

Lakeside Middle School

Student Handbook



*Where learning means success and
character counts everyday!*

2 N. Sharp Street

Millville, New Jersey 08332-1999

(856) 293-2420

FAX (856) 825-7588

<http://lakeside.millville.org/>

2024-2025

LAKESIDE MIDDLE SCHOOL ADMINISTRATION

Ms. Amanda Gaunt, Principal
Mrs. Donna Sanfilippo, 6th Grade Vice Principal
Ms. Dawn Bell 7th Grade Vice Principal
Mr. Christian Galietta 8th Grade Vice Principal

GRADES 6-12 SUPERVISORS

Mrs. Wendy McKensie, K-12 Guidance Supervisor
Mr. David LaGamba, Athletic Director, K-12 Phys. Ed. Supervisor
Mr. Henry Hartman, Math/World Language Supervisor
Mrs. Jessica Kauffman, 6-12 Exceptional Children & Special Services Supervisor
Mrs. Bridget Borlak, 6-12 English/Social Studies Supervisor
Mrs. Stacey Musey, 6-12 Science/CTE Supervisor
Mrs. Margaret Keefer, 6-12 Fine and Performing Arts/Professional Development Supervisor
Ms. Danielle Pullia, Crisis Coordinator
Mrs. Etta Benishek, Student Assistance Coordinator

MAIN OFFICE STAFF

Ms. Rebecca Taylor, Principal's Secretary
Mrs. Amy Martin, Attendance & Early Dismissal Secretary
Mrs. Debbie Brown, Business & Financial Secretary
Ms. Pamela Tapia, Substitute Staffing & Custodian of Records Secretary
Mrs. Bethany Kavanagh, Vestibule & Front Desk Secretary

SCHOOL COUNSELORS

Mrs. Melissa Sooy, School Counselor of Testing & Master Schedule
Ms. Brittany O'Shea, 6th-Grade School Counselor
Ms. Lauren Campbell, 7th-Grade School Counselor
Ms. Megan Hoffman, 8th-Grade School Counselor

GRADE-LEVEL SECRETARIAL STAFF

Mrs. Jennifer Seitz, 6th-Grade Secretary
Mrs. Sue Velez, 7th-Grade Secretary
Mrs. Patty Parker, 8th-Grade Secretary

CHILD STUDY TEAM & SOCIAL WORKERS

Mrs. Karley Trovarelli-DePalma, 6th-Grade CST Case Manager
Ms. Nicole Dudek, 7th-Grade CST Case Manager
Mrs. Audrey Muller, 8th-Grade CST Case Manager
Ms. Gabrielle Salvatore, School Social Worker
Ms. Sharon Shiffler, School Social Worker

SCHOOL NURSES

Mrs. Nina Ciancarelli School Nurse

LAKESIDE MIDDLE SCHOOL FACULTY

Abel, Kristi Ambert, Miriam Andrews, Dena Ayars, Daniel Barreiro, Joshua Beckett, Jennifer Belmonte, Kara Berghloz, Stephen Bermudez, Crystal Bertolino, Troy Bertulis, Andrea Biaselli, Erika Borchert, Margaret Borlak, Bridget Bowker, Brynn Bram, Karen Brant, Stacy Brown, Channelle Camerieri, Wesley Capanna, James Capertina, Holly Carroll, Teale Ciccio, Carol Ann Colon, Melissa Corson, Russell Cote, Paul Davis, Lamar Demaree, Rebecca De Rosa, Gianna Dowdy, Shaun Errickson, Morgan Evans, Ozmeear	Feltes, Desiree Fien, Thomas Fisler, Heidi Fry, Greg Gandy, Kelly Gardenhire, Richard Garvey, Casey Gaudio, Lisa Gaudio, Samantha Grennon, Valerie Hakola, Brian Henry, Becky Hickman, Robin Hickman, Tom Ippolito, Diana Interlante, Nicole Irwin, Sueann Isner, Brianne Kavanagh, Marty Jr. Kern, Barbara Kern, Susan Kiernan, Fawn Koh, Maria Kunkle, Allison Langlois, Cheyenne Lind, Tiffany Lopez-Arbelo, Luisa Lute, Francis (Ed) Manning, Josslyn Martin, Kristina Mauro, Dana McCafferty, Stacy	McCafferty, Terri Mole, Annette Morgan, Elizabeth Musey, Stacey Netherby, Meaghan Nichols, Brooke Olinda, Christine O'Malley, Erin Parker, Leanne Pereira, Jason Powell, Dama Protic, Mihajlo Protze, Megan Reis, Kim Rettig, James Rivera, Jordan Rivera, Noraima Roche, Robin Sanderlin, Lisa Siegel, Samantha Seitz, Jennifer Shelton, Jennifer Shirley, Macie Stroup, Lida St. Clair, John Taylor, Ginger Tozer, Tammy Trovarelli, Ashley Turner, Nicole	Varner, Hannah Vasquez, Sarah Venella, Timothy Villari, Isabella Votta, Jackie Ward, Sandra Wickward, Ali Wittman, John Zerra, Kathy
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LAKESIDE MIDDLE SCHOOL MISSION STATEMENT

Lakeside Middle School aims to inspire and empower students to grow both academically and socially, while preparing them to be productive citizens and future leaders.

LAKESIDE MIDDLE SCHOOL VISION STATEMENT

We, the faculty and staff of Lakeside Middle School, believe that all students can achieve. We are dedicated to providing an academic environment that will ensure student growth. To this end, we will provide:

- A safe and orderly campus
- An enriching environment that fosters teamwork, collaboration, and inquiry
- High-quality instruction that meets all student's diverse needs and identities
- Programs and activities that enhance academic achievement, as well as each student's social and emotional growth

DISTRICT VISION STATEMENT

To create a world class district involving all stakeholders where every child can learn.

DISTRICT MISSION STATEMENT

The mission of the Millville School District is to ensure that every student develops the skills, knowledge, and attitudes necessary to live a fulfilling life.

LMS Schedule By Grade

6th Grade	7th Grade	8th Grade
<u>Homeroom</u> 8:20 - 8:34 8:30 - Late Bell & Announcements	<u>Homeroom</u> 8:20 - 8:34 8:30 - Late Bell & Announcements	<u>Homeroom</u> 8:20 - 8:34 8:30 - Late Bell & Announcements
<u>1st Period</u> Core 8:34-9:36	<u>1st Period</u> Core 8:34-9:34	<u>1st Period</u> PE/ENCORE 8:37-9:32
<u>2nd Period</u> Core 9:38-10:37	<u>2nd Period</u> PE/ENCORE 9:37-10:30	<u>2nd Period</u> Core 9:35-10:35
<u>3rd Period</u> ENCORE/PE 10:40-11:35	<u>3rd Period</u> Core 10:33-11:33	<u>3rd Period</u> Core 10:37-11:37
<u>4th Period</u> 4A/4B Core 11:38-12:37 4C LUNCH 12:40-1:00	<u>4th Period</u> 4A Core 11:35-12:07 4B LUNCH 12:10-12:30 4C Core 12:33-1:03	<u>4th Period</u> 4A LUNCH 11:40-12:00 4B/4C ENCORE/PE 12:03-12:58
<u>5th Period</u> Core 1:03-2:03	<u>5th Period</u> PE/ENCORE 1:06-2:01	<u>5th Period</u> Core 1:01-2:02
<u>6th Period</u> PE/ENCORE 2:06-2:58 *Walk students back to homeroom	<u>6th Period</u> Core 2:04-3:03	<u>6th Period</u> Core 2:04-3:04
<u>Dismissal</u>	<u>Dismissal</u>	<u>Dismissal</u>

6th Grade	7th Grade	8th Grade
<u>Homeroom</u> 8:20 - 8:34	<u>Homeroom</u> 8:20 - 8:34	<u>Homeroom</u> 8:20 - 8:34
8:30 - Late Bell & Announcements	8:30 - Late Bell & Announcements	8:30 - Late Bell & Announcements
<u>1st Period</u> Core 8:34-9:36	<u>1st Period</u> Core 8:34-9:34	<u>1st Period</u> PE/ENCORE 8:37-9:32
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<u>5th Period</u> Core 1:03-2:03	<u>5th Period</u> PE/ENCORE 1:06-2:01	<u>5th Period</u> Core 1:01-2:02
6A & 6C Bus Riders 3:01 6B Bus Riders 3:02 Car Riders & Walkers - 3:10	7A & 7D Bus Riders 3:03 7B & 7C Bus Riders 3:04 Car Riders & Walkers - 3:10	8C & 8D Bus Riders 3:06 8A & 8B Bus Riders 3:07 Car Riders & Walkers - 3:10

SCHOOL CLOSING—SNOW DAYS

In the event of inclement weather, we may need to close or delay opening our schools. The district will use our phone communication system to notify all registered staff and parents/guardians. In addition, we will post notice

on the district web page (www.millville.org), post notice on the district Facebook page (Millville Public Schools), and place a recorded message from (856) 293-2001. The following news media will also be notified:

	SNJ Today	6ABC Action News
Web	www.snjtoday.com	www.6abc.com
TV	Comcast channel 22	WPVI-TV6 (Action News)
Radio	WSNJ 1240 AM	

LMS School Calendar 2024/2025

September 2024

- 9/2/24 - School Closed - Labor Day
- 9/3/24 - 1st Day for Staff/In-Service
- 9/4/24 - Staff only - In-Service Day
- 9/5/24 - 1st Day for students
- 9/9/24 - Fall Sports Season Begins
- 9/12/24 - Back to School Night (Thur) 6-7:30 PM
 - Pencil Gram Fundraiser-PBSIS
- 9/25 & 9/26/24 - Picture Day!

