Lincoln Middle School
Student/Parent Handbook

"Preparing the leaders of tomorrow by empowering them today."

Lincoln Middle School Mission Statement

The mission of Lincoln Middle School is to provide a safe and challenging environment that fosters a love of learning. The middle school child is someone that is in the midst of transition, developing an identity and purpose. During this important stage of life, we provide students with meaningful learning opportunities that allow them to explore their developing needs and interests.

Introduction

This Student Handbook has been prepared to better acquaint you with Lincoln Middle School, its policies, rules, and regulations. Students and parents/guardians should familiarize themselves with the information contained within this handbook.

Remember too, that your teachers, school counselor, and administrators are here to give you sound advice and assistance. Rely upon them whenever you have problems or questions.

Citizenship

Lincoln Middle School offers an interesting and practical variety of subjects developed into a program designed to make you better prepared as you continue your education. You will be provided with quality instruction, guidance, and experiences which will enhance your academic, social, and vocational development.

Developing into a good citizen is as important as improving your academic skills. The positive habits and attitudes that you develop at Lincoln Middle School will greatly influence you for the rest of your life and will produce productive members of the community.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerable, and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good citizens, Lincoln Middle School will be a productive and pleasant environment.

LMS PLEDGE

I pledge to be a kind and compassionate person.
I pledge to treat others the way I want to be treated.
I pledge to stand up against those who want to harass others and with those who are harassed.
I pledge to make a difference at Lincoln Middle School.

Arrival

Students should arrive at the school no earlier than 7:50 a.m. and enter through one of the four entrances. All doors will remain open until 8:05 a.m. If entering the building after 8:05 a.m., students must enter through the main entrance. After entering, students will go to their lockers and then report directly to the homeroom. Students must be present in their homeroom by 8:10 a.m. After 8:10 a.m., students will be marked late. If students do not arrive in HR by 8:14 a.m, they are required to obtain a pass in the office and report to class.

If you are driving your child to school, you must drop your child off in front of the school, please pull your car into the student drop-off zone and have your child exit onto the sidewalk. We ask that parents pull up as far as they can in the student drop-off zone to maintain a steady traffic flow. Students are only permitted to be dropped on the school side of the street. Students should not be dropped off on the sides of the building.

Dismissal

School is dismissed at 2:31 p.m. Students remaining for extra help or extra-curricular activities will go to the designated areas at this time. All other students should leave school grounds and report directly home. There is no playing on the basketball courts or other school property until students have reported home. During dismissal, Hawthorne Avenue will have the same one-way traffic pattern as during the AM drop-off.

Attendance

Regular attendance is an essential part of a good education. Please ***call the Main Office at 973-423-6460*** at any time to report an absence. Please state the child's name, grade level, date of absence and the reason for the absence. Unreported absences will prompt an automated phone call home. Students are not permitted to attend school activities or functions on days they are absent.

Students are only permitted to have 17 absences in an academic year. A pupil may be retained at grade level when he/she has been absent 18 or more school days in an academic year. The only exception is excused absences. The only absences that are considered "excused" by the state of New Jersey are for the following:

1. Religious holidays
2. Take Your Child to Work Day with documentation
3. Highschool Visitation with documentation

Please note that while doctor's notes do not excuse absences, they are important for documentation and should be submitted any time a student misses school due to illness or a medical appointment.

Attendance Letters

Attendance letters are sent out monthly and are available for viewing in the Parent Portal. These letters are issued when a student has accumulated absences equal to or greater than 10% of the total school days in session.

Students are not permitted to exceed 17 absences for the school year. When a student reaches 14 absences, a meeting will be scheduled to review the reasons for the absences. At that time, an attendance contract will be developed and signed by the parent/guardian, student, and a school administrator.

Excessive Absences

If a student exceeds the allowable 17 absences for the year, they may be prohibited from attending school activities, field trips, and participating in extracurricular activities.

If a student exceeds the allowable number of absences, the school may file a report with DCP&P (Division of Child Protection and Permanency) and/or make a referral to truancy court.

