

LCJSMS

Take Care of Yourself - Take Care of Each Other - Take Care of Our School

Lawton C. Johnson Summit Middle School

272 Morris Avenue - Summit, NJ 07901 - (908) 273-1190

2025-26 Student/Parent Handbook



www.summit.k12.nj.us

Mr. John Ciferni, Principal
Ms. Laura Muller, Assistant Principal
Mr. Eric Fontes, Assistant Principal

2025-26 LCJSMS Student Handbook

Contact Information

Lawton C. Johnson Summit Middle School

272 Morris Avenue
Summit, New Jersey 07901

Phone: (908) 273 – 1190

Fax: (908) 273 – 8320

Main Office

Mrs. Mercedes Priolo
Secretary to the Principal / Office Manager

Mrs. Patricia Frasca
Secretary to the Assistant Principals / Attendance

Mrs. Loreta Bitici
Secretary to the Main Office

Mrs. Adriana Loaiza
Secretary to the Counseling Department

Attendance Line

(908) 273-1190

Genesis Parent Portal

<https://parents.summit.k12.nj.us/genesis>
Can be used to submit absence information

A MESSAGE FROM THE ADMINISTRATION

Each and every day is new and fresh. You come to LCJSMS with the ability to forge your own path and create a journey that is designed especially for you. You have the ability to open doors to new opportunities, embrace new friendships, hobbies or challenges, instill value and respect in your daily interactions and bring a general feeling of kindness to our school community.

In this booklet, you will find information to help forge your path and get the most out of your experience here at LCJSMS. We encourage you to read through it and take time to familiarize yourself with all of the tools available to you here at school.

This is a special place where you have the privilege to thrive and make each and every day one that provides you with an opportunity to grow. We look forward to having you as one of our students, growing and learning with you.

Mr. John Ciferni

TABLE OF CONTENTS

DAY-TO-DAY OPERATIONS

Arrival Time Schedule
Arrival Procedures
Inclement Weather
Dismissal
Drop Off & Pick Up Procedures

ATTENDANCE PROCEDURES

Lateness to School
Absence from School
Lateness to Class
Leaving the Building
Participation in School Activities
Attendance Policy

SCHOOL CLOSING OR DELAYED OPENING

STUDENT SERVICES

School Counseling and Student Assistance
Health Office
Physical Education
Library Learning Commons
Cafeteria

HOMEWORK AND MAKE-UP WORK

Homework/schoolwork
Make-up Work
Grading and Promotion
Honor Roll

CO-CURRICULAR ACTIVITIES

The Club Program
The Intramural Program
Student Government

SCHOOL CITIZENSHIP & PUPIL SAFETY

Advisory Program
Lawton Leaders
Central Detention

Extended Detention

Dress Code

BUILDING PROCEDURES

Main Office
Visitors to the Building
Security System
Handicapped Parking and Entrance
Building Security
Identification Badges
Telephones
Lost and Found
Textbooks, Locks, and Other Equipment
Computer Use
Lockers
Tobacco, Alcohol, and Drugs
Cell Phones

CODE OF CONDUCT

Our Mission
Code of Conduct/Interventions
HIB
Classroom and Library Learning Commons
Assemblies
Travel by Bus
Athletic Events
School Grounds
The Cafeteria
Halls and Stairways
Entrance/Exit Rules
Leaving School Grounds

The Cafeteria

Halls and Stairways

Entrance/Exit Rules

Leaving School Grounds

RULES OF SAFETY

AFFIRMATIVE ACTION

RESOLUTION ON BOARD OF EDUCATION

DAY-TO-DAY OPERATIONS

Arrival Time Schedule:

7:15 - 7:55 AM	Students are permitted for extra help, providing the teacher is accepting students for scheduled extra help that morning.
7:30 AM	Students may enter for breakfast in the Cafeteria or to work in the Library if it is open (it is not open every morning).
7:45 AM	When the weather is inclement, the Cafeteria and Auditorium are open for students (by grade level).

Arrival Procedures

LCJSMS doors will open for students between 7:55 am and 8:00 am. Students should enter the building using the door indicated below:

- Grade 6 Arrival/Dismissal Door - E8/E9 (Corner of Oakland Pl & Parking lot)
- Grade 7 Arrival/Dismissal Door - E6/E7 (Main Entrance- lower/upper doors)
- Grade 8 Arrival/Dismissal Door - E4/E5 (Corner of Morris Ave & Parking lot)

Once students have entered the building, they should report to their homeroom. Students are encouraged to safely distance outside on good weather days until the bell to enter and then move to their class.

Rear Driveway: the rear driveway from Oakland Place to Maple Street is available for student drop-off in the mornings. Students can enter the school through the Cafe doors and proceed to the front of the school to wait for the 7:55 am bell.

Inclement Weather

On inclement weather days, students may enter the building at 7:45 am using their arrival door and report to the following locations:

- Grade 6 - Cafeteria
- Grade 7 - Auditorium
- Grade 8 - Auditorium

Dismissal

Students who are being picked up by a parent should have a location arranged in advance to facilitate efficient pick up from school grounds. All students, unless meeting with a teacher or attending a club, should be off school grounds by 3:00 pm.

Drop off / Pick Up Procedures

Please adhere to the drop-off and pick-up procedures outlined in [this document](#).

Bell Schedules:**REGULAR CLASS SCHEDULE**

GRADE 6		GRADE 7		GRADE 8	
WARNING BELL	7:55	WARNING BELL	7:55	WARNING BELL	7:55
HOMEROOM	8:00 - 8:08	HOMEROOM	8:00 - 8:08	HOMEROOM	8:00 - 8:08
PERIOD 1	8:11 - 9:00	PERIOD 1	8:11 - 9:00	PERIOD 1	8:11 - 9:00
PERIOD 2	9:03 - 9:52	PERIOD 2	9:03 - 9:52	PERIOD 2	9:03 - 9:52
PERIOD 3	9:55 - 10:44	PERIOD 3	9:55 - 10:44	PERIOD 3	9:55 - 10:44
LUNCH	10:47 - 11:17	PERIOD 4	10:47 - 11:36	PERIOD 4	10:47 - 11:36
PERIOD 4	11:20 - 12:09	LUNCH	11:39 - 12:09	PERIOD 5	11:39 - 12:28
PERIOD 5	12:12 - 1:01	PERIOD 5	12:12 - 1:01	LUNCH	12:31 - 1:01
PERIOD 6	1:04 - 1:53	PERIOD 6	1:04 - 1:53	PERIOD 6	1:04 - 1:53
PERIOD 7	1:56 - 2:45	PERIOD 7	1:56 - 2:45	PERIOD 7	1:56 - 2:45

