

LAWRENCE MIDDLE SCHOOL

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Lawrenceville, New Jersey 08648
(609) 671-5520

STUDENT HANDBOOK 2024 - 2025

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Principal

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HOME OF THE CARDINALS

Property of: _____

Homeroom: _____

Dear Students of Lawrence Middle School (LMS):

Welcome! Our vision at LMS is to provide a safe and nurturing environment that recognizes individual differences among learners, while encouraging academic leadership and character development to become responsible citizens. To help ensure that your experience at LMS is a positive one, please review this student handbook. If you have any concerns, questions or comments please do not hesitate to contact us.

Sincerely, LMS Administration

LMS STUDENT HANDBOOK

The Lawrence Middle School Student Handbook presents an overview of school policies and procedures and should serve as a guide for students and parents. This handbook is not a definitive account of all Board of Education policies or school procedures and the school administration will use its discretion in conducting school business and activities, including student management and discipline. The District Student Conduct and Discipline Book can be found on the District website.

ACADEMIC DISHONESTY/CHEATING

The definition of plagiarism is as follows: “The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...” (219). (The Fiction Dictionary, L. Henry)

To avoid plagiarism, refer to:

OWL@purdue.edu

Click on Writing Center

Click on MLA, APA or Chicago formatting for details.

Some examples include but are not limited to:

- Copying passages from someone else’s writing without using quotation marks and giving the author credit
- Paraphrasing someone else’s writing without giving credit
- Using someone else’s facts or ideas without acknowledgement
- Handing in work for one course that you handed in for credit for another course without the permission of both instructors
- Producing assignments in conjunction with other people (e.g. another student, a tutor) which should be your own independent work
- Artificial intelligence (AI) resources such as ChatGPT, etc. may not be used without the express permission of the instructor, and then, only under the specific conditions set forth by the instructor. If utilized, any work derived from an AI resource must be cited in accordance with the appropriate style guide (e.g., MLA, APA, etc.).

When plagiarism/cheating is discovered or suspected, there will be immediate intervention by the teacher. The student will appear before the teacher for a private conference to ascertain the facts of the situation. Students who have plagiarized will be given the opportunity to redo the assignment for a lower grade. The student will be referred to the guidance counselor, and the

teacher will notify the parents/guardians. For any repeated offenses, the student may be suspended. All incidents of plagiarism will be logged into the student's discipline record.

AFTER SCHOOL ACTIVITIES

Students who are involved in after school activities must remain in the building after school hours and report directly to their coach, advisor, teacher or staff member. Students will not be permitted into the building once they exit. Students who are normally bus riders and want to take the late bus, must sign up during lunch periods. Students may not sign up after 12:45 pm. The late bus will pick students up at the bus staging area of the parking lot. Students who are on Loss of Privilege may not be permitted to participate in or attend after school activities. Students are not permitted in the locker room at any time without staff supervision. Students who are not involved in after school activities must exit the building at dismissal.

Lawrence Middle School maintains an athletic program that is highly competitive and reflects a high degree of interest and motivation. Lawrence Middle School students are afforded the opportunity to participate in a variety of athletic activities. The following teams are available:

Soccer	Cross Country	Basketball	Softball	Track
Field Hockey	Cheerleading	Wrestling	Baseball	Intramurals

Any student who is attending a high school sporting event, must be accompanied by a parent/guardian throughout the entire time of the event.

ATHLETIC TRYOUTS FOR INTERSCHOLASTIC SPORTS

Tryouts are conducted each season to determine team selections. Coaches have the responsibility of identifying criteria for evaluation and selecting team members. Team rules and regulations have been established by the Coaches Association and approved by the district administration. Students who have financial obligations to Lawrence Middle School because they have not returned textbooks, library books, athletic uniforms, etc. or owe money on their lunch account will not be permitted to participate on athletic teams until those obligations have been satisfied. Students who are on "Loss of Privilege" may not be permitted to participate on athletic teams at the discretion of the administration.

A current sports physical is required to tryout and participate in Lawrence Middle School sports. All physical forms can be found on the district website on the athletics page. Students must register online prior to the beginning of the season. Following the receipt of a current physical form by the School Nurse, an ongoing list of students who are "medically cleared" will be posted outside of the office. Only these students are eligible to try out for sports and participate.

The district has acquired a software tool called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing). The assessment gives the school and parent a "baseline," so if an injury does occur, there is information which can be accessed and compared. Impact testing sessions will be made available at the end of August and prior to each sports season. Impact testing is valid for two years.

ATTENDANCE POLICIES AND PROCEDURES

Philosophy

Daily attendance is vital to a good education. The interaction between students and teachers and the interpersonal relations among students that take place every day are important components of a student's education.

General Principles

The law in New Jersey provides that every parent, guardian, or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or any day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments, or to receive equivalent instruction elsewhere than at school.

The curriculum for pupils enrolled in the Lawrence Township School District is designed to achieve certain educational goals within the limited number of school days provided by our resources. Maximum attendance is a prescribed condition upon which all courses of study are predicated. Absence from school jeopardizes the ability of the student to meet minimum attendance requirements for each course and/or school day and may violate New Jersey state law requiring pupils to regularly attend school. The frequent absence of a student from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of the student to complete the prescribed curriculum requirements successfully.

Students are expected to attend school daily when schools are in session. The Board of Education cannot condone nor permit absences from school for any reason not specified in the law. The Board will deny course credit and/or grade level promotion if the pupil attendance requirement is not met.

Minimum Attendance Requirements

The school year consists of school days scheduled on the district's annual school calendar. For purposes of this regulation, a "school day" shall consist of not less than four hours of actual school attendance.

Failure to meet the standard for attendance specified in this regulation shall be considered grounds for retention/lack of promotion. Students, who accumulate unexcused absences totaling or exceeding **10%** of the school year and/or 10% of the class sessions, could jeopardize the opportunity of being promoted or advancing to the next grade level. When this standard is applied to courses this means:

Full Year Courses: not to exceed more than 9 absences

Semester Courses: not to exceed more than 2 absences

Trimester Courses Quarterly Courses: not to exceed more than 1 absence

A student will be considered to be in attendance if they are present at any place where school classes or curricular activities are conducted by authority of the Board.

Excused versus Unexcused Absences

All absences shall be presumed to be unexcused, unless determined to be for one of the following reasons:

1. Religious holidays recognized by the New Jersey Department of Education;
2. Court appearance;

3. Take Your Child to Work Day, as approved by NJDOE;
4. Other good cause approved by the Principal.

Parent/Guardians are responsible to provide documentation for all absences. Documentation must be provided within three days of the student's return to school by a written note by the parent identifying the reason for the absence. Failure to provide such documentation within the three-day period shall result in the absence being considered unexcused.

Days absent due to vacations or other family trips, or routine illness, shall be counted as unexcused absences. Teaching staff members are not required to provide outlines, homework assignments, or related study materials in advance or in anticipation of such trips. When students present a note for an absence, it will be recorded as an absence with documentation.

Student/Parent Responsibilities When an Absence Occurs

Student: Students are responsible for attending school each day and for attending all classes during the school day. When a student is absent from school, they must bring a note indicating the reason for the absence to ensure that the student was not truant. Students are responsible for contacting their teachers and making up missed class work or tests.

Parents: Parents are responsible for their student's daily attendance at school. Excessive absences for any student jeopardize academic performance and success. In addition, a parent or legal guardian who fails to cause their child to regularly attend school is subject to prosecution in municipal court and can be fined up to \$25 for a first offense and \$100 for each subsequent offense. If the parent is unable to cause their child to attend school, the school will attempt to assist the parent. If such efforts are unsuccessful, the child is subject to truancy charges being filed in the Family Court and being adjudicated a delinquent.

If a student is going to be absent from school, a parent or guardian should notify the school by calling the Attendance Office prior to 8:00 a.m. on the day of the absence **and by sending a note** with the student upon their return. **Parents should call (609) 671-5527 to report an absence from or tardy to school.** If the nurse sends a student home, a parental note is not necessary for that day. If students are absent, they may not be on school premises any time during the day; this includes school functions, practices, games etc.

Notes are required for a student to be able to make-up assignments and tests that are missed.

Notes must include:

1. Student's first and last name
2. Date(s) of absence
3. Reason for absence
4. Parent signature

ABSENCES

Remember: **All explained and unexplained absences count** against the student in determining the threshold and the possibility of requiring attendance at summer school or advancement to the next grade.

- If a student does not provide a valid note the student will be considered truant. In such cases, the student will not be permitted to make up class work missed and will be subject to disciplinary action. The administration or school nurse will determine the validity of notes.
- The Principal (or designee) and Attendance Review Committee may consider the nature of any absences and the reasons for which some of the absences may have occurred in deciding whether credit should be awarded or denied in cases in which

the threshold number of absences is exceeded. Routine illnesses, doctor visits, family emergencies are considered part of the 10% absences allowed. Unusual circumstances such as major surgery, death in family or extended illnesses are legitimate reasons for appeal.

ABSENCES-MAKE-UP WORK AND ATTENDANCE APPEALS

Students will be allowed to make up all work missed during absences if they provide a note and receive an absence form. If the student had prior notice of assignments or tests scheduled for a day on which a student was absent, the work should be handed in or made up on the first day that the student returns to school. Otherwise, completion of assignments and tests shall take place within a reasonable period of time, to be determined by the teacher. This shall not be less than an amount of time equal to the time missed. (For example, if a student is absent for 5 consecutive days, he/she should have at least 5 days to make up the work.)

Unless, in the judgment of the building principal the composition of a student's absences precludes it, a student may overcome a loss of grade advancement or course credit resulting from absences by doing one of the following:

- Complete an appropriate instructional program, approved by the building principal, at the student's expense.
- Repeat the course at a state approved summer school at the student's expense.
- Repeat the course at a summer school run by the district; however, this option shall only be available if the district in its discretion offers the needed course.
- Complete a school sanctioned remediation program.

Parents will be notified on a regular basis of the student's accumulated absences from class. This information will be provided on the report cards and warning letters and can be viewed through the parent portal of Genesis. A student who wishes to appeal their case should submit the extenuating circumstances in writing to the Attendance Committee. This committee will include an administrator, school nurse, school counselor and teacher.

ABSENCES –MEDICAL FOR PHYSICAL EDUCATION

If a student needs to have a medical excuse from Physical Education, that student must provide a doctor's note to the school nurse. Students who have medical exemptions or limitations for Physical Education due to chronic conditions must submit a note to the school nurse each academic year.

