

Lewis F. Cole Middle School

Fort Lee, NJ



STUDENT / PARENT HANDBOOK 2018-2019

Important Phone Numbers

Main Office – 201-585-4660

Nurse’s Office – 201-585-4660 x.5502

8th Grade Guidance Counselor – 201-585-4660 x.5506

7th Grade Guidance Counselor – 201-585-4660 x.5505

Child Study Team – 201-585-4660 x.5507 or 201-585-4660 x.1805

*To contact the Principal or Assistant Principal, please call the main office phone number.

Notes about this Document:

*This document is specific to policies and regulations established for the 2018-2019 school year.

*This handbook is designed to be printed or to be used as an electronic document. If used as an electronic document, there are hyperlinks embedded throughout in order to navigate to internal information or external web pages.

*All information in this handbook is subject to change based on individual circumstances.

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School Administration

[Click Here for Principal's Web Page](#)

Principal.....Dr. Robert Daniello, rdaniello@flboe.com

Assistant Principal.....Gina Ruesga, gruesga@flboe.com

Office Staff

Laurie Butler, lbutler@flboe.com

Suzette Rivera, srivera@flboe.com

Guidance

[Click Here for LFCMS Guidance Department Web Page](#)

Debra Brigida (8th Grade), dbrigida@flboe.com

Angela Waack, (7th Grade), awaack@flboe.com

Special Services

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Christina Ranaudo (Learning Disability Teacher Consultant), cranaudo@flboe.com

School Nurse

[Click Here for School Nurse's Web Page](#)

Holly Alasio, R.N., halasio@flboe.com

Media Specialist

[Click Here for the Media Center's Web Page](#)

Cean Spahn, cspahn@flboe.com

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Miguel MkCulock, mmkculock@flboe.com

Roberto Reyes, rreyes@flboe.com

Bilingual Korean

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Computers

Kathleen Larson, klarson@flboe.com

ESL

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Fine Arts

Nina Anderson, [nanderson@flboe.com](#)

[LFCMS Art Gallery Link](#)

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Music

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Physical Education

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Social Studies

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Spanish

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Special Education

David Fidel (Social Studies), dfidel@flboe.com
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Danielle Hanna (Science), dhanna@flboe.com
Jasmine Kim (Math), jekim@flboe.com
Cynthia Luciano (Math), cluciano@flboe.com
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Sheiba Koshy (Multiple Disabilities), skoshy@flboe.com
Marjorie O’Connell (Study Skills), moconnell@flboe.com
Michele Sabella (Learning Disabilities), msabella@flboe.com

Technology Education (S.T.E.A.M.)

Mark Adams, madams@flboe.com

STUDENT SCHEDULES

All schedules will operate under a traditional, 42-minute time frame. Eight instructional periods are scheduled per day. A three-minute passing window is built into each period.

Bell Schedules

<i>Regular Day Schedule</i>	<i>Delayed Opening Schedule</i>	<i>One-Session Day Schedule</i>
Homeroom: 8:32-8:42	Homeroom: 9:50–10:06	Homeroom: 8:32-8:40
Period 1: 8:45-9:27	Period 1: 10:09 – 10:39	Period 1: 8:42-9:10
Period 2: 9:30-10:12	Period 2: 10:42 – 11:12	Period 2: 9:12-9:40
Period 3: 10:15-10:57	Period 3: 11:15-11:45	Period 3: 9:42-10:10
Period 4: 11:00-11:42	Period 4: 11:48-12:22	Period 4: 10:12-10:40
Period 5: 11:45-12:27	Period 5: 12:25-12:59	Period 5: 10:42-11:10
Period 6: 12:30-1:12	Period 6: 1:02-1:36	Period 6: 11:12-11:40
Period 7: 1:15-1:57	Period 7: 1:39-2:09	Period 7: 11:42-12:10
Period 8: 2:00-2:42	Period 8: 2:12-2:42	Period 8: 12:12-12:40

ACADEMIC PROGRAMS

Lewis F. Cole Middle School offers an academic program that prepares our students to meet the challenges of the 21st century. Every day, we build upon all of our successful programs and add to our list of new accomplishments through the infusion of technology, innovative projects, and teaching strategies that include project-based, collaborative approaches. The professional teaching staff and administration at the middle school take pride in developing students who are succeeding academically at each new level of learning, while incorporating the character elements needed to foster civic responsibility and good citizenship. [Click here for a full view of our course curricula.](#)

The following is a list of courses offered at LFCMS:

<p><u>Math</u> Pre-Algebra A Pre-Algebra B Pre-Algebra Pre-Algebra Honors Algebra 1 Algebra 1 Honors Geometry Honors</p>	<p><u>Language Arts</u> Language Arts 7 Language Arts 7 Honors Language Arts 8 Language Arts 8 Honors Essential Skills Reading & Writing Reading 7 Reading 8</p>	<p><u>Science</u> Science 7 Science 8</p>
<p><u>Social Studies</u> World History (7th) Civics (8th)</p>	<p><u>Spanish 1</u> Spanish A (7th) Spanish B (8th)</p>	<p><u>ESL</u> ESL Beginner ESL Intermediate ESL Advanced</p>
<p><u>Unified Arts</u> Fine Arts 7 Fine Arts 8 LFCMS Art Gallery Link Technology Ed 7 Technology Ed 8 Music 7 Music 8 Computers 7 Computers 8</p>	<p><u>Physical Education & Health</u> Physical Education 7 Physical Education 8 Health 7 Health 8 Adaptive Physical Education</p>	<p><u>Bilingual</u> Korean Bilingual 7 Korean Bilingual 8</p>

SCHOOL SECURITY

Lewis F. Cole Middle School follows a STRICT “One Entrance, One Exit” policy. Students and staff are ONLY permitted to enter and exit the building through the main entrance doors on Stillwell Avenue. Students and staff are strictly directed to not open external doors in any part of the building for anyone. This also pertains to individuals who are known and identifiable such as parents and school staff.

Any visitor to the middle school building for all reasons must first check in with the school security guard and present a legal I.D. Please adhere to this policy by reporting to the school’s main office when entering and exiting the school building.

