

**Lake Nelson
Seventh-day Adventist School**

**Student Handbook
2010-2011**



*Celebrating 52 years
1959-2011*

**555 South Randolphville Road
Piscataway, New Jersey 08854
732-981-0626**

MISSION STATEMENT



“The mission of the Lake Nelson Seventh-day Adventist School is to provide a Christ-centered, academic education that empowers students with the wisdom, knowledge, and determination to reach their full God-given potential. With the caring partnership of parents and faculty, we strive to guide our students to discover their individual gifts and develop awareness of their civic responsibilities and rights for service to God, country, and the community.”

This year's Theme is

STAFF MEMBERS 2010-2011



Administrative Staff

Principal.....Elisa Maragoto
Vice- Principal.....Elayna Moffitt

Early Childhood Learning Director.....Elisa Maragoto
Early Childhood Learning Supervisor.....Leah Ware

Teaching Staff

Kindergarten.....Leonora Seferlis
Grade 1.....Janet Chavez
Grade 2.....Dulce Morales
Grade 3Susan Stoica
Grade 4John Hakizimana
Grade 5 and 6.....Elisa Maragoto
Grade 7 and 8.....Elayna Moffitt
Teacher's Aide.....Aida Creistoff
Music.....Noel Javier
Library.....Leah Ware
Computer Lab (Grades 5 –8).....Marisol Drayton

Office Staff

Administrative Assistant.....Marisol Drayton
Treasurer.....Jeyakumar Jebaraj
Nurse.....Kathy Carraturo

TABLE OF CONTENTS

| | |
|--|--------|
| Academic Reporting (Grades)..... | 21 |
| Admissions..... | 11 |
| Attendance Policy..... | 18, 19 |
| Awards..... | 20 |
| Boys Uniform K-8..... | 27 |
| Damage Caused by Students..... | 15 |
| Extended Care Services..... | 9 |
| Fees and Tuition..... | 8 |
| Field Trips..... | 13 |
| Financial Information Tuition | 7 |
| Girls Uniform Grades K-3..... | 28 |
| Girls Uniform Grades 4-8 | 29 |
| Graduation Requirements..... | 22-23 |
| Health Measures and Guidelines..... | 31 |
| Illness and Communicable Diseases..... | 32 |
| Immunization and Physical Exams..... | 30 |
| Lake Nelson Dress Code..... | 26 |
| Late Fees..... | 8 |
| LNS School Board Members..... | 10 |
| Lunches..... | 14 |

TABLE OF CONTENTS

| | |
|---|--------|
| Mission Statement..... | 2 |
| Philosophy of Christian Education..... | 11 |
| Procedures for Expression of Concern..... | 25 |
| Procedures for Appeals of Grades..... | 24 |
| School Hours..... | 12 |
| Snow/ Emergency Policy..... | 34 |
| Staff Members 2008-2009..... | 3 |
| Student Accident Insurance..... | 33 |
| Student Conduct..... | 16, 17 |
| Student Accident Insurance..... | 36 |
| Student Textbooks and Supplies..... | 15 |
| Technology..... | 35 |
| Telephone Policy..... | 12 |
| Traffic Safety..... | 14 |
| Visitation and Conference Policy..... | 12 |
| Volunteers..... | 12 |

ADMISSION

1. The Lake Nelson Seventh-day Adventist School's principles and teachings are based on the Bible, God's word. Students of other religious persuasion are welcome. Students must show due reverence for the Word of God, maintain a respectful attitude during religious programs and classes, and observe all regulations of the school.
2. Lake Nelson School does not discriminate on the basis of race, color, national or ethnic origins. This includes all activities and functions of the school.
3. Any child applying for admission to kindergarten or first grade must be at least five (5) or six (6) years of age, respectively, on or before **October 1st** of the current year. In addition, a readiness test will be given to determine eligibility for admittance.
4. At the discretion of the school administrator, an achievement test may be required to determine the appropriate grade placement of the child.
5. All children attending Lake Nelson School must comply with the New Jersey requirements for immunizations. Children may be exempted for medical or religious reasons at the discretion of the administration. Verification of immunization must be in the student's cumulative (CUM) folder before the student enters school. If such proof has not been presented, a student must withdraw from school until such proof is given.
6. The school also requires records of a physical examination of the child at the time of first admission to the school, and for entry into fourth and seventh grade. Physical examinations are required before Oct. 31st. (See Also Immunizations and Physical Examination, Page #)
7. A copy of the birth certificate is to be submitted at the time of the first application for admittance.

