

Lebanon Borough School District  
**Better Together!**  
Student/Parent Handbook



6 Maple Street  
Lebanon, NJ 08844  
(908) 236-2448

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# Lebanon Borough School District

## **Better Together!**

### Student/Parent Handbook



#### **CSA'S MESSAGE**

Dear LBS Parents:

Welcome to the Lebanon Borough School. This online handbook has been prepared to provide Lebanon Borough School families with helpful information about our school. Please refer to this handbook throughout the school year as a reference. It should provide the answers to most questions, but feel free to telephone the office or stop by the school should you need more information. We believe that your child's success in school is dependent upon good communication between school and home. We encourage your participation and invite you to express your suggestions or concerns. Our telephone number is (908) 236-2448.

Our school theme is “**Better Together!**” We will be discussing this with the children throughout the year and working with them to learn that we are all better when we work together.

Sincerely,  
*Bruce Arcurio*  
CSA

#### **LEBANON BOROUGH SCHOOL HISTORY AND BACKGROUND**

Lebanon is located north of Round Valley reservoir and surrounded by Clinton Township. It was known in the early part of the 19th century as Jacksonville and later as Lebanonville, Lebanonville Depot, and finally Lebanon - a station on the Central Railroad. The Borough was officially formed and separated from Clinton Township in 1926.

A charming small village, the center of Lebanon has changed little in the past century. The Dutch Reformed Church is one of the oldest churches in the County. Records of the church begin in 1769, however, the Church is cited at 1747.

The Lebanon Borough School currently serves approximately 110 students in grade preschool through grade 6; students are grouped heterogeneously by classroom.

The school offers many programs in addition to its regular classroom offerings. A Visual and Performing Arts Program is offered to all students by credentialed art and music teachers. LBS has a one-to-one electronic device initiative which allows each student in the building access to their own iPad. Each building classroom has at least one computer station as well. Also, a scheduled Library time is provided to all grade levels once weekly. Our special education staff consists of three full-time Special Education Teachers, a School Social Worker three days per week, and a Speech and Language Specialist three days per week. Additionally, an English Language Learners Program is offered to those who qualify for this service.

The faculty and staff at LBS is committed to meeting the needs of all who attend by providing an effective instruction program designed to improve students' academic, social, emotional and physical growth. The Lebanon Borough School provides a supportive and challenging academic environment that encourages critical and creative thinking, maximizes individual students' strengths and motivates them to be lifelong learners and responsible citizens. This is accomplished through the cooperative efforts of educators, support staff, parents, community members, and students.

## ARRIVAL & DISMISSAL PROCEDURES (TRAFFIC/PARKING)

### *Morning Arrival*

- Parents are to drop off students in the car line on Maple Street along the school sidewalk. Please wait in line to drop-off your child. Do not pass other cars (even if there seems to be room ahead). Once a series of cars has dropped off their charges and depart, another car(s) can move forward. The extra few seconds it takes to follow this procedure could prevent a tragic accident. After you drop-off your child, you may proceed cautiously down Maple Street.
- **NOTE:** You can greatly assist in an efficient drop-off procedure by making sure that your child is ready to exit the car with lunch, backpack, jackets etc. packed and ready!
- K-6 Arrival
  - The main entrance will be where the majority of students enter the building. They will no longer walk down the exterior steps to the gym entrance.
  - The car drop off will occur in the front of the building and we will have safety patrol students opening car doors to let children out and they will walk in the main entrance. **Parking in the pick up lane is not allowed. Drivers may not exit the car if stopped in the pick up lane.**
  - We will have a safety/staff member posted at the back cafeteria door (closest to the stage for students who walk to school through the park. If parents decide to pull back there and drop students off that is fine, but parents must stay in cars. If you wish to walk your child to the door you will need to do so in the front of the building.
- Preschool Arrival
  - Preschool students will still enter through the main entrance. If parents wish to wait outside the door early, they must park somewhere to do so. **Parking in the pick up lane is not allowed. Drivers may not exit the car if stopped in the pick up lane.**

### *Afternoon Dismissal*

- Parents should arrange to pick-up children in the car line on Maple Street. This process works similarly to drop-off. Once a group of cars picks up students and moves forward, another group of cars can move forward and do the same.
- If parents have arranged to meet their child at the playground tables after school, they should park the car in the park and then walk onto campus and stand at the tables.
- K-6 Dismissal
  - **All students** will exit through the main entrance in the front.
  - Safeties will once again be on the sidewalk to open doors and assist with students getting in cars.
  - Those parents who walk or park and pick up will be able to wait under the awning which will be a benefit on inclement weather days.
- Preschool Dismissal
  - Preschool students will exit through the main entrance. If parents are going to wait outside the door, they must park somewhere to do so. **Parking in the pick up lane is not allowed. Drivers may not exit the car if stopped in the pick up lane.**

## **Sidewalks & Crosswalks**

Parents and children are to stay on the sidewalks and within crosswalk lines when walking to and from the loading zones. Do not walk through the parking lots or directly across Maple Street.