ADVISORY DAY SCHEDULE

GRADE 6		GRADE 7		GRADE 8	
WARNING BELL	7:55	WARNING BELL	7:55	WARNING BELL	7:55
ADVISORY/HR	8:00 - 8:50	ADVISORY/HR	8:00 - 8:50	ADVISORY/HR	8:00 - 8:50
PERIOD 1	8:53 - 9:36	PERIOD 1	8:53 - 9:36	PERIOD 1	8:53 - 9:36
PERIOD 2	9:39 - 10:22	PERIOD 2	9:39 - 10:22	PERIOD 2	9:39 - 10:22
PERIOD 3	10:25 - 11:08	PERIOD 3	10:25 - 11:08	PERIOD 3	10:25 - 11:08
LUNCH	11:11 - 11:41	PERIOD 4	11:11 - 11:54	PERIOD 4	11:11 - 11:54
PERIOD 4	11:44 - 12:27	LUNCH	11:57 - 12:27	PERIOD 5	11:57 - 12:39
PERIOD 5	12:30 - 1:12	PERIOD 5	12:30 - 1:12	LUNCH	12:41 - 1:12
PERIOD 6	1:15 - 1:57	PERIOD 6	1:15 - 1:57	PERIOD 6	1:15 - 1:57
PERIOD 7	2:00 - 2:45	PERIOD 7	2:00 - 2:45	PERIOD 7	2:00 - 2:45

SINGLE SESSION SCHEDULE

WARNING BELL	7:55 am
HOMEROOM	8:00 - 8:05
PERIOD 1	8:07 - 8:40
PERIOD 2	8:42 - 9:15
PERIOD 3	9:17 - 9:51
PERIOD 4	9:53 - 10:27
PERIOD 5	10:29 - 11:03
PERIOD 6	11:05 - 11:39
PERIOD 7	11:41 - 12:15

DELAYED OPENING SCHEDULE

Grade 6	Grade 7	Grade 8
WARNING BELL 9:55	9:55	9:55
HOMEROOM 10:00-10:05	10:00- 10:05	10:00-10:05
PERIOD 1 10:07-10:32	10:07- 10:32	10:07-10:32
PERIOD 2 10:34-10:59	10:34- 10:59	10:34-10:59
PERIOD 3 11:01-11:26	11:01- 11:26	11:01-11:26
PERIOD 4 12:00-12:38	11:28- 12:05	11:28-12:05
PERIOD 5 12:40- 1:19	12:07- 12:38	12:07-12:46
PERIOD 6 1:21- 2:00	1:21- 2:00	1:21- 2:00
PERIOD 7 2:02- 2:45	2:02- 2:45	2:02- 2:45

ATTENDANCE PROCEDURES

Lateness to School

For late arrivals to school (arriving after 8:00 AM), your parent/guardian must call the Attendance Secretary at 908-273-1491. When you arrive, you should report to the Attendance Secretary for a pass to class. Students must always have their ID lanyards on to use for tardy swipes. You should also present a note from your parent/guardian stating the reason for your lateness.

Students with four (or more tardies) will be assigned a Central Detention. Students will be given additional detentions for subsequent tardy points (8, 12, 16). These totals will be run once per month at the end of the month. Central Detentions are held from 2:55-3:35 PM Tuesday through Thursday. Further, extended detentions (until 5 PM) will be assigned for students with chronic tardiness. Additionally, students may be excluded from school activities for chronic lateness.

Absence from School

A parent/guardian should call the Attendance Secretary as early as possible at 908-273-1491 if you are going to be absent or update your child's attendance in the Genesis Parent Portal. Excessive absences can cause academic difficulties. Additionally, students may be excluded from school activities for chronic absenteeism. Parents will receive auto-generated letters via the Genesis Parent Portal at each of our absence checkpoints (5, 10, 15 days).

Lateness to Class

Arriving to class promptly and on time is important for learning. If you are going to be late for a class because a teacher has detained you, obtain a pass from that teacher and present it to the teacher of the next class. Students who accumulate excessive class tardies may be subject to teacher detention and/or disciplinary action. Please see the table below for further guidance.

1st Tardy	Teacher Warning	
2nd Tardy	Teacher Contacts Parent/Guardian	Teacher Detention
3rd Tardy	Teacher Contacts Administration	Lunch Detention
4th (+) Tardy	Administration Contacts Parent/Guardian	Central Detention

Leaving the Building

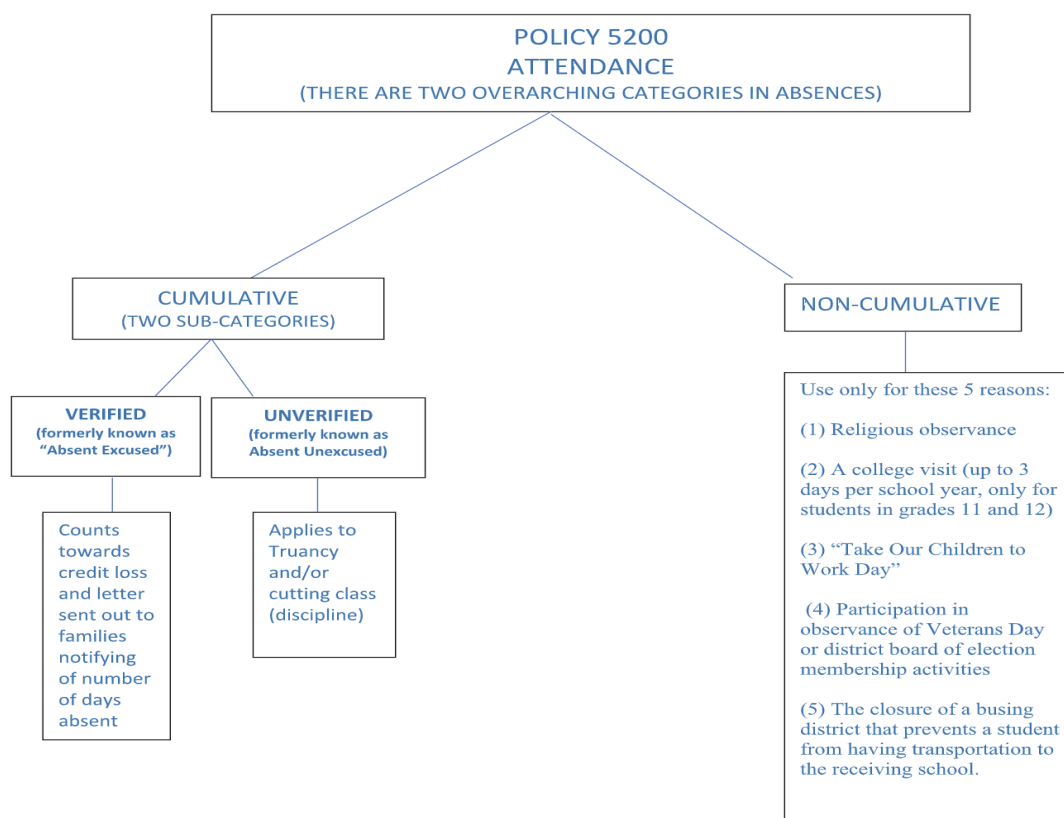
If it is necessary to leave the building during the day, a signed and dated note from your parent/guardian is required. Present it to the Attendance Secretary before school begins to receive a pass to leave. A parent/guardian **must personally sign you out** of the building.

