

# LACEY TOWNSHIP MIDDLE SCHOOL



## STUDENT/PARENT HANDBOOK 2020-2021

**\*Please refer to the Lacey Township School Reopening Plan, located on the District website, which includes district-specific protocols related to the 10 critical areas of operations outlined in the New Jersey Department of Education Restart and Recovery Plan.**

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## LACEY TOWNSHIP MIDDLE SCHOOL

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

JASON KING  
PRINCIPAL

EDWARD SUBOKOW  
ASST. PRINCIPAL

August, 2020

Dear Students, Parents, and Guardians:

Welcome to the 2020-2021 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,

Jason R. King

Principal

## **Lacey Township Middle School**

660 Denton Avenue  
Forked River, NJ 08731-1409  
(609) 242-2100  
[www.laceyschools.org](http://www.laceyschools.org)

### **Board of Education**

Linda A. Downing, President  
Robert C. Riggs, Vice President  
Regina Discenza, Board Member  
Frank Palino, Board Member  
Donna McAvoy, Board Member  
Harold (Skip) Peters Jr., Board Member  
Edward Scanlon, Board Member

### **District Administration**

Vanessa P. Clark, Ph.D., Superintendent  
Stephen Decker, Assistant Superintendent  
Patrick S. DeGeorge, School Business Administrator/Board Secretary  
Sharon Silvia, Assistant School Business Administrator/Board Secretary  
Joseph Bond, Director of Student Services  
Michelle Amos, District Elementary Supervisor  
William W. Zylinski, District Secondary Supervisor  
Jason England, District Technology Supervisor  
Mallory Krakovsky, Elementary Supervisor of Student Services

### **Building Administration**

Jason R. King, Principal  
Edward Subokow, Assistant Principal and Supervisor of English Language Arts  
Margaret Molloy, Supervisor of Mathematics and Science

## **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 TBA, Assistant Superintendent/District 504 Coordinator, 200 Western Boulevard, P.O. Box 216, Lanoka Harbor, NJ 08734.

#### **Affirmative Action**

**Edward Subokow, 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 Stephen Decker, 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**

**Stephen Decker**  
**sdecker@laceyschools.org**  
**609-971-2000, ext. 1003**

#### **Middle School Anti-Bullying Specialist**

**Loren Heuschkel**  
**[lheuschkel@laceyschools.org](mailto: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](http://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 double 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 P. Clark, Ph.D., Superintendent	1002
Beverley Egolf, Confidential Secretary	1002
Stephen Decker, Assistant Superintendent	1003
Linda Dynak, Confidential Secretary	1003
Joseph Bond, Director of Student Services	1021

#### **District Supervisors**

FAX: (609)242-1296

Michelle Amos, District Supervisor	1015
William W. Zylinski, District Supervisor	1015
Mallory Krakovsky	1015
Vivian Hansen, Secretary	1015

### **Lacey Township Middle School (609)242-2100**

#### **Main Office**

FAX: (609)242-2114

Jason King, Principal	3003
Marisa Speck, Secretary	3003
Colleen Fitzgerald, Secretary	3001
Edward Subokow, Assistant Principal	3002
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
Kathy Locandro, Secretary	3002

**Health Office**

Kristen Patterson, School Nurse	3007
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**Attendance**


Maureen Cataliotti	3017
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## 2020-2021 School Calendar


## LACEY TOWNSHIP SCHOOL DISTRICT | 2020-2021 A/B CALENDAR

<p>1-3 Staff in-Service</p> <p>4 School Closed</p> <p>7 Closed - Labor Day</p> <p>8 First Day of School</p> <p>A/9 - 8/8</p>	<p><b>SEPTEMBER 2020</b></p> <table> <tr><td>5</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>4</td><td>1</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	5	M	T	W	Th	F	S						4	1	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				<p><b>FEBRUARY 2021</b></p> <table> <tr><td>5</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>4</td><td>1</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <p>A/9 - 8/10</p>	5	M	T	W	Th	F	S						4	1	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>18 President's Day</p>							
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<p>2-4 NSEA Convention</p> <p>18-20 Half-Day Middle and Elementary only Parent/Teacher Conferences</p> <p>25 Holiday Half Day</p> <p>26-27 Thanksgiving</p> <p>A/8 - 8/4</p>	<p><b>NOVEMBER 2020</b></p> <table> <tr><td>5</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	5	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p><b>APRIL 2021</b></p> <table> <tr><td>5</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>4</td><td>1</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> <p>A/7 - 8/9</p>	5	M	T	W	Th	F	S						4	1	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		<p>2-9 Spring Recess</p>							
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**Staff Only** 

**Half Day** 

**No School** 

**First/Last Day** 

- Middle and Elementary School Parent/Teacher Conferences - November 18-20, 2020 (Half days are scheduled for Middle and Elementary Schools **Only**)
- Dates for parent conferences and mid-term may be adjusted due to inclement weather.
- All employees and parents are advised that the Board of Education will schedule school after June 15 or notify this calendar due to emergency downsizing weather.