## **Parking**

The parking lot is reserved for staff during school hours and/or volunteers/visitors who are on campus for an extended period of time. **Parking lots are not for drop-off or pick up of students.**

## **Rainy Days**

All procedures explained above remain in effect for rainy days.

## **Dangerous Actions**

Do not make U-turns on Maple Street. Cars must proceed in one direction.

Do not wave students across Maple without using the crosswalks.

Do not use parking lots to drop off or pick up children.

Do not pass other cars in car line. Wait for the traffic to move forward.

Do not park in the car line and exit your vehicle.

Teachers, staff, and student safeties serve as supervisors to insure the safety of your children. Please be respectful of their directions; they are here to help. Thank you for your consideration of and attention to these policies and procedures. Your support is appreciated! Let's all continue to be good neighbors who follow all safety and traffic guidelines.

## **ATTENDANCE & ABSENCES**

If your child is going to be absent from school, please call the school's attendance line to report his/her absence. The Lebanon Borough **School attendance line is (908) 236-2448**. Please indicate the reason for the absence when leaving a message.

Please be aware that records are maintained to track absences for truancy accounting.

If your child will be absent from school for 5 days or more for reasons other than illness, please inform the teacher, and an independent study form will be prepared to provide education activities which your child can complete during his/her absence. This provides a continuing educational program for your child.

The staff urges parents to consider the possible loss of academic learning time as a crucial factor in deciding whether or not to take a child out of school.

## **Leaving School During the Day**

If your child is to leave school during the day, please send an email or a signed note to his/her teacher indicating when your child must leave class. Before leaving, you will be asked to sign out your child at the school office. **If someone other than a parent is to pick up a child, please include that information in your note.** For their safety, children are to be picked up by a parent or designated guardian and are not to walk home or to appointments during the school day.

## **Tardies**

If your child is late to school for any reason, he/she must check in at the office. For an a tardy due to medical appointments, dental appointments, etc.), the parent must accompany the child to the office and sign in.

## **BEFORE AND AFTER SCHOOL CARE**

LBS has a before and aftercare program for a fee through the YMCA.. Information on this program, including registration forms, can be found on the district website at:

<http://www.lebanonschool.org/Before-and-After-School-Care>

## **BICYCLES, SKATEBOARDS & ROLLER BLADES**

Students may ride bicycles to school. The rules for bicycles are explained to students at the beginning of the year. These include walking bikes on and off the school grounds, wearing helmets, and locking bikes.

Students are not permitted to ride bikes, skateboards, rollerblades, or wear "wheelies" (shoes with wheels) on the school campus at any time.

## **BOARD OF EDUCATION**

The Lebanon Borough School District Board of Education meetings are held on the on the first Thursday of the month in the Lebanon Borough School Library at 6:30 P.M. unless otherwise noted on the posted meeting notice schedule. Dates are posted on the district web-site at least forty-eight hours in advance of the meeting.

Information regarding the Board of Education can be found on our district website at:

<http://www.lebanonschool.org/Board-of-Education>

Public input is an important part of the District's decision making process. To facilitate public comment and the orderly conduct of business at school board meetings, the Board of Education will adhere to the following procedure, all of which are within the guidelines of the Education Code.

### **BOARD OF EDUCATION MEETING PROCEDURES**

#### **Procedure for Handling Public Input**

The public may address agenda items during the meeting at times designated in the agenda. In order to assure orderly decision making and fair access for all members of the public, the Board President may, when deemed appropriate by the President, take some or all of the following actions:

- Specify times during the discussion of an item when public input will be permitted.
- Limit the time allowed for each speaker (this is typically 3 minutes at all meetings).
- Limit the number of times a speaker may comment on a particular agenda item.
- Limit comments to the item being considered.
- Limit the total time for discussion of an item.
- Require "Request to Speak" forms be submitted. If required, the form will be provided for the public to fill out and be given to the Board secretary. The President will recognize only those speakers who have submitted a "Request to Speak" form.

#### **Procedure for Placing an Item on the Agenda**

The annual agenda calendar is developed by the Superintendent and the Board in January. The President or Vice President and the Superintendent will attempt to confer at least three working days prior to the next Board meeting. The agenda is scheduled using the annual agenda calendar and input from the administration, staff, board members and the community.