Participation in School Activities

School activities include, but are not limited to, field trips, extra-curriculars, co-curriculars, and athletics. Students who are absent from school may not participate in any school activities on the day of their absence. Likewise, students who are suspended from school may not attend such functions during the period of suspension. Students who have accumulated excessive tardies or absences may be excluded from participation in school activities. Students on Home Instruction are **not eligible** to participate in school activities.

Attendance Policy

The Summit Public Schools attendance policy (5200) can be accessed [here](#). Additionally, the graphic below outlines the policy.



SCHOOL CLOSING OR DELAYED OPENING

It is the policy of the Summit Public Schools to close schools or delay openings in case of emergency, the prime consideration being the safety of the children. "No school" or "delayed opening" decisions will be communicated by phone, text, or email messages. You must select your method of notification through the Genesis Parent Portal. You may also access the district website at www.summit.k12.nj.us and scroll down to "District Calendar".

STUDENT SERVICES

School Counseling and Student Assistance

Students are assigned to school counselors as follows:

Counselor	Grade 6	Grade 7	Grade 8
Mr. Johnson	A-E	A-D	A-Di
Mrs. Jurista	F-L	E-K	Dj-I
Mrs. Luftig	M-Roc	L-Re	J-Pa
Mrs. Casani	Rod-Z	Rf-Z	Pb-Z
Student Assistance Counselor: Ms. Molly Malkinski			

Director of School Counseling: Mrs. Laura Kaplan

LKaplan@summit.k12.nj.us

(908)273-3414

School counselors are experienced in working with early adolescents as they deal with important decisions. Counselors assist these students to achieve happy and successful middle school years. Counseling is a process that can help all students. It provides them with:

- a chance to explore their feelings about the concerns at hand;
- a trusting, confidential environment to discuss problems;
- time to think out loud;
- the opportunity to explore new ideas that might help them cope.

Health Office

The Health Office is located in Room 110. The telephone number is (908) 273-1190, extension 4501. The School Nurse is on duty full-time. If a student is ill during the school day, he/she should go to the School Nurse with a pass from the classroom teacher. No medication, including over-the-counter products, will be given by the School Nurse without a written doctor's note. The School Nurse will determine if a student should be sent home and will make the necessary arrangements. Injuries occurring during school hours must be reported to a teacher, the School Nurse, or Main Office.

Helpful Telephone Numbers

Addictions Hotline	1-844-276-2777
Battered Women	908-355-HELP
NJ Child Abuse Hotline	1-877-NJABUSE
Contact We Care Hotline	908-232-2880
SAMHSA National Health Line	1-800-662-HELP
Family Crisis Intervention	908-298-7800
NJ Dept of Mental Health Services	1-800-382-6717 (or 988)
NJ Aids/STD Hotline	1-800-624-2377
Union Co. Rape Crisis Line	908-233-7273
Robert Wood at Rahway Hospital Emergency Psychiatric Line	1-732-381-4949
National Runaway Crisis Line	1-800-786-2929
Overlook Hospital	908-522-2000
Overlook Hospital Emergency Room	908-522-2232
Summit Police Department	908-273-0051
Summit Fire Department	908-273-9313
Summit First Aid Squad	908-273-5200
Serious Emergency	911

Physical Education

Students have Physical Education daily for three marking periods and Health Education for one; however, students in Band, Orchestra, or Chorus have Physical Education only three to four days per week. Participation in Physical Education requires a change of clothing including a Summit physical education shirt and athletic sneakers—not fashion wear. Jewelry may not be worn. **Cell phones are forbidden in physical education classes and locker rooms.** Lack of preparation will result in loss of credit. Failure to participate to the full extent of the student’s ability may require summer school make-up. If a student cannot participate for medical reasons, a note must be written and signed by a parent or guardian. If the excuse is for more than three days, a doctor’s note with reasoning and timeframe is required.

Library Learning Commons

<https://sites.google.com/summit.k12.nj.us/lcjsmsllc/> (student school sign-in required)

Library Hours:

Monday-Thursday	7:30 AM-3:30 PM
Friday	7:30 AM–3:00 PM

The Library Learning Commons is a very active place. It is a place where you can find answers to class assignments and explore your personal interests. The Educational Media Specialists can help you find the information you need for projects and reports. You are introduced to all that is available in the Library Learning Commons shortly after school begins in September.

Most library materials may be borrowed for two weeks and renewed when needed. Magazines, CDs, and videos may be borrowed for one week. Materials in demand may be borrowed on an overnight basis. Overnight materials are to be signed out after Period 7 for one night. These materials must be returned the following school day before Homeroom. Students are encouraged to use the Library Learning Commons before and after school, when open and available for student use.

Cafeteria

All students have a 30-minute lunch. You are expected to demonstrate consideration for others and good manners during lunch. Refer to the conduct guidelines for the cafeteria under SCHOOL CITIZENSHIP AND PUPIL SAFETY. Point of Sale (POS) automated accounts can be paid by check or online. Students must go to their locker and use the restroom before going to lunch. *No personal items/chromebooks/cell phones or school materials can be brought into the cafeteria during lunch.*

HOMEWORK AND MAKE-UP WORK

Homework/Schoolwork

Homework is a very important part of the learning process. Regularly assigned work outside of class enables you to acquire practice and skills in the basics of a specific subject or in developing 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 before or after-school help, make arrangements with your teacher. If a teacher asks a student to appear for extra help, attendance is required.