Absence without a parent's/guardian's knowledge, or leaving the building without authorization from the office, will constitute truancy. Truants may be referred to the Hawthorne Police for follow-up. This may include legal action through the juvenile courts. **Board Policy # 5200**

Tardiness

Students who are late to school must report to the office for a pass before reporting to their scheduled classes. Tardiness due to medical appointments should be called into the office no later than 9:00 a.m. When coming to school late for these reasons, the tardy will be excused if a note from the doctor is presented upon arrival.

For students that are tardy to school, the following procedure will be followed.

- After a fifth tardy, the student will receive a warning and an email will be sent home.
- Every five tardies after the warning will result in a detention.

If tardiness is a persistent occurrence, a parent/guardian conference will be arranged and additional consequences shall be warranted.

Leaving School Early

Parents/guardians picking up a student prior to dismissal must report to the main office to sign the child out of school. Office staff will contact the student's teacher and have the student sent to the office for dismissal.

If your child is not feeling well, they need to go to the nurse. The nurse will contact the parent if the child is unable to stay in school. Your child should not call or text home using their cell phone.

If your child calls or texts home using their cell phone to be picked up they are violating the cell phone regulation. Students must contact parents/guardians from the main office or nurse.

Student Medication and Use

Medication required by students during the school day is governed by the requirements of **Board Policy # 5330**

1. Medication must be brought to the School Nurse in its original container.
2. Both prescription and over-the-counter medication must be accompanied by a physician's order, and a parental note authorizing and specifying the conditions for its administration.
3. Medication shall be monitored by the School Nurse.
4. Information for students who are on a regular program of medication must be renewed at the beginning of each school year.
5. If a child is self-administering medication, the child's primary care physician must complete the form provided on the nurse's web page.

***NO CHILD IS TO BRING ANY MEDICATION TO SCHOOL UNLESS THE ABOVE PROCEDURES ARE FOLLOWED.**

Sports Related Physical Examination
Sixth, seventh, and eighth grade students participating in the interscholastic/intramural sports are required to have a comprehensive Pre-Participation Physical Examination within 12 months of the date of the tryout or practice. The Hawthorne Athletic Department urges all their athletes to have their Primary Care Physician conduct their examination. The Physical Packet can be found on Hawthorne Athletics homepage.

Athletics
Students participating in LMS Sports teams should utilize the locker room to change from 2:31-2:50. Students should then report to their designated practice area or other area specified by coach or building administration. Students should not be leaving the school property prior to games or practices when activities are directly after school. Students must be present for the full school day in order to participate.

Athletics Eligibility
To participate on an LMS athletic team, students must be passing all core classes for both the current and previous marking periods. They must also maintain good behavior and avoid excessive discipline points.

Extra-Curricular Activities/Clubs
Students should report to their designated club meeting or other area specified by club advisor or building administration. Students will be dismissed through the front door at the conclusion of the meeting/activity. Students need to be present for the full school day in order to participate.

School Dances
Students need to be present the full day of school to participate in school dances. Students may not leave school dances early and are required to stay the full duration of the dance. Students need to be picked on time at the conclusion of the dance. Late pickups may result in loss of dance privileges.

Guidance/Counseling
We have two LMS guidance counselors. Each student will be assigned a counselor. Students are required to have a pass to see the guidance counselor. In an emergency or urgent situation students may request to see the guidance counselor immediately at which time the teacher or staff member will reach out to see if the guidance counselor is available and alert them to the situation. Students may be sent to the guidance counselor by the classroom teacher on an as needed basis. Additionally, parents are invited to share information or request guidance intervention for their child. Parents are encouraged to share any concerns regarding their children with their guidance counselor.

Hallway and Stairwell Courtesy
1. Keep hallways and stairwells open to traffic by walking to the right. A single file path must be maintained in the stairwells.
2. If you are finished at your locker, report to your class.
3. Pass from place to place quietly, being considerate of others in the classrooms.
4. Do not block traffic by standing in groups.
5. No running or horseplay.