A 04/15 - Last Name A-K  
B 04/15 - Last Name L-Z

Approved

AJB 9/3/20

## 2020-2021 Bell Schedules

<b>LTMS Block Bell Schedule</b>			
<b>72 min (2 min Passing)</b>	<b>7th and 8th Grade</b>		
<b>Bus Unloading</b>	<b>7:30</b>	<b>7:36</b>	
<b>Period 1</b>	<b>7:36</b>	<b>8:48</b>	
<b>Period 2</b>	<b>8:50</b>	<b>10:02</b>	
<b>Period 3</b>	<b>10:04</b>	<b>11:16</b>	
<b>Period 4</b>	<b>11:18</b>	<b>12:30</b>	
<b>LTMS Block Bell Schedule - Early Dismissal</b>			
	<b>7th and 8th Grade</b>		
<b>Bus Unloading</b>	<b>7:30</b>	<b>7:35</b>	
<b>Period 1</b>	<b>7:35</b>	<b>8:33</b>	
<b>Period 2</b>	<b>8:36</b>	<b>9:32</b>	
<b>Period 3</b>	<b>9:35</b>	<b>10:31</b>	
<b>Period 4</b>	<b>10:34</b>	<b>11:30</b>	

## **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. Pre-ordered breakfast is available daily, and pre-ordered lunches are available for students to pickup as they exit the building each day.

### **Cell Phones and Electronic Devices**

Cell phones may not be used in the hallway, stairway, cafeteria, and locker rooms. **Use of cell phones and other electronic devices for non-educational purposes could result in disciplinary action. Photography of any kind is not permitted on school grounds.**

### **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 WOBM (FM) 92.7, WJLK (AM) 94.3, and WJRZ (FM) 100 will make the announcements. The district will also use the automated calling system.

### **Emergency Response Plan**

The district has an Emergency Response Plan for an emergency evacuation due to a manmade or natural disaster. At the beginning of each school year, a letter outlining all the details of this plan is given to the students to take home for the parent's/guardian's review. ([School Safety Letter](#)) An Emergency Evacuation Drill is conducted to practice a building evacuation at the beginning of each school year.

### **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**

Students are required to wear a face covering and maintain social distancing and to keep to the right when walking in 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) lunch 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**

The following items are prohibited on school grounds at all times:

Animals	Alcohol
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**

In accordance with CDC Guidelines to maintain social distancing of 6 (Six) feet from each other, students will not be assigned a locker for this school year. Coats, and other personal belongings will travel with each student throughout the school day.

### **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.

## **Smoking**

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.

## **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 7<sup>th</sup> and 8<sup>th</sup> 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 2020-2021**

ALL BUSES WILL ARRIVE BY 7:30

- \* Teachers will be assigned to the bus platform. Busses will unload in a "rolling manner" when they arrive.
- \* Teachers will be monitoring and ensuring student separation and mask procedures are being followed.
- \* All students arriving on busses will report directly to Period 1 or Alpha Homeroom
- \* Supervising adults will make sure bus students only enter the building in marked entrances



- \* 8th Grade students will use the main entrance and the entrance near C-hall, while 7th grade will proceed up the stairwell entrances to the second floor.
- \* Staff members will hold traffic for pick up students until all buses have unloaded.

#### **DROP OFF- WALKERS MAY ARRIVE AT 7:15-7:30 am**

- \* Dropped off students and walking students may not enter the school prior to 7:15 am
- \* Cars arrive in a line and students are let out of each car one by one at the crosswalk.
- \* As they approach the main entrance, students will enter the cafeteria door and have their temperature taken at that point. Students will then proceed to their first period classes.

