

# Robert R. Lazar Middle School



## Student-Parent Handbook 2008-2009

123 Changebridge Road  
Montville, NJ 07045

973-331-7140  
[www.montville.net/lazar](http://www.montville.net/lazar)

**Belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

**LAZAR BELL  
SCHEDULES**

**Regular Schedule**

PERIOD	TIME
Homeroom	8:50-8:55
1	8:58-9:40
2	9:43-10:25
3	10:28-11:10
4	11:13-11:55
5	11:58-12:40
6	12:43-1:25
7	1:28-2:10
8	2:13-2:55
9	2:58-3:40

**Early Dismissal Schedule**

PERIOD	TIME
Homeroom	8:50-8:55
1	8:58-9:25
2	9:28-9:55
3	9:58-10:25
4	10:28-10:55
5	10:58-11:25
6	11:28-11:55
7	11:58-12:25
8	12:28-12:55
9	12:58-1:30

**Delayed Opening Schedule**

PERIOD	TIME
Homeroom	10:20-10:25
1	10:28-10:55
2	10:58-11:25
3	11:28-11:55
4	11:58-12:36
5	12:39-1:17
6	1:20-1:58
7	2:01-2:40
8	2:43-3:10
9	3:13-3:40

\*Bus stop pick-up times are 90 minutes later than a regular school day

## MONTVILLE TOWNSHIP BOARD OF EDUCATION

Mr. Jon Alin – President

Mr. Karl Feaster – Vice President

Dr. Karen Cortellino  
Mr. Charles Grau  
Mr. Michael Palma  
Mrs. Jackie Ritschel

Mr. Spyros Demetropoulos  
Mr. Matthew Kayne  
Mr. Paul Przetak

### ADMINISTRATION

#### Board of Education

Dr. Gary Bowen, Superintendent of Schools	973-808-8580
Mrs. Maria Eppolite, Assistant Superintendent	973-808-8580
Mr. Michael Donow, Interim School Business Administrator	973-808-8580

#### Lazar Middle School

Mr. John F. Gallucci, Principal	973-331-7140 ext 225
Mrs. Sharon Carr, Assistant Principal	973-331-7140 ext 227
Mr. Joseph Keiser, Assistant Principal	973-331-7140 ext 228

Lazar Main Office Fax Number	973-331-9279
Lazar Guidance Fax Number	973-331-9066
Lazar Nurse Fax Number	73-334-1033

### STAFF

#### \*Indicates Team Leader

Kelly Ahlert	Irene Filosa	Gabe Maffei	Anthony Sorrentino
Dorothy Annibal	Alyson Finkelstein	Christine Manisera	Trisha Soucy
Lynette Berdej	Janice Gerisch	Catherine Matthaei	Susan Speciale
Mary Bochicchio*	Debbie Gorab	Jeanne Matuszewski	Denise Tarsitano
Miguel Bolivar	Judy Gothelf*	Kathryn McClain	Brianne Tesseyman
Nancy Bostwick	Margaret Grendon	Deborah Meenan	Gail Trappe
Angela Brancato	Harriet Grenker	Thomas Melahn	Michelle Trautmann
Lauren Bussey	Beryl Gross	Meri Merkt	Jennifer Trentacosta
Ellen Cairns	Harriette Harris*	Suzanne Metz	Margaret Travers
Christopher Carman	Maria Heyburn	Michael Miller	Susan Tucker
Marissa Castronova	Claudia Heim	Seth Miller	Christopher Vachon
Ann Marie Cecire	Jonathan Huppert	Michael Morris	Evelyn Valdeon*
Toby Cohen*	Karen Jasterzbski	Erin Murphy	Anthony Varuolo
Rick Crescente	Michelle Jones	Matthew Myers	Michelle Ventricelli
Maria D'Apollito	Lynne Kall	Mina Orleans	Thomas Vila*
Michele Dasti	Kristin Karabinos	Elena Panagos	Adrienne Villani
Susan DeLuca	Jackie Karakos	Dana Paoella	Michele Vogel*
Donna DeMarco	Deborah Katchen	Kerry PuttENVink	Danielle Vytell
Olesya Denisova	Maureen Kitchen	Susan Rappaport	Jerry Wayne
Meryl Dicks	Megan Kleman	Robert Reiber	William White
Stacey DiMarco	Kelly Lange	Ellen Robertson	Mark Winters*
Kent Doyle	Mary Kate Lanzo	Debra Rosenblum	Sharon Yuhas
Jessica Drew-Suttile	Gail Leicht	Nicole Rudge	Kathy Zajac
Mary Ann Duffy	Rozlyn Lippa	Kimen Ryan	Cheryl Zanone
Marie Eggers	Kristine Loeffler	Janice Scharf	Steven Zingone
Kathy Ernst	Catherine Lomauro	Adrienne Scognamiglio	
Lorraine Fanning	Derek Lynn	Kimberly Sikora	
Katheen Ferraro*	Patrick Lyons	Michele Silva	

## **Principal's Message**

September 3, 2008

Dear Students:

On behalf of the staff and administration, I extend my warmest welcome to our new and returning families and wish you the best for the 2008-2009 school year. Robert R. Lazar Middle School is an exciting place to spend your transitional years and to grow emotionally, academically, socially, and physically. We at Lazar look forward to helping you achieve the personal goals you set for yourself.

This handbook should serve as an informational tool, which outlines our expectations for you and presents a clear picture of life in the middle school. I suggest you and your family become familiar with its contents and refer to it regularly during the course of the school year.

I look forward to a healthy and productive year for all.

Sincerely,

John F. Gallucci  
Principal

### **Mission Statement**

The community of Robert R. Lazar Middle School is committed to providing students with the highest quality education, which includes academic success, enhanced self-esteem and respect for individual differences, thus creating in adolescents both a strong foundation and desire for continued learning.

### **Vision Statement**

The teaching staff of the Robert R. Lazar Middle School understands its role as a middle school and builds upon the middle school philosophy to create a living educational environment where students can flourish in an accepting and nurturing atmosphere. In pursuing this vision, teachers and administrators understand their responsibility to continue researching, learning and implementing effective methods of educating middle level students. Utilizing effective techniques of instruction such as cooperative learning, addressing multiple intelligences, alternative assessment and the utilization of contemporary technology, teachers will inspire students to achieve their potential. By continuing to strengthen the bonds between teachers and parents, realistic expectations for young adolescents will be developed which will create the basis for social maturity and informed civic responsibility. Students will be encouraged by their teachers and parents to broaden educational experiences without the fear of failure or reliance on artificial rewards. Lazar students will become self-motivated learners willing to accept the challenges of academic excellence through experimentation and exploration.

### **A STATEMENT OF GOALS**

The Lazar School program will provide:

- an environment which recognizes the individual value of each student
- a challenging academic program individually suited to meet student needs
- opportunities for students to develop decision-making abilities, and a sense of responsibility
- opportunities to explore a variety of interest areas
- an environment structured to promote positive peer interaction and personal growth
- opportunities to develop self-discipline and respect for self and others
- an environment which promotes respect for one's own property and the property of others

### **MIDDLE SCHOOL LEVEL**

The academic team of teachers will coordinate the nightly assignments of students in the areas of language arts, literature, science, mathematics, and social studies. These assignments will include specific reading, writing, study, and research tasks for each of these subject areas. Assignments in the special subject areas will be given as needed. These will be given in addition to other assignments.

### **ROLE OF THE STUDENT**

You will gain the greatest achievement and make your years at Lazar the happiest if you always make a sincere effort to do your best work. Participate in as many activities offered by the school as possible. Develop your personal standards of conduct and practice improving your self-discipline.

If you follow the guidelines mentioned here, you will find it easier to respect the rights of others, comply with school regulations, be regular and punctual in attendance, and help maintain school property and keep the school free from damage. Remember, your success as a student is directly related to your effort, persistence and ability to set and achieve personal goals.

