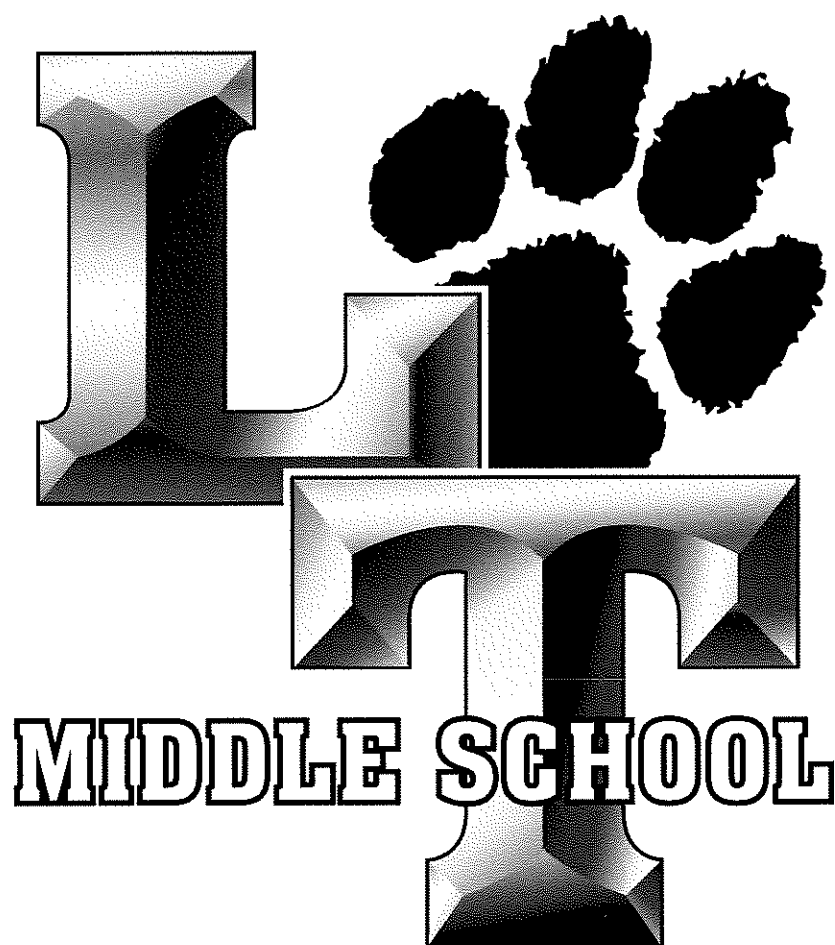


LACEY TOWNSHIP SCHOOL DISTRICT



STUDENT/PARENT HANDBOOK
2022-2023

TABLE OF CONTENTS

Principal's Welcome	3
Board of Education & Administration	4
District Mission Statement	5
Middle School Philosophy	6
Middle School Goals	7
Policies on Discrimination in Academic Programs	8-9
Section 504 of the Rehabilitation Act	
Affirmative Action	
Harassment, Intimidation, & Bullying	10
Middle School Overview	11
Telephone Directory	12
School Calendar	13
Bell Schedules	14-16
General Information	16-30
Accidents	
Alcohol, Drugs, & Tobacco	
Cafeteria/Food Services	
Cell Phones & Electronic Devices	
Elevator Use	
Emergency Contact Form	
Emergency Closing of School	
Emergency Response Plan	
Fines	
Fire Drills	
Flag Salute & Pledge of Allegiance	
Hall Passes	
Hallways	
Hallway Passing Time	
Hallway Sweeps	
Homework	
Items Prohibited on School Grounds	
Jewelry & Physical Education	
Late/Activity Buses	
Leaving the Building	
Lockers	
Lost & Found	
Media Center	
Messages	
Phone Use	
Posters & Notices	
Pupil Records	
Search & Seizure Policy	
Security Cameras	

School Store	
Student Group Accident Insurance	
Student Guests	
Supervision of Students	
Supplies	
Textbooks	
Theft	
Use of Lavatories	
Visitors	
Visitor Parking	
Academic Information	30-34
Student/Parent Portal	
Progress Reports	
Grades	
Medical Excuse Criteria	
Midterm & Final Exams	
Report Cards	
Progress/Grade Reporting Schedule	
Retentions	
Honor Roll	
PARCC Testing	
Guidance Services	35-38
Student Registration	
Student Records	
Intervention & Referral Services	
Student Assistance Program	
Co-Curricular Activities	39
Discipline Policy & Procedures	40-47
Dress Code	48-49
Technology Agreement	50-69



LACEY TOWNSHIP MIDDLE SCHOOL

660 DENTON AVENUE
FORKED RIVER, NEW JERSEY 08731
Phone (609) 242-2100 Fax (609) 242-2114
www.laceyschools.org

Gregory Brandis
PRINCIPAL

Donald Lintner
ASST. PRINCIPAL

August, 2022

Dear Students, Parents, and Guardians:

Welcome to the 2022-2023 school year! The administration and staff of Lacey Township Middle School look forward to working with each of you to make this school year a success.

This handbook has been published to provide both students and parents/guardians with an overview of our school, its policies, and general practices. You will find school contact information, bell schedules, grading procedures, and other information that will answer any questions you may have. Please take some time to review its contents. Throughout the document, you will find links that will allow you to access forms, policies, and other useful information. As always, please feel free to contact the school with any questions or concerns.

The students of Lacey Township Middle School have a rich tradition of achievement in academic and co-curricular programs. As this new school year begins, be assured that we at the middle school stand ready to make this the best school year ever.

Sincerely,

Gregory J. Brandis Jr.
Principal

Lacey Township Middle School

660 Denton Avenue
Forked River, NJ 08731-1409
(609) 242-2100
www.laceyschools.org

Board of Education

Frank Palino, President
Edward Scanlon, Vice President
Linda Downing, Board Member
Donna McAvoy, Board Member
Harold (Skip) Peters Jr., Board Member
Kim Klaus, Board Member
Salvatore Armato, Board Member

District Administration

Vanessa R. Pereira, Ph.D., Superintendent
William W. Zylinski, Assistant Superintendent
Sharon Silvia, School Business Administrator/Board Secretary
TBA, Assistant School Business Administrator
Joseph Bond, Director of Student Services
Michelle Amos, District Elementary Supervisor
Timothy Dowd, District Secondary Supervisor
Jason England, District Technology Supervisor
Mallory Krakovsky, Elementary Supervisor of Student Services

Building Administration

Gregory Brandis, Principal
Donald Lintner, Assistant Principal
Margaret Molloy, Supervisor of Mathematics and Science
Timothy Dowd, Supervisor of ELA and Social Studies

Lacey Township School District Mission Statement

The mission of the Lacey Township School District is to make student achievement its top priority and to educate and graduate responsible, compassionate, lifelong learners who have analytical skills, intellectual resilience, and respect for self and others; who meet or exceed all New Jersey Student Learning Standards at all grade levels; and who are fully prepared to assume productive and personally fulfilling roles in the diverse, ever-changing world of the 21st Century.

To that end, the district will:

- Create and foster a physically safe and emotionally secure environment that promotes a high level of academic performance.
- Empower students to be self-directed learners by developing critical thinking skills, building problem solving skills, and fostering intelligent behaviors.
- Instill in students a sense of accountability for their actions and decisions.
- Afford every student the opportunity to develop intellectually, ethically, and personally to the fullest extent of his or her capabilities.
- Prepare students to live and work in a rapidly changing technological world by fully infusing technology in curricula at all levels and in all subjects.
- Promote respect and appreciation for all cultures and teach students to value diversity.
- Foster an appreciation of the rights and responsibilities of good citizens and give students the skills and the desire to contribute to their community, their country, and their world.
- Write and implement educationally sound curricula that are aligned with and promote proficiency in the New Jersey Core Curriculum Content Standards at all grade levels.
- Provide for ongoing professional development that keeps all staff current in best practices in their fields.
- Provide for analysis of student performance data that fosters fully informed instructional decision-making.
- Recruit, hire, and retain superior professional staff.
- Enlist the support of parents and the community in promoting high academic standards and in providing the resources necessary to meet those standards.
- Provide administrative leadership that supports and motivates both teachers and students.
- Secure and utilize resources appropriately in support of this mission.