#### **STUDENT DISMISSAL - 12:30 pm**

- \* Each teacher will dismiss the class to their buses and drop off the students, maintaining spacing and control.
- \* Students will be dismissed by sections and different exits of the building to avoid bottlenecks loading each bus in a “rolling manner”.
- \* Supervising adults will be at the bus platform to supervise students exiting the school building.
- \* Staff members will hold traffic for pick up students until all buses have been loaded.
- \* Walkers and students being picked up will be dismissed from the building after the busses have pulled out of the lot.

#### **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**

Visitations to the school are discouraged due to the Covid 19 Pandemic. Parents and guardians are encouraged to schedule telephone or video conferences should they have reason to meet with a staff member. Please call the main office at (609)242-2100. 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](http://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".

### **Walking**

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 parent each day they wish to walk home. The walking note must be delivered upon arrival to school 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.

## **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:

92 – 100.....	Outstanding Achievement
84 - 91.....	Above Average Achievement
77 - 83.....	Average Achievement
70 - 76.....	Minimal Achievement
Below 70.....	Unacceptable Achievement
M.....	Medical Excuse (physical education)

### **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 medicals 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 84 or above in each subject, including rotators and physical education.

## 8th Grade Academic Awards Criteria

**Honor Roll Award:** The student must achieve an 84 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 92 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				
	MP1	MP2	MP3	MP4

Begin Data Entry	10/02/2020	12/16/2020	03/02/2021	05/12/2021
MPClose	10/07/2020	12/21/2020	03/05/2021	05/17/2021
Complete Data Entry	10/13/2020	12/22/2020	03/11/2021	05/21/2021
Portal Available	10/14/2020	12/23/2020	03/12/2021	05/22/2021

<b>GRADE REPORTS</b>				
	MP1	MP2	MP3	MP4
Begin Data Entry	11/12/2020	01/28/2021	04/12/2021	06/15/2021
MP Close	11/17/2020	02/02/2021	04/15/2021	06/18/2021
Complete Data Entry	11/23/2020	02/08/2021	04/21/2021	06/24/2021
Portal Available	11/24/2020	02/09/2021	04/22/2021	06/25/2021

## **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.

## **NJSLA Standardized Testing (April to May of 2021)**

### **8th Grade Science Assessment (May to June of 2021)**

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.

The New Jersey Student Learning Assessment (NJSLA) assessment reflect 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**

**Kathy Lacandro, Secretary**

The Guidance Office provides the middle school child, 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/](http://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:16-7.3, 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**

Due to the Covid 19 Pandemic, co-curricular activities have been cancelled until further notice.

#### **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 an 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 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.
9. Students are allowed to use the late bus, which departs at 3:15 p.m. from the main entrance of the school.

### **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 (1<sup>st</sup>) time a student is suspended, a 4-day co-curricular restriction will be imposed. The Second (2<sup>nd</sup>) time a student is suspended, a 15-day co-curricular restriction will be imposed. The Third (3<sup>rd</sup>) 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**

### **NOVEL CORONAVIRUS AND COVID-19 RESPONSE**

According to the CDC and the New Jersey Department of Education, students must wear a face covering and maintain social distancing while on the school bus and on school grounds. Please refer to the following guidance from the New Jersey Department of Education. Any student violating these guidelines will be referred to the building administration for intervention.

[NJ Department of Education Covid 19 Guidance](#)

### **Procedural Offense**

#### **Discipline for Tardiness to School**

Fourth Tardy	Warning
Fifth Tardy	1 Lunch Detention/ Refer to Counselor
Sixth Tardy	1 Lunch Detention
Eighth Tardy	1 Lunch Detention/ Refer to Counselor/Parent Contact
Tenth Tardy	2 Lunch Detentions
Twelfth Tardy	2 Lunch Detentions
Fourteenth Tardy	3 Lunch Detentions
Sixteenth Tardy	3 Lunch Detentions/ Refer to Assistant Principal/ Parent Conference

#### **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	Lunch Detention and 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	1 Central Detention
Second Invalid Absence	3 Central Detentions
Third Invalid Absence	1 In-School Detention

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

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

### **Behavioral Offenses**

#### **LEVEL I Offenses**

##### **Cell Phones**

Cell phones are not to be present and/or used during the school day. 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 the hallways, cafeteria, bathroom, or locker room. This includes calling your faUse 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 hallway, cafeteria, bathroom, and 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 lunch detention
Third Incident	Phone confiscation/parent pickup/2 lunch detentions
Fourth Incident	Phone confiscation/parent pickup/1 central detention
Fifth Incident	Phone confiscation/parent pickup/2 central detentions

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

#### **Failure to Follow Procedure (FTFP)**

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

First Incident	Warning
Second Incident	1 Lunch Detention

Third Incident	3 Lunch Detentions
Fourth Incident	1 Central Detention
Fifth Incident	3 Central Detentions

Sixth and all subsequent incidents: a referral to an Assistant Principal will be made for In-School Detention.

