

LCJSMS

Take Care of You - Take Care of Each Other - Take Care of this Place

Lawton C. Johnson Summit Middle School

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

2019-20 Student/Parent Handbook



www.summit.k12.nj.us

Dr. Donna Gallo, Principal
Mr. John C. Ciferni, Assistant Principal
Ms. Laura Muller, Assistant Principal

Contact Information

Lawton C. Johnson Summit Middle School

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Main Office

Mrs. Nancy La Shure
Principal's Secretary / Office Manager

Mrs. Mercedes Priolo
Assistant Principal Secretary

Mrs. Iris Nunez
Main Office Secretary

Mrs. Adriana Loaiza
Guidance Secretary

Attendance Line

(908) 273 – 1491

A MESSAGE FROM THE ADMINISTRATION

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

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

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

Dr. Donna Gallo

INFORMATION FOR THE STUDENT REGULAR CLASS SCHEDULE

Grade 6	Entrance Bell	7:55	
	Homeroom	8:00	- 8:08
	Period 1	8:11	- 9:00
	Period 2	9:03	- 9:52
	Period 3	9:55	- 10:44
	Lunch	10:47	- 11:17
	Period 4	11:20	- 12:09
	Period 5	12:12	- 1:01
	Period 6	1:04	- 1:53
	Period 7	1:56	- 2:45

Grade 7	Entrance Bell	7:55	
	Homeroom	8:00	- 8:08
	Period 1	8:11	- 9:00
	Period 2	9:03	- 9:52
	Period 3	9:55	- 10:44
	Period 4	10:47	- 11:36
	Lunch	11:39	- 12:09
	Period 5	12:12	- 1:01
	Period 6	1:04	- 1:53
	Period 7	1:56	- 2:45

Grade 8	Entrance Bell	7:55	
	Homeroom	8:00	- 8:08
	Period 1	8:11	- 9:00
	Period 2	9:03	- 9:52
	Period 3	9:55	- 10:44
	Period 4	10:47	- 11:36
	Period 5	11:39	- 12:28
	Lunch	12:31	- 1:01
	Period 6	1:04	- 1:53
	Period 7	1:56	- 2:45

SINGLE SESSION SCHEDULE

All Grades	Entrance Bell	7:55	
	Homeroom	8:00	- 8:05
	Period 1	8:07	- 8:40
	Period 2	8:42	- 9:15
	Period 3	9:17	- 9:51
	Period 4	9:53	- 10:27
	Period 5	10:29	- 11:03
	Period 6	11:05	- 11:39
	Period 7	11:41	- 12:15

ADVISORY SCHEDULE

Grade 6	Entrance Bell	7:55	
	HR & Advisory	8:00	- 8:50
	Period 1	8:53	- 9:36
	Period 2	9:39	- 10:22
	Period 3	10:25	- 11:08
	Lunch	11:11	- 11:41
	Period 4	11:44	- 12:27
	Period 5	12:30	- 1:12
Period 6	1:15	- 1:57	
Period 7	2:00	- 2:45	

Grade 7	Entrance Bell	7:55	
	HR & Advisory	8:00	- 8:50
	Period 1	8:53	- 9:36
	Period 2	9:39	- 10:22
	Period 3	10:25	- 11:08
	Period 4	11:11	- 11:54
	Lunch	11:57	- 12:27
	Period 5	12:30	- 1:12
	Period 6	1:15	- 1:57
	Period 7	2:00	- 2:45

Grade 8	Entrance Bell	7:55	
	HR & Advisory	8:00	- 8:50
	Period 1	8:53	- 9:36
	Period 2	9:39	- 10:22
	Period 3	10:25	- 11:08
	Period 4	11:11	- 11:54
	Period 5	11:57	- 12:39
	Lunch	12:41	- 1:12
	Period 6	1:15	- 1:57
	Period 7	2:00	- 2:45

10:00 AM OPENING SCHEDULE

Grade 6	Entrance Bell	9:55	
	Homeroom	10:00	- 10:05
	Period 1	10:07	- 10:32
	Period 2	10:34	- 10:59
	Period 3	11:01	- 11:26
	Lunch	11:28	- 11:58
	Period 4	12:00	- 12:38
	Period 5	12:40	- 1:19
	Period 6	1:21	- 2:00
	Period 7	2:02	- 2:45