Lacey Township Middle School Philosophy

The concept of the Middle School Model or Middle School Philosophy was established out of a dissatisfaction by educators in the Junior High School Model, a subject-centered model of educating students between the ages of 11 and 14. It was believed that students in this age group required a student-centered learning environment and curriculum designed to address both the educational and developmental needs of the students.

At Lacey Township Middle School, the administration and staff believe that for our students to succeed, we must focus on all aspects of the student; mental, physical, emotional, social, and academic. Collectively, our teachers and counselors have established a variety of programs to develop the health, wellness, and academic achievements of the students. Additionally, co-curricular opportunities exist to promote and refine social skills.

We invite the parents/guardians and families of our students to become actively involved in the programs offered at the middle school. We encourage you to join us on our journey to make the middle school years an experience of healthy growth, excitement, and achievement.

Lacey Township Middle School Goals

The following are the approved goals for all Lacey Township schools:

1. Develop and improve skills in reading, writing, speaking, and listening;
2. Develop pride in work and a feeling of self-worth;
3. Develop good character and self-respect;
4. Learn how to research, examine, and implement information;
5. Understand and practice democratic ideas and ideals;
6. Appreciate cultural diversity through the arts;
7. Practice and understand the ideas of health and safety;
8. Interpret and understand the events that take place in the world;
9. Explore methods of managing money, property, and resources;
10. Understand and practice the skills of family living;
11. Gain information needed to make job selections;
12. Provide for and develop the abilities for all children at all levels;
13. Develop a desire for learning now and in the future;
14. Provide a safe learning environment;
15. Learn to use leisure time constructively;
16. Establish good citizenship by respecting and getting along with people with whom we work and live; and
17. Gain information and develop skills needed to enter a specific field of work and/or pursue further education.

Lacey Township School District

Policies on Discrimination in Academic Programs

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

Section 504 of the Rehabilitation Act—Nondiscrimination on the Basis of Handicap in Programs and Activities

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Lacey Township School District is responsible to prevent discrimination in policy, programs, and practice regarding personnel and students.

The Lacey Township School District is responsible to identify, evaluate, and afford success to appropriate educational services for students who are determined eligible for Section 504 services. Parents/Guardians who disagree with the school's determination may request a hearing with an impartial hearing officer.

Parents/Guardians of children who are believed to have a disability that requires modifications or accommodations to their educational programs should contact the building principal or submit a written request to Mr. William W. Zylinski, Assistant Superintendent/District 504 Coordinator, 200 Western Boulevard, P.O. Box 216, Lanoka Harbor, NJ 08734.

Affirmative Action

Donald Lintner, Affirmative Action Officer
(609) 242-2100

The Lacey Township Board of Education reaffirms its policy to ensure equal educational opportunity for all students and to prohibit discrimination because of sex, sexual orientation, race, color, creed, religion, ancestry, national origin, social or economic status, or disability in the educational programs and activities, not limited to but including course offerings, athletic programs, guidance and counseling, tests and procedures, parenthood and marital status, through an intensive affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

The Board of Education also reaffirms its policy to ensure equal employment opportunity for all persons to prohibit discrimination in employment because of sex, sexual orientation, race, color, creed, religion, national origin, age, domicile, marital status, or non-employment in the public education system of the school district. An intensive affirmative action program shall be an integral part of every aspect of employment, not limited to but including upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeship, promotion, or tenure.

Reporting/Grievance Procedures

Complaints alleging violations of the District's Affirmative Action Policy shall be reported to the building principal or principal's designee and the school's Affirmative Action/Title IX Officer. Incidents/concerns may be reported to William Zylinski, Assistant Superintendent/District Affirmative Action/Title IX Coordinator at 200 Western Blvd., P.O. Box 216, Lanoka Harbor, NJ, 08734 or by calling (609) 971-2000 ext. 1003.

Harassment, Intimidation, and Bullying

District Anti-Bullying Coordinator

William W. Zylinski
wzylinski@laceyschools.org
609-971-2000, ext. 1003

Middle School Anti-Bullying Specialist

Loren Heuschkel
lheuschkel@laceyschools.org
609-242-2100, ext. 3002

Policy Statement

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

Reporting Procedure

The Board of Education requires the principal at each school to be responsible for receiving complaints alleging violations of this policy. All board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All board members, school employees, volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the principal within two school days of the verbal report. The principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation. Students, parents, and visitors are encouraged to report alleged violations of this policy to the principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

For further information on the Lacey Township School District policy on Harassment, Intimidation, and Bullying, please visit: www.laceyschools.org/Page/139

Lacey Township Middle School Overview

Lacey Township Middle School houses students in grades 7 and 8. The students follow individualized schedules, changing rooms and teachers throughout the day.

All students receive instruction in English Language Arts, mathematics, science, and social studies. The English Language Arts program is designed to allow for sequential skill development in both oral and written communication while studying literature in grades 7 and 8. The mathematics program allows students to sequentially progress through the study of algebra. Students at the middle school receive a period of English Language Arts and mathematics each day.

Science instruction for 7th grade students is an exposure to organisms in life science. Physical science is offered at the 8th grade level as a general science course emphasizing the areas of physics and chemistry. Social studies instruction provides students an opportunity to study Ancient World History at grade 8 and American History at grade 7.

One goal of the middle school is to afford students the opportunity to experience a variety of activities beyond academics. In addition to the academic areas, students receive physical education and health along with one period of rotator subjects daily. Rotator areas change each marking period and include, computer education, geo-technology, Spanish, art and music. Students in 8th grade may elect to take a foreign language, band, or chorus for a full year.

Additional instructional areas are provided for students who demonstrate an interest and aptitude. Instrumental music is offered at both grade levels. Students receiving instrumental instruction have the opportunity to audition for one of the two middle school bands. Chorus is also available at both grade levels. The students in the band and chorus are engaged in two concerts yearly.

Special education and remedial classes are provided to meet diagnosed needs when appropriate. Speech therapy is also available within school.

Additional information on curriculum can be found in the [Program of Studies](#) or through [Rubicon Atlas](#) on the district website.

Telephone Directory

Lacey Township School District (609)971-2000

Superintendent's Office

FAX: (609)242-9406

Vanessa R. Pereira, Ph.D., Superintendent	1002
Linda Dynak, Confidential Secretary	1002
William Zylinski, Assistant Superintendent	1003
Christi Johnson, Confidential Secretary	1003
Joseph Bond, Director of Student Services	1021

District Supervisors

FAX: (609)242-1296

Michelle Amos, District Supervisor	1018
Timothy Dowd, District Supervisor	1016
Mallory Krakovsky	4018
Kathleen Locandro, Secretary	1019

Lacey Township Middle School (609)242-2100

Main Office

FAX: (609)242-2114

Gregory Brandis, Principal	3003
Marisa Speck, Secretary	3003
Kathy Lieter, Secretary	3001
Donald Lintner, Assistant Principal	3001
Margaret Molloy, Supervisor	3002

Guidance Office

Watson Heilala, Counselor	3002
Loren Heuschkel, Counselor	3002
Jennifer Fiduccia, LDTC	3002
Kelli Marchitello, School Psychologist	3002
Abby Sly, SAC	3002
Colleen Fitzgerald, Secretary	3002

Health Office

Kristen Patterson, School Nurse	3007
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Attendance

Kathy Lieter	3001
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2022-2023 School Calendar

LACEY TOWNSHIP SCHOOL DISTRICT | 2022-2023 CALENDAR

1-2 School Closed – Staff In-Service Days	<table><tr><th colspan="7">SEPTEMBER 2022</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table>	SEPTEMBER 2022							S	M	T	W	Th	F	S						1	2	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		<table><tr><th colspan="7">FEBRUARY 2023</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr></table>	FEBRUARY 2023							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					20 School Closed – Presidents' Day							
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Staff Only 
 Half Day 
 No School 
 First/Last Day 

** Middle & Mill Pond Schools - Parent/Teacher Conferences - November 30 – December 2, 2022 (Half days are scheduled)

** Cedar Creek, Forked River & Lanoka Harbor Schools - Parent/Teacher Conferences - November 2-4, 2022 and January 11-13, 2023 (Half Days are scheduled)

** Please be advised that the Board of Education will schedule school after June 16 or modify this calendar due to emergency closings/weather.

