conditions for all students transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe student behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other devices.

## **NATIONAL HONOR SOCIETY**

Students in grade 11 who have a minimum cumulative grade point average of 3.750 are eligible to apply for membership in the National Honor Society. A faculty council will consider the student's record of scholarship, leadership, service, and character to make the final selection. A meeting will be held for all students academically eligible to discuss the application and selection process. Documentation of GPA alone does not qualify a student for selection.

Once a student is inducted as a member of the Lawrence High School Chapter of the National Honor Society, the student must continue to demonstrate the standards of scholarship, leadership, service and character as stated by the National Charter. Students who have been inducted into membership will receive a handbook for the Lawrence High School Chapter in which the details of the national standards are specified. Failure to adhere to the standards as stated may result in either disciplinary action or dismissal from the National Honor Society in accordance with the procedures outlined by the National Organization. All decisions are determined by the faculty council and may be appealed to the principal.

## **OFFENSES THAT MERIT SUSPENSION AND/OR LOSS OF PRIVILEGES**

**Include but are not limited to the following:**

- Any activity which can be viewed as undermining authority of a teacher.
- Any behavior which can cause or contribute to mass confusion, hysteria, disturbance or discomfort; this includes but is not limited to bringing in contraband items, causing noxious or discomforting chemicals to be released into the air (i.e. stink bombs, smoke bombs); students who bring such items into school will be in violation of school rules.
- Arson
- Bias/hate offenses
- Being in an unauthorized area of the building without a teacher or administrator's

permission. This includes, but not limited to, locker rooms, offices, auditorium, classrooms, etc.

- Being on school property after school hours without cause and/or without supervision
- Bringing, using or possessing dangerous weapons
- Bullying
- Causing false public alarm; pulling the fire alarm, creating bomb scares, dialing 911 intentionally without cause etc. (10 days)
- Chronic/excessive class cutting or lateness to school
- Computer misuse (see Acceptable Use Policy for Computers)
- Chronic violation of school rules
- Consuming alcohol or drugs prior to or during attendance at school or school sponsored activities
- Cutting class and school
- Defiance of/disrespect toward school authority; walking away from staff members when student is being corrected or directed
- Disorderly behavior (see definitions)
- Disruptive and loud behavior
- Engaging in a verbal altercation with another student
- Failure to adhere to rules or following staff directions during emergencies or emergency drills
- Failure to comply with an administrator
- Fighting
- Forging school documents including but not limited to transcripts, report cards, and interim reports
- Gambling
- Having a lit cigarette in hand (3 days minimum)
- Harassment
- Harming or endangering a student or self because of reckless or careless behavior
- Hazing
- Inappropriate use of physical force
- Illegal use of a substance (including legal substances and products) (huffing, glue sniffing, etc.)
- Inciting others to fight
- Lateness to lunch
- Leaving school grounds without permission
- Loitering in or on school grounds after school hours (without supervision)
- Obscene gestures
- Physically assaulting, threatening or intimidating students/staff
- Plagiarism
- Possessing or exploding firecrackers or other explosive devices
- Possession, distribution, sale of illegal substances
- Possession of drug paraphernalia which includes but is not limited to wrapping papers, baggies, pipes, bongs, vape and vape paraphernalia etc.
- Possession of pornographic materials including literature, pictures, videos and DVDs.

- Possession of stolen goods
- Possession of tobacco products, vaping paraphernalia, matches, or lighters
- Possession of weapons such as knives, guns, chains, BB guns, imitation weapons
- Posting pictures/videos of teachers, students, or other school personnel on the internet
- Posturing to fight
- Profanity
- Refusal of a student to identify self to teachers or staff members
- Sexual Harassment
- Smoking (3 days minimum)
- Stealing/extortion
- Substance Abuse (5 days minimum)
- Testing positive for alcohol or other drugs
- Threatening students or staff
- Truancy
- Unauthorized entry into school buildings or vehicles
- Using matches or lighters in class/school
- Violation of In-School-Suspension rules.

