

# PARENT / STUDENT HANDBOOK

## 2025 – 2026

# LAVALLETTE ELEMENTARY SCHOOL

### TABLE OF CONTENTS

INTRODUCTION	2
PHONE DIRECTORY	2
SCHOOL HOURS	2
PARENTAL AND PUBLIC INVOLVEMENT	2
BOARD OF EDUCATION	3
TEACHING STAFF	3
ABSENCE/ATTENDANCE	4
ARRIVAL/DISMISSAL	5
ASBESTOS	5
ACADEMIC ENRICHMENT PROGRAM	5
HARASSMENT/INTIMIDATION/BULLYING	5
CAFETERIA /PLAYGROUND RULES	6
CHANGE OF ADDRESS/TELEPHONE	6
CHILD STUDY TEAM	6
CONFERENCES	6
COUNSELOR/GUIDANCE	6
CROSSING RULES	7
DELAYED OPENING	7
DISCIPLINE	7
DRESS CODE	7
EARLY DISMISSAL	8
EMERGENCY CLOSING	8
ELECTRONIC SURVEILLANCE	8
FAMILY LIFE	8
FIELD TRIPS	8
FINES	8
GRIEVANCES	8
HEALTH OFFICE	9
HONOR ROLL CRITERIA	10
INSURANCE	10
LOCKERS	10
LOST AND FOUND	10
LUNCH	10
PARKING	11
PHYSICAL EDUCATION	11
PROMOTION/RETENTION POLICY	11
PROGRESS REPORTS	11
SCHOOL RECORDS	11
SCHOOL VISITS	11
SPECIAL EDUCATION STATEMENT	11
TELEPHONE/CELL USE	12
TESTING PROGRAM	12
TEXTBOOKS	12
TITLE IX	12
TRANSFERS FROM LAVALLETTE	12
VALUABLES	12
WALKING STUDENTS	12
WEB SITE	13
WORKING PAPERS	13
2025/2026 SCHOOL CALENDAR	14

## INTRODUCTION

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

Sincerely,

Dr. Lisa Gleason  
Superintendent

## LAVALLETTE ELEMENTARY SCHOOL PHONE DIRECTORY

Superintendent/Principal – Dr. Lisa Gleason	732-793-7722 Ext. 200
Board of Education Office - Mrs. Christina Fessler	732-793-7722 Ext. 206
Assistant Principal – Mr. Michael Hajisafari	732-793-7722 Ext. 203
Supervisor of RTI/Instructional Tech. – Lindsey Knehr	732-793-7722 Ext. 210
School Office Secretaries – Mrs. Diane Biundo, Mrs. Angela Fioretti	732-793-7722 Ext. 200
Board Secretary – Elizabeth D’Aloisio	732-793-7722 Ext. 206
Nurse’s Office - Mrs. Cheryl Mansfield, R.N.	732-793-7722 Ext. 202
Guidance Counselor – Mrs. Susan Misdorn	732-793-7722 Ext. 207
Cafeteria/Food Services – Mrs. Tracey Asmussen	732-793-7722 Ext. 229
Facilities Manager – Mr. Kenny Hopkins	732-793-7722 Ext. 209
School web site: <a href="http://www.lavallettek12.org">http://www.lavallettek12.org</a>	

## SCHOOL HOURS

Preschool	- 8:45 A.M. to 2:45 P.M.
Grades K-8	- 8:15 A.M. to 3:00 P.M.

No students should be on the school grounds before 8:10 A.M. Playground gates will open at 8:15 A.M. and students will enter the building at 8:15 A.M. School starts at 8:20 A.M. Students entering the building after 8:20 A.M. are late.

Please refer to our district website at [www.lavallettek12.org](http://www.lavallettek12.org) or download our mobile app for all school related information

### *Parental and Public Involvement*

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

## LAVALLETTE BOROUGH BOARD OF EDUCATION 2024/2025

### MEMBERS:

Mr. Jarrod Grasso, President  
Mr. Michael Valeri, Vice President  
Mr. Steve Shohfi, Board Member  
Mrs. Lisa Connor, Board Member  
Mr. Matt Schlosser, Board Member  
Mrs. June Korzeneski (SSP Rep)  
Dr. Lisa Gleason, Superintendent  
Mrs. Loretta Hill, School Business Administrator

### MEETINGS:

The Lavallette Board of Education meets the second or third Thursday of every month.  
The meetings are held in the school cafeteria and begin at 6:00 P.M.  
For information regarding the meetings call the Board of Education Office at 732-793-7722.

