Robert R. Lazar Middle School

Student-Parent Handbook
2016-2017

123 Changebridge Road
Montville, NJ 07045

973-331-7100
www.montville.net/lms

Lazar Bell Schedules

Regular Schedule

Period	Time
HR	8:30 – 8:38
1	8:40 – 9:22
2	9:24 – 10:06
3	10:08 – 10:50
4	10:52 – 11:34
5	11:36 – 12:18
6	12:20 – 1:02
7	1:04 – 1:46
8	1:48 – 2:30
9	2:32 – 3:15

Early Dismissal Schedule

Period	Time
HR	8:30 – 8:36
1	8:38 – 9:06
2	9:08 – 9:36
3	9:37 – 10:06
4	10:08 – 10:37
5	10:39 – 11:08
6	11:10 – 11:39
7	11:41 – 12:10
8	12:12 – 12:40
9	12:42 – 1:10

Delayed Opening Schedule

Period	Time
HR	10:30 – 10:35
1	10:37 – 11:06
2	11:08 – 11:37
3	11:39 – 12:08
4	12:10 – 12:39
5	12:41 – 1:10
6	1:12 – 1:41
7	1:43 – 2:12
8	2:14 – 2:43
9	2:45 – 3:15

*Bus stop pick-up times are 2 hours later than a regular school day

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ADMINISTRATION

BOARD OF EDUCATION

Dr. Rene Rovtar, Superintendent of Schools	973-331-7100
Dr. Casey Shorter, Assistant Superintendent	973-331-7100
Mrs. Andrea Woodring, Assistant Superintendent	973-331-7100
Mr. James Tevis, School Business Administrator	973-331-7100

ROBERT R LAZAR MIDDLE SCHOOL

Mrs. Sharon Carr, Principal	973-331-7100 ext. 2301
Mrs. Teri Haight, Assistant Principal	973-331-7100 ext. 2302
Mr. John Piselli, Assistant Principal	973-331-7100 ext. 2303

Lazar Main Office	973-331-7100 (1 for school directory, 2 for Lazar)
Lazar Main Office Fax Number	973-331-9279
Lazar Guidance Fax Number	973-331-9066
Lazar Nurse Fax Number	973-334-1033

PRINCIPAL'S MESSAGE

September 6, 2016

Dear Students and Families:

On behalf of the staff and administration, I extend a warm welcome to our new and returning families as we embark upon a new academic year. Robert R. Lazar Middle School is an exciting place, offering opportunities to grow emotionally, academically, socially, and physically. We look forward to helping you achieve your personal and academic goals in a climate of kindness and trust!

This handbook serves as an informational tool, outlining guidelines and expectations as you begin "Lazar Life". It is my hope you and your family will take the time to become familiar with its contents and refer to it regularly during the course of the school year.

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

Sincerely,

Sharon Carr
Principal

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

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

CORE VALUES

- **P**ride
- **E**mpathy
- **R**espect
- **C**ooperation
- **C**itizenship

The Robert R. Lazar Middle School holds these five core values that form a foundation upon which we perform our work and conduct ourselves. They represent our deeply held beliefs, our highest priorities, and what is truly important to our school. These are not values that change from time to time, situation to situation or person to person, but rather they are the underpinning of our school culture. Our Mission and Vision will be supported through the use of these core values.

A STATEMENT OF GOALS
The Lazar School program will provide:

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

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

ROLE OF THE STUDENT

You will gain the greatest achievement and make your years at Lazar the happiest if you always make a sincere effort to do your best work, develop your personal standards of conduct, and practice improving your self-discipline.

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

ROLE OF THE PARENT

The academic growth and progress of your student is a collaborative effort. As a parent/guardian, the following are recommended:

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

THE ROLE OF TEACHERS

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

The faculty hopes to make learning at Lazar Middle School attractive and interesting while accomplishing the important task of education. Teachers report on student progress and growth through four (4) report cards each year and by viewing teacher gradebooks using the parent portal. All progress reports and report cards throughout the year are posted on the parent portal, also available to access and monitor grades.

ACADEMICS

COURSES OF STUDY

6th GRADE

Required Courses

- Science
- Social Studies
- Math (Math 6 / Math 6 Honors)
- English Language Arts
- Physical Education (2 marking periods), Movement (1 marking period), Health (1 marking period)

Required Enrichment Cycle Courses

- French / Spanish (1 marking period, 5 weeks sessions each)
- Italian / Mandarin (1 marking period, 5 weeks sessions each)
- Art (1 marking period)
- Computers (1 marking period)

Elective Enrichment Cycle Courses – *Students choose 1 of the two options.*
(Labs and other academic supports will occur during these cycle classes.)

- Option 1 – Students choose one of these music programs for the entire year.
  1) Choir
  2) Band
  3) Orchestra
  4) Band / Choir (rotate between classes on alternate days)
  5) Orchestra / Choir (rotate between classes on alternate days)

- Option 2 – 1 marking period each.
  - Interest and Inquiry
  - Nutrition, Family & Consumer Studies
  - TV Production
  - EHA (Study Hall)

7th GRADE

Required Courses

- Science
- Social Studies
- Math (Math 7 / Math 7 Honors)
- English Language Arts (ELA 7 / ELA 7 Honors)
- Physical Education (2 marking periods), Movement (1 marking period), Health (1 marking period)

Required World Language – *Students choose a 2 year language requirement.*

- French
- Spanish
- Italian
- Mandarin

Elective Enrichment Cycle Courses – *Students choose 1 of the two options.*
(Labs and other academic supports will occur during these cycle classes.)

- Option #1 – Students choose one of these music programs for the entire year.
  1) Band
  2) Choir
  3) Orchestra
  4) Band / Choir (rotate between classes on alternate days)
  5) Orchestra / Choir (rotate between classes on alternate days)

- Option #2
  - Art (required)

  Other elective courses include:
  - Nutrition, Family & Consumer Studies
  - TV Production
  - Computers
  - Tech Ed

8th GRADE

Required Courses

- Science (Science 8 / Science 8 Honors)
- Social Studies
- Math (Intro to Algebra / Algebra I / Algebra I Honors)
- English Language Arts (ELA 8 / ELA 8 Honors)
- Physical Education (2 marking periods), Fit For Life (1 marking period), Health (1 marking period)

Required World Language – *Students continue their full year language.*

- French
- Spanish
- Italian
- Mandarin

Elective Enrichment Cycle Courses – *Students choose 1 of the two options.*
(Labs and other academic supports will occur during these cycle classes.)

