

LEONIA MIDDLE SCHOOL

**Student Handbook
2017-2018**



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Principal

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Vice-Principal

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Principal's Message

At Leonia Middle School we are a caring community dedicated to respect, honesty, and learning. Each of these concepts takes the conscious effort of everyone in the school at making LMS a welcoming place to learn and grow. By walking into the building every day, faculty and students dedicate themselves to teaching and learning. Your work here is supposed to be challenging and, at times, you may find it even difficult. I encourage you to ask questions, to sit and struggle through hard problems, and to help your classmates when you can. It is through teamwork and compassion that we become effective problem solvers and valuable members of society. This handbook contains some helpful information that will serve as a guide for you this school year. Please take a look at the different sections and always ask questions about things you do not understand.

I am very proud to be the principal of the Leonia Middle School. I am equally proud of the hard work the students, faculty, and staff embark upon every day. It is this hard work that makes LMS a great place to learn.

Sincerely,



David G. Saco

ADMINISTRATION - LEONIA

Joanne Megargee - **Superintendent of Schools**
Gregory Van Nest- **Director of Curriculum & Instruction**
David G. Saco - **LMS Principal**
Christine P. Davis - **LMS Vice Principal**

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2017 - 2018 SCHOOL CALENDAR

SEPTEMBER

- 4 Labor Day – School Closed
- 7 First Day of School (Single Session)
- 7 1st Marking Period Begins**
- 21 Rosh Hashanah – School Closed

OCTOBER

- 9 Columbus Day - School Closed for Students
Professional Day

NOVEMBER

- 8 1st Marking Period Ends**
- 9 -10 NJEA Convention – School closed
- 13 2nd Marking Period Begins**
- 22 Single Session Day
- 23-24 Thanksgiving – School closed

DECEMBER

- 22 Single Session Day
- 25-29 Holiday break – School closed

JANUARY

- 1 Holiday Break – School closed
- 2 School reopens**
- 15 M.L. King Day - School Closed for Students
Professional Day
- 26 2nd Marking Period Ends**
- 29 3rd Marking Period Begins**

FEBRUARY

- 19-20 Presidents' Day/Winter Break

MARCH

- 30 Good Friday – School Closed

APRIL

- 6 3rd Marking Period Ends**
- 9 4th Marking Period Begins**
- 16-20 Spring Break – School Closed

MAY

- 28 Memorial Day – School Closed

JUNE

- 19 4th Marking Period Ends**
- 20 Single Session Day - Students
- 21 Single Session Day - Students
- 22 Last Day for Students and Staff
Single Session Day – Students

LEONIA PUBLIC SCHOOL DISTRICT MISSION STATEMENT

Our District's mission is to provide schools that respond to individual needs and abilities, as well as our democracy's interest in an educated citizenry. We seek to inspire our students to develop their unique talents, to live productively, and to make a positive difference in an increasingly complex and interconnected world.

In concert with home and community, knowledgeable educators will tailor rigorous programs that encourage relevant learning in the humanities, arts, sciences, math, wellness and technology.

As a result of their experiences with our staff and within our schools, our students will learn to think clearly, critically, and creatively. They will appreciate diverse cultures and viewpoints. Most importantly, they will acquire a lifelong love of learning that will enable them to adapt and thrive in a changing world.

(Adopted: September 24, 2007)

LEONIA MIDDLE SCHOOL PHILOSOPHY

The philosophy of the Leonia Middle School is one of high expectations. We are the school community of Leonia and Edgewater. We serve students from Leonia in grades six through eight and students from Edgewater in grades seven and eight, providing all students with the passage between the elementary schools and the high school. Its program is based on the unique needs and characteristics of the young adolescent which encompasses physical, psychological, intellectual and ethical needs.

Articulation between the elementary schools and the middle school is an ongoing process. It is student focused and an integral part of the elementary student's transition to the middle school. Flexible scheduling allows for varied learning activities, grouping and regrouping students' for instruction, and common planning time for teachers. Common planning time is essential for teachers. It allows for peer group affiliation while facilitating student learning. Interdisciplinary approaches in all curricular areas are encouraged. This provides for integration of the curricular areas with a varied range of exploratory opportunities for students.

The main purpose of the middle school education is to promote young adolescents' intellectual development. We strive to enable every student to think creatively, to identify and solve meaningful problems, to communicate and work well with others, and to develop the base of factual knowledge and skills that is the essential foundation for higher order thinking skills. We are dedicated to excellence, equity, and being responsive to the developmental needs of all young adolescents.

The middle school curriculum, as well as assessments and instruction, is based upon the Common Core Content Standards. These standards were developed to ensure success for every student, thus supporting the concepts of excellence and equity. Excellence through standards based education requires an understanding of common essential knowledge, critical thinking, and problem solving skills. Equity ensures that all students are prepared to achieve higher standards and to become lifelong learners.

The students meet in heterogeneous groupings. Classes include students with diverse needs, backgrounds, interests, achievement levels, and learning styles. Consistent staff development ensures that all teachers are cognizant of current educational concepts and implement strategies within the classroom that support the middle school philosophy.

The Leonia Middle School promotes a positive climate through clear academic and behavioral goals, order and discipline, high expectations, a well-planned and integrated curriculum, a variety of teaching strategies, and a safe environment for learning and development. The core of our instruction is student-centered, forward-thinking, outcome-based, student motivated, creative thinking that fosters lifelong learning.

ATTENDANCE/SCHOOL PROCEDURES

REPORTING ABSENCE FROM SCHOOL

Your parent/guardian should call the school by 8:30 am at 201-302-5200, press 1 if you are going to be absent for the day. When you return to school, you must bring a note to your homeroom teacher from a parent or guardian explaining your absence.