Hallway Lockers

School lockers are the property of the school and are subject to inspection. Students are provided a lock in order to keep their personal items secure. This lock is to be used for the duration of the student's time at LMS. Students can purchase a replacement lock for $6.00 from the main office. It is the student's responsibility to maintain the confidentiality of their combination. All student items not required for class should be kept in the locker. This includes backpacks, jackets, phones, AirPods and any other electronic device. Students are expected to keep their locker clean and undamaged. Any issues with a locker's functionality should be reported to the homeroom teacher or main office immediately.

Locker Usage

Students can use their lockers in between classes. They should bring everything with them from their lockers to each class. Students are only allowed to go back to their lockers while classes are in session if it is an emergency and if they have a pass from their teacher.

Changing Classes

Students are provided three minutes to pass between classes. Students may stop at their lockers to collect items. Otherwise, students are expected to report directly to class. With the exception of emergencies, students should check in with their teacher before leaving the classroom. If the student is detained in the previous class, they are to obtain a late pass from that teacher before proceeding to the next class. Students are not to use the bathrooms in between classes.

Tardy to Class

If a student is tardy to the same class three times, the teacher will issue a warning and contact the student's parent or guardian. If the tardies continue, the teacher will assign a detention after the sixth and ninth tardy, with additional parent contact each time. After the ninth tardy, the teacher will refer the student to administration for an office detention for every three additional tardies. Excessive tardiness will be documented and considered inappropriate behavior.

Bathroom Use

Bathrooms are located in each wing of the building. During class time, students must use the electronic hall pass system to sign in and out to the bathroom. Each student is allowed up to three passes per day during class time. Passes are not required during lunch periods.

Additional passes may be granted by the school nurse or administration based on individual needs. Students are expected to use their passes responsibly and plan ahead to avoid disrupting instructional time.

Bathrooms will be closed from 7:50 a.m. to 8:14 a.m. During this time, students who need to use the bathroom must go to the nurse. Bathrooms will also be closed after school. After 2:25 p.m., any student needing to use the bathroom must report to the main office and use the nurse's bathroom.

Students are not permitted to use the bathrooms during passing time between classes.

Gym and Locker Room Rules

1. No rough or boisterous play in the locker room.
2. Place all books and belongings in the locker room lockers.
3. Do not bring any valuables to gym class to leave unattended in the locker room. They should be locked up in your locker.
4. No food or drink permitted in the locker room or gym.
5. When you have finished changing, move into the hallway and wait for directions from the physical education teacher(s).
6. Keep your hands to yourself.

While every effort will be made to respect students' privacy in the locker room, staff members may enter the locker room to address disruptive behavior or safety concerns. During any emergency, the teacher or coach will enter the locker room immediately.

Guidelines for Physical Education

a. In order to participate in physical education activities, students must wear appropriate clothing, including a t-shirt, shorts/sweatpants, socks and sneakers. Jewelry should not be worn during class. All attire for physical education must adhere to the dress code.
b. Each student must change their clothing for physical education. They may not wear the same clothes they are wearing in school that day. Use of deodorant is encouraged.

Each time a student is unprepared for physical education, the student will lose credit for the class for that day. When a student is unprepared for physical education class three times during the marking period, a detention can be issued by the teacher. If a child is not prepared, an alternate assignment may be provided for students to complete during class. Unprepared students will not be allowed to complete work for other classes or sit together when not changed for class.

8th Grade Superstars and Spring Superstars

Superstars is a fun and competitive annual tradition at LMS. Eighth graders compete in the Winter Superstars competition in the LMS gymnasium. All grades compete in the spring at Hawthorne High School. The physical education staff works very hard to put on a fun and entertaining competition.

Participation in these events is a privilege. If you choose not to be prepared for physical education class, you are risking the loss of that privilege. If you are not medically cleared to participate in physical education throughout the year, you will NOT be allowed to participate in these events.

Students must have an average of 80% or better in physical education one week prior to the event in order to participate. Students and parents will be notified in advance by their physical education teacher if they do not qualify for the event.