ATTENDANCE QUESTIONS

Questions about missed assignments and class absences should be directed to the teacher, school counselor or supervisor of guidance. Questions and concerns about records and dates of absences should be directed to the Middle School Attendance Office.

Truancy

Truancy is defined under N.J.S.A. 18A:38-27 as any child between the ages of six and sixteen years who is repeatedly absent from school, and any child found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause child to attend school.”

The chief school administrator will report to the District Registrar infractions of the law regarding the attendance of pupils below the age of 16. Each student who is habitually and

repeatedly absent from the assigned program may be referred for evaluation by child study team, and their academic program may be appropriately adjusted.

Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the day. Parents(s)/guardian(s) shall notify the student's school administration in advance of such absences by written request that the pupil be released, which shall state the reason for the tardiness or early dismissal.

Students are expected to arrive to school on time. Students are tardy to school if they arrive after their first class has begun. Students will report to the Main Office and sign in to the turnstile for a late pass. The following is an explanation of tardy to absence coding:

- Three unexcused tardies per trimester=one (1) day's absence

Students may accumulate four unexcused tardies per trimester without incurring a disciplinary sanction.

For each trimester, beginning with the fifth unexcused tardy, students will receive a disciplinary consequence for each tardy. Students who are chronically tardy may expect the following:

- Required parent conference
- Additional discipline sanctions for willful disobedience

Tardiness to school may cause students to lose attendance credit for one or more classes. Class cuts/truancy issues may also cause a student to lose credit in their classes or be removed from their assigned program of study.

Absence-Student Participation

Students must be in attendance in school for a minimum of four hours to participate in after school or evening activities (athletics, drama productions, dances, etc.)

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES

The Board of Education prohibits the use of scooters, heelys, skateboards, and rollerblades on school property (Policy 5514). These items will be confiscated and returned to parents.

All bicycles shall be parked only in locations where racks are provided for this purpose. Locks should be used at all times.

BULLYING, HARASSMENT AND INTIMIDATION

“Bullying, harassment and intimidation” means any gesture or written, verbal, or physical act or any electronic communication * that is reasonably perceived as being motivated either by any 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 by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property or placing a student in reasonable fear of harm to their person or damage to their property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.“

Conflict v. Bullying: Bullying is not a phase young people must endure or outgrow. Bullying is not a conflict between students or among groups of students. Conflict is a mutually competitive or opposing action or engagement, including a disagreement, an argument, or a fight which is a normal part of human development. Bullying is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s).

* "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

N.J.S.A. 18A:37-14, N.J.S.A. 18A:37-15 (3)(b)(2), N.J.S.A. 18A:37-15.1(2)(b) and N.J.A.C. 6A:16-7.9(a)2ii

BUS MISCONDUCT

Students will conduct themselves while on the bus in a manner that will not distract the driver. The driver is in complete charge of the bus and the students. The driver has the authority to recommend denial of transportation to a student who has violated the rules.

Students are not permitted to:

- Stand up in the bus.
- Eat, drink or smoke in the bus.
- Engage in horseplay; make excessive and unnecessary noise or use profane or vulgar language.
- Walk or move to another seat while the bus is in motion.
- Litter.
- Block the aisle or emergency door with musical instruments, books, lunch boxes, gym bags, or other possessions.
- Extend arms or heads out of the windows, or throw any objects out of the bus.
- Regulate windows unless permitted to do so by the driver.
- Carry water pistols or any other water containers on the bus. These items will be confiscated.
- Play radios or participate in a behavior distracting to the driver.
- Exit through emergency exit except in case of an emergency.
- Possess items that can distract the bus driver.

Failure to obey rules may result initially in the loss of bus privileges and/or other disciplinary action. A second offense may result in 10 days of lost bus privileges. A student who violates bus rules for the third time may be permanently removed from the bus. Any person willfully damaging a bus will be held responsible for such actions. Students may ride only on the bus that has been assigned to them. They may not bring guests on the bus.

If a student is normally a bus rider and is not going to take the school bus home, they must bring a signed and dated written note from their parent/guardian granting permission to walk or travel with another adult.

CAFETERIA

Lunch is served on all full days of school at a nominal cost. All students should do their share in maintaining the cleanliness of the cafeteria. Failure to keep your area clean may result in loss of cafeteria privileges, detention, or an assigned seat.

Students must follow the direction of all staff members in the cafeteria. Students who do not cooperate with staff will be subject to disciplinary action.

- Seats may be assigned and dismissal will be directed by staff members.
- All food and drink should be consumed in the cafeteria. Students who have food or drinks in the halls may have items confiscated. No hot food may be taken out of the cafeteria. Students who have permission to take cold food out of the cafeteria must carry it in a bag. Glass containers/bottles are prohibited in school.
- Students may not bring food from outside sources back to school. This includes food from such places as Burger King, McDonalds, etc. and treats for birthdays.
- Students must report punctually to lunch. Chronic lateness to any class, including lunch, may result in a disciplinary consequence.

CAMERAS

Parents and students are advised that the school has cameras which are in use daily and record student activity in the building. Video and pictures recorded will be used to monitor students and aid in providing a safe and secure environment. The picture and videos may be used to document student behavior and may be used to support disciplinary actions.

CELL PHONE POLICY

Students are not permitted to use cell phones, as well as “blue tooth” technology, in school during school hours. Having a cell phone ring in school, answering a cell phone, talking, internet browsing, social media use, playing a game on a cell phone, sending or receiving text messages, or dialing numbers on a cell phone are all considered “using a cell phone.” Using someone else’s phone, holding a phone in your hand, loaning someone your phone, checking the time, using the phone as a calculator, taking pictures, charging cell phone in school, viewing information on a phone or having the phone in one’s pocket are violations of our cell phone policy. Students may not use cell phones in the lavatories. If students need to use a phone for emergencies, they must get the approval of an administrator and use their phone in an office area under staff supervision.

If a student uses a cell phone during school, in violation of this policy, it will be confiscated, the student may receive a detention or other disciplinary action. If a student refuses to give their cell phone to school authorities when they request it, they will receive ISS for defiance of school authority. On a second offense, the cell phone will be confiscated and not returned until a parent or guardian picks it up in the main office. The third or more offense requires that a parent pick up the phone and the student will be given administrative consequences. If a student needs to bring a cell phone to school, they must keep it turned off and in their locker until the school day ends. Board of Education (BOE) Policy #5516.

The administration may confiscate cell phones in order to protect the safety or confidentiality of staff or students.

CLASS/COURSE TRANSFER

Performing Arts Add/Withdrawal

Student schedules are developed after considerable deliberation by administration, teachers, and counselors. Students may only consider withdrawing from Performing Arts Courses (Band, Orchestra or Chorus) with written consent from their parent/guardian. Students will have until September 13th to submit their withdrawal request. Students will be responsible for all missed

work prior to the change of schedule. Those students wishing to ADD a Fine and Performing Arts course to their schedule should do so prior to August 23th.

COMPUTER USE (ACCEPTABLE USE POLICY)

The Lawrence Township Public School District Board of Education believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer-networked services are provided exclusively for educational purposes.

Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments and other pertinent school business. Although the Internet offers vast opportunities to access resources, the Board of Education must also maintain an environment that promotes both responsible and ethical conduct in all computer activities by students and staff.

All communication and information accessible via the network should be assumed to be copyrighted property. Transmission of data on the Internet cannot be guaranteed to be private or secure. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail and electronic transmissions. Electronic transmissions relating to or in support of illegal activities may be reported to the authorities. Do not reveal your or any individual's personal address, phone or passwords.

The operation of the district computer network relies, in part, on the proper conduct of the users—students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth within in BOE policy, #8312. Students will not be permitted to use the district computer system unless they have signed the Acceptable Use agreement and their parents or guardians have signed the agreement indicating the student has their permission. Failure to abide by BOE policy may result in disciplinary action and/or revocation of the mobile device. Students may be subject to other discipline, and there may even be criminal and monetary consequences to behavior depending upon the severity of the actions. (See also BOE Policies)

The inappropriate use of the computer, such as viewing sites not related to schoolwork, may result in the loss of computer use.

1. First offense=5 days loss of privilege
2. Second offense=10 days loss of privilege
3. Third offense=30 days loss of privilege
4. Fourth offense=Permanent loss of the use of their computer and hardware confiscated.
Parents/Guardians will be informed in writing when this action is implemented.

Additionally, parents will be informed in writing of damages and repairs for a first offense. Students who abuse their school-issued computer for the second time, may receive temporary loss of privileges. Their parents will receive a letter stating that future abuse to computer will result in their liability for the damages. A third offense will necessitate the computer being taken from the student and a letter to the parents holding them accountable for the damages. To help avoid these damages, students are issued a computer case that must be used at all times to hold the computer.

CONTRABAND

(ITEMS PROHIBITED ON SCHOOL PROPERTY)

The following are prohibited and may not be used in school: drugs, alcohol, any type of playing cards, cigarettes and tobacco products, including e-cigarettes, vapes, lighters, matches, water guns, knives, weapons of any type, dice, beepers, fidget spinners, laser pointers and any items judged by the administration to be inappropriate for school. Electronic games, electronic devices, etc. are not permitted. Headphones, earbuds or other blue-tooth listening devices are not permitted in school. Animals may not be brought into the building without permission of the principal.

Students who are chronic violators of this policy will lose privileges in school (see loss of privileges). Students may not use cameras or picture phones; they may not take pictures in school unless directed by a teacher/administrator. **The school is not responsible for lost or stolen items and will not investigate contraband items that are lost or stolen.**

CORPORAL PUNISHMENT

No person employed by the Board of Education may inflict corporal punishment upon a student. However, a board employee may within the scope of their duties use such force as is reasonable and necessary:

1. to stop a disturbance which threatens physical injury to others
2. to obtain possession of weapons or other dangerous objects which the student has in their control
3. for the purpose of self-defense
4. for the protection of persons or property.

DANCES

Regular school dances begin at 7:00 p.m. and end at 9:00 p.m. unless otherwise indicated. No students will be permitted to enter a dance after 7:20 p.m. Once a student leaves the dance they will not be permitted to return. Parents are required to pick up students promptly at the end of the dance (9:00 p.m.) Any student who is not picked up punctually or who violates any aspect of the discipline code during a dance will be subject to loss of privileges. Students must attend a minimum of 4 hours of instructional time to be eligible for dances or other activities that day.

