

Lakeside Middle School

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**Millville Board of Education
Culver Center
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(856) 293-2000**

STUDENT / PARENT HANDBOOK 2016-2017

**Dr. Spike Cook, Principal
Mr. Scott Godfrey, Vice-Principal 6th Grade
Mr. Ismael Jimenez, Vice-Principal 7th Grade
Mr. Ryan Hudson, Vice-Principal 8th Grade
Mr. John Bunting, Guidance Counselor - 6th Grade
Mrs. Irene Dandrea, Guidance Counselor – 7th Grade
Ms. Nilsa Acosta, Guidance Counselor - 8th Grade
Mrs. Kim Hallenbeck, Guidance Counselor – Scheduling, Testing, AVID**

MESSAGE FROM THE ADMINISTRATION

We would like to welcome staff and students to our 2016-2017 school year at Lakeside Middle School. We have high expectations for a productive and exciting school year that will include academics, social activities and extra curriculum programs. We look forward to serving you!

I. GENERAL INFORMATION

PARENT-TEACHER-ADMINISTRATION CONFERENCES

Parent/teacher conferences can be arranged as needed throughout the school year. This can be done by calling your child's guidance counselor to schedule an appointment.

The principal, vice-principals, and guidance staff are available for conferences upon request. These staff members are involved in student supervision prior to the start of the school day and during the student lunch periods so that Lakeside remains a safe and secure learning environment. **Please contact the school for an appointment by calling (856) 293-2420.**

VISITORS

PLEASE HELP US KEEP OUR SCHOOL SAFE. ALL VISITORS ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. NO ONE IS TO GO DIRECTLY TO A CLASSROOM WITHOUT CHECKING IN THE OFFICE FIRST! ALL VISITORS MUST USE THE FRONT ENTRANCE AND SIGN IN AT THE RECEPTION DESK. ALL VISITORS MUST WEAR A VISITOR'S PASS WHILE AT LAKESIDE MIDDLE SCHOOL.

PARENT PICK -UP AND DROP-OFF

Students who have car transportation to school must use the semi-circular driveway in front of the building. This is the entrance that is located on Sharp Street. Parents are directed to pull up to the curb on the left by the sidewalk to drop off the student. Once you get to the end of the driveway, it is illegal to make a left hand turn. This is the same procedure that we will be following at dismissal time. Traffic cones will be placed at appropriate areas to better direct the flow of traffic at the rear of the building. You will be notified in writing of any changes in procedures.

If for some reason your child is late to school, this is after 8:34 a.m., you may use the semi-circular driveway in the front of the building. This is very important because we need to have your child registered with the receptionist and the attendance office.

HEALTH SERVICES/VACCINATIONS

Two nurses will be on duty during the school day. State law mandates that only a nurse may provide a student with first aid treatment; therefore, in the case of an accident, the parent will be notified. If the child must be sent home due to illness, it will be the parent's responsibility to transport the child from school. Physical examinations, as well as hearing and vision tests, will be administered by the school physician and the nurse. The exam will be given to all students on a grade-level basis. Parents will immediately be notified of any abnormalities discovered during the examinations. Particular health questions or problems regarding your child should be communicated directly to the school nurse.

If your child must take medication during school hours, the medication must be accompanied by a doctor's note giving the school nurse permission to administer it. The parent must also send written permission for the nurse. This includes Tylenol. Students are not to take medication in school unless supervised by the nurse. ALL medication must be left in the nurse's office. Students

are not to carry any type of medication. Inhalers for asthma may only be carried by a student if the proper paperwork is filled out by the doctor and turned into the nurse.

Vaccinations

We are continuing the practice of requiring full compliance with vaccinations before permitting students to attend Lakeside Middle School. All students must be updated with their vaccinations prior to attending and there can be no exceptions to this.

CHANGE OF ADDRESS, PHONE NUMBER, EMAIL ADDRESS

A change in your home address, email address or telephone number must be reported to the main office within three (3) days of the change. We need to be able to reach parents in case of an emergency. Please help us by keeping all records up to date.

SCHOOL LUNCH PROGRAM

The school has a cafeteria with a fully equipped kitchen. Students may bring their lunch from home or purchase a lunch from school. Students are offered a nutritionally balanced lunch with milk as a beverage. However, to reduce waste, students are not required to accept offered food which they do not intend to eat.

Lakeside Middle School has a program which allows for the children of families having a limited income to receive lunch at no charge or at a reduced rate.

Applications for free or reduced lunch will be brought home by the students. Completed applications are to be returned to their homeroom teacher. **You may fill out a new form at anytime during the school year if circumstances change. Once you are free it stays free for that school year.**

STUDENT SUPPORT SERVICES

This department exists to help students and parents cope with the many adjustment problems which are normally found in the middle-school population. Students who seem to have a problem of social, emotional or academic nature are free to avail themselves of the services of their counselor. Students must obtain a pass from one of their teachers before reporting to guidance. Parents are invited to call and speak to a counselor about a concern or question which may arise. However, there are many other services and personnel available to support our students. These include teaching staff, counselors, Substance Abuse Counselors, Child Study Team members, social workers, and our crisis counselor.

LOST AND FOUND

All articles found in the school should be turned into the main office. Items may be reclaimed in the office during lunch, before homeroom period or after school. Every two months unclaimed items will be donated to the Lakeside Clothes Closet.

EMERGENCY CLOSING

PLEASE DO NOT CALL THE SCHOOL! When the school is closed for in climate weather, or any other reason, you will be notified via School Messenger (phone chain) and local radio stations.