Dressing and Grooming

It is expected that students of Lincoln Middle School will exercise sound judgment and good taste in determining what to wear to school. **Board Policy: 5511**

Dress Code Philosophy and Purpose

Parents are primarily responsible for their child's dress and grooming. While personal style is respected, school guidelines ensure student safety and prevent distractions to learning.

The purpose of the dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming which is conducive to establishing a climate for teaching and learning. An "acceptable mode of dress" shall be based upon the following criteria:

1. Cleanliness
2. Cause for disruption
3. Good taste
4. Health and safety

The following are some guidelines for student attire:

1. Clothing should sufficiently cover the student's body. A student's underwear or midriff should not be visible. Crop tops are not permitted. Excessively ripped or see-through clothing is not permitted. Shoulder straps should be at least 2 inches in width.
2. No slippers. Sneakers, Crocs, slides, flip flops are all fine. However, sneakers must be worn for physical education classes.
3. Student attire should not include any profanity or content that is inappropriate for school.
4. Students are not permitted to wear hats, sunglasses, bandanas or hoods in school.

Dress Code Violation Consequences

Classroom teachers have the major responsibility for identifying and enforcing these standards. Students are expected to cooperate courteously when staff members or administration require compliance with the dress code. In addition to disciplinary action, students who do not comply with the dress code will be asked to change, adjust or alter clothing so that they are in compliance. This may include a parent/guardian being called to bring their child approved clothing.

Contacting Home

Students that need to contact home during the school day must first get a pass from their teacher and report to the Main Office. The office phone may only be used for emergencies and with permission from office staff.

If your child is not feeling well, they should report to the nurse. The nurse will assess the situation and contact home if necessary.

Students are not permitted to use their cell phones to contact parents or guardians during the school day. Doing so is a violation of the school's cell phone regulation. All calls home must be made from the Main Office or Nurse's Office.

Forgotten Items

If a student calls home for a forgotten item, it is their responsibility to check in the main office to see if the item has been dropped off by a parent or guardian.

Cell Phones & Other Internet-Connected Electronic Devices
Students are not permitted to use their phones during the school day. Upon entering the building, students are to turn off their phones and store them in their lockers. Students may use their phones after the 2:31 bell to check Google Classroom and the portal for assignments. If a student is seen using a phone in school, the phone will be confiscated and delivered to the assistant principal. Consequences will be administered based on the Code of Conduct.

AirPods
Students are not permitted to use AirPods during the school day. Students should store AirPods in their lockers. AirPods will be confiscated and delivered to the assistant principal. Consequences will be administered based on the Code of Conduct.

Personal Games, Lasers, Toys or Music Device
Any of these items are not to be brought to school. These items will be delivered to the assistant principal and returned to the student's parent/guardian.

Cologne/Perfume/Body Spray
For the health and safety of all students, cologne, body spray, and aerosol or spray deodorants are not permitted in school.

Energy Drinks
To promote a healthy learning environment, energy drinks and soda are not allowed at school. Students are encouraged to bring water or other healthy drink options. Any energy drinks or soda brought to school may be confiscated.

Vape Sensors
To help maintain a safe and healthy school environment, vape detection sensors have been installed in all student bathrooms at LMS. These sensors are designed to detect vapor from e-cigarettes, vapes, and other similar devices.

If a vape sensor is triggered while a student is in the bathroom, the student may be subject to a search and further investigation. Students found in violation of the school's policy may be referred for drug assessment and face disciplinary consequences in accordance with the Code of Conduct.

Lost and Found
There are two lost and found stations at Lincoln Middle School. One is in the main office and the other is in the cafeteria. Students that find valuable items (e.g., jewelry, money, keys, cell phone) at school are expected to hand them into the main office. Students should immediately report any valuable items that are missing to the main office.