FINANCIAL INFORMATION

Registration and tuition charges cover a portion of the total cost of the school program. The remainder of the cost is covered by subsidies and programs from the New Jersey Conference of Seventh-day Adventist and by the constituent Seventh-day Adventist churches.

- Pre-registration is provided for students prior to the close of the school year. Each student is required a registration fee.
- Registration Fees must be paid on or before May 30th of each year.
- Yearly Tuition is apportioned into ten (10) equal payments on advance. The payments will be handled by the school. Coupon booklets for payments will be sent by the school. Information on this program is available from the school office.
- **If tuition is not paid by the end of the month**, satisfactory arrangements must be made with the school treasurer (contact can be made through the school office); otherwise, the student will not be allowed to attend school until the bill is paid.
- Full tuition is required for the first two children of a family registered for grades K-8. Additional children from the same family in grades K-8 pay 50% of the fee, constituents pay 25%.
- Constituent church members with financial hardship should contact their local pastor. Others may make application to the school for special consideration.
- A fee of \$20 will be charged for all checks returned unpaid.
- Students whose balance has been paid are eligible to register for the next school term (year). If assistance is needed, contact should be made with the :
Principal, Financial Administrator (Treasurer) and Pastor.

FEES AND TUITION

Registration Fee

For teaching supplies, library, textbooks, and student insurance.
Paid once annually and is non-refundable.

| Constituent Patrons | Non-Constituent Patron | Non-Adventist Patron |
|----------------------------|-------------------------------|-----------------------------|
| \$300 | \$360 | \$420 |

SCHEDULE OF PAYMENTS

| INSTALLMENT# | DUE DATE |
|---------------------|-----------------|
| 1 | August 10 |
| 2 | September 10 |
| 3 | October 10 |
| 4 | November 10 |
| 5 | December 10 |
| 6 | January 10 |
| 7 | February 10 |
| 8 | March 10 |
| 9 | April 10 |
| 10 | May 10 |

TUITION APPORTIONMENT

Yearly tuition is paid in ten (10) installments starting August to May.
Tuition is due in advance according to the schedule listed above.

LATE FEE

A late fee of \$20.00 will be charged if payment does not reach the school by the 10th day of each month.

EXTENDED CARE SERVICES

1. Extended care for Lake Nelson School students is available from:

- **Mondays—Thursdays ~3:45 p.m.- to 5:45 p.m.**
- **Fridays~2:30 p.m-4:00 p.m.**
(Need for Sabbath Preparations)

for a rate determined by administration.
Please check with office for rates.
Monthly rates are also available.

2. **Children must be picked up by 5:45 p.m. ~ Mon-Thurs**
And by **4:15 pm Fridays**. If personnel must remain with children after this time, **\$5 per 15 minutes *will be billed.**

3. Children who are not in a regular program of extended After Care and are left at any regular extended After Care time will be charged per hour and not at the monthly rate.

IMPORTANT NOTICE: NO AFTER CARE SCHEDULE

Please check your school calendar for days in which there is **NO AFTER CARE**. Parents **must** adjust schedule to arrive at school at the time appointed for pick up.

Thank you

*Or fraction thereof.

LAKE NELSON SCHOOL BOARD

The Lake Nelson Seventh-day Adventist School is owned by the New Jersey Conference of Seventh-day Adventist and is operated by the Lake Nelson and New Brunswick English Seventh-day Adventist Churches (the Constituent churches).

