

# 2023 - 2024

## LPMS Student Handbook and Gryphon Code of Conduct



**Lincoln Park Middle School**

90 Ryerson Road

Lincoln Park, NJ 07035

Ph: (973) 696-5520 Fax: (973) 872-8930

[www.lincolnparkboe.org](http://www.lincolnparkboe.org)



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## Letter from the Principal

*Dear Gryphon Students & Parents,*

On behalf of the entire staff of Lincoln Park Middle School, I would like to extend a most hearty welcome to anyone who is entering our school for the first time. I trust that you will soon feel like one of the LPMS family and that we may spend an enjoyable year working together.

The mission of the Lincoln Park Middle School, in conjunction with the district and community, is to provide our students with learning experiences and skills that will enable them to achieve their maximum potential as productive citizens of the 21st century. In providing a challenging curriculum that integrates the arts, STEM, and other forms of technology into the core academic subjects of Science, Math, Language Arts, and Social Studies, we provide our students with opportunities to grow as learners in an environment that is accepting of individual differences where all students can learn and work together.

At LPMS, we pledge our expertise and talents to the education of the children in the community. This is an ongoing process, and no matter how dedicated we may be, we need the support and assistance of the parents. All that we ask is for your participation in the development of your children.

### **For a successful school year:**

1. Have your child at school on time. Punctuality is both a habit and an attitude, and it should be developed early and reinforced consistently.
2. Avoid unnecessary absences. Each day lost is a break in the child's orderly and progressive development. If your child is going to be absent from school, please call the school or provide a written note beforehand. When your son/daughter is absent from school, please remind him/her to inquire about any classwork and/or homework s/he may have missed.
3. Be certain your child is well rested and has a nutritious breakfast to ensure a good start to the school day.
4. See that each child has some time and space of her/his own at home and provide a quiet place for study.
5. Provide suitable study equipment and materials. A desk or table, a chair, good light, reference books/computer, pens, pencils, and paper should all be available. The public library offers nearly all of these materials.
6. Help plan study time. Avoid too many distractions. The television and social media should not be on or accessible in the same room where homework is being completed. Many phones have a "do not disturb" feature that can be enabled. Cooperate with teachers to work on any weakness your child may have.
7. Encourage your child to use calendar reminders on his/her Chromebook to record all of her/his long and short term assignments and keep track of progress in all subject areas. It's a good idea to add some of these events to your own phone's calendar.

This handbook is to help you become better acquainted with the rules and activities of our Middle School program. Its purpose is to outline our policies for you. The following pages explain the opportunities available for all pupils and their parents.

As this handbook deals with daily problems, it is advisable that frequent reference be made to it. Pupils and their parents are urged to read this booklet carefully and to inquire about matters needing further explanation. It has been cooperatively prepared by the student council, faculty, guidance department, and administrative personnel. We take this opportunity to thank all of the people who worked so hard to make it a reality.

Sincerely,

*Mr. David Winston, Principal*

*#Strongertogether*

## Contact Information

### Lincoln Park Public Schools

Mr. Michael Meyer, Superintendent of Schools  
Mrs. Ann Marie VanSickle, Dir. of Curriculum  
Mr. Henry Hernandez, Director of Grounds

### Lincoln Park Middle School

90 Ryerson Road  
Lincoln Park, NJ 07035  
(973) 696-5520  
(973) 872-8930 (fax)

### Lincoln Park Middle School Administration

Mr. David Winston, Principal

### Health

Mrs. Loni Lopuski, School Nurse

### School Counselor/SAC

Mrs. Cristina Puri, School Counselor/SAC

### Discipline

Mr. Matthew Spencer, Discipline Advisor

### Custodians

Mr. Tristan Moore, Head Custodian  
Mr. Ryan Boyle  
Mr. Reinaldo Cardona  
Mr. Marco Garcia

### Lincoln Park Middle School Professionals

Ms. Meghan Frayne, Administrative Assistant  
Mrs. Angela Tone, Office Assistant

### Lincoln Park Special Services Office

274 Pinebrook Road  
Lincoln Park, NJ 07035  
(973) 696-9150  
(973) 628-0631 (fax)

### Special Services/Child Study Team

Mrs. Wendy Billig, Director of Special Services  
Mrs. Marla Bartels, Administrative Assistant  
Ms. Christiana Calandrillo, Psychologist  
Ms. Ashley Palamone, Psychologist  
Mrs. Danielle Zodda, LDTC  
Mrs. Jennifer Kennelly, LDTC

### Special Services/Child Study Team (cont.)

Mrs. Jill Faber Werner, Occupational Therapist  
Ms. Tracey D'Amelio, Speech  
Ms. Jessica Cody, Speech  
Ms. Samantha Viscuso, Social Worker

### Lincoln Park Board of Education Office

92 Ryerson Road  
Lincoln Park, NJ 07035  
(973) 696-5500

### Board of Education

Ms. Jennifer Aiello, President  
Mr. Todd Henches, Vice President  
Ms. Dawn Caicedo  
Ms. Dana Everest  
Mr. Mark Halupka  
Ms. Donna Harney  
Mrs. Sandra Vucenovic

### LPMS PHONE NUMBERS

<b>Main Office</b>	<b>(973) 696-5520</b>
Main Office Fax	(973) 872-8930
<b>Guidance</b>	<b>(973) 696-5520 x 2243</b>
<b>Discipline</b>	<b>(973) 696-5520 x 2029</b>
<b>Nurse</b>	<b>(973) 696-5520 x 2045</b>
<b>Absentee</b>	<b>(973) 696-5520 Press 1</b>

### FOR ADDITIONAL RESOURCES

Please visit our school website:

[www.LINCOLNPARKBOE.org](http://www.LINCOLNPARKBOE.org)

[Policy 5600 - Student Code of Conduct](#)



Lincoln Park Public Schools



@LincolnParkEDU

## 2023 - 2024 Lincoln Park Schools District Calendar

### September

9/4 Schools Closed - Labor Day, 9/5 Staff Orientation Day, 9/6 Staff PD Day, & 9/7 Students' First Day

### October

10/9 Schools Closed - Staff PD

### November

11/9-11/10 Schools Closed - NJEA Convention, 11/20-11/22 Early Dismissal - Conferences, & 11/23-11/24 Thanksgiving Recess

### December

12/22 Early Dismissal, & 12/25-12/29 Winter Recess

### January

1/1 Schools Closed New Year's Day, 1/2 Schools Reopen, & 1/15 Schools Closed - MLK Jr. Day

### February

2/16-2/19 Schools Closed - Mid-Winter Recess

### March

3/4 Early Dismissal-Staff PD, 3/15 Schools Closed-Staff PD Day, 3/29 Schools Closed-Spring Recess begins

### April

4/1-4/5 Schools Closed- Spring Recess

### May

5/27 Schools Closed - Memorial Day

### June

6/19 Early Dismissal, 6/20 Last Day of School & 8th Grade Graduation.

*The calendar includes 184 student days. Four(4) emergency closing days are built into the schedule, and any that are not used will be taken later in the school year. Recess dates are tentative and may be granted or adjusted dependent upon the use of emergency days prior to each of the recess periods. Individuals are advised to consider special travel insurance for these periods. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the students of the district. Board Approved: 3/14/23*

## **Lincoln Park Public School District Mission Statement**

*"The Lincoln Park School District will provide, through its schools, an educational setting that helps children to love and master learning, to work independently as well as collaboratively, and to develop the character and values that promote a healthy society. It is the school district's expectation that all students will achieve the New Jersey Student Learning Standards at all grade levels."*

## GRYPHON PLEDGE

As a Lincoln Park Middle School Gryphon, I pledge.....

- To respect myself and all people;
- To assume responsibility for my own behavior and to think about the consequences of my actions;
- To promote an environment of courtesy, honesty, trust, kindness, respect, and responsibility.

## GRYPHON HONOR CODE

The Gryphon Honor Code is not a set of rules, but rather the creation of an atmosphere of courtesy, honesty, trust, kindness, respect, and responsibility in all venues of school life. Our goal is to create an environment that encourages each of these values and enhances a sense of community.