STUDENT ATTENDANCE

The Fort Lee Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in accordance with the constitution of the state. The school administration and teachers cannot successfully fulfill their responsibility to the student unless the student is present for all regularly scheduled classroom activities. It is essential that every student understands and accepts the necessity to attend school every day that school is in session. Poor attendance limits accomplishments and reinforces a habit, which will handicap the individual in future education or employment. Consequently, there is a responsibility upon the parent and pupil for him/her to attend school as scheduled. Therefore, the Fort Lee Board of

Education will neither condone nor permit absence from school for any reason not specified in the law and will not give course credit if the student attendance requirement is not met.

In compliance with Board of Education and state attendance requirements, all students should attend school in a punctual fashion every day. It is the responsibility of the middle school administration to notify the parent/guardian of excessive absences. Any absence not reported to the middle school's main office will be subject to an automated phone message informing the parent or guardian of the student's absence.

Report of Student Absence

In order to report a student's absence from school, a parent must call the school before 9:00 a.m. @ 201-585-4660. Students are expected to submit a written excuse from a parent for each absence from school. Written excuses are kept on file. All students absent due to communicable disease must be readmitted to school through the nurse's office with a doctor's note. A doctor's note is also required for absences of five (5) days or more with approval of the nurse.

Early Dismissal

The Board of Education recognizes that situations may occur which would require an early release from school. If it becomes necessary for your child to leave school before dismissal time, a letter or phone call should be received in the main office @ 201-585-4660 prior to a parent or guardian's arrival. Office staff will assist students with early dismissal and have them prepared in the main office waiting area. The parent or guardian picking the student up must come in to the building to sign that student out.

Any person designated to sign a student out other than a parent or guardian must be 21 years of age or older and must be acknowledged in the main office via phone call or signed note.

Make-Up Work after Absence

Students are responsible for all work missed while absent. If an absence of three or more consecutive days occurs, parents may call the Guidance Office, in the morning, at 201-585-4660 to request assignments. E-mail communication with the guidance counselor is also suffice for requesting missed work. This provides our Guidance Counselor time to compile assignments. Assignments are to be picked up between 2:45 p.m. and 3:30 p.m. Assignments/tests should be made up in the number of days equal to the absence. For example, the student will have two days to make up work if he/she was absent for two days. Extenuating circumstances may alter this time frame; however, it is important to note that it is beneficial to the learning process to master the concepts missed in the shortest possible time. If a student is out on a family vacation, teachers will provide an outline of materials which will be covered during that particular time; however, students and parents must be aware that missed instructional time cannot be made up. It is the student's responsibility to check with his/her individual teachers in order to make up all assignments/tests.

Extended Absences

In the event that a student misses five (5) consecutive school days and has not requested

or received home assignments, is not on home instruction, or is not medically certified as incapacitated, the parent and student will be issued a written notification for the student to return to school immediately. Failure to do so may result in the following:

Notification to parents of students under the compulsory school age (below sixteen (16) years of age) that they are in violation of the law (N.J.S.A. 18:38-20). Failure to comply with the provisions of the law may cause the parent/guardian to be deemed a disorderly person and subject to a fine (N.J.S.A. 18:38-13).

Students who are absent for 10 or more consecutive school days will be withdrawn from our school's roster. Upon return, the parent or guardian will be required to re-register their child in the Fort Lee Public Schools, which will require proof of residency.

Absences Due to Vacation or Leaving the Country

Classroom participation is the most crucial ingredient of the total educational experience. It is believed that absence from school for vacation purposes, other than regularly scheduled holiday breaks, creates a serious disruption in the student's educational process. Therefore, parents are strongly urged to refrain from planning vacations or leaving the country when school is in session. In the event that a student needs to be out of school as the result of extenuating circumstances, it is school policy that all school work be maintained. The individual teacher's discretion will determine how much the absence from class will count in the final evaluation of the grade. A note must be submitted from the parent or guardian with a full explanation of the vacation need and the specific dates the child will be out of school. Vacation time taken during school days will count towards the student's attendance for the school year. If an extended absence goes beyond 10 consecutive school days due to vacation or leaving the country, your child will be dis-enrolled from the school's roster and must re-enroll in our school district upon return. Any extended absences due to vacation or leaving the country **MUST** be reported immediately to the school principal.

Excessive Absences

Excellent attendance is a goal every student should set for himself or herself. Excessive absence will not be tolerated. Parents are encouraged to monitor their child's attendance patterns and work with the school for the child's benefit. A child's attendance can be viewed through the parent portal in Genesis. A complaint of truancy will be filed with the Bergen County Superintendent's Office if any child violates the attendance policy or is consistently absent from school without a reasonable excuse. The Fort Lee Board of Education's attendance policy states that a child must be in attendance for 90% of the allotted school days.

The following consequences will go into effect for students violating this policy:

7 absences – a warning letter will be sent home

12 absences – a second warning letter will be sent home requesting a parent/guardian conference with school officials. The Bergen County Superintendent's office will be notified.

18 absences – a mandatory parent/guardian meeting will be scheduled with school officials, academic participation grades will be affected. The Bergen County Superintendent’s office will be notified.

19+ absences – possible retention. The Bergen County Superintendent’s office will be notified.

Chronic Medical Conditions

Chronic medical conditions which may affect a student’s attendance, promptness to school, or performance when attending school must be confirmed in writing by a physician and submitted to the school nurse at the beginning of the school year or immediately upon the diagnosis of the attending physician. The principal, or his designee, will make the final determination as to whether or not the excuse is acceptable.

A **504 Plan** will be implemented if the condition greatly affects the child’s ability to perform at expected academic levels. A student who is absent for five or more days consecutively must return with medical documentation. A child who will be absent beyond 10 days will be assigned a home instructor if medical documentation is submitted and our school physician provides approval.

Home Instruction

In the event a student has long-term illness and is expected to miss 10 or more days of school, the parent may request home instruction. Forms and procedures can be obtained by contacting the school nurse at 201-585-4660.