The Lake Nelson Seventh-day Adventist School Board is comprised of representatives from the above two named churches.

School Board meetings are open and may be attended by any interested parent or constituent member. On occasion, a meeting will be closed due to confidential nature of the agenda items.

**It is requested that visitors make prior arrangements
with the Chairman/Principal
in order to participate in a meeting.**

PHILOSOPHY OF CHRISTIAN EDUCATION

Lake Nelson Seventh-day School provides Christian education for children, based on Biblical principles. In so doing, the school seeks to:

- Promote spiritual and moral development.
- Maintain a high standard of scholastic excellence.
- Teach basic principals of health and physical well-being.
- Develop the ability to think clearly and logically.
- Instruct in practical skills and the dignity of labor.
- Develop an appreciation for the fine arts.
- Encourage creativity.
- Teach the responsibility and privileges of good citizenship.

SCHOOL HOURS

Regular School hours (Grades K-8) are:

Monday – Thursday - 8:30am – 3:15pm

Friday - 8:30am – 2:00pm

Students should not arrive earlier than 30 minutes before school begins and should leave no later than 30 minutes after school is dismissed.

Teachers meet Monday through Friday from 8:00am – 8:15 am for worship and after school councils begin at 3:45pm on Tuesdays only. We provide supervision during those times. Any parent whose child is not picked up by 3:45 pm will be charged for the child's supervision in accordance with Appendix B (Extended Care Services) for the child's supervision.

After-school activities may call for after-school continuance of selected students at least once per week. Parents will be advised about the availability and regulations of extracurricular programs.

VISITATION AND CONFERENCE POLICY

1. **All Visitors**, parents, guardian or otherwise, **must report to the office** and receive a pass for the visit.
2. Parents are urged to visit the school and acquaint themselves with the program. Arrangements should be made in advance with the Principal, Vice-Principal, or Teacher before visiting the school. It is recommended that the visits be made after the first six weeks of school and not during major examination periods.

VOLUNTEER POLICY

Volunteers are always needed for various activities around the school and the classroom. **All** volunteers must fill out a “Volunteer Ministry Information” form. Long-term Volunteers will be required to have a background check.

TELEPHONE POLICY

The School's telephone is to be used for business only. Students and Parents should not use the school telephone except in the event of emergencies. It is extremely important that classroom activities be interrupted as seldom as possible.

TRAFFIC SAFETY

We encourage all drivers to be very cautious on school property. The speed limit is 5 mph. Parents should review with their child (ren) rules for pedestrian safety (e.g. stop and look both ways, walk, don't run across the street, etc.) In addition to the above suggestions, please note the following:

Prior to the start of school:

All vehicles are expected to enter and leave the premises in a safe manner, obeying a 5 mph speed limit and counter-clockwise traffic flow around the circle. Please do not park in the designated fire zone section.

After dismissal of school:

All students are retained in the classroom. Students are **NOT PERMITTED** to wait in the front of the school or outside the school building without adult supervision.

FIELD TRIPS

Every Field trip requires a permission slip. Charges for field trips vary from class to class and year to year. You will be notified in advance of any off-campus trips and the fees associated with them. If you do not pay the field trips fees by the due date the fees will be added to your monthly statement after the trip has been made.

LUNCHES

The school encourages student lunches to conform to Seventh-day Adventist health standards. This includes vegetarian foods, clean meats as described in Leviticus 11, and non-caffeinated drinks. Children should not expect to order lunches from local fast food retailers.

- The school requests parents to ensure that their child has a nourishing breakfast before leaving home for school.
- Please limit the amount of sugar your child is bringing to school in their lunch.
- Microwavable lunches should require no more than 2 minutes to prepare to ensure that all children receive their lunch within a reasonable amount of time in the allotted lunch period.
- Due to allergies or dietary restrictions, **trading lunch items is strictly prohibited.**
- During the year special occasions may arise when parties provide for a change from the regular lunch program.
- At times throughout the school year, hot lunches will be sold to the students. Advanced notice with a menu will be sent home with your child.