Computer Usage
A complete Internet User Agreement Policy will be provided online. Both the parent and student will sign off on this policy which indicates their knowledge of the rules and regulations. Any infraction will result in disciplinary action. **Board Policy #2361**

Bicycles/Scooters/E-Bikes

Students are permitted to ride bicycles or scooters in compliance with the following guidelines which have been established to ensure student safety and security:

1. The student is responsible for ascertaining that their bicycle or scooter is in proper and safe working condition.
2. Students must ride their bicycle or scooter in compliance with all traffic laws.
3. Only one student may ride a bicycle or scooter at a time.
4. Students are to follow the directions of staff and crossing guards.
5. Students are expected to display courtesy and consideration towards others.
6. Upon arriving on school property, bicycles or scooters are to be dismounted and walked.
7. Students may not ride bicycles or scooterson school property.
8. All bicycles or scooters should be secured with locks at the racks.
9. Helmets are required in keeping with New Jersey law.
10. All E-bikes owners and riders must adhere to NJ E-bike laws and regulations.

***Students may not ride skateboards, hoverboards or rollerblade to school, as there is not a safe place for these items to be stored at school.**

Bus Transportation

Mandatory bus transportation is provided only to students who live **more than two miles from LMS**. Students must:

1. Arrive on time for his/her scheduled pick-up.
2. Follow the instructions of the driver.
3. Enter the bus quietly, sit properly and remain seated.
4. Buckle seat belt.
5. Keep hands and arms inside the bus at all times.
6. Be quiet, orderly and courteous.
7. Be alert to traffic when leaving the bus.
8. Be well behaved at the bus stop.

Students who violate safe bus procedures or misbehave at the bus stop may lose their bus privileges. There is no late bus scheduled for LMS during the school year. On delayed opening days, school buses pick students up 90 minutes later than their normal day bus pick up time.

Only students who meet the bussing requirements are allowed to ride the bus to and from school.

Lunch

Families are encouraged to apply for free and reduced lunch. Lunch is also available for sale during regular school days. Students may purchase lunch or a la carte items with cash. Students may also charge their food order to their account using the Point of Service System. Parents or guardians may set up an account through PaySchool Central.

Students should make every effort to pay back lunch debt fines in a timely manner. If a student owes an excessive amount of money to the cafeteria, the student may lose the privilege of buying a snack.

Cafeteria Procedures and Rules

Cafeteria procedures and rules have been established to allow all students to eat their meals in a safe, orderly and pleasant atmosphere.

1. Students are to report to the cafeteria on time.
2. Students are assigned a lunch group and may choose their own lunch tables.
3. Students will not be allowed to switch their lunch groups. They will also not be allowed to change their tables without permission from administration.
4. Students will be called on a rotating schedule for their table to come up to the lunch line. Cutting in line is not permitted. Students are required to wait quietly and patiently in line.
5. Students bringing lunches from home may purchase drinks or snacks of their choice.
6. Staff assigned to lunch duty are to be respected and obeyed by students at all times.
7. Students are to remain seated during the time in the cafeteria and to conduct themselves in an appropriate manner.
8. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
9. Throwing of food or objects of any kind will be considered a serious disciplinary matter.
10. Students may not leave the cafeteria until dismissed by a staff member. Students needing to use the bathroom or see the nurse must sign out.
11. All garbage, recycling and liquids are to be deposited in the respective receptacles located between the tables when students are finished eating.
12. Students are not permitted to use their Chromebooks at the lunch table.

Any student who violates the lunchroom rules will be reported to the assistant principal's office and subject to disciplinary action. In a case of continual misbehavior, the student may not be permitted to eat lunch in the cafeteria.

Playground and Recess

1. All students will observe safety regulations on the playgrounds under the direction of the staff in charge.
2. The equipment and facilities available on the playground are for all students to use in a safe and appropriate way.
3. Report to staff any equipment that has gone over the fence so it can be retrieved safely under staff supervision.
4. All games on the playground must include any students who wish to play them, up to a reasonable number. Equipment belongs to an area, not a person.
5. There is to be no food or drink on the playground.
6. If you are injured you must report to the nurse.
7. At the sound of the bell or whistle, students should return all equipment and reenter the building in an orderly fashion using the designated entrance.

Study and Work Habits

Many factors enter into your grade for each of your subjects. Preparation for class, daily classroom performance, completion of homework assignments, projects, quiz scores and test scores contribute to your overall grade for the marking period. You should report to class on time, prepared with the necessary materials, and with a positive attitude. Listening attentively, participating by asking and answering questions, writing down important notes and assignments, and conscientiously completing written work are keys to learning the subject matter and earning good grades.