The Gryphon Honor Code requires a partnership among administrators, teachers, students, support staff, and parents. It is a commitment to being 100% honest and responsible in all academic requirements and daily interactions within the school community.

As Gryphons, you are expected to demonstrate:

<b>Courtesy:</b>	Excellence in manners or social conduct; treating others with polite behavior.
<b>Honesty:</b>	The act of bringing honor to oneself by acting and speaking truthfully and sincerely. Every LPMS student is on his/her honor not to engage in lying, cheating, plagiarizing, and/or stealing.
<b>Trust:</b>	Faith that all will act in a truthful and dignified manner.
<b>Kindness:</b>	Being helpful, caring, and compassionate to others.
<b>Respect:</b>	A commitment to behaving thoughtfully and with an understanding of others.
<b>Responsibility:</b>	A commitment and obligation to the ownership of one's work, words, and actions; taking action against wrongdoing, despite peer pressure.

The highest standards of honesty must apply to students' actions at LPMS. Any act of dishonesty reflects on both the student and the entire school community. A student's integrity is at stake whenever he/she participates in or fails to report knowledge of violations of the Gryphon Honor Code.

**LPMS School Wide Honor Code**  
**Expectations Matrix**

	<b>Courtesy</b>	<b>Honesty/Trust</b>	<b>Kindness</b>	<b>Respect</b>	<b>Responsibility</b>
<b>Definition</b>	Excellence in manners or social conduct; treating others with polite behavior.	The act of bringing honor to oneself by acting and speaking truthfully. Every LPMS student is on their honor not to engage in lying, cheating, plagiarizing, and/or stealing.	Being helpful, caring, and compassionate to others	A commitment to behaving thoughtfully and with an understanding of others.	A commitment and obligation to the ownership of one's work, words, and actions; taking action against wrongdoing, despite peer pressure.
<b>In the Classroom I will...</b>	<ul style="list-style-type: none"> <li>● Be an active listener.</li> <li>● Show consideration for others.</li> <li>● Contribute positively to classroom discussions.</li> <li>● Raise my hand and wait to be called on.</li> </ul>	<ul style="list-style-type: none"> <li>● Use only the materials that belong to me or that I have permission to use.</li> <li>● Submit my own work which means not taking credit for someone else's work.</li> </ul>	<ul style="list-style-type: none"> <li>● Use kind words and actions</li> <li>● Treat others the way they wish to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep my hands and feet to myself.</li> <li>● Use materials appropriately as they were intended to be used.</li> </ul>	<ul style="list-style-type: none"> <li>● Come prepared to learn and do my best work. This includes having my materials and Chromebook.</li> <li>● Complete my work.</li> </ul>
<b>While using Technology I will...</b>	Use my device only as directed by my teacher.	<ul style="list-style-type: none"> <li>● Use only my account</li> <li>● Contact IT support if there is an issue with my device.</li> <li>● Not purposely damage my device.</li> </ul>	Use my device to positively collaborate with classmates.	<ul style="list-style-type: none"> <li>● Use my device like it is my own.</li> <li>● Keep my device clean and free of dust or crumbs.</li> </ul>	<ul style="list-style-type: none"> <li>● Use my device to complete and submit assignments.</li> <li>● Refrain from using my device in the hallways.</li> <li>● Not use my device to look at inappropriate material.</li> </ul>
<b>In small group counseling I will ...</b>	Listen while others are speaking without interrupting. Use active listening skills.	Keep all information shared by group members in the group.	Be supportive of others.	<ul style="list-style-type: none"> <li>● Wait my turn to speak.</li> <li>● Come to group on time.</li> </ul>	Make up any missed work in a timely manner.
<b>In the Cafeteria I will ...</b>	<ul style="list-style-type: none"> <li>● Walk in the hallways when going to buy lunch.</li> <li>● Stay seated while socializing with others.</li> </ul>	Only leave the cafeteria to buy lunch, use the bathroom for its intended uses, or to wash their hands.	<ul style="list-style-type: none"> <li>● Welcome a student to your table if you notice them sitting by themselves.</li> <li>● Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after myself.</li> <li>● Use an inside voice when talking to others.</li> <li>● Wait for my turn in line.</li> </ul>	Pitch in and clean up a mess, whether or not it is mine.

	<b>Courtesy</b>	<b>Honesty/Trust</b>	<b>Kindness</b>	<b>Respect</b>	<b>Responsibility</b>
Definition	Excellence in manners or social conduct; treating others with polite behavior.	The act of bringing honor to oneself by acting and speaking truthfully. Every LPMS student is on their honor not to engage in lying, cheating, plagiarizing, and/or stealing.	Being helpful, caring, and compassionate to others	A commitment to behaving thoughtfully and with an understanding of others.	A commitment and obligation to the ownership of one's work, words, and actions; taking action against wrongdoing, despite peer pressure.
In the Hallways I will...	<ul style="list-style-type: none"> <li>● Walk on the right side of the hallway.</li> <li>● Use appropriate school language and inside voices</li> <li>● Walk, not run, in the hallways</li> </ul>	<ul style="list-style-type: none"> <li>● Talk to an adult if I witness bullying or harassment.</li> <li>● Get to class on time</li> </ul>	Say "excuse me" if I bump into someone or if I need to walk around them.	<ul style="list-style-type: none"> <li>● Keep my hands to myself.</li> <li>● Be aware of my surroundings.</li> <li>● Take up only the space in front of my locker while using it.</li> </ul>	<ul style="list-style-type: none"> <li>● Take as little time at the lockers as possible to allow others to use theirs.</li> <li>● Pick up and throw away any trash I see</li> </ul>
In the Bathroom I will ...	<ul style="list-style-type: none"> <li>● Flush the toilet</li> <li>● Throw my used paper towels and other garbage in the garbage can.</li> </ul>	Only use the restroom for its intended uses. Phones should not be used in the bathroom.	Keep the bathroom clean for the next person.	Not engage in horseplay in the bathroom.	<ul style="list-style-type: none"> <li>● Wash my hands.</li> <li>● Leave and go back to class.</li> </ul>
On the bus I will ...	Be at my bus stop on time.	Look out for other people's things and alert the bus driver if a student leaves any of their belongings on the bus.	Be kind to the bus driver and other students.	<ul style="list-style-type: none"> <li>● Follow and respond to adult directions.</li> <li>● Keep my hands and feet out of the aisle.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated while the bus is moving.</li> <li>● Face the front.</li> </ul>
At sporting events/school functions, I will...	Respect the facility or space that you are in.	<ul style="list-style-type: none"> <li>● Follow all rules.</li> <li>● Notify an adult if bullying or harassment is occurring.</li> </ul>	<ul style="list-style-type: none"> <li>● Treat other adults and students with kindness.</li> <li>● Include other students in games or socialization.</li> </ul>	<ul style="list-style-type: none"> <li>● Use equipment properly.</li> <li>● Respect myself and others.</li> </ul>	Use good sportsmanship.



## ***VIOLATIONS OF THE HONOR CODE***

Violations of the Honor Code include but are not limited to...

### **Cheating:**

Cheating in any form is not tolerated. Any student who cheats or knowingly facilitates cheating will be subjected to disciplinary action. At LPMS, cheating includes but is not limited to:

- Copying: when a student is taking the work of another, either on classwork, homework, or on a quiz/test, and claiming it as his/her own. Copying and or sharing homework, answers on tests/quizzes, verbally, in written form, or by electronically (calculators, cell phones, iPods, iPads, etc.).
- Having anyone, including family members or tutors, complete assignments and submit the work as one's own.
- Presenting group work as independent work and independent work as group work. (In group work, one person should not and will not bear the burden for the entire group assignment).
- Fabricating information or sources. Attempting to pass off made up material as the result of genuine efforts

### **Plagiarism:**

Plagiarism is a form of academic dishonesty in which a student represents the work of someone else as his/her work. The act of plagiarism may include direct copying or taking information from sources without citing what sources were used.