In the event that there is a 90 minute delay, students will arrive at approximately 9:45 a.m. No breakfast will be served. They will go directly to homeroom and the students will remain there until we begin third period and we will follow the regular schedule for the balance of the day. Lunches will remain the same. You can also check Millville Public Schools Website www.mps.millvillenj.gov

ATTENDANCE

Parents are responsible for having their children attend school on a regular basis. The school day is from 8:34 a.m. to 3:10 p.m. Our doors open at 8:15 a.m. It is imperative that students attend school unless they are ill; students cannot achieve academic success without good attendance. **If a student will be absent, please call the school to report the absence. When an absence is due to a communicable/infectious disease, a note of re-admission from a physician is required.** Students are responsible for making up all missed schoolwork. The Board-approved attendance policy is as follows:

I. Excused Absences: The following will be considered *excused* absences:

A. Serious student illness: A note from the doctor must be submitted within three days of the students' return to school. Please note: a doctor's note may be required in cases where absences are too frequent in number or when there is a medical condition that endangers other students.

- When a note from a physician is provided, the absence in question will be recorded as excused.
- A parent note explaining illness will ***not*** be recorded as an excused absence, but will be placed in the student's file.

(Please note that notes from any physician's office that state that the child was not seen in the office and the information was relayed from the parent will not be considered as excused absences.)

B. Death in the immediate family: Students will be granted three days' absence due to a death in the family. If long-distance travel is required, additional days may be requested. A note from the parent/guardian is required stating the relationship of the deceased and must be submitted within three days of returning to school.

C. Medical/dental examinations: If possible, these should be taken care of outside of school hours. Prior approval is required, and a doctor's note must be submitted upon the student returning to school. Students may be excused for emergency work. A student must have a doctor's note upon returning to school.

D. Religious holidays: Students will be excused for all religious holidays recognized by the State Board of Education. A note from the parent/guardian must be submitted within three days after the absence.

E. Nurse's office: The nurse will only excuse students' who leave early due to a fever or under the nurse's discretion of an illness or injury. If the student decides to leave early without the nurse's approval, this will be documented as unexcused.

II. Absence Verification:

A. Parents/guardians are expected to call the school to inform office personnel of the absence. However, telephone calls to our office will not be considered a valid verification of absence from school.

B. Written notes are required for any absence. Notes must include the following information:

1. The name of the student
2. The date the note is submitted for approval
3. Date(s) of absence(s)
4. The specific reason for the absence
5. The signature of the parent/guardian

III. Unexcused Absences: The following reasons for being absent will be considered as unexcused even when a note is brought from home:

- A. Being out of town
- B. Babysitting
- C. Missing the bus
- D. Car trouble
- E. Truancy
- F. Work at home
- G. Weather conditions
- H. Family vacation: Prior approval must be requested in writing and the student assumes responsibility for making up any work missed during the vacation period.

IV. Parent/Guardian Notification and Disciplinary Action:

- A. When a student accumulates five unexcused absences, a letter will be sent to the parent/guardian.
- B. When a student accumulates ten unexcused absences, another letter will be sent to the parent/guardian. In addition, the truant officer will be notified and may follow up with a phone call or home visit. A guidance referral will be initiated at which time a Corrective Action Plan will be signed by the student and the parent. The student will be placed on the restricted list for the remainder of the school year at the discretion of administration. Being placed on the restricted list will keep the student from attending all school sponsored activities, including, but not limited to, sports, dances, field trips and the Semi-Formal.
- C. When a student accumulates fifteen unexcused absences, a legal notice and a letter will be sent to the parent/guardian, requesting that a conference be held as soon as possible. Those present at the conference will be the parent(s), child and vice principal.
- D. The continued absence of a student after a conference has been held will result in a court complaint. If a student should continue to be absent after court action, the matter will be referred to the Superior Court.

V. Tardiness / Excessive Lateness: Students are expected to arrive promptly to school and to each assigned class. If students arrive after **8:34** a.m., they are to report to the front desk and obtain a late pass.

Excessive lateness to school and classes will be treated as a serious discipline problem.

- A. Students will be permitted no more than three unexcused tardies per marking period.
- B. Please see chart below for disciplinary procedures for excessive tardies.

# of Tardies	Disciplinary Action	Additional Measures
6	1 After School Detention	
12	1 After School Detention	10 Days on Restricted List/Telephone Conference
18	1 Day ACI	Guidance Referral
24	2 Days ACI	Parent Conference
30+	Discretion of the Vice Principal	

VI. Truancy: The laws of the State of New Jersey require children between the ages of six and sixteen to attend school on a regular basis. Students found to be truant can be deemed as juvenile delinquents and proceeded against as such. Parents or guardians who fail to comply with the provision of the State Statutes can be deemed to be disorderly persons and subject to a fine of \$25.00 for a first offense and not more than \$100.00 for each subsequent offense.

A. First offense: A parent conference must be held and the student will be assigned to Alternative

Classroom Instruction for 1 day. Punishment will also include being placed on the Restricted List for fifteen days.

B. Second offense: A parent conference must be held and the student will be assigned to Alternative Classroom Instruction for 2 days. The student will be placed on the Restricted List for an additional fifteen days.

C. Third offense: The case will be referred to the school district truant office for prosecution through the court system. In addition, a parent conference will be required. The student will be assigned three days of out of school suspension and 15 days on the Restricted List. The parent must return to school with the child.

EARLY STUDENT DISMISSAL

Students are not permitted to leave the school building during the day unless a parent has requested an early dismissal and the request has been approved by the principal. These requests should be submitted to the office before the start of the school day. The student will be given a pass to give to his/her teacher to be dismissed at the time requested. We will not interrupt classrooms during instructional time in order to call a student out of class for early dismissal, except in an emergency situation.

No students will be dismissed until a parent or designated adult comes into the office to sign out the student. Parents or designated adults WILL be required to show identification. Parents are to use the main entrance of the building.