### **Insubordination**

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	3 Central Detentions
Fourth Incident	1 Day In-School Detention
Fifth Incident	1 Day In-School Detention

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

### **Inappropriate Language**

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	3 Central Detentions
Fourth Incident	1 Day In-School Detention
Fifth Incident	1 Day In-School Detention

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

### **Inappropriate Dress**

First Incident	Warning
Second Incident	1 Lunch Detention
Third Incident	2 Days Lunch Detention
Fourth Incident	1 Day Central Detention
Fifth Incident	2 Days Central Detention

Sixth and all subsequent incidents: a referral to an Assistant Principal will be made for In-School Detention.

## **LEVEL II Offenses**

### **Inappropriate Behavior on Bus**

First Incident	1 Central Detention
Second Incident	2 Central Detention
Third Incident	1-3 Days Bus Removal
Fourth Incident	5-30 Days Bus Removal

Fifth 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 Lunch Detention (Loss of tech. privileges for 1 week)
Second Incident	2 Central Detention(Loss of tech. privileges for 2 weeks)
Third Incident	1 Day In School Detentions
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	

**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 Incident	1 Day In-School Detention

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

## **Inappropriate Contact**

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

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

## **LEVEL III Offenses**

### **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 screening are received.

**Dress Code**

**It is the philosophy at Lacey Middle School that when students “Dress for Success,” they are more likely to be successful.**

**Students Must Wear:**

According to the CDC and the New Jersey Department of Education, students must wear a face covering and maintain social distancing while on the school bus and on school grounds. Please refer to the following guidance from the New Jersey Department of Education. Any student violating these guidelines will be referred to the building administration for intervention.

[NJ Department of Education Covid 19 Guidance](#)

**Students May Wear:****➤ Jeans, shorts, Capri's, or pants:**

- Must be worn at the waist and/or belted.
- Must not be overly frayed or damaged/destroyed; holes cannot be too numerous or show excessive amounts of flesh.

**➤ Dresses, skirts, and shorts:**

- Must be no more than three (3) inches above the knee cap.
- May not be overly revealing and must remain at the proper length at all times.

**➤ Shirts, collared shirts, blouses:**

- Must have a neckline no lower than the horizontal line drawn across the chest from the top of the armpits.

- All sleeves must reach or extend to the end of the shoulder cap.
- Muscle shirts, camisole-style tops, and tank tops are not permitted.
- Bare midriffs/belly shirts or arm holes revealing excessive amounts of flesh are not permitted.
- Sheer tops do not negate dress code requirements.

➤ **Sweatshirts:**

- Hooded sweatshirts are permitted, but **hoods must be kept off the head at all times while in the building.**
- No coats are to be worn during the school day.
- Gloves are not to be worn during the school day.

➤ **Footwear:**

- All footwear must have a back or a back strap. **Flip flops are not permitted.**

➤ **Jewelry and Accessories:**

- **ONLY** pierced ears are permitted; any other visible piercing is not allowed.
- Any accessories containing spikes or sharp, protruding metal are not permitted.
- Hats are **not** to be worn in the building and are **not** to be carried around the building during the school day.

**Any variation of what is described in the “Students May Wear” heading above may be considered out of dress code. Additionally, the following items are not permitted and are considered out of dress code:**

- Any visible display of undergarments.
- Pajama tops and bottoms.
- Flip-flops, bedroom slippers.
- Hats, visors, hair grooming aids, bandannas, sunglasses, and gloves.
- Any clothing or accessory suggestive of drugs, alcohol, sex, violence, profanity, gangs, or showing/implying inappropriate pictures/language.
- Excessive, distracting, or hazardous jewelry; accessories, including dog collars, chains, or any body piercings other than ears.
- Overly distracting make-up, hair colors, or haircuts.
- Any other clothing or hairstyles that are deemed inappropriate or distracting.

**Students who violate the dress code may be required to provide a change of clothing and may face disciplinary action. Students who do not have proper attire to change into may have their parents called to provide a change of clothing. In addition, disciplinary measures may be imposed.**

**The Middle School Administration reserves the right to make all final decisions on appropriate dress.**