ATTENDANCE POLICY

Regular and punctual attendance is necessary in order for pupils to receive the maximum benefits of a thorough and efficient educational program. Additionally, after 15 absences the State Department of Education considers a student not college or career ready. In order for the staff of Leonia Middle School to fulfill their responsibility to provide an education for each pupil, parent and student cooperation regarding regular attendance is essential.

A middle school student is limited to twenty one (21) days of absence per school year. A student may be excused from school for such causes as disabling illness, recovery from an accident, required court appearance, death in the family and/or religious observance upon receipt of verification from the parent/guardian detailing the reason(s). Documentation of the nature and causes of absences shall be the responsibility of the student and the parent/guardian.

Parents will be notified of excessive absences in the following manner:

After Fifteen (5) Absences, a letter will be mailed home to alert parents/guardians of absences.

After Twenty (10) Absences, a letter will be mailed home to alert parents/guardians of absences. The letter will be followed up with a call from a guidance counselor.

After Twenty Two (21) Absences, a certified letter will be sent home to notify parents/guardians about their child's absences. The letter will be followed up with a phone call from the administration.

LATENESS TO CLASS

Being in class on time is important for learning. Plan to arrive at your classes promptly. Teachers take attendance at the start of each class and report missing students to the office. If you are going to be late for a class because another teacher has detained you, **obtain a pass from that teacher** and present it to the teacher of the next class.

LEAVING THE BUILDING

If it is necessary to leave the building during the day, a signed, dated note from your parent/guardian is required. Present it to the front desk receptionist before school begins. **A parent/guardian must personally sign you out of the building when you leave. Only a person listed on the Emergency Card can sign a student out if a parent is unavailable.**

For your safety:

- Do not leave the building.
- You cannot be excused from school as a result of a request made by telephone.

LEAVING THE SCHOOL GROUNDS

Once you are on the school grounds in the morning, you are not allowed to leave until 2:51 p.m. without your parent or guardian coming in to sign you out of school. Students not directly involved in an after school activity, meeting with a teacher, or using the library are expected to leave the building and school grounds by 3 p.m. **Students taking the late bus must obtain a bus pass from a teacher and remain on school grounds.**

PARTICIPATION IN SCHOOL ACTIVITIES

Students who are absent from school may not participate in any school activities on the day of their absence. Likewise, students who are suspended (in school or out of school) may not attend such functions during the period of suspension.

MAIN OFFICE

The Middle School's main office houses the offices of the Principal, Vice Principal, School Counselors, and the administrative assistants to the Principal and Vice Principal.

Come to the main office in order to:

- seek help or information;
- inquire about anything of which you are uncertain.

TELEPHONE

A telephone is located in the main office for students' use with a pass from a teacher and permission of office staff. Students may use the phone before and after school and during lunch. Incoming phone calls to students should be kept to a minimum. Messages will be taken as needed. Students will be called out of class for emergency phone calls only.

PUPIL RECORDS

The District of Leonia maintains pupil records as described in the New Jersey Administrative Code 6:3-2. I-2. Should any parent or guardian wish to review his/her child's records, he/she may do so by contacting the school. Chapter 3 of The Code, regarding the maintenance of records, is available for review at the school office.

PARENTAL RIGHTS

(P.L.1997, C.406: Access to Student Records by Parents)

As the structure of the American family has changed over the past few decades, parenting and custodial arrangements have also changed significantly. This may lead to confusion regarding access to student records. P.L.1997,C.406 states that parents have access to educational, medical, dental, insurance, and childcare records of non-emancipated children who are public school students, whether or not the child resides with the parent. The only exception noted in the law is if a court order does not allow for access to these records.

HEALTH SERVICES

Medication

Any student who is required to take medicine during regular school hours must comply with the following school regulations:

1. Pupils requiring medication at school must have a written statement from the family physician, which identifies the type, dosage, time interval, purpose, and side effects of the medication. Written permission of the parent/guardian must accompany the medication.
2. Nonprescription drugs are not to be administered unless written permission is received from your physician who identifies the type, dosage, time interval, purpose, and side effects of the medication. Written permission by the parent/guardian must also accompany the medication. This includes such preparations as cold tablets, cough medications, aspirin, Tylenol, Motrin, antibiotics and eye drops.
3. Medication must be given to the school nurse in the original prescription container that has been properly labeled by the pharmacist or physician.

The school physician will be advised periodically of any drugs administered by the school nurse to a student attending school. No unlicensed individual shall administer medication to any student in the school

system. This is in compliance with the Nurse Practice Act (in the N.J.S.A. 45:11-37 at seq.).

Exams - Physical and Scoliosis:

1. Physical-7th grade-Mandatory - physical administered by your private physician.
2. Sports Physical – Administered by students' private physician or school doctor (if student qualifies).
3. Scoliosis – 7th grade – If you **do not** want your child examined for scoliosis complete the scoliosis form and return to the school.

If you have any questions call the school nurse, at 201-302-5200 ext. 3209.

TRANSFERS

If you are moving from Leonia or Edgewater, or transferring to a private school, please notify the main office at least one week in advance so that all materials can be prepared for your new school. Official records will be sent to the new school as soon as all books and materials are returned.

LOST AND FOUND

Items which are found in the building should be turned into the main office. Lost articles may be claimed any time in the cafeteria. Non-clothing items of value will be kept in the office for the remainder of the academic year.

EMERGENCY SCHOOL CLOSINGS

There may be times when it is necessary to close our school because of extenuating circumstances. Reasons resulting in a sudden closing might be loss of heat in the building during the winter, a sudden snowstorm, electrical failure, etc. When these situations occur, it may be necessary to send students directly home, possibly move them by bus, or have them walk to either our elementary or high school.