- Option #1 – Students choose one of these music programs for the entire year.
  1) Band
  2) Choir
  3) Orchestra
  4) Band / Choir (rotate between classes on alternate days)
  5) Orchestra / Choir (rotate between classes on alternate days)

- Option #2 – Elective course include:
  - Art
  - Nutrition, Family & Consumer Studies
  - TV Production
  - Computers
  - Tech Ed

GRADING

Students' grades will be based upon meeting course requirements. A breakdown of letter representation of averages is provided below:

Average	Letter
97 - 100	A +
93 - 96	A
90 - 92	A -
87 - 89	B +
83 - 86	B
80 - 82	B -
77 - 79	C+
73 - 76	C
70 - 72	C -
67 - 69	D +
63 - 66	D
60 - 62	D -
Below 60	F

STUDY AND WORK HABITS

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

When going to class it is expected that students are prepared and have:

- Two sharpened pencils with erasers
- Two pens – blue or black ink
- Notebook with lined paper
- Appropriate textbooks (covered)
- Assignment pad

ASSIGNMENTS

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

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

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

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

HOMEWORK PHILOSOPHY

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

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

PLACEMENT

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

EXTRA HELP

Students may wish to schedule an extra help appointment with their teacher. Extra help appointments/sessions may be scheduled before or after school and depend upon individual teacher extra help session preferences/practices. Students who wish to schedule an extra help appointment with their teacher must do so **AT LEAST ONE (1) DAY IN ADVANCE** during school hours. It is the responsibility of the student to schedule an extra help appointment with their teacher.

TEXTBOOKS

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

MEDIA CENTER

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

PROMOTION/RETENTION

Students are placed in the educational setting most appropriate to their social, physical, and educational needs. Standards for pupil promotions shall be related to district goals and objectives and to the accomplishments of pupils. A student who does not successfully pass two or more academic subject area courses, with a letter grade of "D" or higher, may be retained on current grade level for the following school year and may be retained on that grade level until a passing grade is achieved. Additionally, a pupil will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade, has achieved the instructional objectives set for the present grade, has demonstrated the degree of social, emotional, and physical maturity necessary for a successful learning experience in the next grade, and has completed 90% of a 180 day school year. The parent and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and whenever feasible, by the end of the 2nd marking period. (Board policy No. 5410) Any student having academic difficulties or placed on academic probation will receive interventions that may include but are not limited to: working lunch/centrals, participation in study and organizational skills classes (SOS), etc.

REPORT CARDS

Lazar School report cards are issued four (4) times a year. Incomplete grades must be made up within ten(10) days after the end of the marking period. Report card dates will be posted on the school calendar in September and on the website under the parent portal.

HONOR ROLL

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

STUDENT OF THE MONTH

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

PHYSICAL EDUCATION

Students must be prepared to participate in physical education class.

1. Students are required to change for gym class unless an acceptable excuse is presented.
   a. First two (2) days – A note must be presented from your parent, guardian or the nurse.
   b. After two (2) days – A note must be presented from a medical doctor and approved by the school nurse.
2. Proper class attire consists of sweatshirt or tee shirt, and sweatpants or fingertip length shorts. All students are required to wear sneakers. Clothing considered to be inappropriate will result in student non-participation in class (see dress code).
3. All jewelry must be removed prior to class. All students are assigned a locker; therefore the responsibility for any student valuables in the gym and locker room area rests with the student and his/her parents.
4. Physical Education grading is based on two categories, preparation and participation 70%, physical fitness test, skill and written work 30%.
5. Students are required to purchase a school approved lock in September. This lock may be used for all PE classes, grades 6-12.
6. Grades for students not changing or participating in physical education will be adjusted as follows (based on a 100-point scale):
   a. Minus five (5) points the first day unprepared
   b. Minus ten (10) points each additional day
7. Students not participating in gym will be given written assignments that will be averaged into their grades.

HEALTH EDUCATION PROGRAM

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

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

"A copy of the complete district family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom."
"Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instruction in health, human sexuality and family life, or sex education program is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result."

Parents/guardians are welcome to make an appointment to review the health curriculum and the materials/resources used to address it by contacting the Supervisor of Health and Physical Education at 973-331-7100 ext. 2631.

HOME INSTRUCTION

Home instruction is available to any student who is absent from school for an extended period of time due to illness or injury. Home instruction is provided as an intervention for students who might academically regress during a time of extended absence from school. To obtain further information regarding home instruction, call the school nurse at 973-331-7100 ext. 2315.

DEPARTMENT OF SCHOOL COUNSELING

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

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

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

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

STUDENT ASSISTANCE COUNSELOR

The Student Assistance Counselor (SAC) is designed to provide a wide range of services for all students at Lazar. These services include prevention and education, crisis intervention, small educational/discussion groups, and referrals. The Student Assistance Counselor works closely with School Counselors and is available to offer assistance to students on personal issues such as peer pressure, relationship difficulties, family problems, drug and alcohol involvement, depression, and any other issues that young adolescents are faced with in today's complex world. The Student Assistance Counselor works closely with administration/staff and plays a lead role in the Core Team. Students may be self-referred, referred by other students, family members, or any concerned staff member. All information is confidential. Further information may be obtained by calling the SAC Office at 973-331-7100 ext. 2338. Intervention and Referral Services (I&RS) are also available.

CORE TEAM

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

PUPIL ASSISTANCE – INTERVENTION AND REFERAL SERVICE

The I&RS Team is comprised of administration, teachers, school counselor, parents, and a Special Services representative. The committee monitors student academic and social progress in order to support youngsters who are experiencing difficulties. Support comes in the form of interventions put into place to help the student overcome academic, social, and emotional obstacles to learning and success. The committee works as a team to promote continual student progress and success. For further information, please contact the School Counseling Office at 973-331-7100 ext. 2331.

LEAVING THE SCHOOL DISTRICT

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

SCHOOL NURSE

Students should come to school physically well and able to participate in class for the entire day. If a student becomes ill during the day, they should go to the nurse's office after acquiring a referral slip from their classroom teacher. If the nurse is not available, students should report to the main office. **A student is not to use a cell phone or other device to call a parent if they are feeling ill. They must report to the Nurse's Office in order to receive immediate attention.** A parent or guardian will be contacted by telephone from the School Nurse or the Main office to arrange transportation before permission to leave the building will be granted. If a student is being released from school, due to illness, the parent/guardian must report **to the school's front lobby** to sign their student out of school. These procedures ensure the safety and medical wellbeing of the child.

MEDICATIONS - Parents may bring only medications prescribed by the student's primary healthcare provider to school. As often as possible, medications should be dispensed at home. **If it is necessary to administer medications at school the following is required:**

1. Parent must bring medication immediately to the nurse's office.
2. Be a prescribed medication in its legal container with the student's name and dosage.
3. Completed Montville Medication Authorization form (all forms can be found on the Lazar Health Office webpage)

No medication, including **over the counter medications** will be administered to pupils unless there is a **completed Physician and Parent/Guardian's Medication form.** Please refer to the Montville Medication policy.