- Submitting images and/or documents in whole or in part from the Internet without proper citation of the source(s).
- Copying another's work and submitting it as one's own work.
- Using another's ideas, words, and/or images without proper citations.
- Failing to acknowledge a source of information.

## ***CONSEQUENCES OF THE HONOR CODE***

In cases of academic violations (cheating, plagiarism), the students will automatically receive a zero on that assignment and the teacher will notify the student's parents. Repeat offenders will be referred to the disciplinarian for consequences.

When the Honor Code is violated, the teacher involved must notify the disciplinarian of the action taken, who will then notify the Honor Committee. The Committee will not be punitive; rather it will seek proactive solutions.

If you know of anyone violating the Honor Code, it is your responsibility to report the offense. Be an upstander and tell a teacher, school counselor, or other adult or report it using the StopIt! app. It is also your responsibility to take personal responsibility and admit to any personal wrongdoing. Know that if you have been untrue to yourself, you have damaged your most precious possession – your character.

A copy of this pledge will be electronically provided to each student to review. In addition, the pledge will be posted in Genesis parent(s)/guardian(s) to read and acknowledge

## Affirmative Action and Community Resources

The Lincoln Park School District's Affirmative Action Officers are the Director of Special Services, 274 Pine Brook Road at (973) 696-9150. A comprehensive list of support services can be found at the Morris County Prevention is Key Website: <http://www.mcpik.org/referral.html>

- Lincoln Park Police Department (973) 694-5533
- Lincoln Park Health Officer (973) 694-6100 ex. 2039
- Newbridge Services (973) 839-2520
- Department of Children and Families:
  - To report child abuse/neglect, please call the hotline at 1-877-NJ ABUSE (652-2873)
  - For questions or concerns regarding the Division of Child Protection and Permanency, contact the Morris East office at (973) 829-3600
- Morris County Ombudsman's Office (Public Information) 862-397-5700 ext. 75069
- Jersey Battered Women's Services (973) 267-4763
- Al-Anon/Alateen services (973) 744-8686
- PerformCare 1-877-652-7624 ([www.performcarenj.org](http://www.performcarenj.org))

## After-school Academic Assistance Program (AAP)

Homework Club (aka AAP) is offered for all Gryphons on Tuesdays, Wednesday, & Thursdays (unless otherwise noted). During this time students can work, independently or with their peers, on homework, class assignments, projects, or study for quizzes/tests with the assistance of certified LPMS teachers.

The Homework Club runs from dismissal (2:55 pm) until 3:45 pm. There is a late bus available for those students who hold a bus pass.

## After-School

Loitering in school is forbidden. If a student is remaining for an activity or has to stay with a teacher, he/she must go to the proper room immediately. The use of school rooms is forbidden to pupils after school hours unless they are under the direct supervision of a teacher.

## Athletics

Students in grades 6-8 who have submitted the required sports physical forms and are in good academic standing are eligible to try out for Gryphon athletics. Participants are required to maintain their grades and behavior in order to avoid probation. Good sportsmanship shall be demonstrated during practices, scrimmages, and all home/away games as per the Gryphon Honor Code.

### Fall Sports Offerings:

Field Hockey  
Soccer (Girls/Boys)  
Cross Country (Girls/Boys)

### Winter Sports Offerings:

Basketball (Girls/Boys)  
Cheering

### Spring Sports Offerings:

Baseball  
Softball

## Attendance and Tardiness

Consistent and punctual attendance is essential for the steady progress of children throughout their school lives. The earlier children learn that school is their job and that they have something important to do, the more satisfactory their growth will be.

Every student should strive for a perfect attendance record because absence prevents good work. Prolonged absences may keep a student from being promoted.

Please telephone the school nurse (973) 696-5520 and press "1" (when prompted) to leave a message as soon as you know your child will be absent. This number can be used 24 hours a day. Parents who have not called in will be contacted at home or work to verify their child's absence. For this reason, all students are required to bring written excuses from parents or guardians in every case of absence or tardiness even when a phone call has been made. Every absence will be considered unexcused unless it meets one of the following criteria:

- Illnesses verified by a doctor's note
- A religious holiday as prescribed by the State Department of Education (verified by parent(s) or legal guardian(s) note
- Death in the family
- School-sponsored event
- Educational opportunities (with administrative approval)
- A mandatory court appearance
- Suspension from school

**ANY STUDENT WHO LEAVES SCHOOL BEFORE 11:45 AM WILL NOT RECEIVE CREDIT FOR BEING PRESENT THAT DAY AND WILL BE MARKED AS ABSENT.**

Any notes excusing an absence must be given to the homeroom teacher or the school Nurse when the student returns to school. Any student absent from class for any reason must make up all the work missed (see Homework While Absent).

An ill child should have proper medical attention and remain at home. Attending school when ill is harmful to the child and to others with whom the child comes in contact. Our policy states that, "No pupil who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day."

Keep tardiness and absences at a minimum. Excessive tardiness will result in disciplinary action. Students entering their homeroom late (after the 8:25 a.m. bell rings) will be marked with an unexcused tardy.

**Tardy 3 Times per Trimester:**  
Given a verbal warning from the administration.

**Tardy 4-5 Times per Trimester:**  
Given a lunch detention and one for each subsequent tardy.

**Tardy 6+ Times per Trimester:**  
Given an after school central detention, and one for each subsequent tardy. Excessive tardies within the school year may also count as additional absence

**Tardy 10+ per Trimester:**  
Parents will receive a letter and will have to attend a meeting with the administration to discuss how to rectify their child's excessive tardies.

According to the Board of Education policy, prolonged or repeated absences, excused or unexcused from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.

Pursuant to NJ School Code, 6A:16-7.8, excessive unexcused absences will require the school to inform and cooperate with law enforcement officials. At the tenth and fifteenth unexcused absences, a letter from the school will be sent to remind parents of the student's excessive absences.

Students should arrive at school no earlier than 8 A.M. unless otherwise directed by a teacher or administrator.

## Bell Schedules

Regular Bell Schedule		Activity Day Schedule		Reverse Activity Day Schedule	
<b>HR</b>	8:25-8:30	<b>HR</b>	8:25 -8:35	<b>HR</b>	8:25-8:30
<b>Block 1</b>	8:30 - 9:25	<b>Activity</b>	8:35 - 9:40	<b>Block 1</b>	8:30 - 9:15
<b>Block 2</b>	9:25 - 10:20	<b>Block 1</b>	9:40 -10:25	<b>Block 2</b>	9:15 - 10:00
<b>Block 3 (5/7/8)</b>	10:20 - 11:15	<b>Block 2</b>	10:25 - 11:10	<b>Block 7</b>	10:00 - 10:45
<b>Grade 6 (Gryphon Goals)</b>	10:20 - 10:43	<b>Block 3 (5/7/8)</b>	11:10 - 11:55	<b>Block 3 (5/7/8)</b>	10:45 - 11:30
<b>Grade 6 LUNCH</b>	10:43 - 11:15	<b>Grade 6 (Gryphon Goals)</b>	11:10 - 11:23	<b>Grade 6 (Gryphon Goals)</b>	10:45 -10:58
<b>Block 4 (5/6/7)</b>	11:15 - 12:10	<b>Grade 6 LUNCH</b>	11:23 - 11:55	<b>Grade 6 LUNCH</b>	10:58 - 11:30
<b>Grade 8 LUNCH</b>	11:15 - 11:47	<b>Block 4 (5/6/7)</b>	11:55 -12:40	<b>Block 4 (5/6/7)</b>	11:30 -12:15
<b>Grade 8 (Gryphon Goals)</b>	11:47 - 12:10	<b>Grade 8 LUNCH</b>	11:55 -12:27	<b>Grade 8 LUNCH</b>	11: 30 - 12:02
<b>Block 5 (6/7/8)</b>	12:10 - 1:05	<b>Grade 8 (Gryphon Goals)</b>	12:27 - 12:40	<b>Grade 8 (Gryphon Goals)</b>	12:02- 12:15
<b>Grade 5 LUNCH</b>	12:10 - 12:42	<b>Block 5 (6/7/8)</b>	12:40 - 1:25	<b>Block 5 (6/7/8)</b>	12:15 -1:00
<b>Grade 5 Recess</b>	12:42 - 1:05	<b>Grade LUNCH 5</b>	12:40 - 1:12	<b>Grade 5 LUNCH</b>	12:15 - 12:47
<b>Block 6 (5/6/8)</b>	1:05 - 2:00	<b>Grade 5 Recess</b>	1:12 - 1:25	<b>Grade 5 Recess</b>	12:47 - 1:00
<b>Grade 7 LUNCH</b>	1:05 - 1:37	<b>Block 6 (5/6/8)</b>	1:25 - 2:10	<b>Block 6 (5/6/8)</b>	1:00 - 1:45
<b>Grade 7 (Gryphon Goals)</b>	1:37 - 2:00	<b>Grade 7 LUNCH</b>	1:25 - 1:57	<b>Grade 7 LUNCH</b>	1:00 - 1:32
<b>Block 7</b>	2:00 - 2:55	<b>Grade 7 (Gryphon Goals)</b>	1:57 - 2:10	<b>Grade 7 (Gryphon Goals)ock 7</b>	1:32- 1:45
		<b>Block 7</b>	2:10 - 2:55	<b>ACTIVITY</b>	1:45 - 2:50
				<b>Block 6</b>	2:50 - 2:55