Grade 7	Entrance Bell	9:55	
	Homeroom	10:00	- 10:05
	Period 1	10:07	- 10:32
	Period 2	10:34	- 10:59
	Period 3	11:01	- 11:26
	Period 4	11:28	- 12:05
	Lunch	12:07	- 12:38
	Period 5	12:40	- 1:19
	Period 6	1:21	- 2:00
	Period 7	2:02	- 2:45

Grade 8	Entrance Bell	9:55	
	Homeroom	10:00	- 10:05
	Period 1	10:07	- 10:32
	Period 2	10:34	- 10:59
	Period 3	11:01	- 11:26
	Period 4	11:28	- 12:05
	Period 5	12:07	- 12:46
	Lunch	12:48	- 1:19
	Period 6	1:21	- 2:00
	Period 7	2:02	- 2:45

SCHOOL CALENDAR

SEPTEMBER

3	Tuesday	School Begins for All Students Grade 6 Orientation School Breakfast Program Starts Qtr. 1 Marking Period/Cycle Begins	8:00 AM 7:30 AM
6	Thursday	Stokes Assembly Gr 6 Per 3	9:55 AM
8	Sunday	Stokes Training Day	
10	Tuesday	Picture Day BOE Meeting – SHS Library	7:00 PM
12	Thursday	<i>Coffee With The Principal</i>	8:30 AM
13	Friday	Book Fair Set-Up – Concourse	
13-14	Fri/Sat	Stokes 6th Grade Trip – Session 1 (Depart 7:15am – Return 3:00pm)	
14-15	Sat/Sun	Stokes 6th Grade Trip – Session 2 (Depart 9:00am – Return 2:45pm)	
16-19	Mon-Thurs	Book Fair	
19	Wednesday	Back-To-School Night Book Fair (Last Day & Take Down)	7:00 PM
27	Friday	ADVISORY	8:11 AM
29	Sunday	Rosh Hashanah Begins at Sundown	
30	Monday	Rosh Hashanah – NO SCHOOL	

OCTOBER

3	Thursday	Parent Wellness Event Qtr. 1 – Mid Marking Period	7:00 PM
9	Wednesday	Yom Kippur – NO SCHOOL	
6	Saturday	Ryan Halligan – Speaker Grade 7 Grade 8 Parents Only	10:00 AM 1:00 PM 7:00 PM
11	Friday	ADVISORY	8:11 AM
15	Tuesday	Make-Up Picture Day	
17	Thursday	BOE Meeting – SHS Library	7:00 PM
18	Friday	Grade 8 Public Policy Day Periods 1, 3, 4, 5 & 7	
25	Friday	ADVISORY	8:11 AM
28	Monday	Single Session – Early Dismissal No school lunch served Staff Development Half-Day	12:15 PM
31	Wednesday	Halloween	

NOVEMBER

2	Saturday	8 th Grade Band Move-Up Day (at SHS Football Game)	9:00 AM
3	Sunday	Daylight Savings Time Ends	
4	Monday	All Day Play Rehearsal	
5	Tuesday	Professional Development – NO SCHOOL Election Day	
6	Wednesday	Qtr. 1 Marking Period/Cycle Ends	
7-8	Thurs.-Fri.	NJEA Convention – NO SCHOOL	
11	Monday	Qtr. 2 Marking Period/Cycle Begins	
14	Thursday	<i>Coffee with the Principal</i> BOE Meeting – SHS Library	8:30 AM
15	Friday	ADVISORY	8:11 AM
21	Thursday	Fall Play Teaser	8:11 AM
22-23	Fri/Sat	Fall Play – THAT'S THE SPIRIT!	7:30 PM
27	Wednesday	Single Session - Early Dismissal No School Lunch Served	12:15 PM
28-29	Thurs.-Fri.	Thanksgiving Recess - School Closed	