STUDENT TEXTBOOKS AND SUPPLIES

Included in the Registration Fee are textbook rental, workbooks, and all general learning supplies. Text Books are expected to be kept in good repair and free of unnecessary marks. Book Covers can be used to help keep text book in good condition.

Each teacher will provide a list of necessary supplies for the students in the classroom. Parents should require students to keep sufficient quantities of paper, pen, pencils and other supplies on hand at school. A good time to check on supplies is at each progress report.

DAMAGE CAUSED BY STUDENTS

Each student is expected to care for all school property :

- **Textbooks and Library Materials:**
Keep the textbooks and library in good condition. Any misuse; due to carelessness or neglect may be considered cause to charge the student a fine for that textbook or library book> (There should be no writing, no drawing, damaged covers, Pages, etc.
- **Accidental Damage to School Property:**
Students who accidentally cause damage will be asked to repair or replace the damage at cost without penalty, provided the teacher or administration is notified promptly of the damage that was caused.
- **Purposeful Damage to School Property:**
Students who purposefully deface and/or vandalize school property will be asked to pay for the repair or replacement of the damage and will be disciplined at the discretion of the administration.
- **Unauthorized Presence on the School Roof:**
Students who are found on the school roof without authorization will be fined \$50 in addition to the cost of repairs if damage is done to the roof.

STUDENTS CONDUCT

There are some practices that should not be permitted in our schools. Since no Seventh-day Adventist school should knowingly receive students who offend in the practices outline below, the first offense makes such students liable to serious discipline, or to immediate expulsion from the school.

1. **Using narcotics, illegal drugs, and tobacco** in any form, having them in one's possession or furnishing them to others.
2. **Drinking alcoholic beverages**, handling or possessing them, or furnishing them to others.
3. **Gambling, betting, possessing playing cards**, dice or any other gambling devices.
4. **Using profane language or indulging in lewd conduct or suggestive behavior**, or possessing and/or displaying obscene literature or pictures.
5. **Improper conduct involving the privacy or sexuality of other persons.**
6. **Dishonesty, including theft**; willful deception regarding violation of school regulations; cheating in examinations, class work, or any phase of the school program.
7. **Personal adornment** with jewelry, **such as rings, earrings bracelets and necklaces** (medical alert bracelets or necklaces are not considered jewelry).
8. **Undermining the religious ideals of the school.**
9. **Verbal and or physical fighting or kicking is not permitted.**

STUDENTS CONDUCT

10. **Disobedience of the school rules** on a persistent basis, **lack of proper respect** for any staff member, and being out of school uniform.
11. **Weapons or any facsimile or items that may cause personal injury are forbidden.** Firecrackers and other explosives are illegal and are forbidden on school grounds. All these items will be confiscated and destroyed.
12. When, in the judgment of the administration, a student's presence in the school ceases to be beneficial to him/her or to the school, the faculty and school board reserves the right to sever the student's connection to the school. Any student, who allows to be placed in a situation where morals are questions, forfeits his or her rights to remain in the school. Any student suspended or placed on probations will automatically forfeit all offices held in the school organizations.
13. When, in the opinion of the administration, the student's conduct requires a conference with the parents, the school will expect the cooperation of the parents in correcting the student's behavior.
14. At the administration's discretion, discipline can include, but not limited to the following: community service, in-school suspension, out-of-school suspension, or expulsion. Determination will be made by the school board.
15. Severe disciplinary violations will be taken to the School Board. Should expulsion deem necessary The School Board will make the decision.

ATTENDANCE POLICY

The importance of regular attendance cannot be overemphasized. All absences are detrimental to the goal of achieving a thorough education. The New Jersey Board of Education encourages good attendance and therefore:

Attendance/Grading

ANY STUDENT accumulating absences in excess of 20 days of approximately 11 percent of the possible number of days in attendance from the date of enrollment may fail the educational program for the year. This 11 percent includes excused and unexcused absences.