Student/Staff 180/183

Approved: February 17, 2022

2022-2023 Bell Schedules

LACEY TOWNSHIP MIDDLE SCHOOL **Bell SCHEDULE**

Bus Unloading **7:30AM-7:35AM**

	<u>Start</u>	<u>End</u>
Block 1	7:35 AM	9:06 AM
Block 2	9:08 AM	10:33AM
Block 3	10:35 AM	12:33PM
Block 4	12:35 AM	2:00PM

PERIOD 3 LUNCH - 30 MINUTES

Lunch 1 - 10:35 - 11:05
Lunch 2 - 11:19 - 11:49
Lunch 3 - 12:03 - 12:33

PERIOD 3 CLASS

11:07 - 12:33
(10:35-11:17) (11:51-12:33)
10:35 - 12:01

Passing Time- 2 minutes
Class Time- 85 minutes

LACEY TOWNSHIP MIDDLE SCHOOL

Early Dismissal Bell SCHEDULE

Bus Unloading 7:30AM-7:35AM

	<u>Start</u>	<u>End</u>
Block 1	7:35 AM	8:34 AM
Block 2	8:36 AM	9:33 AM
Block 3	9:35 AM	10:32 AM
Block 4	10:34 AM	11:30 AM

No lunches served on half days.

LACEY TOWNSHIP MIDDLE SCHOOL

Delayed Opening Bell SCHEDULE

Bus Unloading 9:30AM-9:35AM

	<u>Start</u>	<u>End</u>
Block 1 or 2	9:35 AM	10:34 AM
Block 3	10:36 AM	12:33PM
Block 4	12:35 AM	2:00PM

PERIOD 3 LUNCH - 30 MINUTES

Lunch 1 - 10:36- 11:06
 Lunch 2 - 11:19 -11:49
 Lunch 3 - 12:03 -12:33

PERIOD 3 CLASS

11:08-12:34
 10:36-11:17(Lunch)11:51-12:33
 10:36-12:01

Passing Time- 2 minutes

General Information

Accidents

If you witness a student or staff accident, do not move the person as this may cause further injury. Make sure the patient is comfortable and notify the nearest teacher or the school nurse as quickly as possible.

Alcohol, Drugs and Tobacco

While students are under the jurisdiction of the school they may not have drugs, alcohol, tobacco, matches or lighters in their possession. That means that even carrying those items in a purse or pocket is a violation of school rules. If a doctor prescribes medication which must be taken during school hours, a parent must contact the school nurse and make appropriate arrangements (see [Health and Nursing Services](#) for more information).

Cafeteria/Food Services

The Lacey Township School District Food Services Department provides both a [breakfast and a lunch menu](#) for students.

All students will eat lunch in the building. A lunch meal may be purchased daily or brought from home. Free and reduced meals are available to those who qualify. ([Free and Reduced Lunch Application](#)) Milk may be purchased on a daily basis.

The middle school cafeteria staff offers an emergency lunch program which will meet the needs of students who have no lunch or money to purchase one. Payment will be due the next day. In order to obtain a lunch meal, the student must report to the cafeteria manager before obtaining any food. The student's name will be recorded and if repeat problems occur, the name will be forwarded to the counselor. The counselor will then call the parent to determine if a problem exists and if not, to inform the parent that payment is required. Under no circumstances will any student receiving an emergency lunch be permitted to purchase cookies, ice cream, chocolate milk, or other treats. Students are permitted to purchase up to two snacks (i.e. ice cream, cookies, crackers) with their lunch.

Cafeteria Rules

1. Loud talking, excessive noise, or rowdy behavior is not acceptable.
2. When the teacher addresses a group, all talking and movement stops.
3. Food and other objects are not to be thrown.
4. Scraps, wrappers, leftovers, and trash must be placed in the trash barrels.
5. Students must clean up after themselves – this includes all tables, benches, and any items that may have been dropped on the floor.
6. Permission from a teacher or duty aide is needed to leave your seat except when returning trays.
7. Permission from a teacher or duty aide is needed to leave the cafeteria.
8. No running, pushing, or cutting in line.
9. Each student must buy his/her own food, and return his/her own tray when finished.
10. Do not bring books, book bags, or backpacks to the cafeteria.
11. Students using the lavatory on their way to or from lunch without a pass must use the lavatories in M-hall only.
12. When entering the cafeteria, students must use the entrance near the school store; when exiting, the door closest to the main office is to be used.
13. Students may not switch seats during lunch. The same seat is to be kept throughout the entire lunch period.
14. All food and drinks must be consumed inside the cafeteria.

Cell Phones and Electronic Devices

Cell phones may not be used in the classroom, hallway, bathrooms, stairway, gym and locker rooms. Cell phone use during lunch time is a privilege and can be revoked if a student is in violation of the code of conduct. **Use of cell phones in these unauthorized locations and other electronic devices for non-educational purposes could result in disciplinary action. Photography of any kind is not permitted on school grounds including the bus and bus stop.**

Elevator Use

There is one elevator at the middle school located in A-hall and E-hall. **An elevator pass must be obtained from the school nurse prior to student use.** Elevator use is only for students suffering injuries or disabilities that prevent them from using the stairs upon receipt of a physician's prescription.

The following elevator rules for elevator use must be adhered to:

1. Only the student who has been granted permission may ride the elevator. Assisting students may not ride the elevator.
2. Only one student is allowed in the elevator at any given time.
3. Keep the elevator clean.
4. Exercise caution and care in the use and treatment of the elevator.
5. Use the elevator only when needed.
6. Report any problems with the elevator to the main office.
7. In case of fire, **DO NOT USE THE ELEVATOR. USE THE STAIRS.**

Failure to comply with the rules for riding the elevator will result in disciplinary action for failure to follow procedure and insubordination.

Emergency Contact Form

All students' families are required to complete an emergency contact form. This information will enable the administration to provide the student with the special services required in the manner requested by the parent/guardian in the event of an emergency. Please complete and check these forms for accuracy as soon as possible and return them with a parent's/guardian's signature. Please contact the guidance office at (609) 242-2100 ext. 3002 when emergency contact changes occur.

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 inclement weather or other emergencies, radio stations WOBN (FM) 92.7, WJLK (AM) 94.3, and WJRZ (FM) 100 will make the announcements. The district will also use the automated calling system.

Fines – Responsibility for Issued Materials

Students will receive a fine notification for materials that have not been returned. Fines are to be paid in the Student Personnel Office. Students with outstanding fines may not participate in co-curricular activities/events.

Fire Drills

For the safety and protection of all students, periodic drills are conducted. Instructions are posted in each room outlining the directions in case of a fire. Each student is obligated to know his/her assignment for evacuating the school. Once the student knows his/her class schedule, he/she will be informed of the exits or area to be used while in a given room by the teacher. It is important that students follow their teacher's direction and move quickly and in absolute silence.

ANY STUDENT FOUND TAMPERING WITH THE FIRE ALARM SYSTEM MAY BE SUBJECT TO SUSPENSION, EXPULSION, AND A COMPLAINT SIGNED IN JUVENILE COURT.

General Rules for Fire Drills:

- A. All windows and doors must be closed but not locked.
- B. Students must follow the designated exit instructions and leave the building in an orderly manner.
- C. Students must remain with the class and teacher.
- D. Students will be directed via the P.A. system to return to the building.
- E. Students are to be silent throughout the fire drill.
- F. Students referred to the office for any violation of the above rules will be subject to disciplinary action for disobedience and insubordination.

Flag Salute and Pledge of Allegiance

New Jersey law requires you to show respect for the flag of the United States. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies but you are required by law to respectfully remain silent

Hall Passes

Students who wish to be excused from class for any reason **MUST** secure the prior approval of their regularly scheduled teacher. Failure to do so will result in a disciplinary referral for failure to follow procedure or class cutting. Students will not be allowed out of their classroom without a pass, except when changing classes. Passes are restricted to emergency situations. Students without a pass will be referred to the main office for disciplinary action. Students will be issued a hall pass at the beginning of each month in alpha-homeroom. A student who loses a hall pass may obtain a new hall pass from SPS for \$.50.