DECEMBER

6	Friday	ADVISORY	8:11 AM
10	Tuesday	Holiday Concerts: Grade 7 Grade 8	6:30 PM 8:00 PM
12	Thursday	BOE Meeting SHS Library Qtr. 2 Mid-Marking Period	7:00 PM
19	Thursday	Locker Clean Out – All Grades	8:00 AM
22	Sunday	Hannukah Begins at Sundown	
23-31	Mon-Fri	Holiday Recess – NO SCHOOL	
24	Tuesday	Christmas Eve – NO SCHOOL	
25	Wednesday	Christmas Day – NO SCHOOL	
26	Thursday	Kwanzaa Begins – NO SCHOOL	
30	Monday	Hannukkah Ends – NO SCHOOL	
31	Tuesday	New Years Eve – NO SCHOOL	

JANUARY

1	Wednesday	New Year's Day – NO SCHOOL Kwanzaa Ends	
9	Thursday	<i>Coffee With The Principal</i>	8:30 AM
10	Friday	ADVISORY	8:11 AM
15	Wednesday	Gr. 5 Parent Orientation (Snowdate 1/23/18)	6:00 PM
16	Thursday	BOE Meeting – SHS Library	7:00 PM
20	Monday	Martin Luther King, Jr. Day – NO SCHOOL	
22	Wednesday	Gr. 5 Parent Orientation – SNOW DATE	7:00 PM
24	Friday	ADVISORY Qtr. 2. Marking Period/Cycle Ends	8:11 AM
27	Monday	Qtr. 3 Marking Period/Cycle Begins	
28	Tuesday	Concert-Gr. 6 Ensembles/ Select Ensembles	7:30 PM
30	Thursday	Elementary Honors Band & Orchestra Concert	7:00 PM
31	Friday	Single Session – Early Dismissal No school lunch served Staff Development Half-Day	12:15 PM

FEBRUARY

3	Monday	Single Session – Early Dismissal No school lunch served Staff Development Half-Day	12:15 PM
8	Tuesday	Elementary Performance Trip – LCJSMS/SHS Chamber Orchestra & Bel Canto	
13	Thursday	BOE Meeting – SHS Library	7:00 PM
18-19	Mon.-Tues.	Winter Recess – School Closed	
20	Thursday	<i>Night for the Soul – Cafe</i> Snow Date (3/7)	6:00 – 8:00 PM
22	Friday	ADVISORY	
27	Thursday	Night For The Soul – Snowdate	6:00-8:00 PM
28	Friday	ADVISORY Qtr. 3 Mid-Marking Period	8:11 AM

MARCH

2	Monday	Read Across America Day	
4	Wednesday	Gr. 8 DC Parent/Student Meeting – Snow Date (3/5)	6:00 PM
5	Thursday	Gr. 8 DC Parent/Student Meeting SD	6:00 PM
8	Sunday	Daylight Savings Time Begins	
9	Monday	Single Session – Early Dismissal No School Lunch Served Staff Development Half-Day	12:15 PM
11	Wednesday	All Day Play Rehearsal Grade 8 Orchestra/Chorus Move Up Day @ SHS	
12	Thursday	<i>Coffee with the Principal</i> HOOPS For Humanity BOE Meeting – SHS Library	8:30 AM 3:00 PM 7:00 PM
13	Friday	ADVISORY	
19	Thursday	Spring Musical Teaser	1:00 – 2:45PM

MARCH, cont'd.

20-21	Fri/Sat	Spring Musical – LITTLE WOMEN	7:30 PM
25	Wednesday	Summit Dist. Arts Festival @ SHS Aud. & Caf.	
26	Thursday	ADVISORY	8:11 AM

APRIL

1	Wednesday	All City Music Masters – Auditorium	3:30 PM
2	Thursday	World Autism Awareness Day	
3	Friday	Qtr 3 Marking Period/Cycle Ends	
6-10	Mon.-Fri	Spring Recess – School Closed	
8	Wednesday	Passover begins at Sundown	
10	Friday	Good Friday	
12	Sunday	Easter	
13	Monday	Qtr. 4 Marking Period/Cycle Begins	
		Earth Day	
16	Thursday	BOE Meeting – SHS Library	7:00 PM
		Passover Ends	
17	Friday	Multicultural Night	6:00pm – 8:00 PM
22	Wednesday	Administrative Professionals Day	
23	Thursday	Take Your Child To Work Day	
		Ramadan Begins at Sundown	
27-30	Mon-Thurs	NJSLA Testing	