- **ANY STUDENT** absent seven (7) or more days per making period (nine weeks) may be given a grade of **F** for the quarter.
- Any unusual circumstances regarding this policy will be presented to and considered by the administration.
- Tardiness is recorded in the register and is noted on the students' report card. (Please see rule #4)
- A written, signed note from the parent or doctor must be supplied to the teacher on the first day a student returns to school following an absence. Teachers may excuse the absence according to the guidelines noted in the attendance policy.

The only acceptable excuses for non-attendance are:

- Verified illness of a student (doctor's note).
- Medical, dental, or optometry service (doctor's note)
- Quarantine (doctor's note)
- Bereavement

It is encouraged that routine medical appointments be scheduled outside regular school hours. **After an absence, make-up work, including quizzes and tests is the sole responsible of the student.**

It is **NOT** the responsibility of the teacher. Teachers will, however, make available to the student the subject content and assignments covered during any documented school absence.

Attendance Policy Continued =====>

IMPLEMENTATION:

1. On the 7th absence from school prior to December, the teacher will send notification to the Principal. Parents will be notified by telephone or written communication.
2. On the 14th absence from school prior to March 1, the teacher will send notification to the Principal. The parents will be notified by telephone or written communication mandating a conference at the school.
3. On the 20th absence from school, prior to May 1, the teacher will notify the Principal. The parents will be contacted by written communication to arrange a conference at the school. A student with **more than** 20 absences may be retained!

AWARDS K-8

Principal's List, Honor Roll, Citizenship and Perfect Attendance are awarded at the end of the each quarter.

- **Principals List** is defined as incurring all A's through out the quarter.
- **Honor Roll** is defined as a student receiving all B's or higher in the quarter.
- **Perfect Attendance** is defined as being present all day with no tardies.
- **Citizenship** is defined as a student who exhibit who most consistently exhibits or shows the most growth in teacher specified areas. The "fruit of the Spirit" as described in Galatians 5:22-23.

ACADEMIC REPORTING ~GRADING SCALE

GRADES K-2

I – Achieves objectives & performs skills INDEPENDENTLY

M – Missing

NT – Needs TIME to develop

P – PROGRESSING toward achieving objectives & skills

X – Exempt

GRADES 3-5

100-98 A+

97-93 A

92-90 A-

98-88 B+

87-83 B

82-80 B-

79-78 C+

77-73 C

72-70 C-

69-68 D+

67-63 D

62-60 D-

GRADE 6 - 8

100-95 A

94-93 A-

92-89 B+

88-85 B

84-82 B-

81-79 C+

78-75 C

74-72 C-

71-69 D+

68-65 D

Any Below 60% is an F

Any Below 65% is F



Graduating Class Graduation Responsibilities, Requirements and Class trip

Graduation Fee: The graduation fee offers a variety of needs for the eighth grade students such as: cap and gown, graduation invitations, reception following the graduation service etc.
Fee is \$125.00 at registration.

Eighth Grade Class Officers:

Class officers serve the eighth grade class to develop and understand the fundamentals of organizational practices. The students will engage in leading out in meetings following the *Robert's Rules of Order*. Each student has been given several roles that include the following:

Class President: He/she chairs the meeting, prepares the agenda, and represents the class in public and at school.

Vice President: This person supports the president. He/she alternate leading the class meetings, prepares the agendas, and represent the class.

Secretary: Responsibilities include, preparing the meeting room, taking the minutes at each meeting, writing down discussions of the meetings held.

Assistant secretary:

Treasurer: This person is responsible for counting the monies received after fundraisers. He/she will work with the treasure of the school as well as the class teacher to fulfill his/her responsibilities.

Pastoral Team: Sets the spiritual tone of class meetings, leads in worship, and attends some out of school church visitations.

Photographer: Learns to take pictures with detail, operates the school camera, etc.

Yearbook: This person or team of people helps produce the school yearbook.

Graduation Activities

Graduation activities for the eighth grade are planned and conducted by the administration of LNS.