Homework Guidelines

- Further questions regarding our policies can be found on our website: [Policy 2330- HW](#)
- While the policy does not quantify the amount of homework students should obtain per night, it references “**in accordance with the guidelines stipulated in the regulation for grades Kindergarten through twelve.**”

- Please note, on average, and students should obtain about ten minutes of homework per grade level, which means:

Grade 6: About 60 minutes of homework per night for all classes

Grade 7: About 70 minutes of homework per night for all classes

Grade 8: About 80 minutes of homework per night for all classes

Academic Dishonesty

Students are expected to be honest. Copying and cheating are forbidden. The penalty for cheating can range from loss of credit for the quiz, test, or assignment to failure for the marking period. No form of cheating is acceptable. Academic dishonesty includes, but is not limited to stealing, copying homework or other assignments, or providing answers on any quiz, exam, report or essay; changing grades wherever they are recorded; using a calculator or other electronic device to store data or graphics for a test; stealing another student's work and passing it off as your own; or copying text without documentation from any published or Internet source. Teachers provide comprehensive instruction and reminders in this area. Use of phones/cameras/smart watches, etc may fall into this area. Students who store school assignments on electronic devices must take responsibility for the security of their own work. Allowing or providing the opportunity for other students to access one's electronic files containing schoolwork may be considered academic dishonesty. (see below)

All student work submitted for grading or publication must be the work of the student or should cite the source of the material. This includes materials from print publications as well as those from electronic sources. The Summit Public Schools Acceptable Use Policy describes the responsibility of students in the use of school networks and the consequences for misuse of these privileges. The procedure for citing other sources will be provided as part of the assignment. Our school media specialists can also provide information about citing sources. Students who copy sources without citing them or use someone else's materials may receive **no credit** for the plagiarized work, at the teacher's discretion.

1st Offense	<ul style="list-style-type: none"> • Teacher contacts parent/guardian • Teacher assigns a detention • Teacher determines potential academic consequence (loss of credit) • Teacher informs administration
2nd Offense	<ul style="list-style-type: none"> • Teacher contacts parent/guardian • Teacher determines potential academic consequence (loss of credit) • Submit discipline referral to office • Administration contact parent/guardian • Administration meets with student/assigns consequence

Make-Up Work

When students are absent, they should make an effort to keep up with the work of the class. We encourage students to select "homework buddies" in each class. A homework buddy is a responsible student you can call to keep current with assignments in the event of a one- or two-day absence. For absences of three days or more, parents may call the Attendance Secretary before 10:00 AM on the third day to request homework assignments. The assignments may be picked up in the Main Office by parents at the close of school on the fourth day. Students will receive time to complete their make-up work. For short term absences, students will receive equal time to make up work. Unless there are extenuating circumstances, work not completed will result in a failing grade. 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 school counselor.

Grading and Promotion

It is expected that students in the Lawton C. Johnson Summit Middle School will strive towards high achievement. Teachers and students work together to sharpen basic skills, explore new ideas, expand the ability to think, and master basic understandings. Student grades are based on daily work, both oral and written, project completion, and a variety of testing experiences. The following grades are given quarterly in each subject:

A to A-	Excellent
B+ to B-	Good
C+ to C	Satisfactory
C-	Needs Improvement
D	Low Pass
F	Failure

Teachers also rate students in conduct and effort:

1	Excellent
2	Good
3	Needs Improvement
4	Consistently Unsatisfactory

The final grade in a subject consists of a weighted average of the four-quarter grades. An F in both the third and fourth quarters will result in a final grade of F. Excessive unexcused absences may also result in a course failure. Any student who fails English or Mathematics will be required to participate in a program of remediation designated by the school administration. Any eighth grader who is failing for the year in two or more full-year subjects will not be permitted to participate in the eighth-grade graduation ceremony or related end-of-year activities, including the trip to Washington, D.C. A full-year course is defined as Science, Social Studies, World Language, Math, and Language Arts. The exploratory cycle courses and Health/Physical Education are treated as separate subjects in determining a final grade for the purpose of this policy. Retention in any grade at the Middle School is considered a very serious action and will only be considered when all other efforts to promote achievement have been exhausted. The decision will be made by the Principal after a thorough review of all factors, including the student's program, ability, educational history, age, attendance record, and the potential educational benefit of repeating a grade. Information from parents and staff will be considered before this decision is made.

Honor Roll

Each marking period, and at the close of the school year, students may be designated as having achieved either Honor Roll or High Honor Roll. The following standards are required to achieve this designation:

First Honor Roll	You must achieve all A's and/or A minus (A-)
Second Honor Roll	You must achieve an average of B or above. You will automatically be disqualified if you receive a grade of B minus (B-) or lower.
Award of Excellence	You must receive first high honors for all marking periods of your middle school career.

You are automatically disqualified from either honor roll if you receive a Conduct/Effort mark of “3” or more in any subject. All students who earn an average of A or A- for the year in EVERY subject, will receive a letter and certificate for this achievement at the end of the school year.

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in at least one club/after-school activity and one intramural session each year.

The Club Program

School clubs are designed to offer a wide variety of opportunities for students to interact with peers and teachers. Centered around a theme of personal development, education for social competence, and skills for continuous learning, clubs appeal to many interests and levels. The list of clubs varies from year to year depending on students' and staffs' interests. A club list and schedule are published after the opening of school in September. If students are interested in the formation of a new club, they should seek the help of the Assistant Principal. Club information can be found [here](#).

The Intramural Program

An exciting intramural program is offered to all students. There are four sessions with 20 days per session. The activities offered are attractive to a wide range of interests. Intramurals are felt to be important to the well-being, confidence building, and skill development of students. They also develop sportsmanship and school spirit. Individual, as well as team activities, are being planned. Students are expected to follow the guidelines set forth by the advisors running intramural programs. Unacceptable behaviors may result in dismissal from the activity and/or a disciplinary action.

The Interscholastic Program

The Middle School sponsors interscholastic teams for seventh and eighth-grade students. Athletes must be good school citizens. Sports available are:

- Boys: Cross Country, Track, Basketball
- Girls: Field Hockey, Softball, Basketball, Track, Cross Country

Our co-curricular program is for seventh and eighth-grade students. Sixth-grade students may be able to participate if space is available. Students who wish to participate in any interscholastic program must be in good academic/school standing and currently must not have any 4's for conduct or effort. Prior to their participation, students must submit all required paperwork, have completed a physical, and be approved by the school nurse. See the nurse for additional information.