Student Tardies

Punctuality – “Being on time for school and class” is a quality every student should possess. Students arriving late to school must report to the Principal’s office to sign in and obtain a late pass before going to class. The tardy is to be noted on the student’s attendance record and parents are to be notified. Persistent lateness to school/class results in central detention, in-school suspension, or out-of-school suspension depending on the frequency. Please see our Student Code of Conduct for specific consequences.

Tardy for Class or Homeroom

Classroom Teachers will address tardiness individually. The parent/guardian will be contacted if the problem persists. Class grades can be lowered at the teacher’s discretion if lateness for a particular class becomes habitual. The term “present in class” means the student is seated in the classroom. Students who socialize or linger in the hallways will be marked as tardy if they are not seated in the classroom at the start of class.

Reasonable excuses for absences or tardiness can include but are not limited to illness, death in the family, religious holidays, medical appointment, or a late school bus.

School Closings

In case of inclement weather, the official announcements for school closing will be made only by our Superintendent of Schools in the following manners:

- *Automated phone message from our Superintendent of Schools
- *Automated e-mail message from our Superintendent of Schools

*District Website Banner.....www.flboe.com

STUDENT SERVICES

Health Services

Students who have an accident or are injured in any way are to report to an adult or have a student inform an adult immediately. Students who become ill in class should notify their teacher, who will refer them to the school nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school. If the procedure is not followed and the student leaves without properly checking out of school, the student will face disciplinary action. Students are not permitted to contact a parent directly via cell phone to be picked up if ill. All students not feeling well must first go to the nurse's office. There will be disciplinary action for any student not following this rule. It is critical that school personnel be aware of any illness or discomfort of students.

According to school policy, the nurse may not dispense aspirin or other internal medication without written consent from a parent or guardian. Forms will be sent home and must be filled out by the parent in order for any internal medication to be dispensed, which includes aspirin. If a student must take prescription medication during the school day, he/she must leave this medicine in the nurse's office when he/she arrives at school. All medications must be in the original container with the student's name, name of the medication, and written instructions for dispensing from the student's doctor. Cough Drops will not be issued to any student during the school day.

Guidance

Guidance services are available for every student in the school. These services include assistance with education information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

The middle school counselors can be reached at 201-585-4660 x.5506 (8th Grade) or 201-585-4660 x.5505 (7th Grade).

Child Study Team

Our middle school is equipped with a School Psychologist and Learning Disability Teacher Consultant. Students with IEPs will be assigned one of these staff members as a case manager to oversee all programs and educational modifications. An annual review meeting will be scheduled one time per school year with the parent/guardian, student, teachers and case manager. Goals will be set for the following school year based on progress and results of the current school year. The Child Study Team is available at all times for questions or concerns.

Library / Media Center

The library/media center is located at the front entrance of our school and provides a full Maker Space lab, a media production studio, a computer lab, instructional space and traditional print books and media. When school is in session, library/media center hours are from 8:30 a.m. to 3:30 p.m.

All students must sign in when entering the media center.

Once a student has signed in, the student must remain for the entire period unless a teacher requests, in writing, the student's return to class at a specified time.

THE USE OF THE MEDIA CENTER IS A PRIVILEGE. ANY STUDENT WHO VIOLATES THE RULES ESTABLISHED FOR THIS AREA WILL LOSE THIS PRIVILEGE.

All books and pamphlets are on loan for two weeks. Fines on overdue books are charged each day. All books are to be returned to the library staff at the circulation desk.

The student is responsible for any materials borrowed. Do not borrow books for friends or allow friends to use books assigned to you.

Any student behaving in a manner unbecoming to the library/media center will be asked to leave. Once a student has entered the library/media center, he/she is to remain there for the entire period.

Eating or drinking is not permitted in the media center.

Computers are to be used for school work only.

The library/media center is to be used for quiet study and research.

ADMINISTRATIVE POLICIES AND REGULATIONS

Loitering Policy

Students are not permitted to loiter, stand, or congregate outside any part of the building before or after school hours. Upon arrival to school, students are to enter the building and report to the cafeteria before 8:20 a.m. or homeroom after 8:20 a.m. Students are not permitted to enter the middle school building prior to 7:45 a.m.

Visitors

All visitors, including parents and guardians, must report to the security guard station at the main entrance of our school building for approval to enter the school building. All visitors must present a valid I.D. to the security guard to be scanned for security alerts. A valid driver's license is the preferred form of I.D. We do not allow "Bringing a Friend to School" or visits to classroom teachers during the school day. If you wish to visit a teacher or staff member, an appointment must be made prior to your arrival and you must check in with the security guard prior to entering the building for an I.D. check. There are several "Reserved" parking spots in the front of our school building for visitors. Please do not park in the fire lanes.

Traffic

Drivers are being asked to drop off and pick up students in the traffic lanes in front of our school building or curb-side on Stillwell Avenue only.

All drivers should follow the speed limit in effect in the school zone. Please use extreme caution and courtesy when passing cars that are dropping off curb-side.

Students should not open doors into the lanes of traffic.

Students should not be crossing Stillwell Avenue in front of oncoming traffic or walking between cars to gain access to their vehicles. Please use the crosswalks and crossing guards for safety.

No student drop-offs or pick-ups are permitted in the side, athletic field parking lot. There are several "Reserved" Parking spaces in front of our school building for visitors.

Expectations for Conduct

Please review our [Student Code of Conduct](#) by clicking the link. The Code of Conduct can also be viewed in the Student Resources section of our district website at www.flboe.com. [The Code of Conduct](#) outlines specific consequences for misbehavior.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, respect for school authority, and acknowledgement of board of education policies and school rules and regulations.

Students are expected to show consideration and responsibility at all times. Behavior should be guided by respect for the administrators, teachers, secretaries, custodians, classroom aides, cafeteria workers, fellow students, and the school building itself.

It is necessary for all students to exercise proper behavior in school. Proper student behavior extends beyond the school day and into all extra-curricular activities or any activity associated with the Fort Lee Board of Education. New Jersey's HIB laws also give schools the right to impose discipline upon students for events occurring outside of the school day if that event has a direct influence on the victim throughout the school day.