Hallways

Running is never permitted. A pass is required for students to be in the hallway except when changing classes. Students must use the most direct route to their destination or routes specified by the administration and not delay. The stairway in the library is only to be used with specific teacher permission. Upon entering the building in the morning, students are to go directly to their first period/alpha-homeroom. A pass is required to be in any other area.

Hallway Passing Time

Students are given two minutes to change classes, including lunch. Students may not loiter in the hallways or lavatories. They must report directly to their next class.

Hallway Sweeps

Being on time for school and class is an important life skill that must be developed by the student. To assist with this effort, occasional and unannounced hall sweeps will be made during the day to ensure that students are in class on time. After the hall sweep has been conducted, any student found in the hall without a signed hall pass will receive one (1) Central Detention.

Homework

Homework is an extension of classroom learning activities and should always meet an objective or fulfill a need. Not all lessons require home preparation, so students may not have assignments from each teacher each day. During the course of each week; however, students can expect to be engaged in home study. If you have any questions concerning the quality or quantity of homework, please discuss the matter with the teacher by calling the Guidance Office at 242-2100 ext. 3002 to schedule an appointment. Students should regularly check their teachers' Google Classroom pages for homework assignments.

If a student is to be absent for **three or more days**, parents should contact the Guidance Office at 242-2100 ext. 3002 and request class and homework assignments. Normally, this material may be picked up by the parent/guardian in the main office within two days after the request. Parents are encouraged to call the guidance office and check on assignments. For absences fewer than three days, the student should check their teachers' Google Classroom pages for homework assignments and contact a classmate for assignments. Students and parents are encouraged to access teachers' webpages and to monitor grades using the student and parent portal in RealTime.

Items Prohibited on School Grounds

Alcohol	Animals (except approved service animals)
Lighters	Knives
Water Pistols	Weapons of Any Type
Cigarettes/E-Cigarettes	Fake Weapons
Smokeless Tobacco	

Disciplinary action will be taken on a student found to be in possession of any of the above items.

Jewelry and Physical Education

Only students' ear piercings are permitted at LTMS. All jewelry (necklaces, watches, rings, etc.) must be removed before physical education class. Students will not be allowed to participate in physical education while wearing jewelry. Students may be marked unprepared if they do not remove any and all jewelry.

Leaving the Building

Students will not be allowed outside the building at any time during the school day. A parent will immediately be called when it is discovered that a student may have left the building during the school day, and disciplinary action will be taken by the administration.

Lockers

Each student is assigned two lockers; a hall locker for books and outerwear, and a small gym locker for gym clothes. The hall locker, which has a combination lock, is assigned at the opening of school. For their own protection, students should not give out the combination and should always check to make sure that the locker door is locked. Lockers should be kept as clean as possible and should be used to store only items needed for school. The lockers may be inspected periodically using duplicate combinations or a master key to gain entrance. Students are not permitted to put stickers, tape, or glue on lockers.

Note: Under no circumstances are students to share lockers or leave items jammed in the door to prevent locking. Disciplinary action will be taken with students found to be in violation of the above rules regarding lockers.

To open your hall lockers:

1. Clear the lock by rotating the dial several complete turns in a clockwise direction.
2. Continue clockwise and stop at the first number.
3. Turn the dial counterclockwise, pass the first number and stop at the second number.
4. Turn the dial clockwise and stop at the third number.

Gym lockers will be assigned by the student's physical education teacher. Students are not to be in locker rooms during class time, before school, or after school without specific teacher permission. Students entering a locker room without appropriate supervision will be subject to severe disciplinary action.

Lockers are the property of the school and may be searched by the school authorities pursuant to P.L. 1985, Chapter 198 18A:36-19-2. Students are responsible for the care of the locker. Vandalism or damage to a locker will result in disciplinary action and/or payment of damages.

Lost And Found

Lost and Found is located in the cafeteria. It may be checked before homeroom and during lunch. Items may also be turned into the main office. Items of obvious value such as electronics, wallets, purses, jewelry or eyeglasses are kept in the Main Office. Unclaimed clothing and other appropriate items will be donated to charitable organizations before winter break and at the end of the year.

Media Center

Students are issued Library/ID cards. These cards will be needed to borrow books or other items from the Media Center. There will be a \$3.00 charge for replacing lost cards.

The loan periods are as follows:

Item	Loan Period
Reference books	Overnight
Magazines and pamphlets	(excluding current issues) 3 days
Regular books	2 weeks

Fines will be assessed on each overdue item at the rate of \$.10 per day with a

maximum fine of \$3.00. Lost or damaged items may be assessed up to the replacement value of the item.

Messages

Every attempt will be made by the main office staff to deliver messages to students from parents. However, since these deliveries necessitate the interruption of classes, it is requested that parents avoid calling in messages to students and limit them to emergencies only.

Phone Use

A classroom and main office phone may be used during the school day with permission from a staff member. **Cell phones are not to be used for personal calls , posts, or texts during school hours.** Permission to remain after school for a co-curricular event should be arranged with parents the day before.

Posters and Notices

Posters and notices of any kind must receive the approval of the principal before being posted. Please do not ask permission to advertise activities which do not pertain to the educational program of the school.

Pupil Records

In accordance with the requirements set forth in the New Jersey Administrative Code, Title 6, Chapter 3, Sub-Chapter 2, entitled, "Pupil Records", local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable State and Federal laws and local policies available upon request.

Pupil records shall contain only such information as is relevant to the education of the pupil, and is objectively based on the personal observations or knowledge of the originator of the record.

Search and Seizure Policy

In November 2005, the Lacey Township Board of Education adopted a policy on search and seizure that states: A pupil's person and possessions may be searched by school officials provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating the laws or rules of the school."

Parents and students are advised of this policy and that school lockers remain the property of the district even when used by students. Lockers are subject to administrative search AT ANY TIME in the interest of school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of proper warrant.

The policy states that "common sense will also dictate that any evidence found in the search shall be recorded and its disposition shall be indicated in the file." The reason for the search, basis for information leading to the search, the manner in which the search was conducted, who was present, and whether anything was found in the search shall also be recorded.

Security Cameras

The school and the surrounding grounds are under 24-hour video surveillance.

School Store

The school store is located in the rear of the cafeteria. The store is operated and managed by students in the Student Council. Students may purchase school related items such as notebooks, pens, pencils, apparel, etc. Proceeds from the school store are placed in the student activities account.

Student Group Accident Insurance

The Board of Education grants permission to an insurance company to offer students group accident insurance. There are certain limitations in this plan. Be sure to read the provisions of your policy.

Accidents must be reported immediately to the building nurse. Claim forms may be obtained from the school. However, the filing of any claim is the responsibility of the insured. The school assumes no responsibility for settlement of claims. It is recommended that insurance be taken for participation in intramural and interscholastic activities.

Student Guests

Students are not permitted to bring guests into the school building during regular school operating session.

Supervision of Students

Students may not stay after school within the school or on school grounds without direct supervision from a staff member. Unsupervised students must leave the school campus at the conclusion of the normal school day. If students wish to spectate at a school function/game, they must leave the campus and not return until 15 minutes before the start of the event. Students returning to or remaining in the school after regular hours must have made arrangements for their parents to meet them promptly at the close of the activity. School sponsored supervision of students will generally end with the scheduled closing time of the particular activity. In cases when an exact closing time cannot be predicted (i.e.: certain field trips, athletic matches, etc.) supervision should not be expected for more than 30 minutes after the students return to the school or the activity actually ends. Parents who cannot reach the school within this time period should make other arrangements to get their children home. Information on the estimated closing time of an activity can be obtained by contacting the activity's supervisor.

Students should not arrive at school prior to 7:15 a.m. because supervision will not be available until that time.

Supplies

The following is a list of suggested supplies that 7th and 8th grade students may need for middle school.