Student Progress and Report Cards

Parents and students are highly encouraged to check the Parent Portal weekly to stay informed about academic progress, assignments, and grades. Regularly reviewing the portal helps support student success and allows for timely communication between home and school. If parents have any questions or concerns about their students' grades, they should first contact the individual teacher.

Progress Reports will be posted on the following dates:

- October 2nd 2026
- December 11th 2026
- March 5th 2027
- May 14th 2027

Report Cards will be posted on the following dates:

- November 13th 2026
- February 5th 2027
- April 23rd 2027
- June 30th 2027

Grades

The school year is divided into four marking periods. Course grades are given on a numeric scale from 50 to 100, with 65 as the minimum passing grade. All grades are available to be viewed on the Parent Portal. If a parent or guardian has any questions or concerns about a grade they should first contact the individual teacher.

Students who earn a 90 or above in all courses qualify for the high honor roll, while those with an 80 or above in all courses qualify for the honor roll.

Academic Requirements and Promotion

To be promoted to the next grade level, students must earn a final average of 65 or higher in all four core subjects: ELA, Mathematics, Science, and Social Studies in order to pass for the year.

- If a student fails a core subject for a marking period, a notification letter will be posted to the Parent Portal.
- If a student is at risk of failing for the year, a letter will be sent home.
- Students who fail a core subject for the year will be required to attend summer school, and all summer school costs are the responsibility of the parent or guardian.
- Students who fail more than two core subjects for the year will be retained.
- Any 8th grade student who fails a core subject will not be permitted to participate in the graduation ceremony or attend the 8th grade graduation dance.

Homework

Homework will be assigned on a regular basis. These assignments serve to strengthen your knowledge and understanding of a subject. Homework is posted in the portal. Middle School students should receive approximately 75-100 minutes of daily homework. This does not include time students should spend reading.

Long Term Projects
Students will receive sufficient time to complete long term projects. Teachers will provide students with clear expectations for projects, including a rubric and target deadline dates. It is the student's responsibility to manage their time effectively in order to complete the requirements of a project. Projects will not be assigned the day before a holiday break or due the day students return from a holiday break.

Student Responsibility for Missed Work
To keep up with school work, the child should check their teachers' Google Classroom for the nightly homework. It is the student's responsibility to contact the teachers regarding make-up work and to complete all missed assignments. Absent students will be afforded an appropriate amount of time to make up any missed work.

Late Assignments & Extra Credit
Teachers will accept late work up to 10 days past the due date for assignments that are given more than one day to complete. Late assignments will receive 10% grade reduction for each day late.

Teachers are not required to accept work submitted after 10 days past the due date. Additionally, teachers are not obligated to offer extra credit opportunities. Teachers are not required to accept work submitted after 10 days past the due date.

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Quizzes & Tests
Quizzes, tests and exams measure the learning that has taken place. Keeping pace with the class, fulfilling the daily requirements, reviewing the textbook and your notebook on a regular basis and making the necessary preparations to study will contribute to satisfactory scores and grades.

Extra Help
There may be a time when you miss some class work or when you are encountering difficulty understanding the subject matter. The teachers are available on most days after school for assistance. It is the STUDENT'S responsibility to make the effort to seek that help.

Parent Portal
The Parent Portal provides a wealth of information throughout the year, including student schedule, attendance records, lunch account status, homework assignments, class grades, progress reports, discipline letters, attendance letters and report cards. Parents are encouraged to check the portal often and use it as a tool to stay informed about their child's progress. It is the responsibility of the parent to maintain updated contact information, as well as emergency contacts for your child.

Field Trips /Class Trips
Field trips or class trips may be arranged for a grade level or specific class of students. Students are expected to follow the code of conduct while on these trips. Students may lose the privilege of attending a field trip or class trip as a consequence for repeated failure to follow the code of conduct. **Board Policy #5850**

Books
You are personally responsible for all items that you are issued. It is very important that you take the time to check each book carefully and report any damage to your teacher immediately upon receipt of the book. All books are to be kept clean and handled properly. Fines will be assessed for loss of any item, or the amount of abuse or misuse evidenced.