HEALTH GUIDELINES - It is in the best interest of our children to achieve a sound and continuous record of attendance. If, on occasion children need to stay home, the following guidelines are designed to protect the health of all children:

1. If a child is sent home with a fever (temperature above 100.0) he/she is expected to remain home a full 24 hours and fever free (on no medication) before returning to school.
2. If a child vomits during the night or in the morning, please do not send him/her to school. If a child vomits in school, you will be called to pick up and keep your child home for 24 hours to prevent the spread of viruses.
3. If a child has been diagnosed with Strep Throat, as with any communicable illness, a medical clearance note is required before returning to school.
4. Chicken Pox requires the child to be home until all pox are scabbed and dry. Clearance by the school nurse is necessary before the child can re-enter the classroom.
5. Report Head Lice to the school nurse if live lice or nits are found in your child's hair. If found at school, the child will be sent home to be treated and must be cleared by the school nurse to return to class.
6. **Crutches, casts, braces, and splints of any kind all need A MEDICAL NOTE** to use or wear at school. Contact the school nurse so accommodations can be provided first thing in the morning.
7. Other Medical issues not listed above will be addressed on an individual basis by the nurses at 973-331-7100 ext. 2315.

Additional Health Office Procedures can be found on our website under "Departments", "Health Office".

DAILY PROCEDURES

BUS PROCEDURES

Busing is provided to Lazar students per BOE guidelines. **No student may ride a bicycle, scooter, skateboard, or other forms of wheeled transportation to or from school.**

Waiting for the bus:

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

Riding on the bus:

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

Disembarking the bus:

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

Students are not permitted to board a different bus AT ANY TIME.

EARLY ARRIVAL

Regular school hours are from 8:30 a.m. to 3:15 p.m. Please make arrangements for prompt arrival when driving students to school. **NO STUDENT** should be in the building prior to 8:10 a.m. without a pass from a teacher. Students who do not have a pass from a teacher are not permitted in the building prior to 8:10 a.m. All students with passes or those who are attending morning club meetings, rehearsals, etc., must sign in on the clipboard at the front desk located in the school's front lobby.

MORNING ARRIVAL

Students arriving at school in the morning must immediately report to their assigned areas. Eighth grade students must report to the cafeteria while sixth and seventh grade students must report to the gymnasium. Students assigned to the cafeteria and gym must remain seated until dismissed by the teacher in charge. The Lazar school day begins promptly at 8:30 a.m. Students are considered tardy when they are not in homeroom before 8:30 a.m. Parents and students should prepare and allow for an adequate time period to visit their locker and organize their day before the start of homeroom. Students who arrive after 8:30 a.m. must report to the main office lobby for a late pass before proceeding to class. A written excuse, signed by a parent/guardian is required when students are late to school.

Unexcused Lateness to School:

1st OFFENSE: Warning
2nd OFFENSE: Warning and parent notification
3rd OFFENSE: Detention and parent notification
4th OFFENSE: Mandatory parent conference

Repeated violations:

1. Will effect a student's academic performance and grades.
2. May result in AES (Alternate Educational Setting) or other appropriate action deemed necessary by the school administration.
3. May effect participation in activities.

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

HOMEROOM

All students are assigned to a homeroom, which will meet during the beginning weeks of the school year for school orientation. This class is a part of each student's daily schedule. Students must report to homeroom each day for attendance by 8:30 am to receive notices and parental communications, and for other special purposes throughout the school year.

ATTENDANCE PROCEDURES/POLICY

Please refer to Board Policy 5200 which can be found on the district website. **Regular, punctual attendance is vital to student success at Lazar Middle School.** Parents must call the school attendance line at 973-331-7100 ext. 2314 prior to 8:10 a.m. if a student is going to be absent or late.

Attendance is required of all students enrolled in the school during the days and hours the school is in session. Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the State of New Jersey Department of Education, or by such circumstances as the Building Principal may determine constitute good cause. A list of approved holidays is available from the main office staff.

An absence for medical reasons, evidenced by a physician's note shall constitute grounds for an excused absence. The doctor's note must be submitted to the main office staff within fourteen (14) calendar days from the date of the last absence. All other absences are unexcused.

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

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

If it is imperative to remove a child from school for a family matter, prior written notification using the Lazar School Note is required.

PASSES

Students are not permitted in the hallways before school (8:10 a.m.) or while classes are in session without a written pass from a teacher. Students are required to sign out of a class on the class log sheet before receiving a pass from a teacher and back in upon return to class.

BATHROOMS

Bathroom facilities for students are located throughout the school. A pass must be obtained from a teacher to use the bathroom during the school day. Students must also sign in/out using the log binders located near the bathrooms.

LOCKERS

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

1. Student locker contents should be limited to books, outer clothing, and lunch.
2. Students should not keep personal valuables in their locker. Electronic devices such as, but not limited to, tablets, laptops, music players, etc. should be left at home unless being used for a class and the "Bring Your Own Technology Permission Form" was completed. Sports equipment should be left at home.
3. **STUDENTS MUST NOT SHARE THEIR LOCKER OR COMBINATION WITH ANYONE ELSE.** Students violating this policy will be sent to the Assistant Principal.
4. It is the student's responsibility to manage their time spent at their locker and to be in class on time.
5. Lockers must be kept clean and neat. **No Pictures are to be placed on lockers.** No writing of any kind is permitted on any portion of the locker. **TAPE IS NOT PERMITTED**. Magnets are permitted.
6. Decorating lockers (for birthdays, special occasions, etc.) is not permitted.

LOCKERS MUST BE KEPT CLEAN AND ARE SUBECT TO INSPECTION AT ANY TIME!

LUNCH PROCEDURES

Lunch period provides students with an opportunity to relax and enjoy time with their classmates and friends. Lunch menus are posted in the cafeteria and on the school website under the Food Service Lunch Programs link. A prepay lunch system "Payforit.net" is available for all Lazar students to use in conjunction with their identification card. Information can be found under the Food Service Lunch Programs link.

Each student must obey the following cafeteria regulations:

1. Enter in a quiet and orderly manner.
2. Move to the lunch counter, only after their table has been called. When called, form an orderly line into one of the three food service areas.
3. Decide on a lunch selection before entering the service area.
4. Pay the cashier when leaving the food service area. Save time by having payment ready, small bills or ID cards.
5. Keep all cartons, dishes, food and refuse on their tray during the meal. **Glass bottles or glass containers are not permitted in school.**
6. Food that is dropped on the floor must be picked up immediately. The table and floor must be clean before any student is excused to their next class.
7. **NO FOOD OR BEVERAGES OF ANY KIND MAY BE TAKEN FROM THE CAFETERIA** with the exception of water.
8. Students may not leave the cafeteria without a pass from one of the teachers in charge. Students who are meeting with their teachers for any reason during lunch must obtain a pass from their teacher prior to the lunch period.
9. Students are to remain seated at their tables except when getting food or throwing out their trash.
10. Students will be dismissed from the cafeteria by a faculty member and must exit in an orderly manner.