STUDENTS LEAVING EARLY OR COMING IN LATE

If a student is signed **OUT:**

Before 10:40 – absent full day

Between 10:40 – 12:40 - 1/2 day absence

After 12:40 - present (full day)

If a student is signed **IN:**

Before 10:40- late

Between 10:40 – 12:40 - 1/2 day absence

After 12:40- absent (full day)

Although being signed out after 12:40 PM counts as a full day, any student signed out after 12:40 will be missing 4 periods of instruction. Therefore, any early dismissal after 12:40 PM will be recorded as an unexcused early dismissal unless a physician’s note is provided or prior approval is arranged. When a student accumulates three unexcused early dismissals per marking period, an after school detention will be assigned. The student will be responsible for any work missed during that time.

III. ACADEMICS

REPORT CARDS AND PROGRESS REPORTS

All Students will receive a “Progress Report” issued to their parent or guardian in the middle of each of the four marking periods. Report cards will be issued four times during the school year. They are a permanent record of your progress. They do not need to be brought back to school. Students who have obligations for damaged or missing books or any other type of obligation will not receive report cards until obligations are cleared.

Below is a ***tentative*** list of related dates:

FIRST QUARTER

Begins: September 7, 2016
Mid Marking Period: October 6, 2016
Report Cards Distributed: November 23, 2016

SECOND QUARTER

Begins: November 15, 2016
Mid Marking Period: December 16, 2016
Report Cards Distributed: February 07, 2017

THIRD QUARTER

Begins: January 31, 2017
Mid Marking Period: March 3, 2017
Report Cards Distributed: April 12, 2017

FOURTH QUARTER

Begins: April 6, 2017
Mid Marking Period: May 15, 2017
Report Cards Distributed: June 17, 2017*

**This calendar does not allow for snow days. Tentative date for distribution.*

ACADEMIC GRADING POLICY

The grading policy is in effect for all subjects (including special areas): The following grading system will be used for the AVID Strategies Class: **X-Satisfactory P-Unsatisfactory**

Grade	
A+	100-98
A	97-95
A-	94-92
B+	91-89
B	88-86
B-	85-83
C+	82-80
C	79-77
C-	76-74
D+	73-71
D	70-68
D-	67-65
F	Below 65

HONOR ROLL

In an effort to promote learning and provide students with an incentive to achieve academic excellence, an Honor Roll has been established. This list will be published after each marking period and will include recognition for Principal's List (must receive all A's in all subjects), Honor Roll (A's, B's,) There is a National Junior Honor Society for 7th and 8th grade students.

RETENTION POLICY

6th Grade:

Any student failing all four core subjects for the year and/or missing more than 36 unexcused school days could be retained.

7th Grade:

Any student failing three core subjects for the year and/or missing more than 27 unexcused school days could be retained.

8th Grade:

Any student failing Math and Language Arts and any other core subject for the year and/or missing more than 18 unexcused school days could be retained.

The following interventions would be applied at the time any student meets the criteria:

Failing One Core Subject: Progress Report/Report Card must be signed by a parent/guardian and returned to school.

Failing Two or More Core Subjects: Conference with parent/guardian and guidance staff. A mid-year “checkup” conference would be included.

- Goal setting and follow up
- Parent conference each subsequent marking period until passing average is attained
- Mandatory Success Maker during elective period or after school
- Referral to mentoring
- Possible I&RS referral

COMPUTERS AND TECHNOLOGY

Computers and technology are available to students and are **limited to educational purposes** throughout the building. Guidelines and procedures are given to the students for use of the computers and technology. Anyone not following these guidelines will have their computer and technology privileges removed as well as any other disciplinary action that is deemed necessary.

All students must sign an acceptable use policy prior to accessing technology. We believe in fostering Digital Citizenship and will discuss with students the importance of developing a positive digital footprint.

CELL PHONES/BRING YOUR OWN DEVICE (BYOD)

All cell phones must be off and out of sight inside the classroom unless instructed by the teacher. This policy is in place for safety concerns, academic honesty, and to protect the privacy rights of teachers and students. Any violation of this policy will result in disciplinary measures.

Students may utilize their cell phones for personal reasons before the start of homeroom at 8:34 AM, between classes, and at lunch. Students can only utilize their phones for texting, using school appropriate web pages, checking email, looking at appropriate content, or playing school appropriate games.

Students may not use their phones to make phone calls during the school day. You must report to the Grade Level Office to use the phone.

Students cannot take pictures, video, or audio with their cell phones at any time during the school day or while on school property unless directed by a teacher for educational purposes. Students can only use their phones in class when directed by a teacher.

Due to safety reasons, students can only use one ear bud or headphone while listening to music. Teachers, administration, and other school personnel need to be able to communicate to all students during the school day. Any violation of this policy will result in a discipline referral.

All ear buds must be put away and music turned off prior to entering a classroom or any other school office. The use of these devices cannot be disruptive in any manner to the educational process (singing, loudness of music, etc). Any violation of this policy will result in a discipline referral.

*****The administration reserves the right to remove these privileges at any time. The school is not responsible for any lost, damaged, or stolen devices.

Violations of the acceptable cell phone use policy listed above can result in disciplinary measures including but not limited to suspension, police arrest, and other disciplinary measures.

LIBRARY BOOKS AND TEXTBOOKS

Students may sign out books and materials from the school's media center (library) during the year. These books, as well as classroom texts, must be cared for and returned. Students who return books or materials late or damaged will be assessed an appropriate fine.

The Media Center/Library is open before school from 8:25 a.m. to 8:35 a.m. During school hours the Media Center may be used at the discretion of the Media Specialist. The Media Specialist will advise you of procedures and conduct in the center.

SCHEDULE

The school day is from 8:34 a.m. until 3:10 p.m. Each day will be divided into 9 (36-minute) periods. Students will have extended learning time (80 minutes) in language arts and math, and 36 minutes in all remaining classes. In addition to this, students will have 25 minutes for lunch. Lakeside Middle School boasts a challenging, interactive and exploratory curriculum.