## **PARENT ACCESS – GENESIS**

Parents can access their son/daughter’s current attendance, grades and academic information. Parents may view student information by going to [www.ltps.org](http://www.ltps.org), click on “parent”, and then click Genesis Parent Access.

If parents forget their login, they may contact the school counselor at 609-671-5515.

## **PARKING**

(See “Driving/Parking”)

## **PASSES**

(Hall and Lavatory)

Students must have a pass whenever they leave class. All passes must have the student’s name, the time and destination and the issuing teacher’s signature. Teachers and students share the responsibility in issuing/requesting hall passes. Only a regulation pass will be considered official. If a student does not have an official pass, he/she will be sent back to class. **Students who are in the hall or lavatory during a class period without a pass will receive an administrative detention.**

Students are required to be on time to all scheduled classes including study halls and lunch. At times, administrative sweeps will be conducted to gather students who are late to class or in the hall without a pass. Student information will be taken and students may receive detention or other disciplinary consequences.

## **PEST MANAGEMENT**

As part of a school pest management plan, Lawrence Township Public School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an

unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The New Jersey School Integrated Pest Management Act requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In Accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Lawrence Township Public School District.

Annually, the district shall appoint an Integrated Pest Management Coordinator.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. A list of the pesticides used during the past year can be found in the School IPM Plan binder located in each Main Office at the individual schools.

## **PLAGIARISM**

**(See Academic Dishonesty/Cheating)**

## **PROCEDURES AND CONDITIONS OF SUSPENSIONS**

- Suspensions shall be used judiciously as an appropriate disciplinary measure when students are disruptive to the educational process.
- Before a student is suspended, an informal hearing will be held with the principal or assistant principal.
- Parents will be notified in writing of the suspension.
- Students will have the opportunity to make up all work missed while on suspension.
- Students are required to complete and turn in to their P.E. teacher a 250-word essay for each day of suspension.
- While assigned to In-School Study (ISS), students will not be allowed to participate in or attend any co-curricular or school related activities including pep-rallies, assemblies, class meetings, and athletic events and practices.
- Students assigned to ISS may bring a bag lunch to school or purchase a bag lunch from the cafeteria. A limited selection of cold lunches will be available.
- While suspended Out-of-School (OSS), students are not permitted on any school property within the school district. Further disciplinary or legal action may be taken if this rule is violated. Students will not be allowed to participate in or attend co-curricular or school related activities while on ISS/OSS.
- A re-entry meeting will be held for students who are suspended before they are readmitted to classes.

## **PROGRESS REPORTS**

**Parents should monitor student progress by using the Parent Access website.** The reporting of student progress provides the opportunity for the professional staff to give specific information to the parent about the student's strengths and weaknesses in all aspects of the

school curriculum. Grades are posted in Genesis in the middle of each marking period. Teachers will identify areas in need of improvement, unsatisfactory or failing work in a subject, or areas where the student has made an improvement or deserves commendation.

## **PUNISHABLE OFFENSES**

Listed below are many types of student offenses, infractions, and misconduct that are defined as unacceptable and for which school staff is directed to take preventative and/or corrective action.

### **Offenses against Property**

- Unauthorized entry into school buildings or vehicles;
- vandalizing, destroying, damaging, or defacing school buildings, grounds, or school-owned equipment, including vehicles owned by the district or used for school purposes;
- stealing the property of the district; including, but not limited to, books, computers and any other district property provided to students.
- misusing the property or equipment of the district;
- vandalizing, destroying, damaging, or defacing the personal property of students or staff including automobiles, books, locker contents, clothing, etc.;
- littering in classrooms, hallways, public areas, or on school property;
- unauthorized occupancy, takeover, or misuse of any school facility or equipment intended for shared student use, such as lavatories, hallways, classrooms, offices, and sidewalks; (this includes loitering in lavatories or in the halls);
- having or consuming food or drink in halls/classes (except water).