DATING VIOLENCE

“Dating violence” means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner. This definition is in accordance with N.J.S.A. 18A:37-34.

Any student that believes that they have been subjected to violence under this definition should report the incident to a staff member. A report of the incident will be documented in accordance to LTPS policy #5519.

To further support alleged victims and their families, information on safe, appropriate school, family, peer, and community resources will be made available to address dating violence.

DISCIPLINE

According to New Jersey law “**pupils in the public schools shall comply with the rules established...and submit to the authority of the teachers and others in authority over them.**” (18A:37-1) A full accounting of the district’s conduct and discipline rules is available by reviewing the Student Conduct and Discipline Book on the district website. All students are expected to fulfill the behavioral standards of the school community during the school day and at all school-sponsored activities. Students must follow the directives of all school staff members.

The staff and administration of LMS believe that students should conduct themselves in a manner that is responsible, respectful, honest, fair and compassionate. Students are expected to exercise their responsibilities before a discipline problem occurs. However, when acceptable alternatives are not utilized and students violate the good order of the school, remediation and consequences shall be prescribed to help students learn the importance of accepting responsibility for one’s actions. Students and parents do not choose the discipline consequences. Refusal to serve an assigned detention, ISS, etc. will result in suspension and loss of privileges.

The LMS administration will consistently monitor the performance of students and reserves the right to modify the existing procedures and rules to ensure the safety of all students and staff.

GENERAL SCHOOL RULES

- The students will respect themselves, other students, adults, the school and the property of others.
- The students will obey the safety rules posted in each classroom.
- The students must dress appropriately. (see Dress Code section for specifics.)
- The students are required to turn off their cell phones and place them in the classroom basket if they are brought to school.
- The students are barred from loitering within the school or on school grounds. Students are not permitted onsite without faculty supervision. The building is not open to students until 7:25 am.
- The students will not destroy or deface school property. (Board Policy No. 5513)
- The students are prohibited from using, selling or being in possession of tobacco, drugs or alcohol. (Board Policy No. 5533)
- The students are forbidden from possessing a knife, firearm, or any object which may harm any person. (Board Policy No. 8467)
- The students are prohibited from participating in or condoning any type of physical violence.
- The students are prohibited from participating in any act of harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any gesture, written or verbal, or any physical act that takes place on school property, at any school-sponsored function or on a school bus that has the effect of insulting or demeaning any person or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operations of the school. Any complaint will be taken seriously and thoroughly investigated. (Board Policy No. 5512.1)
- The students must follow any LMS staff/faculty member’s request. Failure to comply with the request will be considered insubordination.
- The students must not obstruct an investigation by LMS Administration and should be honest when questioned by an administrator or teacher.

- The students must demonstrate appropriate behavior in the hallway, lavatory, cafeteria, auditorium, and the gymnasium.
- The students must be in their classroom and prepared for class when the bell rings.
- The students need to have a pass when they are not in the classroom.
- The students are not allowed to use any inappropriate language or obscene gestures.
- The students must leave hats, wave caps, bandanas, coats, etc. in their lockers unless they are being worn for religious reasons. It is important for staff to be able to quickly and accurately identify a student in an emergency situation.
- The students are not allowed to use electronic devices. If they are seen in school, they will be confiscated.

CLASS CUTS

A class cut is defined as absenting oneself without permission from scheduled classes, **including lunch**, or activities such as assemblies. There will be administrative action, for cutting an assigned instructional or non-instructional period. If a student cuts a class all work missed because of the cutting will be a zero grade.

DISCIPLINE DISPOSITIONS

- **Administrative Detention** - These detentions may only be assigned with administrative approval. A 24-hour notice will be given. The detention will be held from 2:25 -3:45 pm, Tuesday and Thursday. Failure to serve an administrative detention without prior permission to reschedule by the administrator who assigned it could result in further disciplinary action.
- **Community Service** - Under certain circumstances students may be assigned community service in lieu of or in combination with other administrative action. Community Service may include, but is not limited to, service for: Lawrence Community Center, Special Olympics, Lawrence Rehabilitation Center, or Lawrence Middle School.
- **Loss of Privileges** - Students may lose the right to participate in all co- and extracurricular activities. Such activities include, but are not limited to, plays, interscholastic sports, concerts, dances, clubs, computer usage and grade-specific activities. Students who have lost their privileges may not be on school grounds after school hours. Students who violate this directive while on “loss of privileges” will be suspended from school. The administration may extend loss of privileges for the entire school year for students who are chronic violators of school rules and policies. Students who have obligations to Lawrence Middle School because they have not returned textbooks, library books, athletic uniforms, paid fines, etc. or have not attended assigned detentions will be subject to Loss of Privileges until those obligations have been satisfied.
- **Lunch Detentions** - Students may receive detention during their assigned lunches. Cutting lunch detention will initially result in a warning and rescheduled lunch detention. A second cut will result in an after-school detention or 2 rescheduled lunch detentions. A third offense may result in an in-school suspension with the lunch detention being reassigned. Four or more instances of cutting lunch detention will result in two in-school suspensions or an out of school suspension. Hot lunches are not permitted in lunch detention.
- **Suspensions** - Students may be suspended from school either in-school (ISS) or out-of-school for violations of school rules. Any student who has been suspended (OSS) 2 times will be subject to loss of privileges. Any student suspended (OSS) 3 times (for 3 separate incidents) may be referred to the Board of Education for possible expulsion.
- **Police Notification** - Students involved in serious, violent or criminal behavior will also be referred to the Lawrence Township Police for appropriate action. Students participating in such acts will be removed from school and placed on home instruction until their cases have been settled. Students will also be held liable for any damage they have caused.

- **Teacher-Assigned Detentions** - Teachers may detain students provided they give the student a 24-hour notice.

DEFINITION OF TERMS

Assault: a physical or verbal attack on a person with the intent to harm or to put the individual in great fear. A student is guilty of assault when the act is premeditated or committed in a fight or scuffle entered into by mutual consent.

Bias/Hate Actions: any unprovoked behavior designed to intimidate a person or group via spoken/written language or gestures. New Jersey law defines bias/hate crimes as those involving race, ethnicity, religion, or sexual orientation.

Bullying: See “Bullying, Harassment and Intimidation.”

Cyber-Bullying: is the use of electronic information and communication devices, to include but not limited to, e-mail messages, instant messaging, text messaging, cellular telephone communication, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

Dating Violence: See section entitled, Dating Violence.

Disorderly Conduct: using loud, profane or offensive language on school property; or directing such language at a school staff member; or yelling or screaming at a school staff member; or being noisily defiant towards staff members; or congregating in groups and disregarding the directives of staff members. In accordance with the laws of New Jersey, CODE OF CRIMINAL JUSTICE 2C:33 – 1, disorderly conduct includes:

- a. Improper behavior. A person is guilty of a petty disorderly person’s offense, if with purpose to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, they:
 - (1) Engages in fighting or threatening, or in violent or tumultuous behavior; or
 - (2) Creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose of the actor.
- b. Offensive language. A person is guilty of a petty disorderly person’s offense if, in a public place, and with purpose to offend the sensibilities of a hearer or in reckless disregard of the probability of so doing, a person addresses unreasonably loud and offensively coarse or abusive language, given the circumstances of the person present and the setting of the utterance, to any person present.

“Public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, or any neighborhood.

L.1978, c.95, 2C:33-2, eff. Sept. 1, 1979.

Fighting: engaging in a physical confrontation with another party on school grounds, during a school activity, or on the way to or from school, in which both parties harm, injure, strike or attempt to strike with the intent to harm another, but in which instance both parties have substantial culpability for the physical confrontation.

First offense: any student who is judged by the principal to have committed an act of fighting may be suspended from school for a period of 5 school days.

Second offense: any student who is judged by the principal to have committed a second act of fighting may be suspended from school for a period of 10 school days.

Third offense: any student who is judged by the principal to have committed a third act of fighting may be immediately suspended from school and may be brought to the Board of Education for an expulsion hearing.

Fighting with the following special circumstances may result in suspension of 10 days and Loss of Privileges:

- Students who engage in a fight after intervention or mediation were provided for them by school staff members.
- Students who engage in a fight that is motivated by racial, ethnic, religious or sexual bias issues.
- Students who fail to cooperate with staff members who attempt to break up a fight. (A student who continues to fight, swing, break away from a staff member's restraint or hit the staff member may be suspended for 10 days.)
- Students who engage in a fight in retaliation for a previous fight or altercation.
- Students who participate in an assault in which more than 1 student attacked or fought an individual (2 against 1, 3 against 1, etc.)
- Students who participate in a fight, theft, or extortion because of a gang affiliation.
- Students who are part of a "gang" or who act as a supporting cast to a fight, or who attend the fight for the purpose of intimidation, physical assistance, or to serve as a lookout.
- Students who, by their action or non-action, invoke fear, intimidate or lead or allow others to believe that they are in a gang are guilty of intimidation, bullying and harassment and will be in violation of school policy. These students will be suspended for a time to be determined by the principal, whose responsibility is to ensure the safety of all students. All students must feel comfortable and free from fear coming to school.
- Students who bring a supporting cast to a fight for the purpose of intimidation or physical assistance.
- Students who participate in a fight on a school bus, serving as a distraction to the driver and endangering all passengers.

Harassment: Also see, "Bullying, Harassment and Intimidation." Means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any 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 characteristic; and
3. 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 their person or damage to their property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). Also, see "Bullying, Harassment and Intimidation."

Hazing: "Hazing is the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected

to hazing shall not lessen the prohibitions contained in this policy.” (BOE Policy # 5512)

Hazing is further defined as any activity that is expected of someone to join a group or team that humiliates, degrades, abuses or endangers them, **regardless of their intention or willingness to participate**. Initiation activities or initiation parties fall into this category.

Hazing activities may include, but are not limited to, the following: use of alcohol, beatings, paddling in any form, branding or shaving of heads, creation of excessive fatigue, physical and psychological shocks, engaging in morally degrading or humiliating games and activities.

Students who participate in hazing practices will be subject to disciplinary action at the discretion of the principal or designee, who will determine the severity and the level of disciplinary action to be taken. Possible disciplinary action includes detention, suspension, and/or removal from the team or school activity. In some cases, cancellation of games or disbanding of the team or activity may be necessary. The student may be referred to the Board of Education for expulsion. (see “Reporting Procedures for Hazing Incidents”)

Inappropriate Use of Physical Force: engaging in reckless pushing or shoving with another student, thereby posing a substantial danger to self and others, in which both parties have substantial culpability, but in which neither party harms nor intends to harm the other, shall have committed an act of inappropriate use of force.