A request by the public for an item directly related to school district business to be placed on the agenda should be made in writing to the Superintendent at least five working days prior to the next Board meeting.

#### **Procedure for Committees**

The Lebanon Borough School District Board of Education will act as a "Committee of the Whole."

## CALENDAR

The school calendar can be found on the district website at: <http://www.lebanonschool.org/Calendar>

## CELL PHONES

We understand that many families want their children to have a cell phone to contact parents before or after school hours. Therefore, if a student chooses to bring a cell phone to school, it must be turned "OFF" during the school day and placed where it will not be accessed during the instructional day -- in a backpack, jacket, etc. It should not be visible to other students or staff during the day. If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience. We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

## CLOTHING

Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Casual, loose clothing that allows children to move and play comfortably is recommended.
- Shoes should be safe and appropriate for recess and PE. Close-toed shoes are best for school and are required for "PE days." Flip-flops, shoes without a heel strap, boots, "wheelies," dress shoes or shoes with high heels are not safe.
- Beach attire is not appropriate for school.
- In hot weather, students may wear shorts that are at least mid-thigh in length. Remember, however, that long pants protect knees better than shorts do! Pants and shorts must be worn at the waistline and must not expose undergarments.
- Clothing which displays vulgar language or symbols or promotes drugs, alcohol or other inappropriate or illegal messages are not permitted.
- Bracelets and other dangling jewelry can tangle in play equipment and cause injury.

Before your child walks out the door, please make sure he/she is wearing appropriate clothing for an elementary school. Students may be sent home to change clothing if their attire is inappropriate or disruptive to the educational setting.

## COMMUNICABLE DISEASE NOTICES

If your child is sick with one of the following communicable diseases, please give the nurse's office a call so notification can be sent to the other students in the classroom. This gives parents the information that their child may have been exposed so that proactive measures can be taken. General information from our school nurse can be found on the district website at: <http://www.lebanonschool.org/Health-Office>. The communicable conditions that require us to notify parents regarding possible exposure are:

Chicken Pox  
German measles  
Hand, foot, and mouth disease  
Measles  
Mumps  
Scabies  
Slap Cheek

Streptococcal (scarlet fever and strep throat)

Whooping Cough

Pink Eye

Shingles

Ringworm

Pinworm

\*\*While head lice is not a medical condition, it is included here due to the ease nature of how it spreads.

## COMMUNICATIONS

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the Chief School Administrator. The school number is (908) 236-2448. If you prefer, the school secretary can forward your call to the voicemail of any staff member. Also, e-mail addresses for individual staff members are available on the school's website at:

<http://www.lebanonschool.org/Administration-and-Staff>

The school uses these methods to communicate with Lebanon Borough families:

- Email
- District and Teacher Websites
- Monthly *Wildcat's Roar* newsletter regarding school activities
- Report cards and parent conferences
- Sending home samples of student work
- Back-to-School Night and Open House
- Monthly PTA meetings
- "One Call Now" phone system

Our staff will conference with all parents during November conference days. Conferences can be arranged at any other time during the year when/if they are necessary.

## CURRICULUM

The curriculum at Lebanon Borough is based on the New Jersey Student Learning Standards. The links below offer valuable information about these standards and can be accessed on our district website at:

<http://www.lebanonschool.org/K-6-Programs>

## DOGS AND OTHER FURRY FRIENDS

As a general rule, if families are including a dog walk at the same time they are picking up or dropping off their child, we request that you meet or say goodbye to your child at the crosswalk on Maple, thereby not bringing the dog on campus. This precaution will help keep your pet from being overrun by well-meaning children and assure that our children are safe during the busy arrival and dismissal times. We have several students who are either afraid or allergic to certain types of pets, so this policy keeps our school environment safe and friendly.

## DRUGS, TOBACCO & ALCOHOL

Drug Use and Abuse

The Lebanon Borough School District shall follow the procedures outlined in:

**BOE policy #5530- (SUBSTANCE ABUSE)**

The school nurse and staff shall ensure:

No internal medication is to be administered by school personnel except as prescribed by a doctor.

Dangerous and narcotic drugs which a student has on prescription and carries onto school property for

ingestion as prescribed by a doctor must be in their original containers and kept in the nurse's office. Whenever any staff member has reason to believe that a student may be under drug influence, that staff member shall immediately notify the CSA, and the CSA, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home or to a physician or to a medical facility.