Student Government

The LCJSMS Student Council is open to all students. School-wide elections are held in the spring for sixth and seventh graders to select a president, vice president, secretary, and treasurers. Candidates for these positions must have been involved in Student Council committees for at least one year. Monthly meetings are open to all students. Student Council officers and committee members meet regularly with the principal. Election to leadership at any level should not be a popularity contest, but an opportunity to serve others and to make the Middle School a positive place for learning and growing. To be eligible for Student Council leadership positions, students must have a passing grade average each quarter with no F's or 4's.

SCHOOL CITIZENSHIP AND PUPIL SAFETY

Advisory Program

Once per month, we hold an Advisory Program, which takes place during homeroom. This program provides students with the stability and support that are needed to cope with intellectual, social-emotional, and physical changes typically experienced in middle school.

The purpose of the Advisory Program is to:

- Provide a point of security for each student in the school environment through the development of a relationship with at least one adult.
- Systematically support each student through a series of planned activities as he/she experiences the transition from childhood to adolescence.
- Generate awareness and productive discussion on issues related to current societal pressures and social issues.

Lawton Leaders Positive Rewards Program

At Lawton C. Johnson Summit Middle School, we believe that students should be rewarded for modeling leadership, good citizenship, hard work, positive behavior, and being a team player. Therefore, students can accrue “Lawton Bucks” from teachers, instructional aids, administrators, and other school personnel for modeling positive behavior in the hallways, classroom, and lunch. Students can use their earned “Lawton Bucks” to participate in raffle drawings, which will be held weekly, monthly, and at the end of the marking period, as well as exchange them for prizes from the “Lawton Loot.” Prizes may include gift cards to various local Summit eateries and cafes.

Central Detention

Central Detention is assigned by the Assistant Principals when students fail to abide by established school rules. Cell phones are not permitted in Central Detention. Students failing to serve their assigned detention will be given an extra day of Central Detention (2:50-3:35 PM).

Extended Detention

Extended detention is assigned by the Assistant Principals when students continue to receive discipline referrals for repeated offenses or for egregious infractions of the student code of conduct. This detention will be held until 5:00 PM.

Dress Code

Responsibility for adherence to the dress code rests with the students and their parent/guardian. Students should dress for school. If in doubt, be conservative. No undergarments or anatomy traditionally considered “private” should be exposed. At all times, we reserve the right to inform parents of clothing that is not suitable or permissible for the school environment and/or require a change of clothing.

Safety is paramount in our school; clothing worn to school must not constitute a safety hazard. Any restrictions to the way a student dresses are necessary to support the overall educational goals of the school. Any form of dress or grooming that distracts attention from the educational process is not permitted. Students should adhere to the following regulations:

- All students should wear clothing that is appropriate for the school day or for any school sponsored event. Articles of clothing should neither be excessively short nor excessively tight. Clothing intended for the beach should not be worn. Clothing that allows undergarments to be visible is not permitted. Clothing items should not be “see-thru.”
- Shirts/dresses should not be of a backless/halter design.
- Shorts/skirts/dresses should not be so short as to potentially expose any undergarments.
- Crop tops are permitted providing the midriff is not exposed.
- Hats, coats, jackets, and other garments designed primarily for outdoor wear must be placed in lockers before homeroom.
- Students may not wear: Clothing that displays or implies offensive language, makes reference to drug or alcohol abuse, or has sexual connotation.

- Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach are prohibited in school and at school-sponsored indoor events.
- For identification purposes, hats and hoods are **prohibited** other than for religious or specific medical circumstances - in which case documentation may be requested.
- Clothing should reflect that students' primary goal in school is to be prepared for learning.

BUILDING PROCEDURES

Main Office

Come to the Main Office in order to:

- Seek help or information.
- Inquire about lost articles of value such as wallets, jewelry, purses, items of clothing, etc.

Visitors to the Building

Drop-offs are not permitted to enter the building. If students forget their lunch, IOU's will be issued; no child will go hungry. Food deliveries are NOT allowed to LCJSMS. This includes, but is not limited to: Uber Eats, DoorDash, Grubhub or the like. Purchased food items will only be accepted at the request of the PTO/school sponsored activities for donations. Appointments **must be made** to see teachers, administrators, and other staff. Notes for picking up children must be submitted the day before to the Attendance Secretary or can be submitted via the Genesis parent portal. If you forget to send a note, please call the Main Office before you come to retrieve your child.

Security System

During school hours, all doors will be locked. In order to gain access, please report to the main entrance and follow the posted procedures. We are piloting a system called *Hall Pass*. During normal operating hours, all visitors to LCJ will need to have a photo ID to gain entry to the building.

Handicapped Parking and Entrance

Handicapped parking and access is available. Handicapped parking is available in the school parking lot at Exit E8. The handicapped entrance is located at the front end of the building closest to Oakland Place at Exit E8.

Building Security

Plans have been developed to keep everyone safe in the event of a variety of emergency situations. Please note: In the event of a potential lock-down of the building or an emergency evacuation, visitors will not be permitted in the building until the matter has been safely resolved. At the beginning of every school year, these plans are reviewed with both faculty and students. Drills of various scenarios are practiced throughout the year on a regular basis.

Identification Badges (Lanyards)

In September, students will be issued an identification badge and a lanyard, which is to ensure school safety. Students are required to wear their school-issued identification badges at all times. The ID MUST be visible at all times (in the pocket or under a shirt is not permitted). Students will be responsible for maintaining their identification badges and lanyards in good condition. The following are the consequences for students who do not wear their identification badge:

3 Times	1 central detention
4 + Times	1 additional central detention for every offense thereafter
6 + Times	Penalty determined by school administration

If a student loses their identification badge and/or lanyard, it can be replaced for a \$5.00 fee in the fishbowl. The Genesis system has a mechanism called Turnstile to “swipe in” to certain locations around the building including the nurse, guidance, library and main office. Identification badges are needed to take books out of the school library. Identification badges are also needed for students to purchase lunch. Parents have the option of setting up an account into which they can deposit funds to pay for student lunches. Any questions regarding school lunch accounts should be directed to the Pomptonian Food Service representative in the cafeteria office. Students who receive free or reduced lunch will need their identification badges to access their lunch account. Identification badge consequences are tallied at the end of each month and reset monthly.