MAY

1	Friday	NSJLA Testing	
5	Tuesday	Teacher Appreciation Day	
		Cinco De Mayo	
6	Wednesday	Spring Concert – Gr. 8 -	7:30 PM
		Ensembles/Bel Canto	
		Bronx Zoo Trip – Gr. 7	
7	Thursday	Coffee With The Principal	8:30 AM
		BOE Meeting – SHS Library	7:00 PM
8	Friday	ADVISORY	8:11 AM
		Night O' Fun	6:00 – 8:00 PM
13	Wednesday	Spring Concert – Gr. 6 & 7	6:30 PM
		Ensembles/Bel Canto	
		Spring Concert – Gr. 8	8:00 PM
		Orchestra/Stage Band	
15	Friday	Spring Concert – Gr. 6 & 7	6:30 PM
		Ensembles/Bel Canto	
9	Thursday	Dorney Park Highnote Festival of Music Trip	
		Qtr. 4 Mid-Marking Period	
18-20	Mon-Fri	NJSLA-S Testing	
18	Monday	Montclair Theatre Night Awards	
		@ MSU	3:00 PM
22	Friday	ADVISORY	8:11 AM
23	Saturday	Ramadan Ends	
25	Monday	Memorial Day – NO SCHOOL	

JUNE

1-2	Mon-Tues	Grade 8 Washington, DC Trip	
4	Thursday	Community Service Breakfast – Gr. 8	8:15 AM
		TEDx Presentation - Auditorium	6:30 PM
		Flag Day Celebration	
5	Friday	Middle Scholars Presentations	10:45-12:00 PM
8	Monday	Pool Party-Gr. 8 (Rain Date 6/10)	11:30 AM
10	Wednesday	Pool Party Rain Date	11:30 AM
11	Thursday	Board of Ed Meeting – SHS Library	7:00 PM
14	Sunday	Flag Day	
15	Monday	Grade 8-Awards/BBQ/Yearbook Dist.	11:30 AM
17	Wednesday	LCJSMS Graduation*	

*If all snow days are used

EARLY DISMISSAL DATES:

- No school lunch will be served. -

Monday, October 28, 2019 Monday, February 3, 2020

Wednesday, November 27, 2019 Monday, March 9, 2020

Friday, January 31, 2020 Last Day of School 2020

Dates are subject to change.

DAY-TO-DAY OPERATIONS

AM ARRIVAL

Early Morning Time Schedule:

- 7:15 AM Students with a pass from a teacher may enter the building at the time designated on the pass.
7:30 AM Students may enter for breakfast in the Cafeteria or to work in the Library if it is open (it is not open every morning).
7:45 AM When the weather is inclement, the Cafeteria is open for students.

ATTENDANCE PROCEDURES

Lateness to school

A student is considered late to school any time they arrive to homeroom after the late bell has rung. Homeroom begins at 8:00 am, therefore it is necessary for students to arrive on campus before this time. Students who arrive late to school must receive a tardy pass from the attendance secretary before proceeding to homeroom. Tardies to school will only be considered excused when a doctor's note is presented to the attendance office, upon arrival to school. Unexcused lateness to school will be accounted for in the following manner:

- After 5 unexcused tardies: 1 central detention will be assigned
- After 8 unexcused tardies: 2 central detentions and letter indicating total lateness will be mailed home.
- After 15 unexcused tardies: 3 central detentions and letter indicating total lateness will be mailed requesting in-school or phone conference between parent and school administrator. The meeting or phone call will focus on the consequences of the accumulation of the 15th late. In attendance during this meeting/discussion may be the administration, the student's counselor, and, if necessary, a child study team representative.
- Central Detentions are held from 2:55-3:35 PM Tuesday through Thursday.