## **EMERGENCY INFORMATION**

The school's emergency contact information is very important in case of an emergency. It is very important to keep this information current in the school main office. Our teachers, the office staff, and the school nurse use the information to contact parents or designated people in the event of an emergency. If you have changes from when you enrolled or since the last time you updated your information please let the office know. Also, if you receive a document throughout the year to update or confirm your information, please be sure to complete and return it.

### *Reporting Student Accidents/Injuries:*

- Any student who complains of or sustains a back injury or receives a blow to the head will have parents called and a report filed with the District Office.
- Any student who receives a sprain or complains of internal pain in any limbs will have parents called and a report filed with the District Office.
- Any student who receives a cut or an abrasion which may require a doctor's attention will have parents called and a report filed with the District Office.
- Any student requiring the service of paramedics will have parents called and a report filed with the District Office.
- Any student who has an above normal temperature will have parents called.
- In the event of an accident which requires a report to be filed, the school employee who either witnesses the accident/injury or is supervising the student at the time of the accident/injury should give all pertinent information to the school nurse immediately.

In all cases not covered by the above, the CSA or designee will make a judgement in regard to parents being called and/or filing an accident/injury report with the District Office.

## **EMERGENCY PLAN**

In addition to conducting fire, shelter-in-place, active-shooter, lockdown, and evacuation drills, all schools in the Lebanon Borough School District have prepared plans for dealing with a major community emergency.

The plan involves constant teacher supervision of children. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible. We request that in an emergency parents not come to school to pick up students until asked to do so by emergency authorities. In any case, the school will release children only to parents or others whom the parents have authorized on the emergency card.

## **FACILITY USE**

The Lebanon Borough School is available for public use when it does not conflict with school use. Events must be scheduled through the main office. Please contact the office for a facilities use form at least 2 weeks prior to the proposed event. A completed facilities use form and current certificate of insurance must be remitted to the Board of Education for approval prior to any event at the school. School use fees may apply. Forms can be found on our district website at: <http://www.lebanonschool.org/Business-Office>

## **FIELD TRIPS**

When a class field trip is planned, the teacher will send home a field trip permission slip. The student must

return the signed slip in order to participate. Parent chaperones will be selected by the classroom teachers.

## **FOOD ALLERGIES**

### *Food Allergies Require Awareness, Compassion, and Attention*

A growing handful of Lebanon Borough students are allergic, and in some cases, seriously allergic to peanuts, tree nuts, dairy products, wheat and eggs. While we have plans in place to address the needs of these students, it is important that our entire school community be aware of what causes allergies and what we can do to prevent allergic reactions, which for some children, can be a life-threatening incident.

We encourage parent support by asking you to join us in communicating the following messages to your children:

- Never take food allergies lightly.
- Joking about it, teasing kids who have food allergies, or tricking someone into eating food are inappropriate and can be very dangerous.
- Don't share your food. This advice runs counter to the environment of "sharing" we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. Also, many families prefer that their children only eat or be exposed to certain types of food – therefore, sharing food with students who don't have allergies can have negative consequences as well. Therefore, students at Lebanon Borough have been told not to share food that their parents have packed with anyone.
- Wash hands after eating. Washing hands after you eat is very important. Touching certain foods can cause an allergic reaction in some students. Therefore, it's a good practice to clean off any food that is on your hands after eating. You'll probably get fewer colds as well.
- Ask friends if they are allergic to foods and help them avoid it. Learning what someone is allergic to is easy (just ask them). Finding out if foods are safe to eat is more difficult. Even foods that have ingredient labels can be tricky, since food companies sometimes use scientific names instead of everyday names (for example, did you know that casein is milk?) some food items are also made on assembly lines which can retain previously handled food ingredients, to which children may be allergic. Usually, students who are allergic are very careful about what they eat, but it's a good idea to remind friends who have food allergies to be extra careful of foods that are not brought from their own homes.
- If someone becomes ill, get help from an adult immediately! Some symptoms of food allergies are vomiting, swelling of the face and lips, difficulty breathing, coughing, sneezing, watery eyes and skin that is bumpy, red or itchy. Please let us know if you have any questions about our school's policies and practices regarding food and food allergies. Our goal is for all students to feel safe and protected in all situations at school. Websites such as [www.fankids.org](http://www.fankids.org) (for kids) and [www.foodallergy.org](http://www.foodallergy.org) are also excellent sites for additional information and to help teach your children about food allergies.

## **HARASSMENT INTIMIDATION AND BULLYING (HIB)**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation, or bullying.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Additional information regarding HIB, including links to the law and reporting forms, can be found on our

## HOMework

The Lebanon Borough School homework practices recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students’ ability to meet state and district subject area content standards. Therefore, the Lebanon Borough School District expects students, parents/guardians and staff to view homework as a routine and important part of students’ daily lives.

Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework is to provide practice in skills that have been taught and/or to deepen understanding of concepts presented in class.

Below please find a recommended grade level “Homework Chart” which the staff will use when assigning homework (again, the chart is a recommendation, not a requirement).

Grade Level	Amount of Time Per School Day*	Involvement	Average % of Parental support
K	10 - 20 minutes	Parent involvement is necessary to complete all activities.	100%
1 <sup>st</sup>	20 – 30 minutes	Parents are expected to help their child, as needed, complete the homework and to check it for accuracy and assist in correcting mistakes.	80%
2 <sup>nd</sup>	25 – 40 minutes	Parents provide assistance (clarifying directions, getting started, etc.) for students to complete homework as independently as possible. Parents should check the accuracy of the completed homework.	60%
3 <sup>rd</sup>	25 – 45 minutes	Parents provide encouragement and guidance, as needed, for their child to complete homework independently and verify that it was completed.	40%
4 <sup>th</sup>	30 – 55 minutes	Parents are aware of homework assignment and support its completion by providing guidance as needed and initialing the homework log.	20%
5 <sup>th</sup>	35 – 60 minutes	Parents are aware of homework assignment and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%
6 <sup>th</sup>	40- 1hr. 10 minutes	Parents are aware of homework assignment and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	5%

\*If your child consistently requires much longer than the time indicated above to complete his/her homework, please contact your child’s teacher. It is possible that some modification to the homework load is needed for your child and/or a homework “contract” should be designed to support your child’s best efforts.

To ensure that homework is an effective part of the educational process, we believe that open communication among teachers, parents, and students is critical. Below are listed ways in which teachers, parents, and students can best support this collaborative effort.

### Suggested Guidelines for Teachers to Support Student Success:

- Share specific classroom expectations for homework with both students and parents early in the school year
- Design homework assignments that directly relate to the classroom instruction and consists of clear, purposeful, and engaging activities
- Teach skills necessary for the students to complete the homework and become successful independent learners
- Provide appropriate and timely feedback regarding homework completion
- Encourage a partnership between home and school that supports families in the homework process

#### **Suggested Guidelines for Parents to Support Student Success:**

- Provide a quiet, well-lighted study area with a desk or table and chair.
- Keep a supply of “study tools” available: pencils, pen, paper, ruler, and dictionary.
- Establish a regular time for homework during which the child can work with a minimum of interruptions.
- Provide a healthy balance between homework, extra and co-curricular activities, and family commitments
- Encourage student responsibility and independence
- Contact the teacher if a child is not consistently able to do the homework within the time guidelines, or if challenges or questions arise

#### **Suggested Guidelines for Students to be Successful**

- Make sure you are aware of assignments and corresponding due dates
- Make sure you understand the homework assignment before leaving school
- Ask for clarification from your teacher if you have questions
- Bring home all necessary materials
- Do your best to stay focused and manage your time
- Put forth your best effort to produce quality work

#### ***Homework During Illness:***

If you wish to request homework for a child who is ill, please contact the school office by 9:00am on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child’s assignments, which may be picked up in the office after 3:15 pm on the day that you phone and every day thereafter throughout the duration of the illness.

## **ILLNESS**

Unfortunately, children will be affected by illness from time-to-time. There are common illnesses such as colds and the flu. Also, there are communicable diseases that may affect children at school. First and foremost, use common sense and good judgment when making a decision about your child’s attendance at school relative to illness. Children should not attend school if:

- They have a fever. Students may return to school when they are 24 hours fever free without the use of fever reducing medicine (even if they feel better).
- They are vomiting.
- They have a communicable disease (see list under Communicable Disease heading).

Parents are responsible to keep their child home until the child is no longer contagious. Parents must also notify the school if their child is diagnosed with a contagious disease. General information from our school nurse can be found on the district website at: <http://www.lebanonschool.org/Health-Office>.

## **LUNCH**

The Lebanon Borough School does not offer a hot lunch program. However, students do have the opportunity

to purchase white or chocolate milk at the cost of \$0.50 per day or \$2.50 per week. Lunch/Recess is scheduled for 40 minutes between 12:20 pm to 1 pm for all students in grades K–6.

Several local business will deliver hot lunches to the school upon request:

Lebanon Borough General Store: 908-236-6522  
Bellas Pizzeria: 908-236-9009  
Lebanon Deli: 908-236-0026

If a student forgets lunch and does not have one ordered, a call will be made to the parent to have one sent in or to order from one of the local delivery places. Every attempt will be made to do this early in the morning. We do not have facilities or staffing to provide students with a lunch.