First offense: suspension from school for a period of not less than one (1) and not more than three (3) days.

Second offense: suspension from school for a period of not less than three (3) and not more than (5) days.

Third offense: suspension from school for a period of not less than five (5) and not more than ten (10) days.

Obstruction: making false statements or refusing to answer questions asked by an administrator pertaining to an investigation.

Pass Abuse: using a pass to go to an area that was not designated by the teacher who administered the pass; a student who is in the hall or lavatory during a class period without a pass is guilty of pass abuse; a student who does not correctly fill in the pass with their name; who remains out of class with a pass for an unreasonable amount of time; a student who roams the halls or does not take a direct route to the destination for which the pass is written.

Plagiarism: See section entitled Academic Dishonesty/Cheating.

Scuffle: rough, disorderly, boisterous or rowdy behavior between 2 or more students (see penalties under inappropriate use of force).

Self-defense: A student who employs physical force only as a last resort, only after having been struck by another party without immediate and clear provocation, who had good reason to believe they were in danger of serious physical harm and who ceases to strike, or harm, or otherwise employ physical force at the first opportunity, shall be considered to have acted in self-defense.

A student who is judged by a principal to have acted in self-defense under this strict definition of the term shall not be subject to punishment. A student who fails to meet any part of this definition shall be considered to have committed an act of fighting and shall be disciplined as stated above.

In order for a school administrator to render a decision of self-defense, it must be obvious that 1) time was a factor in the incident; 2) the person was in imminent danger of injury, and 3) the only option for the person was to physically protect themselves with the minimum amount of force appropriate to the situation until assistance could be obtained.

Smoking: having a lit cigarette or an electronic cigarette device in your hand is considered smoking. Students who are caught smoking may be suspended out of school for a minimum of three days on the first offense; a second offense may result in a 5-day suspension from school.

Snowball Throwing: Snowball throwing poses a danger to students and staff. Snowball throwing may also cause dangerous situations with traffic in the parking areas. Students throwing snowballs or engaging in snowball fights will be subject to disciplinary action.

Theft: Theft does not require that a person take items. Ransacking or rummaging through student/staff belongings or lockers will be considered theft. Being a lookout for such activity will be considered participating in theft.

Vandalism: Causing loss, damage or defacement of any school property or facilities. The BOE “authorizes the imposition of a fine” for such damages and “reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears”. (BOE Policy #5513) Students who vandalize school property may be required to perform school community service and pay restitution for the damages and cost of reparations. Those students will be denied all privileges until restitution is completed.

DISTRIBUTION OF PRINTED MATERIALS

Student-produced, non-school sponsored printed materials may be distributed on school property providing students follow the regulations established by the administration. Materials not produced by students enrolled in the school district cannot be distributed on school property. Posters or signs may not be displayed in the school building without the permission of the school administration. Approved posters or signs may only be displayed in the cafeteria (on non-painted surfaces), in classrooms with teacher permission, and on bulletin boards. Signs and posters may not be put on lockers, in halls, or stairwells.

DRESS AND GROOMING

The Lawrence Middle School faculty, staff and administration believe that the dress code should:

- Ensure the health, safety and security of all school community members
- Reinforce the career-readiness concept that the appropriateness of different clothing styles varies by context (e.g., work, school, social, worship, etc.)
- Allow students to wear comfortable clothing that allows for self-expression
- Disallow clothing that disrupts the educational process (e.g., promotes violence, pornography, profanity, gang activity, drugs/alcohol, or otherwise creates a hostile or intimidating environment based on any protected class as defined by the NJ Law Against Discrimination)

Lawrence Middle School’s dress code requires that:

- Students must wear clothing appropriately; pants/shorts must be pulled up above the hips.
- Revealing clothing is unacceptable. Students may not wear: transparent clothes, clothes with exaggerated slits, low cut shirts, spaghetti strap tops, one-sleeve shirts, strapless shirts, halter tops of any kind, backless shirts (any shirt with the entire back showing), muscle shirts that are not fitted around the arm, clothing that exposes bare midriffs or any type of undergarment.
- Clothes that have words or sayings that are profane, sexually suggestive or that promote drugs, tobacco, alcohol, violence, racism or sexism, are prohibited.
- Students should not wear winter clothing, such as, overcoats, scarves, gloves, etc., inside school. Conversely, students should not wear shorts during the winter when the temperature drops below 20 degrees.
- Students should not wear hair curlers, have picks or combs in their hair. Students may not wear sunglasses. Spiked wristbands, necklaces, sharp jewelry or other items that may be dangerous are not permitted. Students may not attend school barefoot or wearing footwear that may be unsafe such as slippers or heeled shoes (wheels on sneakers).

- Students may not wear clothing which hinders the ability to identify them. They may not wear hats, bandanas (no bandanas around arms, neck, wrist).
- Students may not wear headphones or ear buds around their neck or in their ears.
- Students who violate the above rules may receive disciplinary consequences and must change into appropriate attire.

To ensure effective and equitable enforcement of the Lawrence Middle School dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Any actual or perceived dress code violations are to be addressed with the student in a manner that does not publicly shame or humiliate the student.

EARLY DISMISSAL FROM SCHOOL

When students need to be dismissed early from school these procedures must be followed:

1. A parental note indicating the student's name, time, reason and day phone of parent/guardian should be given to first period teachers or the Main Office staff on the day of the planned early dismissal. This note will be filed in the student's attendance record in the Attendance Office.
2. All students must be picked up in person by a parent, guardian or an adult who is appropriately identified on the student's emergency form or in Genesis. Identification may be requested for sign-out.
3. Phone calls from parents/guardians will not be accepted in lieu of notes or personal pick up.
4. Permission to leave school because of illness may only be granted by the school nurse or by the administration if contact can be made with a parent or guardian.
5. **Students who leave school without following these procedures shall be subject to disciplinary action.**

If a student returns before the end of the school day, they must sign in at the Main Office upon re-entering the building.

EMERGENCY CARD

An emergency form should be completed and returned to the Main Office during the first week of each school year. Students may not be permitted to participate in any extra-curricular activities unless an accurate, updated emergency form is on file. The main purpose of the emergency card is to help us locate the parent/guardian in the event of illness or emergency involving the student.

EMERGENCY DRILLS/CRISIS SITUATIONS

Emergency drills will be held twice monthly. These drills could simulate fire, evacuation, and lockdown situations. Students and staff must follow the specific procedures for the individual drill. If necessary, exit the building quickly, quietly and orderly and assemble in lines outside the building. Students must remain with their class at all times. Students may not go to their lockers or lavatories during any one of the drills. The classroom teachers will take attendance. When evacuating, students need to be a minimum of 200 feet from the building. Students who do not follow these rules may be subject to disciplinary action.

In emergency situations, the administration may lockdown LMS or move students to another facility. On these occasions, school and district emergency response procedures will be enacted. Students, whose actions (including cell phone use) foster panic or alarm, disrupt the smooth operation of school or the implementation of emergency procedures may be suspended and prosecuted to the fullest extent of the law.

EMERGENCY SCHOOL CLOSING

If it is necessary to close schools or to declare a delayed opening because of extreme weather conditions or other emergencies, an email blast and phone dialer will be sent to families to notify them of changes in the status of schools. Therefore, it is important that we have correct household contact information. Notice will also be posted on the district website (www.ltps.org), and it's Facebook Page. Parents can also follow us on Twitter@LTPS1 or subscribe to QuickNews, the free e-newsletter, which can be subscribed to via the district website.

When school is in session and it becomes necessary to close school early because of extreme weather conditions or other emergencies, the above contact procedure will be implemented.

EQUAL EDUCATIONAL OPPORTUNITY

Equity in education at Lawrence Township Public Schools (LTPS) means providing every student with what they need to succeed. We are committed to having every student thrive emotionally, socially, academically and physically by:

- Creating and cultivating a welcoming, safe, caring, and inclusive learning community,
- Building strong relationships to foster a culture of belonging,
- Ensuring our schools, families, and community partners feel connected, supported, and celebrated,
- Providing access to curricula and resources that is representative of our LTPS community,
- Setting high expectations to achieve goals and contribute to the global community.

The District Affirmative Action Officer is Mr. Sean Fry.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments.

Field trips are a privilege. Students may be excluded from a field trip if they have been chronic violators of school rules or if they have outstanding debts owed to LMS. Students who have not filed a current emergency card with the school or who are in danger of exceeding the allowable absences may be excluded. The principal or the assistant principal may exclude a student from a field trip for reasons that they deem appropriate. In deciding to attend a field trip, the student accepts responsibility for their actions while on the trip.

Field trips are arranged by the school to provide additional educational experiences and enjoyment for students. Students are required to abide by school rules and follow the instructions of chaperons on all school sponsored trips and activities. Students and staff members must complete the proper forms and submit them to the administration for approval.

Students with poor school attendance or on Loss of Privileges may be denied permission to participate in field trips.

FLAG SALUTE

New Jersey law (18A:36-3) requires students to show respect for the flag of the United States of America. Each morning students are expected to be respectful and participate in the morning exercises.

FOOD/DRINK

- Students may not drink or eat anything, at any time in the hallways; stairs, stairwells, etc.
- In the classroom, students may drink water only.
- Students may not drink any other beverage or eat any food in classrooms.
- No food or drink from outside vendors is allowed. Drinks, food, etc. may be confiscated and discarded.
- Food/drink may not be taken out of the cafeteria unless a student has administrative approval. Students must place all lunch items in an appropriate bag prior to exiting the cafeteria.

FUNDRAISING

Individuals may **not** raise funds or sell items for personal use or for groups outside of LMS. Advisors or coaches of LMS teams, clubs, groups, activities, etc. may request permission to have fundraisers. Administrative approval is needed for all fundraising projects. Forms are available in the Main Office. Class and club advisors must submit the appropriate forms to the Assistant Principal. Fundraising may not be carried on during school hours. Students may not sell fundraising items by going “door to door.” During school hours students are restricted from selling items for personal fundraising.

GANG ACTIVITY

Any actions by students that are designed to promote gang membership, loyalty, or activity are prohibited. Any person who solicits recruits or coerces (by threat or intimidation) another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include, but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, having bandanas hanging out of pockets and/or producing gang graffiti on school property. Taking pictures on school property and posting them on social media in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited.