### **ROLE OF THE PARENT**

The academic growth and progress of your student should be very important to you and your family. As a parent/guardian, you should:

1. Insist on prompt and regular school attendance
2. Comply with school rules concerning pupil conduct and work habits
3. Ensure that your child is prepared for class
4. Attend individual and group parent-teacher conferences
5. Call to arrange an appointment with a teacher if additional conference time is needed
6. Provide a quiet atmosphere and suitable work time in which your child may do his/her homework
7. Assist your children with their class/homework without completing the work for them
8. Cooperate with the school in carrying out disciplinary action
9. Consider volunteering some of your time to assist in the school program
10. Accept your child's own best work.

### **THE ROLE OF TEACHERS**

Teachers are here to assist in the development of fundamental skills in reading, mathematics, science, social studies, health, language arts, physical education, art, technology education, life skills, music, world language, literature, drama, dance, and computer education. Additionally, it is the role of the teacher to help students become independent individuals who will be increasingly able to accomplish wider varieties and greater amounts of work as they progress through their middle school years.

The faculty hopes to make learning at Lazar Middle School attractive and interesting while accomplishing the important task of education. Teachers report on student progress and growth through four (4) report cards each year and four (4) progress reports at the mid-point of each marking period. All progress reports and report cards will be mailed home.

## **ACADEMICS**

### **STUDY AND WORK HABITS**

Student grades will reflect the time, care and effort put into school and home study. Students should begin each day with a positive attitude and be an active participant in all classroom discussions and activities. Careful listening and critical questioning when assignments are given will help students prepare for home study. Students should be prepared for each class and devote their undivided attention for the entire instructional period. Students should have their assignments completed on time, take pride in their work and follow directions carefully.

#### **When going to class it is expected that students have:**

1. Two sharpened pencils with erasers
2. Two pens – blue or black ink
3. Notebook with lined paper
4. Appropriate textbooks (covered)
5. Assignment pad

#### **Being unprepared for class interferes with the learning process!**

### **HOMEWORK PHILOSOPHY**

Homework is recognized as an essential component in the development of the complete student. Although homework is weighted differently by teachers in determining a student's academic standing, it is acknowledged that the purpose of homework is to reinforce learning introduced in class, to prepare for subsequent lessons, to foster the acquisition of time management skills, and to extend learning beyond the classroom. Assignments will vary to include practice or review work, introductory reading or related work, higher level thinking skills, as well as creative work.

The frequency of homework will vary among the three grades in academic as well as special area subjects at the middle level. Students can expect homework on most school nights and/or weekends. The average time expectations for homework will vary according to grade level and a student's individual ability. In addition to nightly assignments, students will be given long-term assignments and/or projects. On nights when written homework is not assigned, students are encouraged to review materials independently, engage in recreational reading, and budget their time to work on long-term projects.

## ASSIGNMENTS

Students are solely accountable for all assignments issued by their teachers and are responsible for obtaining assignments when not in class at any time for any reason. It is expected that students will use this assignment pad/organizer during the entire school year for all work assigned by their teachers. It is further expressed that the utilization of this planner will aid students in the development of the essential organizational and time management skills needed to become a successful student and life-long learner.

Any and all work missed while students are absent from school must be made up. Students who are absent from school will be allotted one (1) day for each day they were absent to complete any and all missed work. For example, a student who was absent for four (4) consecutive days, will be allotted four (4) days from the date of their return to school to make up any and all missed assignments. Students who do not complete their work within this time period will not earn credit for any outstanding assignments.

Students who are absent from school may access a list of the homework assignments by visiting [www.montville.net/lazar](http://www.montville.net/lazar). The following excerpt from Montville Township Board of Education policy (# 2330) may provide a better understanding of student responsibilities regarding homework:

*“...The Board of Education recognizes that homework is an integral part of the learning process. As such, teachers provide homework in an effort to extend and reinforce the learning experiences that occur in the classroom. Homework will be varied to include both long-term and nightly assignments. Assignments will include reinforcement, research, creative and project activities.”*

## PLACEMENT

Proper and appropriate course placement is essential to the success of each student as they progress through various grade levels. The utilization of various assessment criteria is utilized to evaluate students with regard to proper placement. The faculty and administration utilize these criteria while considering individual intrinsic student abilities when assigning placement. Additionally, a K-12 approach is incorporated when considering the best placement for students. Assessment criteria tools incorporated include regular and standardized tests and other specific assessment devices. Individual intrinsic student abilities include student attitude/work ethic, organizational abilities, home study habits and class performance/participation. The kindergarten through grade twelve approach utilized considers the various curricular and course demands which may affect student performance throughout the progressive grade levels and across the curriculum.

## TEXTBOOKS

All basic textbooks and supplementary materials are provided to students for use during the school year. Students are required to have their textbooks covered at all times. Students are expected to place their name, grade, team, and section inside the book as well as on the cover. Students are directly responsible for all materials issued, and will be charged a fine based on the amount of abuse, misuse, or loss of any item. **No student will be promoted or officially permitted to withdraw from the system until all unpaid obligations are fulfilled, including library fines.** Copies of all textbooks are located in the reference section of the Montville Township Public Library.

## EXTRA HELP

Students may wish to schedule an extra help appointment with their teacher. Extra help appointments/sessions may be scheduled before or after school and depend upon individual teacher extra help session preferences/practices. Students who wish to schedule an extra help appointment with their teacher must do so **AT LEAST ONE (1) DAY IN ADVANCE**. It is the responsibility of the student to schedule an extra help appointment with their teacher. A late bus is available on Tuesday, Wednesday and Thursday at 4:30 p.m. to provide transportation for students who stay after school.

## PROMOTION/RETENTION

Students are placed in the educational setting most appropriate to their social, physical, and educational needs. Standards for pupil promotions shall be related to district goals and objectives and to the accomplishments of pupils. A student who does not successfully pass two or more academic subject area courses, with a letter grade of “D” or higher, may be retained on current grade level for the following school year and may be retained on that grade level until a passing grade is achieved. Additionally, a pupil will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade, has achieved the instructional objectives set for the present grade, has demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience in the next grade, and has completed 90% of a 180 day school year. The parent and, where appropriate, the pupil shall be notified of the possibility of the pupil’s retention at grade level in advance and whenever feasible, by the end of the 2<sup>nd</sup> marking period. (The previous excerpt is from Board policy No. 5410.)

## PROGRESS REPORTS

Progress reports are issued to all students four (4) times a year at the mid-point of each marking period. Progress reports are issued to apprise parents of their student’s academic and social progress at the mid-point of each marking period. This report

indicates grade range status in each subject area and offers suggestions for improvement. Additionally, the progress report indicates areas of concern as well as citing positive student performance indicators. **Progress Report dates will be posted on the school calendar in September and on the website, as well as notification by the Honeywell Instant Alert System.**

### **REPORT CARDS**

Lazar School report cards are issued four (4) times a year. Incomplete grades must be made up within (10) days after the end of the marking period. **Report card dates will be posted on the school calendar in September and on the website, as well as notification by the Honeywell Instant Alert System.**

### **HONOR ROLL**

Four times during the school year a list is compiled of those students who have distinguished themselves academically during the marking period. In order to attain the High Honor Roll status, a student must receive A's in all subjects. In order to attain Honor Roll status, a student must receive A's or B's in all subjects. A student must also receive a minimum of satisfactory (S) in any non-graded course to qualify for honor roll.

### **STUDENT OF THE MONTH**

The Robert R. Lazar Student of the Month Program provides recognition for students who exhibit positive behaviors and exemplary performance. Students selected as a Student of the Month will receive a Lazar School Student of the Month certificate and a congratulatory letter for their accomplishments.

### **PHYSICAL EDUCATION**

**Students must be prepared to participate in physical education class.**

1. Students are required to change for gym class unless an acceptable excuse is presented.
  - a. First two (2) days – A note must be presented from your parent, guardian or the nurse.
  - b. After two (2) days – A note must be presented from a medical doctor and approved by the school nurse.
2. Proper class attire consists of sweatshirt or tee shirt, and sweatpants or fingertip length shorts. All students are required to wear sneakers. Clothing considered to be inappropriate will result in student non-participation in class (see “dress code”).
3. All jewelry must be removed prior to class. All students are assigned a locker; therefore the responsibility for any student valuables in the gym and locker room area rests with the student and his/her parents.
4. Physical Education grading is based on four categories, each being worth twenty-five (25%) percent of the grade. The four categories are as follows:
  - a. Preparation
  - b. Participation
  - c. Skill
  - d. Written work
5. **Students are required to purchase a school approved lock in September.** This lock may be used for all PE classes grades 6-12.
6. Grades for students not changing or participating in physical education will be adjusted as follows (based on a 100-point scale):
  - a. Minus five points each day unprepared
  - b. Minus five points each day not participating
7. Students not participating in gym will be given written assignments that will be averaged into their grades.
8. Visit [www.montville.net/lazar](http://www.montville.net/lazar) for additional information.