### **Offenses of the Student against Himself/Herself**

Truancy from school;

- tardiness to school or to classes;
- cutting class;
- cheating or other forms of academic dishonesty;
- allowing others to copy their individual work;
- leaving school grounds without authorization during the school day;
- failure to do required homework or class work or to bring required learning materials to class;
- unauthorized or inappropriate dress that might endanger one's own safety or health or create disruption, distraction, or disorder in the school; dress or attire that hinders staff's ability to identify students is prohibited;
- lying about any matter or jeopardizing one's reputation for honesty and integrity;
- gambling;
- illegal use of substances; huffing, using inhalants.

### **Offenses against the School**

- Violation of any school rule, regulation, or procedure established by principals;
- being in unauthorized places in the school or on the school grounds;
- loitering in school hallways, bathrooms or stairwells;
- smoking/vaping in the school, on school property, or at school-sponsored activities;

- serving as a lookout for students who are smoking, vaping, fighting or violating other school rules;
- falsifying the names of parents or school staff on passes, excuses, notes, medical notes or other official school documents;
- arson: setting fire to school buildings, equipment or material in the school;
- sounding or causing to be sounded or sent false fire alarms, bomb scares, or other false or misleading messages to the school or community safety agencies; dialing 911 when an emergency does not exist;
- bringing to school or exploding in the school or on school grounds firecrackers or other explosive devices;
- littering in classrooms, hallways, the cafeteria, public areas, or on school property;
- loitering in hallways or bathrooms; blocking hallways, corridors or access lanes;
- substance abuse;
- bringing to school, using in school, or showing symptoms in school or prior use of controlled dangerous substances, anabolic steroids, or alcohol, or possession of such substances in personal automobiles, lockers, or in clothing;
- giving, selling, dealing, or otherwise encouraging or persuading others to use controlled dangerous substances, anabolic steroids, or alcohol;
- possessing, giving, selling, dealing or otherwise encouraging or persuading others to use, purchase or obtain a counterfeit controlled dangerous substance.
- passing “over the counter” drugs to students.
- Serving as a lookout for violators of school rules.

### **Offenses against Students**

- Possession of drug paraphernalia which includes, but is not limited to, wrapping papers, baggies, pipes, bongs, vaping paraphernalia etc.
- illegal use of substances; huffing, using inhalants, vaping;
- fighting with other students;
- bringing “stink bombs” to school or “setting them off” in school;
- stealing the property of other students;
- videotaping or taking pictures of students without their permission;
- inciting others to fight, threaten, or harm;
- endangering or harming a student or self because of reckless or careless actions;
- throwing snowballs on school property, at school buses, staff or other students;
- driving dangerously on school grounds;
- creating disorder in classes, hallways, or assemblies;
- sexual offenses such as inappropriate touching, whether consensual or not, verbal abuse, sexual acts, or inappropriate sexual expressions;
- violating codes of conduct of organized school groups (i.e. athletic code, honor society code, etc.);
- bringing to or using in school dangerous weapons such as knives, guns, chains, or explosives;
- running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of other students;
- intimidating, threatening with harm, or otherwise creating fear on the part of other students;
- lying about other students’ actions or intentions, in such a way as to harm them;

- procuring another student's money or possessions by use of threats or fear;
- threatening, in oral or written form another student's safety;
- bullying.

### **Offenses against Teachers or Other School Personnel**

- Insubordination, disregarding or defying the authority of school staff, or disregarding their instruction and directions;
- refusal to identify self to teachers or staff members;
- videotaping or taking pictures of staff members without their permission and posting on internet;
- use of foul, abusive, derogatory, inappropriate or demeaning language to teachers or other school staff;
- lying about school staffs actions, directions, or intentions, in such a way as to harm them;
- stealing the property of school staff;
- stealing school passes or being in possession of blank passes;
- creating disorder or disruption in the school;
- running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of school staff;
- demonstrating discourtesy or disrespect of school staff by word or action;
- physically assaulting intimidating or otherwise creating fear on the part of school staff;
- disregarding instructions of school bus drivers, distracting drivers, or interfering with the safe operation of school buses, whether from inside or outside the bus;
- threatening, in oral or written form, a staff member's safety;
- bullying;
- occupying a teacher's office or work area without permission.