## LICE PREVENTION

Lice are not strangers to school campuses. Although lice do not carry disease, they are tenacious, bothersome, and easily spread from one person to another. Help your children to avoid coming in contact with lice by encouraging them not to share combs, hats, hair ribbons or other personal items.

If lice or eggs (called “nits”) are found on a student, parents are notified and the child is sent home with information regarding treatment. Siblings are also checked, and if two or more students from one class have lice, all students in the class are checked for infestation. Following detection of lice or nits, a notice is sent home to all students in the class alerting parents to the possibility of infestation (see LBS BOE Lice Policy)

Please be aware that we have a “no nits” policy in the Lebanon Borough School District. That means that even after treatment, all nits must be removed from the hair in order for the student to return to school. Head “re-checks” are conducted 10 days after a child returns to school as an extra precaution. General information from our school nurse can be found on the district website at: <http://www.lebanonschool.org/Health-Office>.

## MEDICATION AT SCHOOL

Often, medication can be administered at home just before and after school. However, if it is necessary for your child to take medication during the school day, these district medication procedures must be followed:

- **All** medications will be kept in the nurse’s school office under the supervision of the school nurse, including "over the counter" medications. Pupils may not have medication in their possession or in the classroom without a specific doctor's written statement on file in the office to that effect.
- **All** medications must be in the original containers - this includes Tylenol-type medications, throat lozenges, etc. Prescription medication must have the original pharmacy label, showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the dosage, frequency, and method of administration.
- A signed **School Medication Authorization Form** is needed for *any* medication (prescription or "over the counter") that your child may need at school. This form is available in the nurse’s office. This form must be signed by both the parent and the child's doctor.
- The administration of all medications will be supervised by the school nurse or other designated school personnel.

We realize that the requirement for a physician's signature and written directions may be burdensome, but this will help assure proper administration of any and all medications for students. General information from our school nurse can be found on the district website at: <http://www.lebanonschool.org/Health-Office>.

## OFFICE HOURS

The office hours at Lebanon Borough School are 8:30 a.m. to 4:00 p.m. Our phone number is (908) 236-2448 and our FAX number is (908) 236-7670. Email addresses as follows:

- |                  |                          |                                                                              |
|------------------|--------------------------|------------------------------------------------------------------------------|
| ● Bruce Arcurio  | Superintendent           | <a href="mailto:barcurio@lebanonschool.org">barcurio@lebanonschool.org</a>   |
| ● Renee Muia     | Administrative Assistant | <a href="mailto:rmuia@lebanonschool.org">rmuia@lebanonschool.org</a>         |
| ● Patricia Duell | Business Administrator   | <a href="mailto:tduell@lebanonschool.org">tduell@lebanonschool.org</a>       |
| ● Lila Kosciolk  | Health Office            | <a href="mailto:lkosciolk@lebanonschool.org">lkosciolk@lebanonschool.org</a> |

## PARENT TEACHER ASSOCIATION (PTA)

The Lebanon Borough School District has an active PTA. The PTA does an excellent job of providing many benefits for our children and encourages close relationships between teachers and parents. The meetings and programs for parents are informative and current. PTA meetings are usually held on the first Monday of every month and are listed on the school website. Many fundraising activities provide important enrichment materials and opportunities for the schools. Further, there are many volunteer opportunities for parents through the PTA. Please contact the school office for further information about how to get involved. PTA information can be found on our district website at <http://www.lebanonschool.org/PTA>

## PARENT-TEACHER CONFERENCES

A parent teacher conference offers a special opportunity to share information about a student. The best conferences end with both the parents and teacher feeling they have learned something about the child and with a clear action plan of how to best support the child going forward. Parent- teacher conferences can be scheduled anytime throughout the school year. However, one week in the school calendar is set aside annually (usually, in the beginning of November) for all parents to meet with their child's teacher. Shortened minimum days are scheduled during this week to allow time for these important meetings. It is our school's practice to hold one parent conference per student during the November Parent Conference week. We cannot schedule separate conferences to accommodate special circumstances such as work schedules, divorce, etc. In addition respecting the time and energy of our teachers, the most significant benefit of holding one conference is assuring that *each parent gets the same information*. By keeping the focus on the student's progress and growth, our teachers are able to manage the one conference practice well. However, the one parent conference can be scheduled to include the CSA, if either the teacher or the parents feel that would be helpful.