It is difficult to communicate with parents when emergencies occur. In an emergency situation requiring the closing of schools, the Leonia Board of Education has initiated a "Global Connect" which will be utilized. Parents should also designate a home or place where students may go during emergencies when supervision is unavailable at home. We maintain a registration card in our office if students are not sure where to go. We will also keep students in school during a snowstorm to wait for parents or guardians to pick them up if they request this on the day of the school closing. Buses transporting students to their homes may also be dispatched early in the event of an emergency school closing.

SNOW DAYS

Channels 4, 5, 7 and 12 on TV – 1010 WINS on the radio, will broadcast school closings due to snow or other emergencies or go to our website.

www.leoniaschools.org

CHARGE LUNCH POLICY

It is the policy of the Leonia School District to allow students in our schools to charge a meal on the occasion when they may have lost or forgotten their lunch. The following procedures will be followed in the school cafeteria:

- A. On the first occasion, a student will be served the meal of his/her choice.
- B. On the second and third occasions, the student will be served a peanut butter and jelly sandwich, fruit, vegetable and milk.
- C. If charges have not been paid after the third charge, students will continue to be fed as per part B and a letter will be mailed to the students' parents/guardians, followed by a phone call from the Food Service Department.

AFFIRMATIVE ACTION - The Leonia Public Schools guarantee each child in the public school system equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence, or social or economic background. Ms. Michele Simon is the Affirmative Action Officer for the Middle School.

CHILD STUDY TEAM

The Leonia Public School System employs a Child Study Team that is comprised of a Learning Disabilities Teacher Consultant, a School Psychologist, School Social Worker, and other district educators. The purpose of the team is to provide consultative and diagnostic services for the children of our school community. Team members are available for conferences by appointment. Questions regarding the Child Study Team should be directed to the school principal.

STUDENT ACADEMIC RESPONSIBILITIES

TEXTBOOKS AND EQUIPMENT - All school property is provided by public funds and requires respectful care. Treat it as you wish others would treat your most prized possession. Textbooks are supplied by the Board of Education. You are responsible for the care of books assigned to you. If books are damaged or lost, fines are imposed.

LOCKERS - At the beginning of the year, you are assigned a hall and a gym locker. Keep your school books, coat, and any materials you bring to school in your hall locker. Please go to your locker in the morning, at lunch time, and at the end of the school day but not between periods. Hall and gym lockers are school property and, for good reason, are subject to inspections, announced or unannounced, at any time. Keep lockers clean and neat. If during the year there is a locker problem, students are asked to report the problem to the main office. Should a lock become damaged or lost, report the problem and a new lock will be issued. Students will be responsible for payment of lost locks. The locker should be kept locked at all times. Use your assigned hall locker only. **LOCKERS AND/OR LOCK COMBINATIONS ARE NOT TO BE SHARED WITH ANYONE.**

HOMEWORK AND MAKE-UP WORK

Homework is a very important part of the learning process. Regularly assigned work outside of class enables

you to practice and develop skills in the basics of a specific subject or develop your thinking skills. On those nights when there is no specific assignment, read, review, or work on long-term projects. You are responsible for doing your own work for classes. If you need after school help, make arrangements with your teacher. If a teacher asks a student to appear for extra help, attendance is required.

Make-up Work-When pupils are absent they should make an effort to keep up with the work of the class. Pupils, parents, or guardians may call the office before 10 a.m. to request homework assignments. The assignments may be picked up at the office by parents after 3 p.m. Whenever possible, twenty-four hours' notice should be given to the teacher for written homework assignments. If a student is to be out of school for two weeks or more, arrangements for home instruction should be made promptly. This is arranged through the vice-principal.

CHEATING AND PLAGIARISM

Cheating and copying are forbidden and will result in loss of credit for the homework, quiz, test, or project with no opportunity for a make-up or resubmission. Parents will be notified for each offence. As per Webster's Collegiate Dictionary, plagiarism is defined as, *to steal or pass off the ideas or words of another as one's own; To use a created production without crediting the source. To commit literary theft; to present as new and original an idea or*

product derived from an existing source. Students are encouraged to speak to their teacher if they have any questions about plagiarism.

MEDIA CENTER AND LIBRARY SERVICES

The media center (library) serves the school as an information and instructional center. It has an excellent selection of books, periodicals, and audio-visual materials and computers. Students should use the media center at the following times:

1. During the day with their class.
2. During the day with a pass from a teacher and a specific assignment.
3. During their lunch period with a pass from the cafeteria supervisor.
4. After school until 3:30 p.m. every day.

Lost or damaged books must be paid for.

GRADING

Grade definition:

A+, A, A-, B+, B, B-, C+, C, C-, D+, D, F.

AU = Audit, I = Incomplete, M = Medical,

O = Outstanding, S = Satisfactory,

NI = Needs Improvement, U = Unsatisfactory.

Grading System

A+ = 96.5 or above C+ = 76.5 – 79.4

A = 92.5 – 96.4 C = 72.5 – 76.4

A- = 89.5 – 92.4 C- = 69.5 – 72.4

B+ = 86.5 – 89.4 D+ = 66.5 – 69.4

B = 82.5 – 86.4 D = 62.5 – 66.4

B- = 79.5 – 82.4 F = Below 62.5

Typical rounding rules to the nearest tenth will apply.

PROMOTION/RETENTION

Students in grades 6-8 will be promoted to the next higher grade level provided that they have passed their core subjects (math, science, social studies, language arts, physical education). Failure of two or more core subjects may result in retention if the student does not make up the courses at an accredited summer program, as specified by school administration.

HONOR ROLL FORMAT

The criteria for each are as follows:

- **HONOR ROLL:** All grades of A with no more than two Bs.
- **PRINCIPAL'S HONOR ROLL:** All grades in all subjects must be an A or S.