ANY STUDENT WHO DEMONSTRATES AN INABILITY TO COMPLY WITH CAFETERIA REGULATIONS WILL BE PLACED IN A **RESTRICTED LUNCH AREA FOR A LENGTH OF TIME DETERMINED BY LAZAR ADMINISTRATION. THROWING OF ANY PAPERS, FOOD, ETC., WILL RESULT IN APPROPRIATE ADMINISTRATIVE ACTION. STUDENTS CAN BE ASSIGNED SEATS IN THE CAFETERIA.**

FIRE/SAFETY DRILLS

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

LOCKDOWN AND EVACUATION DRILLS

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

EARLY DISM1SSAL
Early dismissal is discouraged. However, if it is necessary for a student to leave school early, a parent/guardian must complete a **Lazar School Note** located on the school website (www.montville.net/lms) and at the end of the handbook.

The Lazar School Note must:

- be presented when attendance is taken in homeroom
- give the student's **full name (legibly printed)**
- state the reason for the early dismissal
- give time of departure
- indicate name of person picking child up and the relationship to the child (aunt, grandmother, etc.) **Identification is required**
- contain signature of parent/guardian
- **FAXED AND EMAILED NOTES WILL NOT BE ACCEPTED**

Procedure

1. The student is to report to the school's front lobby desk at their scheduled dismissal time.
2. The person picking up the student must sign the student out in the early dismissal book provided on the school's front lobby desk.
3. State law requires that students must be present for a minimum of four (4) hours of instructional time to accrue credit for a full school day. In order for a student to participate in school evening activities, the student must have received full credit for that day. **Students leaving school before 12:30 p.m. will be recorded as absent for the day.**

DISMISSAL / PARENT PICKUP
It is highly recommended that all students entitled to busing ride to and from school on the school bus. At times it may be necessary for a student to be picked up from school by a parent/guardian. Please adhere to the following procedures if the student is being picked up from school by a parent/guardian:

- A parent/guardian must complete the **Lazar School Note** located on the school website (www.montville.net/lms) and at the end of the handbook. The student must present then note when attendance is taken in homeroom for any after school parent pick up. Homeroom teachers will issue a Pick-up Pass to students.
- Parents who are picking up their children must wait on the gymnasium side of the building
- Students must present the appropriate pick-up pass to the teacher on duty.
- **A separate Lazar School Note is needed for each occurrence of parent pick-up.**
- **A Lazar School Note must be turned in during homeroom or delivered to the school after homeroom.**
- **FAXED AND EMAILED NOTES WILL NOT BE ACCEPTED.**

Those students not using BOE approved transportation will report to either the café(crossers/walkers) or the gymnasium (parent pick-up) area before dismissal.

Students are not permitted to board a different bus AT ANY TIME.

LATE BUS / STAYING AFTER
Any student who needs to stay after school for any reason (club meeting, extra help, detention, etc.), a parent/guardian must complete the **Lazar School Note**. Lazar provides a late bus on Tuesday, Wednesday, and Thursday. Students who are not taking the late bus home must be picked up by 4:05 p.m. **Students who are planning on parent/guardian pick-up will be instructed by the principal or designee to board the late bus if their parent/guardian has not arrived before the time of the late bus departure (4:10 p.m.).** Parents cannot park in the bus lanes at this time. **Late bus drop-off locations are different than those during regular school bus runs**.

See the end of the handbook for Dismissal Procedures and the Lazar School Note.

SCHOOL DRESS CODE

Student appearance, which may disrupt the learning process or good order of the school, will not be condoned. All students are expected to dress appropriately at all times. Clothing and accessories should be neat, clean, inoffensive, safe, and decent. Examples of inappropriate attire during school hours include, **but are not limited to**, hat and head scarves (unless worn for religious purposes), sunglasses (unless prescription with a note that indicates the sun glasses need to be worn inside the school), bare midriffs, pajama-like or sleep attire, clothing with obscene or profane language or that references drugs, alcohol, tobacco, racism or violence, sandals or flip flops, swim wear, etc. Shorts and skirts are acceptable attire, but must be no shorter than mid-thigh length. Skirts with a frayed hem must be seam-stitched, neat (not ripped) and mid-thigh length and/or "finger tip" length. This also includes skirt/shirt length with leggings, jeggings, yoga pants, tights, workout pants or spandex, etc. All shirts must cover both shoulders. Cut-off shorts are not acceptable. **Jeans also may not be ripped or frayed.** Spaghetti straps, tank tops or any shirt that reveals an undergarment is unacceptable. Shoulders and midriffs must be covered. Face paint of any kind is not allowed. The assistant principal or designee shall be responsible for determining the appropriateness of student attire. If a student is determined to be in violation of the Board Policy and regulation on dress and grooming the parent/guardian will be notified and deliver appropriate attire. Subsequently, the parent/guardian may opt to remove their student from the school until the violation is remedied or exercise the option for the school office to assign alternative clothing to the student. If a parent is unable to remove their student from the school setting or does not authorize the utilization of alternative clothing, the student will be kept in an alternative educational setting for the remainder of the school day. Repeat offenders will also be subject to AES. If a student was not dressed properly and was asked to change, he/she **must** see an administrator the next day before school starts to have their dress checked.

PURSE SIZE

Reasonable size purses are permitted. The guidelines for student purses are as follows:

1. The purse must be small enough to fit under a desk with their books and other class materials to ensure clear aisles.
2. The purse must have either a latch or zipper to ensure privacy and security of personal items.
3. If a textbook and notebooks can fit in a purse, then it is too large to be appropriate for the classroom.

Any purses of questionable appropriateness will be left to the discretion of the administration.

VISITORS

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

LOST AND FOUND

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

POLICIES

ALCOHOL / DRUG POLICY

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

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

Penalties for possession and/or distribution

1st OFFENSE:

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

2nd OFFENSE:

- Parent Meeting with administration
- Ten (10) days out-of-school suspension
- Forty-**five (45) school days exclusion from participation in extracurricular activities**

3rd OFFENSE:

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

SMOKING ON SCHOOL GROUNDS

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

PERSONAL PROPERTY/ITEMS DISALLOWED
Students should not bring to school devices or objects that are not directly related to learning. Such items include, but are not limited to, mist bottles, miniature fans, laser pens, electronic devices, skateboards, and valuable personal property. If in doubt, students should ask their teacher, school counselor, or a school administrator prior to bringing in an item.

CELL PHONES / OTHER COMMUNICATION DEVICES POLICY
Realizing the need to communicate in our modern world, cell phones and other communication devices have become almost a necessity. However, they cannot interrupt the educational process in the school building. **Students bringing cell phones and other communication devices to school must store them in their locker at all times. The phone must be turned off and may not be used during the school day. Use of cell phones on the school bus is prohibited.** Any student who is feeling ill must report to the nurse's office. Students will be able to use the phone in the Nurse's office. Violation of this procedure will be subject to consequences. In addition, all electronic devices such as, but not limited to, tablets, laptops, music players, and other handheld electronic devices, etc. are not permitted and will be handed in to the office as well unless being used for a class and the "Bring Your Own Technology Permission Form" was completed.

All confiscated devices must be picked up in the main office by a parent or guardian during normal school hours.