Remember that students' participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship standards. Students may be kept from public graduation participation for the following reasons:

- Behavior
- Scholastic

Finances

During the graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or administration will be denied the privilege of continued participation in the remaining graduation activities.

PROCEDURE FOR APPEALS (GRADES)

Students with a grade **(F) due to failure to complete or meet the academic standards set** may appeal within five (5) days of notifications:

1. The student or parent is to write an appeal letter to the teacher, utilizing proper business letter format.
2. Copies of the student's appeal letter will be sent to the Appeals Committee who will render a decision. The Appeals Committee is a standing committee appointed by the local school board.
3. Any challenge to the Appeals Committee's decision will be reviewed by the Principal, the Conference Superintendent of Schools, the Conference Education Committee, and the Conference Board of Education, in that order.
4. Time established to appeal will not exceed five (5) school days after the distribution of report cards. The only exception will be the end of the fourth marking period.

PROCEDURES FOR EXPRESSION OF CONCERNS

Persons having concerns about school personnel or programs have a legitimate right to express those concerns and receive answers to their questions. In order to resolve the issues as quickly as possible with those involved, please follow the following format:

At Lake Nelson School we practice the Christian principle of taking concerns we have directly to the person. This principle is given to us in Matthew 18:15 " If your brother sins against, go and show him his fault, just between the two of you..." This process is very important to us so that we can help work out any problems that may arise. The following people should be contacted, in the order listed:

1. Speak directly with teacher or staff member.
2. Speak a second time with the teacher or staff member expressing your concern.
3. Conference with the Principal and the teacher together.
4. Request to address the Personnel Committee

LAKE NELSON SCHOOL DRESS CODE

Lake Nelson School requires its students to dress in a uniform representative of the school's purpose. We believe this policy is important in achieving our goals as a Christian School, and we expect parents to understand support this policy by cooperating in every way.

Grooming:

1. Students are to be neat, clean and modestly dressed.
2. General cleanliness and neatly cut, trimmed and combed hair.
3. Cosmetics for girls are acceptable if they look natural and are in good taste. Fingernails are to be kept clean and trim. Fingernail polish should be natural or clear color if worn. Girls wearing cosmetics that draw attention to their appearance will be asked to remove them.

Dress:

1. Bracelets, rings, necklaces, earrings , any other type of jewelry, or body adornment are not to be worn.

2. Uniform skirt lengths must be below the knee.
3. Shoes must be kept clean and good condition. Shoe laces must be tied.
4. Information on stores that stock all of the uniform items described may be obtained from the school office.
5. Hats and Gloves are not to be worn in the classrooms.
6. Students are to remain in proper school uniform until 3:45 pm.
7. Leggings of blue color may be worn during extreme cold weather.
8. No gym pants are to be worn under the uniform skirt.
9. No Cargo Pants.
10. No SKETCHERS are to be worn.

Extracurricular Activities:

Although Uniforms are not required at recreational activities, students are required to dress appropriately and modestly. No non-fitted clothing is accepted.

The uniform is an important part of our school program. Adherence to the dress code is expected of all students at all times. Parents will be notified if a child is out of uniform. If a student needs to be reminded repeatedly about his or her dress the teacher will consult with the principal and a conference requested.

BOYS UNIFORM GRADES K-8

REGULAR SCHOOL DAY:

- White Oxford Shirt with/ Blue Pants
- White Polo Shirt with School Logo/ Blue Pants
- Blue or black socks
- Comfortable Navy Blue or Black Shoes

AUGUST , SEPTEMBER AND MAY

- Blue Bermuda shorts/ Belt
- White shirt or White polo with school logo.

CHAPEL UNIFORM:

- Yellow Oxford shirt with/ Blue Pants
- Plaid Tie
- Blue or black socks
- Comfortable Black Shoes

SPECIAL EVENTS (Follow the Chapel Uniform):

- Picture Day
- Fall and spring Week of Prayer
- Church Visitation

P.E. UNIFORM:

- P.E. T-Shirts and Blue sweat pants (NO STRIPES or PATTERNS) and sneakers
- T-shirts are sold separately in the office.
- Black Sneakers

SOCKS:

Navy Blue (**NO ANKLE SOCKS**)

Sweaters: Navy blue pullover, cardigan, or vest-style sweater may be worn.