MID-TERM & FINAL ASSESSMENT

Grade Six – No exams in grade six. In June the teachers will conduct a complete thematic review followed by an assessment.

Grades Seven and Eight – Teachers may give a mid-term and end of year assessment.

REPORT CARDS AND PROGRESS REPORTS

Students will receive a report card at the end of each quarter. **Progress reports can be checked in Genesis midway between report cards.** Communications between the school and the home are encouraged at all times. Parents are encouraged to telephone the school and arrange a parent-teacher conference if they would like to meet with the teacher.

HOME INSTRUCTION

Should a child become ill or injured and is expected to be absent from school for an extended period of time, he/she may be eligible for home instruction. This instruction will be provided by the district upon written confirmation from a doctor describing the exact nature of the injury and/or illness. Please contact the Middle School office and ask to speak with the vice principal.

COUNSELING AND GUIDANCE PROGRAM

The strength of our counseling program can be measured by the amount of involvement that our counselors have with students, teachers and parents or guardians, and we urge parents or guardians to contact our counselors about academic or social questions which affect their child. They will also arrange conferences with your child's teachers whenever the need arises. The services provided by our counseling program include:

- Individual parent conferences
- Student conferences
- Individual, small and large group counseling sessions
- Enrollment of new students
- Student scheduling
- Orientation of new students
- Referral of students for special services
- Maintenance of student records

GUIDANCE AND STUDENT ASSISTANCE

Students are assigned to guidance counselors as follows:

Grade 6 – Shared by Mrs. Feldman and Mrs. Whalen

Grade 7 – Mrs. Feldman

Grade 8 – Mrs. Whalen

SCHOOL CITIZENSHIP AND PUPIL GUIDE FOR SAFETY AND CONDUCT

Our approach to this subject is contained in a letter to parents which is mailed home for signing at the beginning of the school year. The following specific statements are stated in an effort to make the Leonia Middle School a safe and comfortable learning place for all.

IN THE CLASSROOM AND LIBRARY

The following guidelines are designed to promote learning in the classroom and library:

- Use courteous language at all times.
- Be in your seat, ready to work, when class begins.
- Respect others at work, and avoid distracting them.
- Respect substitutes and student practice teachers.
- Ask to be dismissed from class only when an emergency occurs.
- Maintain good conduct at all times.
- Do not chew gum or eat candy.
- Obey individual classroom rules established by both the students and the classroom teacher.

IN THE HALLS

So that all may be able to use the hallway with minimum congestion, please remember to:

- Stay to the right when walking in the hallways or on the stairs .
- Avoid congregating in a way that blocks the movement of others.
- Maintain good conduct and a quiet voice level at all times.
- Respect school and private property.
- If you will be in the hallway during class time, make certain to obtain a hall pass.
- Help keep the halls clean; pick up scraps and deposit them in corridor wastebaskets.

IN THE CAFETERIA

- All students eat in the cafeteria during the regular lunch period.
- Upon arrival, be seated. All students are expected to be in their lunchroom table seats within five minutes of the beginning of the lunch period. If you are going to be late, you must present a pass to a lunch supervisor. Await the signal to take your place on the line.
- Clean your table after lunch and keep floor clean.
- Except during lunch, eating candy is not permitted during the school day. **Chewing gum is strictly prohibited in the school building.**

OFF-CAMPUS CONDUCT

Students engaging in inappropriate activity off-campus which inhibits the Leonia School District from maintaining a safe, orderly, and disciplined atmosphere can have school disciplinary repercussions. Inappropriate activity includes, but is not limited to,

possession of a weapon, verbal or physical assault, or defiance of another school's staff member's authority.

When the administration learns of such actions occurring off-campus, they can initiate disciplinary action including suspension(s) /expulsion(s) in order to maintain student safety.

STUDENT DRESS CODE

It is our belief that the way people dress is an important factor in the way they conduct themselves as well as in the attitude they express toward what they do. School is a place of business for students and staff; the business of school is teaching and learning. As a result, we feel obliged to expect standards of dress appropriate to the business of teaching and learning. Student clothing and grooming shall be modest, clean, and safe in school and for all out of school activities. Clothing and grooming styles shall not be extreme or in any way distracting to the business of teaching & learning.

Specific Requirements

- a. With exception of traditional religious headwear, no hats, head coverings, or headbands may be worn, carried, or displayed throughout the school day. Hooded sweatshirts may be worn, but the hoods on these shirts are not to be used as head coverings.
- b. No sleeveless garments may be worn; all shoulders and shoulder blades must be completely covered.
- c. No see-through garments may be worn as a single layer of clothing.
- d. No short blouses, skirts, shorts, or shirts may be worn. All tops must drape over the bottom layer of clothing, so that the midriff is not revealed.
- e. Shorts & skirts must be long enough to reach the fingertips when the arm and fingers are fully extended down at the student's side.
- f. No torn clothing may be worn either by itself or with another layer beneath.
- g. Tight, form-fitting leg wear or leggings must be worn with an appropriately long top, which is long enough to reach the fingertips when the arm & fingers are fully extended down at the student's side.
- h. No low-cut, revealing necklines may be worn. Cleavage should not be exposed.
- i. Boys' trousers and shorts must be worn around the waist, not droop around the posterior, whether the waistband is exposed or covered by another layer. Neither underwear nor skin of the torso should be exposed.

- j. No article of clothing may contain a message, picture or symbol that may be interpreted as obscene; or contain a statement derogatory in nature, and specifically to any racial, ethnic, or religious group; or promote alcohol, tobacco, other drugs, violence or gangs.