Pocket folders (one per subject)	Pencils with erasers
Loose-leaf binder(s)	Pens (blue or black)
Dividers for binders	Colored pencils
Loose-leaf paper for binders (white)	Highlighters
Reinforcement circles for paper holes	Red pen
3 X 5 index cards	12" ruler
Calculator Ti-34 Multiview	

Textbooks

Textbooks and related materials (i.e. calculators) are loaned to the students. They are to be covered at all times. Any damage over and above normal wear and tear will be charged to the student.

Theft

Students must exercise great care to see that all lockers are properly secured to protect public and personal property from theft. They should never leave belongings unprotected. Every theft report will be carefully investigated by the administration. Complaints may be filed by the administration against any student possessing stolen property. Reports of thefts should be made on the proper forms available in the main office or the assistant principal's office.

LTMS Transportation Procedures 2022-2023

Students Taking the Bus

Students who ride a bus to and from school will have their pick up and drop off times mailed to them from the transportation office at the end of August. If you have any questions please contact the Transportation Office at (609)971-2000 Ext. 1043

When school buses arrive at the middle school, students stay on the bus until they are dismissed at 7:30 am. Only students purchasing breakfast or meeting with a teacher are permitted to disembark the bus prior to 7:30 am.

Students Walking to School

Students who are designated walkers will be given a walking pass for the year. Non-walking students who wish to walk home from school must bring in a permission note from her/his parents each day they wish to walk home. The walking note must be delivered to the greeter's desk in the main lobby. At dismissal, the student may pick up a walking pass for the day from the greeter's desk.

As walking students arrive at school, they will enter the front doors and immediately report to the cafeteria until the morning bell. At the dismissal bell, all walking students will report to the cafeteria to wait to be dismissed after the last school bus leaves the bus platform.

Students Biking to School

Students may ride their bicycles to and from school. There are two bicycle racks installed on our campus to lock bicycles(one behind the building, and one outside of M-Hall). All bicycles should be locked at all times during the school day. Students riding bicycles are reminded to always wear a helmet. Helmets may be stored in students' lockers.

As biking students arrive at school, they will enter the rear or side doors and immediately report to the cafeteria until the morning bell. At the dismissal bell, all biking students will report to the cafeteria to wait to be dismissed after the last school bus leaves the bus platform.

Parent Drop Off and Pick Up

Parents, if you are picking up or dropping off your child, please drive in a single file line along the curb in front of the building unless school buses are present. When school buses are present, parents must use the teacher parking lot to drop off students. Students may exit and enter cars only when the vehicle is along the front curb. It is important for student safety that cars stay along the curb. **No drop off or pick up is allowed in the lot closest to the building while buses are present.** Please keep our students safe by paying attention to this procedure and being courteous to other drivers. Parents are not permitted to wait for students in the lobby or at the bus platform at dismissal.

As dropped off students arrive at school, they will enter the front doors and immediately report to the cafeteria until the morning bell. At the dismissal bell, all picked up students will report to the cafeteria to wait to be dismissed after the last school bus leaves the bus platform.

Important for Student Drop Off in the Morning

All students being dropped off for school once school buses are present must exit their cars in the faculty parking lot and walk to the far crosswalk near the cafeteria in order to cross safely to the school. No student should be crossing the bus parking lot at any time unless it is in the crosswalk closest to the cafeteria.

Use of Lavatories

Lavatories may be used by all students with permission from a staff member. A pass to use the lavatory is necessary for all students at ALL times

Visitors

All visitors must sign in at the Greeter Desk in the main lobby upon entering the school building. No person is to go to a classroom without first reporting to the main office.

Visitor Parking

Several visitor parking spaces have been reserved in our parking lot. Please do not drive in the section immediately in front of the school reserved for buses only. Please line up your vehicle in a single line along the front curb when picking up children after dismissal of our school buses.

Voluntary Random Drug and Alcohol Testing

Lacey Township Middle School follows the Board of Education Policy and Regulation 5337, Middle School Voluntary Random Testing for Alcohol or Other Drug Use. This policy and regulation enhances the district's ability to provide students with a safe and drug free learning environment. To take advantage of early intervention in the fight against the dangers of drugs and alcohol, the Lacey Township School District is implementing this program to assist families. Information regarding the Lacey Township Middle School Voluntary Random Testing for Student Alcohol and Other Drug use program can be found on our website. Please navigate to laceyschools.org. Click on the "Select a School" link and click on Lacey Township Middle School. Click on "Parents" and then click on "Voluntary Random Drug Testing Information".

Academic Information

To fulfill the middle school vision of transitioning students for higher academic pursuits, the middle school staff is committed to helping our students become successful, independent learners. The curriculum has been developed to meet New Jersey Department of Education Standards and challenge the students by maintaining high academic standards. As part of our academic focus, we believe that it is our responsibility to guide the students toward becoming responsible citizens. The curriculum is designed to meet the diverse academic and social needs of our students while ensuring that their learning experiences prepare them for the demands of the 21st Century. It is essential for our students to be able to read analytically, write logically, and think critically.

Student/Parent Portal

The Student/Parent Portal allows both students and parents/guardians access to the RealTime Student Information System. All middle school students and their parents/guardians are issued a password providing access to the student's grades, attendance, discipline, etc. It is recommended that parents/guardians check the portal on a weekly basis.

Progress Reports

If midway through a marking period a student is in danger of failing a subject or is not progressing satisfactorily, an interim report can be accessed through the [Parent Portal](#). The progress reporting system has been instituted to give students an opportunity to bring their performance up to a satisfactory or passing level.

The interim reports may also be utilized by the staff to make parents/guardians aware of students who have done outstanding work, have performed beyond the expected level, or have demonstrated extra effort and work.

Parents are encouraged to analyze these interim reports when received and to bring any questions or concerns to the attention of the counselor or teacher involved.

Grades

Report cards shall be issued quarterly and shall indicate a numerical grade, the number of absences and six comments for each course. If students do their best in every class, and on every assignment, and study for every test, they can usually be assured of passing grades.

If a student finds him/herself having difficulty in a class, he/she should first discuss the problem with the teacher in that class. All teachers are available for assistance and guidance and are willing to devote time for additional help if asked.

All grades shall be in numeric form with the following ranges of achievement:

90 – 100.....	Outstanding Achievement
80 - 89.....	Above Average Achievement
70 - 79.....	Average Achievement
65 - 69.....	Minimal Achievement
Below 65.....	Unacceptable Achievement
M.....	Medical Excuse (physical education)

In a full semester course, students will have the opportunity to earn a safety net grade of 55 during marking periods 1 and 2. Grades reflecting the true numeric value of work done by students will be issued during marking periods 3 and 4, as well as the midterm and final examinations. In a semester course, no grade lower than a 55 will be issued during marking periods 1 and 3. All health and driver education classes will reflect the true numeric value of the work done by the student.

In order to earn the safety net grade of a 55, students and families will be required to meet with teachers, counselors, and administrators.

- a. Students in need of their first marking period safety net(s) will be required to attend at least two after-school enrichment tutoring sessions in order to obtain the safety net.
- b. Students in need of their second marking period safety net(s) will be required to attend at least four after-school enrichment tutoring sessions and recommended to attend at least one club/activity/sport in order to obtain the safety net.

Medical Excuse Criteria

- Parents may send in a written note excusing their child from physical education for up to 3 days.
- A physician's note is required if a student's absence from physical education will exceed 3 days.
- One-day medical excuses are granted by the teacher.
- Short-term medical students will attend, but not participate in physical education classes.

- Medicals issued “until further notice” will be effective for 30 calendar days. After that time, the medical must be renewed or the student returns to physical education class.
- Students with medical excuses exceeding 3 days will be required to complete an alternate assessment as required by the New Jersey Department of Education requirements for health and physical education.

Midterm and Final Exams

- Midterm and final examinations are administered in all full year classes.
- All midterm and final examinations will each count as two test grades in the second and fourth marking periods.

Report Cards

Report cards are issued four times during the year and will be posted on the parent portal approximately two weeks after the marking period ends. The ending dates for the marking periods are listed below. Parents will then have the opportunity to review their child’s grades. If further clarification is needed, parents are urged to call the Guidance Office to arrange to speak to the teacher and/or counselor.

Honor Roll Status

An Honor Roll list is published and publicly posted each marking period for 7th and 8th grade students. To be included on the honor roll, a student must achieve an 80 or above in each subject, including rotators and physical education.