## **REPORT CARDS**

Student report cards are issued four times each year. **A student's marking period grades will be used to compute the final grades.** Percentages will be totaled and divided in order to determine the grade for the next year. **Marking period grades count as 25% of the total grade.** The following grading system is used:

A+	(97-100)	C	(73-76)
A	(93-96)	C-	(70-72)
A-	(90-92)	D+	(67-69)
B+	(87-89)	D	(63-66)
B	(83-86)	D-	(60-62)
B-	(80-82)	F	(59 and below)
C+	(77-79)		

Parents and students are encouraged to access grades throughout the school year through the *Parent Access* on Genesis. Instructions for obtaining a parent account can be found at [www.ltps.org](http://www.ltps.org).

## **SEARCHES OF STUDENTS AND STUDENT PROPERTY**

School officials may conduct a search of students and their property (backpacks, handbags, cars, etc.) when the school officials have reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search can be for contraband (e.g. drugs, alcohol, cigarettes, e-cigarettes), an instrument used to commit an offense or violation of school rules (e.g. weapon), the fruits or spoils of an offense or school rule violation (e.g. stolen item), or other evidence of an offense or school rule violation (e.g. “cheat” sheets, hate pamphlets). School officials may search a student’s locker and seize any illegal materials. Cars may be searched when there is suspicion of drugs or of a student being under the influence. Such materials may be used as evidence against the student in disciplinary proceedings.

General searches and inspection programs may be planned and conducted by school officials. These are designed to discourage students from bringing or keeping dangerous weapons or in possession of a weapon, ammunition (live or spent), drugs, alcohol, tasers, homemade weapons, airsoft guns and other prohibited items on school grounds. An example of this type of search would be a random search of lockers.

For purposes of this policy, “smoking” includes the use and or burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco and also includes the use of smokeless tobacco and snuff and e-cigarettes. The Board prohibits smoking by pupils at all times on school district premises or during the school day, at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board. For the purpose of this policy, premises shall include, but not be limited to, school district buildings and all district-owned property, e.g. parking lots, grounds, athletic fields, and events held on school grounds.

## **STUDENT DISMISSAL PROCEDURES**

At the conclusion of the school day, students that ride the bus will report to the bus port area. Students that walk home are expected to leave school property and proceed home. Students that are awaiting parent pick-up are expected to wait outside the main entrance. Students awaiting parent pick-up after 3pm are to wait for the parents in the lobby outside the main office. All dismissal procedures are supervised by school security monitors. Please refer to LTBOE Policy #8601

## **STUDENT GRIEVANCES**

Students are encouraged to discuss any problems regarding school issues or procedures with the staff. They shall have the right to question or to appeal the application of policies and administrative decisions affecting them through appropriate channels as defined in the rules and regulations of the district. The following procedures are recommended:

1. Consult your school counselor or other staff member. The Student Assistance Counselor is a valuable resource, especially if the concern is drug or alcohol related.
2. Work with Student Council representatives. These representatives can make recommendations to the administration or the Principal’s Leadership Team.
3. Seek parental guidance or support.
4. Seek an appointment with the assistant principals or principal.
5. Seek an appointment with the superintendent.

## STUDENT PRIVILEGES

Extra curricular activities, including sports, drama, dances, prom, and membership in clubs, holding class office or in student government are privileges for all students. Out to lunch and on campus parking are privileges specifically for seniors. All of these privileges may be denied to students who violate school rules and procedures. Students who owe obligations from previous years may lose their privileges. For example, failure to pay book fines, failure to return emergency card, failure to return uniforms, chronic lateness to any class including lunch or study hall or failure to serve detentions, etc. will be subject to loss of privileges. Students who are chronic violators of the school discipline policy may not be eligible for the aforementioned privileges.

The success of extracurricular activities and after school events sponsored by LHS is dependent upon the cooperation of the students and participants. Students who have demonstrated consistent or blatant disregard for school rules, regulations and policies will NOT be permitted to attend events such as, but not limited to, Homecoming dance, Senior prom, school plays, concerts, Senior trip, Mr. LHS, Sporting Events, or field trips. Students may be denied the privilege of parking on campus or leaving campus for lunch.