The administration reserves the right to decide if a student's outfit meets the above standard. Failure to meet this standard will result in disciplinary action. Violation of the dress code may result in the imposition of disciplinary action as follows:

- 1st violation – sent to the office, policy will be reviewed with the student. Change if possible.
- 2nd violation – all of the above and phone call home.
- Subsequent violations will incur disciplinary action.

STUDENT SAFETY AND SECURITY

You are expected to behave responsibly and not to endanger the welfare of others. In addition to using common sense in your actions, the following items require your serious attention:

- Firecrackers are strictly forbidden on school grounds. They are illegal and dangerous.
- Holding or throwing snowballs is forbidden.
- Objects which could be used as a weapon or could cause injury are prohibited on school grounds.
- Skateboards, in-line skates, Heelies, and scooters, are not to be used on school grounds.
- Athletic equipment is to be placed in lockers, or if it doesn't fit left in homeroom, and retrieved at 2:49 pm, or at recess time. Athletic equipment is not to be carried around during school hours and will be confiscated by staff members if used (i.e. bouncing/throwing a ball).
- Valuables or large sums of money (over \$10.00) should not be brought to school.
- Wearing jewelry in physical education classes is prohibited.
- During fire drills and indoor drills follow directions of teachers, do not talk, and keep pathways clear.
- All personal possessions are the responsibility of the student.
- Locks are provided for both hall and locker room lockers and must be used to store valuables.

The school is not responsible for lost or stolen items.

BULLYING/TEASING

All students are encouraged to respect the rights and privacy of fellow students. No student should be subjected to bullying or unwarranted harassment. Any student who experiences difficulties in this area should contact any teacher, guidance counselor, or

school administrator he/she feels comfortable discussing the matter with. The school staff member will take appropriate action to remedy the situation.

HAZING AND HARASSMENT

Leonia Middle School follows policy on hazing and harassment, and will investigate any claim of harassment or hazing of any kind. Violations of this policy or its related procedures will be cause for disciplinary action in accordance with Board policy #5145.4.

INTERNET POLICY #61453

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. **Access is a privilege, not a right. Access entails responsibility.** To gain access to the Internet, all students must obtain parental permission and must sign a Computer Network and Internet Acceptable Use Agreement. The Leonia Board of Education, along with the other organizations sponsoring this Internet service, will not be liable for the actions of anyone connecting to the Internet through this hook-up. Any attempt to violate the provisions of the policy will result in disciplinary action, including, but not limited to, temporary revocation of all computer use regardless of the success or failure of the violation. Permanent revocations can result from disciplinary actions taken by the administrator called upon to investigate network abuses. Copies of "Computer Network & Internet Acceptable Use Agreement" may be obtained from the Guidance Office or the Main Office.

CELL PHONES AND ELECTRONIC DEVICES

- Cell phones or other devices must be turned off and locked in students' lockers or backpacks at all times while students are in the building, until dismissal.
- Cell phones, iPods, iPad, tablets, eReaders, or other electronic devices may only be used during lunch/recess and when specifically indicated by staff member. Devices must be turned off and put away at all other times, until dismissal.
- External speakers are not to be used at any time on school property or on buses.
- Cell phones may be used in classrooms only when a teacher specifically authorizes its use for instructional purposes.
- Earbuds and headphones may not be worn in the school building at any time during the school day without teacher permission. Students wearing earbuds/headphones will be asked to stow the item(s) in their locker or backpack. Students who fail

to comply with this request will receive a Code of Conduct referral.

- Cell phones or other devices will be confiscated by any staff member if seen, heard, or used for any reason during regular school hours.
- Smart watches will be confiscated by any staff member if heard, or used for any purpose other than to tell time, during regular school hours.

All confiscated devices will be submitted to the main office and the following consequences will apply:

- First offense – Phone or device is confiscated. Student picks up device in the main office after dismissal from school. Parent notification.
- Second offense – Phone or device is confiscated and picked up in the main office by a parent or guardian.
- Third offense – the electronic device will be dropped off at the main office BEFORE homeroom each morning and picked up AFTER dismissal each day for one month. Parent notification.
- Fourth and subsequent offenses - The device will be confiscated and held in the main office for a period of one month. Parent notification.

Students who bring a cellphone or any other electronic device including a laptop computer, assume all responsibility for the safekeeping of such devices. The school is NOT responsible for the loss of any device,

whether the device is misplaced or stolen. Parents, please be sure to discuss this responsibility with your child so that it is clear the student accepts full responsibility for the safekeeping of these expensive electronic devices.

SEARCH AND SEIZURE

The Board recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there is a cause to do so in accordance with the terms of Board policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose.

When locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. School lockers will be the subject of periodic inspections by school officials to maintain the health, safety, and welfare of the school community.

BEHAVIORAL EXPECTATIONS FOR LEONIA MIDDLE SCHOOL STUDENTS

At Leonia Middle School we are a caring community dedicated to respect, honesty, and learning.

Specifically, I will:

STATEMENT	EXAMPLES
learn as much as I can	pay attention in class, complete assignments carefully and neatly, ask questions
attend regularly and be punctual	be on time for school, classes, and appointments
be considerate of others, both students and adults	speak politely, hold the door, help a person in need, remember the value of quiet study time for others
be well groomed	keep body and hair clean, wear clean clothes, follow good health practices
take pride in L.M.S.	keep the building clean, treat property with care, help visitors, act courteously in cafeteria, assemblies, and halls
abide by the rules and regulations contained in this Student Handbook	review/discuss areas of concern and raise questions before an interpretation conflict arises