## 2025/2026 TEACHING STAFF

Lindsay Falana	Preschool
Jessica O'Donovan	Kindergarten
Lisa Zurichin	Grade 1
Jane Homer	Grade 2
Isabella Jannarone	Grade 3
Marty Fallivene	Grade 4
Brian Koehler	Grade 5 Social Studies 5-8 LA Gr. 5
Sophia Savage	Grade 6 Language Arts 6-8
Lauren Connors	Grade 7 Special Education
Matt Walls	Grade 8 Science 5-8
Lee Oliver	Math/Algebra 5-8 STEAM 5-8
Michael Hajisafari	Math/Curriculum/Testing
Lindsey Knehr	Intervention / Enrichment / Technology
Randy Royle	Physical Education
Zach Clements	General Music/Instrumental
Melissa Longo	World Language/LA Gr. 6
Sandra Nolan	World Language
Donna Faxon	Special Education
Christin King	Special Education/Art
Deborah Conner	Special Education
Taryn McKeever	Special Education
Susan Misdorn	Guidance Counselor
Danielle Malkmus	Speech
Melissa Cusanelli	O/T

## ABSENCES/ATTENDANCE

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

Per N.J.A.C. 6A:32-8.3b a School Day consists of Four (4) hours, excluding lunch and Recess. For a student's school attendance to be counted for the day the following must be applied:

The student must arrive at school no later than 8:15am and may be dismissed no earlier than 1:00pm  
Or  
The student must arrive at school no later than 10:15am and may be dismissed no earlier than 3:00pm

### 1. REGULAR ABSENCE

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

### 2. CONTAGIOUS DISEASE

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

### 3. EXTENDED ILLNESS-HOMEBOUND INSTRUCTION

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

### 4. TARDINESS

It is critical to children's education that they arrive at school and are prepared to start their day on time. Your child will be marked tardy if they arrive at school past 8:20pm. Punctuality is a valuable life skill for our children.

#### Grades K-2

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

#### Grades 3-8

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

We certainly realize that over the course of the school year emergencies occur and we ask that parents communicate with the main office when such occurrences happen. Being late to school because of a dentist or doctor appointment will not count as being tardy provided the student presents a note from the appointment. Students arriving after the start of school in the morning must check in at the Main Office.

### 5. FAMILY VACATIONS

The school calendar is included in this handbook to assist you in planning your vacation so that your child need not miss a vital portion of his instructional year. One of the basic requirements for success in school is regular attendance. Absences from school for vacations are considered unexcused and are discouraged. The Lavallette school district follows all NJDOE attendance requirements.

#### **ARRIVAL AND DISMISSAL**

Children should not arrive on the playground before 8:10 AM. Staff supervision does not begin until 8:10 AM.

At dismissal, all students must exit school grounds. Children in the primary grades will not be released if a designated adult is not present. They will be brought to the main office to wait. All other children should clear the playground area. Children will be able to return to the playground area after 3:15pm with supervision.

All walking pupils must cross Route 35 North and South at Washington Avenue where the crossing guards are stationed. No one is to walk at any time on Southbound 35. There are lined crossings on Baltimore Avenue and Bay Boulevard which should be used at all times. Please take special care and walk on the west side of Baltimore Avenue to avoid the heavy equipment and large trucks that enter and leave the Borough Yard on the east side of Baltimore. Instruct your children who participate in sports, and walk to and from school for sports practice, to walk as a group if possible. It is much safer to walk together rather than alone.

Members of the Lavallette Safety Patrol will be assigned to designated arrival and dismissal zones. Safety Patrol officers are trained to support their classmates in safety practices in crossing roads/highways, and in safe behavior on the bus and playground.

Bicycle riders may ride to the crossing guards on Washington Avenue but then must get off their bicycles at these points and walk their bicycles on the sidewalk to the bike rack. **HELMETS MUST BE WORN** by ALL students as they exit school grounds. No double or unsafe riding is permitted. Children in Grades K-4 who wish to ride their bicycles should bring a note to the front office or email/call the front office.

As always skateboards, rollerblades, etc. are not permitted due to student safety, school storage, and community concerns. By reinforcing these good safety habits we not only ensure safe travel to and from school but we also help guide our children to practice safety whenever they travel. If you have any questions please call the front office at 732-793-7722.

#### **ASBESTOS PLAN**

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

#### **INTERVENTION & ENRICHMENT PROGRAM**

Multiple measures of student achievement are used to identify students who may need extra support (intervention) or more challenging academic advancement (enrichment). You will be notified by letter if your child needs support or enrichment in the areas of mathematics, writing, or reading.