**Students may be required to purchase tickets to such events in advance.**

The administration may prohibit students from attendance or participation in any or all school sponsored events for any of the following reasons:

- Students who were suspended from school for fighting or possession of a weapon.
- Students who were suspended from school for a violation of the substance abuse policy (alcohol or drugs) as stated in the handbook.
- Students who have accumulated more than 5 discipline referrals which resulted in disciplinary action.
- Students who have not fulfilled his/her obligations to the school, e.g. have not returned uniforms, paid fines, served detentions, provided accurate and complete emergency forms, etc.
- Former students who were on Loss of Privilege or were chronic violators of school policy.
- Students who have failed or refused to take random drug tests required by school policy.
- Students may not bring guests over the age of 20 to dances or the prom.
- Ninth grade students are not permitted to attend the senior prom.

## SUBSTANCE ABUSE

Lawrence High School has a policy of zero tolerance for the use of alcohol, drugs, vaping, and other controlled dangerous substances by its students. Please note that the revised New Jersey Administrative Code now allows the district to set minimum requirements for the medical examination.

“The district, in cooperation with the school physician or medical professional licensed to practice medicine or osteopathy, may establish the minimum requirements for the medical report.”(NJAC 6A: 16-4.3i)

The Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9,10 and 11.

Students who initiate a referral for themselves will not be subject to disciplinary action.

Students who possess, use, or distribute drugs, alcohol, prescription drugs, vaping, vaping paraphernalia (except for those administered by the nurse), or imitation drugs in or during school

hours, at school-sponsored activities, or on school grounds will be suspended from school (for a minimum of 4 days) and may be recommended to the Board of Education for expulsion. Students who are caught dealing drugs will be suspended up to 10 days and may be recommended to the Board of Education for expulsion. Students who attend school or school sponsored activities under the influence of alcohol or drugs, or after consuming alcohol or illegal drugs, will be suspended from school for a minimum of 4 days. Students who are referred to the nurse and administrator because they are suspected of being under the influence of drugs or alcohol will be suspended for a minimum of 4 days if they test positive for illegal substances. Students who test positive for steroids, according to the New Jersey State Interscholastic Athletic Association (NJSIAA) policy, will be considered in violation of the school's substance abuse policy and will be subject to disciplinary action in accordance with that policy. All students who are in a car, within the designated drug-free school zone, during school hours (including out to lunch) or at a school sponsored event with illegal substances, vaping paraphernalia or with an open or closed container/bottle/can of alcoholic beverage will be considered in possession of illegal substance and will be suspended from school. Cars may be searched where there is suspicion of drugs, vaping paraphernalia or students being under the influence. These students will be subject to all LHS procedures regarding substance abuse (including random drug testing) as outlined in the handbook.

### **PROCEDURES TO BE FOLLOWED IN CASES OF THE USE OF CONTROLLED DANGEROUS SUBSTANCES AND/OR ALCOHOL**

Use of controlled dangerous substances, anabolic steroids, or vaping, alcohol is illegal. It is regarded as a most serious offense that constitutes a danger to the life and health of the student user and/or to other students. Therefore, the following procedures, as prescribed by law, shall be followed.