Early Dismissal* Schedule		Delayed Opening Schedule	
<b>HR</b>	8:25 - 8:30	<b>HR</b>	10:25 - 10:29
<b>Block 1</b>	8:30 -9:07	<b>Block 1</b>	10:29 - 11:07
<b>Block 2</b>	9:07 - 9:44	<b>Block 2</b>	11:07 - 11:45
<b>Block 3 (5/7/8)</b>	9:44 - 10:21	<b>Block 3 (5/7/8)</b>	11:45 - 12:23
<b>Grade 6 (Gryphon Goals)</b>	9:44 - 10:21	<b>LUNCH 6</b>	11:45 - 12:23
<b>Block 4 (5/6/7)</b>	10:21 - 10:58	<b>Block 4 (5/6/8)</b>	12:23 - 1:01
<b>Grade 8 (Gryphon Goals)</b>	10:21 - 10:58	<b>LUNCH 8</b>	12:23 - 1:01
<b>Block 5 (6/7/8)</b>	10:58 - 11:35	<b>Block 5 (5/6/7)</b>	1:01 - 1:39
<b>Grade 5 Recess</b>	10:58 - 11:35	<b>LUNCH 5</b>	1:01 - 1:39
<b>Block 6 (5/6/8)</b>	11:35 -12:12	<b>Block 6 (6/7/8)</b>	1:39 - 2:17
<b>Grade 7 (Gryphon Goals)</b>	11:35 -12:12	<b>LUNCH 7</b>	1:39 - 2:17
<b>Block 7</b>	12:12 - 12:50	<b>Block 7</b>	2:17 -2:55
* NO LUNCHES			

### **Cafeteria/Lunch/Recess**

The cafeteria is a place for students to gather and eat their lunches and converse quietly with their friends. Good manners, politeness, and cleanliness are expected as a general rule of behavior. As they would do at home, students are expected to pick up after themselves and keep their eating area clean.

There shall be no roughness, throwing of food or paper, pushing or disorderly conduct in the cafeteria. These behaviors could result in disciplinary action. Food or beverages are to be eaten only in the cafeteria unless given express permission from a teacher or administrator. Students may not continue eating food as they leave the cafeteria at the end of lunch. Any left-overs must be closed and stored in a bag or discarded.

Students who arrive with coffee, tea, juice or other drinks besides water will be directed to dispose of them upon entering the building. Glass bottles or open containers should not be brought to school. Bottled water is the only beverage that is allowed to be carried through the hallways.

#### **Lunches:**

Your child may bring his/her lunch or can purchase lunch daily from Pomptonian Food Service. Each day, main entrees are provided as options. In order to purchase lunch, all students will be provided with an ID card with a barcode, that they must bring with them to the cafeteria. Although students can purchase lunch with cash, it is strongly recommended to utilize their ID card to prevent students from misplacing and losing cash. Students should select 1 entree and 3 sides. Pre-made salads and sandwiches are also available as lunch options. If your child has special dietary needs/restrictions, please be sure to inform the school nurse.

Parents/students should NOT order food from outside restaurants, delis, or other food delivery services, etc. to be delivered to the school at lunch time.

**Candy/Soda:**

Students are asked to remember their health lessons and substitute fruit for candy in school. Soda is strongly discouraged as a drink at school.

**Chewing of Gum:**

Gum chewing is prohibited in school. This is in effect during lunch period as well. Students who chew gum in school will be subject to disciplinary action by the teacher or for repeated offenses by the Discipline Advisor.

**Snacks:**

Snacks can also be purchased from the Snack Line after students have finished eating their lunches. Options such as chips, ice cream bars, cookies, pretzels, and beverages. Students should not purchase snacks/beverages for other students.

**Recess:**

In accordance with N.J.S.A. 18A:35-4.31 & Policy 2422,, fifth grade students are required to have 20 minutes of daily recess in addition to their Physical Education class. Please make sure your child dresses appropriately depending on the weather, since, whenever possible, students will go outside for recess.

**Payschoolscentral.net:**

Parents may prepay for student lunches by sending a check to school or by credit card by logging on to the Lincoln Park [PaySchools](http://payschoolscentral.com) site at [payschoolscentral.com](http://payschoolscentral.com). This website will also allow parents to monitor their child's purchases. Students whose parents have chosen these options will be able to pay by swiping their ID cards at the cafeteria check-out; otherwise, cash is still accepted.

## **Cheating/Plagiarism**

See Gryphon Honor Code at the beginning of this handbook.

Cheating will result in a zero for the assignment. If a student is actively disseminating information that is considered cheating, he/she may face disciplinary consequences as well as a zero.

## **Chromebooks**

Students who meet all necessary requirements (forms & insurance) may be issued a district-owned Chromebook for use in school and at home for the duration of the school year. If a device is not functioning properly or has been damaged, please have your child submit a Tech Request Form as soon as possible. If it is determined that the damage is not covered by the insurance policy, your child may incur replacement/repair fees/fines and disciplinary consequences for the damaged device/case/charger where applicable.

Recipients of the Chromebooks must abide by all district regulations and policies pertaining to their assigned device. Please remind your child to handle the Chromebook with respect at all times. No student may use or handle a Chromebook that has not been assigned to him/her. If a Chromebook is found by a student, it should be immediately turned in to a school staff member.

## **Gryphon Code of Conduct**

Lincoln Park Middle School believes that it is essential to help students realize that their own attitudes and actions are directly related to their school experiences and that of their classmates. All students should behave in ways that improve the social relationships of the school and facilitate learning.

Safety is a constitutional right. Students have the right to:

- A free public education
- Equal protection under school policies and regulations
- A safe and orderly school environment in which to learn
- Due process procedures as outlined in the board policy 5610
  - o Appealing disciplinary decision to the administration and/or the Lincoln Park Board of Education
  - o Information regarding the details of the infraction

Students have the responsibility to:

- Obey school policies and procedures and the school authorities who enforce them
- Respect one another
- Treat school property and the property of others with respect
- Act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others

## **Conferences**

Parent/teacher conferences take place in November. Information will be sent home prior to this event. The entire staff truly hopes all parents will make it a regular practice to attend these conferences.

Parents may also call the school to request a conference with teachers, counselors, or the administration at any time throughout the year. School staff and administration can only meet when an appointment has been scheduled. Even if there is an emergency, please call the school prior to arriving.

## **Curriculum**

The program of the Lincoln Park Middle School is not an easy one. We believe a child should not be pushed beyond her/his mental, emotional, and physical comfort level ability or her/his emotional and physical endurance; on the other hand, we believe that every child should be taught how to work, encouraged to work, and expected to achieve. In our program, the students are constantly being led to new discoveries, which is the true process of teaching and learning. An effort is made to ensure that each student makes consistent growth academically and emotionally.