Penalties for possession and/or use
1st OFFENSE:

- Device is taken away and must be picked up by parent or guardian
- Parent meeting

2nd OFFENSE:

- Device is taken away and must be picked up by parent or guardian
- Student suspension (AES)
- Parent meeting

Any use of cell phone capability including, but not limited to, text messaging, recording, videotaping, picture taking, internet, app, social media, ect. will be an immediate suspension and progressive upon future violations. ALL TEXT AND SOCIAL MEDIA MESSAGING ON CELL PHONES OR OTHER COMMUNICATION DEVICES IS PROHIBITED, REGARDLESS OF ORIGIN. TAKING PICTURES OR VIDEOS WITH CELL PHONES OR OTHER DEVICES IS PROHIBITED.

TELEPHONE CALLS
The school telephone may be used with teacher permission at any time during the day. **Students must report to the main office to place a phone call.**

AFFIRMATIVE ACTION POLICY
It is the policy of the Montville Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status in its educational programs or activities and employment policies as required by State Law. Inquiries regarding compliance may be directed to the Assistant Superintendent at the Board of Education Office: 973-331-7100.

SEXUAL HARASSMENT AND BIAS/PREJUDICIAL BEHAVIOR
Bias/prejudicial behavior is defined as adverse action or discrimination which is detrimental or injurious to another person and inflicted because of that person's race, color, creed, religion, sex, ancestry, national origin, or socio-economic status. Students are urged to report incidents of sexual harassment or bias/prejudice to their guidance counselors or the administration. Lazar administration is required to report any such incident to the Bias Crimes Function of the Morris County Prosecutor's Office, which, at its sole discretion may commence an investigation to determine possible criminal intent and circumstances. Sexual harassment is defined to be unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program or which creates a sexually hostile environment. Students will also be held accountable for their words and actions in accordance with the school's code of student conduct. Sexual harassment and bias/prejudicial acts or language are not tolerated at Lazar.

BULLYING AND TEASING/CHARACTER EDUCATION

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

HARASSMENT, INTIMADATION, AND BULLYING (HIB)

On January 6, 2011, Governor Christie signed the Anti-Bullying Bill of Rights. This law went into effect on September 1, 2011. Robert R. Lazar Middle School adheres to the guidelines outlined in this law. There is information concerning these guidelines at the end of this handbook and on the website.

DATING VIOLENCE AT SCHOOL POLICY

Per the Montville Township Board of Education, Policy and Regulation 5519 relating to dating violence at school must be published. Please read these items carefully and if you have any questions, please contact the administration.

POLICY - Montville Township Board of Education PUPILS
5519. DATING VIOLENCE AT SCHOOL Adopted: 7 February 2012

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling. If there is an 18-year-old who commits an act of dating violence, the police shall be notified.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to at school acts or incidents of dating violence. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services (I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age, shall be permitted within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.

Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.
N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37
New Jersey Department of Education Model Policy and Guidance for Incidents Involving
Dating Violence – September 2011

REGULATION - Montville Township Board of Education PUPILS
5519R. DATING VIOLENCE AT SCHOOL Adopted: 7 February 2012

A. Definitions

1. "At school" means in a classroom, or anywhere on school property, school bus or school-related vehicle, at an official bus stop, or at any school sponsored activity or event whether or not it is on school grounds.
2. "Dating partner" means any person involved in an intimate association with another individual that is primarily characterized by the expectation of affectionate involvement, whether casual, serious, or long-term.
3. "Dating violence" means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

B. Procedures for Reporting Act or Incidents of Dating Violence

1. School staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of teen dating violence and are required to report all acts or incidents of dating violence at school.
2. All acts or incidents of dating violence at school shall be reported to the Principal or designee.
    a. This report should be made verbally as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school.
    b. A written report regarding the act or incident of dating violence at school should be submitted to the Principal or designee by the reporting staff member no later than one day after the staff member witnesses or learns of an act or incident of dating violence at school.
    c. If there is an 18-year-old who commits an act of dating violence, the police shall be notified.
3. These acts or incidents may include, but are not limited to:
    a. Witnessed or receipt of reliable information concerning acts or incidents that are characterized by physical, emotional, verbal, or sexual abuse;
    b. Digital or electronic acts or incidents of dating violence; and/or
    c. Patterns of behavior which are threatening or controlling.

C. Guidelines/Protocols for Responding to At-School Acts or Incidents of Dating Violence

1. Protocol for All School Staff Members - Any school staff member who witnesses or learns of an act or incident of dating violence at school shall take the following steps:
    a. Separate the victim from the aggressor;

b. Speak with the victim and the aggressor separately;
c. Speak with witnesses or bystanders separately;
d. Verbally report the act or incident to the Principal or designee no later than the end of the pupil's school day;
e. Prepare and submit a written report of the act or incident to the Principal or designee no later than one day after the act or incident occurred; and f. Monitor the interactions of the victim and the aggressor with pupil safety being the priority.

2. Protocol for Administrators/Administrative Investigation – The Principal or designee upon receiving a report of a dating violence act or incident at school shall take the following steps:
   a. Separate the victim from the aggressor, if applicable;
   b. Meet separately with the victim and the alleged aggressor;
   c. Take written statements from the victim and alleged aggressor;
   d. Review the victim's and alleged aggressor's written statements to ascertain an understanding of the act or incident. The administrator may ask questions of either individual for clarification;
   e. Further investigate the act or incident by speaking with bystanders/witnesses of the act or incident. All statements obtained from bystanders/witnesses shall be written and documented, when possible;
   f. The school administrator may make a determination to involve the school resource officer or law enforcement, if appropriate;
   g. Appropriate referrals should be made if after an assessment by a school social worker, counselor, or psychologist determines the victim's or alleged aggressor's mental health has been placed at risk;
   h. The Principal or designee shall contact the parents/guardians of both the victim and the alleged ggressor. The Principal or designee shall recommend a meeting be held to discuss the act or incident; and
   i. The Principal or designee will notify both parties in writing of the outcome/determination of the investigation into the act or incident of dating violence at school.
3. Protocol for Working with the Victim of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with victims of a confirmed act or incident of dating violence at school:
   a. A pupil's safety shall be the first priority in a dating violence act or incident. Interaction between the victim and the aggressor shall be avoided. The burden of any schedule changes (classroom, bus, etc.) should be taken on by the aggressor;
   b. A conference shall be held with the victim and their parents/guardians;
   c. Identify any means or actions that should be taken to increase the victim's safety and ability to learn in a safe and civil school environment;
   d. Alert the victim and their parents/guardians of school and community based resources that may be appropriate, including their right to file charges, if the act or incident violated the law;
   e. Monitor the victim's safety as needed and assist the victim with any plans needed for the school day and after-school hours (hallway safety, coordination with parents/guardians for transportation to and from school, etc.). The administration may develop a safety plan if deemed necessary;
   f. The administration may develop a Stay-Away Agreement between the victim and the aggressor if deemed necessary;
   g. Encourage the victim to self-report any and all further acts or incidents of dating violence that occur at school in writing to the Principal or designee; and
   h. Document all meetings and action plans that are discussed.
4. Protocol for Working with the Aggressor of an Act or Incident of Dating Violence at School – The Principal or designee shall implement the following procedures for dealing with the aggressor of a confirmed act or incident of dating violence at school:
   a. Schedule a conference with the aggressor and their parents/guardians;
   b. Give the aggressor the opportunity to respond in a written statement to the allegations and the outcome/determination of an act or incident of dating violence at school;
   c. Alert the aggressor and their parents/guardians to both school and community-based support and counseling resources that are available;
   d. Identify and implement counseling, intervention, and disciplinary methods that are consistent with school policy for acts or incidents of this nature;
   e. Review the seriousness of any type of retaliation (verbal, emotional, physical, sexual, electronic/digital) towards the victim who reported the act or incident of dating violence. Address that consequences will be issued consistent with the school's pupil code of conduct and procedures for any type of retaliation or intimidation towards the victim; and
   f. Document all meetings and action plans that are discussed.
5. Protocol for the Documentation and Reporting of an Act or Incident of Dating Violence at School - School districts shall implement the following procedures for documenting and reporting acts or incidents of dating