THE ADMINISTRATION RESERVES THE RIGHT TO RECOMMEND A MANDATORY PSYCHIATRIC SCREENING FOR OFFENSES THAT THREATEN THE SAFETY OF THEMSELVES OR OTHER STUDENTS.

Harassment, Intimidation and Bullying (HIB)

[Click Here for our HIB Policy & Forms](#)

The State of New Jersey adopted anti-bullying legislation on September 1, 2011 that protects the educational and basic human rights of all students attending public and private schools. Any parent, guardian, or concerned individual must immediately report the concern to the child's guidance counselor. Any reporting individual has the right to submit a claim of bullying to any middle school faculty or staff member. This form is available on the district's and middle school's websites. A full investigation will take place immediately and all parties will be informed of the district's decision, as per statutory timelines.

Students in Fort Lee are expected to treat one another and staff members with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation.

Inappropriate touching of a sexual nature, gender or racial based comments and jokes, or name calling of any kind by students is not permitted on the way to and from school or while on school property. All instances of such harassment are to be reported to the school administration. Administrators reserve the right to impose disciplinary consequences on any student for offenses outside of the school day if that offense has a direct impact on our school day or our school's culture and/or climate.

Parents will be contacted and appropriate action will be taken. Interventions include, but are not limited to supportive counseling, detentions, suspensions, and/or contacting district, local, and/or state authorities.

Detention

After-School or Lunch Detention may be assigned by an administrator or teacher when a student has violated school rules. After-School detention will be held in Room 101 or 124 from 2:45 p.m. to 3:45 p.m. Monday through Friday. Depending on the severity and frequency of the offense, a student will be assigned to 30 minutes or 1 hour of detention. Students can also be assigned to lunch-time detention, which will be served during their lunch period in a chosen location. Saturday detentions can also be assigned and replaces our in-school-suspension policy. Saturday detentions are located in the middle school's media center from 9:00 a.m. to 11:00 a.m. on the assigned Saturday. Please see the information on page 14 for more specific details on Saturday detentions.

Students attending extra-help will report to detention immediately upon conclusion of the extra-help session. A pass from the teacher is mandatory. Three minutes of passing time will be permitted from the extra-help classroom to the detention room.

Participation in athletics or other co-curricular activities, work, family obligations, or medical/dental appointments are not excuses for missing detention. Only an administrator can excuse you from detention. Cutting detention is cause for additional detentions or Saturday Detention. A parent/guardian should contact a school administrator for extenuating circumstances.

Electronic Devices

With the exception of a school-issued Chromebook, students are not permitted to possess a cell phone or electronic device during school hours. There are no exceptions to this rule. Cellular telephones must be turned off during the school day and may only be turned on after school has concluded for the day. Cell phones must be kept in the student's locker throughout the school day. Cell phones will be confiscated and returned to the student at the end of the school day. Repeat offenses may be cause for a parent/guardian to enter the building to pick up the device.

The principal or assistant principal may grant permission for a student to bring or possess a remotely activated communication device on school property only if the student provides a written request to the principal or assistant principal. The student must

establish to the satisfaction of the administrator a reasonable basis for the possession of the device. The written request must include the purpose of the student possessing and/or bringing the device on school property and the date or dates in which the student requests to possess and/or bring the device on school property. The written request must also include the date in which the student will no longer need to bring and/or possess the device on school property.

The administrator, upon reviewing the request from the student, will make a determination. The determination will be in writing and if approved, written permission for the student to bring and/or possess a cell phone will be provided to the pupil. Permission will only be provided for a limited period of time.

The student must submit a new request if the time in which permission is given to bring and/or possess a device expires. The student that is granted permission to possess and/or bring the device must be in the possession of the device at all times.

Students and parents will also follow the guidelines outlined in the cell phone student/parent contract as follows:

Students will not be permitted to have cell phones in their possession throughout the school day.

Students, who bring cell phones to school, must keep them in their lockers. All cell phones must be turned off during the school day.

Fire drills or other emergency evacuations are considered cell phone blackouts. During such events, there will be zero tolerance on cell phone use as it may interfere with the safety and efficiency of the procedure.

Parents who need to contact students during the school day must call the front office at 201-585-4660. Staff will be able to contact your child and relay messages in an emergency situation.

Students who need to contact parents or family members must use one of the office phones. There is no exception to this rule. This includes students wishing to go home for the day due to illness.

Should a student be observed using a cell phone or if a cell phone rings during the regular school day, disciplinary action will include, but is not limited to confiscation of the cell phone.

After the first offense, cell phones will only be returned to a parent/guardian after regular school hours. Repeat violations of this policy will be noted in a student's disciplinary file and may result in additional consequences.

Alcohol and Drug Policy

The use of alcohol and other drugs by middle school students continues to be one of the

most important concerns in our community. The Board of Education has a strong policy concerning student use and/or possession of alcohol and other drugs. Possessing or using a vaping device, regardless of its contents, is deemed possessing or using drug paraphernalia as per Board of Education Policy 5530.

The Board of Education prohibits the use, possession, or distribution of any drug by pupils, staff, or others on school property, at school functions, and coming to and going from school. Staff members are required by law to report any student suspected of being under the influence or having problems related to alcohol and/or drugs through the district procedures.

In accordance with NJSA 81A: 40-A 12, the principal or his/her designee shall immediately notify the parent or guardian (when a student is suspected of being under the influence). The parent or guardian must arrange for an immediate physical examination with his or her own physician, such exam to include a urine analysis including a comprehensive alcohol and drug screening.

In the absence of the family physician, or the parent or guardian being unavailable, the principal shall arrange for the pupil to be taken to the emergency room of the nearest hospital for examination, accompanied by a member of the school staff designated by the principal.

Medical Assessment of the student shall include: level of consciousness and awareness, vital signs, urine testing for alcohol and/or other drugs, pupil size and reaction to light, orientation of time and place, and any other medical attention deemed necessary for the welfare of the student.” The student may return to school pending results of the above tests

Consequences for violation of statutory and/or board policy concerning drugs/alcohol may result in disciplinary action as well as criminal prosecution.