Belts: Belts are required at all times.

Undershirts : Are to be white, with no bold print.

GIRLS UNIFORM GRADES K-3

REGULAR SCHOOL DAYS:

- White Peter pan collar shirt with Navy blue jumper.
- White Polo shirt with school logo with Blue slacks.
Navy blue or black socks. (No ankle socks)
Comfortable navy or black shoes.

AUGUST , SEPTEMBER AND MAY

- Blue Bermuda shorts
- White shirt or White polo shirt with school logo

CHAPEL UNIFORM:

- Yellow Peter Pan Collar Shirt and Plaid crisscross tie with Plaid Jumper.
- Navy blue socks or tights. (No ankle socks)
- Comfortable navy blue or black shoes. (Shoes with two-inch heels or less only.

SPECIAL EVENTS (Follow the Chapel Uniform):

- Picture Day
- Fall and Spring Week of Prayer
- Church Visitation

P.E. UNIFORM:

- P.E. T-Shirts and Blue sweat pants (NO STRIPES or PATTERNS) and sneakers
- T-shirts are sold separately in the office.
- Black Sneakers

SOCKS or STOCKINGS:

Navy Blue **(NO ANKLE SOCKS)**

Sweaters: Navy blue pullover, cardigan, or sweater may be worn.

Belts: Belts are required at all times with slacks or shorts.

GIRLS UNIFORM GRADES 4-8

REGULAR SCHOOL DAYS:

- White Oxford Shirt with Navy blue skirt or Skort.
- White Polo shirt with school logo with Blue slacks.
- Navy blue or black socks. **(No ankle socks)**
- Comfortable navy or black shoes.

AUGUST and SEPTEMBER

- Blue Bermuda shorts
- White shirt or White polo shirt with school logo

CHAPEL UNIFORM:

- Yellow Oxford Shirt with Plaid crisscross tie and Plaid Jumper.
- Navy blue socks or tights. (No ankle socks)
- Comfortable navy blue or black shoes. (Shoes with two-inch heels or less only.)

SPECIAL EVENTS (Follow the Chapel Uniform):

- Picture Day
- Fall and Spring Week of Prayer

P.E. UNIFORM:

- P.E. T-Shirts and Blue sweat pants (NO STRIPES or PATTERNS) and sneakers
- T-shirts are sold separately in the office.
- Black Sneakers

SOCKS or STOCKINGS:

Navy Blue **(NO ANKLE SOCKS)**

Sweaters: Navy blue pullover, cardigan, or vest-style sweater may be worn.

Belts: Belts are required at all times with slacks or shorts.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Upon admission, it is mandatory that students present proof of immunizations requirements as listed below. A complete health history must be in the student's CUM folder. If it is ascertained that a student does not meet these requirements, that student must withdraw from school until proof of immunization requirements has been met.

1. Diphtheria-Tetanus and Pertussis (DPT or Td) inoculation
2. Oral Polio Vaccine (Sabin)
3. Measles Vaccine
4. Rubella Vaccine
5. TB clearance, as required by local regulations (Mantoux Test)

- 6.

In addition, students must undergo a physical examination before entering kindergarten or the first, fourth and seventh grades, and for all students entering a Seventh-day Adventist school for the first time.

If proof of a physical examination is not received before October 1, the student will be asked to withdraw until proof of examination is in the student's CUM folder.

HEALTH MEASURES AND GUIDELINES

Exclusion of students who are ill

When there is evidence of departure from normal health of any student, the principal of the school shall act upon the recommendation of the school nurse to exclude the student from the building. The classroom teacher may exclude the student from the classroom after recommendation by school nurse.

Exclusion of students whose presence is detrimental to the health and cleanliness of other students.