Leonia Middle School Code of Conduct Infractions & Consequence Chart ^{*}

INFRACTION	CONSEQUENCE RANGE **		
	A	B	C
1. Class Cutting	2 days detention. Parent contact.	3 days detention. Parent contact.	In School Suspension. Parent Meeting.
2. Truancy from School	3 days detention. Parent Conference.	In School Suspension. Parent Conference.	Suspension Alternative. Parent Conference. Police notification.
3. Tardiness: <ul style="list-style-type: none"> ● To Homeroom ● To Class 	a. 10 = detention b. 3 = teacher detention Parent Contact	a. 15 = 2 detentions b. 6 = teacher detention Parent Contact	a. 20+ = 3 detentions b. 9 = detention Parent Contact
4. Use or Possession of Tobacco, Illegal Drugs, or Alcohol	Out-of-school suspension for a minimum of three days & will return only after a parent conference and student seen by a physician. Meeting with Substance Abuse Counselor. The police will be notified.	Out-of-school suspension for a minimum of five days & will return only after a parent conference and student seen by a physician. Meeting with Substance Abuse Counselor. The police will be notified. Loss of student privileges is possible.	Out-of-school suspension for a minimum of eight days & will return only after a parent conference and student seen by a physician. The police will be notified. Continued counseling by the Substance Abuse Counselor. Loss of student privileges.
5. Theft	Student will be asked to return or replace the item(s). Parental notification. 2 Days Detention.	Student will be asked to return or replace the item(s). Parental notification. 3 days Detention.	Student will be asked to return or replace the item(s). Parental notification. Police will be notified. Suspension and/or suspension alternative counseling. Loss of student privileges.
6. Destruction of Property/ Vandalism	Student will be held responsible for damaged property. Parental Notification. 2 Days Detention.	Student will be held responsible for damaged property. Parental Notification. Police notification. In-School Suspension.	Student will be held responsible for damaged property. Parental Notification. Police notification. Suspension and/or suspension alternative counseling.
7. Fighting/Excessive Physical Contact	Parental Notification. 2 Days Detention.	Parental Notification. Suspension.	Parental Notification. Suspension and/or suspension alternative counseling.

<p>8. Intimidating and/or Harassing Behavior/ Sexual Harassment/ Relational Aggression/ Disrespect Toward a Fellow Student</p> <p><i>Note: Consequences will be applied to incidents of HIB as deemed appropriate by LMS Administration at the conclusion of an investigation.</i></p>	<p>Parental Notification. Counseling on appropriate behavior. Detention based on severity.</p>	<p>Parent conference. In-School suspension – students will need to complete an assignment on the negative consequences of the type of behavior. Removal from leadership positions.</p>	<p>Parent conference. Police notification. Suspension and/or suspension alternative counseling. Removal from leadership positions and school sponsored activities.</p>
<p>9. Excessive Public Display of Affection</p>	<p>Counseling on appropriate behavior and warning.</p>	<p>An assignment on appropriate ways to express affection in school. Parental contact.</p>	<p>2 days detention. Parent conference with students involved.</p>
<p>10. Disrespect toward Authority</p>	<p>1 day Detention. Parental notification.</p>	<p>3 days Detention. Parental Notification.</p>	<p>Suspension and/or suspension alternative counseling.</p>
<p>11. Misuse of computers</p>	<p>1 day Detention.</p>	<p>Parental contact. Detention. Temporary revocation of technology privileges.</p>	<p>Parent conference. In-school suspension. Permanent revocation of technology privileges for remainder of the school year. Student will be held responsible for permanent damage.</p>
<p>12. Use of Cellular phones/ Electronic Devices</p>	<p>Warning and student can pick up item at the end of the day. Parent must sign the warning letter.</p>	<p>Parent can pick up the item at the end of the day. Parent must sign the second offence letter.</p>	<p>Parent must sign the third offence letter. Item is held for 30 days.</p>
<p>13. Academic Dishonesty (Cheating)</p>	<p>Student warned and given a zero for the assignment. Parental contact.</p>	<p>Parental contact, student given two zeros for the assignment.</p>	<p>Parent conference. Removal from leadership positions and co-curricular activities.</p>
<p>14. Student Dress</p>	<p>Corrective action taken and student counseled on school policy.</p>	<p>Sent to office and student counseled on school policy. Parental notification. Corrective action taken.</p>	<p>Sent to office. Parental notification. Corrective action taken. 1 day detention.</p>
<p>15. Weapons</p>	<p>In every case of a weapon found on school property: The item will be confiscated and not returned, students will be suspended or expelled, and police will be notified. A formal complaint will be filed with the police by the district.</p>		
<p>16. Classroom/Cafeteria/Hallway Disruption</p>	<p>Students warned about conduct and counseled on policy.</p>	<p>Parental notification. 2 days detention.</p>	<p>Parental notification. In or out of school suspension.</p>
<p>17. Misbehavior on Busses</p>	<p>1 day detention and parental notification.</p>	<p>3 days detention and parent conference.</p>	<p>Suspension of bus privileges and parent conference.</p>
<p>18. Other Disruption to the Education Process</p>	<p>Consequence will be based on frequency and severity of the infraction.</p>		

* Behavior plans and/or models will be put in place for repeat offenders. Classroom rules developed by students & teachers still apply.

**The range is used by the administration to determine consequence based on frequency and/or severity of the infraction.

*** This code of conduct was developed in accordance with BOE Policy/Regulation on Discipline 5131/5131R. Any change to district policy will supersede building policy.