## **Discipline**

The school, much like the home, must establish guidelines for students' behavior. Pupils are expected to come to school with the understanding that the rules and policies of the school are to be observed and followed.

Occasionally, children, in learning to accept group living and learning, find themselves in the wrong. We, as educators, recognize that learning from our mistakes can be valuable lessons. Pupils usually find this to be true, too.



Minor types of pupil misconduct are handled by each classroom teacher. Consistent misconduct by a pupil may be brought to the attention of the discipline advisor or principal. The discipline advisor and the teacher will work together to resolve the child's problems. When this course of action fails, the parent is called in to discuss the problem at length.

For certain types of misconduct, a detention letter is issued to a student and reviewed by the parent. This is not a permission slip. It is a notification of detention. If a student fails to serve an office detention, additional office detentions will be issued. If a child misses detentions she/he may be assigned additional detentions or a day of in-school suspension.

When a central detention does not result in a positive change in behavior, or if a child accumulates an excessive number of office detentions, the principal may find it necessary to assign in-school suspension or suspend out of school. Of course, these are only used when absolutely necessary.

## Dress Code

The dress code is proposed to guide the student body of Lincoln Park Middle School in proper wearing apparel during the hours that school is in session.

The Middle School is first and foremost an academic institution. While decisions about clothing are primarily left to parents and their children, it is our belief that clothing should not distract from but should promote an academic atmosphere that encourages learning. School clothing should be neat, clean, and in good repair. We believe a positive self-image is fostered through appropriate dress. As parents, please help us to make sure that your child's clothing ensures a safe and responsible academic environment.

As a policy of good manners, clothing should be worn as it is intended to be worn (i.e., laces tied, straps buttoned, pants around the waist, no undergarments showing, shorts not rolled up shorter, etc.). The staff retains the right to require certain clothing for specific field trips, after-school functions, or class activities.

We ask parents to look over the following examples of unacceptable attire with their children and to cooperate with the staff in enforcing them.

- Clothing that is too revealing. All shirts must have straps over the shoulders. Arm holes that reveal any part of the torso or undergarments are not permitted. When standing in a straight posture, shirts must be at least long enough to meet the top of the pants, shorts, etc.
- Clothing that may damage school property including, but not limited to, cleats, shoes, or boots that leave black marks, and sneaker skates are unacceptable.
- Footwear that is unsafe, such as high heels, should not be worn.
- Clothing that has designs, wording, or patches that are offensive, including, but not limited to, alcohol/drug advertising and obscenities or sayings that are offensive to certain groups is not acceptable.
- For health and safety reasons, students are to refrain from marking themselves with pens, pencils, markers, etc.
- Hats, caps, hoods, tails, non-medical prosthetic facial/body features, non-prescription sunglasses, and/or any type of cosplay are not to be worn in the building unless prior approval is granted by the administration.
- Jewelry that poses a potential safety hazard must be removed prior to entering the gymnasium for physical education class. This includes, but is not limited to earrings that dangle, hoop earrings that are large enough for a child's finger to fit through, watches, necklaces, rings, and bracelets.



- For safety reasons, pockets, zippers, snaps, and/or buttons are not acceptable on shorts, t-shirts, or sweatshirts used during physical education classes.
- Children should wear clothing appropriate for the weather. Even during the winter months, students may be waiting outside until the first bell rings in the morning.
- Bandanas are not permitted in school.
- Clothing and accessories that may be unsafe should not be worn in school; this includes, but is not limited to clothing that is excessively long, unfastened straps, metal studs, and/or safety pins.
- Students who are found to be in violation of the dress code will be required to change into clothing that conforms to the dress code.

## Early Dismissal

Students will not be excused from class early unless they have submitted a written request or phone call/message to the main office from a parent. Whenever possible, appointments with doctors or dentists should be made after school hours or on days when school is not in session. If a dismissal during school hours is necessary, the student will be dismissed only to a parent or designated individual and only if the office has a signed and dated note.

**ANY STUDENT WHO LEAVES SCHOOL BEFORE 11:45 AM WILL NOT RECEIVE CREDIT FOR BEING PRESENT THAT DAY AND WILL BE MARKED AS ABSENT.**

For security reasons, parents will not be admitted into the building without prior notification. The student must report to the main office to ensure that the parent/guardian/designated individual has signed the child out with Lobby Guard.

## Electronic Equipment

The use of any electronic devices is strictly prohibited in school without a teacher's permission. This includes the use of cellular phones, electronic/cellular/smart watches, iPods, iPads/Chromebooks (not owned by the district), audio and video recorders/players, laptops and digital cameras. Any teacher, who sees an electronic device being used during the school day without permission, will confiscate it and turn it over to the discipline advisor. Unauthorized use of electronic devices will result in disciplinary action.

Cell phones, smart watches and other electronic devices must be silenced at the start of the day and may be turned on (activated) only after school has concluded for the day.

### **Cell Phones/Watches:**

The use of cell phones or smart watches for calls or texting is prohibited during school hours. Students should turn their cell phones and smartwatches off, as they should not be out and visible during any part of the school day. Emergency messages may be left with the office secretary (973-696-5520). We will make sure that your message is delivered to your child. We ask parents to refrain from calling or texting their child on his/her cellular phone during school hours. It is a distraction to the educational process. Students who use their cell phones during school hours will be subject to disciplinary action. Habitual offenders may lose their phone privileges.

Violations of this policy regarding the use of cell phones, including any other communication device, will be subject to the following:

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>4th Offense</b>
Confiscated by the teacher who will notify the Discipline Advisor and the device will be returned to the student at the end of the school day by the teacher.	Confiscated and turned in to the Discipline Advisor. The student will serve 1 day of after-school central detention. The device will be returned to the student after serving central detention.	Confiscated and turned into the Discipline Advisor. The student will serve 3 days of after-school central detention. The device will be retrieved by a parent.	Same as a third offense, and the student is no longer permitted to bring a cell phone to school for the remainder of the year.

## Emergency Closings/Delayed Openings

In an emergency situation when school is being closed or dismissed early, the district will use its emergency calling system to place a phone call to the parent of each student in the district. In September, parents will have an opportunity to update their contact information in Genesis. If it changes after the portal is closed, it is imperative that parents provide the school with an updated phone number so that they will receive the call.

The information will also be posted online at [www.cancellations.com](http://www.cancellations.com), and is broadcast on television at News12 NJ, Good Day NY (Fox 5), and WNBC (channel 4). Do not phone the school or the police station.

## Emergency Drills

As prescribed by the laws of New Jersey, two emergency drills are conducted each month. One will be a fire drill and the other will be some other form of safety drill such as a lock-down or evacuation drill. Silence is maintained during the drill until students have returned to the classroom.

## Extra-Curricular Activities

Various extra-curricular activities are available to the students of LPMS, including Student Council, Climate Committee, Yearbook Club, Drama Club, Broadcast Club (AKA Gryphon News), Jazz Band and MakerSpace Club. Students should watch the Gryphon News morning announcements about becoming involved in these extra-curricular activities. Students must maintain good academic standing in order to participate in Gryphon Extra-Curricular activities and abide by the Gryphon Code of Conduct.

## Field Trips

Field trips are sometimes taken to enrich the curriculum. A signed parental permission slip must be on file in the office before a student can accompany the group. All students are encouraged to participate in field trips unless their conduct excludes them.

Students who meet the following criteria will be considered for exclusion from trips:

- Students who have received five(5) office detentions
- Students who have been suspended

- Students who are not meeting academic standards (turning in HW consistently, maintaining passing grades, etc.)

A committee comprising the grade level teachers, the field trip coordinator, and the discipline advisor will make this determination (See “Discipline”). Students who are denied participation in a school-sponsored function and/or field trip may request an appeal through the Principal’s office. Repeat offenders of offenses warranting suspension will not qualify in any appeal process.