8th Grade Academic Awards Criteria

Honor Roll Award: The student must achieve an 80 or above in each subject, including rotators and physical education for all four marking periods in 7th grade and the first three marking periods of 8th grade.

Presidential Award: The student must achieve a 90 or above in each subject, including rotators and physical education for all four marking periods in 7th grade and the first three marking periods of 8th grade. Recipients must be enrolled in at least one of the following advanced math or ELA classes during the 8th grade year: G138, A138S, A138H, 0182.

PTC Award: This is awarded to the four highest achieving students in the entire grade. The student must have been awarded the Presidential Award in order to qualify. The student must be

enrolled in a full year elective to qualify. Eligibility is based on the average of the students' 8th grade marking periods 1, 2, and 3 in all subjects (except Health/PE) ELA, Math, Science, Social Studies, and Full Year Elective. In addition, recipients must be enrolled in at least one of the following advanced math or ELA classes during the 8th grade year: G138, A138S, A138H, 0182.

Progress/Grade Reporting Schedule

PROGRESS REPORTS 2021-2022				
	MP1	MP2	MP3	MP4
Begin Data Entry	09/29/2022	12/13/2022	02/25/2023	05/09/2023
Last Day of PP	10/05/2022	12/19/2022	03/03/2023	05/15/2023
Complete Data Entry	10/13/2022	1/04/2023	03/10/2023	05/22/2023
Portal Available	10/14/2022	1/05/2023	03/13/2023	05/23/2023

GRADE REPORTS 2021-2022				
	MP1	MP2	MP3	MP4
Begin Data Entry	11/01/2022	01/24/2023	03/29/2023	06/09/2023
Last Day of MP	11/15/2022	01/31/2023	04/05/2023	06/16/2023
Complete Data Entry	11/21/2022	02/03/2023	04/19/2023	06/22/2023
Portal Available	11/22/2022	02/06/2023	04/20/2023	06/23/2023

Retentions

1. Any student who fails four (4) or more MAJOR SUBJECTS may be retained. MAJOR SUBJECTS are: English Language Arts, math, science, social studies, and physical education (which includes health instruction).
2. Any student who fails two (2) or more MAJOR SUBJECTS or who is being considered for retention will be reviewed by the Promotion Retention Committee (administrator, counselor, child study team member, and teachers assigning failing grades). Eligibility for summer school attendance will be determined. A final recommendation will be made to the principal.
3. A failure of two (2) CYCLE SUBJECTS will be equivalent to a failure in one (1) MAJOR SUBJECT. CYCLE SUBJECTS are: computer education, geotechnology, music, art, and Spanish.

4. Failure to attend summer school where indicated may result in retention at grade level.

Start Strong (September 2022)

NJSLA Standardized Testing (May to June of 2023)

8th Grade Science Assessment (May to June of 2023)

New Jersey adopted new, more rigorous academic standards in 2010 to support our students by providing them with an education that not only leads to a high school diploma, but also prepares them for success after graduation—whether it is college or the workforce. The Lacey Township School District has developed our own curriculum to meet the new standards, and teachers have enhanced their daily instruction to help our students stay on track.

Students will start the school year with the Start Strong Assessments in English Language Arts (ELA) and Mathematics. Start Strong is based on a subset of prioritized prior-year academic standards. According to the New Jersey Department of Education the Start Strong Assessment is a valuable tool for teachers, parents, and schools to identify the most appropriate level of support students need in ELA and Mathematics.

The New Jersey Student Learning Assessment (NJSLA) assessment reflects K-12 standards that are aligned with postsecondary expectations. They will not only evaluate students' progress, but also show teachers and families where a student needs help or is excelling so they are able to personalize instruction to meet individual student needs.

These tests will help us ensure all students, regardless of income or family background, have equal access to a world-class education that will prepare them for success. The NJSLA assessments serve as an educational GPS system, assessing where a student is currently academically so educators can determine the best route for that student toward career and college readiness.

During the **English Language Arts/Literacy** exam, students at every grade (3–11) must read one or more texts (and sometimes watch a video), write about what they read and/or viewed and provide evidence drawn from the reading. In elementary school, students develop critical skills in using context clues to determine the meaning of unknown academic words and build the vocabulary needed for reading complex texts and developing their own ideas in writing.

During the **Mathematics** exam, students must demonstrate their ability to reason with quantities and their relationships to solve real-world problems. Many previous

assessments focused mostly on rote procedures only. In elementary school, students develop procedural skills, conceptual understanding, and modeling and application skills with a particular focus on number sense, place value, fractions and properties of operations.

During testing, each student is encouraged to make his/her best effort in completing the test sections. Test scores are utilized not only for district curriculum alignment, but to address the needs of each student.

Guidance Services
(609) 242-2100, ext. 3002

Watson Heilala, Counselor
Loren Heuschkel, Counselor

Jennifer Fiduccia, LDTC
Kelli Marchitello, School Psychologist

Abby Sly, Student Assistance Coordinator
Shoshana Kalantarov, Speech Therapist

Colleen Fitzgerald, Secretary

The Guidance Office provides middle school children, parents, and teachers with a variety of professional services which enable students to participate in the educational program for which they are best suited. Each student is assigned a counselor whose services are available to the student, his/her teachers, and parents. The goal of the counselor is to establish a relationship with the student that will help him/her interpret and evaluate facts about him/herself so he/she may make positive present and future decisions about his/her educational, social, and career plans. Both group and individual counseling are provided to achieve this goal. Students may request an appointment with a guidance counselor through the Guidance Office. Parents can call 242-2100 (ext. 3002) to set up a conference with the counselor and/or a teacher.

In addition to academic counseling, the following services and programs are offered to the students through the Guidance/Student Services Office:

Student Registration

Any student entering Lacey Township Middle School who is new to the Lacey Township School District must complete the registration process. Parents/Guardians should visit

www.fridayparentportal.com/preregistration/ and complete the pre-registration process. Once this process has been completed, please call (609) 242-2100 (ext. 3002) to schedule an appointment to complete the registration process.

FAMILY STATUS: Parents should notify the Student Personnel Services Office of any change in family status e.g. divorce, separation, death, etc. It is important that the guidance counselor be informed of any restrictions regarding student pick-up, etc. If you have any further questions please call the SPS Office at 242-2100 (ext. 3002).

Student Records

The local school district may not compile any other records except mandated and permitted records. Mandated pupil records are those pupil records which the school has been directed to compile by New Jersey Statute, regulation, or authorized administrative directive. Examples are: identifying data such as pupil's name, address, date of birth, names of parents and/or guardians, citizenship and sex of the pupil, record of daily attendance, description of pupil progress, history and status of physical health compiled in accordance with state regulations, and all other records required to be kept by the state regarding the education of handicapped pupils.

Permitted pupil records are those which a local board of education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the students. Examples are: group achievement and intelligence tests, aptitude tests and interest inventories, systematically gathered teacher or counselor ratings, and observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your child(ren) have a right to individual privacy and the right-to-know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators and other staff members to maintain effective functioning of our educational institution.

Pupil records are maintained by the Student Personnel Services Office. Parents are welcome to review records by calling the office for an appointment with the counselor.

Intervention & Referral Services (I&RS)

Under N.J.A.C. 6A:14-3.3, district boards of education are required to establish guidelines for the involvement of school staff and community members in each building's system of intervention and referral services. Intervention and Referral Services (I&RS) is a way in which teachers' and students' needs are supported in the general education environment. I&RS does not replace traditional methods or resources for helping students; rather its focus is to align students' needs with available resources in the general education environment.

The I&RS Team:

- Identifies the responsibilities of building staff who participate in the planning and provision of intervention and referral services;
- Actively involves parents/guardians in the development and implementation of the I&RS plans;
- Identifies students in need and then plans and provides appropriate interventions for those students within the general education community;
- Reviews and assesses the effectiveness of the services provided in achieving the outcomes identified in the Intervention and Referral Plan.