Suspension from School

Parents of students placed on suspension will be notified by telephone followed by a letter of explanation. A follow-up conference may be requested by the school administration upon the completion of the suspension so that a course of action may be established to aid in preventing future occurrences.

Students who are placed on suspension (in or out of school) cannot participate in any extra co-curricular activities during the time of the suspension.

If a student is placed on out of school suspension, the parent will be contacted immediately and directed to take the student home. While on suspension, the student is required to remain at home during school hours. During the duration of the suspension, the parents(s) will assume the responsibility for the student.

Students on out of school suspension are responsible for making up all class assignments and must complete the work in the time prescribed by the teacher.

Students who are suspended cannot appear on school property or attend school events until the suspension has been lifted.

A student whose suspension bridges a weekend cannot participate in any school, social, or athletic activity during that weekend.

Parents and guardians have the right to a meeting with the school's administration prior to the suspension starting.

Suspensionable Infractions

In general, suspension can be imposed for any behavior outlined in our [Student Code of Conduct](#). Consistent disobedience and rule infractions will also result in a suspension. In addition, the following offenses may be punishable by suspension:

- Trafficking/possession of alcohol or other drugs
- Use/possession of tobacco, alcohol, drugs, weapons
- Stealing
- Willful disobedience of authority
- Profane language
- Damaging school property
- Intolerance of gender, race, color creed, religion, national origin, or sexual orientation.
- Bullying
- Disruptive school behavior
- Fighting
- Theft
- Profanity, obscene gestures or acts

Suspension from school is only as effective as parents make it. Parental support is necessary for this punishment to serve its purpose.

Saturday Detention

Saturday detention will be held from 9:00 a.m. to 11:00 p.m. in the Middle School Library / Media Center. Students must enter through the middle school's main entrance. Students must be dressed in accordance with our district's dress code policy for a Saturday detention.

The following rules also apply for Saturday detention:

- The student is responsible for bringing all necessary materials (books pencils, etc.).
- No student is to leave the detention room without the permission of an administrator or his designee. Should a student leave without permission, the detention will be extended, or he/she may be placed on out of school suspension.
- Students who cut a Saturday detention will serve two more Saturday detentions. Extenuating circumstances will be taken into consideration via a phone call from the parent or guardian.

- Students are to remain in assigned seats.
- Only schoolwork will be permitted in the detention room. No cell phones or electronic devices are permitted.
- Saturday detention students are to report to the library at 9:00 a.m. sharp. Late sign-in may increase the detention time.
- No food is permitted in the library at any time.
-

Habitual or Serious Offenders of the Code of Conduct

Students who are habitual discipline offenders or commit a single serious offense may be subject to the following consequences:

Suspension for an extended period, i.e. five to nine days

- Mandated consultation with a Child Study Team counselor
- Mandated psychiatric counseling from an outside hospital or agency
- Placement in an alternative educational program

Students placed on out-of-school suspension will be assigned classroom work in each subject area. This work must be completed and returned to all respective subject area teachers upon return from suspension. Any work not returned will receive a grade of '0'.

Student Dress Code

Students are to arrive to school wearing appropriate clothing as defined in the following dress code. Those who are scheduled for physical education class during the day must change into more suitable gym clothing upon arriving to class.

Tops:

The code mandates that all tops (shirts and sweaters) must adhere to the following rules: All shirts must have sleeves, whether long or short sleeves. No shoulder cuts are permitted.

No jackets or coats are permitted to be worn. Jackets and coats must be left in the locker throughout the school day.

No suggestive, obscene, or inappropriate language is permitted on any T-shirt or sweatshirt. The faculty, staff, and administration have the right to determine the appropriateness of what is printed.

No mid-drift shirts or shirts that are too high on the stomach are permitted.

Backpacks are not allowed during the school day. Students are permitted to carry small tote bags or draw-string bags for personal belongings.

Pants & Slacks:

The code mandates that all pants must adhere to the following rules:
No revealing holes are permitted in any part of the pants.

Pants must be kept at an appropriate, belt-high height. No undergarments are to be present when wearing pants in school.

Shorts are permitted at any time of the school year but must be an appropriate length. This will be determined by having the student place hands at sides. The shorts must not be shorter than where the fingertips lie.

Capri-style pants fall into the same permission category as shorts.

Skirts worn to school must be at an appropriate length. This will be determined by having the student place hands at sides. The skirt must not be shorter than where the fingertips lie.

No spandex pants are permitted outside of physical education class. Spandex pants are not considered appropriate for our school's instructional climate.

Footwear:

All footwear must have a clear back or fastened strap in the back for safety reasons. In the interest of safety and fashion, females should minimize heels to two inches. "Flip Flops," "Slippers," or "Slide-Ons" are not permitted.

Accessories:

Leggings or other fitted leg wear that does not cover the entire leg and foot are not permitted. Leggings must also be covered by pants, a dress, or a skirt.

Socks must be worn at all times.

Belts may not contain metal studs or other objects deemed inappropriate for school. Beads, pearls and or any other neckwear accessory should be in good taste and not excessive.

No hats, berets, hoods, or masks are permitted at any time when inside the school building. Medical masks are an exception to this rule with a doctor's note.

No bandanas are permitted to be worn. Any headband is subject to removal if it is deemed excessive or distracting to the instructional climate.

The school's administration has the right to determine what is appropriate for student dress. All decisions will be made with the intention of creating an appropriate, non-distracted learning environment and culture. Any student who is in violation of the dress code will be kept in the main office until a parent or guardian arrives with proper clothing.

Dress Code for Physical Education

The Physical Education staff, in conjunction with the school administration, enforces strict standards with regard to acceptable dress in physical education class. Proper gym

attire includes shorts, t-shirt, socks, and sturdy sneakers. “Trendy” or designer clothing is not recommended.

All types of jewelry must be removed before the gym class begins. All articles of clothing must be appropriate for school and should not show excessive skin or be overly tight-fitting.