October 2024

- 10/01/24 - 8th-Grade WaWa Sub Ticket Fundraiser
- 10/11/24 - Staff only - In-Service Day
- 10/14/24 - School Closed - Columbus Day
- 10/17/24 - Mat Ball-Monthly PBSIS Event
- 10/24/24 - Haunted Halls

November 2024

- 11/1/24: AVID Popcorn Fundraiser
- 11/7 & 11/8/24 - School Closed - NJEA Conference
- 11/12/24 - MP1 ENDS
- 11/13/24 - Make-up Picture Day!
- 11/15/24 - Student Council 8th-Grade Dance
- 11/20/24-11/21/24 - Musical Auditions
- 11/21/24 - Candy Bar Bingo-Monthly PBSIS Event
- 11/22/24 - Parent Teacher Conferences-Early Dismissal
- 11/25/24 - Parent Teacher Conferences-Early Dismissal (Evening Meetings)
- 11/26/24 - Parent Teacher Conferences-Early Dismissal (Evening Meetings)
- 11/27/24 - Early Dismissal for Holiday
- 11/28 & 11/29/24 - School Closed - Thanksgiving

December 2024

- 12/2/24 - Winter Sports Season
- 12/2/24-12/6/24 - Book Fair
- 12/6/24- 7th Grade Student Council Dance
- 12/18/24 - Lakeside 6th Grade Concert 6:00pm
- 12/19/24 - Gingerbread House-Monthly PBSIS Event
- 12/19/24 - Lakeside 7th & 8th Band and Choir Concert 6:00pm
- 12/20/24 - Early Dismissal - Winter Break
- 12/23 - 1/1/25 - School Closed-Winter Break

January 2025 - *School Board Recognition Month*

- 1/2/25 - First Day of School for 2025
- 1/16/25 - Movie Day-Monthly PBSIS Event
- 1/20/25 - School Closed - MLK Birthday
- 1/24/25- 6th Grade Student Council Dance
- 1/30/25 - MP2 ENDS
- 1/31/25 - Staff only - In-Service Day

February 2025

- 2/17/25 - School Closed - Presidents' Day
- 2/20/25 - Minute to Win It-Monthly PBSIS Event
- 2/28/25- Lakeside Musical 7:00pm

March 2025

- 3/1/25- Lakeside Musical 7:00pm
- 3/7/25 - Career Fair
- 3/10/25 - 3/15 - Luck of the Lightning-PBSIS Fundraiser
- TBD 8th Grade Chick Fil A Fundraiser
- 3/12/25- Evening of Jazz at High School 6:00pm
- 3/20/25 - All City Concert -6:00pm
- 3/21/25 - Staff only - In-Service Day
- 3/25/25- Spring Sports Season Begins
- 3/26/25 - NJHS Induction Wednesday
- 3/27/25 - March Madness-Monthly PBSIS Event

April 2025

- 4/8/25 - MP3 ENDS
- 4/17/25 - Mat Ball-Monthly PBSIS Event
- 4/18/25-4/25/25 - School Closed-Spring Break
- 4/28/25 - Classes Resume

May 2025

- 5/1/25-05/09/25 - NJSLA Testing
- 5/12/25-5/23/25 - NJSLA Makeup Testing
- 5/6/2025- Choir Concert 6:00pm
- 5/13/2025 -Band Concert 6:00pm
- 5/15/25 - Lawn Games-Monthly PBSIS Event
- 5/22/25 - AVID End Of Year
- 5/26/25 - School Closed-Memorial Day
- 5/28/25 - Mental Health Day

- 5/30/25: Band & Choir Hershey Park Trip

June 2025

- 6/ TBD - Big Summer Blowout-Monthly PBSIS Event
- 6/6/25 - 8th Grade Semi
- 6/10/25-6/13/25 - Finals Week
- 6/17/25 - 8th Grade Step-Up Ceremony
- 6/18/25 - Last Day for students & teachers (tentative)
- 6/18/25 - MP4 ENDS
- 6/20/25 - Juneteenth
- 6/26/25 - *Last Day for students & teachers including 5 snow days.*

VISITORS

Policy #9150

All visitors are encouraged to make an appointment prior to arriving at Lakeside Middle School with whomever they wish to speak. Please contact the school for an appointment by calling (856) 293-2420.

- All visitors must enter through the Main Entrance at the front of the building.
- All visitors must check in at the Security Window and show proper ID.
- All visitors will be issued a visitor's pass and must wear the pass all times while at Lakeside Middle School.

CHANGE OF ADDRESS, PHONE NUMBER, EMAIL ADDRESS

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

ACADEMIC GRADING POLICY

Policy #2624

The grading policy is in effect for all subjects (including special areas):

GRADE SCALE

A+ = 98-100

A = 95-97

A- = 92-94
B+ = 89-91
B = 86-88
B- = 83-85
C+ = 80-82
C = 77-79
C- = 74-76
D+ = 71-73
D = 68-70
D- = 65-67
F = 0-64

HONOR ROLL

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

MILLVILLE INTERNET ACCEPTABLE USE POLICY Policy #7523

Millville Public School is dedicated to providing all students an engaging and rigorous academic experience while preparing our students to be creative collaborators, effective communicators, and critical problem solvers in a diverse globalized society. We believe technology is a tool that enables our students to learn the curriculum at a deeper level, and we believe that the curriculum is the driving force behind technology usage in the classroom.

It is the policy of MPS to maintain an environment that promotes ethical and responsible conduct in all electronic resources and activities. With this privilege and opportunity to explore resources comes responsibility for the parent and the student. Violations of this policy may result in disciplinary action, including the loss of a student's privileges to use the district technology resources. Any offense that might be negligent or purposeful may be severe enough to result in an immediate administrative referral and/or loss of technology privilege.

- Students may only log in using their district-assigned username.
- Students may not share their passwords or student ID numbers with other students.
- Students may not record or take photographs of students or staff members without their permission.
- Students should not post personal information about themselves or others. This personal information includes a person's full name, phone number, address, birth date, or an identifiable photo.
- MPS may remove a user's access to the network/cloud storage without notice at any time if the user is engaged in any unauthorized activity.
- MPS reserves the right to restrict access to classroom technology at any time
- Students are expected to report any damage to their device or associated accessories immediately
- Do not intentionally modify computers or other equipment attempting to install software, hacking, spreading viruses or malware, or making physical changes to (i.e. removing labels, emblems, or parts) or damaging technology equipment.
- User realizes that the Millville Public School District reserves the right to view any material stored in files.
- Do not attempt to bypass Internet filters by using proxy sites, hacking, or any other means; Request unblocking of educationally necessary Internet resources using established District procedures.
- Immediately report problems or security violations, such as broken equipment or inappropriate technology or password use, to a teacher or administrator.
- Use communications tools only in ways that are kind and respectful. This includes email, blogs, discussion boards, wikis, chat/instant messaging, texting websites, and virtual learning environments.

- User will not delete, examine, copy or modify files and/or data belonging to other users. The exception to this would be students collaborating on shared documents.
- Do not intentionally access, copy, share, or create material that violates the school's code of conduct, including material that is pornographic, threatening, rude, discriminatory, or meant to harass.

STUDENT ANTI-THEFT GUIDELINES

- 1) The best advice to students is: DO NOT BRING VALUABLES TO SCHOOL WITH YOU. This would include expensive jewelry, large amounts of cash, or electronic devices.
- 2) Be sure your hall locker is locked. Do not share a locker with anyone else unless assigned to do so and never give your locker combination to anyone else. You are responsible for all items placed in your locker.
- 3) When in Physical Education classes, take a gym bag small enough to fit in one of the storage units. Do not leave gym bags, books, electronics or anything else lying around the locker room or gym areas. Lock up everything
- 4) Whether you are in the locker room or any other place in the building, do not leave anything of value unattended. You are responsible for all items placed in your locker.
- 5) YOU ARE RESPONSIBLE FOR YOUR PERSONAL BELONGINGS. Although we provide teacher supervision, with over 1,000 students, each person must take special care with his/her valuables. The school is not responsible for lost or stolen items.
- 6) Any person involved in a theft to any degree risks discipline and possible alternative education placement. If the theft is a felony, the student will have charges filed against him/her with the local police department.

LOCKS AND LOCKERS

Policy #5770

All of the lockers in the school building are built in. All students will be expected to keep their lockers locked. No student is to share a locker with another student unless he/she has been so assigned.