### **HEALTH EDUCATION PROGRAM**

Students will participate in a Comprehensive Health Education Program in grades six through eight. Health Education classes are co-educational and a mature and respectful approach is maintained by teachers and students alike. Topics addressed in the Health Education Program are listed below:

#### Sixth Grade

- Understanding Adolescents
- Drug Education
- AIDS Awareness
- Hygiene of: skin, hair, nails, mouth, teeth, eyes, ears, feet and posture
- Personal and Social Health
- Mental and Emotional Health
- Abuse Topics
- Conflict Resolution

#### Seventh Grade

- Fitness and Nutrition
- Body Systems – Physical Health
- Tobacco and Your Body
- Alcohol and Your Body
- Safety and First Aid
- AIDS Awareness
- Abuse Topic
- Conflict Resolution

## **Eighth Grade**

- Relationships –Healthy Choices
  - Abstinence
  - Dating
  - Marriage
  - Parenthood
- Consumer Health
- Life Cycles
  - Beginning of Life –Conception
  - Development of Fetus
  - Childhood and Adolescent
  - Adulthood and Aging
  - Death and Grief
- Communicable Diseases
  - Prevention and Spread
  - Immune System
  - Sexually Transmitted Diseases
  - HIV/AIDS
- Non-Communicable Diseases
  - Heart Disease
  - Cancer
  - Asthma and Allergies
- Drugs and Your Body
  - Medicine
  - Stimulants and Depressants
  - Marijuana
  - Other Common Illegal Substances
- Environmental Issues
- Abuse Topics
- Conflict Resolution

### **Resources Include:**

Text: “Prentice Hall Health” Prentice Hall, 2007

“Fitness for Life”, Charles Corbin and Ruth Lindsey, Scott Foresman, 2007

Media: The Star Ledger, Daily Record and the World Wide Web

These procedures are in compliance with Montville Township Board of Education Policy No.2422, which states that:

“A copy of the complete district family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom.”

Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instruction in health, family life, or sex education is in conflict with his or her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no pupil so excused shall be penalized by loss of credit or denial of a diploma otherwise earned.”

Parents/guardians are welcome to make an appointment to review the health curriculum and the materials/resources used to address it. Please contact Mr. Paul Pignatello, Supervisor of Health & Physical Education at 973-331-7100 ext. 225, with any questions regarding Health and Physical Education.

## **HOME INSTRUCTION**

Home instruction is available to any student who is absent from school for an extended period of time due to illness or injury. Home instruction is provided as an intervention for students who might academically regress during a time of extended absence from school. To obtain further information regarding home instruction, call the school nurse at ext. 224.

## **MEDIA CENTER**

The media center contains a large selection of paperbacks, hardcover books, periodicals, and computer learning stations for your reading pleasure and school assignments. Students will sign in when they come to the media center and sign in at the computer also. Computers and printers need to be shared with the entire school. They are to be used for school research only. E-mail, games, and surfing are not permitted. You will visit the media center with your teachers and may also visit during your lunch period. The media center staff will help you select materials, ensure that you know how to use the library, and teach you computer research techniques.

## **GUIDANCE DEPARTMENT**

The Guidance Program at Lazar is designed to help students achieve success academically, personally, and socially. At Lazar Middle School, the program includes individual, small and large group counseling, providing our school counselors with an opportunity to better understand individual student needs. Areas addressed include student adjustment to the middle school, personal skills, study skills, and assistance with decision-making on an ongoing basis. Counselors remain with their students throughout sixth, seventh and eighth grade.

### **The counselor is available for help in the following essential areas:**

1. Academic counseling (identification of academic strengths and weaknesses, guidance toward improvement of organization and study techniques)
2. Vital day-to-day social and personal problems
3. Exploration of careers and vocations
4. Planning for future education needs
5. Assisting in a smooth transition from elementary school to Lazar and from Lazar Middle School to Montville Township High School

Students may come to the guidance office and schedule an appointment with their guidance counselor by obtaining permission and a pass from their teacher. School guidance counselors will schedule individual or group conferences at various times during the year.

### **STUDENT ASSISTANCE COUNSELOR**

The Student Assistance Counselor (SAC) is designed to provide a wide range of services for all students at Lazar. These services include prevention and education, crisis intervention, small educational/discussion groups, and referrals. The Student Assistance Counselor works closely with School Counselors and is available to offer assistance to students on personal issues such as peer pressure, relationship difficulties, family problems, drug and alcohol involvement, depression, and any other issues that young adolescents are faced with in today's complex world. The Student Assistance Counselor works closely with administration/staff and plays a lead role in the CORE Team. Students may be self referred, referred by other students, family members, or any concerned staff member. All information is confidential. Further information may be obtained by calling Ms. Samantha Swanson at 973-331- 7140 ext. 246.

### **CORE TEAM**

The "CORE Team" is an intervention team comprised of administration, teachers, guidance counselors, the school nurse and the student assistance counselor. The primary function of the team is to work with families and students when concerns arise regarding behavioral, psychosocial or health problems. All information is confidential.

### **PUPIL ASSISTANCE COMMITTEE**

The Pupil Assistance Committee is comprised of administration, academic team teachers, guidance counselor, parents, and a Department of Special Services representative. The committee monitors student academic and social progress in order to support youngsters who are experiencing difficulties. Support comes in the form of interventions put into place to help the student overcome academic, social, and emotional obstacles to learning and success. The committee works as a team to promote continual student progress and success. For further information, please contact the Guidance Office at 973-331-7140 ext. 222.

### **LEAVING THE SCHOOL DISTRICT**

Families withdrawing from school may do so by contacting the Lazar School Office **at least one week** before the student withdrawal and by completing all proper student withdrawal documentation. The student's textbooks must be returned, locker cleaned out, and all obligations met before a student can be officially withdrawn.

## **SCHOOL NURSE**

Students should come to school physically well and able to participate in class for the entire day. If a student becomes ill during the day, they should go to the nurse's office after acquiring a referral slip from their classroom teacher. If the nurse is not available, students should report to the main office. A parent or guardian must be contacted by telephone to arrange transportation before permission to leave the building will be granted. If a student is being release from school, due to illness, the parent/guardian must report **to the main office lobby** to sign their student out of school.

### **MEDICATIONS**

Parents may send to school only those prescribed medications, which must be taken during school hours. As much as possible, medications should be dispensed at home and not sent into school. **When it is necessary to bring medication to school, the medication must:**

1. Be brought immediately to the nurse's office

2. Be a prescribed medication in its legal container
3. Be accompanied by a note from your parent/guardian
4. Be accompanied by a note from your doctor

Considering that it is the best interests of our children to achieve a sound and continuous record of attendance, at times there are some occasions, however, when children need to stay home. **These guidelines are designed to protect the health of all children:**

1. If a child is sent home with a fever (temperature above 100.6) he/she is expected to remain home a full 24 hours fever-free (on no medication) before returning to school.
2. If a child vomits during the night or in the morning, please do not send him/her to school. If a child vomits in school, we will call you to come pick him/her up.
3. If a child has been diagnosed with Strep Throat, state law requires a physician's note before returning to school.
4. Chicken Pox requires the child to be home until all pox are scabbed and dry. Clearance by the school nurse is necessary before the child can re-enter the classroom.
5. It is **very important** that the school nurse be notified if head lice or nits are found in your child's hair or on anyone else in your household.
6. If a child needs to be excused from Physical Education, a note from the parent or physician is required. Please send to nurse before the start of the school day.
7. Parents need to notify the nurse if a child is on crutches, has a cast, or is in a brace of any kind.
8. No medication, including **over-the-counter medications** will be administered to pupils unless there is a **completed Physician and Parent/Guardian's medication authorization form. The medication must be in its original container.** Please refer to the medication policies if you have any questions.
9. Other medical issues not listed above will be addressed on an individual basis by the nurse at 973-331-7140 ext. 224.