Physical education T-Shirts are for sale in the beginning of each school year. Please contact our main office if you wish to purchase a Fort Lee Physical Education Department T-Shirt at any time throughout the school year.

School Bus Regulations

Students living 2 or more miles from the school building are entitled to free bus services. The distance from home to school is determined by our transportation coordinator and not negotiable. Students living closer to the school building but still requiring transportation can inquire into a paid bus service. The paid bus service is not associated in any way with Lewis F. Cole Middle School or the Fort Lee Board of Education. All transportation inquiries are managed through our school district’s Central Office at 201-585-4612.

Students granted the privileges of riding the school bus are expected to:

- Conduct themselves in a courteous manner
- Be on time and wait carefully at the bus stop
- Keep arms and hands inside the bus
- Sit down at all times whether the bus is moving or not
- Do not distract the driver
- Keep the bus clean
- Remain on school premises on arrival
- Observe pedestrian and safety rules
- Look before crossing the street
- Only ride the bus to which they are assigned

Upon the first offense, a conference will be held with the student and parent contact will be made. Depending on the incident, the student can lose riding privileges.

Upon the second offense, there will be automatic suspension of bus riding privileges. The length of time will depend on the seriousness of the infraction. There will be a report to the parent who shall be required to provide transportation to and from school during the period of time that the student has suspended privileges. Depending on the incident, the student may lose riding privileges permanently.

Hall and Gym Lockers

All lockers are, and shall be the property of the Board of Education. School administrators are authorized to enter a student’s locker when there is reasonable cause. This procedure is established in order to enable the administrators to carry out the

responsibilities placed upon them by New Jersey State law and the Board of Education policies to maintain discipline and safety.

Every student is assigned a hall locker and a combination lock. You may not use your own lock. If any other lock is used, it will be removed. Gym lockers are also provided for student use but are not assigned and only temporary for the gym period. Combination locks can be purchased on your own for Phys. Ed. lockers but must be removed at the end of the class period.

Students are to only use the hall locker assigned to them. Students are not to share their lockers or give out their combination numbers to other students. Students are responsible for keeping lockers clean and care should be taken to secure all lockers and locks. It is strongly recommended that students never bring large sums of money, expensive jewelry, unnecessary electronic devices, or irreplaceable items to school. The school cannot assume responsibility when items are broken, lost, or stolen. Lock lockers at all times!

Any student found defacing, kicking, or entering another student's locker will be held responsible for the damages. School administrators reserve the right to take away locker privileges for students abusing the rules listed above.

Cafeteria Conduct

Courteous and cooperative behavior is always required.

Students will be assigned seats during lunch and are only permitted to leave the table to (a) buy lunch and snacks and (b) discard materials.

Use restrooms with teacher permission only.

Bring your own lunch or purchase lunch from the cafeteria.

Students are expected to clean up after themselves. Tables, seats and eating areas should be clear of debris and/or food scraps when students are finished eating breakfast or lunch.

Do not leave the cafeteria until the teachers in charge have dismissed you. Dismissal will be by table after teachers and custodians have inspected the table surface as well as the floor area.

All food must be eaten in the cafeteria. No food may be carried from the cafeteria unless the student has the principal's or assistant principal's approval.

No grooming, such as combing of hair and putting on makeup is permitted in the lunchroom.

Students are not to leave the cafeteria except to go to the library or restrooms. The teacher on duty will provide passes for leaving the cafeteria.

There may be times when the media center must close during lunch periods for meetings or school events.

At the end of the lunch period, dismissal from the cafeteria will be three minutes prior to the regular classroom dismissals. This additional time is given to allow students to use to the rest rooms and go to their lockers.

Please note: There are three scheduled lunch periods during Periods 4, 5 and 6. 7th and 8th graders are mixed in each of the lunch period. Students may not purchase food from the cafeteria if it is not their scheduled lunch period.

Hall Traffic

The following rules are in effect to prevent serious injury in the hallways:

- Running is not permitted anywhere in the halls.
- Students are to keep to the right when walking.
- Students cannot stop anywhere in the hallways unless they are at their lockers. Students stopping to talk to each other greatly inhibit traffic flow in the hallways.
- Students must have passes issued by a teacher, principal, nurse or counselor when moving through the halls during classes.
- No student is allowed to remain in the halls, rest rooms or at their lockers after class begins.

Textbooks

The school furnishes classroom sets of books to all students. This is done with the hope that our investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Students are responsible for the full cost of a textbook if it is lost, stolen, or damaged beyond repair. Textbooks should not be removed from the classroom unless permission is granted by the classroom teacher.

Chromebooks

All students in grades 7 and 8 will be issued a Google Chromebook for their academic studies and advancement. This is done with the expectation that the device will be care for and properly protected. Parents/Guardians have the option of purchasing additional insurance in case the device is broken or destroyed. If no insurance is purchased, the student is responsible for the full cost of replacement or repair. Please contact our school's media specialist for Chromebook or insurance information at 201-585-4660.

Restrooms

Middle school students are required to use only the restrooms marked for student use. Faculty and staff bathrooms are off limits to students.

Bicycles

Students may ride a bicycle to school. Bicycles must be parked in the racks provided near the cafeteria doors and must be locked when not in use.

Motorized Bicycles, Scooters and Skateboards

Motorized bicycles, skateboards and scooters are not permitted on school grounds. Any motorized mode of transportation will be confiscated by a school administrator and held until a parent or guardian picks it up.

Gum and Candy

Gum chewing and candy are not allowed anywhere in the Middle School. Detention will be given for gum chewing or eating candy during school hours.

Student's Rights

A student possesses the right to a free and adequate education. No student shall be deprived of the basic right to equal treatment and equal access to the education program, due process, a presumption of innocence, free expression, and the privacy of thoughts. Along with the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others and complying with school rules.

Students have the right to request redress of a problem/complaint. The administrator will listen and work to address the problem or complaint. The student should make the problem/complaint known to a teacher, guidance counselor, or an administrator. The student will have the opportunity to be heard personally. It may be necessary to contact the parent or guardian. If satisfaction is not achieved, the problem/complaint can be presented to the Superintendent of Schools. If this is not suffice, a concern can be raised in the "Parents' Circle" forum on the Department of Education's website.