Taking pictures in school or on school premises in which students are demonstrating gang allegiance or gang hand signals is prohibited and students will be suspended from school. Students who, by their action or non-action, invoke fear, intimidate or lead or allow others to believe that they are in a gang are guilty of intimidation, bullying and harassment and will be in violation of school policy. These students will be suspended for a time to be determined by the principal, whose responsibility is to ensure the safety of all students. All students must feel comfortable and free from fear coming to school.

Any information gathered by school officials regarding possible criminal activity will be turned over to local police authorities.

GUIDANCE AND COUNSELING SERVICES

The guidance and counseling programs are developmental in nature and are an integral part of the total educational program at Lawrence Middle School. The program is designed to assist students in acquiring and using life-long skills. Programs and services provide opportunities for students to foster interpersonal communications, enhance and improve academics, encourage self-awareness, and provide career awareness opportunities.

Counselors assist students in their academic planning, personal and social development, and educational and career choices, self-understanding, and intellectual development.

Through individual and group counseling, students are assisted in finding solutions to individual problems, developing post-middle school plans, selecting appropriate programs of study, interpreting test information, and preparing for careers.

Students are assigned a counselor with whom they may discuss any matter. Appointments are made through the Guidance Office Secretary.

SOCIAL AND EMOTIONAL RESOURCES

NJ Suicide Prevention Helpline (24/7)

1-888-222-2228(text or call)

Nat'l Suicide Prevention Lifeline (24/7)

1-800-273-8255

**All students will have this important information located on the back of their Student ID Card.*

RETENTION POLICY

Pupils will be promoted to the next succeeding grade level when they achieve the instructional objectives set for each course of study, demonstrate mastery of the proficiencies established for each course, and have a satisfactory attendance record. School attendance shall be a factor in the determination of a pupil's promotion or retention. BOE Policy #5410. All pupils are expected to adhere to the district's attendance BOE Policy #5200 and #R 5200.

Parents or legal guardians and pupils shall be regularly informed during the school year of the pupil's progress toward meeting promotion standards. A teacher or counselor who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent or legal guardian and the pupil and offer immediate consultation to the pupil's parent or legal guardian.

STUDENT ASSISTANCE COUNSELOR (SAC)

The Student Assistance Counselor is a trained mental health professional who is available to help students with substance abuse problems. The SAC is a resource for those who may have concerns about themselves, family members or friends related to alcohol or other drugs. The SAC is also available for individual short- term counseling for problems related to stress. Parents, who have concerns about their children in the area of substance abuse or other stresses, should contact the SAC. The counselor also serves as a resource person for the curriculum in the area of substance abuse.

HALLWAY BEHAVIOR

Students must be considerate of others. Students must travel in the halls in a respectful and appropriate manner. They should not yell or scream, hit, push, or run in school. Students must not congregate in groups at their lockers, doorways, or in the halls. Students must keep moving when in the halls and enter the classroom when they arrive at class. Students who loiter in halls, block doorways or disregard staff direction will be subject to disciplinary action. All students in the hall once the bell has rung must have a pass.

HARASSMENT OR HAZING INCIDENTS (REPORTING PROCEDURES)

Students must report harassment or hazing incidents to the teacher, coach or advisor of the activity in which they are involved or to a school administrator. The coach, advisor or school administrator will complete a Harassment Report and file it with an assistant principal or

principal for investigation and follow-up. The appropriate school personnel will notify parents when a report is filed.

In cases of perceived harassment, students must report it to a school counselor, teacher or administrator. A Harassment Report should be completed and filed with an assistant principal or Anti-Bullying Specialist for investigation and follow-up.

HEALTH SERVICES

SCHOOL NURSE

Full time services of the school nurse are available in case of emergencies, or for illness or accidents that occur during the school day. The nurse will not dispense any medication unless the student has filed the appropriate forms with the nurse. Parents are urged to phone the nurse when their child is absent for an extended time because of illness; other absences should be reported to the Attendance Office.

Some activities of the Health Services Department are in the line of screenings and preventative health measures, as required by NJAC 6A:16. All New Jersey students are required to be up-to-date in their immunizations. Health, weight, hearing, vision, blood pressure and scoliosis screening will be obtained on specific students as per state mandate. Students who need to see the nurse must first obtain a pass from their classroom teachers. The school nurse would be happy to talk to parents concerning any specific medical or physical problems experienced by their child.

Sports physicals are conducted by the school doctor three times per year for students without access to a primary care doctor. Please inquire at the nurse's office for available dates or check the district website. Students will not be permitted to participate in athletics without a current physical on file in the nurse's office, sports registration completed online, impact concussion testing and medical clearance from the district physician.

EMERGENCY CARE FORM

The main purpose of the emergency care form is to help us to locate the parents/guardians in the event of illness or emergency involving a student. Hospitals and private doctors will not give emergency medication or treatment or perform any kind of surgery except when the parent or guardian is present. Therefore, it is very important that we are able to locate a parent or guardian at any time. The Emergency Care Form should include the phone numbers of individuals who can be contacted to locate parents for emergency calls and have permission to pick up the student when ill and parent cannot be reached.

EXCLUSIONS FROM SCHOOL

Below is a list of most commonly seen illnesses and the exclusion time from school. These exclusions are an effort to control the spread of communicable disease in the classroom. It is understood that balancing work responsibilities with the care of an ill child can be difficult. Many children return to school sick because they are anxious to return or fear missing a special event. It is important to remember that children sent back to school, before they are recovered from an illness for whatever reason, may still be contagious and able to infect others. Children who are not feeling well have difficulty performing well in school.

Not sharing germs by staying home when you are sick is the best way to prevent the spread of illness.

If your child exhibits the following illnesses please adhere to the below procedures for remaining home:

Fever

Any child with a temperature of **100 degrees** is excluded from school. Please contact the Nurse's Office to report fever. Children must be fever-free (*temperature below 100 degrees*) **for a full 24 hours without the use of fever-reducing medicine**, BEFORE returning to school. Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day. Not just in the morning or at night, to be certain they have completely recovered from their illness.

Vomiting and/or Diarrhea

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by virus, something they ate or some other reason; therefore, any child who vomits or has diarrhea is excluded from school. Children who vomit or have diarrhea should remain home until they **have not vomited or had diarrhea for a full 24 hours**. Children should be **tolerating regular meals** without discomfort.

Cough

Children who are **coughing continuously** should remain home if the cough is such that it interferes with their ability **OR** the ability of others to concentrate on school work, **even if they are fever-free**. **Written permission from the parent/guardian** is required in order for children to have COUGH DROPS in school. Because of the potential for choking, students are required to come to the Health Office to have their cough drops.

Strep Throat

Children diagnosed with **strep throat** need to be on **antibiotic therapy for a full 24 hours** before returning to school. They must also be **fever-free for a full 24 hours** before returning to school.

Pink Eye

Children diagnosed with **bacterial conjunctivitis** need to be on **antibiotic therapy for a full 24 hours and have no purulent discharge** from the eye(s) before returning to school.

Influenza-like illness (ILI)

Children with a fever, cough, and/or sore throat are considered to have **ILI**. Children with ILI should stay home and not go into the community (except to seek medical care) for **AT LEAST 24 HOURS after being fever free without the use of fever-reducing medicine**.

Chicken Pox

Children diagnosed with Chicken Pox may return to school when exposed scabs are dry.

Infectious Skin Conditions

Student must be on prescribed medical treatment for 24 hours a day prior to returning to school. For open and/or draining lesions, exposed areas of skin must remain covered while in school.

Diabetes

Diabetes is a serious chronic disease and must be managed 24 hours a day. Students with diabetes will work with the school nurse to develop a health plan. For more information see Board Policy #5338.

Allergies in School

Students with severe allergies may be at risk for anaphylaxis, a sudden and severe reaction that can involve various areas of the body. Please see Policy #5331, which has been developed in accordance with the guidelines for the management of life-threatening allergies in schools developed by the NJ Department of Education. The roles and responsibilities for managing allergies are outlined in Regulation 5331 D. Parents should inform their school nurse of any concerns they have about severe allergies and the management of the allergy in school.

EXCLUSIONS FROM SCHOOL FOR NON-ILLNESS

Lice

Pediculosis capitis is an infestation of the hair on the scalp. The gold standard for diagnosing head lice is finding a live louse on the head. Students will be sent home if the school nurse determines that the student has lice. Students would be allowed to return to school after proper treatment with an anti-pediculosis shampoo and rechecked by the school nurse. If the child continues to show evidence of live lice infestation, he/she will be excluded until the signs dissipate. If the nurse determines no live lice upon return to school they may return to class. If a student returns to school with nits only they will return to class. Please contact your school nurse for more information.

HOME INSTRUCTION

1. A student is eligible for home instruction when there are exclusions from school for medical, health, or rehabilitation related purposes. Verification for out of school instruction must be submitted to the school to submit to the district physician for approval.
2. A student on homebound instruction is considered absent from school and therefore may not participate in co-curricular activities until such time as the student is able to return to regular daily school attendance.

HONOR ROLL

The school recognizes students for middle school academic achievement and generates an honor roll for each trimester. The honor roll requires all A's for high honor roll and a combination of A's and B's for regular honor roll.

HOUSE STRUCTURE


Lawrence Middle School consists of three houses (Phoenix, Draco, and Orion). Each house consists of 7th and 8th graders. It has been proven that students who are involved in school activities are more attentive towards their teachers and rules, exhibit improved academic performance, and feel better about themselves. To address this issue, Lawrence Middle School implemented a system to energize our middle school students and promote school spirit. The house system creates our school community, service to others, and personal responsibility.

House of PHOENIX –Ms. Tracy Bozarth; tbozarth@ltps.org (House Leader)




Prepared for extraordinary learning
Honest with our words
Open to ideas and friends
Enthusiastic about success
Noble in our actions
Industrious at all times
Xenial toward newcomers

House of DRACO – Ms. Kate Reynolds; kreynolds@ltps.org (House Leader)

	<p>Diligent in our quest for knowledge Respectful of ourselves and others Accepting of others' differences Choosing wisely in every situation Observant of house and school rules</p>
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House of ORION –Ms. Shannon Stromenger; sstromenger@ltps.org (House Leader)

	<p>Optimistically pursue our dreams Reach for the stars Interact respectfully with each other Open our mind to new ideas Navigate our way to success</p>
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INAPPROPRIATE DISPLAYS OF AFFECTION

School is not the place for outward displays of affection for one's significant partner. If such a situation occurs and persists, the school will notify parents and disciplinary action may be taken.