- A. Reporting of Pupils under the Influence of Alcohol, Vaping or Other Drugs (18A:40A-12)
  1. Whenever it shall appear to any teaching staff member, school nurse, or other education personnel that a pupil may be under the influence of alcohol or other drugs, that school person shall report the matter immediately to the school nurse and/or to the school principal, or in his/her absence, to his/her designee. In the case of school functions where the stated parties are unavailable, the staff member responsible for the school function shall be notified. Any staff member who reports a pupil to the principal or his/her designees in compliance with the stated provision of the regulation, shall not be liable in civil damages as a result of making such a report as specified, NJSA 18A:40A-13 and NJSA 18A:40A-14.
  2. The pupil shall be removed to a protective environment for observation and care by the school nurse or staff member responsible for the school activity until arrangements have been made for an immediate examination. If the school nurse, principal (or his/her designee) has reasonable suspicion that the student is under the influence of alcohol and/or drugs, the student will be required to undergo a medical review including a test screening for the presence of drugs. The test sample must be obtained within 24 hours. The results of the drug/chemical screening must be given to the school nurse and the SAC as soon as possible. A specimen which is determined to be diluted or adulterated will be considered a positive specimen.
  3. The principal or designee shall immediately notify the parent/guardian of the student and arrangements will be made for an immediate medical review including test screening of the student. This medical review can be performed by a physician chosen by the parent/guardian or by the medical provider designated by the school. If the doctor chosen by the parent is not

immediately available, the examination shall be conducted by the medical provider designated by the school.

4. If the medical provider is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. A local emergency rescue squad should provide transportation to the emergency room. If the parent is not available, a school staff member designated by the principal will accompany the student to a local emergency room.
5. If, at the request of the parent or legal guardian, the medical review is conducted by a physician other than the school medical provider, the review shall be completed immediately and at the parent's or legal guardian's expense.
6. The purpose of the medical review is to diagnose whether the pupil is safe to return to school and free from the influence of alcohol or other drugs. A written report of the review shall be provided by the examining physician within 24 hours to the parent or legal guardian of the pupil and to the school nurse and SAC. The results of the drug screen shall be sent to the school nurse and SAC upon completion.
7. The parent must take the student for the medical review immediately upon leaving the school. If a parent does not follow this policy, this is considered a violation of the New Jersey state statute, district and school policy. In such instances the student will be suspended and the parent may be reported to New Jersey Child Protection & Permanency.
8. When the principal or designee is advised in writing by the examining physician that the pupil is medically cleared, the pupil shall be allowed to return to school (unless the student has been suspended). (See details in the following section, "LHS procedures following referrals for suspected substance abuse.") Students who are referred to the nurse because they are suspected of being under the influence of drugs or alcohol will be suspended for a minimum of 4 days if they test positive for illegal substances and loss of school privileges for a period of time to be determined by the administration.
9. Following the medical examination, a parent conference shall be conducted at which time the parent/student should be informed of the results of the medical examination, contract development, and referred to appropriate counseling agencies/programs within and/or outside the school district and appropriate discipline. The pupil shall be required to meet with the SAC for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. If it is determined that the pupil's involvement with and use of alcohol, vaping or other drugs represent a danger to the pupil's health and well-being, referral of the pupil to an appropriate treatment program approved by the Commissioner of Health shall be enacted. Refusal or failure by a parent to comply with the provisions of NJSA: 40A-12 shall be deemed a violation of the compulsory education act (NJSA 18A:38-25 and 18A:38-31 and/or child neglect (NJSA 9:6-1 et. Seq.)
10. Students who consume alcohol, vaping paraphernalia and/or drugs prior to or during a school function (dance, prom, play, sporting event, etc.) or who are in possession of alcohol, vaping and/or drugs during a school function will not be permitted to attend any school function without the permission of an administrator. This loss of privilege will automatically be extended from year to year.

**LHS PROCEDURES FOLLOWING REFERRALS FOR  
SUSPECTED SUBSTANCE ABUSE  
LTBOE Policy # 5530 & # 5533**

Any student who is in possession of drugs, alcohol, or vaping paraphernalia in school or at a school function or who uses drugs, vaping paraphernalia or alcohol before attending school or a school function is subject to the procedures below.