Absence from School

Excused Absences

N.J.S.A. 18A: 38-25, requires every parent, guardian, or other persons having custody and control of a child between the ages of six and sixteen years to cause such child regularly to attend the public schools of the district. Parents are required to call the attendance office at 908-273-1491 if a student is going to be absent. A student's absence will be considered excused for the following reasons:

- Personal illness, verified in writing by a **physician**. Students should present this written notice to the attendance secretary on the day they return to school;
- Death in the family;
- Required attendance at a legal proceeding (note required);
- School-sponsored activities (e.g., school counseling services, field trips, and testing);
- Religious holidays, as mandated by the State of New Jersey, students are encouraged to attend services scheduled during non-school hours whenever possible;
- Suspension from school.

Consequences for Cumulative Absences during the school are listed below:

- After 5 absences: Letter indicating total absences will be mailed home.
- After 10 absences: Letter indicating total absences will be sent home with an option for an in-school parent conference or phone conversation. The contact will focus on the attempt to use restorative practice to ameliorate student attendance issues.
- After 15 absences: In-school parent conference will be required to address student attendance.

Extended absences due to family vacations are strongly discouraged. The Board of Education does not condone this practice, as students will miss required course time and experiences, and the teaching staff will not be expected to provide specific assignments prior to students' departure. In the event that an extended absence is required, a parent or guardian must submit a written request to the principal a minimum of five school days in advance. Removing students from school for appointments should be avoided whenever possible, as this contributes to their cumulative absences and loss of instructional time.

Lateness to Class

Arriving to class promptly and on time is important for learning. If you are going to be late for a class because a teacher has detained you, obtain a pass from that teacher and present it to the teacher of the next class.

Leaving the Building

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

Participation in School Activities

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

Main Office

Come to the Main Office in order to:

- Seek help or information.
- Deposit valuables for safekeeping until the end of the day (articles should be visibly marked with your name).
- Inquire about lost articles of value such as wallets, jewelry, purses, items of clothing, etc.

Visitors to the Building

Drop offs are not permitted. If students forget their lunch, IOU's will be issued; no child will go hungry. Appointments must be made to see teachers, administrators and other staff. Notes for picking up children must be submitted the day before to the attendance secretary. If you forget to send a note, please call the main office before you come to retrieve your child.

Security System

During school hours all doors will be locked. In order to gain access, please report to the main entrance and follow the posted procedures.

Handicapped Parking and Entrance

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

Building Security

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

Identification Badges

In September, students will be issued an identification badge and a lanyard, which is to ensure school safety. Students are required to wear their school issued identification badges at all times (except during gym) and should remain in student's school locker before and after school. Students will be responsible for maintaining their identification badge and lanyards in good condition. The following are the consequences for students who do not wear their identification badge:

- 4 times: 1 after school detention
- 6 times: 2 after school detentions
- 8 times: a.) 3 after school detentions
b.) letter home to parent(s) which will outline further consequences for a student not wearing his ID badge
- 10 times: a.) 1 day suspension
b.) readmit conference with parent required

If a student loses their identification badge and/or lanyard it can be replaced for a \$5.00 fee.

Identification badges are needed to take books out of the school library. Identification badges are also needed for students to purchase lunch. Parents have the option of setting up an account into which they can deposit funds to pay for student lunches. Any questions regarding school lunch accounts should be directed to the Pomptonian Food Service representative in the cafeteria office. Students who receive a free or reduced lunch will need their identification badges to access their lunch account.

Telephones

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

Lost and Found

Articles and books which are found in the building should be turned in to the Main Office. Lost articles may be claimed any day at the close of school.

Textbooks, Locks, and Other Equipment

All school property is provided by public funds and requires respectful care. Treat it as you wish others would treat your most prized possession. Chromebooks, textbooks, calculators, and locks are supplied by or through the Board of Education. If books, locks or calculators are damaged or lost, fines are imposed. When you receive a book, write your name, in ink, in the front of the book in the section provided, and cover it.

Notebooks

It is recommended that all students be equipped daily with a large loose-leaf binder that will accommodate 8 1/2" x 11" paper, pencils, pens, eraser, and a ruler. This is very important for organization, homework and class assignments, and note-taking purposes.