LAKESIDE DAILY SCHEDULE BY LUNCH PERIODS

Home Room 8:34- 8:41	Home Room 8:34- 8:41	Home Room 8:34- 8:41	Home Room 8:34- 8:41
PERIOD 1- 8:45- 9:21	PERIOD 1- 8:45- 9:21	PERIOD 1- 8:45- 9:21	PERIOD 1- 8:45- 9:21
PERIOD 2- 9:25- 10:01	PERIOD 2- 9:25- 10:01	PERIOD 2- 9:25- 10:01	PERIOD 2- 9:25- 10:01
PERIOD 3- 10:05- 10:41	PERIOD 3- 10:05- 10:41	PERIOD 3- 10:05- 10:41	PERIOD 3- 10:05- 10:41
A LUNCH- 10:45- 11:10	PERIOD 4- 10:45- 11:21	PERIOD 4- 10:45- 11:21	PERIOD 4- 10:45- 11:21
PERIOD 4- 11:14- 11:50	B LUNCH- 11:25- 11:50	PERIOD 5- 11:25- 12:01	PERIOD 5- 11:25- 12:01
PERIOD 5- 11:54- 12:30	PERIOD 5- 11:54- 12:30	C LUNCH- 12:05- 12:30	PERIOD 6- 12:05- 12:41
PERIOD 6- 12:34- 1:10	PERIOD 6- 12:34- 1:10	PERIOD 6- 12:34- 1:10	D LUNCH- 12:45- 1:10
PERIOD 7- 1:14- 1:50	PERIOD 7- 1:14- 1:50	PERIOD 7- 1:14- 1:50	PERIOD 7- 1:14- 1:50
PERIOD 8- 1:54- 2:30	PERIOD 8- 1:54- 2:30	PERIOD 8- 1:54- 2:30	PERIOD 8- 1:54- 2:30
PERIOD 9- 2:34- 3:10	PERIOD 9- 2:34- 3:10	PERIOD 9- 2:34- 3:10	PERIOD 9- 2:34- 3:10

Bell Schedule

Warning Bell	8:32
Late Bell	8:34
End of the Day Dismissal	3:10

PHYSICAL EDUCATION POLICY

All students in this school are required by State Law to participate in the physical education classes. Exceptions to the requirement are those students who have medical problems and present a **written** note from their doctor stating the reason(s) why they are to be excluded. Students must be prepared for physical education classes. Fully laced sneakers must be worn for every class by 6th- 8th grade students. Students are responsible for valuable storage. All students must be dressed in proper sneakers for ALL physical education classes. Every student using the locker room must have a Master Gym Lock – either V60 or V70. No other type of lock is permitted in the locker room.

MAKE UP WORK

It is the responsibility of the **student**, upon returning from an illness or disability, to talk with the teachers and determine what work was missed. Students will be given one day for each day missed to complete make up work. Exceptions can be made at the discretion of the teacher. A day's absence does **NOT** excuse a student from responsibility for class work and/or tests. If you are absent **3 or more days**, your parent or guardian may call the office before 10:00 a.m. to request homework assignments. Please note: we require 24 hours to assemble all the materials; therefore, we suggest you call us prior to picking up the requested assignments.

ALTERNATIVE CLASSROOM INSTRUCTION

In-school alternative is a consequence of an infraction of the Student Code of Conduct. Students who are assigned to ACI are isolated from other students, with supervision, to work silently by themselves for a prescribed length of time. Special rules will apply; failure to comply with these rules will be subject to three (3) days out-of-school suspension.

IV. STUDENT PROCEDURES

LOCKER POLICY

Hall Lockers – Lockers are school property and are to be used for school-related purposes. The school officials reserve the right to inspect student lockers. No lockers are to be shared with other students. Students will receive a locker for their personal use. The combination should not be shared with anyone. Students may not lawfully store items which may be dangerous or harmful in their lockers.

BACKPACKS

Backpacks are an important investment to help students organize their belongings. They are to be carried into the building at the beginning of the day and placed in lockers. Students will carry books during the day. Due to the numbers of students in the school, backpacks will be used to carry books into the building and take books home only. Backpacks are not to be taken to the ACI classroom. Girls may carry purses approximately 6 inches by 6 inches in size.

Please **DO NOT** purchase wheeled backpacks. They will not fit in the lockers, and backpacks need to stay in student's lockers during the school day.

STUDENT VALUABLES

Students are cautioned **NOT** to bring large amounts of money or other items of value to school. Personal property should be carefully safeguarded at all times. The school cannot be responsible for lost articles or money. Lost items should be reported to your teachers immediately.

Personal property not needed for participation in a school activity should be kept at home. Tape players, CD players, radios, electronic games, toys, and other entertaining distractions are not permitted in school and will be confiscated when observed. Students are not permitted to bring laser pointers into the building. These items will be confiscated if found in a student's possession and may be retrieved by parents at the end of the school year.

FIRE DRILL/EMERGENCY EVACUATIONS

Fire drills are a very serious part of the school routine. Students are to leave the building and return in a quiet manner. The signal for a fire drill will be one long ring of the fire alarm. Students should immediately form a line, pass from the building according to the directions posted in each room and line up a distance from the building with their teacher. All windows and doors should be closed during a fire drill. Students will return when directed. Practices will also be scheduled for lockdown and bomb threat evacuations.

EXTENDED DAY ACTIVITIES

Throughout the year, various clubs, sports or activities will be sponsored by faculty members for a given period of time. These extracurricular activities will meet after school and will be open to all Lakeside Middle School students. However, any student failing a class for a marking period will be monitored and may be restricted from extracurricular activities. In addition, students on the restricted list will be prohibited from participating in non-academic clubs and/or activities. The principal or vice principal may restrict individual students from participating in extracurricular activities because of unacceptable behavior or other just cause.