## **DAILY PROCEDURES**

### **BUS PROCEDURES**

Busing is provided to Lazar students as per BOE guidelines. No student may ride a bicycle or skateboard to or from school.

#### **Waiting for the bus:**

1. Students must be on time for the bus, but should not arrive at the bus stop any earlier than ten minutes before the scheduled arrival.
2. If possible, students should avoid crossing streets. If it is necessary to cross a street, make certain it is done in a designated area such as a crosswalk.
3. Do not trespass on private property.
4. As the bus approaches, students should line up at least six feet from the roadway and **NOT** approach the bus until it has completely stopped and opened its door.

#### **Riding on the bus:**

1. Gum chewing and eating food are not permitted
2. Electronic devices (cell phones, ipods, etc.) **MAY NOT** be used on the school bus.
3. Nothing is to be thrown inside or from the school bus
4. Nothing is to be extended out of a bus window
5. Students must keep the bus clean
6. Students are expected to ride to and from school daily on their assigned bus
7. Students must wear seatbelts

**No student is permitted to board a different bus. Students who are being transported from school by their parent/guardian must bring a note from their parent/guardian to their homeroom teacher, during homeroom period, on the morning of the intended pick-up. Notes should state the parent/guardian name, student name and date of pick-up. NOTES WHICH ARE FAXED OR e-MAILED TO THE SCHOOL WILL NOT BE ACCEPTED.**

**Those students not using BOE approved transportation will report to a designated area before dismissal.**

#### **Disembarking the bus:**

1. Students are to remain seated until the bus has completely stopped and the driver has opened the door.
2. Students who must cross the street when leaving the bus, must always walk in front of the bus (never in back) at a distance of at least twelve feet from the vehicle.
3. Students may only disembark the bus at the designated bus stop and will not be permitted to exit the bus prior to this designated drop-off point.

## **LATE BUS**

Lazar provides a late bus on Tuesday, Wednesday, and Thursday. Students who are not taking the late bus home must be picked up by 4:30 p.m. **Students who are planning on parent/guardian pick-up will be instructed by the principal or designee to board the late bus if their parent/guardian has not arrived before the time of the late bus departure (4:35 p.m.).** Parents cannot park in the bus lanes at this time. Late bus drop-off locations are different than those during regular school bus runs.

## **EARLY ARRIVAL**

Regular school hours are from 8:50 a.m. to 3:40 p.m. Please make arrangements for prompt arrival when driving students to school. **NO STUDENT** should be in the building prior to 8:30 a.m. without a pass from a teacher. Students who do not have a pass from a teacher are not permitted in the building prior to 8:30 a.m. All students with passes or those who are attending morning club meetings, rehearsals, etc., must sign in on the clipboard in the main office lobby.

## **MORNING ARRIVAL**

Students arriving at school in the morning must immediately report to their assigned areas. Eighth grade students must report to the cafeteria while sixth and seventh grade students must report to the gymnasium. Students assigned to the cafeteria must remain seated until dismissed by the teacher in charge. The Lazar school day begins promptly at 8:50 a.m. Students are considered tardy when they are not in homeroom before 8:50 a.m. Parents and students should prepare and allow for an adequate time period to visit their locker and organize their day before the start of homeroom. Students who arrive after 8:50 a.m. must report to the main office lobby for a late pass before proceeding to class. **A written excuse, signed by a parent/guardian is required when students are late to school.**

### **Unexcused Lateness to School:**

<b>FIRST OFFENSE:</b>	Warning
<b>SECOND OFFENSE:</b>	Warning and parent notification
<b>THIRD OFFENSE:</b>	Detention and parent notification
<b>FOURTH OFFENSE:</b>	Mandatory parent conference

### **Repeated violations:**

1. Will effect a student's academic performance and grades
2. May result in AES (Alternate Educational Setting) or other appropriate action deemed necessary by the school administration
3. May result in board of education and/or legal action.
4. May effect participation in any or all class trips, activities, etc.

**Parents will be notified by mail of repeated incidences of unexcused lateness.**

## **HOMEROOM**

All students are assigned to a homeroom, which will meet during the beginning weeks of the school year for school orientation. This class is a part of each student's daily schedule. Students must report to homeroom each day for attendance, to receive notices and parental communications, and for other special purposes throughout the school year.

## **LUNCH PROCEDURES**

Lunch period provides students with an opportunity to relax and enjoy time with their classmates and friends. Lunch menus are posted in each room, in the cafeteria, and on the school website under the PTC link. A "meal pay" system is available for all Lazar students to use in conjunction with their identification card.

### **Each student must obey the following cafeteria regulations:**

1. Enter in a quiet and orderly manner.
2. Upon entering move directly to their table and be seated.
3. When the lights are turned off, absolute silence must be maintained.
4. Move to the lunch counter, only after their row/table has been called. When called, form an orderly line into one of the three food service areas.
5. Decide on their lunch selection before entering the service area.
6. Pay the cashier when leaving the food service area. Save time by having payment ready.
7. Keep all cartons, dishes, food and refuse on their tray during the meal. **Glass bottles or glass containers are not permitted in school.**
8. Food that is dropped on the floor must be picked up immediately. The table and floor must be clean before any student is excused to their next class.
9. **NO FOOD OR BEVERAGES OF ANY KIND ARE TO BE TAKEN FROM THE CAFETERIA.**
10. Students may not leave the cafeteria without a pass from one of the teachers in charge. Students, who are meeting with their teachers, for any reason during lunch, must obtain a pass from their teacher prior to the lunch period. Passes will be issued, from the lunch room to see a particular teacher.

11. Students are to remain seated at their tables except when getting food or throwing out their trash.
12. Students will be dismissed from the cafeteria by a faculty member and must exit in an orderly manner.

**ANY STUDENT WHO DEMONSTRATES AN INABILITY TO COMPLY WITH CAFETERIA REGULATIONS WILL BE PLACED IN A RESTRICTED LUNCH AREA FOR A LENGTH OF TIME DETERMINED BY LAZAR ADMINISTRATION. THROWING OF ANY PAPERS, FOOD, ETC., WILL RESULT IN APPROPRIATE ADMINISTRATIVE ACTION, WHICH MAY INCLUDE OUT-OF-SCHOOL SUSPENSION. STUDENTS CAN BE ASSIGNED SEATS IN THE CAFETERIA. TEACHERS IN THE LUCNH ROOM MAY ASSIGN SEATS AS SEEN NECESSARY.**

#### **ATTENDANCE PROCEDURES/POLICY**

Regular, punctual attendance is vital to student success at Lazar Middle School. **Parents must call the school at 973-331-7140 ext. 270 prior to 8:30 a.m. if a student is going to be absent or late.** Students who are absent must bring a note from a parent/guardian stating a reason for the absence on the day of return to school. Please remember to submit a doctor's note if the student absence requires a visit to a physician. Doctor's notes should be submitted to homeroom teachers. The following excerpt from board policy No.5200 is provided to apprise students and parent/guardians of their responsibilities during unexcused absences:

*"... The Board of Education and administration believe that uninterrupted school attendance is vital to the success of each pupil and to the orderly and efficient operation of the school program. Further, the Board and administration support state law requiring:...regular attendance...during all the days and hours that the public schools are in session in the district..."* N.J.S.A. 18A:38-26.

Attendance is required of all students enrolled in the school during the days and hours the school is in session, unless it is shown to the satisfaction of the Board that the mental condition of the student is such that he or she cannot benefit from instruction or that the bodily condition of the student is such as to prevent attendance at school. Observance of some religious holidays approved by the State of New Jersey Department of Education shall be excused.

In accordance with statute, the Board shall require from the parent of each child who has been absent from school a written statement of the reason for such absence. The Board reserves the right to verify such statements and to investigate the cause of each prolonged absence and repeated unexplained absences or tardiness.