#### **HARRASMENT, INTIMIDATION & BULLYING**

The Board of Education believes that harassing, intimidating, and bullying activities of any type are inconsistent with the educational process and the board prohibits all such behavior at any time on school premises, at any school-sponsored function, or on any school bus. Any person who believes that he or she has been the victim of harassment, intimidation or bullying, or any person with knowledge or belief of conduct, which may constitute harassment, intimidation or bullying, shall report the alleged acts immediately to an appropriate school district

official. The building Superintendent is the person responsible for receiving reports of harassment, intimidation or bullying at the building level. Any person may report harassment, intimidation or bullying directly to the Anti-Bullying Specialist, Susan Misdorn, or complete HIB Incident Form for Families (Form 338) found on the school website.

### **CAFETERIA/PLAYGROUND RULES**

Cafeteria Students will:

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

Playground Students will:

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

### **CHANGE OF ADDRESS/TELEPHONE**

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

### **CHILD STUDY TEAM**

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

### **CONFERENCES**

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

### **COUNSELOR/GUIDANCE**

The Guidance Program at the Lavallette Elementary School is comprised of the following areas:

1. Individual Counseling
2. Classroom Guidance/Social & Emotional Learning (SEL)
3. Monitoring of Pupil Progress and Attendance
4. Career Awareness and Exploration (CAEP)

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

### **CROSSING RULES**

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

Members of the Lavallette Safety Patrol will be assigned to designated arrival and dismissal zones. Safety Patrol officers are trained to support their classmates in safety practices in crossing roads/highways, and in safe behavior on the bus and playground.

### **DELAYED OPENINGS**

In the event of an emergency or inclement weather, a delayed opening of 90 minutes may be needed. Start time would be 9:45am. Students and parents will be informed of delayed opening via phone or by logging onto the website [www.lavallettek12.org](http://www.lavallettek12.org).

### **DISCIPLINE**

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

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

Lavallette Elementary School has adopted a Code of Conduct/Chart of Discipline Plan that is distributed each September and reviewed with all students. All parents are required to read, support and sign the parent letter attached to this plan. All school policies can be found on the school website under the “Parents” tab.

### **DRESS CODE**

Student attire should be clean and healthful, not pose any safety hazard, avoid extremism, and not disrupt the educational process. Students who are inappropriately dressed or groomed will be sent to the Main Office and parents will be required to pick up their child and return them dressed appropriately. If parents are unable to provide appropriate clothing in a timely manner, students will be provided alternate clothing from the Nurse’s Office. Repeated failures to adhere to this policy will result in disciplinary action.

The administration shall determine what is inappropriate or excessive. Although no attempt is made to include all items, the following types of clothing will be excluded:

1. Articles, which are markedly soiled with grass stains, grease, paint, or dirt.
2. Articles displaying inappropriate writing, pictures or slogans which materially interfere with the appropriate discipline in the operation of the school.
3. Articles that could cause damage to other students or property (chain belts, cleats, etc.).
4. Clothing that is excessively torn or ragged, extremes in size, brevity, length, tightness and transparency.
5. Clothing exposing bare midriffs such as halters, short blouses or short tops. Tank and tube tops are not permitted. Excessively cut up sweatshirts are not permitted.
6. Hats or head coverings of any kind (unassociated with religious belief) worn inside the building.

7. Footwear must be worn at all times. Laced shoes must be tied. Thongs, clogs, flip flops, or any other footwear that lacks a fastening strap that goes around the back of the heel is not allowed.
8. Very short cutoffs, torn and ripped shorts, spandex shorts, short shorts, or bathing suits are not permitted.
9. Underwear, undergarments, boxer shorts and tights (including lace-trimmed tights) are not appropriate outerwear garments.
10. Sunglasses are not permitted in the building unless prescribed.
11. Face make-up, tattoos, and stickers which materially interfere with the appropriate discipline in the operation of the school.

Please make sure children are adequately dressed for cold weather (coats, hats, gloves, etc.). Do not allow shorts to be worn to school on a cold day.

#### **EARLY DISMISSAL REQUEST**

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

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

#### **EMERGENCY CLOSING OF SCHOOL**

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

#### **ELECTRONIC SURVEILLANCE**

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

#### **FAMILY LIFE**

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

Our Family Life Program was reviewed by representatives from our school and community. Parents are invited to review the curriculum on the district website. Please call for an appointment and a school official will discuss the program materials with you. Parents have the option of excusing their child(ren) from participation in any aspect of the Family Life Program. All requests must be in writing.