INCOMPLETE GRADES

Trimester requirements for any incomplete grade should be fulfilled within two weeks after the end of the trimester. Incomplete grades will become F's **three (3) weeks into the next trimester.**

INSURANCE

(Student and Athletic Accident)

The Lawrence Township Board of Education has a full-excess Compulsory Student Accident Insurance Program for the school year. This means that all students, athletes, band members and cheerleaders are automatically covered under this program while in school or participating in school sponsored activities.

In the event that medical expenses are incurred as a result of an accidental injury, the Student Accident Policy would provide excess coverage for reimbursement of medical expenses. In other words, the policy is excess over any other collectible insurance that may be in effect. The primary purpose of the Student Accident Policy is to pay only that portion of the medical expenses not paid by any personal or group insurance that might already cover the student. If there is no other insurance in force, or if the other insurance does not offer coverage for a particular accident, the Student Accident Policy will pay primary benefits.

Should an accident occur, claims forms can be obtained from the Nurse's Office. Injuries must be reported to the insurance company within ninety days (90) of the date of injury. To ensure a prompt settlement, the claims procedure outlined on the claim form must be followed.

LATENESS TO CLASS

- Absences will accumulate as a result of tardies. Three (3) unexcused tardies to class will equal one class absence.
- Five unexcused class tardies (per trimester) to the same class will result in an administrative detention; an administrative detention will be given for each subsequent tardy.
- Any lateness of more than fifteen minutes to a class will equal one class absence.
- Students may not be in the halls or bathrooms during class time without a pass.
- Students must be in the cafeteria for their lunch period when the bell rings. Students who are late to lunch are subject to disciplinary action and may be requested to eat their lunch in an alternate setting.
- Students who accumulate 10 or more lates to class may receive a disciplinary consequence, including morning seat time.
- Students are required to be on time to all scheduled classes. At times, administrative sweeps will be conducted to gather students who are late to class or in the hall without a pass. Student information will be taken and students may receive detention or other disciplinary consequences. Students who are tardy may be detained by teachers/staff and may not be permitted to attend class at the discretion of the administration.

LATENESS TO SCHOOL

- Students who arrive late to school will report directly to the Main Office and sign in to the turnstile. Students are considered tardy if they arrive to school after their first class has begun.
- Absences will accumulate as a result of tardies. Three (3) unexcused tardies to school will equal one unexcused absence. Beginning with the fifth tardy, and each one thereafter, will result in a detention.
- Students who are chronically late to school will be subject to disciplinary action. Students who accumulate 10 or more lates to school may receive a disciplinary consequence, including morning seat time.
- Students must attend a minimum of 4 hours of instructional time to be eligible for athletic contests or other activities that day including but not limited to the Farewell Ceremony, 8th Grade Celebration, Field Day or 7th Grade Picnic.

LEAVING SCHOOL GROUNDS

When a student arrives on school grounds, they may not leave the campus. Any student who leaves school grounds during school hours without administrative permission will be suspended.

LIBRARY MEDIA CENTER

The LMS Library/Learning Commons is ready to provide students with books, online databases, ebooks, and reference works in all curriculum areas. Many of these resources are available electronically to our students at home. In addition to books and databases, our dedicated staff makes the library a learning commons where all students can access the world of knowledge in a space that supports learning and inquiry. A student may come to the library with teacher permission. Students are encouraged to email the librarian with questions at any time. Please visit the library website at <http://tinyurl.com/medialms>

LOCKERS

All lockers are the property of the Board of Education. School administrators are authorized to search a student's locker, with or without the consent of the student. Each student is assigned a hall locker for books, outer garments and personal items. All lockers have combination locks and students have the responsibility for securing their locker. Students may **not** share their hall or gym lockers or private combination numbers with other students. Locks may not be adjusted or tampered with in any way. Please contact a secretary in the Main Office immediately to report lockers that need repair.

Students are responsible for keeping lockers clean and for locking them. The school district is not responsible for articles stolen from student lockers, or for articles left at the end of each school year. Periodic unannounced inspections of student lockers may be conducted by the administration. The school administration will use police and police dogs to help conduct searches when they feel it is necessary to maintain the safety of students and staff.

LOSS OF PRIVILEGES FOR EXTRACURRICULAR ACTIVITIES AND EVENTS

The success of extracurricular activities and after school events sponsored by LMS is dependent upon the cooperation of the students and participants. Students who have demonstrated consistent or blatant disregard for school rules, regulations and policies will NOT be permitted to attend events such as, but not limited to, school dances, school plays, concerts, or field trips.

The administration may prohibit students from attendance or participation in school sponsored events for any of the following reasons:

- Student who was suspended from school for fighting or possession of a weapon.
- Student who was suspended from school for a violation of the substance abuse policy (alcohol or drugs) as stated in the handbook.
- Student who has accumulated more than 5 discipline referrals which resulted in disciplinary action.
- Student who has not fulfilled their obligations to the school, e.g., has not returned uniforms, paid fines, served detentions, provided accurate and complete emergency forms, etc.

LUNCH PROGRAM

LTPS uses PaySchool Central Point of Sale system. Parents can deposit money into student's school meal account. Students can access their accounts by entering their student ID number into a pin pad at the register. Students who borrow money from the cafeteria will only be entitled to a complete lunch. No other purchases such as Snapple, cookies, or chips are permitted. Loaned monies must be paid back within 24 hours. No student will be allowed to exceed a negative balance of \$5.00 and will not be permitted to borrow any additional monies until the balance is cleared. At the end of each trimester, students with a negative lunch balance which exceeds \$5 could lose access to Genesis.

MEDICATION

MEDICATION DURING SCHOOL HOURS

Whenever possible, the parent/guardian should arrange with their physician for medication to be given outside of school hours. If, however, their physician deems it necessary for the student to take medication during school hours, there are specific procedures to follow. **These procedures are to be followed for all medications, including over-the-counter or short-term medications such as antibiotics or cough medicine.** (Medication forms are on-line at our District website) New doctors' orders are required at the start of each school year.

1. The physician must complete and sign one of the three District forms:
 - **Asthma Action Plan** → Students who have asthma and use an inhaler or nebulizer
 - **Allergic Reaction Action Plan** → Students who have food or other allergies and require emergency medication
 - **Request for Administration of Medication** → Any other medication required during school hours
2. The parent/guardian must sign the medication form and return it to the nurse.
3. **Asthma Inhalers and EpiPens ONLY→ Permission to Self-Administer Medication section**
 - The physician and parent must sign that the student is capable of self-administering their medication.
 - The student must demonstrate to the school nurse that they have proper knowledge and use of their medication.
 - Please call your school nurse to review the District's policy regarding under what circumstances students are permitted to self-administer medication during school sponsored events.
4. **For the safety of all students, medication must be hand delivered to the school nurse by the parent/guardian in the original pharmacy labeled container.**
 - When getting the prescription filled—ask the pharmacist to provide an extra labeled container for school
5. **Asthma medication via NEBULIZERS:**
 - In addition to the medication, the parent needs to also provide a mask, chamber & tubing that stays in the Health Office.
6. **The prescribing physician must provide written orders if there is a change in the original order. New orders are required in September even if a change order was received during the school year. New orders are needed every September.**
7. If your child needs to have **COUGH DROPS** in school, a note from the parent/guardian is required.

MEDICATION ON FIELD TRIPS

School law forbids teachers from administering medication in school and also on school sponsored trips. This can create problems due to the shortage of qualified substitute nurses available to accompany students on a field trip in order to administer medication. We are committed to meeting the health needs of each student, but we must also consider the health and safety needs of all the students remaining in the school building. Consequently, we would appreciate your cooperation. If your child will require medication on a field trip, please review the following option regarding field trips:

- Parent/Guardian may accompany the student and give the needed medication.
- Adjust the time for daily medication to be given, i.e., before the trip, or after the trip as the student's doctor requires. (Not Asthma medication or Epi-Pens)

- If the student has asthma and cannot self-administer his/her own medication, a parent/guardian or nurse will need to accompany the student.
- If the student has a life-threatening allergy that requires emergency medication, a parent/guardian, nurse or district employee trained as a designee must accompany the student.

PLEASE CALL THE SCHOOL NURSE SEVERAL WEEKS BEFORE A SCHEDULED TRIP IF YOU NEED TO MAKE SPECIAL ARRANGEMENTS FOR YOUR CHILD.

MENSTRUAL PRODUCTS

Menstrual products such as sanitary napkins and tampons are available free of charge. These products are accessible to students by visiting the nurse's office, the guidance office, the gym locker room or a female or gender-neutral bathrooms.

OFFENSES THAT MERIT SUSPENSION AND/OR LOSS OF PRIVILEGES

(include but are not limited to the following:)

- Administrative inquires
- Any activity which can be viewed as undermining authority of a teacher
- Arson
- Being in an unauthorized area of the building. This includes, but not limited to locker rooms, offices, auditorium, classrooms, etc.
- Bias/hate offenses
- Bringing, using or possessing dangerous weapons
- Bullying
- Causing false public alarm; pulling the fire alarm, creating bomb scares, dialing 911 intentionally without cause etc. (10 days)
- Chronic/excessive class cutting or lateness to school
- Computer misuse (see Acceptable Use Policy for Computers)
- Chronic violation of school rules
- Consuming alcohol or drugs prior to or during attendance at school or school-sponsored activities
- Defiance of/disrespect toward school authority
- Disorderly behavior (see definitions)
- Disruptive and loud behavior
- Engaging in a verbal altercation with another student
- Failure to cooperate with administrative inquires
- Fighting
- Forging school documents including but not limited to transcripts, report cards, and interim reports
- Gambling
- Having a lit cigarette, vape or electronic cigarette device in hand (3 days minimum)
- Harassment
- Harming or endangering a student or self because of reckless or careless behavior
- Hazing
- Inappropriate use of physical force

- Illegal use of a substance (including legal substances and products) (huffing, glue sniffing, etc.)
- Inciting others to fight
- Lateness to lunch
- Leaving school grounds without permission
- Loitering in or on school grounds before or after school hours (without supervision)
- Obscene gestures
- Physically assaulting, threatening or intimidating students/staff
- Plagiarism
- Possessing or exploding firecrackers or other explosive devices
- Possession, distribution, sale of illegal substances (5-10 days)
- Possession of drug paraphernalia which includes but is not limited to wrapping papers, baggies, pipes, bongs, etc.
- Possession of pornographic materials including literature, pictures, videos and DVDs.
- Possession of tobacco products, matches, or lighters, electronic cigarette devices
- Possession of weapons such as knives, guns, chains.
- Posting pictures of teachers, students, or other school personnel on the internet
- Posturing to fight
- Profanity
- Refusal of a student to identify self to teachers or staff members
- Sexual Harassment
- Smoking (4 days minimum); this includes electronic/vaping cigarettes
- Stealing/extortion
- Substance Abuse (see Substance Abuse section below)
- Testing positive for alcohol or other drugs
- Threatening students or staff
- Truancy
- Unauthorized entry into school buildings or vehicles
- Using matches or lighters in class/school
- Violation of In-School Suspension rules

PARENT ACCESS - GENESIS

Parents may view student information by going to the district website and accessing the parental link to Genesis. First time usernames and passwords will be communicated to parents in an email communication, utilizing the email address on file.