**The taking of student vacation during any time the school is in session is discouraged.** The Board and administration shall adopt and publish the annual school calendar well in advance of the opening of school in order to provide families with the opportunity to develop vacation plans that do not interfere with regular school attendance. Student absence for vacation will be treated as an unexcused absence. Teachers will not be expected to extend their normal workday to provide remediation or to administer tests for students who have been on vacation. The child's teacher will not be required to repeat lessons that were given during the vacation period. **Please be sure to notify the attendance secretary in writing one week in advance of any such vacation.** Students are required to be in school in order to participate in any after school activities including socials, plays, concerts, or sports.

Letters automatically are sent home to advise parents of excessive absences regardless of any doctor notes submitted. Letters are sent home when a student reaches 5, 9, 14 and 18 absences. At 14 absences, the parent needs to contact the student's guidance counselor. At 18 absences there is a mandatory meeting with the Principal.

**If it is imperative to remove a child from school for a family matter, prior written notification is required.**

#### **EARLY DISMISSAL**

Early dismissal is discouraged. However, if it is necessary for a student to leave school early, a parent/guardian note is required for the student to leave school early.

**The early dismissal note must:**

- be presented when attendance is taken in homeroom
- give the student's **full name**
- state the reason for the early dismissal
- give time of departure
- **indicate name of person picking child up and the relationship to the child**
- contain signature of parent/guardian
- **FAXED NOTES WILL NOT BE ACCEPTED**

1. **THE STUDENT IS TO REPORT TO THE OFFICE LOBBY DESK AT THE SCHEDULED DISMISSAL TIME.**
2. **The person picking up the student must sign the student out in the early dismissal book provided in the front lobby area.**
3. **State law requires that students must be present for a minimum of 4 hours to accrue credit for a full school day. Students leaving school before 1:00 p.m. will be recorded as absent for the day.**

## **DISMISSAL**

It is highly recommended that all students ride to and from school on the school bus. At times it may be necessary to be picked up from school by your parent/guardian. Please adhere to the following procedures if you are being picked up from school by your parent/guardian:

- Students must provide a parent note to their homeroom teacher the morning of any after school parent pick up. Homeroom teachers will issue a Pick-up Pass to students.
- Parents who are picking up their children must wait in a designated area for their child.
- Students must present the appropriate pick-up pass to the teacher on duty.
- A separate note is needed for each occurrence of parent pick-up.
- **Notes must be turned in during homeroom and delivered to the school after homeroom. FAXED NOTES WILL NOT BE ACCEPTED.**

## **LOST AND FOUND**

The lost and found area is located in the front corner of the cafeteria. However, students who find books, articles of clothing, jewelry, etc., should turn the items into the office. It is the responsibility of the student to report lost articles to the main office.

## **PASSES**

Students are not permitted in the hallways before school (8:30 a.m.) or while classes are in session without a written pass from a teacher. Students are required to sign out of a class on the class log sheet before receiving a pass from a teacher.

## **FIRE DRILLS**

Fire drills are held two times a month. You are expected to follow your teacher's directions and leave the building silently and in an orderly manner. Exit door signs are posted in every room. If an exit customarily used has been blocked, proceed to the nearest exit. **SILENCE MUST BE MAINTAINED AT ALL TIMES WHILE EXITING AND REENTERING THE BUILDING.**

## **LOCKDOWN AND EVACUATION DRILLS**

Lockdown and evacuation drills are conducted minimally twice a year. Students will be given clear directions by their classroom teacher regarding the procedures. The directions are posted on the wall in each classroom and/or explained by the staff

## **SCHOOL DRESS CODE**

Student appearance, which may disrupt the learning process or good order of the school, will not be condoned. All students are expected to dress appropriately at all times. Clothing and accessories should be neat, clean, inoffensive, safe, and decent. Examples of inappropriate attire during school hours include, but are not limited to, hat and head scarves (unless worn for religious purposes), sunglasses (unless prescription with a note that indicates the sun glasses need to be worn inside the school), bare midriffs, pajamas or sleep attire, clothing with obscene or profane language or that references drugs, alcohol, tobacco, racism or violence, sandals without backs or flip flops, and beach wear including beach jackets, swim wear, etc. Shorts and skirts are acceptable attire, but must be no shorter than mid-thigh length. Skirts with a frayed hem must be seam-stitched, neat (not ripped) and mid-thigh length and/or "finger tip" length. This also includes skirt/shirt length with leggings or tights. Cut-off shorts and spandex are not acceptable. **Jeans also may not be ripped or frayed.** Spaghetti straps, tank tops or any shirt that reveals an undergarment is unacceptable. Shoulders and midriffs must be covered. The assistant principal or designee shall be responsible for determining the appropriateness of student attire. If a student is determined to be in violation of the Board Policy and regulation on dress and grooming the parent/guardian will be notified. Subsequently, the parent/guardian may opt to remove their student from the school until the violation is remedied or exercise the option for the school office to assign alternative clothing to the student. If a parent is unable to remove their student from the school setting or does not authorize the utilization of alternative clothing, the student will be kept in an alternative educational setting for the remainder of the school day. If a student was not dressed properly and was asked to change, he/she **must** see an administrator the next day (before school starts) to have their dress checked.

## **BATHROOMS**

Bathroom facilities for students are located throughout the school. A pass must be obtained from a teacher to use the bathroom during the school day.

## **LOCKERS**

In the beginning of the year students are assigned a hallway locker. Students are responsible for their locker and the security/care of its contents:

1. Student locker contents should be limited to books, outer clothing, and lunch
2. Students should not keep personal valuables in their locker. Personal listening devices such as radios, tape recorders, CD and MP3 players should be left at home. Sports equipment should be left at home.

3. **STUDENTS MUST NOT SHARE THEIR LOCKER OR COMBINATION WITH ANYONE ELSE.** Students violating this policy will be sent to the Assistant Principal.
4. It is the student's responsibility to manage their time spent at their locker and to be in class on time.
5. Lockers must be kept clean and neat. **No Pictures are to be placed on lockers.** No writing of any kind is permitted on any portion of the locker. **TAPE IS NOT PERMITTED.** Magnets are permitted
6. Decorating lockers (for birthdays, special occasions, etc.) is not permitted

**LOCKERS ARE SUBJECT TO INSPECTION AT ANY TIME!**

**VISITORS**

At special times during the school year, parents and guests are invited to attend and participate in school programs. All visitors must first register at the office lobby desk to obtain a visitor's tag. **Visits by students from other schools and school-age relatives of Lazar School students are not permitted.**

**POLICIES**

**AFFIRMATIVE ACTION POLICY**

It is the policy of the Montville Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status in its educational programs or activities and employment policies as required by State Law. Inquiries regarding compliance may be directed to the Assistant Superintendent at the Board of Education Office: 973-808-8580..

**ALCOHOL POLICY**

The Board of Education prohibits the possession and consumption of any alcoholic beverages on school grounds, board-provided transportation, or at any school sponsored activity.

**DRUG POLICY**

The Board of Education prohibits the use, possession, and/or distribution of any drug (inconsistent with policy on Medications) on school premises, at any event away from the school that is sponsored by the school, or on any vehicle provided by the School Board. Pupils suspected of being under the influence of drugs will be identified, evaluated, and reported in accordance with the law.

**DRUG/ALCOHOL POLICY**

*Penalties for Possession*

**FIRST OFFENSE:**

- Parent Meeting with administration
- Five (5) days out-of-school suspension
- Ten (10) school days exclusion from extracurricular activities

**SECOND OFFENSE:**

- Parent Meeting with administration
- Five (5) days out-of-school suspension
- Forty-five (45) school days exclusion from participation in extracurricular activities

**THIRD OFFENSE:**

- Parent meeting with administration
- Out-of-school suspension pending Superintendent's review and/or hearing for expulsion consideration
- Ninety (90) school days exclusion from participation in extracurricular activities

NOTE: Exclusion from extracurricular activities will carryover, if necessary, to the following school year.

*Penalties for Distribution*

**FIRST OFFENSE:**

- Parent meeting with administration
- Five (5) days out-of-school suspension
- Forty-five (45) school days exclusion from participation in extracurricular activities
- Continued attendance in the school setting will be determined by the recommendation of the Child Study Team in conjunction with the administration and student assistance counselor

NOTE: Exclusion from extracurricular activities will carryover, if necessary, to the following school year.