CAFETERIA

Our cafeteria operates on a personal ID number system. Once you receive your PIN number, **do not share it with anyone**. The pin number is also an account number. At anytime throughout the year you can place money in your child's account (via check or cash). Students can no longer charge their lunch. If a child needs to charge their lunch, a parent/guardian must contact the Cafeteria Manager.

Conduct in the cafeteria is to be the same as what is expected in any other eating establishment. To encourage good nutrition, a well-balanced lunch is offered on a daily basis. Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. Student conduct in the cafeteria will determine, to a great extent, the rules and regulations which govern behavior during this time. When in doubt, ASK! The lunchroom management and your fellow students will appreciate your cooperation in the following:

- **GLASS** containers are **NOT** allowed.
- Rearranging chairs or tables is **NOT** allowed.
- Breaking (butting) into the lunch lines is **prohibited**
- Throw away all lunch litter in trash cans.
- Leave the table and floor around your place in a clean condition for others.
- Remain seated at your table until a staff member on duty gives permission to move.
- Remain in the cafeteria until properly dismissed.
- Throwing food is **NOT** allowed.

NO FOOD OR DRINK MAY BE CONSUMED OUTSIDE OF THE CAFETERIA! NO GUM CHEWING! Any food, (snacks, candy, etc.) or beverages found in any other areas of the school are subject to confiscation by school personnel and/or disciplinary action.

AUDITORIUM

No backpacks, books, pens and pencils, food or drink (**including gum**) are to be brought to the auditorium. Students' feet should remain on the floor at all times.

PEER MEDIATION

Lakeside Middle School is dedicated to our students. Peer mediation is a service provided to give our students an opportunity to handle disputes in a positive manner. Students needing this service should contact their teacher or guidance counselor.

DISMISSAL

At the end of ninth period students are to go to their locker. Make sure that you have everything that you need to take home with you for your homework assignments. **Go directly to your bus, do not stop and congregate outside of the school building. If your bus is not in place on the bus lot, wait in an area closest to your bus pick-up. You are to remain on the sidewalk area waiting for further instructions. If a bus will be late, students will be notified to report to an assigned classroom.**

V. Anti- Bullying Policy

The Millville Public Schools is committed to creating a safe, caring, respectful learning environment for all students and strictly enforces a prohibition against bullying, harassment, or intimidation of any of its students by anyone. **Site- based initiatives**, developed collaboratively between school administration

and personnel, students, families, and community members, will seek to: (1) help students of all ages and abilities to stay safe, act wisely, and believe in themselves: and (2) help adults respond effectively to students' reports and their own observations.

Bullying, harassment, or intimidation is aggressive, intentional or deliberately hostile behavior by a student(s) toward another student(s). It can take many forms and can occur in any setting. Bullying, harassment, or intimidation can include, but is not limited to, name calling or threatening; social alienation such as shunning or spreading rumors; or physical aggression such as assaults on a student or attacks on a student's property in the form of a gesture, as well as a written, verbal or physical act; including all electronic mediums.

Bullying, harassment, or intimidation can create an atmosphere of fear for all members of the school community. It can also create unnecessary and unwarranted anxiety that affects the ability of a student to attend school, learn in school, walk in school corridors, eat in the school cafeteria, play in the school yard or recreational areas, participate in or attend special or extracurricular activities, or travel to and from school. Behaviors that are not addressed can lead to devastating consequences for young people, including depression, drops in school performance and attendance. The failure to address bullying, harassment, or intimidation behaviors also gives other students the message that is permissible to engage in negative behaviors.

Bullying, harassment, or intimidation of students occurring in the school is prohibited by law and will not be tolerated by the Millville Public Schools. For purposes of this policy, "school" includes schools, school grounds, school-sponsored events, trips, e-mail, sports events or similar school-sponsored events and functions, and travel to and from that:

1. is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or
2. by any other distinguishing characteristics; and
3. is a gesture or act which a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/ her person or damage to his/ her property; or has the effect of insulting or demeaning any pupil or group of pupils in such a way to cause substantial disruption in or substantial interference with the orderly operation of the school.

Reporting Procedures

All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors, are encouraged to report any act that may be a violation of this policy.

Investigation

The principal or his/ her designee is responsible for determining whether an alleged act constitutes a violation of this policy. The principal or his/ her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The principal or his/ her designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

The Millville Public Schools takes allegations of bullying, harassment, or intimidation seriously and will respond promptly to complaints and allegations of bullying, harassment, or intimidation. Where it is determined that inappropriate conduct has occurred, the Millville Public Schools will act promptly to eliminate the conduct and will impose corrective action as necessary, which may range from requiring the offender to work with school personnel on better behavior, the recommendation for the provision of counseling or other support services and/ or disciplinary action where appropriate, up to and including suspension, expulsion, and/ or court involvement. (See policy 5114, Suspension and Expulsion)

Legal Reference: N.J.S.A. 18A:37-16 Reprisal, retaliation, false accusation prohibited

Adopted: 12/19/05 Revised: 6/27/14

VI. CODE OF CONDUCT

Lakeside Middle School recognizes the need for discipline in our school. In order for learning to take place, students must be in attendance and their behavior must be respectful of the rights, property and well-being of others. Students must help to preserve the positive atmosphere required for teaching and learning.

To develop the self-discipline necessary for learning and living, students have the right to know what is acceptable in the way of behavior. For this reason, this disciplinary statement should be carefully read and understood by faculty, parents and students. It is understood that the administration of discipline must include administrative judgments based upon the severity of the infraction, related circumstances and the individual student's disciplinary record. Each student is entitled to due process.