Students who are excused from physical education (through a doctor’s note) at the time of a field trip must obtain medical clearance from their physician stating that they are physically capable of participating in the upcoming activity, without limitations (i.e.: a child who is on crutches must be able to get on and off the trip bus). This clearance needs to be presented to the school at least 24 hours prior to the trip.

## Genesis Parent and Student Portals

### Parent Portal:

Parents should make a regular practice of logging in to the parent portal on the Genesis website to monitor academic progress and attendance. Progress reports and report cards are no longer issued as parents can see their child’s progress on a daily basis.

Only parents and guardians should log into the Parent Portal as there may be necessary forms, attendance letters, and permission slips requiring viewing and acknowledgment only by a parent or guardian. Students will be assigned their own username/password to access relative information.

If you forget your username or need to change your password, please click “forgot password” on the [Lincoln Park Genesis Portal](#) or contact Guidance for additional assistance.

### Student Portal:

Students should make a regular practice of logging in to the student portal on the Genesis website to monitor grades, outstanding and/or upcoming assignments.

*The parent/guardian and student should review grades together, at least once each week.*

## GoGuardian and Internet Usage Policy

*As per District Policy #2361, “All students must utilize the computer networks/devices for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure proper use, and ensure compliance with Federal and State laws that regulate Internet safety.”*

In addition to the school firewall and filters, all student school devices will be monitored 24 hours a day through GoGuardian. If a student is flagged through these systems, the administration and/or the Discipline Advisor will investigate and take appropriate action. Depending on the severity of the issue the following offenses will be followed and parent notification will be made with each offense. For specific severe offenses suspension may be considered:

**First Offense**

The student will serve 1 day of central detention.

**Second Offense**

The student will serve 2 days of central detention and will lose access to the network/school device for a two-day period.

**Third Offense**

The student will serve 3 days of central detention, and the student will lose access to the network/school device for a week period.

**Fourth Offense**

Same as the third offense, and a parent/guardian conference will be required.

**Please see the district's website ([lincolnparkboe.org](http://lincolnparkboe.org)) to review policy #2361 in its entirety.**

## Gryphon Grading System

**Gold Tassel Requirements:**

A student who achieves a cumulative grade point average of 3.75 or better in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade would earn a gold tassel:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

In lieu of a Valedictorian, an Academic Excellence Award will be presented to each student who has earned an A as a final grade in every class for every marking period/trimester for all four years at Lincoln Park Middle School.

**Honor Roll:**

The Honor Roll at Lincoln Park Middle School is an honor achieved by a student for his/her exemplary performance. Our honors system is divided into two areas:

High Honor Roll (All A's)

Honor Roll (No grade lower than a B)

**Report Cards and Grading:**

Report cards are issued four times in a school year through the Genesis Parent Portal. Parents are able to print a copy of the report card through the Genesis Parent Portal. Parents/guardians and students should carefully review each report card.

**A:** 90 - 100; *Excellent*

**B:** 80 - 89; *Above Average*

**C:** 70 - 79; *Average*

**D:** 60 - 69; *Below Average*

**F:** 59 - below *Failing*

**I:** *Incomplete*

**P:** *Proficient*

**Failure:**

A student will not be promoted to the next succeeding grade until he/she demonstrates the proficiencies required for movement into the next grade.

A student may enroll in an approved summer program to meet the above requirements. A maximum of 2 (two) courses may be taken through a summer program. The cost of the program and transportation will be the responsibility of the student's parents/guardians. Please refer to district policy 5410 – Promotion and Retention for more information.

**Late/Incomplete Assignments:**

Completion of assignments is an essential part of academic progress and success. Students who do not complete and turn in an assignment on its due date will have 10 points deducted from the assignment's grade for each school day that the assignment is late. Modifications/Accommodations will be made for students as outlined in their respective IEP, 504 Plan, IHP, and/or I&RS plan.

### **Hall Passes**

A student must have permission to be in the hallways at any time other than when classes are changing. They must also sign out/in indicating their destination and time on a list that is kept in each classroom. Before visiting the school nurse, guidance office, or other educators not a part of the student's schedule, she/he must first obtain a pass from her/his teacher.

### **Harassment, Intimidation And Bullying (HIB)**

"Harassment, intimidation or bullying" (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b) has the effect of insulting or demeaning any student or group of students; or
- c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

It includes the use of physical force, hurtful teasing, threats, insults, intimidation, deliberate exclusion, and put-downs. Any incidents should be reported by victims and witnesses to teachers, counselors, discipline advisor, or the school principal.

Lincoln Park Middle School strives to provide an environment where students feel free of any type of bullying, intimidation, or harassment. Verbal, physical, or sexual harassment of staff or students will not be tolerated and will result in disciplinary action.

The Anti-Bullying Coordinator for the district is the Director of Special Services and Director of Curriculum and can be reached at (973) 696-9150.

The Anti-Bullying Specialists for Lincoln Park Middle School are the school counselor and discipline advisor. They can both be reached by calling the middle school's main office. The Anti-Bullying Specialist will also chair the School Safety Team, which will meet at least twice each year to review and strengthen the school climate, identify and address patterns of HIB and provide training for the prevention of HIB.

All reported incidents of HIB will be investigated in a timely manner, according to district policy 5512. This policy can be viewed by visiting the district's website, [www.lincolnparkboe.org](http://www.lincolnparkboe.org), and following the link for the HIB policy.

The sooner the school is made aware of an issue, the sooner it can be resolved.

## Health Office

A child must be in good physical and mental condition if she/he is to benefit from her/his educational opportunities. The family physician is in the best position to provide the protective medical services, advice, and treatment that may be needed.

### **Illnesses in School:**

A student who is not feeling well during school hours must see the school nurse. Students should not call/text their parents/guardians to come to school to pick them up without first receiving a phone call from the School Nurse. Students who contact a parent via cell phone, without the knowledge of the nurse, will be subject to disciplinary action.

A family member will be contacted by the school, should a student need to be sent home. If not available, a person listed as an emergency contact (updated annually) will be called. We will ask that the adult transport and then care for the student until the parent can be contacted. Under no circumstances will a student be sent home at other than normal dismissal time unless an authorized, responsible adult is present. If a child is sent home due to a fever, the child should not return to school until he/she has been fever-free (without the use of fever-reducing medication) for at least 24 hours. This is essential to prevent the spread of illness among the students and staff of the school

### **Injury in School:**

A student who has an accident or sustains any injury in school or at a school activity, even if it seems minor, should notify the teacher or coach present immediately. The teacher or nurse will provide First Aid and will then contact the parent. If the situation warrants, Emergency Medical Services will be contacted. If the injury is after school, such as an athletic competition, the coach will follow the same procedures.

### **Medication in School:**

The nurse must administer all medication taken in school. The medication must be in the original container showing the doctor's prescription and it must be stored in the health office at all times. Only medication ordered by a doctor can be dispensed. Students are not allowed to carry medication except for students with asthma or other potentially life-threatening illnesses who have submitted the proper form for self-medication completed by the student's parents **and** doctor.

### **Exclusion from a School Activity:**

A student who is sick or injured and cannot participate in a school activity, such as physical education, must bring a note from his/her parent to the health office to be approved by the nurse during homeroom. A doctor's note may be required as well. The nurse will notify the teacher of the exclusion. Any student excused from physical education may not participate in clubs involving physical activity, intramural, or interscholastic sports. The teachers, along with the school nurse will determine whether or not such exclusion will affect participation in a field trip (see Field Trips).

## Health Screenings

Health screenings are provided for various designated groups in our school and include Vision, Health History, Hearing, Tuberculosis, Scoliosis, Immunizations, Height & Weight, and any possible contagion.

Parents may request to have the student checked by their family doctor and submit his/her report to the school nurse.

We invite students and parents to consult with the school nurse on any questions involving the school's health services. We welcome this opportunity to open communication regarding health concepts between school and home.