Telephones

Telephones in the school’s offices are generally limited to staff use. Except in emergencies, students are not allowed to make or receive telephone calls. If it is necessary to make a telephone call, a student may make a request to use the phone to any member of our office staff. In case of a serious emergency, come directly to the office.

Lost and Found

Articles and books which are found in the building should be turned in to the Main Office or the box near the Cafeteria. Lost articles may be claimed any day at the close of school. Please note: any articles which remain unclaimed for an extended period of time will be donated to charity.

Textbooks, Locks, and Other 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. Chromebooks, textbooks, calculators, and locks are supplied by or through the Board of Education. If books, locks, or calculators are damaged or lost, fines are imposed. After receiving a book, write your name in ink inside the front section provided and cover it.

Computer Use, Chromebooks and District Devices

Classroom and lab computers are used by all students in many classes. Each student is assigned an electronic folder for the storage of school-related materials. Students **may not** attempt to access or modify another student’s personal folder. For security purposes, **under no circumstances** should students share their passwords with any other student in the building. As per the district *Acceptable Use Policy*, devices issued by the school remain property of the school and should be used for instructional purposes only. Using school devices is a privilege afforded those students who treat their devices responsibly. Devices should be treated with care and properly stored when not in use. Excessive/egregious need for repair can result in loss of device usage and/or disciplinary action. Chromebooks should never be placed on the floor or left unattended in any area of the school. Doing so could result in loss of usage privileges and/or disciplinary action.

The district now uses an Internet safety program called *LineWize*. This program is designed to keep students safe as they navigate the internet. Inappropriate behavior or internet searches on district devices can trigger an alert to administrators regarding the content of said internet behavior. Depending on the severity of the behavior, consequences may be imposed as a violation of the district’s acceptable use policy.

Lockers

Students are assigned a hall and gym locker in September. They are required to buy one lock for their gym locker. Each student will receive one lock (free of charge) for their hall locker from their homeroom teacher.

- School books, backpacks, coats, hats, cell phones, and any materials brought to school should be kept in the hall locker.
- Lockers must be kept neat, clean, **and locked** at all times.

- Decorating the outside of lockers is not permitted.
- Students are **not permitted to share lockers** or give their combination to another student. Doing so may result in disciplinary action for the “owner” of the locker.
- If a lock is damaged or lost, the student will be expected to pay for it. If there is another locker problem, the homeroom teacher should be informed.

All items placed in lockers are the responsibility of students and their parents. The school is not responsible for lost or stolen items. Expensive items should not be brought to school. Students should go to their locker in the morning, at lunchtime, and at the end of the school day, but not between periods.

Lockers are **school property** and are subject to inspections - *announced or unannounced* - at any time. Students may NOT use lockers as a depository for any substance or object which is prohibited by law or Summit School District Policy or which constitutes a threat to the health, safety or welfare of any or all occupants of this building.

Tobacco, Alcohol, and Drugs

Smoking, vaping, the use of E-cigarettes, and other illicit substances in school buildings and on school grounds is illegal in NJ. These offenses call for serious action by school administrators. Substance abuse problems are serious matters. If you or someone you know is in need of help, seek that help from a teacher, the school nurse, your advisor, your school counselor, the student assistance counselor, assistant principal, or principal. Use of illegal substances/vape devices/E-cigarettes in school will result in disciplinary actions as per Board of Education policy [#5530](#).

Vape Sensors are now being used in bathrooms at LCJ. If a sensor alert indicates possible vaping, any and all students in the bathroom at that time may be subject to any applicable district substance policy.

Cell Phones

The use of cell phones is not permitted in school under any circumstances. All cell phones must be turned off and kept in the child's locker during school hours. Violation of this policy will result in confiscation of the cell phone, and the requirement is that a parent or guardian come to school to retrieve it. The following are the consequences for students in violation of the cell phone policy:

1st Offense	Warning
2nd-3rd Offense	Central Detention
4+ Offenses	Extended Detention/Parent Retrieval

CODE OF CONDUCT

Our Mission

It is our mission, as a school community, to provide a safe, supportive, and stimulating environment where diversity is celebrated, the uniqueness of the individual is valued, and high academic standards are maintained to ensure success for all students.

Our overall view of acceptable student behavior is contained in a letter to parents/guardians which is mailed home for signing at the beginning of the school year. The following specific statements are made in an effort to create a safe and comfortable learning environment for all.

THREE SCHOOL RULES

- Take care of yourself
- Take care of each other
- Take care of your school

1	<ul style="list-style-type: none"> • Teacher Reprimand • Temporary Removal from Classroom • Student/Teacher Conference • Teacher Detention • Parent Contact (by teacher) • Administrative Reprimand • Loss of Privilege (field trips, celebrations, events, sports) <p><i>*Interventions are not necessarily meant to be used in sequential order</i></p>
2	<ul style="list-style-type: none"> • Teacher Reprimand • Teacher Detention • Parent Contact (by teacher) • Administrative Reprimand • Loss of Privilege (field trips, celebrations, events, sports) • Parent Conference w/administration • Administrative Detention <p><i>*Interventions are not necessarily meant to be used in sequential order</i></p>
3	<ul style="list-style-type: none"> • Parent Conference w/administration • Multiple Administrative Detentions • Restitution • Loss of Privilege (field trips, celebrations, events, sports) • Referral to SAC • Suspension <p><i>*Interventions are not necessarily meant to be used in sequential order</i></p>
4	<ul style="list-style-type: none"> • Parent Conference w/administration • Referral to SAC • Loss of Privilege (field trips, celebrations, events, sports) • Suspension/Multi Day suspension • Referral for Treatment/Evaluation • Expulsion • Police Notification <p><i>*Interventions are not necessarily meant to be used in sequential order</i></p>

Code of Conduct Infractions	*Level of Interventions
Inappropriate use of digital device/AUP violation	1-2
Linewize Alert	1-2
Disruptive Behavior	1-3
Butterflying Lockers	1-2
Disruptive dress/Appearance	1-3
Cutting Class/Truancy	2-3
Profane/Offensive language	2-3
Leaving school grounds without permission	2-4
Defiance of school authority/Insubordination	2-4
Bathroom Misconduct	2-4
Harassment, Intimidation & Bullying	2-4
Verbal/Written/Electronic threat of harm	3-4
Inappropriate contact/Sexual misconduct	3-4
Theft/Extortion/Gambling	3-4
Vandalism/Defacing school property	3-4
Obscene/Pornographic material	4
Terrorist threats	4
Negative physical contact or physical assault of another student	4
Physical assault of staff	4
Tobacco/Electronic Smoking Device - Use or possession	4
Drug/Alcohol sale	4
Falsely activating fire alarm	4
Gang Activity	4
Weapon possession/Arson	4

**Interventions can be higher with aggravating factors. In certain cases, contact with the Summit police department may be required.*

HIB

The Summit Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

It seems like it is defined differently than from years ago, back when "we were kids."