The I&RS process uses a collaborative approach between school personnel and families in targeting identified needs for students who are making minimal academic and/or emotional progress in the regular education setting. Using a team approach, the needs of students who are identified at risk for learning, behavior, and/or health problems are evaluated. The team collects and evaluates relevant data in order to determine or identify specific issues which may hinder a student's performance. Once these issues have been identified, individualized interventions are determined, implemented, and documented. An intervention plan may include, but is not limited to, activities such as classroom accommodations, occupational therapy, and/or guidance services.

The I&RS process is ongoing and continues to monitor student progress within the student's academic setting. If the I&RS process exhausts all of the available school based regular education interventions with minimal success over an extended period of time, other options may be explored. It is often the case that plans are revisited and modified. In most cases, a successful intervention plan which is created and shaped over a period of time proves to be a powerful tool for the student at risk.

A child may be referred to I&RS if he/she is experiencing academic, emotional, and/or behavioral difficulties. Please note that interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services [N.J.A.C. 6A-14-3.3(b)]. A direct referral to the Child Study Team may be made when it can be documented that the nature of the student's educational problem is such that evaluation to determine eligibility for special education services is warranted without delay [N.J.A.C. 6A-14-3.3(b)]. The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request shall be considered a referral and shall be forwarded without delay to the Child Study Team for consideration. [N.J.A.C. 6A-14-3.3(d)1]. The team may also determine that an evaluation is not warranted and, if so, determine other appropriate actions. [N.J.A.C. 6A-14-3.3(e)].

Student Assistance Program (SAP)

Schools are responsible for providing a safe and healthy environment in which instruction and learning can take place. Alcohol and other drug use can represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other diseases. Combining drugs may lead to unpredictable effects. Many prescription and non-prescription drugs are potentially addictive and dangerous. For adolescents, initiation into the use of alcohol and other drugs occurs at a time of life when it is especially important to remain drug free.

The SAP Core Team provides the school with a systematic process for helping students who are having school related difficulties due to alcohol or other drug use and associated behavioral, social, and health problems. The SAP Core Team is an interdisciplinary committee whose members receive intensive training to perform the following tasks for the high risk student:

1. Identification of high risk behavior.
2. Data Collection of behavior patterns.
3. Intervention which may be either formal or informal in nature.
4. Referral to appropriate school, or community based services.
5. Support for the student before, during, and after treatment.

The SAP Core Team includes representatives from the administration, instructional staff, health care, child study team, guidance, and other support personnel as part of the school community. The intent is to coordinate and increase the quantity and effectiveness of student interventions. The SAP Core Team process tracks students over a period of time, resulting in fewer students “falling through the cracks”.

The SAP Core Team has developed a “Life Skills” program presented through group and individual sessions, approximately 30-45 minutes in length, in which eligible students will explore skills necessary for healthy growth and development. Areas of discussion may include self-esteem, study skills, stress management, divorce, loss, substance abuse, and social skills. These discussions will be led by Ms. Sly and/or the school counselor. Only those students who have been identified will participate. Should you choose that your child not be included in this group experience, please contact the Student Personnel Services office at 242-2100 (ext. 3002).

Clearly, the mission of the educational system is to provide an environment for students to perform to their capacity as learners. The school is the only institution through which all young people pass. Therefore, the SAP Core Team gives school officials a unique opportunity at early stages of identification to help those young people who have either directly or indirectly become harmfully involved with alcohol or other drug use.

The SAP Core Team will enable school districts of any size to satisfy state drug and alcohol program mandates. Specifically, N.J.S.A. 18:40A directs Local Education Agencies (LEA's) to offer comprehensive substance abuse prevention and intervention programs to all students for the purpose of identifying those students who are abusing substances; and, where appropriate, referring the students to treatment agencies. LEA's are further required to provide in-service training programs to school personnel, which will enable the identification of, and appropriate response to, students who may be involved with substance abuse.

The Lacey Township Middle School Core Team representatives include the building principal, a guidance counselor, a teacher representative, the school nurse, and the student assistance coordinator. If you or your child would like to contact the Middle School Core Team or make a referral, you may do so by calling the Middle School Student Personnel Services office at 242-2100 (ext. 3002).

Co-Curricular Activities

Activity	Activity Season
Band	School Year
Baseball	Spring
Basketball	Winter
Cheerleading	Winter
Chorus	School Year
Cross Country	Fall
Drama	School Year
Field Hockey	Fall
Intergenerational Club	School
Intramural Basketball	Winter
Junior AADA	School Year
Peer Mediation	School Year
Soccer	Fall
Softball	Spring
Student Council	School Year
Track	Spring
Volleyball	Fall
Wrestling	Winter
Yearbook	School Year

Student Council Officer Qualifications

1. The student must display good school citizenship and respect for school regulations. Violations of the school discipline code may disqualify a student from running for student council office. Individual cases will be reviewed by the administration.
2. The student must be in good academic standing. The student should not have failed any subject during any marking period this school year.
3. The student does not have to be a student council member in order to run for office.
4. The student must have all his/her respective teachers or guidance counselor and the assistant principal sign the ballot verifying his/her academic and citizenship qualifications.

Discipline Policy and Procedures

Good behavior is a cooperative effort and a matter of common sense. If a student were to adopt the policy that the main purpose of school is education and strive toward that goal, disciplinary problems would be nonexistent. However, part of growing up is making mistakes at times.

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. It is obvious that any form of behavior or conduct which is disruptive not only prevents individual learning, but almost always interferes with the learning opportunities of others, and therefore, cannot be tolerated.

***ALL STUDENTS MUST FOLLOW ANY REASONABLE REQUEST OR
DIRECTIVE OF ANY STAFF MEMBER.***

Discipline Code

The administration reserves the right not to invoke this code in the disposition of those referrals that warrant special consideration. The administration also recognizes its responsibility and right to take reasonable disciplinary actions for student behavior and/or conduct that is not spelled out in the code but is judged inappropriate by the school's administration. The student discipline code extends to all school related functions, both on and off school property as well as off-campus activities that have a connection to school activities such as viewing away sporting events. The code is in effect while students are en route to and from school and on field trips.

Academic/Teacher Detention

Teachers have the option of assigning academic detention to students who are not completing class assignments on time. These detentions are mandatory and students who do not attend will face further disciplinary action.

Central Detention

The following rules for central detention will be enforced:

1. Central detention is held after school on assigned days.
2. Students will not be allowed to leave the detention room. Restrooms should be used beforehand. Students who arrive late without a valid reason will be subject to additional disciplinary action.
3. Students are expected to remain silent. (It is recommended that students bring work to do.) If, after a warning, a student does not comply, no credit for attendance will be given and a referral to the Assistant Principal will be made.
4. No food, drink, radios, playing cards, dice, or electronic devices may be taken to central detention. All non-academic items are prohibited.
5. Students who do not report to detention due to school absence or early dismissal are automatically assigned to their next available detention date. It is the student's responsibility to keep a record of his/her detention dates. If a student is not certain about his/her detention status, he/she should report to the main office for the correct information.
6. Students who wish to reschedule central detention for a valid reason must get approval from the administration at least 24 hours in advance.
7. Detention takes precedence over other commitments: working, participation in any other co-curricular activity, etc.
8. After detention, students must leave the building immediately. Coats and other belongings should be brought to the detention room. Students will not be permitted to return to their lockers after detention.

In School Detention/In School Alternative Program

At the discretion of the principal or assistant principal, students guilty of violations of school rules resulting in suspension from school may be assigned In-School Detention. Students who are assigned to the In-School Alternative Program must follow all school rules without exception. Any violation of school rules at any time while assigned to this program will result in an Out-of-School Suspension. Students assigned to In-School

Alternative Program will complete written assignments that will be graded by the appropriate academic teacher. These students will not attend physical education classes on that day. Assignment of the In-School Alternative Program excludes the student from participation in assembly programs and all co-curricular or after school activities for that day.

Out of School Suspension

At the discretion of the Principal or Assistant Principal, students guilty of violations of certain school rules may be assigned Out-of-School Suspension. Out-of-School Suspension excludes students from all school related activities during the time of the suspension, including sports, clubs, and dances. After the suspension period has concluded, students may return to school after a re-admittance conference with school administration or guidance counselor.