As required by N.J.A.C. 6A:16-2.2 (f), student medical examinations must be conducted at the medical home of the student and a full report must be sent to the school. If a student does not have a medical home, the school physician is required to provide this examination at his/her office or other appropriately equipped facility. A medical home is defined in N.J.A.C. 6A:16-1.3 as meaning a health care provider and that provider's practice site chosen by the student's parent or guardian for the provision of health care.

The results of this exam must be documented by the physician on the district form, which is available from our school nurse.

## Home Instruction

If a child will be out of school for more than two continuous weeks because of illness or injury, the student may be eligible for home instruction. The parent/guardian must obtain a letter from a doctor diagnosing the student's illness and indicating the anticipated length of absence and ability to undertake home instruction.

The letter must be submitted to the Director of Special Services for approval by the superintendent. A student is entitled to five hours of instruction per week. A note from the doctor must be given to authorize a return to school.

## Homework

A sound homework policy will ensure that students are not overburdened with home assignments. In developing a homework policy, the principal and teachers consider what research shows to be a maximum time allotment suitable for a majority of students assuming the other criteria for sound homework has been met.

With these points in mind, the following approximate time schedule for various grade levels may be helpful:

### **Grade 5**

30 – 45 minutes daily

### **Grade 6**

up to 1 hour daily

### **Grades 7 & 8**

up to 2 hours daily

We are aware that students have other commitments, but homework may be assigned to reinforce skills, review class work, stimulate new interest and critical thinking, and/or develop good work habits. Failure to complete homework could result in a lowered report card grade. Students who do not use class time wisely are often expected to complete such an assignment at home. This, in addition to the planned homework assignment from the teacher, may take longer than the approximate time schedule. For this reason, please encourage your child to use class time appropriately. This is an important lesson in time management for our students.



When a child is absent from school a parent should check the teacher's website/Google Classroom for missed work. Often, homework can be found online or is posted in Google Classroom. For absences of two days or more, a parent should contact the teacher or team leader for missed classwork assignments. Missed work must be made up in a timely fashion.

## **Illegal Substances (Drugs/Alcohol/Smoking) Policies**

As it states in Policy #5530 with regard to **Substance Abuse**: *"The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district."*

As it states in Policy #5533 with regard to **Student Smoking**: *"The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences."*

*For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.*

*For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4."*

**Please see the district's website ([lincolnparkboe.org](http://lincolnparkboe.org)) to review policies #5530 & #5533 in their entirety.**

## **Lateness to Class**

If a student is late for class, a note from the teacher of her/his previous class must be obtained. Students without a pass will still be admitted to class and assigned appropriate disciplinary action from the teacher. Chronic lateness to class will be referred to the disciplinary advisor.

### **Late 3 Times per Trimester:**

The student is given lunch detention.

### **Late 4-5 Times per Trimester:**

The student is given an after-school central detention and one for each subsequent lateness.

### **Late 6+ Times per Trimester:**

The student serves an after-school central detention and one for each subsequent lateness. The parents will receive a letter and have to attend a meeting with the teachers and administration to discuss how to rectify their child's excessive lateness.



## Lobby Guard & Grade Level Bins

### **Tardy Students:**

If your son/daughter arrives late to school (after 8:25 am), please drop them off at the main entrance doors to enter the building. Your son/daughter should proceed to his/her locker before going to the scheduled class with his/her pass. Students arriving at school anytime after 8:25 am will need to sign in using Lobby Guard.

If your son/daughter had a doctor's appointment, please be sure to send in a doctor's note with your child so that the tardy can be marked excused as noted under Attendance.

### **Picking up Students:**

If you are picking up your son/daughter early from school, please sign them out using the Lobby Guard located near the main entrance of the building. Please ring the bell to inform the Main Office that you are picking up a student. Once verified that you, or another designated individual, has clearance to pick-up your son/daughter, the Front Office staff will call down to request your son or daughter for dismissal.

### **Scheduled Meetings/Conferences:**

If you have a scheduled meeting or other appointment with any of the LPMS faculty or staff, please bring your license or other government issued form of identification to use to sign into the Lobby Guard. Please follow the prompts on the screen and a badge will be printed for you at the Front Office. Once verified, you will be buzzed into the lobby to retrieve your badge. Please wear your designated lanyard while in the building. Upon leaving, please return your lanyard and badge to the Front Office staff.

### **Dropping off Items:**

Both in the morning before school begins and during school hours, you should label items being dropped off for your son/daughter with their FULL NAME, GRADE LEVEL, and when applicable, his/her HOMEROOM TEACHER. Place the items in/or near the clear, grade level bins located outside the main entrance to the building. The Front Office staff will ensure that your son/daughter receives the items.

If your son/daughter knows that they forgot something that is going to be dropped off during the day (ie: lunch, snack money, iPads, instruments, sneakers, etc...), please remind them to check in the APR to see if the item(s) has been retrieved from the bins. We do not disrupt classroom instruction to alert a child that his/her forgotten materials have arrived.

## Lockers

Sixth, seventh and eighth graders are assigned lockers for their personal belongings and books. Students may use only those lockers assigned to them. They may go to their lockers at prescribed times, but students should be sure to take materials with them for their next assigned classes. Students should not leave class to go to their lockers.

Students are responsible for the care of their lockers and should maintain a clean and neat interior and exterior. Food/drinks should not be left in lockers overnight or over the weekends under any circumstances. Students should never give their combination to another student. Lockers must be kept locked at all times. Students are reminded that articles of significant value or sums of money should not be brought to school, even if kept in a locker.

It should be noted that backpacks are not allowed to be carried from class to class. They may be used to carry books or clothing to and from school, but must be kept in the locker or homeroom. Drawstring bags may be used to carry gym clothes or sneakers, to and from PE class. They may not be used throughout the day.

Board policy states that lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulation, and to search by law enforcement officials on presentation of a proper warrant. Copy of the Board Policy 5770 is available in the principal's office.

The principal or any other official designated by the Lincoln Park Board of Education may inspect lockers or other storage facilities provided for use by the students.

### **Lost and Found**

Students will turn in all found articles to the Main Office. A Lost & Found box is located in the All-Purpose Room and in the Gymnasium. At the end of each marking period, any unclaimed items will be discarded or donated, as long as they have spent at least one week in the lost and found bins. Please remind your child to check the bins if they have misplaced items.

### **Media Center**

The Rose M. Patania Media Center is available for students to do research, participate in Maker Space, and check out books. Proper behavior is expected at all times. Students may only enter the Media Center when an adult is present.

### **Photographing of Students**

School issued Chromebooks/iPads have the ability to take photographs and the camera app has many educationally sound applications. Students must obtain permission from other students or adults prior to taking a photograph or video of them. This applies to individuals or small groups of people, not to large gatherings or crowds. Any student who has photographs or videos of another student or adult on an iPad or other electronic device without the photographed/video recorded person's permission, may be subject to disciplinary action.

### **Property Damage**

Care and proper treatment of district owned electronic devices, textbooks, library books, lockers, desks, and other school property are the students' responsibility. Fines will be levied to compensate for damaged materials. All fines must be paid in full before the final report card and/or graduation diploma are issued.

### **School Counseling Office**

Our school counselor attempts to help individuals understand themselves, make the most of their capabilities, adjust to varied situations in their environment, and develop the ability to make decisions and solve problems wisely and independently.

Some of the services offered by the department in general are: group and individual solution-based brief intervention counseling, 504 Plan maintenance, academic planning, social emotional learning, and consultation with parents and community agencies.

Parents interested in conferring with a school counselor should feel free to call at any time for an appointment or to discuss progress or difficulties that their child may be experiencing.

## Student Recognition

Each month students from each grade are recognized by the teachers as Students of the Month. At the start of each month a positive character trait will be described and the students selected for recognition are those who embody the trait on a consistent basis.

## Student Support Services

### **English Language Learners (ELL):**

Students whose primary language is not English will be screened, and, if qualified, provided with an English as a Second Language class.

### **Gifted Education:**

The Lincoln Park School District recognizes that learners have different needs, and the District is committed to meeting the needs of its diverse learners. Gifted students possess superior abilities and/or potential, and they need educational opportunities to extend their learning. The guiding principle of our gifted program is to provide a variety of program options, which are compatible with the learning characteristics of gifted learners, the unique needs of the identified students, and the resources of the District.