Computer Use

Classroom and lab computers are used by all students in many classes. Each student is assigned an electronic folder for storage of school-related materials. Students may not attempt to access or modify another student's personal folder.

Lockers

In September, students are assigned a hall and gym locker. They are required to buy one lock for their gym locker. Each student will receive a lock (free of charge) for their hall locker from their homeroom teacher. School books, a coat, and any materials brought to school should be kept in the hall locker. Lockers must be kept neat, clean, and locked at all times. Decorating the outside of lockers is not permitted. Students should not share lockers or give their combination to another student. If a lock is damaged or lost, the student will be expected to pay for it. If there is another locker problem, the homeroom teacher should be informed. All items placed in lockers are the responsibility of students and their parents. The school is not responsible for lost or stolen items. Students should go to their locker in the morning, at lunch time, and at the end of the school day, but not between periods. Lockers are school property and are subject to inspections - announced or unannounced - at any time.

Tobacco, Alcohol and Drugs

Smoking in school buildings and on school grounds is illegal in Summit. These offenses call for serious action by school administrators. Substance abuse problems are serious matters. If you or someone you know is in need of help, seek that help from a teacher, the school nurse, your advisor, your school counselor, the student assistance counselor, assistant principal or principal.

Cell Phones

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

Homeroom Period and Advisory Program

Homeroom period is an important part of our day. During homeroom, teachers are required to lead a salute to the flag. This is also the time to handle important administrative functions such as taking attendance, and distributing health or guidance communications. This is also the time to make sure you have lunch money. Homeroom period is extended twice per month for an Advisory Program. This program provides students with stability and support that are needed to cope with intellectual, social-emotional and physical changes typically experienced in middle school.

The purpose of the Advisory Program is to:

- Provide a point of security for each student in the school environment through the development of a relationship with at least one adult.
- Systematically support each student through a series of planned activities as he/she experiences the transition from childhood to adolescence.

SCHOOL CITIZENSHIP AND PUPIL SAFETY

Central Detention

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

Dress Code

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

- Short tops, low-cut tank tops or tank tops with spaghetti straps, short skirts, dresses and pants that end higher than mid-thigh, and shorts or jeans worn below the waist are not permitted.
- Clothing that allows under garments to be visible is not permitted.
- Hats, coats, jackets, and other garments designed primarily for outdoor wear are not to be worn to class. They should be placed in lockers before Homeroom.
- Clothing that displays or implies offensive language, makes reference to drug or alcohol abuse, or has sexual connotation may not be worn.
- Bare feet, unsafe footwear, cleated shoes, backless shoes, and footwear intended for the beach are prohibited in school and at school-sponsored indoor events.

At all times, we reserve the right to inform parents of clothing that is not suitable or permissible for the school environment and/or require a change of clothing.

HOMEWORK AND MAKE-UP WORK

Homework/Schoolwork

Homework is a very important part of the learning process. Regularly assigned work outside of class enables you to acquire practice and skill in the basics of a specific subject or in developing your thinking skills. On those nights when there is no specific assignment, read, review, or work on long-term projects.

You are responsible for doing your own work for classes. Copying and cheating are forbidden. The penalty for cheating can range from loss of credit for the quiz or test to failure for the marking period. If you need after-school help, make arrangements with your teacher. If a teacher asks a student to appear for extra help, attendance is required.

Make-Up Work

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

Grading and Promotion

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

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

Teachers also rate students in conduct and effort:

- 1 = Excellent
- 2 = Good
- 3 = Needs Improvement
- 4 = Consistently Unsatisfactory

The final grade in a subject consists of a weighted average of the four quarter grades. An F in both the third and fourth quarters will result in a final grade of F. Excessive unexcused absence may also result in a course failure.

Any student who fails English or Mathematics will be required to participate in a program of remediation designated by the school administration.

Unless there are mitigating circumstances, a student will not be promoted if he/she fails three or more full-year courses including either English or Mathematics. Any eighth grader who is failing for the year in two or more full-year subjects will not be permitted to participate in the eighth grade graduation ceremony or related activities.