Fines
Students and families are expected to pay any issued school fines promptly. Fines may be assigned for lost or damaged technology, cafeteria balances, library books, or other school property. Unpaid fines may result in consequences such as the withholding of student records, transfer paperwork, or other important documents.

Care of School Property
The same basic rule applies to care of all property entrusted to our students. It is the Board of Education's belief that students must learn to respect property and develop feelings of pride in our community institutions. In accordance with the law, pupils who cause damage to school property shall be subject to disciplinary measures. The Board authorizes the imposition of fines for the loss, damage or defacement of the textbooks and payment for acts of vandalism. **Board Policy #5513**

Harassment, Intimidation, and Bullying
The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high standards. Harassment, intimidation, or bullying is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. If you have questions or concerns about someone experiencing harassment, intimidation, or bullying at LMS, please contact an adult or reach out to the school's Anti-Bullying Specialist. **Board Policies: #5512, #8461**

Code of Conduct
Lincoln Middle School students are expected to act in a socially appropriate manner, one which will reflect favorably upon the individual and the school. Students are expected to show consideration for their fellow students, and to help create a harmonious school atmosphere. In order to accomplish these goals, and maintain positive school spirit, all students need to accept their individual responsibilities and obligations, and obey all school rules and regulations.

Student conduct at Lincoln Middle School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers, and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives. The school may take disciplinary action when off-campus behavior results in a disruption to the school environment, interferes with the rights of other students, or poses a threat to the safety and well-being of students, staff, or the school community. **Board Policies: #5500, #5600**

Code of Conduct Violations and Discipline Letters

When a student violates the school's code of conduct, a disciplinary letter will be sent home and posted to the Parent Portal. This letter will outline the specific infraction and the consequence assigned. A follow-up phone call, email, and/or detention slip will be sent home to notify parents or guardians that a disciplinary letter has been posted.

Maintaining appropriate behavior is essential to remain in good standing and fully participate in all school-related experiences. If a student earns an excessive number of disciplinary points, a notification will be sent to inform families that the student is being removed from participation in school activities, including special events, trips, or extracurriculars. A meeting with school administrators may be scheduled if necessary.

Respect for the Neighborhood

From time to time, citizens residing in the Lincoln Middle School neighborhood have come to the administration, the Hawthorne Board of Education, and/or the Hawthorne Police Department with concerns and/or complaints regarding some negative actions of LMS students. Please remember to respect our neighbors and their property, by adhering to the following guidelines:

1. Do not walk, gather or loiter on private property.
2. Do not throw trash on private property.
3. Do not use loud and/or inappropriate language.

Discipline Code

While Lincoln Middle School places emphasis on student responsibility, it is necessary to specify certain behaviors and their consequences. Listed below are definitions and/or explanations of unacceptable behavior for which the staff members are expected to take preventive and/or corrective action. Following the list is an explanation of the potential consequences for these behaviors. Repeated violations or a pattern of inappropriate conduct will result in greater consequences. Students are expected to follow all guidelines at all times while they are at LMS.

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the administration's authority. Moreover, the administration has the discretion to suspend student privileges including participation in extracurricular activities and/or athletics. Examples include, but are not limited to athletic events, dances, practices, meetings, theater productions, concerts, field trips, school events and assemblies. Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning. **Board Policy: #5600**