ACADEMIC POLICIES

All academic programs and curricula can be found under the "Curriculum" tab on our school's website at www.flms.flboe.com.

Alphabetical Grade Equivalents

A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 AND BELOW
I	INCOMPLETE

A grade of "I" (incomplete) may be given for a subject in a marking period if the student has missed school for legitimate, excused reasons. A student is allowed two weeks after the marking period to make up any incomplete work. Such work will be averaged with all other grades in that subject area. The student will receive a failing grade for work not completed. More time will be made available with permission from the school principal.

Report Cards will not be printed and handed to students at the end of each marking period. Report cards are only viewable on the [Genesis Parent Portal](#). If a hardship exists,

please contact our main office and we will print a report card for your child. Report cards enable teachers to comment on students' attitudes, class performance, and daily assignments. Parents are encouraged to regularly check their child's progress through the [Genesis Parent Portal](#). If you have any log-on issues with Genesis, please contact our school's main office staff.

Commendation Reports may be issued by the classroom teacher at any time during the academic year to students who have shown outstanding effort, interest and aptitude in the subject area.

Deficiencies may be sent to the parents of students who are failing or in danger of failing for the marking cycle. To receive additional information regarding your child's performance in all areas, contact the teacher or counselor. Please do not hesitate to contact the teachers directly via e-mail. No student will receive a mark of "failure" for a marking period if a deficiency notice was not sent home.

Honor Roll

Students can achieve honor roll or high honor roll status. Criteria are as follows:

Honor Roll – Students receive a grade of 80 or higher in all subject areas with at least two grades of 90 or higher.

High Honor Roll – Students receive a grade of 90 or higher in all subject areas.

**All subject areas are included in honor roll, which include quarterly courses such as physical education, band, chorus and string orchestra.

**Honor Roll is awarded at the end of each marking period and at the end of each school year if honor roll was earned in all four marking periods. Honor Roll status will appear at the bottom of the report card if qualifying.

Academic Awards Assemblies

At the end of each school year, students are recognized for their academic and attendance achievements for the past year. An assembly will take place at the end of each school year for 8th grade students where parents and guardians will be invited to witness their child's success.

The following awards will be distributed at this assembly:

- High Honor Roll for four consecutive marking periods
- High Honor Roll for eight consecutive marking periods
- Honor Roll for four consecutive marking periods
- Honor Roll for eight consecutive marking periods
- Presidential Award for Academic Excellence
- Presidential Fitness Award
- Departmental Awards

A 7th grade awards assembly will also take place at the end of each school year for students only. Students will receive certificates of commendation at this awards assembly.

Marking Periods

Each marking period is approximately 45 school days in duration. Report cards are issued to students in November, February, April, and June. Please refer to the middle school's calendar located at www.flms.flboe.com for specific information related to marking period dates and report card release dates.

Summer School

Summer school is required for students failing one or two major subjects for the school year. Promotion to the next grade will be denied to any student failing three or more major subjects for the school year. A major subject includes language arts, science, mathematics, social studies, or physical education. Eighth grade students failing one subject for the school year will not take part in the Middle School graduation exercise or end-of-year activities.

Summer school is not offered in Fort Lee. Arrangements, tuition, and transportation for summer school are the responsibility of the parent/guardian, at their expense. The school will provide parents with a list of available summer schools approved by the Fort Lee Board of Education. If no summer school is available in the area for the failed course, the school will make provisions to recommend an online course.

Homework Policy

Homework and assigned projects serve an important purpose in your child's academic development. It is a means of reviewing and reinforcing the lessons taught in school. The work assigned will help your child develop work and study habits that will assist him/her throughout the years spent in school. You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The nature of assignments varies with the student and the type and level of the lesson. In some programs, it may be reinforcing of skills, in others, it involves exploring new or related subject matter. Homework assists the student in learning how to organize time, work independently or in groups.

The teacher, student, and parent each play a role in ensuring the fulfillment of homework assignments. The teacher assigns; the student performs; the parent encourages and supports. The following suggestions are offered as respective roles:

Parent's Role

- To provide a suitable place for study.
- To establish, with the student, a regular routine for homework.
- To promote a positive attitude toward homework.
- To assist the student in obtaining missed homework assignments if absent.
- To discuss subjects taught, books read, current events, and philosophy of life with the student.

Ask your child each day if he/she has homework. Be aware homework assignments vary from teacher to teacher and subject area to subject area, so you are encouraged to check each teacher's Google Classroom page each day.

Remember homework is your child's work – not yours. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work and understood it. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.

Help your child keep a regular homework time each day and be consistent. Consistently check the Power School parent/guardian portal to ensure your child is handing in assignments and being given proper credit for completing them.

Teacher's Role

Appropriate homework refers to assignments which:

- Review the day's lesson
- Prepare students for future lessons
- Provide practice in developing skills
- Clearly related to skills/topics of lesson
- Are not unnecessarily long and repetitive
- Given to advance knowledge, not to punish

Student's Role

- To approach assignments seriously
- To complete assignments on time
- To assume responsibility for obtaining an assignment in the event of an absence
- To organize time in case of long range assignments
- To hand in assignments missed due to absence no more than one day after returning, unless a mutual date is agreed upon by the teacher, student, and parent/guardian.

Grading Homework

The teacher who gives a homework assignment attaches importance to the grading of that assignment as follows:

The teacher checks homework and affixes an appropriate grade and/or comment in accordance with his grading policy. Thus, homework grades become a part of the report card grades.

The student is responsible for submitting each assignment on its due date. Anyone who fails to meet this responsibility will comply with the individual teacher's guidelines.

The homework assignment must be prepared in accordance with the standards outlined by the individual teacher.

Each student is expected to enter the classroom with a completed assignment.

The teacher will notify the parent, directly or through the guidance counselor, whenever a student repeatedly fails to do his/her homework.