The Millville Board of Education takes the security of its schools very seriously and in that regard the School District expressly retains the right to conduct searches of lockers, desks, or other property, including property owned by the students and brought on to school grounds or school functions, in order to maintain order and discipline and to protect the safety and wellbeing of the entire school community.

SEARCH OF SCHOOL LOCKERS

- 1) Each student in grades 6 through 8 will be assigned a school locker if the student and the student's parents choose to have one assigned.
- 2) Those lockers, even after assignment, are, nevertheless, the property of the Millville Board of Education.
- 3) The Board of Education has determined that searches of lockers and other forms of storage facilities provided for use by the students may be made by the school principal, assistant principals or other members of the school administration in circumstances where those persons have a reasonable suspicion that a school rule, city ordinance or state law is being violated. State Law (N.J.S.A. 1SA: 36-19.2) provides that these areas may be searched starting at the beginning of the school year on a periodic basis. This may include K-9s from the local/ state/federal police authorities. Police may open all lockers during a bomb scare.
- 4) Any student who, because of the above provisions or for any other reason, declines to have a locker assigned to him/her, may notify the school prior to the beginning of the school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Policy #8335

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to a student's education records. These rights are:

The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials or another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Local educational agencies who receive financial assistance under the Elementary and Secondary Act (ESEA) are required to provide military recruiters the same access to secondary students and student information as they provide to post-secondary institutions or to prospective employers. The United States Department of Education “Policy Guidance-Access to High School Students and Information of Students by Military Recruiters” Guidance document indicates that, if a school has a policy of allowing colleges and universities and/or prospective employers to come on school property and to provide information to students about educational and employment opportunities, it must provide the same access to military recruiters. According to the United States Department of Education, military recruiters are also entitled to receive the name, address, and telephone listing of juniors and seniors in high school.

Unless a parent has opted out of providing the information, school districts are required to provide this information. Under FERPA and ESEA, school districts are obligated to provide parents with notice concerning the use of student directory information. FERPA requires schools to notify parents as to the type of student directory information that it releases to the public. This generally includes names, addresses, and telephone numbers to military recruiters upon request, subject to the parents request not to disclose the information without written consent. A written request to be excluded from the release of directory information must be submitted to the principal by the parent/ guardian or eligible student.

AFFIRMATIVE ACTION/EEOC SCHOOL AND CLASSROOM PRACTICE

Policy #1140

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

Millville Public School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7, & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures, and the annual reports are located at the Culver Building in the Human Resource Office. The district Affirmative Action Officer is Mr. Scott Godfrey located at 110 N. Third St., Millville, NJ 08332. He may be contacted by phone at (856) 327-6003 or via email (scott.godfrey@millville.org).

HARASSMENT, INTIMIDATION and BULLYING

Policy #5512

HIB Reporting Form

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil. A safe and civil environment in school is necessary for pupils to learn and achieve. High academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate it's pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of electronic communication device directed at a student that takes place on school property, at any school-sponsored function or on a school bus and that:

- Targets a student and which may affect his/her education program;
- Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of the other students;
- Creates a hostile education environment for a student(s) by infringing and/or interfering with a student's education;
- Severely or pervasively causes physical or emotional harm to a student(s);

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

For the purpose of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager." Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). To review the complete policy please refer to the Bullying & Prevention (HIB) link on our website (www.millville.org) under Parent Resources.

SEXUAL HARASSMENT POLICY

Policy #5751

POLICY

- A) It is the policy of Millville Public Schools to maintain a learning and working environment that is free from sexual harassment.
- B) It shall be a violation of this policy for any member of the Millville Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined below.

DEFINITION

A) Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any student to a staff member, when made by any member of the school staff to another staff member, or when made by any student to another student when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

B) Sexual harassment as set forth above, may include, but is not limited to the following:

- 1) Verbal harassment or abuse.
- 2) Pressure for sexual activity.
- 3) Repeated remarks to a person with sexual or demeaning implications.
- 4) Unwelcome touching.
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- 6) Electronic images (sexting) and their distribution.

Procedures

- A) Any person who alleges sexual harassment by any staff member or student in the school district may use the grievance procedure or may complain directly to his/her immediate supervisor or building principal. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

- B) The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

SANCTIONS

- A) A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, including discharge.
- B) A substantiated charge against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student discipline code.

NOTIFICATIONS

Notice of this policy will be circulated to all students and departments of the Millville Public Schools on an annual basis and incorporated into the teacher and student handbooks.

STUDENT CODE OF CONDUCT

Policy # 5600

The specific purpose behind the following is to set down a student code of conduct. All students should be fully familiar with all rules and regulations and specifically aware of offenses occurring in or around the school grounds which could warrant disciplinary action. Classroom expectations should be clearly explained and provided to the students in writing.

Our public schools are operated and paid for by the citizens of Millville in order to provide a quality education for the students. We believe that there must be a place in our school system for every student. It is our purpose to provide a meaningful educational program for every person of school age in Millville.

Providing a quality educational program for every student implies a mutual responsibility. The school system provides the program and facilities; the student must assume responsibility for participation in the educational program through reasonable conformity and acceptable standards of behavior.

In order to avail oneself of the advantages of the educational system, a student is required to do the following:

- (1) Attend school regularly.
- (2) Be punctual in attendance.
- (3) Obey school rules as promulgated.
- (4) Be respectful of and earn the respect of peers and superiors.

There are certain acts that must be avoided because they are anti-social and not in the best interest of the student and the school system. Examples of these acts are as follows:

- (1) Non-compliance with school rules and regulations.
- (2) Cutting any class or any school day activity.
- (3) The use of obscenity or profanity.
- (4) Habitual unexcused tardiness to school or class.
- (5) Repeated failure to bring materials and/or textbooks to class.
- (6) Insubordination.
- (7) Smoking on school property or buses.
- (8) Forgery.
- (9) Academic Dishonesty.
- (10) Fighting, Violence, Substance Abuse.
- (11) Utilizing technology/electronic devices/cell phones in any manner that violates school policy.
- (12) Any behavior that may disrupt the orderly operation of the school.

Violators of established school rules will be subject to disciplinary action at the discretion of the Principal.

There are acts of violations that are so serious that the commission of these acts makes it necessary in the interest of the school system for the offender to be excluded from school. Examples of these violations are as follows:

- (1) Physical aggression directed toward any school employee.
- (2) Theft and/or vandalism (damaging or destroying school property).
- (3) Physically and/or verbally inciting a riot or participation in a riot.
- (4) Use of alcoholic beverages or intoxicants of any type on school property or while engaged in any school activity.
- (5) Carrying weapons of any type.
- (6) Fighting.
- (7) Forms of physical, emotional, or cyber bullying.

This policy is to be published for the students, school employees, and parents of secondary students in the school district through the student handbook and faculty manual.

ALTERNATIVE CLASSROOM INSTRUCTION

Students assigned to the ACI room are required to complete all work assigned. Failure to do so will result in a zero for those assignments. All students must serve a full day of their assigned ACI, in order to comply with their disciplinary consequences. Failure to report to an assigned ACI can result in an out-of-school suspension and one will be required to attend the assigned ACI upon return. Students are required to turn in their electronic devices while in ACI for security purposes.

FAILURE TO ADHERE TO THE BUS RULES AND REGULATIONS

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

The bus driver will give a verbal reprimand for any student who is not properly fastened in the bus restraint system. The bus driver will complete a written incident report if a student does not heed the instructions to properly fasten the restraint system. An administrator will discuss the problem with the student, inform the parents of the violation and review the policy rules with them.

1st offense: Administrative Conference with Parent/Guardian

2nd offense: Administrative Conference with Parent/Guardian

3rd offense: 1 day bus suspension

4th offense: 3 day bus suspension

5th offense: 5 day bus suspension

6th offense: 10 day bus suspension and possible loss of bus privileges

*Administrative discretion will determine disciplinary action in some cases.

DISCIPLINE OFFENSES

Policy #5660

Student-Code-of-Conduct 2023-2024

ACADEMIC DISHONESTY

Policy #5701

Academic dishonesty is the attempt to gain an unfair advantage over another student that is relevant to the student's participation in any academic course, exercise, or function.

This may include:

- 1) Disseminating or receiving answers verbally, physically, and electronically before, during, or after an assignment is given.
- 2) Copying work during any academic assignment including tests, quizzes, homework, labs, and classwork.
- 3) Using any unauthorized technology to receive, view, or potentially use answers on any academic assignment.
- 4) Plagiarism may include; copying of work, words, ideas, etc. in whole or in part from another source and presenting them as if they are one's own; Failure to reference completely or improperly reference material in a research project or other course presentation; Presenting "original" work that was completed by another individual with the intention of obtaining a grade for the submitted work. Use of artificial intelligence presented as a student's own work is prohibited.
- 5) Purchasing, selling, or trading work that could be used in any future academic course.
- 6) Altering or tampering with any instructor-prepared materials, grades, or equipment in any manner.