violence that occur at school:

a. Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information.
b. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This documentation shall include all written statements, planning actions, consequences, and disciplinary measures as well as counseling and other support resources that were offered, prescribed, and/or provided to the victim or the aggressor.

D. Discipline Procedures Specific to At School Acts or Incidents of Dating Violence

1. The Board of Education requires its school administrators to implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school's pupil code of conduct.
2. The policies and procedures specific to acts or incidents of dating violence at school should be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved.
3. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.
4. Consequences may include, but are not limited to, the following:
    a. Admonishment;
    b. Temporary removal from the classroom;
    c. Classroom or administrative detention;
    d. In-school suspension;
    e. Out-of-school suspension;
    f. Reports to law enforcement; and
    g. Expulsion.
5. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
6. Remedial procedures/interventions may include, but are not limited to, the following:
    a. Parent conferences;
    b. Pupil counseling (all pupils involved in the act or incident);
    c. Peer support group;
    d. Corrective instruction or other relevant learning or service experiences;
    e. Supportive pupil intervention (Intervention and Referral Services (I&RS);
    f. Behavioral management plan; and
    g. Alternative placements.

E. Warning Signs of Dating Violence

1. A pattern of behaviors may be an important sign that a pupil is involved in an unhealthy or abusive dating relationship. Many warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.
2. The warning signs listed below are to educate the school community on the characteristics a pupil in an unhealthy or abusive relationship might exhibit. Warning signs may include, but are not limited to, the following:
    a. Name-calling and putdowns - Does one pupil in the relationship use name-calling or putdowns to belittle or intimidate the other pupil?
    b. Extreme jealousy - Does one pupil in the relationship appear jealous when the other talks with peers?
    c. Making excuses - Does one pupil in the relationship make excuses for the other?
    d. Canceling or changing plans - Does one pupil cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
    e. Monitoring - Does one pupil call, text, or check up on the other pupil constantly? Does one pupil demand to know the other's whereabouts or plans?
    f. Uncontrolled anger – Does one of the pupils in the relationship lose his or her temper or throw and break things in anger?
    g. Isolation - Has one pupil in the relationship given up spending time with family and friends? Has the pupil stopped participating in activities that were once very important?
    h. Dramatic changes - Has the appearance of the pupil in the relationships changed? Has the pupil in the relationship lost or gained weight? Does the pupil seem depressed?
    i. Injuries - Does the pupil in the relationship have unexplained injuries? Does the pupil give explanations that seem untrue?
    j. Quick Progression - Did the pupil's relationship get serious very quickly?

F. The Principal or designee will provide to the parents/guardians of a victim or aggressor information on safe, appropriate school, family, peer, and community resources available to address dating violence.

WEAPONS AND DANGEROUS INSTRUMENTS

Montville Township Board of Education recognizes that weapons and dangerous instruments are illegal and should not be present in school. Consequently any student found with a weapon, perceived weapon, dangerous instrument or article that may be used as a weapon in their possession will be subject to disciplinary and/or legal action. Disciplinary action may result in suspension from school and notification of the Montville Township Police Department as well as any other action deemed appropriately necessary for the particular incident.

NOTIFICATION – PUPIL RECORDS/DIRECTOR INFORMATION

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

Appeal of Record

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

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

GUM CHEWING

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

STUDENT BEHAVIOR/DISCIPLINE

APPROPRIATE STUDENT BEHAVIOR SHOULD INCLUDE:

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

STUDENT CONDUCT

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

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

DETENTIONS

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

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

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

- failure to stay for teacher/team detention
- insubordination (failure to follow directions)
- disruptive behavior – 2nd offense (1st offense will be teacher detention)
- chronic lateness to class

All after-school detentions are held on Tuesday, Wednesday, and Thursday afternoons from 3:15 p.m. – 4:05 p.m. Students attending central detention will **require** parent/guardian pick-up or the late bus for transportation home on these days. The parent or guardian may utilize the MEDLC program where a fee will be charged until the student is picked up.

Detention Abuses – Students who fail to serve a Central Detention on their scheduled day will be given an additional Central Detention and will be required to serve both. All detentions must be served in order for a student to participate in extracurricular activities including, but not limited to, trips, dances, promotion, etc.

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

ALTERNATE EDUCATION SETTING (AES)

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

The following guidelines would apply:

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

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

SUSPENSIONS

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

Suspension of School Activities – A student who is under suspension from school **MAY NOT** participate in any school activities while the suspension is in effect. Continued disruptive behavior may result in a loss of school privileges.

Academic Responsibilities while on Suspension – It is the student's responsibility to obtain homework assignments from his/her teachers for the days of the suspension period. The student must complete these assignments and submit them **within three (3) days** after the suspension period ends. Assignments not submitted will not receive credit. Conflict resolution assignments may be issued in lieu of or as a partial consequence for suspensions. Student and parent participation is required.

Suspend-able Offences *(include but are not limited to)*

- Abusive language
- Fighting
- Insubordination
- Leaving school building/grounds

1st OFFENSE: Suspension pending mandatory parent conference
2nd OFFENSE: Two-day suspension and mandatory parent conference upon return to school
3rd OFFENSE: Suspension and referral to the Child Study Team

- Breaking Alcohol/Drug Policy*****
- Breaking Smoking Policy*****

******See board policies.*

CHEATING/PLAGIARISM AND HONESTY
Pupils are expected to be honest in all academic areas. The Lazar faculty, staff and administration consider honesty to be a cornerstone of student character development. Montville Township Board of Education addresses honesty, cheating and plagiarism in Policy 5701 and adheres to the guidelines per outlined policy.

1st OFFENSE: Parent notification, AES, zero on assignment
2nd OFFENSE: F in course for the marking period, 1 day suspension
3rd OFFENSE: F in the course for the year, 3 day suspension, referral to Child Study Team

BUS DISCIPLINARY PROCEDURES
Any student who persistently refuses to submit to the authority of the bus driver and/or is guilty of disorderly conduct will be reported to the administration and proper disciplinary action will be taken.