### **Intervention and Referral Services (I & RS):**

This team of professionals functions under the direction of Mr. Winston and Mrs. Puri and is designed to assist students who are experiencing academic and/or social/emotional difficulties. Parents/guardians may make referrals to the I & RS Committee and/or will be notified when their child is referred for assistance.

### **Section 504 Committee:**

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; and
- is regarded as having such an impairment.

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The Committee will formulate reasonable accommodations outlined in an accommodation plan and will review this plan as needed. The 504 Committee consists of Mr. Winston, a member of the Child Study Team and/or school counselor, the school nurse, a parent, and teachers.

### **Special Education:**

In accordance with State law, the Lincoln Park School District stands ready to provide advice, assistance, and information to parents of students from age three to twenty-one. Parents who suspect that their child may have an educational disability should contact their child's teacher to discuss their concerns. Parents may also contact the Child Study Team directly at any time at 973-696-9150.

The Lincoln Park School District provides a program of support and services to those students eligible for special education and related services. The District employs special education teachers, an occupational

therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including a school psychologist, a school social worker, and a learning disabilities teacher-consultant. In addition, the District contracts with various therapists to assist District faculty and staff.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child's teacher or Mrs. Billig, Director of Special Services.

## Suspensions

In an effort to improve the behavior of the students at LPMS and to assist students in developing acceptable levels of behavior, the following disciplinary procedures will apply. When a student commits a suspendable offense, the student will be suspended for a number of days. The principal or designated administrator will notify the parent/guardian of the suspension by telephone and may arrange a conference with the student and parent/guardian. A letter confirming the suspension, signed by the Principal, will be sent home.

Offenses that warrant suspension include, but are not limited to:

- Continued and willful disobedience
- Commission of a crime or act of delinquency
- Disorderly conduct
- Open defiance of the authority of a teacher
- Use of profane or obscene language
- Damaging school property
- Smoking or possession of vaping or tobacco products/paraphernalia on school property
- Use, sale, transfer, or possession of controlled substances including alcohol
- Fighting - actions that cause possible physical harm to self or others
- Committing an act of HIB
- Possession of any type of weapon on school property
- Possession of any type of fireworks or explosives
- Refusal to participate with a lawful search

When students are suspended, either in or out of school, they are placed on probation for any extracurricular activities. Being on probation may result in exclusion from an athletic team, field trips, or participation in other such activities.

Parents are urged to support the school in its efforts to deal with pupil problems. If the administration decides to suspend a student, please keep an open mind when hearing about the investigation. If you are dissatisfied with the decision, you do have the right to appeal the decision to the superintendent. Our experiences have shown that when families support the school and demand pupil respect at home and in school, discipline is not a problem. Only when the home and school are working in different directions are our purposes defeated. A code of conduct is sent home at the beginning of each year with all students.

Incidents that are in violation of the law will result in the notification of the appropriate legal authorities. These include but are not limited to such events as, terroristic threats, bias incidents/acts, possession of weapons (whether real or simulated) or explosive devices, 911 calls or false alarms, and possession of illegal drugs and/or alcohol.

## Transportation

### Bus Regulations:

All students being transported on buses by the school district must be considerate of the safety and well-being of fellow passengers.

Misconduct on a school bus can distract the driver's attention from his/her primary responsibility: safely transporting all students on the vehicle. For the safety of all riders, students will be required to meet the following expectations:

- Show respect for the driver at all times and follow his/her directions;
- Enter and leave the bus in turn. Do not push or crowd. Keep the aisle clear of feet, bags, or other equipment;
- Sit in your assigned seat until the bus comes to a complete stop at the assigned bus stop;
- Talk in a reasonable tone of voice, particularly at intersections and railroad crossings. Use courteous language and do not call out to passersby or other drivers. Do not use offensive gestures.
- Keep the bus clean. Do not litter or throw objects. Gum chewing, food, and drink are prohibited on the bus.
- Remain seated for the duration of the ride. Keep hands, arms, feet and any objects out of the aisle and away from the window.
- Behave in an orderly manner while waiting at the bus stop each morning. Students must be at the assigned stop prior to the arrival of the bus.
- Students must board or disembark from the bus only at the designated bus stop.
- Students may only ride on their assigned bus. If there is a child-care issue and a student needs to accompany another student home on a different bus, a note from a parent requesting the change requires the approval of the principal or his designee.
- If a student witnesses any of the inappropriate behaviors mentioned above, s/he should report the incident to the discipline advisor. If a student wishes to remain anonymous, s/he can report it via the StopIt! App, but should include specific details and the names of witnesses so the incident can be investigated.

Bus Conduct reports are submitted to the school for any student who misbehaves on the bus. Students who are given Bus Conduct reports from a bus driver will face disciplinary action. Students who receive multiple Bus Conduct reports may be suspended from riding the bus. It will then become the responsibility of the parent/guardian to provide transportation to and from school. Additional suspensions will follow for any subsequent Bus Conduct reports. A student who is suspended from the bus may not use the late bus for transportation.

#### First Offense

The student will serve 1 day of central detention.

#### Second Offense

The student will serve 3 days of central detention and will be suspended from riding the bus including the late bus for 1 week.

#### Third Offense

The student will serve 3 days of central detention, and the student will be suspended from riding the bus including the late bus for 1 month.

#### Fourth Offense

The student will serve 3 days of central detention and the student will be suspended from riding the bus including the late bus for the remainder of the school year.

**Walking:**

Students should walk on the sidewalks, cross at corners, and respect other people's property. Parents should plan the walking route with their children prior to the start of school. When crossing busy streets, students should only cross where a crossing guard is present.

At dismissal, students who are not staying after school for extra help or extra-curricular activities should immediately leave the school property.

**Bicycling:**

Bicycle racks for the building are provided outside the main entrance. Students are required to keep their bikes locked and to walk their bikes while on school property. Students who choose to ride a bicycle to school should keep in mind the following rules:

- Students are expected to obey all traffic rules governing bicycle riding. **THIS INCLUDES WEARING A HELMET FOR ALL RIDERS 17 AND UNDER**
- Bicycles will not be ridden in areas where pedestrians are present, they must be walked
- All bicycles must be parked and locked in the racks provided
- Riding double is prohibited;
- Bicyclists must cross streets where crossing guards are posted

Students who disregard bicycle rules and regulations will face disciplinary action. This will include a loss of bicycle riding privileges.

**Drop-off by Car:**

- Students who are dropped off by car should remind their parents of the following rules:
- **Cars are not permitted in the bus circle during arrival or dismissal**
- Cars should not stop at the front door and block traffic during the "rush hour" before or after school. If parking along the curb in front of the school during dismissal, drivers may not leave their cars. They should pull as far forward as possible and should not block the crosswalk under any circumstances.
- Despite the weather, students are to use their assigned entrances, not the front door. Students bringing in projects may request special permission to use the front door.

## Visitors

All visitors entering and leaving the building must use the main entrance and use Lobby Guard to sign in. Once verified, you will receive a visitor's badge. The visitor's badge must be displayed while in the building. Unfortunately, we cannot allow students from other schools to visit.

If a parent is dropping off a forgotten item, please be sure to label the item and place it in the appropriate grade's bin outside the front entrance. It is not necessary to enter the building. The items will be retrieved shortly. This is an added security measure to reduce the number of non-school personnel entering LPMS.

# ACKNOWLEDGEMENT OF THE LPMS STUDENT HANDBOOK AND GRYPHON CODE OF CONDUCT

In order to have a successful school year, it is imperative that all students and their parents/guardians be familiar with the rules set forth in the student handbook. You will be asked to fill out this form as part of the Genesis return to school forms. In signing that form, you are stating that you have read the student handbook and understand the rules and potential consequences for infractions.

I have read and understand all of the rules set forth in the 2023 - 2024 Lincoln Park Middle School Student Handbook.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_