This list is not inclusive to every possible manner of academic dishonesty and its interpretation is based on faculty recommendation and discretion of the school's administration. Consequences for any actions that fall under this category may include one or more of the following:

- 1) Zero given on the pertaining assignment
- 2) Faculty council review and possible removal from honor societies, leadership positions, and/or other extracurricular activities.
- 3) Office referral and discipline

The administration has the right to adjust these guidelines as necessary and each situation will be determined on a case by case basis.

DISCIPLINE APPEALS PROCEDURE

If a student feels the disciplinary action has been unmerited or excessive, an appeal can be made (See below). In cases of minor discipline problems that would result in Alternative Classroom Instruction or detention, the punishment will be held in abeyance until after the appeal process has been completed. In cases of severe infractions that would require out of school suspension, the student may be suspended out of school concurrently with the appeal process. Pupils suspended for a period of time longer than a short-term suspension, (3-9 days), shall be afforded a formal hearing before the Board of Education committee for a disciplinary hearing which shall take place not later than twenty-one (21) days after the suspension.

LEVEL 1 - ASSISTANT PRINCIPAL

A request must be made of the Assistant Principal by the parent/guardian to review the matter in an attempt to resolve in an amicable way.

LEVEL 2 - PRINCIPAL

If not satisfied, an appeal may be made to the Principal. The Principal will investigate and respond within five working days.

LEVEL 3 - ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION

If not satisfied, the appeal may be taken to the Assistant Superintendent of Curriculum and Instruction within five working days after the decision is rendered by the Principal. The Assistant Superintendent of Curriculum and Instruction or his/her designee will respond within seven (7) working days.

LEVEL 4 - SUPERINTENDENT

FOR SUSPENSIONS LESS THAN TEN (10) DAYS

If not satisfied, the appeal may be taken to the Superintendent within five working days after the the decision is rendered by the Assistant Superintendent. The Superintendent or his/her designee will respond within seven (7) working days.

LEVEL 5 - BOARD OF EDUCATION

RESERVED FOR SUSPENSIONS GREATER THAN TEN (10) DAYS

If not satisfied, an appeal may be made to the Board of Education within seven working days after the decision is rendered by the Superintendent or his/her designee. The Board of Education will

hear the matter at the next regularly scheduled board meeting. The Board of Education shall respond within thirty (30) calendar days.

STUDENT ATTENDANCE POLICY

Policy #5200

It is imperative that students attend school unless they are ill; students cannot achieve academic success without good attendance. The school day is from 8:32 a.m. to 3:10 p.m. Our doors open at 8:20 a.m. If a student will be absent, please call the school to report the absence. When an absence is due to a communicable/infectious disease, a note of re-admission from a physician is required. Students are responsible for making up all missed schoolwork. The Board-approved attendance policy is as follows:

- **Verified Absences:** The following will be considered excused absences:
- **Serious student illness:** A note from the doctor must be submitted within three days of the students' return to school. Please note: a doctor's note may be required in cases where absences are too frequent or when there is a medical condition that endangers other students.
- When a note from a physician is provided, the absence in question will be recorded as excused.
- A parent note explaining illness will not be recorded as an excused absence, but will be placed in the student's file.
- Please note that notes from any physician's office that state that the child was not seen in the office and the information was relayed from the parent will not be considered as excused absences.
- **Medical/dental examinations:** If possible, these should be taken care of outside of school hours. Prior approval is required, and a doctor's note must be submitted upon the student returning to school. Students may be excused for emergency work. A student must have a doctor's note upon returning to school.
- **Death in the immediate family:** Students will be granted three days' absence due to a death in the family. If long-distance travel is required, additional days may be requested. A note from the parent/guardian is required stating the relationship of the deceased and must be submitted within three days of returning to school.
- **Religious holidays:** Students will be excused for all religious holidays recognized by the State Board of Education. A note from the parent/guardian must be submitted within three days after the absence.
- **Nurse's office:** The nurse will only excuse students' who leave early due to a fever or under the nurse's discretion of an illness or injury. If the student decides to leave early without the nurse's approval, this will be documented as unexcused.

Verified Absence:

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

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

- The name of the student
- The date the note is submitted for approval
- Date(s) of absence(s)
- The specific reason for the absence
- The signature of the parent/guardian

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

- Being out of town
- Babysitting
- Missing the bus
- Car trouble
- Truancy
- Work at home
- Weather conditions

- Family vacation

Parent/Guardian Notification and Disciplinary Action:

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

Tardiness / Excessive Lateness: Students are expected to arrive promptly to school and to each assigned class. If students arrive after 8:32 a.m., they are to report to the Security desk and obtain a late pass. Excessive lateness to school and classes will be treated as a serious discipline problem. Students will be permitted no more than three unexcused tardies per marking period.

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

- First offense: A parent conference must be held and the student will be assigned to Alternative Classroom Instruction for 1 day.
- Second offense: A parent conference must be held and the student will be assigned to Alternative Classroom Instruction for 2 days.
- Third offense: The case will be referred to the school district truant office for prosecution through the court system. In addition, a parent conference will be required.

EARLY STUDENT DISMISSAL

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

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

Although being signed out after 12:40 PM counts as a full day, any student signed out after 12:40 PM will be missing 4 periods of instruction. Therefore, any early dismissal after 12:40 PM will be recorded as an unexcused early dismissal unless a physician’s note is provided or prior approval is arranged. The student will be responsible for any work missed during that time. All early dismissals must be done by 2:30PM.

STUDENTS LEAVING EARLY OR COMING IN LATE

If a student is signed OUT:

Before 10:40 am – absent full day
 Between 10:40 am – 12:40 pm - 1/2 day absence

If a student is signed IN:

Before 10:40 am - late
 Between 10:40 am – 12:40 pm - 1/2 day absence

After 12:40 pm - present (full day)

After 12:40 pm - absent (full day)

**DRUG, TOBACCO, ANABOLIC STEROIDS,
AND CONTROLLED DANGEROUS SUBSTANCES
POLICY STATEMENT
Policy #5530**

The Board of Education recognizes that drug/alcohol abuse represents a growing problem in society and is aware of the vital role performed by the schools and the efforts of the community to control and manage this problem. The Board of Education believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature. The Board of Education's concern is also to protect students who do not use and /or abuse drugs/ alcohol as well as to provide help for those that do. The Board of Education pledges not only to meet, but to exceed State and Federal mandates for an alcohol and drug-free district by providing the best programs possible for prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline and continuity of care for student alcohol, tobacco and other drug use and abuse in the public elementary and secondary schools of the district according to the requirements of N.J.S.A. 18A:40A9, 10 and 11 and N.J.S.A.26:30-15-21 and N.J.A.C.6:29-6.3.

The Millville Public School District will ensure the confidentiality of alcohol/drug abuse patient records pursuant to 42 CER Part 2 and the confidentiality of information provided by an elementary or secondary student while participating in a school based alcohol/drug counseling program which indicates the students parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2. For purposes of this policy "drug" shall be defined as:

Any controlled dangerous substance, as identified in N.J.S.A. 24:21-2; All alcoholic beverages;
Any chemical or chemical compound (i.e. electronic cigarettes, vaping products) which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in N.J.S.A. 2A: 170-25.9.

Over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. Misuse of any (and all) prescription or over-the-counter medications. All prescription medications must be administered by the school nurse unless permitted to self-medicate according to Millville Board of Education Medication policy. 33 For purposes of this policy "school or school-related function" shall be defined as: while attending school, while in the school building , on school grounds, while on any Board provided transportation vehicles (bus, van, car), during School Board approved field trips, any school-related function on or off campus.

Students are prohibited from possessing, inhaling any chemical, or chemical compound which releases vapor or fumes, or consuming any illegal drugs, over-the-counter and prescription medication improperly used, alcohol, or anabolic steroids in any form while at school or any school related functions according to N.J.S.A. 18A:40A-12(6). Students are further prohibited from possessing, smoking or using tobacco products in any form in compliance with N.J.S.A.26:30-17.

The use, possession of drugs/alcohol or paraphernalia or distribution at school or on any school premises, at any Board of Education sponsored event, or on any Board transportation vehicle is prohibited. Any student who so uses, possesses, or distributes alcohol/ drugs shall be subject to discipline, including suspension or expulsion, and may be reported to law enforcement authorities. As with any drug use or possession, students that use or possess a vaping device on school property and/or during a school-related function will be required to be drug tested.

In accordance with N.J.S.A. 18A:17-46 and N.J.A.C. 6A: 1, 16-4.1, students may be subject to medical examinations, suspension, and other disciplinary sanctions established by this policy. Students and their parent(s)/guardian(s) are advised that New Jersey Laws may require additional penalties beyond school sanctions for drug-related offenses on or off school grounds, including consequences for not following through on recommendations of an assessment/evaluation for alcohol or other drug abuse. If a student has a positive test result or refuses to be tested, the student is automatically required to complete the substance abuse program. Failure to complete this program may result in removal from enrollment and inability to attend any school related activities.