Any student who is referred by a staff member to the school administration for the purpose of determining if that student is under the influence of alcohol, vaping paraphernalia and/or drugs and who tests positive for drugs, alcohol or illegal substances must adhere to the following procedures upon his/her return to school:

- a. The student and a parent/guardian must meet with the Student Assistance Counselor (SAC), an administrator, school counselor, to determine the course of action for the student and create a contract for the student to sign and follow.
- b. The student must meet with the SAC for three 90 minute psycho-educational sessions, taken from SAMHSA's National Registry of Evidence-based Programs and Practices or at regular times as designated by the SAC.
- c. The student must submit to random screening for drugs until graduation. If a random urine screening is tampered with or adulterated in any way, it will be considered a positive specimen and the student will be retested at the discretion of the administration.
- d. If recommended by the SAC, the student must be evaluated by an outside certified alcohol and drug counselor to determine the level and course of treatment. The student shall adhere to the recommendations of the outside agency.
  - A student who continues to test positive on random drug screens shall be recommended for an outside substance abuse evaluation.
  - Suspension for use, possession, distribution or failure to follow the above policy may require students to perform community service.
- e. The second drug, vaping and/or alcohol related offense shall result in a 10-day suspension with possible recommendation for expulsion.
- f. Any offense (including the first) involving possession with the intent to distribute, sell or traffic drugs, vaping paraphernalia and/or alcohol may result in an indefinite suspension until a school board hearing takes place.
- g. If a parent and/or student fail to adhere to the above school procedures, the student will be suspended for a minimum of 4 days.

### **Retention Policy**

High School (9-12) - A pupil may be retained in the same grade level if he/she has not completed, in the current school year, 6.75 or more of the required number of credits required for that grade as indicated in the current High School Pupil Handbook. LTBOE Policy #5410.

## **TESTING DATES** **ADVANCED PLACEMENT**

May 2 -13, 2022

Administered at LHS

### **New Jersey Student Learning Assessments (NJSLA) for English Language Arts/Literacy, Mathematics, and Science**

Dates to be Determined – Spring 2022

## **PSAT**

October 13, 2021

Administered at LHS

## **SAT I / II**

### **(ANTICIPATED DATES)**

October 2, 2021

Administered at LHS

November 6, 2021

Administered at LHS

March 12, 2022

Administered at LHS

May 7, 2022

Administered at LHS

June 4, 2022

Administered at LHS

## **TEXTBOOKS/FINES**

The school will provide the necessary textbooks for the student to use during the year. If the student loses or damages a book, the student will be required to pay its replacement cost. No marks are to be made in school texts. Students are also responsible for paying all cafeteria fines. Students, who do not return textbooks, library books, athletic uniforms, or pay associated fines, will be subject to loss of privileges.

## **VISITORS**

Only district staff and students are permitted to enter district schools. All visitors must report to the Main Office and sign in with security. Students are not allowed to bring siblings, children, guests or visitors to school. Students who attempt to bring a visitor to school will be sent home with the visitor. Parents who want to formally visit the school must get prior approval from the principal.

## **WEAPONS**

Weapons, BB guns or look-alike weapons of any type and ammunition (live or spent) are strictly prohibited on school premises or at any school-approved activity. In all cases the Lawrence Police will be notified and the weapon will be confiscated. Severe disciplinary action will result.

### **Definition**

For the purposes of this policy, 'weapon' is defined as any item:

1. So defined by State Statute N.J.A.C. 2C:39-1;
2. Capable of causing harm or bodily injury for which there is no educational, instructional or lawful purpose
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limited to guns, knives, stun guns, mace, pepper gas, tear gas, brass knuckles, sharp rings and jewelry, studded bracelets and necklaces, box cutters, blackjacks, and martial arts weapons, weapons fashioned or made at school, i.e. shiv/shank. Students may not bring penknives, razor blades, Swiss army tools or Leatherman tools.

### **Penalties**

Level 1 - There shall be an immediate suspension pending a mandatory expulsion hearing before the Board of Education for any pupil who is in possession of a gun or who displays a gun on school premises or at any school-approved activity.

Level 2 - A minimum of 10 days suspension will be required for any pupil found to be in possession of any other weapon or for any pupil who has displayed or used as a weapon, any item with the intent of threatening or causing bodily injury on school premises or at any school-approved activity. In all cases of weapons possession, Lawrence Township Police will be notified.

## **WORKING PAPERS**

Instructions and the necessary forms are available in the Guidance Office. Students are encouraged to check the job file located in the Guidance Office periodically for available positions.