Our goal is to promote success for our students. Our objective is to change inappropriate behavior. The following is a list of common infractions, along with possible resolution. This list is not all-inclusive. Although many situations may warrant specific resolutions, chronic offenders are dealt with on an individual basis and may require a more creative approach tailored to the needs of the individual child.

VII. Discipline Procedures

For any violations of student conduct the school administration may, if deemed necessary, impart one or more of the following disciplinary actions:

- 1) Detention
- 2) Alternative Classroom Instruction (ACI)
- 3) Out of School Suspension
- 4) Review Behavior Performance Statement
- 5) Alternative School placement
- 6) Placement on Home Instruction
- 7) Disciplinary Hearing
- 8) Expulsion Hearing

The discipline to be administered to the student will depend upon the severity of the case and/or the number of prior discipline situations incurred by the offending student. In all cases, except for detention, the parents/guardians will be notified. Students suspended are not permitted to be on school grounds or attend any school activities. Students in alternative classroom instruction are not permitted to participate in any school related activities.

DISCIPLINE OFFENSES

ATTENDANCE

102	Tardiness	120	Truancy
105	Unexcused Absences from school	148	Lateness to class
115	Habitual unexcused absences	160	Excessive tardiness
SCHOOL MISCONDUCT			
101	Failure to comply with school regulations	142	Insubordination
103	Disruptive Conduct	143	Profanity to staff members
104	Rudeness to a staff member	144	Obscene gestures
106	Violation of Dress Code	156	Hallway Misconduct
107	Failure to report to detention	157	Misbehavior with a substitute
108	Use of Obscene/profane language	158	Sleeping in class
110	Leaving school grounds/building	162	In unauthorized area
113	Extreme Rudeness to staff	166	Left assigned area without permission
116	Disorderly Conduct	167	Failure to report to ACI
119	Habitual Leaving school grounds	169	Failure to report to Office Detention
122	Violation of In School Suspension	171	Violation of ID procedure
123	Failure to Identify self properly	174	Bullying
124	Open defiance of authority		
136	Continued Willful Disobedience		
138	Unprepared for class		
VIOLENCE			
132	Assault on a teacher	300	Violence
133	Assault on student causing injury	310	Simple Assault
137	Incitement	320	Aggravated assault
139	Harassment	330	Fight
140	Verbal Altercation	340	Gang Fight
145	Assault	350	Robbery
154	Threats to student	360	Extortion
155	Threats to staff	380	Other violent offense
164	Unnecessary Physical Contact	430	Assault with firearm
240	Fireworks Offense	440	Assault with other weapon
WEAPONS			
128	Possession of a harmful instrument	420	Possession of a firearm
152	Use of weapon	450	Possession of other weapon
400	Weapon	460	Sell/transfer of weapon
410	Bomb Offence		
DRUGS/ ALCOHOL/ TOBACCO			
111	Smoking	522	Possession of other Drug
510	Use of Alcohol	530	Distribution of Alcohol
511	Use of Marijuana	531	Distribution of Marijuana
512	Possession of other Drug	532	Distribution of other drug
520	Possession of Alcohol		
SEX OFFENSES CHARGE			
141	Public Display of affection	159	Possession of Pornographic materials
150	Sexual Harassment	370	Sex Offense
MISCELLANEOUS OFFENSES			

118	Forgery	149	Misuse of Pass
121	School Bus Misconduct	153	Abuse of a lunch ticket
125	Stealing	161	Misconduct at the bus stop
126	False Fire alarm of bomb scare	163	Possession or use of Fire Works
130	Possession of laser devices	220	Burglary
134	Possession/ inappropriate use of electronic devices	250	Theft
146	Cafeteria Misconduct	260	Trespassing
148	Violation of Seatbelt Policy	270	Filing a false report
149	Misuse of a pass		

Restricted List

Any student receiving ACI or Out of School Suspension will be placed on the restricted list for 15 consecutive school days.

Alcohol/tobacco/drugs (Millville Board Policy):

The Millville Board of Education recognizes that drug/alcohol abuse presents a growing problem in society and is aware of the vital role performed by the schools in the community’s efforts to control this problem.

The Board believes that an educational and therapeutic approach to the problem is more effective than one which only serves to punish.

It is also concerned with protecting students who do not abuse drugs/alcohol as well as providing help for those who do. Students are prohibited from possessing, consuming, or distributing drugs or alcohol in any form while at school, on school grounds, attending a school-related function on-or-off campus, and coming and going from school.

Any student suspected of being under the influence of any drug or alcohol on school property or at any school-sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6:29-6 (available upon request) and the Millville Board of Education Policies and Procedures. These include timely notification of administration, parents, and superintendent and immediate referral to a medical facility for examination and drug screening. Arrangements for the student’s readmission to school will be finalized after a review of the medical analysis.

When the term “drugs/alcohol” is used, the Board means:

- all controlled dangerous substances
- all alcoholic beverages
- anabolic steroids
- chemicals which release toxic vapors (as defined by New Jersey law)
- prescription drugs (except when under the supervision of a physician and permitted by school authorities)
- tobacco products (smoked or smokeless)

In accordance with law, students may be subject to medical examinations, suspension and other disciplinary action established by board policy. Students and their parent(s)/guardian(s) are advised that New Jersey laws may also require penalties beyond school sanctions for drug related offenses on or off school property.

There is no punishment for voluntarily seeking help with a problem.

*Board hearing may result in expulsion, out-of-district placement, or alternative education (Academy)

Placement in alternative education (Academy) may be a consideration for students who continually disrupt the educational environment at Lakeside Middle School.

All rules and consequences apply to extra-curricular activities, whether a student is a participant or spectator, at all schools in the district.