In accordance with N.J.S.A. 18A:40A-1, an appropriate Grade K-12 drug/alcohol/tobacco/ anabolic steroids and controlled dangerous substances curriculum shall be developed and implemented following the State Department of Education guidelines.

In accordance with N.J.S.A.40A-3 and 15, the Millville Board of Education shall ensure that all educational staff members receive in-service training in alcohol, tobacco and other drug abuse prevention and intervention. The in-service training shall be updated annually in order to ensure educational staff members have the most current information available on the subject of substance abuse and the district's comprehensive alcohol, tobacco and other drug abuse program, policies and procedures.

The Millville Board of Education, in conjunction with local health agencies, shall provide educational programs on alcohol, tobacco and other drug abuse for parents and guardians according to the requirements of N.J.S.A. 18A:40A-16 and 17(a).

The Millville Board of Education shall provide for assistance to parents/guardians who believe their child may be involved with alcohol or other drug use, in accordance with the requirements of N.J.S.A 18A:40A17(b).

Each year the Millville Board of Education shall review the effectiveness of its policies and procedures on student substance abuse according to N.J.A.C. 6A: 16-4.2. All school staff, students and parents will be updated annually on the districts adopted policies and procedures.

USE OF TOBACCO PRODUCTS

No student, volunteer, school visitor, contractor, or other person performing services on behalf of the school district is permitted to use any tobacco product or electronic smoking device or similar product or device. This pertains to any building, facility, or vehicle owned, leased, rented or chartered by the district; on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, utilized, (e.g., adjacent parking lots) or chartered by the Board of Education; at any school-sponsored or school-related event on or off campus (e.g., field trips, proms, sporting events, etc.).

No student is permitted to possess a tobacco product while in any school building, while on school grounds, property, or at any school-sponsored or school-related event, or at any time that students are under the authority of school personnel. For purposes of this policy, “tobacco product” is defined but not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers, or devices resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any use of tobacco products.

The Principal of each school building is authorized to report violations in accordance with the law. Students who violate the provisions of this policy shall be subject to appropriate disciplinary action pursuant to the school discipline code. If the violation occurred at school or school related functions, the student is subject to a citation and subsequent fine (New Jersey Public Law 1981, c.320 (N.J.S.A. 26:3D15, et seq)).

STUDENTS VOLUNTARILY SEEKING HELP FOR DRUG, ALCOHOL OR ANABOLIC STEROID RELATED PROBLEMS

Students are encouraged to seek help for problems with or related to drug and or alcohol use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with an alcohol, drug or other problem related to their substance use, or use by someone in a close relationship with them.

Prior to the initial meeting with a student, a counselor will provide full disclosure, orally and in writing, of the Federal Confidentiality laws and guidelines (42 CFR Part 2) and have the student sign that he/she has received a copy of the regulations. The counselor will be permitted to maintain confidentiality of conversations with students except when:

- the student's life is in imminent danger;
- the information makes the counselor an accessory to an illegal action which has taken place on school premises or against school district personnel
- the information indicates that the life of another individual is in imminent danger.

The student's age, quantity, frequency of drug/alcohol use, and the length of time a student continues to use substances should be given consideration when a decision to initiate a referral to a school-based program, inpatient treatment, a community agency, or parent/guardian contact is being determined. The Student Assistance Counselor (SAC) shall meet regularly with the Intervention and Referral Services Team (I&RS) making them aware of the status of all active cases. Any individual team member may continue to work with a student seeking help voluntarily for an extended period of time. However, when the I&RS team agrees that no progress is apparent and professional enabling becomes a factor, the I&RS Team will review the case to determine the next most appropriate course of action.

The Board of Education has determined that searches of lockers, other forms of storage facilities provided for use by the students, and backpacks may be made by the school principal, assistant principals or other members of the school administration in circumstances where those persons have a reasonable suspicion that a school rule, city ordinance or state law is being violated. State Law (N.J.S.A. 15A: 36-19.2) provides that these areas may be searched starting at the beginning of the school year on a periodic basis. This may include K-9s from the local/state/federal police authorities. Police may open all lockers during a bomb scare.

VIOLATION OF DRUG, ALCOHOL, ANABOLIC STEROID, AND OTHER CONTROLLED DANGEROUS SUBSTANCES POLICIES

The Board of Education prohibits the use, possession or distribution of any drug/alcohol by students, staff or any person on school property or in transportation vehicles or at any school or school-related event attended by students of this district.

When the material in question is determined by the appropriate authority to be alcohol or other drugs, anabolic steroids, inhalants or possession of paraphernalia, the following disciplinary actions shall be taken for the violations indicated:

Grades 6-12: Possession or consumption, distribution of alcoholic beverages, drugs, controlled dangerous substances, inhalants, anabolic steroids, edibles, or refusing to submit to a medical examination, when under suspension, while on school properties or at school or a school-related activity, the following disciplinary actions shall be taken for the violations indicated:

- **First Offense:** Suspension for a minimum of five (5) days, notification of the police, a mandatory parent conference, notification of the Substance Assistance Coordinator for referral to an appropriate agency, referral to the I&RS Team, student contract signed.
- **Second Offense:** Suspension for a minimum of five (5) days, signing of a formal legal complaint, a mandatory parent conference, notification of the Substance Assistance Coordinator, referral to an appropriate 35 agency and a formal I&RS Team intervention.
- **Additional Offenses:** All subsequent offenses will be handled in a progressive manner. Discipline will include any or all of the above-mentioned procedures including suspension, appropriate placement, and/or expulsion for the remainder of the current school year.

INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES

If a student has violated the law or school discipline code regarding alcohol/drugs or controlled dangerous substances, the Principal or his/her designee will notify the parent or guardian and the Chief School Administrator. Also, if a student is found to be selling drugs, law enforcement officials will be notified and a formal complaint filed. For students who are involved in the intervention and evaluation process voluntarily or who have been referred for treatment services, there shall be no involvement of law enforcement authorities unless the student has been selling or distributing alcohol/drugs, over the counter drugs, and/or controlled dangerous substances, while on school premises and/or participating in school or school-related functions.

SECURITY PERSONNEL

Board Policy #7446

Security personnel have been employed by the Board of Education to help in supervising the following areas: cafeterias, restrooms, corridors, and school grounds. All students must respond to the Security Aides as they do for any teacher. Security Aides will have the same authority over all students as do the teachers.

The school also works with the Millville Police Department through the use of a School Resource Officer (SRO). This partnership is designed for municipal officials, law enforcement officers, and school authorities to work together to identify major problems faced by their schools and to create a more secure school environment through the presence of law enforcement officers within the school district.

STUDENT RULES AND REGULATIONS

PUPIL ABSENCE - ACTIVITIES

A student who does not attend school the day of an activity shall not be able to participate in the activity for reasons of health and safety. If a student arrives late to school on the day of an activity, he/she must present a valid excuse before he/she can participate in the activity. Students who wish to participate in non-school activities which cause their absence from school must request permission, which can be denied, or they will be considered truant.

STUDENT ACCOUNTABILITY EXPECTATIONS

1. Students are to wear their Lakeside Middle School Lanyard with ID at all times. Each grade level will have their own color so students are easily identified by our staff. Students are responsible for their own ID and Lanyard once given to them. Rules are set in place to hold students accountable. Disciplinary actions will be taken if IDs and lanyards are defaced, broken, or lost in any way by the student, as this is official school property. Cost for replacement for lanyards is \$1.00 and \$3.00 for ID badges.
2. Students are to be in their assigned areas at all times. Anyone entering the building prior to 7:20 AM must enter by the cafeteria or the Main Office and sign in. If you need to see a teacher, security will first call the classroom to determine if the teacher is available.
3. Students must identify themselves when asked by any adult staff member. Students are expected to have their school-issued ID on them at all times.
4. Students must have a pass accurately completed by their teacher if they are in the hall during classes.
5. Hallway passing should be expeditious while respectful and students must follow all expectations in regard to cell phone use. Earbuds must be removed upon request by any staff member and volume cannot be excessive in that it would impede an outside source of direction and/ or instruction.
6. No food or drink is permitted in the hallways or classrooms.
7. Students should only use designated entryways into the building. Students are not permitted to allow entrance to outside guests, family members, and/or students. All doors are to remain locked and not propped open at any time.

AFTER SCHOOL ACTIVITIES

Students may stay after school for a variety of reasons. Student supervision and safety is extremely important for everyone, therefore all students must follow the following procedure.

1. You must remain with your teacher, coach, activity advisor or adult in charge of you after school at all times.
2. When your activity has concluded you must take the activity bus home or have a parent/guardian here to take you home.
3. Students may not loiter around the school grounds after school. All students MUST leave the building by 3:10 PM if you are not with an advisor, teacher, or coach. Once your activity is concluded, you must leave the building.
4. If your activity has ended and the bus or your ride has not arrived, then you must report to security at the gymnasium entrance and remain there with the monitor until your transportation arrives. There will be no exceptions to this. Students who violate this rule will be disciplined.
5. If you are staying to watch a sporting event, you must leave at 3:10 PM and come back for the event.