Leonia Middle School Code of Conduct Definitions

Intimidating and/or Harassing Behavior/ Sexual Harassment/ Disrespect Toward a Fellow Student	An action or persistent pattern of actions, statements directed at an identifiable individual or group that is intended to be, or that a reasonable person would perceive as ridiculing, demeaning, or offensive.
Excessive Public Display of Affection	The physical demonstration of affection for another person while in the view of others. Excessive hugging or kissing in public are commonly considered to be objectionable while in a school context.
Disrespect toward Authority	Inappropriate comment or physical gesture directed toward a teacher, staff member, or other adult.
Classroom/Cafeteria/ Hallway Disruption	Behavior that interferes with the safe, orderly, and instructional environment of the classroom, cafeteria, or school setting.
Misbehavior on Buses	Any violation of bus behavior rules (as listed in the student handbook).
Other Disruption to the Education Process	Behavior that disturbs the atmosphere or order, to include obstructing or restraining the authorized or lawful movement or participation of another student. Behavior that is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
Misuse of computers	Any unauthorized use of computers, software, or internet/intranet account to access internet/intranet; accessing another's e-mail or an inappropriate website; misuse of a website. Unauthorized taping, (audio/video) filming or photographing.
Use of Cellular phones/ Electronic Devices	Cellular phones or electronic devices (iPods or gaming devices) are to be off and away during the school day. The exception to this is during a scheduled lunch period in the cafeteria or recess location and when indicated for instructional purposes.
Class Cutting/ Truancy from School	Unauthorized absence from a class or school activity.
Tardiness	Arriving to school or class late.
Academic Dishonesty (Cheating)	Copying, plagiarizing, altering records, or another in such actions.
Student Dress	Violation of dress code as detailed in the student handbook.
Theft	Possessing, taking, or obtaining property of another without permission.

Destruction of Property/ Vandalism	Damage, destruction, or defacement (graffiti) of property belonging to another student or the school.
Fighting/Excessive Physical Contact	Confrontation with physical contact involving two or more students. This includes pushing or shoving of a classmate.
Weapons	Possession of any item that is constructed to be used or is intended to be used as a weapon.
Use or Possession of Tobacco, Illegal Drugs, or Alcohol	Possession, distribution, consumption, being under the influence, or sale of illegal drugs, look-a-likes, alcoholic beverages, drug paraphernalia, prescribed medication when unauthorized or unauthorized non-prescription or over-the-counter medication on school property, on a school vehicle or at a school function.

During an out-of-school suspension period, suspended students are not permitted on school property unless accompanied by a parent or guardian and with permission from the Principal. Students may not participate in any after school activities on days of suspension.

Students have the right to a due process hearing with building level administration. Appeals may be directed to the superintendent.

The Superintendent and/or the Board of Education may require as part of the disciplinary process a psychological examination. This process will be determined on a case by case basis.

THREATS OF VIOLENCE

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property, or at activities under the jurisdiction of the board of education.

Pupils shall inform a teacher, guidance counselor, or principal when they are in possession of knowledge of such threats. Staff members, shall immediately notify the principal of any threat or threatening behavior that they have knowledge of, have witnessed, or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Pupils who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

FIELD TRIPS

The administration reserves the right not to allow a student to participate in field trips due to continual school misbehavior, discipline referrals, or if such participation would adversely affect a student's grades. Any suspension immediately prohibits a child

from attending a field trip if one should occur on the day(s) of suspension.

IN-SCHOOL SUSPENSION

In-school suspension is often an intermediary step before suspension from school. A student is required to come to school, work on class assignments, and take tests, but is denied the opportunity to socialize with other students. A student may be assigned to in-school suspension for any of the following reasons but not limited to: truancy, chronic tardiness, use of tobacco products including matches/lighters, cutting classes, insubordination, unacceptable language, inappropriate dress, class disturbance, cheating, failure to report to detention, or continued unacceptable behavior or rough housing in any area of the school. If a student is assigned to in-school suspension and refuses to obey the rules of behavior, he or she is subject to out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

The primary purpose of out-of-school suspension is to protect the learning environment and to change behavior. Offenses for which a student may be out-of-school suspended include the following but are not limited to: repeated unacceptable behavior in the classroom, detention room or after school detention room, possession, use of, or being under the influence of a controlled substance (drugs or

alcohol), vandalism, continued use of tobacco products, possession of, or use of, a weapon, fighting, stealing, disrespect or threats toward school employees or other students, indecent behavior, repeated use of unacceptable language, harassment of any school employee or student.

AFTER-SCHOOL DETENTION

After-school detention is held from 3:00-3:30pm and assigned by the vice principal when students fail to abide by established school rules. Individual detentions may also be assigned by classroom teachers and held by individual teams. Students must bring work to detention. Students may not talk or leave the detention room until the time is completed. Students should use the bathroom before entering detention. Students who miss detention, without approval of the vice principal, will

be assigned two detentions. A second cut detention will result in additional disciplinary consequences that may include a school suspension.

The Leonia Middle School administration is committed to providing a safe, secure environment for all students and staff. We work closely with the Leonia Police Department to ensure coordination of services and call upon the services of the department if a discipline incident is severe enough to require police involvement. In addition to punishment through detention and in and out-of-school suspension, we endeavor to make these years a learning experience for children. We are constantly involved with parents/guardians and provide ongoing counseling services. At the end of any out of school suspension, the child will meet with his/her guidance counselor to follow up on the situation.

TRANSPORTATION

Courtesy to others and respect for the law and property are expected.

BUS TRANSPORTATION

1. **Riding the bus is a privilege.**
2. Students will be expected to conduct themselves on buses in an orderly manner. Courtesy to others and respect for the law and property are expected.
3. Smoking is forbidden.
4. Students will keep arms, hands, and other parts of the body inside the bus.
5. Students will not throw objects of any kind in the bus or from bus windows while bus is standing or moving.
6. Students will board buses and leave them at designated places. Drivers will not make special stops, and should not be asked to do so.
7. Students must understand that they are under the authority of both the school and the bus company while traveling on buses.
8. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken.
9. Responsibility for any damage to a school bus, which is the result of improper conduct of the student(s), will be placed directly upon the student(s).