A full-year course is defined as Science, Social Studies, World Language, Math, and Language Arts. The exploratory quarterly cycle courses and Health/Physical Education are treated as separate subjects in determining a final grade for the purpose of this policy.

Retention in any grade at the Middle School is considered a very serious action and will only be considered when all other efforts to promote achievement have been exhausted. The decision will be made by the Principal after a thorough review of all factors, including the student's program, ability, educational history, age, attendance record, and the potential educational benefit of repeating a grade. Information from parents and staff will be considered before this decision is made.

Honor Roll

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

First Honor Roll

To be part of the First Honor Roll, you must achieve all A's and/or A minus (A-)

Second Honor Roll

The Honor Roll requires an average of B or above. You will be automatically disqualified if you receive a grade of B minus (B-) or lower.

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

STUDENT SERVICES

Guidance and Student Assistance

Students are assigned to school counselors as follows:

	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Mr. Johnson	A - De	A - En	A - Fl
Mrs. Jurista	DF - K	Ep - La	Fm - Le
Mrs. Luffig	L - Sa	Lb - P	Lf - Ri
Mrs. Casani	Sb - Z	Q-Z	Rj - Z

Student Assistance Counselor: Mrs. Sasha Hicks

Director of Guidance: Mrs. Laura Kaplan

School counselors are experienced in working with early adolescents as they deal with important decisions. Counselors assist these students to achieve happy and successful middle school years.

Counseling is a process which can help all students. It provides them with:

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

Health Office

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

Helpful Telephone Numbers

- Addictions Hotline.....1-800-238-2333
- Battered Women908-355-HELP
- NJ Child Abuse Hotline.....1-800-792-8610
- Contact We Care Hotline908-232-2880
- Drug Abuse Problems 1-800-662-HELP
- Family Crisis Intervention908-298-7800
- NJ Aides/STD Hotline.....1-800-624-2377
- Rape Crisis Line.....908-233-7273
- Robert Wood at Rahway Hospital
- Emergency Psychiatric Line 1-732-381-4949

National Runaway Crisis Line	1-800-786-2929
Overlook Hospital.....	908-522-2000
Emergency Room.....	908-522-2232
Police.....	908-273-0051
Fire	908-273-9313
First Aid Squad.....	273-5200
Serious Emergency	911

Physical Education

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

Library Learning Commons/Computer Lab

www.summit.k12.nj.us/~mslibrary

Library Hours:

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

Computer Lab Hours:

Monday through Thursday - 7:15 AM–3:30 PM
Friday - 7:15 AM–2:45 PM

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

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

Students are encouraged to use the Library Learning Commons/ Computer Lab before and after school. A computer lab aide is available during lab hours to help with computer use.

Cafeteria

All students have 30-minutes for lunch. You are expected to demonstrate consideration for others and good manners during lunch. Refer to the conduct guidelines for the cafeteria under SCHOOL CITIZENSHIP AND PUPIL SAFETY. Point of Sale (POS) automated accounts can be paid by check or online. Go to your locker and use the rest-room before going to lunch.

CO-CURRICULAR ACTIVITIES

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

The Club Program

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

The Intramural Program

An exciting intramural program is offered to all students. There are four sessions with 20 days per session. The activities offered are attractive to a wide range of interests.

Intramural are felt to be important to the well-being, confidence building, and skill development of students. They also develop sportsmanship and school spirit. Individual, as well as team activities, are being planned.

The Interscholastic Program

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

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

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

Student Government

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

SCHOOL CLOSING OR DELAYED OPENING

It is the policy of the Summit Public Schools to close schools or delay openings in case of emergency, the prime consideration being the safety of the children. "No school" or "delayed opening" decisions will be communicated by phone, text, or email messages. You must select your method of notification through PowerSchool. You may also access the district website at www.summit.k12.nj.us and scroll down to "District Calendar" or call (908) 918-2100 to reach an auto-attendant message regarding school closings or delayed openings.