FLAG SALUTE

Board Policy #8820

The Pledge of Allegiance is to be performed aloud in unison during homeroom. No student will be required to recite the pledge, to stand or otherwise profess respect for the flag or be sanctioned for declining to do so. All students, of course, whether they choose to participate in the opening exercises or not, must refrain from disruptive conduct during the Pledge.

P.A. SYSTEM ANNOUNCEMENTS

During all announcements over the P.A. system, students must be silent during the duration of the announcements. No talking will be permitted during homeroom, in order to respect everyone's right to hear each announcement.

CAFETERIA

Board Policy #8500

The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. Therefore, the Board of Education requires that the district comply with the federal school meal nutrition standards and the smart snacks in accordance with the requirements specified in the Healthy, Hunger-Free Kids Act of 2010. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the Healthy, Hunger-Free Kids Act of 2010.

The school finds that facilities and resources are adequate to serve the lunchtime needs of all of our students. Fast food availability encourages consumption of low-nutrient, energy-dense food and could influence students' developing decision-making skills and habits regarding nutrition. All sale of food and beverages to students in the dining area during the hours of meal service shall be by the school nutrition program.

As a reminder to parents and students, please do not bring/deliver food or beverages from outside eating establishments to school. Food or drink packaged at commercial food establishments shall not be brought into the cafeteria to be consumed by students during their regular mealtimes. Additionally, food ordered from outside vendors cannot be delivered to the school during the school day. This is a safety concern that also disrupts the educational process within our community.

Lunches that are either carried in by students or purchased in the cafeteria are to be eaten in the cafeteria. Any lunches delivered by a parent should be limited to individual student consumption. No large group deliveries permitted. No food or drink is to leave the cafeteria during any time of the day. Permission to eat in other areas of the building may be granted on occasion by an Administrator.

Cooperation in the following areas will be necessary to facilitate the serving of lunch in an orderly fashion:

1. Be patient while waiting in line. Cutting in line is prohibited.
2. All food and drink items must remain in the cafeteria.
3. Be polite to servers and cashiers.
4. Return trays, dishes, milk cartons, etc. to the proper location when finished.
5. Remain in assigned areas during lunch. Security guard/cafeteria aide will provide students with a pass if permission is granted to leave the cafeteria to use the bathroom or phone.
6. Remain seated until dismissed by the supervising staff.
7. Students are expected to report directly to their assigned lunch period/cafeteria on time. Lunch is a scheduled assignment. If a student doesn't have a late pass for lunch, it is an unexcused late, like any other class.

LOST AND FOUND ARTICLES

All articles found in the building should be taken to the Main Office. When an article has been lost, the person losing it should go to the office and report such loss.

BOOK BAGS

Students are not permitted to carry book bags from class to class. Students must store book bags in their assigned locker from the start of homeroom until they are dismissed at the conclusion of the school day.

PERSONAL APPEARANCE/STUDENT DRESS

Board Policy #5511

The present dress code reflects a respect for all individuals as well as providing comfort, safety and a reasonable sense of decency. Students are reminded that this is a school and, therefore, proper dress must be maintained. No student should dress in a way that would distract from the educational process of the school district.

ACCEPTABLE FOOTWEAR: Sneakers, sandals, shoes/loafers. It is suggested that footwear be adequately attached for safety reasons.

UNACCEPTABLE FOOTWEAR: Slippers, shoes with cleats, shoes that scratch floors, bare feet, or socks only, for safety reasons.

ACCEPTABLE CLOTHING: Pants, slacks, jeans, skirts, blouses, pullovers, sweatshirts, dress shirts (short or long sleeved). Length of shorts, dresses, skirts, etc., is required to be at least mid-thigh in length both front and back. Length of skirts and dresses must be appropriate whether the student is standing or sitting. Tank tops must have 2" straps and be no more than 1" from the armpit.

UNACCEPTABLE CLOTHING: Students are not to wear clothing that reveals the body in an inappropriate manner or poses a safety concern:

Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing worn alone, muscle shirts, tube tops, halter tops, etc.

The following are also unacceptable: pajamas, bare chests, graphics on clothes which imply offensive, obscene or drug/sex/alcohol related gestures, slogans, or signs, pins, badges, belt buckles or patches which are offensive.

Undergarments should be worn in an appropriate manner and should not be visible. Students should not wear heavy metal chains, metal spiked apparel or accessories, etc.

Outerwear of any kind is not to be worn in school during class time. Sunglasses and gloves are not to be worn at any time during school hours. All outerwear must be placed in the student's locker prior to homeroom and remain there until dismissal time.

"Gang" related slogans, names, apparel, etc., are not permitted in school or at any school-related activities. Students are expected to wear non-hazardous clothing in their school activities/classes such as shop, lab, physical education, or art. Clothing that causes excessive maintenance problems are prohibited. Headgear with a brim or visor of any kind, hoods/hoodies, shower caps is not permitted. Any question regarding appropriateness will be decided upon by the school's administration.

Whether any student's appearance is detrimental and disruptive to the educational programs will have to be the judgment of the administration. Students should be respectful when approached and it is strongly suggested that spare clothing be available by the student or the student may need to wear what is provided by the administration. Earbuds are not permitted in the building at any time.

HEADGEAR AND HATS IN THE BUILDING

For safety reasons, all students are not permitted to wear any headgear or hoods upon entering the school building during school hours. The administration reserves the right to address any student's attire that is deemed to have a negative impact on the educational process.

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices shall be turned off and kept away. Earbuds are not permitted in the building. Students cannot take pictures, video, or audio with their cell phones at any time during the school day or while on school property. Cell phones may not be charged in the classroom or other areas within the school. If disruption occurs, the employee may direct the student to turn off the device and put it in a locker. The school will not be held responsible for lost or stolen personal property (i.e. cell phones, jewelry, etc.). If a student is found with a cell phone in his/her possession during any assessment, it will be treated as academic dishonesty and further discipline will be administered.

SCHOOL DISMISSAL PROCEDURES

Board Policy #8601

Parents/guardians leaving pupils at a school that are to be escorted home will be reported to the proper authorities.

The Superintendent of Schools/designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The Superintendent of Schools/designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements. The Superintendent of Schools/designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
- B. The school dismissal policy
- C. Dismissal protocol for all bused pupils, non-bused pupils, and pupils in after-school programs or activities
- D. Supervision arrangements for pupils at dismissal
- E. Emergency plan for supervision of pupils left at school
- F. After school program opportunities
- G. Procedures for enrolling pupils in after school programs

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parent's/guardian's responsibility to resume the custody of their child at the end of each school day.

The Superintendent of Schools will develop procedures:

- A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures
- B. For parents/guardians to indicate and define the circumstances that the pupil is to be released from the school's care at dismissal
- C. For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

SCHOOL BUS REGULATIONS

Board Policy #8600

The right of any student to ride the school bus is conditioned by his/her good behavior and the observation of rules for conduct in the bus and in loading and unloading. High school students should be aware of the fact that the best driver in the safest vehicle may become the victim of an accident. It is only if a student rider cooperates with the bus driver that accidents can be kept at a minimum. Your bus driver has to pass physical, mental and driving examinations in order to qualify for this important task.

Students are on the school bus for a very short time each day and it is absolutely necessary that during these short periods students follow certain definite rules of conduct in order that the student's trip to school and from home may be made safer. The bus driver has the same authority over each student assigned to him/her as does the teacher to whom the student may be assigned for a class. The following safety rules will help to make a student's transportation safer:

1. Students will be at the designated stop five minutes before the designated pick-up time. Students may only ride their assigned bus and must board and depart at their designated stop.
2. Students shall wait in an orderly fashion at the approved bus stop.
3. Students must stay off the roadway at all times while waiting for the bus.
4. Students may board the bus when it has come to a full stop.
5. Students will load and exit in a prompt, orderly manner.
6. Students must go immediately to their seats and remain seated until the bus comes to a complete stop at the school or at the assigned drop off or exit for the student. There shall be no standing at any time.
7. Students will keep all body parts inside the bus at all times.
8. Students will maintain a low level of conversation with person(s) in same seat.
9. Students will not carry items on the bus which are not allowed at school such as matches, tobacco products, lighters, knives, guns, explosives, CD players, radios or tape recorders, cell phones, animals, glass containers, large bulky items, etc.
10. Students will not smoke or eat on the school bus.
11. Students will not push, shove, intimidate, harass, fight, use profanity, offensive, or disrespectful language or gestures or make other students or staff uncomfortable.
12. Students shall not spit or throw trash in, around, or out of the bus.
13. Students will respectfully follow the directions of the bus driver at all times. The bus driver has the authority to assign seats.
14. Students shall be courteous to the driver, fellow students, and passersby.
15. Students will provide written permission from a parent to the principal when planning to exit their bus at another stop. The principal or vice principal may approve the request based on a space available basis.
16. Students shall not tamper with, deface, or damage the bus or any of its equipment (Parents will be held financially responsible.)
17. Buses may return to school due to student misbehavior or suspicion of drugs/alcohol.
18. Students shall be required to wear seat belts when transported in school buses so equipped. Parents and students should be aware that the bus driver's job is to protect students' lives by having all eyes on the road at all times. Failure by any student to follow the above rules will lead to disciplinary action. Remember that free transportation to school is provided at the public's expense and is a privilege worth retaining. A pupil may be excluded from the bus for disciplinary reasons by the principal and/or designee. The student's parent(s)/guardian(s) shall provide for his/her transportation to and from school during the period of such exclusion (18A:25-2). The Millville Board of Education has purchased video cameras for use

in its school buses in order to ensure that students can be transported in as safe an environment as possible. Administration may use the videos to determine appropriate discipline for inappropriate actions.