#### **FIELD TRIPS**

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

#### **FINES**

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

property marred or defaced by their children.

### GRIEVANCES

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

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

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

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

**Step Three:** Any complaints unresolved at Step Two must be submitted in writing within ten (10) school days of the initiation of Step Two by the complainant to the Superintendent who shall forward a copy to the teacher or teachers involved. Upon receipt of written complaint, the Superintendent will notify all previously involved parties.

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

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

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

### HEALTH OFFICE

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

Immunization requirements for a student to attend school:

DTaP	Four (4) doses, with one dose given on or after the 4 <sup>th</sup> birthday.
POLIO	Three (3) doses, with one dose given on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, Rubella	Two (2) doses, <b>first dose on or after first birthday.</b> Vaccine doses are to be separated by no less than one month, OR laboratory evidence of immunity.
Hepatitis B Vaccine	Three (3) doses of Hepatitis B vaccine, required for all students entering Kindergarten, Grade 1, or Grade 6.
Varicella Vaccine (Chickenpox)	One dose on or after first birthday or proof of disease immunity for pupils entering Kindergarten or Grade 1
Mantoux Test	Required for all students transferring from high-risk areas or with possible symptoms.
Tdap Vaccine	Students born on or after January 1, 1997 and entering or attending Grade 6
Meningococcal Vaccine (Meningitis)	Students born on or after January 1, 1997 and entering or attending Grade 6

The school nurse's office is located in the main office. The nurse is responsible for the maintenance of health records, routine health screenings, parental contact concerning health problems, communicable disease prevention

and control, as well as follow up and interpretation of health needs to pupils and parents. The school nurse also monitors absenteeism and may contact parents when necessary.

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

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

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

C. Sports Physicals - All students who participate in athletics must have a complete physical. Physical examinations must be performed by your own physician.

### **HONOR ROLL CRITERIA (Grades 5-8 Only)**

#### Distinguished Honor Roll:

Overall average of 93 or better in academic subjects with no grade below 90 and only one special area grade of "G" (remainder must be "O")

#### Honor Roll:

Overall average of 90 or better in academic subjects with no grade below 85 and only two special area grades of "G" (remainder must be "O")

### **INSURANCE**

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

### **LOCKERS**

Each student is assigned one locker for the school year. **The locker is NOT student's private property.** The student's locker is used primarily for storage of outerwear and school related materials. Student should not store valuables in their locker (i.e. Ipods, jewelry, cash, etc.). No decorations are permitted on the outside of the lockers in compliance with maintenance regulations. Students are welcome to purchase organizational items for locker, provided they are non-permanent and non-adhesive. Popular items are organizational stacking shelves and magnetic mirrors. The locker dimensions are 39 1/2 " H x 11 1/2 " W x 11" D. Students are expected to keep lockers clean and free from damage. Student's locker's need to be kept closed at all times when not in use. The school reserves the right to open and inspect the locker at any time, without notice, without student consent, and without a search warrant, to deter violation of rules and ensure security for the school. All items must fit inside the locker so that it can be closed. Any locker overflow must be put by the Sports Bin. Failure to comply with regulations will be subject to school penalties.

### **LOST AND FOUND**

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

**LUNCH**

School lunches are available to all students in Grades K through 8. The district also participates in the free and reduced price lunch programs for families who qualify. Applications for free and reduced price lunches are made available in the Parent Portal and on our school website.

**PARKING**

Please note the painted curbs along the school side of Washington and Brooklyn Avenues will be designated at **NO PARKING** between the hours of 8:00 AM- 9:00 AM and 2:30 PM- 4:00 PM. These areas are the drop off and pickup zones. Those wishing to park must do so on the side of Washington and Brooklyn opposite the school or along Route 35 North. Establishing these drop off and pickup zones have helped us to ensure the safety of our children during the drop off and pickup times. Please do not double park or drop your children on the opposite side of the school.

**PHYSICAL EDUCATION**

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

**PROMOTION/RETENTION POLICY**

The purpose of a promotion and retention policy is providing the clear and consistent expectations regarding student achievement.

A student who has demonstrated acceptable progress shall be promoted to the next grade. The decision to retain a student is based upon multiple measures of student progress. Parents should review Policy 5410, which articulates procedures regarding promotion and retention.