The following behavior will **NOT** be tolerated on the school bus:
1. Smoking or lighting matches
2. Using profane or vulgar language
3. Fighting
4. Destroying or damaging bus property
5. Distracting the bus driver
6. Standing or walking on the bus while the bus is moving
7. Hanging out the window or safety doors
8. Refusing to wear a seat belt
9. Eating, drinking or leaving garbage on the bus
10. Throwing any items inside, on to, or off the bus or at another vehicle

Any student reported for such violations will be subject to the following:
1st OFFENSE: Bus privileges suspended for 2 days
2nd OFFENSE: One-week loss of bus privileges pending mandatory parent conference. All consequences are at the discretion of Lazar administration. Remember that proper bus conduct ensures the safety of everyone riding on the bus.

CHANGING CLASSES
Students are expected to arrive in class on time and be prepared with proper materials and texts. Two minutes are allowed for changing classes. Lateness will result in a teacher detention. Repeated lateness will result in a central detention or consequences assigned by the administration.

Unexcused Lateness to Class:
1st OFFENSE: Warning and parent notification by teacher
2nd OFFENSE: Teacher detention and parent notification
3rd OFFENSE: Central detention and parent conference (opt.)
Repeated violations: May result in AES or other appropriate action deemed necessary by the school administration.

DAMAGE TO SCHOOL PROPERTY AND STEALING
1st OFFENSE:
- Suspension pending mandatory parent conference.

2nd OFFENSE:
- Two-day suspension and mandatory parent conference upon return to school.
- Full restitution for damaged or stolen property must also be made.

3rd OFFENSE:
- Suspension and referral to the Child Study Team.
- Full restitution for damaged or stolen property must also be made. Report of incident to the police department and juvenile complaint initiated.

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

STUDENT ACTIVITES

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

ASSEMBLIES
Assemblies are relative to the school curriculum. Our Parent-Teacher Council provides many of these assemblies. It is expected students will conduct themselves in an appropriate manner. Students are expected to remain seated during the performance, face the speaker, and be attentive and courteous to our guests

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

1. Student must show good citizenship in the building:
   - Must be respectful
   - Must show ability to follow directions from teachers, nurse, guidance and other members of the adult staff
   - Students must display evidence of being on time and remain in school for the entire day
   - Students must show evidence of being trustworthy
   - Students must show an initiative to improve on incidents reported
   - Students must show signs of responsibility and maturity in following rules and regulations of the building
   - Students must exemplify good character in social-emotional settings
   - Students must demonstrate a desire to be cooperative with peers and adults in the building.
   - Student's behavior in large settings; cafeteria, gym, assemblies, etc. must follow school rules
   - Students must demonstrate ability to behave on field trips and in other areas where they must leave the building

2. Students must show responsibility in the academic area as far as:
   - Completing assignments
   - Productive member of the class
   - Follow directions of the teacher or substitute in charge
   - Display evidence of good character
   - Student will not be in danger of failing more than one core course

Infractions in any area or combined areas may be consideration for removal from a trip/activity.

EXTRACURRICULAR PROGRAMS
Extracurricular activities will be listed on the website (www.montville.net/lms) under the Extracurricular Activities link, and advertised throughout the school year.

SOCIAL ACTIVITIES
1. School concerts, plays and other functions:
   - Be present (full credit) in school the day of the concert, play, etc. in order to perform
   - Courteous behavior is expected at all times
   - Remain seated and quiet during performances
   - Do not leave designated areas
   - Students must be accompanied by a parent/guardian

2. Dances are held at various times throughout the school year from 5:30 p.m. – 7:30 p.m. Students must:
   - Be present (full credit) in school the day of the dance in order to attend
   - Purchase tickets in advance (none sold at the door)
   - Maintain appropriate behavior at all times
   - Remain in the building throughout the dance
   - Wear appropriate school attire

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

STUDENT COUNCIL

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

HANDBOOK REVIEW CONTRACT

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

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

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

After you and your child have reviewed the handbook content, please acknowledge by checking the appropriate box through the "Parent Access" by Friday, September 16, 2016. Communication between parents and the school encourages a positive and productive environment in which your child can learn.

BUS DISCIPLINE AND SAFETY CONTRACT

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

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

After you and your child have reviewed the bus section of the handbook, please acknowledge by checking the appropriate box through the "Parent Access" by Friday, September 16, 2016. Communication between parents and the school encourages a healthy and safe transportation environment.

HARASSMENT, INTIMIDATION and BULLYING (HIB) AWARENESS INFORMATION

On January 6, 2011, Governor Christie signed the Anti-Bullying Bill of Rights. This law went into effect on September 1, 2011. The new law prohibits harassment, intimidation, and bullying (HIB). It defines bullying, clarifies responsibility for conduct away from school grounds, creates a school safety team, and requires that each school have an Anti-Bullying Specialist and an Anti-Bullying Coordinator. The new law requires procedures for an investigation, reporting, discipline support, and appeals. The law addresses the following types of behavior including: any type of gesture; any written, verbal or physical act; or any electronic communication. An act of HIB can be a single incident or a series of incidents.

The term "HIB" means: any gesture; any written, verbal or physical act; or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or by a mental, physical or sensory handicap; or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, and that:

a. a reasonable person should know, under the circumstances, that the act(s) of HIB will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

HIB will be reported if it causes a substantial disruption or interference and has the effect of insulting or demeaning a student or group or creates a hostile educational environment by interfering with a student's education or severely or pervasively causing physical or emotional harm to a student.

If a staff member, coach, volunteer, or employee of the Montville Township School District witnesses, or is made aware of, an act that is considered HIB, he/she shall report it to the principal on the same day that it occurs and complete the appropriate form. An investigation will be initiated immediately after the verbal disclosure. The Anti-Bullying Specialist will perform an investigation in collaboration with the Assistant Principal and a report will be presented to the principal within 10 days from the reported date. The principal or designee will inform all parents involved. The Superintendent may recommend intervention services, training programs, impose discipline, and order counseling. After completing the investigation, the Superintendent will report to the Board of Education at the next meeting. The Building Principal will not disclose the name(s) of the person(s) accused or alleged target(s) to the other party prior to completing a preliminary investigation.

The new law provides due process for both the alleged accused and the alleged target(s). Parents of all parties have the right to receive information within 5 days after the results of the investigation are given to the Board of Education. After receiving the information, parents may request a hearing within 10 days.

It is our goal that students attending the Montville Township Public Schools learn in a safe educational setting free from harassment, intimidation, and bullying. We value your support and attention to this critical initiative.

Our HIB Policy, contact information, and reporting form may be viewed online at www.montville.net.