**CELL PHONES/BEEPER POLICY**

As stated in the NJ law code, 2C: 33-18, "beepers" or paging devices are illegal for youngsters unless they have legitimate medical reasons to possess one. Realizing the need to communicate in our modern world, cell phones have become almost a

necessity. However, they cannot interrupt the educational process in the school building. **Students bringing cell phones to school must store them in their locker. The phone must be turned off and may not be used during the school day. Use of cell phones on the school bus is prohibited.** Violation of this procedure will be subject to consequences listed under the beeper policy. In addition, all electronic devices such as iPods, Gameboys, etc. are not permitted and will be handed into the office as well.

All confiscated devices must be picked up by a parent or guardian.

#### *Penalties for Possession*

FIRST OFFENSE: Device is taken away  
Parent meeting  
SECOND OFFENSE: Student suspension  
Parent meeting

Any use of cell phone capability including, but not limited to, text messaging, recording, videotaping, or picture taking will be an **immediate suspension** and progressive upon future violations.

#### **BULLYING AND TEASING/CHARACTER EDUCATION**

We, the faculty, staff and administration of Robert R. Lazar Middle School are committed to providing a safe learning environment that is free from bullying, teasing, and other forms of intimidation. We believe the learning environment should provide programs to staff, students, and community to increase awareness, communication, and self-assurance through a campaign to improve the climate of the Lazar Middle School community. The goal of the program is to create an atmosphere of acceptance, set boundaries, establish consequences and educate students in an effort to build self-confidence for all students.

#### **GUM CHEWING**

Health and environmental concerns prohibit gum chewing in the school building and on the school bus. Violators will be consequence accordingly

#### **PERSONAL PROPERTY/ITEMS DISALLOWED**

Students should not bring to school devices or objects that are not directly related to learning. Such items include, but are not limited to, water bottles, mist bottles, miniature fans, laser pens, radios, electronic games, CD players, playing cards, ipods, tape recorders, skateboards, and valuable personal property. If in doubt, students should ask their teacher, guidance counselor, or a school administrator prior to bringing in an item.

#### **NOTIFICATION – PUPIL RECORDS/DIRECTOR INFORMATION**

The following excerpt from Board Policy No. 8330 is provided so that parents/guardians have a better understanding of their rights relative to pupil records.

#### **Appeal of Record**

*“A parent or adult pupil may challenge the pupil’s record and may request the addition of material or comments or the deletion of material from the record. The parent or adult pupil may request a stay of disclosure pending the final determination of any such challenge. An appeal must be made in writing to the Superintendent, who shall attempt to resolve the issue within ten days. The issue may be further appealed, within ten days of the Superintendent’s determination, to the Commissioner of Education or the Board of Education. Any appeal made to the Board will be determined within twenty days and after opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil’s record. “*

A parent or adult pupil may place a statement in the record, which will be maintained with the contested portion of the record and disclosed whenever the contested portion is disclosed. Additionally, be aware that this school will not release directory information (name, address, telephone number, etc.) to any educational, occupational, or military recruiter.

#### **SEXUAL HARASSMENT AND BIAS/PREJUDICIAL BEHAVIOR**

Bias/prejudicial behavior is defined as adverse action or discrimination which is detrimental or injurious to another person and inflicted because of that person’s race, color, creed, religion, sex, ancestry, national origin, or socio-economic status.

Students are urged to report incidents of sexual harassment or bias/prejudice to their guidance counselors or the administration. Lazar administration is required to report any such incident to the Bias Crimes Division of the Morris County Prosecutor’s Office, which, at its sole discretion may commence an investigation to determine possible criminal intent and circumstances. Students will also be held accountable for their words and actions in accordance with the school’s code of student conduct. Sexual harassment and bias/prejudicial acts or language are not tolerated at Lazar. Sexual harassment is defined to be unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which is sufficiently severe, persistent or pervasive to limit a student’s ability to participate in or benefit from the educational program or which creates a sexually hostile environment.

## **SMOKING ON SCHOOL GROUNDS**

Smoking by pupils at any time on school premises, at events sponsored by the school, or on any transportation vehicle supplied by the Board of Education is prohibited. Use of other tobacco products on the school grounds is also prohibited. Infractions will result in suspension from school and other consequences according to the board of Education drug policy.

## **TELEPHONE CALLS**

The telephone may be used before school begins (with teacher permission) and at the end of the school day. **Students are must report to the main office to place a phone call, WHEN ABSOLUTELY NECESSARY.**

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Montville Township Board of Education Policy No. 8830 recognizes that weapons and dangerous instruments are illegal and should not be present in school. Consequently any student found with a weapon, dangerous instrument or article that may be used as a weapon in their possession will be subject to disciplinary and/or legal action. Disciplinary action may result in suspension from school and notification of the Montville Township Police Department as well as any other action deemed appropriately necessary for the particular incident.

## **STUDENT BEHAVIOR/DISCIPLINE**

### **APPROPRIATE STUDENT BEHAVIOR SHOULD INCLUDE:**

- PREPARING mentally and physically for the process of learning
- DEMONSTRATING respect for people and property
- TAKING responsibility for one's own behavior and learning
- USING time and other resources responsibly
- SHARING responsibilities when working as a member of a group
- MEETING the unique requirements of each class
- MONITORING ONE'S own progress toward objectives
- COMMUNICATING with parents and school personnel about school related matters

### **BUS DISCIPLINARY PROCEDURES**

ANY STUDENT WHO PERSISTENTLY REFUSES TO SUBMIT TO THE AUTHORITY OF THE BUS DRIVER AND/OR IS GUILTY OF DISORDERLY CONDUCT WILL BE REPORTED TO THE ADMINISTRATION AND PROPER DISCIPLINARY ACTION WILL BE TAKEN.

The following behavior will **NOT** be tolerated on the school bus:

1. Smoking or lighting matches
2. Using profane or vulgar language
3. Fighting
4. Destroying or damaging bus property
5. Distracting the bus driver
6. Standing or walking on the bus while the bus is moving
7. Hanging out the window or safety doors
8. Seat belt must be worn

Any student reported for such violations will be subject to the following:

**FIRST OFFENSE:** Bus privileges suspended for 2 days

**SECOND OFFENSE:** One-week loss of bus privileges pending mandatory parent conference. All consequences are at the discretion of Lazar administration. Remember that proper bus conduct ensures the safety of everyone riding on the bus.

### **CHANGING CLASSES**

Students are expected to arrive in class on time and be prepared with proper materials and texts. Three minutes are allowed for changing classes, which is adequate, if you go directly to your next class. Lateness will result in a teacher detention. Repeated lateness will result in a Central Detention or School Suspension assigned by the administration.

*Unexcused Lateness to Class:*

- FIRST OFFENSE:** Warning and parent notification by teacher
- SECOND OFFENSE:** Teacher detention and parent notification
- THIRD OFFENSE:** Central detention and parent conference (opt.)

**Repeated violations: May result in AES (Alternate Educational Setting) or other appropriate action deemed necessary by the school administration.**

### **CHEATING/PLAGIARISM AND HONESTY**

Pupils are expected to be honest in all academic areas. The Lazar faculty, staff and administration consider honesty to be a cornerstone of student character development. Montville Township Board of Education addresses honesty, cheating and plagiarism in Policy 5701 and imposes strict consequences for violations per outlined policy.

### **STUDENT CONDUCT**

1. All students are members of both the educational community and the local community. The school's code of conduct is designed to promote positive student behavior. It is expected that parents will assist school personnel in helping young people develop their own self-discipline.
2. In most cases, teachers handle routine problems. However, an administrator occasionally must contact parents and hold conferences relative to student misbehavior. In some cases, detention, AES (Alternate Educational Setting), or suspension from school may be necessary.
3. In all cases dealing with after school detention, parents will be apprised 24 hours prior to the detention being served
4. Students must serve detention on assigned days. All changes are made by school administration.
5. Suspension –in all cases involving, but not limited to, the following types of student behavior, the Principal will be involved in determining what action is to take place:
  - a. fighting
  - b. smoking
  - c. insubordination
  - d. cheating
  - e. use of profane or abusive language/gestures
  - f. leaving the building and/or school grounds
  - g. truancy from class or school
  - h. vandalism – school property and/or equipment
  - i. drug/alcohol abuse
  - j. possession of a weapon
  - k. sexual harassment
  - l. bias/prejudicial incidents

It is the intent of the faculty and administration to eliminate the need for punitive action through the promotion of positive student behavior and parental involvement.