Cheating or Plagiarism/

Cheating is wrong and will not be accepted in any form at Lewis F. Cole Middle School. All submitted work is expected to be a reflection of the student's own effort. Cheating will not be tolerated in any form, including but not limited to looking around for answers, copying homework, written help beyond basic editing, copying and pasting information directly from websites, or submitting an assignment that is not the student's own. Our teachers will work diligently with all students in order to make them familiar with forms of cheating, which include plagiarism.

ANNOUNCEMENTS and COMMUNICATION

Announcements will be made in the morning, during lunch periods, and/or in the afternoon prior to dismissal. Also, all announcements are posted on the school's website, on the digital signs in the cafeteria and through automated phone and e-mail messages sent to parents and guardians. Mailings to the home will be limited in order to reduce costs and paper consumption. Please be sure to update all contact information on the [Genesis Parent Portal](#).

CHARACTER EDUCATION PROGRAMS

Assembly programs are held to celebrate holidays, recognize student achievement, or to provide worthwhile cultural and educational experiences related to character education.

It is essential that all students observe the following basic rules:

- Applause are the proper means of showing one's appreciation
- Whistling, yelling, rhythmic clapping, and stamping of feet are examples of inappropriate responses (unless requested by musical performers during a show)
- Talking or making disruptive sounds during a performance, speech, or presentation is both disruptive and inappropriate.

Students who are asked to leave an assembly program due to inappropriate behavior will be subject to detention or suspension and may be barred from future assembly programs or other school activities.

POSTERS

Posters that advertise school-sponsored activities are permitted on non-painted surfaces only. They should not be placed in areas where they may obstruct safety. They also should not obscure any other postings. Students and club advisors are reminded of the responsibility to properly and completely remove signs or posters once the activity has concluded.

SCHOOL PUBLICATIONS

Several student publications are distributed throughout the year, which are sanctioned by the Fort Lee Board of Education. This includes the art and literary magazine Intermedia and the middle school yearbook. Outside publications cannot be distributed without the prior authorization of the board of education, superintendent of schools, and/or the middle school administration.

LOST & FOUND ARTICLES

Students are reminded that you are responsible for your belongings. We suggest you do not bring articles of great value to school. Neither the school district nor its employees are responsible for any materials lost or stolen. The “Lost and Found” department is located in two places throughout our school. Lost books, clothing or stationery supplies can be found in the cafeteria’s lost and found cabinet. More valuable items such as cell phones, headphones, or keys will be kept in the main office.

CO-CURRICULAR ACTIVITIES

LFCMS offers more than 20 clubs and activities for student participation. Involvement in clubs and activities is a highly recommended way to become involved in our after-school programs and to meet new friends. [Please click here for a complete list of all co-curricular activities and advisor contact information.](#) All club and activity information is also available on our school’s website under the “Curriculum” tab at www.flms.flboe.com.

AFFIRMATIVE ACTION POLICY

The Fort Lee Board of Education is an Affirmative Action/Equal Opportunity Employer and Institution. No person will be denied opportunity for employment or education or be denied opportunity for employment or education or be subject to discrimination in any project, program, or activity because of race, color, religion, sex sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

It is the policy of Lewis F. Cole Middle School not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, physical handicap or social or economic status in its education programs, activities, or employment practices.

A grievance procedure to handle any problem, which may arise under this policy, is available in the Middle School Principal’s Office.

COMPUTER NETWORK POLICY

[Click Here for Requirements of Chromebook Agreement](#)

The Fort Lee Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated, and transferred, these changes will alter the nature of teaching and learning. Access to

technology will allow each student to explore databases, libraries, Internet sites, bulletin boards and other such electronic sources, while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit use to materials appropriate to educational purposes.

The Board also recognizes that technology will allow students to access informational sources that have not been pre-screened by educators or Board of Education members. The Board, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer network /computers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network or computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity in any form necessary in order to maintain the integrity of the network and insure its proper use.

Standards for Use of Computer Networks

Any individual engaging the following actions when using computer networks/computers shall be subject to discipline and/or legal action:

Using the computer network(s) computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities, which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

Using the computer network(s)/computers to violate copyrights, institutional or third part copy rights, license agreements or other contracts.

Using the computer network(s) in a manner that:

- Intentionally disrupts network traffic or crashes the network;
- Degrades or disrupts equipment or system performance;
- Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
- Steals data or other intellectual property;
- Gains or seeks unauthorized access to the files of others or vandalizes the data of another uses;
- Gains or seeks unauthorized access to resources or entities;
- Forges electronic mail messages or uses an account owned by others;
- Invades privacy of others;
- Posts anonymous messages;
- Possesses any data which is a violation of this policy; and/or

- Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Parent/Guardian and Student Agreement to Policy

At the beginning of each school year, each parent/guardian and student will sign this policy before access to the computer network/computers is given to any student. This access includes usage of the Internet via the school network system. Failure to obtain both parent/guardian and student signature on this policy will prevent student from having the ability to access the school network and Internet regardless of the course being taken by the student.

Through this policy, the Board is fully informing parents/guardians that it is considered impossible for administrators or teachers to be fully certain that students are not using electronic networks inappropriately at all times, but that discovery of any inappropriate activity will result in loss of electronic network access privileges and disciplinary action.

Furthermore, the Board feels that it is important for parents/guardians to take an interest in how their children are using the computers at home. Ask pointed questions about what tools they are using, what sites they are exploring, and with whom they are communicating. This will greatly ensure that your children are safe and acting appropriately with their online activities.

Violations

Individuals violating this policy shall be subject to the consequences as deemed necessary under this policy by the administrator of the school at which the violation took place.

Appropriate discipline will include but will not be limited to the following:

- Use of the network only under strict and direct supervision;
- Suspension of network privileges
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges
- Suspension from school;
- Expulsion from school and/or;
- Legal action and prosecution by authorities.

Agreement to Computer Network/Computers Policy

By signing your name to the *Computer Network Policy and Computer Policy*, you agree to all of the above requirements, restrictions and disciplinary actions of this policy. A Parent's/Guardian's signature is required for student to receive his or her introduction letter with his or her computer network password. This is also required for your child to receive a school-issued Chromebook.