TELEPHONE

Students are not permitted to use cell phones during the school day to make phone calls. Students may be granted permission to use the phone during their regularly scheduled lunch time. Emergency phone calls are to be made in one of the following offices: Main Office or Grade-Level Office. Students who disregard this directive may be subject to disciplinary action.

DANCE REGULATIONS

1. All individuals wishing to attend a school dance must complete a dance registration form prior to the deadline. The time shall be decided when the dance is approved.
2. Attendance at all dances is restricted to the current students who are in good standing in attendance, academics, and discipline and meet the criteria of the dance agreement. A student's past discipline record may be reviewed and attendance to an event may be denied based on the administration's discretion.
3. Dress for all dances will be regular school clothing unless formal wear is specified.
4. Students who are absent or suspended on the day of the dance are not permitted to attend. Students who have been suspended within the marking period of their grade level dance will not be permitted to attend.
5. No individual is permitted to leave the dance location.
6. All regulations having to do with proper conduct in and about school shall apply at dances as they do during regular school hours.
7. Any individual asked to leave the dance for any cause relating to conduct or attitude may be denied the privilege of attending future dances and money will not be refunded.
8. The chaperones are responsible for the enforcement of these regulations.
9. Police will be provided at all dances by the Board of Education and charged to the sponsoring organization.
10. All students attending a school-sponsored dance must arrive within one hour of the start of the dance. No one will be admitted after the hour limit.
11. Student dance styles must be appropriate for a school sponsored event.

ASSEMBLIES

Students will be seated in an assembly according to the class they attend during the period of the assembly. Teachers are to sit with their classes. There are specific rules set for an assembly that both teachers and students should follow. They are:

1. Keep class intact. Classes should move in single file quickly and quietly for maximum efficiency.
2. Roll will be taken after the class has been seated.
3. All students must attend the assembly unless given special permission by the office.
4. Generally, classes will be called to the auditorium via the P.A. system.
5. Students are not to wander in the halls. A pass is required to leave the auditorium for any reason.
6. Reading and writing are to be discouraged during an assembly. Students are to leave all books and other materials in the classroom.
7. Teachers will be stationed at all doors before and after the assembly. Any disruptive behavior will warrant immediate disciplinary action with the individuals concerned.

Note: Because of large classes, the whole school cannot attend an assembly as a body. Therefore, it is necessary to schedule one or two classes for an assembly. Any class missing an assembly will be first for the next assembly.

CLASS MEETINGS

Class meetings will be scheduled as needed. Parliamentary procedure should be followed at all times.

SCHOOL HEALTH SERVICE

All students are required to complete and return to the School Nurse a completed Health History Update form at the start of the school year. This form is used to document information regarding medical issues and emergency contact information. No students will be medically cleared to participate in any field trips or other out of school activities until this information is provided to the School Nurse.

Screening procedures completed during a student's high school years may include physical examinations, scoliosis screening, visual testing, blood pressure monitoring, hearing screenings, height and weight measurements, and immunization updating.

The school health program has the following objectives:

1. To provide first aid for injuries occurring while school is in session. Parents/Guardians will be contacted if the injury seems to require further medical care. Only in extreme emergencies will a student be taken to the hospital by emergency medical services.
2. To care for illness which occurs during school hours. Parents will be contacted by the school nurse if a student is too ill to remain in school. Only the phone numbers on the Health History Update card or in the district wide Infinite Campus database will be called for obvious safety reasons. No student will be permitted to leave school without permission of his/ her parent/guardian.
3. Students with acute chronic health conditions may need accommodation in their school day. Please contact the School Nurse to discuss any concerns. The School Nurse will explain the order needed from the healthcare provider in order to implement these accommodations.
4. Students with significant health conditions may need a Special Needs Pass or Individualized Health Care Plan. Please discuss any significant health conditions with the School Nurse.
5. The school nurse will be glad to talk with students during school hours concerning health problems.

Medication Administration

Board Policy #5330

Students should make every effort to take medications at home. However, if circumstances dictate that your child must take medication during the school day (either prescription or over the counter), please adhere to the following guidelines:

Forms for this purpose are available in the School Nurse's Office.

1. Provide the School Nurse with a written order from your physician/healthcare provider stating: child's name, name of medication, time medication is to be administered, dosage, diagnosis, and side effects.
2. The medication must be brought to the school nurse in its original container.
3. A written permission from the parent/guardian giving permission to the nurse to administer the medication during the school day.
4. In the event that the student has a life-threatening condition (asthma, anaphylactic allergy, diabetes) forms are available to be completed by the parent and healthcare provider. When completed, the student will be permitted to self-administer these medications during school and all school sponsored events. It is the student's responsibility to carry these medications at all times. Failure to complete these forms may result in the student being excluded from participation in field trips and/or other extracurricular activities.
5. All other medications must be stored in the school nurse's office and administered by the school nurse.
6. When a student receives an immunization, he/she should bring to the school nurse a doctor's note indicating what immunization was administered and the date of administration. This information will be added to the student's immunization record.

7. Overnight school trips, where it will be necessary for the student to take medication, (prescription or over the counter), will necessitate a written physician's order and written parental permission. Please see the school nurse to obtain these overnight trip medication permission forms.
8. Orders to administer medications in school are effective for one school year only and must be renewed by your healthcare provider annually.

Student Injuries

1. Students injured during the school day should immediately report the injury to their teacher or other staff member supervising the activity. The School Nurse will assess the student and provide appropriate first aid as indicated. An accident report will be completed to document the injury.
2. Injuries occurring outside of the normal school day, during extracurricular activities, sporting events, field trips, should immediately be reported to the staff member/coach in charge of the activity who will obtain first aid for the student and initiate an accident report.
3. Upon return to school or the next day, the student should report the injury to the School Nurse and submit any documentation related to the injury including doctor's notes or documentation of care provided in an emergency department.
4. The School Nurse will implement any accommodations needed as a result of the injury.
5. Students may not use crutches in school without a written doctor's order.
6. Students may not use stairs on crutches without a written doctor's note.
7. The district maintains Student Accident Insurance for all enrolled students. In order for a student to file a claim:
8. The injury must have been reported as above.
9. An accident report must be completed in order to document all details of the injury.
10. Student Accident Insurance is a secondary insurance. The student's own insurance is used first and any costs not covered would then be covered under the school insurance.
11. To Be Excused From Physical Education
12. Students may be excused from participating in physical education as prescribed by their health-care provider. In addition, participating in physical education may be modified by the healthcare provider. A form for this purpose is available in the School Nurse's office.
13. Students Returning to School from Medical Home Instruction
14. Students placed on home instruction due to a medical concern must have written medical clearance to return to school. This should be coordinated through the Office of Special Services at the Millville Board of Education Office.
15. Please contact the School Nurse at least one week prior to your child's return to school. The School Nurse can assist you in determining accommodations that may be helpful as your child transitions back to school.

STUDENT ACCIDENT INSURANCE

Board Policy #8760

The Millville Board of Education has purchased School Time Accident Coverage to protect all students against accidental injury or death occurring while the policy is in force. The insurance covers for the hours and days when school is in session, and while attending school sponsored activities. This includes all interscholastic sports and football. Coverage is provided by Life Insurance Company of North America and is administered by Maksin Management Corp.

Insurance coverage may be extended to provide 24-hour Wrap-Around Coverage for a fee. Details of the Insurance Coverage and claim forms are available in the school office.

FIRE/EMERGENCY DRILLS PROCEDURES

Board Policy #8420

1. Fire drills are essential to the safety of students and teachers. Everyone should become familiar with the fire drill regulations and should know specifically the directions for leaving the building from each room used. A fire drill exit sign is posted above the door in each room.