APPEALS PROCEDURE

If the student feels the disciplinary action has been excessive, an appeal can be made. In cases of minor discipline problems that would result in office detention or after-school detention, the punishment will be held in abeyance until after the appeal process has been completed. In cases of severe infractions that would require out-of-school suspension, the student will be temporarily removed from school and due process procedures will be initiated immediately prior to a final disciplinary determination.

LEVEL 1 - ASSISTANT PRINCIPAL

A request must be made of the assistant principal by the parent/guardian to review the matter in an attempt to reach an amicable resolution within five working days.

AFTER LEVEL 1, ALL REQUESTS AND RESPONSES SHOULD BE IN WRITING

LEVEL 2 - PRINCIPAL

If not satisfied, the appeal may be made to the principal. The principal will investigate and respond within five working days. Copies of all correspondence will be forwarded to the Affirmative Action Officer.

LEVEL 3 - SUPERINTENDENT

If not satisfied, the appeal may be taken to the Superintendent within five working days after the decision is rendered by the principal. The Superintendent or his/her designee will respond within seven working days.

LEVEL 4 - BOARD OF EDUCATION

If not satisfied, an appeal may be made to the Board of Education within 7 working days after the decision is rendered by the Superintendent or his/her designee. The Board of Education will hear the matter at the next regularly scheduled Board meeting. The Board of Education shall respond within thirty calendar days.

GRIEVANCE PROCEDURE

In keeping with federal/state anti-discrimination legislation, the Millville Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student, employee and parent complaints.

PURPOSE:

To provide students, employees and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status.

DEFINITION:

Grievance - A formal written complaint.

Grievant - Any student, employee or parent aggrieved by a decision or condition falling under the guideline of federal and/or state anti-discrimination laws.

Affirmative Action Officer - The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

PROCEDURE:

Step #1 The grievant must present in writing the complaint to the person designated as the Affirmative Action Officer.

Step #2 The Affirmative Action Officer has five working days in which to investigate and respond to the grievant.

Step #3 If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee (not the Affirmative Action Officer).

Step #4 Response by the Superintendent or designee must be given within five working days.

Step #5 If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Millville Board of Education, which will hear the complaint at the next regular meeting or within thirty calendar days. The Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint, including written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

Step #6 The Millville Board of Education shall respond to the grievant within thirty calendar days.

Step #7 If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the County Superintendent of Schools, 19 Landis Avenue, Bridgeton, NJ; the Director of the Office of Equal Educational Opportunity, 225 West State Street, Trenton, NJ; the Commissioner of Education, 225 West State Street, Trenton, NJ; or the United States Office of Civil Rights, 26 Federal Plaza, New York City, NY.

Grievance forms are available in offices of all schools, the administrative offices of the district, and from the Affirmative Action Officer.

HALL COURTESY

Lakeside Middle School hallways are monitored by video cameras.

Students are asked to help follow these guidelines when passing through the halls:

- Keep halls open to traffic by **walking to the right**. Do not block traffic by standing in groups.
- Pass through halls quietly. Be considerate of others in the halls and classrooms.
- Keep the school clean by picking up paper from the floors.
- No "playing" in the halls.

Students will act safely and responsibly in the halls and stairways. EXAMPLES of acting responsibly are:

- walking quietly on the right side of the hall
- using a hall pass during class time
- keeping halls and lavatories free of litter
- staying away from restricted areas

EXAMPLES of inappropriate behavior are:

- yelling in the halls or stairs

- horse playing in halls or stairs
- being in unauthorized areas

Students will treat others with respect and common courtesy. EXAMPLES of respect and courtesy are:

- removing hats inside the building
- being appreciative and attentive during assemblies
- being in your seat and quiet when class begins
- answering teachers in a respectful manner

EXAMPLES of inappropriate behavior are:

- using unacceptable language
- having gum and candy in school
- displaying immodest affection
- wearing revealing, offensive or disruptive clothing

Students will be responsible to the suggestions of the adults in the building. EXAMPLES of acting responsibly are:

- being on best behavior while a substitute teacher is in charge of the class
- obeying all teachers, staff members, secretaries, aides, and custodians
- responding positively when a staff member has a reasonable request

EXAMPLES of inappropriate behavior are:

- failing to comply with class rules
- refusing a reasonable request from a staff member
- questioning at inappropriate times decisions made by a teacher
- slamming classroom doors when asked to leave the room

DRESS CODE – Your Image is Our Image

Lakeside Middle School believes that a strong relationship exists between what a pupil wears and the attitude he/she displays. Therefore, students are expected to dress in a manner which is appropriate for a school setting. Clothing worn or items carried are not to be distracting to other students or disruptive to the normal routines and functions of the school. The following guidelines will be adhered to:

1. Students are expected to wear appropriate clothing to school, which does not affect the health, welfare, or safety of the students or interrupt the education process.
2. District Policy applies; please see http://www.millvillenj.gov/counties/cumberland/0610/schools/policy/Millville%20BOE%20Policy%20Manual_05-10.pdf for details.
3. Students are urged to be neat and clean, realizing that regardless of style, good grooming represents a personal quality that we all should possess. There is to be no personal grooming in class.
4. Specific dress requirements are as follows:
Hats, bandannas, scarves, other headgear, gloves, non-prescription glasses or sunglasses of any kind will not be permitted to be worn in the building. Students must wear shirts fitted under the arm and halter, tank, spaghetti strap, tube, midriff, and low cut tops are not permitted. Shoulder straps must be at least three fingers in width. Students are not permitted to wear see-through clothing and all pants are to be worn near the waist and not below the buttocks to ensure their safety. Students wearing low-rise jeans must wear a shirt long enough to cover the top of their jeans or pants when sitting. Items considered to be underwear, beachwear, or nightwear are not permitted. Clothing and

patches with anything inappropriate (alcohol related, drug related, violence related, anything with profanity or racial slurs or of a sexual content) are not permitted. Shorts, dresses, and skirts must be mid-thigh which generally constitutes 7 inches above the kneecap. Parents will be contact to bring alternative clothing for their child to wear. No student shall bring heavy chains to school (including wallet chains and pocket chains.) Outerwear jackets or heavy vests are not to be worn during school hours inside the building.