## PARTY INVITATIONS

Parents and students are not allowed to bring party invitations to school and/or distribute them through the backpacks. Also, the office cannot provide student addresses or phone numbers to parents or students. As a parent you could reach out to the LBS PTA for this information. This rule not only protects the feelings of students not invited to parties, but also insures that our office and communication systems are used exclusively for educational purposes.

## PHONE USE

Office phones can be used to contact home for emergencies, clarification about pick-up after school, or for forgotten lunches; however, as a way of teaching responsibility, students are discouraged from phoning home for forgotten items such as homework, musical instruments or gym shoes.

## PLAYGROUND EQUIPMENT

Playground equipment has been provided for students to play, and we are very thankful to the municipal hall for providing us access to equipment. All students are expected to use common sense and to play safely while enjoying the playground structures. Students are advised to use the "One Word and Three Rules" to make good choices: The one word is "RESPECT!" The Three rules are "Be safe. Be kind. Think!"

In addition to these overarching school rules, general playground rules include:

- Walk in mulched areas
- Use play apparatus for intended purposes only
- Play only allowed when equipment dry

Assemblies are held at the beginning of the school year so that all students are aware of expectations. Rules and issues are also reviewed, as needed, at Character Assemblies and through classroom discussions.

## **PLAYGROUND EXPECTATIONS**

At the beginning of each year the following playground rules are presented to students:

- Students are to stay/play within "Safe Spaces" (designated playground or field areas only. Students must remain in view of supervisors at all times, and may not play behind or between buildings and storage areas.
- Students are allowed to run on grass and blacktop only (or within an organized game on the blacktop).
- Students are to wait their turn with equipment or in line.
- Students are to follow the recess supervisor's directions upon the first request.
- Use common sense when no rule seems to apply. When in doubt, do the safe thing.

## **PLAYGROUND SAFETY**

The overall goal of playground activities is to give the children maximum opportunities to exercise and explore. Another important goal is to have adults present to act enforce safe and appropriate practices and to offer if immediate assistance is needed. To reach those objectives the following policies are followed:

- All adults assigned to this duty are to be prompt or even one or two minutes early when possible.
- All play equipment will be regularly monitored by the custodian on structural integrity and for any possible safety hazards. Appropriate reports and repairs will be made.
- All playground rules will be reviewed each year by all staff. Designated areas of play are determined. Behavior on the playground is regulated by both in class review of the rules and by playground monitors (supervisors) on an ongoing day-to-day basis.
- During rainy days, rules and procedures are established by the CSA and lunchroom staff.
- Playground rules and procedural violations are handled by any adults who directly observe an infraction. In the early stages of implementation (at the start of the school year, for example) a clear directive is given to the child regarding the rationale behind a rule when a first infraction is committed. Second and /or repeated infractions are handled by a written citation system (a "discipline form"). All "discipline forms" are turned into the school office and are reviewed by the CSA.
- Any equipment used for games or play that is not provided by the school is subject to school office approval before it is to be used on the playground.
- In the event of an injury, the child, if it is reasonable to do so, is to be brought to the nurse's office. Once there, properly established procedures are to be followed to administer aid to the child. In the event it is not reasonable to take the child to the office, an adult will send another adult or a child to the office to ask for assistance. In the event of serious injury, the child is to be made as comfortable as possible and the Paramedic Unit is to be called and parents notified immediately.

## **RULES (SCHOOL AND CLASSROOM)**

### **Positive School Environment**

- The school and its classrooms have in place a code of conduct that is conducive to learning and is consistent and mutually agreed upon by staff, students and their families. Adults at the school model appropriate behavior, which both demonstrates and creates an enjoyable, positive climate for learning. Discipline is reasonable and appropriate.

- School rules and procedures are reviewed periodically through the year so that expectations are clear. Student and teachers are aware that an underlying attitude of "Respect" should inform all codes of conduct.

### **General School Rules:**

#### **Examples of behavior that may require consequences:**

- Violation of playground rules
- Disruption to teaching or learning
- Fighting
- Discourtesy or defiance of school adults
- Abusive language towards others
- Abusive physical actions towards others

### **Possible Consequences**

- Classroom consequence (according to individual classroom system)
- Discipline Form (office referral)
- Conference with CSA
- Parent Contact
- Denial of privilege or individual assignment
- Behavior contract
- Suspension by CSA

### **Classroom Rules:**

The staff uses Positive Behavioral Supports in order to maintain an appropriate classroom learning environments. Specific rules and expectations may vary according to the grade level behavioral expectations and will be explained to parents by their child's teacher at Back to School Night.

## **SCHEDULES**

### **Preschool**

(Age 3): 8:40 a.m. - 11:10 a.m.

(Age 4): 12:30 p.m. – 3:00 p.m.