Student In Good Standing

The First (1st) time a student is suspended, a 4-day co-curricular restriction will be imposed. The Second (2nd) time a student is suspended, a 15-day co-curricular restriction will be imposed. The Third (3rd) time a student is suspended, a 45-day co-curricular restriction will be imposed. A student who is not in good standing will be restricted from participating or attending the following:

1. Athletic Events.
2. Clubs/Organizations.
3. All school sponsored events (i.e. Concerts, Dances, Sporting Events, etc.)

If the co-curricular restriction has not been completed prior to the end of the school year, the restriction will carry over into the subsequent school year. This policy is not intended to supersede any other policy of the Board, which may impose a more severe penalty.

Student Safety and Discipline Categories & Consequences

Procedural Offense

Discipline for Tardiness to School

(4) Fourth Tardy	Warning
(5) Fifth Tardy	1 Lunch Detention/ Refer to Counselor/Parent Contact
(6) sixth Tardy	1 Lunch Detention
(7) Seventh Tardy	1 Lunch Detention
(8) Eighth Tardy	2 Lunch Detention/ Refer to Asst. Principal/Parent Contact
(9) Ninth Tardy	2 Lunch Detentions

(10) Tenth Tardy	2 Lunch Detentions
(11) eleventh Tardy	1 Central Detention/Referral to I&RS
(12) Twelfth Tardy	1 Central Detention
(13) Thirteenth Tardy	1 Central Detentions
(14) Fourteenth Tardy and all subsequent Invalid Absences, a referral to an assistant principal will be made for further consequences, which may include In or Out-of-School Suspension	

Failure to Serve Teacher Detention

If a student is given a detention by a staff member and does not attend a referral will be generated and the student will receive:

2 Central Detentions

Failure to Serve Central Detention

If a student is assigned a central detention he/she is required to serve the assigned detention at the agreed upon day and time. Failure to notify administration ahead of time that he/she will not be able to attend, because of a confirmed reason, or failure to attend at all will result in the following additional consequences:

First Offense	2 Central Detention
Second Offense	In-School Detention

Cutting Class

In addition to disciplinary action for each invalid cut, students will receive 0's for all missed coursework. Cutting or being invalidly absent from school for an entire day constitutes one cut in every class.

First Invalid Absence	2 Central Detentions
Second Invalid Absence	1 In-School Detention
Third Invalid Absence	2 In-School Detentions
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out-of-School Suspension.	

Leaving Campus Without Permission

Students who leave school and return without signing in and out of school for excusable reasons will be subject to disciplinary action. Leaving school grounds creates a dangerous situation for that student and is disruptive to the school climate.

First Offense	1 Days In-School Detention
Second Offense	2 Days In-School Detention
Third Offense	2 Days In-School Detention
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out-of-School Suspension.	

Behavioral Offenses

The District reserves the right to refer conduct directly to building administration for disciplinary action based on the severity of the conduct.

LEVEL I Offenses

Cell Phones

Cell phones are not to be present and/or used during the school day except during lunch periods. All students are assigned a Chromebook for the school day which eliminates the necessity to use a phone for academic purposes. In addition, all classrooms contain a telephone with an outside line that students may use with school staff permission.

Under no circumstances shall a student use his/her phone or device to call or text another student in school. Students are also prohibited from recording anything taking place in school. In addition, disruption to the school climate will result in the confiscation of student phone or device(s). Confiscated items will require parent/guardian pick-up in the Main Office. Additional disciplinary action may be taken.

Under no circumstances are students permitted to use electronic devices in classrooms, stairways, hallways, bathroom, or the locker room. This includes calling your family. Every classroom has a phone with an outside line. Use of electronic devices in these areas can cause a dangerous situation or disruption to the school climate. To that end, students may not use headphones while in these areas, which can cause a dangerous situation. Use of electronic device(s) in the classrooms, stairways, hallways, bathroom, or the locker room will result in confiscation of student phone or device(s). Confiscated items will require parent/guardian pick-up in the Main Office. Additional disciplinary action may be taken.

Failure to relinquish a cell phone to school personnel upon request will result in further disciplinary consequences.

First Incident	Phone confiscation/student pick up
Second Incident	Phone confiscation/parent pickup/1 central detention
Third Incident	Phone confiscation/parent pickup/2 central detentions
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.	

Any photographing of staff or students and posting online will result in disciplinary action.

Failure to Follow Procedure (FTFP)

- A. Not following classroom/school rules, regulations, or procedures
- B. Tardiness to class or other locations.
- C. Not signing in/out when visiting the following locations:
 - 1. Health Office
 - 2. Guidance Office
 - 3. Library
 - 4. Main/ Assistant Principal's Office
- D. Failure to secure regularly assigned teacher's permission to be excused from class.
- E. Any other act or behavior judged by the administration to be failure to follow procedures.

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	1 Day In School Detention
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.	

Insubordination

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	1 Day In-School Detentions
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.	

Inappropriate Language

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	1 Day In-School Detention

Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.

LEVEL II Offenses

Inappropriate Behavior on Bus

First Incident	1 Central Detention
Second Incident	1-4 Days Bus Removal
Third Incident	5-30 Days Bus Removal
Fourth Incident and all subsequent Bus Infractions: a referral to an Assistant Principal will be made for long term bus removal.	

Misuse of Technology

First Incident	1 Central Detention (Loss of tech. privileges for 1 week)
Second Incident	2 Central Detentions (Loss of tech. privileges for 2 weeks)
Third Incident	1 Day In School Detention
Fourth Incident and all subsequent incidents: a referral to an Assistant Principal will be made and the following may be imposed:	
1. removal from rotator, tech. course	
2. technology violation may be reported to law enforcement	
3. In or Out-of-School Suspension	

Any photographing of staff or students and posting online will result in disciplinary action.

Disruption to the School Climate

Students whose actions affect the safety, learning, and well-being of themselves and others will receive the following consequences:

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	1 Day In School-Detention
Fourth and all subsequent incidents: a referral to an Assistant Principal will be made for In or Out of School School Suspension.	

Inappropriate Contact

First Incident	1 Central Detention
Second Incident	1 Day In-School Detention
Third Incident	2 Days In-School Detention

Fourth Incident and all subsequent Invalid Absences: a referral to an Assistant Principal will be made for Out-of-School Suspension.

LEVEL III Offenses

Smoking/Vaping

In accordance with N.J.S.A. 26:3D-17 smoking is not permitted anywhere in school buildings, or on school grounds. This includes the use and possession of electronic and vapor cigarettes. Students who are using or in possession of electronic or vapor cigarettes will be subject to a minimum (1) day Out-of-School Suspension.

Removal of Students for Weapons or Firearms Offenses

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs **“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be protected to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. See the [LTBOE Policy Search](#) on the District Website for the full policy.

All infractions listed below will involve police notification and possible disciplinary action. These infractions by students are all either a disruption to the entire school climate or possibly a safety issue to themselves or others and will result in an Out-of-School Suspension.

Falsifying Fire or Security Alarm

Assault

Arson

Sexual Harassment

Terroristic Threat

Possession of a Weapon

Possession or Sale of Stolen Property

Inciting a Riot

Vandalism

Theft

Under the Influence or in Possession of a Controlled Dangerous Substance

Students who are administratively referred for a suspected substance abuse violation will immediately have a parent/guardian contacted, be required to submit to a urine screening, and must be seen by a physician to be cleared for school. Students may return to school, if suspected to be under the influence, with the physician's clearance and LabCorp receipt until results from the urine screenings are received.

Dress Code

Policy 5511 - Dress and Grooming

The Lacey Township Schools Board of Education believes that proper etiquette, social customs, and good grooming are a definite part of the educational process. To this end, it is expected that students wear to school or school functions neat, clean, appropriate clothing that meets the standards of this educational environment. Student dress and grooming is to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within the school.

Responsibility for the dress and appearance of students enrolled in the Lacey Township School District primarily rests with parents and students. Some student apparel may not be appropriate to wear to school, even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions, the school has established the following minimal guidelines for the appearance and dress of the student.

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

The Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

The Building Principal shall determine whether the dress or grooming of students come within these prohibitions.

The Superintendent shall, on consultation with staff members, students, and parent(s) or legal guardian(s), prepare a dress code that imposes only minimum and necessary limitations on a student's taste and individuality.