**PROGRESS REPORTS**

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

First Marking Period Ends	November 6	Report Cards Issued November 15
Second Marking Period Ends	January 24	Report Cards Issued January 31
Third Marking Period Ends	March 28	Report Cards Issued April 4
Fourth Marking Period Ends	June 6	Report Cards Issued June 13

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

As the year progresses, if you have concerns about your child’s class work or progress, please contact your child’s teacher. If, however, your concerns are more general and are related to school programs and policies, please contact Mr. Hajisafari, Assistant Principal, at Ext. 203 for assistance.

**SCHOOL/STUDENT RECORDS**

The Student Records Act, N.J.A.C. 6A:3-21, requires every Board of Education to notify, annually, all parents within the school district of their rights in regard to student records. Parents and guardians have the right of access to their child’s school records. The records may be viewed during normal business hours in the main office. Please review Policy 8330 for more details.

**SCHOOL VISITS**

All visitors are required to stop at the Main Office for all school business. Visiting classrooms during school hours is not permitted without approval.

### **SPECIAL EDUCATION STATEMENT**

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

### **TELEPHONE**

The main office telephone is a business phone and should only be used by students in an emergency. If a student does not feel well, they should report to the nurse's office and parents will be contacted.

### **CELL PHONE USE**

Cell phones and other electronics must be off and kept in lockers or backpacks. Any device found not in a locker or backpack during the school day will be confiscated by the teacher and held in the office until dismissal. A subsequent offense will require a parent/guardian to pick up the device from the main office and will result in disciplinary action. Students are not permitted to take any unauthorized video or audio recordings during school hours, including field trips and other school sponsored events.

### **TESTING PROGRAM**

Parents will be notified early in September of the district's schedule for benchmark assessments and state testing.

### **TEXTBOOKS**

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

### **TITLE IX**

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

Inquiries regarding Title IX should be directed to:

Dr. Lisa Gleason  
Lavallette Elementary School  
105 Brooklyn Avenue  
Lavallette, New Jersey 08735

### **TRANSFERS FROM LAVALLETTE**

Notice of transfers to another school should be provided to the school in advance, and a transfer card will be provided for you to take to your new school. A copy of immunization records and a report card is made available to parents to present to the next school of attendance. The academic and health records are mailed directly to the receiving school upon written request from the school.

### **VALUABLES**

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

### **WALKING STUDENTS**

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

#### **WEB SITE**

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

#### **WORKING PAPERS**

The State of New Jersey requires every child between the ages of 14 and 18 to secure working papers in order to be legally employed. All working papers can be obtained online at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov).

# LAVALLETTE ELEMENTARY SCHOOL

## CALENDAR 2025-2026

### SEPTEMBER (19)

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

Sept. 1 Labor Day  
 Sept. 2-3 Staff In-Service Days  
 Sept. 4 School Opens (Gr. 1-8 Full Days)  
 Sept. 4-5 School Opens (PreK & K) - Early Dismissal  
 Sept. 8 First Full Day for PreK & K

### FEBRUARY (19)

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

### MARCH (22)

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

### OCTOBER (22)

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

Oct. 13 No School Columbus Day  
 Nov. 5 End of 1st Marking Period  
 Nov. 6-7 No School - NJEA Convention  
 Nov. 14 Report Card Distribution 1st MP  
 Nov. 24-25 Conferences - Early Dismissal  
 Nov. 26 Early Dismissal - Thanksgiving  
 Nov. 27-28 No School - Thanksgiving Break

### NOVEMBER (16)

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

Dec. 23 Early Dismissal - Winter Recess  
 Dec. 24-31 No School - Winter Recess  
 Jan. 1-2 No School - Winter Recess  
 Jan. 19 No School - Martin Luther King Day  
 Jan. 23 End of 2nd Marking Period  
 Jan. 30 Report Card Distribution 2nd MP

### APRIL (16)

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

### DECEMBER (17)

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

Feb. 13 Early Dismissal - Pres. Day Break  
 Feb. 16 No School - Presidents' Day

### MAY (19)

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

March 6 Early Dismissal/Staff In-Service  
 March 20 Early Dismissal/Staff In-Service  
 March 27 End of 3rd Marking Period

### JANUARY (19)



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

April 2 Report Card Distribution 3rd MP  
 April 3-10 Spring Recess

### JUNE (14)

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

May 21 Early Dismissal - Memorial Break  
 May 22 No School - Memorial Break  
 May 25 No School - Memorial Day  
 June 5 End of 4th Marking Period  
 June 17 Report Card Distribution 4th MP  
 June 18 Early Dismissal - Last Day Students

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

Student days - 183  
 Staff days - 185

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