2. The signal for fire drills will be a long continuous ring of the fire alarm bell. There are several rules and regulations which must be followed by everyone:
3. When the signal comes for a fire drill, all students should rise in the rooms and prepare to exit the building quietly.
4. All windows are to be closed. Also, all doors should be closed after the students have left the room.
5. There is to be no talking during the fire drill, either inside or outside the building.
6. We are not concerned with a rapid emptying of the building; we are concerned that there will never be any panic.
7. All students and teachers are to leave the building.
8. Space should be provided for the last group to clear the building to a distance of at least 30 feet.
9. When the fire alarm stops ringing, all groups are to return to the building in the same orderly fashion that was followed when leaving the building. Four separate lines should be maintained on all stairways and in corridors.
10. All classes should remain off the lawn during fire drills. All classes should remain on the sidewalks, parking lots, athletic field and other designated areas until they return to the building.
11. There is to be absolutely NO SMOKING at any time or location during a fire drill.
12. All students should refrain from walking along the roadway.
13. If a fire drill occurs during a lunch period, it is absolutely necessary that all students leave the cafeteria and proceed to their designated area. (A minimum distance of 30 feet from the building.)
14. Fire/Emergency drills are essential and will be held twice each month.
15. All students are required to remain with their designated groups during all situations which require a building evacuation, and students are prohibited from leaving school property.
16. Attendance will be taken when the building has been evacuated.

BUILDING EVACUATION PROCEDURES

In the event of a building evacuation, due to any threat which is considered a potential danger to students and staff, the following procedures must be followed to ensure the health and safety of all staff and students and to ensure accountability for all staff and students.

The students will:

1. Follow all guidelines as directed by designated staff members.
2. Remain in their assigned areas until directed otherwise in accordance with emergency management procedures and plans.
3. Understand that no one is permitted to leave the building unless parental/guardian permission is given and a parent/guardian picks the student up and signs the proper release form. No student will be released until the conclusion of the evacuation process. A school administrator will be stationed at the main entrance to assist parents with the procedures and release form.
4. Remain calm and quiet to enable directions and information to be disseminated and heard as soon as possible.
5. Not leave their assigned area or their teacher/assigned supervisor without permission.
6. Not leave school grounds without parental escort and not before signing out with the designated school administrator.
7. Not leave school grounds due to early dismissal until approved by the principal.

The parents will:

1. Remain calm and patient during the evacuation procedures.
2. Remain in designated areas, off school grounds, during the evacuation until permitted to meet with the school administrator in charge of processing student release.
3. Sign the appropriate release form before escorting their child from school grounds.
4. that their son/daughter may not leave school grounds with anyone other than their parent/guardian.
5. Understand that their son/daughter may not leave school grounds regardless of their age.
6. Understand that school operations will resume as soon as possible following appropriate approval to return to the building.

7. The school district administration and school administration will respond to all emergency situations in accordance with approved Crisis Management Guidelines. All school rules and regulations regarding student code of conduct and acceptable behavior are in effect. Emergency situations may be stressful, and the school administration recognizes this tendency. However, to ensure the health and safety of all parties, students and parents must comply with all procedures and guidelines. Students may be subject to disciplinary action if they do not follow school rules and regulations and comply with emergency management procedures.

ATHLETICS

Board Policy #2431

Athletic Forms & Information

On behalf of the Athletic Department, we support interscholastic athletics. We hope we will live up to the student's expectations and he/she to ours. Everyone is willing to assist athletes in any way possible, so do not hesitate to ask.

The purpose of this section is to set policies and guidelines so that students and parents are informed on what we, the Athletic Department, are doing. The student and his/her parents must feel that he/she is capable of participating in interscholastic athletics and he/she must be aware of the physical hazards which may be encountered including fractures, brain injuries, paralysis, and even death. Our philosophy is to strive for success, growth and participation.

The Athletic Department desires that the youth of Lakeside Middle School take advantage of the many opportunities available for participation. We feel that the students' participation in interscholastic and intramural sports will serve as a catalyst to promote a great school year for all Lakeside Middle School students. The spirit of competition, cooperation, and good clean fun can permeate the entire school, thereby promoting academic and social growth.

HAZING POLICY

Policy #5541

Hazing is a form of harassment and will not be tolerated in conjunction with the Millville athletic program. Hazing is defined as "a willful act, occurring on or off school grounds, directed against a player or prospective member of a school-sponsored team, that endangered the mental or physical health or safety of a player or prospective team member for the purpose of initiation into, or continued membership on any such team."

Consequences for hazing violations may range from individual suspension from participation in the athletic program for a period of time, to cancellation of an athletic schedule, depending upon the magnitude of the incident and the number of athletes involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to and/or include subsequent athletic participation, athletic letters awards, or athletic probation. The athletic director and principal will determine consequences.

CLUB PROGRAMS AND ADVISORS

Board Policy #2430

***CHEERLEADING CLUB:** This club provides an opportunity for students who are interested in cheerleading and would like to learn more about the techniques of the sport. The club will also perform at various athletic events throughout the year. (Advisor: Lida Stroup)

***DRAMA CLUB:** Drama Club at Lakeside Middle School is a year-long program offering students a first-hand experience into the world of stage and screen. After-school drama club students are given opportunities to rehearse and perform a scripted play and theater scenes. Students would be introduced to the many disciplines within drama such as acting, singing and dancing in addition to learning the "behind the scenes" concepts such as stagecraft, technical design, and media arts. Theater provides additional means of addressing the Social Emotional needs of our students through theater literature and teaches self-discipline, the importance of hard work, creativity, imaginative play, listening skills, and self-confidence. Our students enjoy the rewards that come with working together to achieve a common goal and often find friends for life within their "theater family". (Advisor: Dena Andrews)

***LIGHTNING PHOTOGRAPHY CLUB:** This group meets to learn as well as sharpen skills in photography and applications using digital photographs. Amateur and photography enthusiasts are welcome to share snapshot ideas, offer constructive criticism, learn how the computer can enhance an image, participate in community events, and possibly change your perspective on taking an ordinary selfie. (Advisor: Andrea Bertulis)

INTRAMURALS: This club provides an opportunity for students who are interested in intramural games of all kinds. This club will meet before school in the Auxiliary Gym at 7:30 AM. (Advisor: John Wittman and Wes Camerieri)

***SHADES OF BLUE:** Shades of Blue is an audition-based after-school choir open to students in Grades 6-8. We will focus on developing student musicianship through choral music study, and performance. Students will be introduced to a variety of challenging music literature, basic music theory, proper vocal technique, and external performance opportunities. An extension of what occurs in the school music program, students have more opportunities to work on their solo singing development and small group collaborations. Students in Shades of Blue additionally represent Lakeside Middle School through community outreach performances in collaboration with the Peter Marsh Foundation, The Millville Women's Club, and The Levoy Theater. (Advisor: Dena Andrews)

NATIONAL JUNIOR HONOR SOCIETY: A national middle school organization. Scholarship, leadership, service, and character are the four basic qualifications for membership. Students are invited to join and then selected through an anonymous protocol. (Advisor: Lisa Gaudio)

SPRING MUSICAL: Presentation of musical play in the spring. Openings for acting, production, make-up, costumes, set construction, properties, etc. Experience is helpful but not necessary. (Advisor: Dena Andrews)

STUDENT COUNCIL: Student group that fosters school spirit, provides participation in school government, and acts as an intermediate voice between the students and Principal. (Advisor: Brooke Nichols)

2023-24 Grading Information for Parents Grades 6-12

GRADEBOOK CALCULATIONS:

- MARKING PERIOD GRADES: Please see your child's course syllabus for specific gradebook categories. Each course/department has their own specific grading categories to calculate marking period grades.
- Each gradebook category should have a minimum number of assignments per marking period so that no assignment should be worth more than 10% of their grade.

- For example: If the “major assessment’ category is worth 30% of the grade, there should be a minimum of 3 assignments in that category by the end of that marking period.
- Benchmark Assessments will be counted as a grade.

FINAL COURSE GRADES: There will be final exams this year:

- Middle School - Each marking period is 22.5% / Final Exam is 10%
- There will be no final exams for Encore courses.

SECONDARY LATE WORK POLICY:

- CP/General Courses: A teacher will deduct a maximum of 5 points per day for the first 10 school days. Work submitted after 10 days late will not be assessed higher than a 50, but must be higher than a zero. (Exception for students with IEP accommodations.) The deadline for submitting late assignments is 4 weeks after the due date. All assignments must be submitted 3 days prior to the end of that particular marking period. Extenuating circumstances can be discussed with the teacher on a case-by-case basis. All missing assignments will be calculated as a zero.
- Advanced/Honors/AP courses: A teacher will deduct a maximum of 10 points per day for the first 5 days. Work submitted after 5 days late will not be assessed higher than a 50, but must be higher than a zero. (Exception for students with IEP accommodations.) The deadline for submitting late assignments is 4 weeks after the due date. All assignments must be submitted 3 days prior to the end of that particular marking period. Extenuating circumstances can be discussed with the teacher on a case-by-case basis. All missing assignments will be calculated as a zero.

GOOGLE CLASSROOM:

- Google Classroom will be used in EVERY class.
- All parents are encouraged to accept your Guardian Invitation. This will allow you to receive summary updates on your child’s progress in all Google Classrooms. You can choose to receive these summaries daily, weekly, or monthly.

TEACHER WEBSITES:

- All teacher websites can be accessed from the Millville Public Schools homepage: www.millville.org under the Parents & Students Tab.
- Each teacher website should include contact information as well as specific class details.