### **DETENTIONS**

#### **Teacher Detention/Team Detention**

Detention will be issued to any student who demonstrates disruptive behavior and/or non-compliance with school regulations. Disruptive behavior can be defined as behavior which interferes with the learning of students, the rights of students, or the performance of duty by school personnel. Students will be given verbal notice by the teacher in advance of the day on which the detention must be served. Failure to serve a teacher detention will result in the assignment of a Central Detention by the assistant principal.

In order to have a detention postponed, a written note from a parent or guardian must be brought in. Acceptable excuses would be medical appointments or religious instruction. **Sports are not a viable excuse for missing a detention.** Teachers will inform parents of the detention.

#### **Central Detention**

Administrators will issue a Central Detention for violations of school rules. These include, but are not limited to:

- a. failure to stay for teacher/team detention
- b. insubordination (failure to follow directions)
- c. disruptive behavior – 2<sup>nd</sup> offense (1<sup>st</sup> offense will be teacher detention)
- d. chronic lateness to class

All after-school detentions are held on Tuesday, Wednesday, and Thursday afternoons from 3:40 p.m. – 4:30 p.m. Students attending central detention will use the late bus or parent/guardian pick-up for transportation home on these days.

#### **Detention Abuses**

Students who fail to serve a Central Detention on their scheduled day will be given an additional Central Detention and will be required to serve both. All detentions must be served in order for a student to participate in trips, dances, and promotion.

### **Lunch Detention**

Lunch Detention is issued to any student who demonstrates improper behavior in the school cafeteria. This is incorporated to help ensure that all students can enjoy their lunch period without interference from others. Students are encouraged to adhere to the regulations listed under "Lunch Procedures" and exhibit proper conduct in the cafeteria. Other infractions may carry lunch detention as a consequence.

### **Saturday Detention**

Saturday Detention will be held on as as-needed basis from 9:00 a.m. to 12:00 p.m. at the Lazar Middle School. Parents will be responsible for bringing the student to and from school. At a Saturday Detention, the following rules of conduct will apply:

1. Report promptly at 9:00 a.m.
2. Educational activity, academic assignments, etc. (no magazines or newspapers)
3. No talking, no games, no TV, ipods, etc.
4. No eating or drinking

### **ALTERNATE EDUCATION SETTING (AES)**

As a final step before an out-of-school suspension, an AES may be issued at the discretion of the Administrator. Students will be supervised by a staff member and will not be allowed to participate in regular class activities.

The following guidelines would apply:

1. Students will report directly to the office when exiting the bus
2. The student will not be permitted to attend regular classes including lunch, specials, and homeroom
3. Teachers will be notified and will provide alternate assignments for the day(s)
4. The student is responsible for completion of all work assignments including tests
5. Failure to work will constitute insubordination – a parent conference and/or out-of-school suspension may be instituted at the discretion of the Administrator.

**Students in AES may NOT participate in any school activities on those assigned day(s).** The purpose of an AES is to emphasize the importance of proper school conduct and to provide an intermediate step to help the student modify his/her behavior. It is our hope this step would be a deterrent from continued behavioral infractions before it is necessary to initiate an out-of-school suspension.

### **SUSPENSIONS**

*Parent Conference:* A parent conference is considered mandatory for all suspensions. Parent conferences may take place at the end of the suspension period but may take place at any time, at the Administrator's discretion. The parent conference **MUST** be held prior to the student being readmitted to school. If the parent conference cannot be arranged before the end of the suspension period, the suspension will remain in effect until the parent conference is held.

### **Suspension of School Activities**

A student who is under suspension from school **MAY NOT** participate in any school activities while the suspension is in effect. Students who are suspended while on a class activity (e.g., overnight 8<sup>th</sup> grade trip, field trips) may be disallowed from participating in future class activities (e.g., promotion dance). Continued disruptive behavior resulting in an AES may result in a loss of school privileges.

### **Academic Responsibilities while on Suspension**

It is the student's responsibility to obtain homework assignments from his/her teachers for the days of the suspension period. The student must complete these assignments and submit them **within three days** after the suspension period ends. Assignments not submitted will not receive credit.

Conflict resolution assignments may be issued in lieu of or as a partial consequence for suspensions. Student and parent participation is required.

### **ABUSIVE LANGUAGE**

#### **FIGHTING**

#### **INSUBORDINATION**

#### **LEAVING BUILDING/SCHOOL GROUNDS**

#### **SMOKING/TOBACCO PRODUCTS**

FIRST OFFENSE:	Suspension pending mandatory parent conference
SECOND OFFENSE:	Two-day suspension and mandatory parent conference upon return to school
THIRD OFFENSE:	Suspension and referral to the Child Study Team

## **DAMAGE TO SCHOOL PROPERTY AND STEALING**

- FIRST OFFENSE: Suspension pending mandatory parent conference.
- SECOND OFFENSE: Two-day suspension and mandatory parent conference upon return to school. Full restitution for damaged or stolen property must also be made.
- THIRD OFFENSE: Suspension and referral to the Child Study Team. Full restitution for damaged or stolen property must also be made. Report of incident to the police department and juvenile complaint initiated.

Acts that result in substantial damage and/or disrupt the normal operation of the school may be processed as level three incidents as described above.

1. Destroying or damaging bus property
2. Distracting the bus driver
3. Standing or walking on the bus while the bus is moving
4. Hanging out the window or safety doors
5. Seat belt must be worn

Any student reported for such violations will be subject to the following:

- FIRST OFFENSE: **Bus privileges suspended for 2 days**
- SECOND OFFENSE: **One-week loss of bus privileges pending mandatory parent conference.** All consequences are at the discretion of Lazar Administration. Remember that proper bus conduct ensures the safety of everyone riding on the bus.

## **STUDENT ACTIVITIES**

### **ADVISORY**

The Lazar Advisory Program involves all students in learning about character education. Students regularly meet in small groups with an assigned faculty member. Students are engaged in exploring interpersonal skills and team building activities.

### **ASSEMBLIES**

Assemblies are relative to the school program. Our Parent-Teacher Council provides many of these assemblies. It is expected students will conduct themselves in an appropriate manner. Students are expected to:

- Remain seated during the performance
- Face the speaker
- Be attentive and courteous to our guests

Inappropriate behavior could result in the loss of continued participation in assembly programs.

### **FIELD TRIPS/ACTIVITIES**

Criteria used to determine participation in attending any activity or function connected with Lazar Middle School on any grade level is as follows:

1. Student must show good citizenship in the building:
  - Must be respectful
  - Must show examples of following direction from teachers, nurse, guidance and other members of the adult staff
  - Students must display evidence of being on time
  - Students must show evidence of being trustworthy
  - Students must show an initiative to improve on incidents reported
  - Students must show signs of responsibility and maturity in following rules and regulations of the building
  - Students must exemplify good character in social-emotional settings
  - Students must demonstrate a desire to be cooperative with peers and adults in the building.
  - Student's behavior in large settings; cafeteria, gym, assemblies, etc. must follow school rules
  - Students must demonstrate ability to behave on field trips and in other areas where they must leave the building.
2. Students must show responsibility in the academic area as far as:
  - Completing assignments
  - Productive member of the class
  - Follow directions of the teacher or substitute in charge
  - Display evidence of good character
  - Student will not be in danger of failing more than one core course

Infractions in any area or combined areas would be consideration for removal from an activity.