AFFIRMATIVE ACTION

Staff, students, or parents with affirmative action concerns should address them to the administrator:

Mr. Robert Gardella
Summit Board of Education
14 Beekman Terrace
Summit, New Jersey 07901

CODE OF CONDUCT

Our Mission

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

GUIDE FOR CONDUCT

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

GENERAL RULES

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

Classroom and Library Learning Commons

The following is expected of all students:

- Arrive at school on time and be in class on time
- Use courteous language at all times
- Maintain good conduct at all times
- Respect all members of the LCJSMS community, including custodians, lunch aides, substitutes, and student teachers
- Respect others at work and avoid distracting them
- Refrain from intimidating or harassing any student by teasing, verbal or physical threats
- Be in seats, ready to work when class begins
- Refrain from asking to be excused during class, except in an emergency
- Refrain from chewing gum or eating candy!

Assemblies

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

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

Travel by Bus

Students should adhere to the following regulations:

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

Athletic Events

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

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

School Grounds

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

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

The Cafeteria

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

- Follow signals: A lunch supervisor will announce "TEAM," students will respond with "YES" and immediately cease talking
- Follow public restaurant standards of behavior
- Eat in the Cafeteria during their regular lunch period
- Be in their Cafeteria seats on time
- Present a pass to a lunch supervisor in the event you are late
- Await the signal to join the end of the line
- Be prepared to state your food choices
- IOU's are not issued by the Cafeteria or by the Office.
- Keep tables and floor clean
- Follow signals: A lunch supervisor's right hand raised in the air means students should raise their hands and immediately cease talking
- Display good behavior. Those who abuse the lunch privilege will be removed from the Cafeteria.
- Respect surroundings and staff. Students who fight or throw food will be sent to the Main Office.

Halls and Stairways

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

Maintain good conduct and a quiet voice level at all times

Avoid congregating. Do not block the movement of others.

Follow customary traffic patterns — stay to the right when passing in the hallways and going up and down the stairs

Obtain a hall pass granting permission to be in the hallway during class time

Help keep the halls clean: Pick up scraps and deposit them in hall wastepaper baskets.

Walk in an orderly manner. Running is not permitted.

Sixth and seventh graders are reminded to keep noise to a minimum when passing in the halls at the end of fourth period. Eighth graders are still in classes!

Entrance/Exit Rules

Students are expected to abide by the following regulations:

Students are to arrive at school no earlier than 7:55 AM, unless they are attending an extracurricular activity, participating in the breakfast program, meeting with a teacher, or using the Library/Media Center.

Remember, you may only enter to visit a teacher in the morning if you have a pass from that teacher.

Weather permitting, students remain outside. Otherwise they follow administrator directions.

By 3:00 PM, all students must be off school property unless they are attending an extracurricular activity, meeting with a teacher, or using the Library/Media center.

Leaving School Grounds

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

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

RULES OF SAFETY

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

- Firecrackers are forbidden on school property. They are illegal and dangerous.
 - Holding or throwing snowballs is forbidden.
 - Skate boarding and roller blading are not permitted on school grounds.
 - Cell phones, radios, iPods, electronic games, and all athletic equipment are to be placed in lockers BEFORE Homeroom and retrieved at 2:45 PM. These devices are not to be used during the school day.
 - Valuables or large sums of money (over \$20) should not be brought to school. If it is necessary to bring valuables to school, students should take them to the Main Office for safekeeping.
 - Jewelry may not be worn in physical education classes. Racks for bicycles line the walkway to the main entry of the school by the parking lot. Bicycles in racks should be secured with a strong lock. Students are not allowed to stand by the bike racks before or after school. Before school and at dismissal, students should walk their bikes on and off school grounds.
 - All students 17 years old or younger are required by law to wear bike helmets.
 - During fire drills, students must follow teachers' directions. There must be NO TALKING. Pathways must be kept clear. Students must be ready to respond to roll call.
-

RESOLUTION ON BOARD OF EDUCATION POLICY 5770: Pupil Right of Privacy (11/18/10)

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

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

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

BE IT RESOLVED that the following people be designated to conduct inspections of lockers, desks, and other storage facilities under NJSA 18A:36-19.2.,18A:37-6

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

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

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