5. **The administration shall determine at what point certain types of dress or new styles are not in accordance with the general principles stated above. Anything that is disruptive to the educational climate will not be permitted.**

ID BADGES, LANYARDS AND AGENDAS

All students will be issued an ID Badge and a lanyard at the beginning of the school year. Lost badges and lanyards will be reissued on an as needed basis for an additional fee. Excessive losses will result in reprimands. Students must present a school ID to attend school functions. The student name and picture must be clear and legible. Damaged IDs must be replaced at the student expense.

Students will be given an agenda at the beginning of the year and will be expected to bring it to class with them each day.

SCHOOL BUS PROCEDURES AND REGULATIONS

Riding a school bus is a privilege and should be treated as such. This policy pertains to all Millville School District students who ride on school buses to and from their homes, on field trips, sports activities, after school activities, and all other Millville Board of Education related activities. Students are responsible for orderly conduct and are expected to behave in a manner which will make the ride safe and pleasant for passengers and driver, and which will enable the bus to operate on schedule.

Students are expected to ride their assigned bus only. Permission will not be granted by the school to ride a different bus. Notes are not acceptable. Only documented emergencies will be honored for a student to ride a different bus.

The Millville School District will require that all buses bid or purchased shall be equipped with seat belts. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle.

BUS RULES AND REGULATIONS

The following are good safety habits which are to be used while riding a school bus. These rules apply to field trips, as well as to transportation to and from school. Students must:

1. Follow the directions of the driver.
2. Be considerate of others on the bus. The use of foul language will not be tolerated.
3. Board and leave the bus at the designated bus stop and ride only on the bus to which they are assigned.
4. Be at their assigned loading area ten minutes before the bus is scheduled to arrive.
5. Stay off the roadway and be alert to traffic dangers. If walking to the bus stop and there are no sidewalks, students are to walk facing traffic. Walk as far from the edge of the road as possible and stay off people's lawns. Do not litter. Form a line for loading when the bus approaches. Let the bus come to a full stop before moving to the service door.
6. No pushing, shoving or fighting at the bus stop.

7. Go directly to the back of the bus and sit as instructed by the driver. Students must remain seated at all times. There will be no changing of seats without the driver's permission. The bus driver may require any or all students to sit in certain seats.
8. Keep noise to a minimum and behave properly.
9. Help take care of the busses by being considerate of the equipment.
10. Hold books and personal belongings on your lap. All musical instruments carried by students shall be under their control at all times and carried on their lap, between the seats or on a vacant seat. The aisle is not to be blocked at any time.
11. Cell phones and/or pagers must remain away.
12. Do not bring animals or glass on the school bus.
13. Do not throw objects in the bus or out the windows. Place trash in the waste receptacle as you leave the bus.
14. Be courteous to pedestrians and motorists. No shouting or spitting from the windows is allowed; making insulting gestures gives the school a poor reputation.
15. Get permission before opening a window. Bodies and all other objects must remain inside the bus.
16. In case of emergency, remain seated until instructions are given by the driver.
17. Refrain from eating or drinking on the bus.
18. Stay seated until the bus comes to a FULL STOP. Check to see that no items are left on the bus as you leave.
19. Unload the bus in an orderly manner, one seat at a time. Do not push those ahead of you.
20. When crossing the street after getting off the bus, walk to a point at least ten feet ahead of the bus and WAIT. When the bus driver signals, look both ways for traffic and when clear, walk directly across the street.

Each student who is provided transportation services by the district is expected to obey all rules established for the safety and welfare of all students. Students who fail to adhere to the seat belt regulations will be disciplined as follows:

1. The bus driver will give a verbal reprimand for any student who is not properly fastened in the bus restraint system.
2. The bus driver will complete a written incident report if a student does not heed the instructions to properly fasten the restraint system. An administrator will discuss the problem with the student, inform the parents of the violation and review the policy rules with them.
3. 1st offense: Warning
4. 2nd offense: Detention
5. 3rd offense: ACI
6. 4th offense: 3 day bus suspension
7. 5th offense: 5 day bus suspension
8. 6th offense: 10 day bus suspension

***This is only a guideline. Administrative discretion will determine disciplinary action in some cases.**

DANCES

Throughout the school year dances are scheduled for 6th, 7th, & 8th grade Lakeside students. We have listed a few simple rules to assure not only that students enjoy themselves at the dance, but that the conditions of the dances are in accordance with school policy.

- Students **must remain at the dance** until the end of the dance unless CALLED FOR BY A PARENT OR GUARDIAN.
- Please arrange, **in advance**, for rides home at the scheduled ending time of the event.

- Students must be picked up on time by the parent or a designated party at the conclusion of the dance.
- Admission costs will vary with the dances.
- Students will be dressed in accordance with the appropriate school dress code.
- Students will be expected to **cooperate** fully with teachers and chaperones at the dance.
- Guests will **NOT** be permitted. Dances are only open to Lakeside students.
- Students will be excluded because of violations of the school Code of Behavior.
- On occasion students are rewarded for exhibiting good behavior through positive incentives.

Affirmative Action Statement

The Millville Board of Education affirms its responsibility to ensure all students in public schools of the Millville Public School District equal educational access and opportunity and all employees equal employment access and opportunity without regard to race, creed, color, national or ethnic origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Millville Public School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located at the Culver Building in the Human Resource Office.

The district Affirmative Action Officer is:

Mrs. Donna Meyers

110 N. Third Street

Millville, NJ 08332

856-327-6004

donna.meyers@millvillenj.gov