Indeed, when today's parents were in school, visions of one child hitting another child on a playground and taking his or her lunch money was what was known as bullying. However, in 2010, the NJ State Legislature began to define what harassment, intimidation, or bullying (HIB) is by law. In order for an event to be considered an incident of harassment, intimidation, or bullying, there are specific criteria and ALL criteria must be met for it to be *affirmed* as a HIB event.

What are the HIB criteria in NJ?

- ▶ Any communication, whether it be written, verbal, or electronic (cyberbullying), ***off campus or on***
- ▶ **Motivated** by an actual *or* perceived characteristic such as sexuality, gender identity/expression, race, ability, intellect, physical appearance, economic status, mental status, or any other distinguishing characteristic
 - Ex: Using "gay" as an insult, making fun of a classmate's haircut or the way they dress, making fun of a person's size or intellect
- ▶ Causes emotional harm to a student and/or creates a hostile school environment

How can you avoid being involved in a HIB?

- ▶ When interacting with peers, avoid using characteristics or slurs, even "just as a joke"
- ▶ Check in to see if you've taken a joke too far– "are you ok with this?". If the answer is no, do not continue
- ▶ If a classmate is using characteristics against another classmate, be an upstander and ask them to stop or tell an adult

You never know what someone is going through or what may affect them. *Even if it wouldn't bother you, it may be hurtful to someone else.*

Is bullying the same thing as conflict?

- ▶ No. Conflict is normal and both parties work to resolve it. In bullying, one person attempts to take more power than the other and does not have regard for the other person's feelings and is using language designed to intimidate or demean a student or group of students.

When should I tell an adult?

- ▶ If the person does not stop when asked to
- ▶ If you feel you are in danger of physical or emotional harm
- ▶ If you are uncomfortable/unsure how to handle it

* Telling an adult does not make you weak or a "snitch" *

Classroom and Library Learning Commons

The following is expected of all students:

- Arrive at school on time and be in class on time
- Use courteous language at all times
- Maintain good conduct at all times
- Respect all members of the LCJSMS community, including custodians, lunch aides, substitutes, and student teachers

- Respect others at work and avoid distracting them
- Refrain from intimidating or harassing any student by teasing verbal or physical threats
- Be in seats, ready to work when class begins
- Refrain from asking to be excused during class, except in an emergency
- Refrain from chewing gum or eating candy!

Assemblies

Courteous behavior is the major characteristic of an outstanding audience. In assemblies students are expected to:

- Enter and exit the Auditorium quietly
- Be silent when someone is speaking or performing
- Applaud to express pleasure and appreciation of the speaker or performer—shouting, whistling, and calling out are not permitted
- Remain seated throughout the performance—entering or exiting during the performance is not appropriate.
- Dismissal will be by rows, starting at the back of the Auditorium and moving to the front.

Travel by Bus

Students should adhere to the following regulations:

- Students must keep their hands, arms, head, etc. inside the bus at all times.
- Students are not allowed to adjust windows without the permission of the driver.
- Students must remain seated at all times.
- Eating and drinking on the bus are prohibited unless the teacher in charge grants permission.
- Throwing objects is prohibited.

Athletic Events

To uphold our standing and reputation with the community and other schools, students are expected to display the following:

- Good sportsmanship to all players, officials, and spectators
- Support for LCJSMS teams by attendance at athletic events and by appropriate cheers and applause
- Concern for others: Do not endanger the safety or comfort of players, coaches, officials, or spectators.
- Concern for the environment: Neither food nor beverages are permitted in the gym.

School Grounds

To ensure the safety and well-being of all, students are expected to:

- Cooperate and be courteous at all times
- Remain on school property during the school day. Respect is to be extended to all private property.
- Lock bicycles in the bike rack
- Refrain from dangerous behavior. Do not throw snowballs or any objects.
- Be concerned about safety. Do not participate in games that endanger the safety of self or others.

The Cafeteria

To ensure that lunch is enjoyable for all, students are expected to:

- Follow signals: When someone is speaking on the microphone, students will immediately cease talking
- Follow public restaurant standards of behavior
- Eat in the Cafeteria during their regular lunch period
- Be in their Cafeteria seats on time
- Present a pass to a lunch supervisor in the event you are late
- Await the signal to join the end of the line (receiving a cone)

- Be prepared to state your food choices
- IOUs are not issued by the Cafeteria or by the Office.
- Keep tables and floor clean
- Display good behavior. Those who abuse the lunch privilege will be removed from the Cafeteria.
- Respect surroundings and staff. Students who fight or throw food will be sent to the Main Office.

Halls and Stairways

So that all may be able to use the hallways with minimum congestion, students are expected to:

- Maintain good conduct and a quiet voice level at all times
- Avoid congregating. Do not block the movement of others.
- Running, pushing, slamming lockers and making excessive noises are examples of behaviors that are NOT acceptable.
- Keep hands and feet to self
- Walk in an orderly manner
- Obtain a hall pass granting permission to be in the hallway during class time
- Help keep the halls clean: Pick up scraps and deposit them in hall wastepaper baskets.

Entrance/Exit Rules

Students are expected to abide by the following regulations:

- Students are to arrive at school no earlier than 7:55 AM unless they are attending an extracurricular activity, participating in the breakfast program, meeting with a teacher, or using the Library Learning Commons.
- Remember, you may only enter to visit a teacher in the morning if you have a pass from that teacher.
- Weather permitting, students remain outside. Otherwise, they follow administrator directions.
- By 3:00 PM, all students must be off school property unless they are attending an extracurricular activity, meeting with a teacher, or using the Library/Media center.

Leaving School Grounds

Once students are on school grounds in the morning, they are not allowed to leave until 2:45 PM except under the following conditions:

- Only an administrator or the school nurse may grant permission for a student to leave the building, with parent consent.
- A telephone request for a student to leave the building will not be granted.
- Only a parent/guardian is permitted to receive a student who is excused during the school day.
- Students not attending an after-school activity, meeting with a teacher, using the Library Media Center or computer lab are expected to leave the school grounds by 3:00 PM.