PASSES

Students must have a pass whenever they leave class. All passes must have the student's name, the time and destination and the issuing teacher's signature. Teachers and students share the responsibility in issuing/requesting hall passes. Only a regulation pass will be considered official. If a student does not have an official pass, they will be sent back to class. **Students who are in the hall or lavatory during a class period without a pass will receive disciplinary consequence.**

Students are required to be on time to all scheduled classes. At times, administrative sweeps will be conducted to gather students who are late to class or in the hall without a pass. Student information will be taken and students may receive detention or other disciplinary consequences.

PEST MANAGEMENT

As part of a school pest management plan, Lawrence Township Public School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The New Jersey School Integrated Pest Management Act requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Lawrence Township Public School District.

Annually, the district shall appoint an Integrated Pest Management Coordinator. The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. A list of the pesticides used during the past year can be found in the School IPM Plan binder located in each Main Office at the individual schools.

PLAGIARISM (see “Academic Dishonesty/Cheating”)

PROCEDURES AND CONDITIONS OF SUSPENSIONS

- Suspensions shall be used judiciously as an appropriate disciplinary measure when students are disruptive to the educational process.
- Before a student is suspended, an informal hearing will be held with the Principal or Assistant Principal.
- Parents will be notified in writing of the suspension.
- Students will have the opportunity to make up all work missed while on suspension.
- While assigned to an In-School Suspension (ISS), students will not be allowed to participate in or attend any co-curricular or school related activities including after-school activities, assemblies, class meetings, and athletic events and practices.
- Students assigned to ISS may bring a bag lunch to school or purchase a bag lunch from the cafeteria. A limited selection of cold lunches will be available.
- While suspended, Out-of-School (OSS) students are not permitted on any school property within the school district. Further disciplinary or legal action may be taken if this rule is violated. Students will not be allowed to participate in or attend co-curricular or school-related activities while on ISS/OSS.

- A re-entry meeting with the students' parent or guardian will be held for students who are suspended before they are readmitted to classes.

PUNISHABLE OFFENSES

Listed below are many types of student offenses, infractions, and misconduct that are defined as unacceptable and for which school staff is directed to take preventative and/or corrective action.

Offenses Against Property

- unauthorized entry into school buildings or vehicles;
- vandalizing, destroying, damaging, or defacing school buildings, grounds, or school-owned equipment, including vehicles owned by the district or used for school purposes;
- stealing the property of the district;
- misusing the property or equipment of the district;
- vandalizing, destroying, damaging, or defacing the personal property of students or staff including automobiles, books, locker contents, clothing, etc.;
- littering in classrooms, hallways, public areas, or on school property;
- unauthorized occupancy, takeover, or misuse of any school facility or equipment intended for shared student use, such as lavatories, hallways, classrooms, offices, and sidewalks; (this includes loitering in lavatories or in the halls);
- having or consuming food or drink in halls/classes.

Offenses of the Student Against Themselves

- truancy from school;
- tardiness to school or to classes;
- cutting class;
- cheating or other forms of academic dishonesty;
- leaving school grounds without authorization during the school day;
- failure to do required homework or class work or to bring required learning materials to class;
- unauthorized or inappropriate dress that might endanger one's own safety or health or create disruption, distraction, or disorder in the school; dress or attire that hinders staff's ability to identify students is prohibited;
- lying about any matter or jeopardizing one's reputation for honesty and integrity;
- gambling;
- illegal use of substances; huffing, using inhalants.

Offenses Against the School

- violation of any school rule, regulation, or procedure established by principals;
- being in unauthorized places in the school or on the school grounds;
- loitering in school hallways, bathrooms or stairwells;
- smoking, including vaping, in the school, on school property, or at school-sponsored activities;
- serving as a lookout for students who are smoking, fighting or violating other school rules;
- falsifying the names of parents or school staff on passes, excuses, notes, medical notes or other official school documents;
- arson: setting fire to school buildings, equipment or material in the school;

- sounding or causing to be sounded or sending false fire alarms, bomb scares, or other false or misleading messages to the school or community safety agencies; dialing 911 when an emergency does not exist;
- bringing to school or exploding in the school or on school grounds firecrackers or other explosive devices;
- littering in classrooms, hallways, the cafeteria, public areas, or on school property;
- loitering in hallways or bathrooms; blocking hallways, corridors or access lanes;
- substance abuse;
- bringing to school, using in school, or showing symptoms in school or prior use of controlled dangerous substances, anabolic steroids, cigarettes, electronic cigarettes or vapes, or alcohol, or possession of such substances, in lockers, or in clothing;
- giving, selling, dealing, or otherwise encouraging or persuading others to use controlled dangerous substances, anabolic steroids, or alcohol;
- possessing, giving, selling, dealing or otherwise encouraging or persuading others to use, purchase or obtain a counterfeit controlled dangerous substance;
- passing “over the counter” drugs to students;
- serving as a lookout for violators of school rules.

Offenses Against Students

- possession of drug paraphernalia which includes but is not limited to wrapping papers, baggies, pipes, bongs, JUULs, electronic cigarette and vaping devices, etc.
- illegal use of substances; huffing, using inhalants;
- fighting with other students;
- bringing “stink bombs” to school or “setting them off” in school;
- stealing the property of other students;
- videotaping or taking pictures of students without their permission;
- inciting others to fight, threaten, or harm;
- endangering or harming a student or self because of reckless or careless actions;
- throwing snowballs on school property, at school buses, staff or other students;
- driving dangerously on school grounds;
- creating disorder in classes, hallways, or assemblies;
- sexual offenses such as inappropriate touching, whether consensual or not, verbal abuse, or inappropriate sexual expressions;
- violating codes of conduct of organized school groups (i.e. athletic code, honor society code, etc.);
- bringing to or using in school dangerous weapons such as knives, guns, chains, or explosives;
- running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of other students;
- intimidating, threatening with harm, or otherwise creating fear on the part of other students;
- lying about other students’ actions or intentions, in such a way as to harm them;
- procuring another student’s money or possessions by use of threats or fear;
- threatening, in oral or written form another student’s safety;
- bullying.

Offenses Against Teachers or Other School Personnel

- insubordination, disregarding or defying the authority of school staff, or disregarding their instruction and directions;
- refusal to identify self to teachers or staff members;
- videotaping or taking pictures of staff members without their permission;
- use of foul, abusive, derogatory, or demeaning language to teachers or other school staff;
- lying about school staff's actions, directions, or intentions, in such a way as to harm them;
- stealing the property of school staff;
- stealing school passes or being in possession of blank passes;
- creating disorder or disruption in the school;
- running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of school staff;
- demonstrating discourtesy or disrespect of school staff by word or action;
- physically assaulting intimidating or otherwise creating fear on the part of school staff;
- disregarding instructions of school bus drivers, distracting drivers, or interfering with the safe operation of school buses, whether from inside or outside the bus;
- threatening, in oral or written form, a staff member's safety;
- bullying.

This handbook is not a definitive account of all Board of Education policies or school procedures and the school administration will use its discretion in conducting school business and activities, including student management and discipline. Please see the LTPS District Code of Conduct for more information.

REPORT CARDS

Student report cards are made available online to parents/guardians three times each year at approximately the following times: the middle of December, the end of March, and within 10 days after the last day of school in June. Parents can access the Parent Portal of Genesis and open the link to grading. If students have outstanding obligations, report cards may be withheld.

The following grading system is used on the secondary level:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (59 or below)

Parents are encouraged to use Genesis parent access to monitor their student's attendance and academic performance.

SEARCHES OF STUDENTS AND STUDENT PROPERTY

School officials may conduct a search of students and their property (backpacks, handbags, cars, etc.) when the school officials have reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search can be for contraband (e.g. drugs, alcohol, vapes, cigarettes), an instrument used to

commit an offense or violation of school rules (e.g. weapon), the fruits or spoils of an offense or school rule violation (e.g. stolen item), or other evidence of an offense or school rule violation (e.g. “cheat” sheets, hate pamphlets). School officials may search a student’s locker and seize any illegal materials. Cars may be searched when there is suspicion of drugs or of a student being under the influence. Such materials may be used as evidence against the student in disciplinary proceedings.

General searches and inspection programs may be planned and conducted by school officials. These are designed to discourage students from bringing or keeping dangerous weapons, drugs, alcohol and other prohibited items on school grounds. An example of this type of search would be a random search of lockers.

STUDENT GRIEVANCES

Students are encouraged to discuss any problems regarding school issues or procedures with the staff. They shall have the right to question or to appeal the application of policies and administrative decisions affecting them through appropriate channels as defined in the rules and regulations of the district. The following procedures are recommended:

1. Consult your school counselor or other staff member. The Student Assistance Counselor is a valuable resource, especially if the concern is drug or alcohol-related.
2. Work with Student Council representatives. These representatives can make recommendations to the administration.
3. Seek parental guidance or support.
4. Seek an appointment with the Assistant Principal or Principal.
5. Seek an appointment with the Superintendent.

STUDENT INFORMATION UPDATE

It is important that our school maintains accurate, basic information; emergency contacts and health requirements for each student, especially in the case of an emergency. Parents/guardians can confirm and update students’ information in the parent portal of Genesis.

STUDENT PRIVILEGES

Extracurricular activities, including sports, drama, dances, field trips and membership in clubs are privileges for all students. All of these privileges may be denied to students who violate school rules and procedures. Students who owe obligations from previous years may lose their privileges. For example, failure to pay book fines, failure to return emergency card, failure to return uniforms, chronic lateness to any class including lunch or failure to serve detentions, etc. will be subject to loss of privileges. Students who are chronic violators of the school discipline policy may not be eligible for the aforementioned privileges.