(Age 4 -Full Day): 8:40 a.m. - 3:00 p.m.

### **Kindergarten - 6th Grade**

8:40 a.m. - 3:00 p.m.

### **Delayed opening schedule times:**

#### **Preschool**

(Age 3): 10:00 a.m. - 12:00 p.m.

(Age 4): 1:00 p.m. – 3:00 p.m.

(Age 4 -Full Day): 10:00 a.m. - 3:00 p.m.

### **Kindergarten through Sixth**

10:00 a.m. – 3:00 p.m.

### **Early Dismissal Schedule time:**

#### **Preschool**

(Age 3): 8:40 a.m. - 10:30 a.m.

(Age 4): 11:00 a.m. – 12:45 p.m.

(Age 4 -Full Day): 8:40 a.m. - 12:45 p.m.

## **Kindergarten through Sixth**

8:40 a.m. – 12:45 p.m.

## **SEXUAL HARASSMENT (REFERENCE BOE POLICY)**

It shall be the policy of the Lebanon Borough School District that sexual harassment is deemed unacceptable conduct and will not be tolerated. This policy shall include anyone engaging in a school sponsored activity or engaged in an activity on school grounds.

All individuals are entitled to a work and academic environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal, physical or visual. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with work or academic effectiveness.

The School Social Worker, School Nurse, or Administrative Assistant, shall inform the Superintendent who shall investigate the complaint. Where investigation confirms the allegation, prompt corrective action will be taken. Copies of the complete Board Policy are available online.

## **SPECIAL EDUCATION**

Special education services are provided for all students meeting state qualifying criteria. Qualifying student receive special help on a regular scheduled basis, according to his/her Individualized Education Plan (IEP).

## **STANDARDIZED TESTING**

The Lebanon Borough School annually participates in New Jersey's Standardized Testing, otherwise known as the NJSLA exam. Lebanon Borough students in grades 3 through 6 take the NJSLA assessment in both Language Arts and Mathematics during the district's designated testing period, generally during May.

In addition to the NJSLA Assessment/Exam, **5<sup>th</sup> graders will be taking a Science Test based on NJ's Next Generation Science Standards.** These scores, combined with the PARCC Assessment/Exam in Language Arts and Mathematics, factor into Lebanon Borough's School Performance Report, which compares our school to others in the state.

Individual student results are provided to parents for review. At LBS, these results are used to meet individual and group needs as well as to inform our instructional goals.

## **VISITOR GUIDELINES**

Visitors **MUST** check in at the front office before going to classrooms or playgrounds. All visitors will be identified by staff and students by wearing a red lanyard with a visitor badge. Adults not wearing these lanyards will be asked by school personnel to check in at the office or leave campus.

## **VOLUNTEER GUIDELINES**

Below are listed guidelines and helpful hints for classroom volunteers. Please read these guidelines carefully so that your volunteer experience can be comfortable and rewarding for you, your child, and the classroom as a whole. The following suggestions are the result of guidance from parents and staff. Understanding how grateful we are for parents' time and support, please accept the following guidelines with our thanks! When serving as a classroom volunteer, please:

- Complete the **district volunteer requirement** procedure prior to volunteering for the first time.
- **Sign in** at the office when working at school.
- **Wear a “Visitor” lanyard while on campus.** Lanyards are available in the office and must be worn by all visiting adults as a safety measure.
- **Arrive on time** to the classroom. Therefore, give yourself a few extra minutes to check-in at the office. Your scheduled time indicates the time you are expected *in the classroom*.
- **Find a substitute** if something has come up (as things do). Most teachers have provided lists of other parents who are available to volunteer. Finding a substitute allows the classroom activity to proceed as planned.
- **Make alternate arrangements for preschool siblings.** It’s best that your hands and attention are free to interact with the students in the class. Many parents “swap” babysitting so they can fully enjoy special time in their child’s classroom.
- **Use the cell phone golden rule.**...Turn it to off or on “vibrate” when you are working in the classroom.
- **Model “problem-solving”** for the students. Handle unexpected situations with common sense and good judgment. However, we recognize that some situations require teacher intervention. When in doubt, defer to the teacher.
- **Model school rules and procedures** – including stopping and listening while the teacher is speaking.
- **“Clean up” before leaving.** This facilitates transitions between activities and better and more effective classroom management—thereby creating a better learning atmosphere!
- **Have fun!** Enjoying yourself while in the classroom *also* facilitates a safe and nurturing learning environment for all students.
- **Remember to sign-out and to return your lanyard** when leaving campus.

The entire staff at the Lebanon Borough School appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at the Lebanon Borough School.