Student Expectations

As a Lawton C. Johnson Summit Middle School student, I will strive to live by the spirit of our school motto:

We give respect; we take responsibility

and our 3 simple rules:

What does this look like...	Take Care of Yourself	Take Care of Each Other	Take Care of this Place
...in the classroom?	Coming on time and prepared with all materials needed for class.	Respecting quiet time for others to work and helping others work hard.	Cleaning up after ourselves. Taking care of the furniture and classroom space.
...in the hallways?	Getting to class on time and moving through the halls carefully.	Keeping ourselves to ourselves when moving to class.	Picking up paper in the hallway, keeping our lockers clean.
...in the cafeteria?	Find a seat and wait for your cone so that you can purchase your lunch.	Only eating/purchasing your own lunch, keeping ourselves to ourselves. Staying at our tables during lunch.	Clean up your table and space after eating lunch.
...when interacting with others?	By choosing friends that will treat you well and bring out the best in you.	Using kind words when speaking to others. Helping others in need.	Keeping our hallways/classrooms and bathrooms clean for others to use.
...before school?	Getting to school on time so that you can see teachers for extra help, use the computer lab or library.	Keeping ourselves to ourselves when waiting for school to start. Looking out for classmates to get to school safely.	Cleaning up after ourselves in front of the school or during breakfast in the concourse.
...after school?	Making sure we check in with teachers to see if we have homework or need extra help. Use the crosswalks when heading into town.	Not riding a bike through campus on our way home. Keeping ourselves to ourselves. Conducting ourselves with respect and class when in town.	Leaving the hallways/lockers clear of garbage. Keeping to the sidewalks around the building.

LAWTON C. JOHNSON SUMMIT MIDDLE SCHOOL STUDENT BEHAVIORAL EXPECTATIONS - CODE OF CONDUCT

In particular, I understand that the following serious violations of civil behavior in school, on school property, or on a field trip are totally unacceptable and will result in immediate disciplinary action:

- being involved in affirmed acts of harassment, intimidation, bullying, or hazing
- fighting or causing bodily harm to others (any student involved in a fight)
- profanity, verbal or physical abuse directed at another person in school or at a school activity
- possession or use of any illegal substances/paraphernalia including drugs, vape, alcohol or tobacco
- possession of a dangerous object such as firecrackers or weapons
- theft, vandalism or other serious offenses that disrupt our positive school climate
- threats of violence or other abuse-- written, verbal, **electronic or social media**, or any form of harassment
- any other substantial danger to others, general insubordination or case-by-case violations

Involvement in the above activities may result in a suspension from school. During suspension, the student is not permitted on school property unless accompanied by a parent or guardian. **Violations requiring high levels of administrative intervention may result in the loss of privileges such as: student activities, field trips and/or special events at any point during the school year including all end-of-year 8th-grade activities.**

If work, quizzes or tests are missed due to out-of-school suspension, the student shall receive 1 day for each day of school suspension to make up any missed work.

RULES OF SAFETY

Students are expected to behave responsibly. They must not endanger the welfare of others. They must use common sense in their actions. Serious attention should be paid to the following items:

- Firecrackers are forbidden on school property. They are illegal and dangerous.
- Holding or throwing snowballs is forbidden.
- Skateboarding and rollerblading are not permitted on school grounds.
- Cell phones, radios, iPods, electronic games, and all athletic equipment are to be placed in lockers BEFORE Homeroom and retrieved at 2:45 PM. These devices are not to be used during the school day.
- Valuable items or large sums of money (over \$20) should not be brought to school.
- Jewelry may not be worn in physical education classes. Racks for bicycles line the walkway to the main entrance of the school by the parking lot. Bicycles in racks should be secured with a strong lock. Skateboards should be secured in a locker and are NOT to be ridden inside the building at any time. Students are not allowed to stand by the bike racks before or after school. Before school and at dismissal, students should walk their bikes on and off school grounds.
- All students 17 years old or younger are required by law to wear bike helmets.
- During ALL fire and emergency drills, students must follow teachers' directions. There must be NO TALKING. Pathways must be kept clear. Students must be ready to respond to roll calls.

AFFIRMATIVE ACTION

Summit Public Schools does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX, the Code of Federal Regulations, and [Board of Education Policy 5751](#) Details about the complaint/grievance process are in this policy.

District Title IX Coordinator:

Robert Gardella
Director of Human Resources
14 Beekman Terrace
Summit, NJ 07901
rgardella@summit.k12.nj.us
(908) 918-2100 ext 3107

RESOLUTION ON BOARD OF EDUCATION

POLICY 5770: Pupil Right of Privacy (2/10/2022) WHEREAS, NJSA 18A:36-19.2 authorizes school principals or other school officials designated by the Board of Education to inspect lockers, desks, or other storage facilities provided for use by students so long as the students are given written notice at the beginning of each school year that inspections may occur,

IT IS THEREFORE RESOLVED that each building principal shall cause written notice to be given at the beginning of each school year to all students that the building principal and/or other designated school officials may at any time, without prior notice, inspect lockers, desks, or other storage areas provided for use by students.

IT IS THEREFORE FURTHER RESOLVED that each building principal or other school official designated by the Board of Education, be permitted to inspect at any time, without prior notice, lockers, desks, and other storage facilities provided for use by students.

BE IT RESOLVED that the following people be designated to conduct inspections of lockers, desks, and other storage facilities under NJSA 18A:36-19.2.,18A:37-

Summaries of Summit School District Policies and Regulations are to be found as follows.

<http://www.summit.k12.nj.us./board-of-education/policies>. Policies are statements of positions on important issues adopted in a formal vote by the Summit Board of Education. Regulations are procedures and rules which the district's Administrative Council has formulated to ensure thorough compliance with Board policy. The summaries contain important information for you and your children regarding:

- | | |
|---------------------------|--|
| ● Substance Abuse | ● Harassment, Intimidation, Bullying, and Hazing |
| ● Child Abuse and Neglect | ● Reporting of Missing Students |
| ● Weapons | ● Attendance |
| ● Smoking | ● Pupil Records |
| ● Care of School Property | ● No Child Left Behind |
| ● Drug-Free School Zones | |

Students are expected to act in a responsible manner at all times. It is not possible, nor is it desirable, to delineate rules covering every possible situation which a student will encounter. Common courtesy and sensitivity to the rights of others will guide students properly in most situations. However, it should be understood that all students will be held accountable for their actions.