The principle may, upon the recommendation of the school nurse, may exclude from the school any student who has been exposed to a communicable disease or whose presence is detrimental to the health or cleanliness to the other students in the school.

The school nurse, principal, or teacher shall notify the parent or guardian of the reason for the exclusion. The parent or guardian is required to immediately remove the student from the school.

Failure of parent to remove for exclusion can result in a penalty.

Returning to school

- After the student has received medical treatment, the student must present a signed physician's note certifying that the student may return to school; however, the student cannot return to school until the school nurse has determined that he/she is not detrimental to other students.
- If the school nurse find that child is still contagious he must wait and return in 3 day for another inspection. If at that time he/she is deemed non contagious he may return to the classroom that day.
- Please do not assume that because your child has a note from your physician he/she may return to school. Therefore please do not drop your child off without proper inspection... **these rules are set in place to protect all children and staff of the Lake Nelson SDA School.**

ILLNESS AND COMMUNICABLE DISEASES

If a child is ill with fever, diarrhea, vomiting, severe cold symptoms, etc, he/she should remain at home. If a child becomes ill at school, parents/guardians must make arrangements to pick up their child.

When communicable diseases occur, the school must be advised so that notices can be sent out. Your child (ren) must have a written note from their physician to be permitted to return to school after having had any of the following diseases:

- Conjunctivitis (pink eye)
- Hepatitis
- Plantar's Warts
- Chicken Pox
- German Measles
- Ringworm of skin or scalp
- Strep throat or infection
- Mononucleosis
- Rash of unknown origin
- Scabies
- Scarlet Fever
- Tuberculosis
- Dermatitis, Skin Eruptions or Rashes
- Impetigo
- Pediculosis (LICE)
- Mumps

STUDENT ACCIDENT INSURANCE

Minor accidents occurring during the school day are treated by the classroom teacher , office staff or registered nurse. If the injury appears serious, the registered nurse will call the parent.

If the parent cannot be reached, the school then will call the emergency number provided on the enrollment form. If the parent or the designated emergency contact are not available and the injury requires immediate aid, the child will be taken to the nearest hospital by paramedics. A responsible staff member will accompany the child while school staff continues to try to locate the parent.

Each child in every Seventh-day Adventist school in New Jersey is covered by student accident insurance. The policy is for "excess coverage." "Excess coverage" is **for expenses over and beyond** the student's family health insurance.

When making a claim, the family will be asked to indicate the coverage they have. Students whose family does not have health insurance will have full coverage for the medical expenses incurred up to the limits of the policy. The student accident insurance policy carried by the school covers usual and reasonable medical expenses for treatment within 90 days of the accident. It does not pay the full amount; the maximum is \$5,000 for medical and \$500 for dental.

SNOW POLICY AND EMERGENCY POLICY

Lake Nelson SDA School currently utilizes our mass notification phone services to notify parents, school members and faculty in the event of any emergency that may arise including school closings, severe weather, or other emergencies.



In case of severe weather or delay opening , a call will be received by each household by 7 am.

In addition you may listen to one of the following radio stations regarding school closings.

WCTW AM 1450

You may also watch the following TV Stations:

Cablevision– Channel 12

Comcast– Channel 62

COMPUTER AND TECHNOLOGY POLICY

LNS offers a state-of-the-art computer network. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning.

An *Internet Acceptable Use Policy* must be signed by both parent and student before a student account is set up. This agreement defines parental permission for internet access and describes acceptable use policies for the student. Account violations are subject to loss of this privilege.

School Wide On-line Program

K to the 8th Power

The purpose of this program is to help students develop key 21st Century Skills and master popular application software. Rather than present and teach computer concepts in isolation, the Kto8 lessons teach computer skills and apply them to core reading, writing, and math objectives. As a result, students gain meaningful reinforcement of key academic concepts while progressing toward technology literacy.

Disclaimer

“The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.”



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Adventist Education

A JOURNEY TO EXCELLENCE