The success of extracurricular activities and after school events sponsored by LMS is dependent upon the cooperation of the students and participants. Students who have demonstrated consistent or blatant disregard for school rules, regulations and policies will NOT be permitted to attend events such as, but not limited to, school dances, school plays, concerts, or field trips. **Students may be required to purchase tickets to such events in advance.**

The administration may prohibit students from attendance or participation in any or all school sponsored events for any of the following reasons:

- Students who were suspended from school for fighting or possession of a weapon.
- Students who were suspended from school for a violation of the substance abuse policy (alcohol or drugs) as stated in the handbook.
- Students who have accumulated more than 5 discipline referrals which resulted in disciplinary action.
- Students who have not fulfilled their obligations to the school, e.g. has not returned uniforms, paid fines, served detentions, provided accurate and complete emergency forms, etc.
- Former students who were on Loss of Privilege or were chronic violators of school policy.
- Students who have failed or refused to take random drug tests required by school policy.

SUBSTANCE ABUSE

Lawrence Middle School has a policy of zero tolerance for the use of alcohol, drugs, and other controlled dangerous substances by its students. Please note that the revised New Jersey Administrative Code now allows the district to set minimum requirements for the medical examination.

“The district, in cooperation with the school physician or medical professional licensed to practice medicine or osteopathy, may establish the minimum requirements for the medical report.” (NJAC 6A: 16-4.3i)

The Board of Education prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9,10 and 11.

Students who possess, use, or distribute drugs, alcohol, prescription drugs (except for those for which permission to use has been granted), or imitation drugs in or during school hours, at school-sponsored activities, or on school grounds will be suspended from school (for a minimum of 4 days) and may be recommended to the Board of Education for expulsion. Students who are caught dealing drugs will be suspended up to 10 days and may be recommended to the Board of Education for expulsion. Students who attend school or school sponsored activities under the influence of alcohol or drugs, or after consuming alcohol or illegal drugs, or for smoking a cigarette or electronic cigarette (vaping), will be suspended from school for a minimum of 4 days. Students who are referred to the nurse and Student Assistance Counselor (SAC) because they are suspected of being under the influence of drugs or alcohol may be suspended for a minimum of 4 days if they test positive for illegal substances.

Students who test positive for steroids, according to New Jersey State Interscholastic Athletic Association (NSIAA) policy, will be considered in violation of the school’s substance abuse policy and will be subject to disciplinary action in accordance with that policy.

All students who are in a car, within the designated drug-free school zone, or during school hours (including out to lunch) with illegal substances or with an open or closed container/bottle/can of alcoholic beverage will be considered in possession of illegal substance and will be suspended from school. Cars may be searched where there is suspicion of drugs or students being under the influence. These students will be subject to all LMS procedures regarding substance abuse (including random drug testing) as outlined in the handbook.

PROCEDURES TO BE FOLLOWED IN CASES OF THE USE OF CONTROLLED DANGEROUS SUBSTANCES AND/OR ALCOHOL

Use of controlled dangerous substances, anabolic steroids, or alcohol is illegal. It is regarded as a most serious offense that constitutes a danger to the life and health of the student user and/or to other students. Therefore, the following procedures, as prescribed by law, shall be followed.

A. Reporting of Pupils Under the Influence of Alcohol or Other Drugs (18A:40A-12)

1. Whenever it shall appear to any teaching staff member, school nurse, or other education personnel that a pupil may be under the influence of alcohol or other drugs, that school person shall report the matter immediately to the school nurse or Student Assistance Counselor (SAC) and to the school principal, or in their absence, to their designee. In the case of school functions where the stated parties are unavailable, the staff member responsible for the school function shall be notified. Any staff member who reports a pupil to the principal or their designees in compliance with the stated provision of the regulation, shall not be liable in civil damages as a result of making such a report as specified, NJSA 18A:40A-13 and NJSA 18A:40A-14.
2. The pupil shall be removed to a protective environment for observation and care by the school nurse or staff member responsible for the school activity until arrangements have been made for an immediate examination. If the school nurse and principal (or their designee) has reasonable suspicion that the student is under the influence of alcohol and/or drugs, the student will be required to undergo a medical review including a test screening for the presence of drugs. The test sample must be obtained **immediately**. The results of the drug/chemical screening must be given to the school nurse as soon as possible. A specimen which is determined to be diluted or adulterated will be considered a positive specimen.
3. The Principal or designee shall immediately notify the parent/guardian of the student and arrangements will be made for an immediate medical review including test screening of the student. This medical review can be performed by a physician chosen by the parent/guardian or by the medical provider designated by the school. If the doctor chosen by the parent is not immediately available, the examination shall be conducted by the medical provider designated by the school.
4. If the medical provider is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. A local emergency rescue squad should provide transportation to the emergency room. If the parent is not available, a school staff member designated by the principal will accompany the student to a local emergency room.
5. If, at the request of the parent or legal guardian, the medical review is conducted by a physician other than the school medical provider, the review shall be completed immediately and at the parent's or legal guardian's expense.
6. The purpose of the medical review is to diagnose whether the pupil is safe to return to school and free from the influence of alcohol or other drugs. A written report of the review shall be provided by the examining physician within twenty-four (24) hours to the parent or legal guardian of the pupil and to the school nurse. The results of the drug screen shall be sent to the school nurse upon completion.
7. The parent must take the student for the medical review immediately upon leaving the school. If a parent does not follow this policy, this is considered a violation of the New Jersey state statute, district and school policy. In such instances the student will be suspended and the parent may be reported to New Jersey Division of Child Protection and Permanency.

8. When the principal or designee is advised in writing by the examining physician that the pupil is medically cleared, the pupil shall be allowed to return to school (unless the student has been suspended). (See details in the following section, “LMS procedures following referrals for suspected substance.”) Students who are referred to the nurse and SAC because they are suspected of being under the influence of drugs or alcohol may be suspended for a minimum of 4 days if they test positive for illegal substances and loss of school privileges for a period of time to be determined by the administration.
9. The pupil shall be required to meet with the SAC or school nurse for the purpose of determining the extent of the pupil’s involvement with these substance and possible need for treatment. An evaluation by an outside evaluative agency may be required to further determine the level and severity of the student’s drug involvement. If it is determined that the pupil’s involvement with and use of alcohol or other drugs represent a danger to the pupil’s health and well-being, referral of the pupil to an appropriate treatment program approved by the Commissioner of Health shall be enacted. Refusal or failure by a parent to comply with the provisions of NJSA: 40A-12 shall be deemed a violation of the compulsory education act (NJSA 18A:38-25 and 18A:38-31 and/or child neglect (NJSA 9:6-1 et. Seq.)
10. Students who consume alcohol and/or drugs prior to or during a school function (dance, prom, play, sporting event, etc.) or who are in possession of alcohol and/or drugs during a school function will not be permitted to attend any school function without the permission of an administrator. This loss of privilege will automatically be extended from year to year.

LMS PROCEDURES FOLLOWING REFERRALS FOR SUSPECTED SUBSTANCE ABUSE

Board of Education Policy # 5530

Any student who is possession of drugs, alcohol, or e-cigarette (vaping) devices in school or at a school function or who uses drugs, alcohol or e-cigarette (vaping) devices before attending school or a school function must adhere to the following procedures upon their return.

Any student who is referred by a staff member to the school administration for the purpose of determining if that student is under the influence of alcohol and/or drugs and who tests positive for drugs, alcohol or illegal substances must adhere to the following procedures upon their return to school:

- a. The student and a parent/guardian must meet with the Student Assistance Counselor (SAC), an administrator, school counselor, or other appropriate staff member to determine the course of action for the student and create a contract for the student to sign and follow.
- b. The student must meet with the SAC at regular times as designated by the SAC.
- c. The student must submit to random screening for drugs. If a random urine screening is tampered with or adulterated in any way, the student will be retested at the discretion of the administration.
- d. If recommended by the SAC, the student must be evaluated by a certified alcohol and drug counselor to determine the level and course of treatment. The student shall adhere to the recommendations of the outside agency.
 - If a parent and/or student fail to adhere to the above school procedures, the students will be suspended for a minimum of 4 days.
 - A student who continues to test positive on random drug screens shall be recommended for an appropriate substance abuse evaluation.
 - Suspension for use, possession, distribution or failure to follow the above policy may require students to perform community service.

- e. The second drug and/or alcohol related offense shall result in a 10-day suspension with possible recommendation for expulsion. Students who initiate a referral for themselves will not be subject to disciplinary action.
- f. Any offense (including the first) involving possession with the intent to distribute, sell or traffic drugs and/or alcohol will result in an indefinite suspension until a school board hearing takes place.

TEXTBOOKS/FINES

The school will provide the necessary textbooks for the student to use during the year. If the student loses or damages a book, the student will be required to pay its replacement cost. No marks are to be made in school texts. Students who do not return textbooks, library books or athletic uniforms, or repay outstanding lunch balances may be subject to loss of privileges.

VISITORS

Only district staff and students are permitted to enter district schools. All visitors must report to the Main Office and sign in with security. Students are not allowed to bring siblings, children, guests or visitors to school. Students who attempt to bring a visitor to school will be sent home with the visitor. Parents who want to formally visit the school must get prior approval from the principal.

WEAPONS

Weapons of any type are strictly prohibited on school premises or at any school-approved activity. In all cases the Lawrence Police will be notified and the weapon will be confiscated. Severe disciplinary action will result.

Definition

For the purposes of this policy, 'weapon' is defined as any item:

1. So, defined by State Statute N.J.A.C. 2C:39-1;
2. Capable of causing harm or bodily injury for which there is no educational, instructional or lawful purpose
3. Observed to have been displayed or used as a weapon.

This definition includes, but is not limited to guns, knives, stun guns, mace, pepper gas, tear gas, brass knuckles, sharp rings and jewelry, studded bracelets and necklaces, box cutters, blackjacks, and martial arts weapons, weapons fashioned or made at school, i.e. shiv/shank. Students may not bring pen knives, razor blades, Swiss army tools or Leatherman tools.

Penalties

Level 1 - There shall be an immediate suspension pending a mandatory expulsion hearing before the Board of Education for any pupil who is in possession of a gun or who displays gun on school premises or at any school-approved activity.

Level 2 - A minimum of 10 days suspension will be required for any pupil found to be in possession of any other weapon or for any pupil who has displayed or used as a weapon, any item with the intent of threatening or causing bodily injury on school premises or at any school-approved activity. In all cases of weapons possession, Lawrence Township Police will be notified.