INTERNET ACCEPTABLE USE GUIDELINES

The Montville Township Public Schools have access to the Internet. The Internet is a global communication network connecting millions of computers all over the world and millions of individual people. The district's access allows for the following:

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

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. The Montville Township Public Schools have taken every available precaution to restrict access to inappropriate materials, however, on a global network, it is impossible to control all materials. The users of the district's access to the Internet firmly believe the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational mission of this district.

The following are guidelines provided to establish the responsibilities you are about to acquire. If any user violates any of these provisions, his or her access to the district's Internet access will be denied. An electronic signature is recorded by checking the appropriate box through the "Parent Access" and are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

1. **Acceptable Use:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the district's Internet access must be in support of education, research, and consistent with educational objectives of the Montville Township Public Schools. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges:** The use of the district's Internet access is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Only those students who have signed this contract shall be authorized to use the Internet. The appropriate school official will conduct periodic monitoring of student Internet traffic and student-selected sites.
3. **Network Etiquette:** The use of the district's Internet access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
    a. **Be polite –** Do not send abusive messages to anyone.
    b. **Use appropriate language –** In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. E-mail is not private. People who operate the system do have access to all mail. Messages in support of illegal activities must be reported to appropriate authorities.
    c. **Privacy –** Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property.
    d. **Connectivity –** Do not use the network in such a way that would disrupt the use of the network by others.
4. **Services:** The Montville Township School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or services interruptions caused by your own negligence or your errors or omissions. Use of any information obtained via the district's account is at your own risk. The Montville Township School District denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Vandalism:** Any intentional act that damages a computer, associated hardware or software, or renders the same such that it is *not immediately usable* shall be treated as vandalism. Actions rendering a computer not immediately useable include but are not limited to: moving or disconnecting any device, moving desktop icons, changing display settings, backgrounds, or color themes, changing monitor settings, hiding the logon window, reorienting the computer monitor. Computers and associated hardware include but are not limited to: personal computers, monitors, speakers, keyboards, mice, mouse pads, computers tables, Smartboards, Vision6 Presentation hardware and wireless devices. Vandalism will result in cancellation of privileges and possible suspension. This includes, but is not limited to, the uploading of computer viruses.

6. **Updates:** The Montville Township School District may occasionally require new registration and account information from you to continue providing services. All Terms and Conditions as stated in this document are applicable to the Montville Township School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions sha11 be governed and interpreted in accordance with the laws of the State of New Jersey, United States of America.

IMPORTANT INFORMATION

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

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

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

DISMISSAL PROCEDURES

Safety is a major concern at Lazar and it is important that we have procedures that ensure every child is accounted for at dismissal. All students that are riding the bus will follow the departure rules that are part of our dismissal plans. **Students considered to be walkers (no assigned bus) will follow the procedure listed below. Please have patience and understanding with these guidelines as we want to create the safest, most efficient way to care for your children.**

DISMISSAL

All students that are designated as **"regular walkers" (no bus assigned)** will be assembled in the cafeteria upon dismissal. Attendance will be taken and these children will be escorted to Changebridge Road where they will be crossed and dismissed. These students do not require daily dismissal notes. All other students, **those assigned a bus but not riding,** being picked up at the Recreation Center after school **must abide by the rules listed below.**

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

- Students must provide a **Lazar School Note** completed by a parent/guardian to their **homeroom teacher the morning** of an after school parent pick up. The Lazar School Note is located on the school website (www.montville.net/lms) and at the end of the student handbook and is to be used for **ALL** dismissals.
- A **Lazar School Note** is **required** for early dismissal or after school pick-up, **each time** a student is picked up (no exceptions; no faxed notes, no late notes). For after-school **Gym pick up**, when the student turns in a note in homeroom, he/she will receive a **Pick-up Pass** displaying the day of the week from the teacher.
- **We encourage parents who need to pick up their children after school check the "crossing over to the Montville Rec Center" portion of the Lazar School Note and pick your child up in their parking lot as there is no parking available in Lazar's lots.**
- A separate note is needed for each occurrence of parent pick-up. EXAMPLE: Students who normally ride a bus home but are going to the Recreation Center after school **must** submit a **Lazar School Note** to the office, **each day in homeroom**, or they will be placed on their designated bus home.
- Cars are not permitted to park or stand in the "Car Lane" from 7:45 a.m. to 8:45 a.m. The "Car Lane" functions as a drop-off lane during these hours.
- Bus Lanes are utilized for bus traffic only while school is in session and children are present.
- Students are only permitted to ride their assigned bus – **no exceptions**.
- **ALL Lazar School Notes** must be turned in during homeroom.
- **FAXED AND EMAILED NOTES WILL NOT BE ACCEPTED.**

EARLY DISMISSAL

If it is imperative to remove a child from school for a family matter, prior written notification using the Lazar School Note is required.

Early dismissal is discouraged. However, if it is necessary for a student to leave school early, a parent/guardian must complete a Lazar School Note located on the school website (www.montville.net/lms) and at the end of the handbook

The Lazar School Note must:

- be presented when attendance is taken in homeroom
- give the student's **full name (legibly printed)**
- state the reason for the early dismissal
- give time of departure
- indicate name of person picking up and relationship to child (aunt, grandmother, etc.) **Identification is required**
- contain signature of parent/guardian
- **FAXED AND EMAILED NOTES WILL NOT BE ACCEPTED**

Procedure

1. The student is to report to the school's front lobby desk at their scheduled dismissal time.
2. The person picking up the student must sign the student out in the early dismissal book provided on the school's front lobby desk.
3. State law requires that students must be present for a minimum of four (4) hours of instructional time to accrue credit for a full school day. In order for a student to participate in school evening activities, the student must have received full credit for that day. **Students leaving school before 12:30 p.m. will be recorded as absent for the day.**

Lazar Middle School – School Note **Date: _____**

Sharon Carr, Principal
973-331-7100 ext. 2300
123 Changebridge Road · Montville, NJ 07045

(PRINT ALL information – Except Signature)

Student Last Name: _____Student First Name: _____

NOTE If another adult (NOT the named parent below) is picking up your child, enter info below:

Adult Last Name: _____ Adult First Name: _____

Adult Contact Number: _____

- Parent/Guardian Last Name: _____
- Parent/Guardian First Name: _____
- Parent/Guardian Contact Number: _____
- Parent/Guardian **Signature (required):** _____

Check *ALL* that apply:

____ My child will be picked up EARLY from school at ____:____ AM/PM for _____.
____ and will be returning to school by ____:____ AM/PM.

____ My child will be staying after school for _____ and will be supervised by the following teacher/administrator _____.

____ and will take the late bus home (which leaves school @4:10pm.)

____ and will be picked up **@4:00pm** by the adult listed above.

____ My child will be crossing over to the Montville Rec Center **@3:15pm** dismissal.

____ My child will be picked up from the GYM **@3:15pm** dismissal.

____ My child is returning to school after a ____ day absence.

- ____ No doctor's note is required. He/She was/had _____.
- ____ Yes, a doctor's note is attached.

____ Other: _____.

Office Use Only:

NJ DL #: _____ **exp. date:** _____