EDGEWATER SCHOOL BUS RULES

Bus rules as conveyed by the Edgewater Superintendent of Schools:

1. **Only students from Edgewater** shall board and exit the bus. This should be done in an orderly manner without pushing or shoving.
2. All students must be seated with seat belts fastened before the bus will move; therefore, students **must** be seated promptly. The wider seats are designed to hold **three** students.
3. Every student is provided with a seat, but there are no seats available for storage of book bags, musical instruments, gym shoes, etc. These items must be placed on the students' laps.
4. Buses may stop **ONLY** at official bus stops. To do otherwise is a violation of our contract and involves great liability to the bus driver.
5. Students may board and leave buses only at their designated stops, as per our contract.
6. Students must remain seated until the bus comes to a full stop.
7. The bus driver is in complete charge of the bus and its passengers at all times. The driver must follow local rules and state laws. He will submit a written report of violators to the Vice Principal, who will in turn, submit a report to the Edgewater Superintendent of Schools.
8. Students not directly involved in an after school activity, a meeting with a teacher, or use of the library are expected to leave the building and report to the buses by 2:55 p.m. Those involved in an after school activity can take the late bus at

3:40 p.m. These students **must** have a late pass to board the late bus.

time. Persistent violators may have their busing privileges permanently revoked.

9. **Violators of these rules may have their busing privileges revoked for a reasonable period of**

INTERSCHOLASTIC SPORTS PROGRAM

The Leonia Middle School offers the following interscholastic sports programs for boys and girls grades six, seven and eight:

Fall:	<i>Boys'/Girls' Soccer – Girls' Volleyball</i>
Winter:	<i>Boys'/Girls' Basketball – Boys'/Girls' Wrestling</i>
Spring:	<i>Boys' Baseball – Girls' Softball – Boys'/Girls' Track & Field</i>

These programs are designed to foster teamwork and sportsmanship as our middle school students develop their physical skills in their quest for success. Moreover, our students become self-aware of their identities as they cooperate with their teammates and show respect for their opponents in a mildly competitive atmosphere.

Academics are our foremost consideration at Leonia Middle School. Since the middle school interscholastic program is one facet of the total educational program, and we have many students with a variety of unique needs, the administration developed the following rules for eligibility.

Each student must meet the following academic ELIGIBILITY REQUIREMENTS:

1. Each student athlete must have, and maintain passing grades in each of their Core academic courses during the sports season for which they wish to play. Coaches will supply school counselors and administrators with their rosters once they are set, and a review of the student athletes' academic grades will be conducted. Any student who is failing one or more of his/her Core academic classes, including Physical Education will meet with their school counselor and/or school administrator to discuss the status of their eligibility. Students in this category will be permitted to participate with the team for a three week probationary period, during which time the student may improve his/her grade(s) with the support of their coaches, teachers, and school counselor. Should a student be unsuccessful at improving his/her grade(s) to reflect passing in Gradebook by the end of the three week probation, that student will be ineligible for the remainder of that season, and will leave the team in order to focus on academics. Students who become ineligible during the course of a season will also be granted the same three week probationary period as noted above.
2. The middle school strives to include as many athletes as possible in each sport so that as many students can benefit from the growth experience these team sports offer. However, it is sometimes necessary to limit the number of participants due to such factors as available facilities, safety concerns, limited number of coaches, and other economic considerations. With this in mind, students not selected for an interscholastic team are encouraged to continue their physical development so that they may be possibly selected for future middle school or high school teams.

CLUBS

COLORING BOOK CLUB
STUDENT COUNCIL
INSTRUMENTAL MUSIC PROGRAM
CHORAL PROGRAM
GENERAL CHORUS
CHORALE
SELECT CHORUS

THE LION'S ROAR
THE KNITTING CLUB
DRAMA CLUB
SERVICE CLUB
MATHCOUNTS
BATTLE OF THE BOOKS
BRAINBUSTERS

NATIONAL JUNIOR HONOR SOCIETY - The National Junior Honor Society is an organization that recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. Participants provide service to the community and school throughout the year. To be eligible for membership consideration, students must have at least a cumulative grade point average of 3.8. Additionally, potential members must meet high standards of leadership, service, and character. All applications are reviewed by the NJHS Committee. Selection appeals are to be directed to the NJHS advisors, then LMS principal.

DAILY SCHEDULES

Regular Day		
Period	Start	End
0	7:50	8:30
HR	8:22	8:27
1	8:30	9:15
2	9:18	10:03
3	10:06	10:51
4	10:54	11:39
5	11:42	12:27
6	12:30	1:15
7	1:18	2:03
8	2:06	2:51

Single Session		
Period	Start	End
0	7:50	8:30
HR	8:22	8:27
1	8:30	9:00
2	9:03	9:33
3	9:36	10:06
4	10:09	10:39
5	10:42	11:12
6	11:15	11:45
7	11:48	12:18
8	12:21	12:51

Delayed Opening		
Period	Start	End
0	None	None
HR	10:22	10:27
1	10:30	11:00
2	11:03	11:33
4	11:36	12:06
5	12:09	12:39
6	12:42	1:12
3	1:15	1:45
7	1:48	2:18
8	2:22	2:51

--Music programs will schedule rehearsals during Zero Period--

ALTERNATE/ASSEMBLY SCHEDULES

Morning		
HR	8:22	8:27
Program	8:30	9:15
1	9:18	9:57
2	10:00	10:39
4	10:42	11:21
5	11:24	12:03
6	12:06	12:45
3	12:48	1:27
7	1:30	2:09
8	2:12	2:51

Afternoon		
HR	8:22	8:27
1	8:30	9:09
2	9:12	9:51
3	9:54	10:33
4	10:36	11:15
5	11:18	11:57
6	12:00	12:39
7	12:42	1:21
8	1:24	2:03
Program	2:06	2:51