## **CO-CURRICULAR PROGRAMS**

Students are encouraged to participate in the various before and after-school programs during the school year. These activities serve to broaden interest and encourage development of a well-rounded student. The information regarding these activities (dates, times, etc.) will be posted during the school year. Some of the activities are as follows: Student Council, Make-A-Wish, Computer Club, Rocket Club, Forensics, Builders Club, School Newspaper, Yearbook, Environmental Club, Invitational Art, Intramural Sports, Fitness, and New Jersey Peer-to-Peer. A complete listing is available on our web site. Eligibility for participation in co-curricular programs will be based upon maintenance of a 90% attendance record per marking period and an overall "C" grade average. Any student who has been absent from school may not participate in an activity scheduled for the afternoon, evening or, if absent on Friday, the weekend following his/her absence. Please consult the PTC link on the school's website for more details.

## **SOCIAL ACTIVITIES**

1. School concerts, plays and other functions:
  - a. Be present (full credit) in school the day of the concert, play, etc. in order to perform
  - b. Courteous behavior is expected at all times
  - c. Remain seated and quiet during performances
  - d. Do not leave designated areas
  - e. **Students must be accompanied by a parent/guardian**
2. Dances are held at various times throughout the school year from 5:30 p.m. – 7:30 p.m. Students must:
  - a. Be present (full credit) in school the day of the dance in order to attend
  - b. Purchase tickets in advance (none sold at the door)
  - c. Maintain appropriate behavior at all time
  - d. Remain in the building throughout the dance
  - e. Wear appropriate school attire
3. **Dance attendance is for currently enrolled Lazar students only!**

**Parents are requested to arrive PROMPTLY for student pick up at dance dismissal time.**

## **STUDENT COUNCIL**

The Student Council is a democratic organization composed of elected students from grades six, seven and eight. These students represent their fellow classmates. It is the responsibility of these students to act as spokespersons for the entire student body and to work closely with the staff and administration. Members of the Student Council help plan social activities, participate in community projects, and strive to improve the school. Failure to perform responsibilities of the office may result in a loss of privileges and/or removal from office.

## **MONTVILLE TOWNSHIP SCHOOL DISTRICT** **INTERNET RESPONSIBILITY CONTRACT**

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before you will be given access to the district's Internet Network Account.

The Montville Township School District has access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people. The district's access allows for the following:

1. information and news from a variety of sources and research institutions
2. access to many university libraries, the Library of Congress, and more

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The Montville Township District has taken every available precaution to restrict access to inappropriate materials.

However, on a global network it is impossible to control all materials. The users of the district's access to the Internet firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational mission of this district.

Following are guidelines provided to establish the responsibilities you are about to acquire. If any user violates any of these provisions, his or her access to the district's Internet access will be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## **Terms and Conditions**

- 1. Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the district's account must be in support of education, research, and consistent with educational objectives of the Montville Township School District. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited.
- 2. Privileges:** The use of the district's Internet access is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Only those students who have signed this contract shall be authorized to use the Internet. The appropriate school official will conduct periodic monitoring of student Internet traffic and student-selected sites.
- 3. Network Etiquette:** The use of the district's account requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
  - Be polite. Do not send abusive messages to anyone.
  - Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Email is not private (group address). People who operate the system do have access to all mail. Messages relating in support of illegal activities must be reported to appropriate authorities.
  - Privacy – Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property.
  - Connectivity – Do not use the network in such a way that would disrupt the use of the network by others.
- 4. Services:** The Montville Township School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or services interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via the district's account is at your own risk. The Montville Township School District denies any responsibility for the accuracy or quality of information obtained through its services.
- 5. Vandalism:** Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading of computer viruses.
- 6. Updates:** The Montville Township School District may occasionally require new registration and account information from you to continue providing services. All Terms and Conditions as stated in this document are applicable to the Montville Township School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New Jersey, United States of America.

## **HANDBOOK REVIEW CONTRACT**

The Lazar School Handbook was designed to be an informative and useful document to help parents and students become acquainted with Robert R. Lazar Middle School.

Please review its contents with your child in order to more familiar with school programs, rules and expectations.

It is our hope that you find the handbook a useful guide as your child progresses through the current school year.

After reviewing the handbook content, note there is a place for your signature as well as your child's signature. Please acknowledge receipt of the booklet by signing the last page of this handbook and returning it to school with your child by Wednesday, September 10, 2008. Communication between parents and the school encourages a positive and productive environment in which your child can learn.

## **BUS DISCIPLINE AND SAFETY CONTRACT**

Please take the time to review the bus discipline and safety sections of this handbook, as prepared by this Administration, the bus company, and the Lazar Discipline Committee. Parents and students recommended the addition of this letter to heighten bus safety awareness at the start of the school year.

Bus safety is our first and foremost concern when transporting your child to and from school. With this in mind, we have developed and implemented a tiered disciplinary policy to address inappropriate and unsafe behavior. This policy was created to protect your child and the other children on the bus from potential hazards.

After reviewing the bus section of the handbook with your child please acknowledge understanding by signing the last page of this handbook and returning it to school with your child by Wednesday, September 10, 2008. Communication between parents and the school encourages a healthy and safe transportation environment.

### **MEDIA RELEASES**

Local newspapers announce the accomplishments of our students several times during the year by publish press releases or news articles. Examples of coverage might include the announcement of students of the month, honor roll, special contests, etc. Additionally, students may appear on local television broadcasts . Please acknowledge on the Parental/Guardian Consent form that you give consent for publication of your child's name and/or picture for local press releases and for television broadcasts .

### **IMPORTANT INFORMATION**

All Morris County school districts offer varied educational programs and services for students ages three (3) to 21. Parents or other appropriate persons may refer children who are experiencing significant difficulties.

Child Study Team services are available to children age three (3) to 21. Children experiencing physical, sensory, emotional, communication, cognitive and/or social difficulties may be eligible for special education and related services. Parents should contact their district Child Study Team office for further information. Babies from birth to three (3), who are thought to have a developmental delay, may receive assistance from the Early Intervention Program. To access this service, parents should contact the Service Coordinator for Early Intervention at 973-971-4155.

If parents are concerned about their school age child's progress, they should feel free to discuss such issues with their child's teacher, guidance counselor and/or principal. Parents have the option of making a referral to the Intervention and Referral Services (I&RS) committee or to the Child Study Team (CST). The I&RS offers intervention procedures that are provided within the regular education school program. At times, however, more extensive interventions that can be provided in a regular education setting are necessary to assist the student. If the decision is made to undertake a full Child Study Team evaluation, the child's social, emotional and academic status may be assessed. Medical or other specialized evaluations may be included in the assessment at no cost to the parent. If a child is determined to be eligible for special education and related services, an Individualized Education Program (IEP) is developed, which includes a rationale for the student's educational placement and the basis for the program implementation.

**THIS SHEET MUST BE RETURNED TO YOUR CHILD'S HOMEROOM TEACHER BY WEDNESDAY, SEPTEMBER 10, 2008.**

Student name: \_\_\_\_\_  
Please Print

HR#: \_\_\_\_\_

**Parent/Guardian Internet Responsibility Contract**

As the parent or guardian of this student, I have read the Terms and Conditions for access to the Montville Township School District's Internet Network. I understand that this access is designed and intended for educational purposes and the Montville Township School District has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the Montville Township School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue electronic network access for my child and certify that the information contained on this form is correct.

**Handbook Review Contract**

I have read and reviewed the Lazar Middle School Handbook with my child for the 2008-2009 school year.

**Bus Discipline & Safety Contract**

I have read and reviewed the Lazar Middle School bus procedures, discipline and safety sections of this handbook with my child.

**Media Release Contract**

I give permission for my child's name and/or picture to be published in local media.

We the undersigned agree to all terms and conditions as stated above and have reviewed:

- The Internet Responsibility Contract
- The Student-Parent Handbook
- The Bus Discipline & Safety Contract
- The Media Release Contract

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE & SIGN BOTH SIDES**

## **Parental/Guardian Consent Form**

This parental consent form is to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site.

*As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we as schools do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child.*

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, email address, phone numbers, and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

### **Check one of the following choices:**

- ? I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public Internet site.
- ? I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public Internet site.
- ? I/We GRANT permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or district's public Internet site.
- ? I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and/or district's public Internet site.

Student's Name: (please print) \_\_\_\_\_

Name of Parent/Guardian: (print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