STUDENT CODE OF CONDUCT

Types of Offensive Behaviors	School Action/Student Consequences
Academic Integrity Plagiarism and cheating of any kind is unacceptable and students are expected to consistently do their own work. Plagiarism is taking work or ideas and passing them off as your own. Cheating is acting dishonest, or unfair in order to gain an advantage and includes, but is not limited to: copying the work of another student; having another person complete an assignment for you; giving your work to another student; doing an assignment for another student; sharing or receiving answers during an assessment, etc.	**1st Offense:** ● Discipline warning ● Teacher conference with student ● Student receives a zero, but is allowed to redo the assignment ● Parents/guardians are contacted **2nd Offense:** ● Two teacher detentions ● Teacher conference with student ● Student receives a zero, but is allowed to redo the assignment for partial credit ● Parents/guardians are contacted **3rd Offense:** ● Three teacher detentions ● Teacher conference with student and parents/guardians ● Student receives a zero on the assignment, and is not allowed to redo the assignment *All additional academic integrity offenses will be considered inappropriate behavior and follow those guidelines.
Assault Harming, injuring, recklessly striking, or committing an unprovoked physical attack with intent to cause harm to any person.	**1st Offense:** ● 1-5 days OSS out-of-school suspension ● Referral to Counselor ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation **2nd Offense:** ● 5-10 days OSS out-of-school suspension ● Referral to Counselor ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation **3rd Offense:** ● 10 days out-of-school suspension ● Referral to Counselor ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible referral to the Board of Education with a recommendation for expulsion. ● Possible psychiatric evaluation

Bias Related Incident A bias incident (including hate speech) is any kind of communication or behavior (including written, verbal, electronic, graffiti, etc.) directed at a person or property (public or private) on the basis of New Jersey's nine protected classes: race, color, religion, gender, disability, sexual orientation, gender identity or expression, and national origin. A bias-related act need not involve conduct that constitutes a criminal offense.	**1st Offense** ● Parent/Guardian Conference with School Administration ● Police Notification (Required as per Policy 8465) ● OSS 1-4 Days (Re-entry meeting required) ● Counselor Check-In/Restorative Practices ● Possible change of schedule ● Possible loss of privileges ● HIB Investigation Required **2nd Offense** ● Parent/Guardian Conference with School Administration ● Police Notification (Required as per Policy 8465 ● OSS 5-10 Days (Re-entry meeting required) ● Counselor Check-In/Restorative Practices ● Possible change of schedule ● Possible loss of privileges ● HIB Investigation Required **3rd Offense** ● Individualized Intervention Plan ● Parent/Guardian Conference with School Administration ● Police Notification (Required as per Policy 8465) ● OSS 10 Days (Re-entry meeting required) ○ Possible Board Hearing for extended suspension ○ Possible Alternative Educational Setting ● Counselor Check-In/Restorative Practices ● Possible change of schedule ● Possible loss of privileges ● HIB Investigation Required
Cutting Class Absenting oneself without permission (after arriving at school) from scheduled periods, including classes, lunch, or activities such as assemblies. Being excessively tardy to a scheduled period is also considered a cut.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Digital Citizenship Students are expected to practice good digital citizenship. Inappropriate behavior includes but is not limited to	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Parents/guardians are contacted ● Possible police notification

sharing inappropriate pictures or information about members of the school community online, via social media, or shared cell phone content. **Board Policy #5516** *Potential HIB violations may be considered as well.	**2nd Offense:** ● One to five days out-of-school suspension ● Administrative conference with student and parents/guardians ● Possible police notification **3rd Offense:** ● Five to ten days out-of-school suspension ● Administrative conference with student and parents/guardians ● Possible police notification
Disrespect Rude, insulting, mocking behavior toward another.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Disrupting Class Student behavior which interferes with teacher instruction and/or student learning.	**1st Offense:** ● One teacher detention ● Teacher conference with student ● Parents are contacted **2nd Offense:** ● Two teacher detentions ● Teacher conference with student ● Parents are contacted **3rd Offense:** ● Three teacher detentions ● Referral to Counselor ● Teacher conference with student and parents/guardians *All additional disrupting class offenses will be considered inappropriate behavior and will follow those guidelines.
Drugs and Alcohol Using, possessing, selling, intending to sell, or distributing alcohol or illegal drugs (multiple packaging) on school property or at school functions as well as being under the influence of alcohol or an illegal drug on school property or at a school function.	**1st Offense:** ● 1-5 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation

If a staff member suspects the use of or distribution of drugs or alcohol it is required by law that the staff member report it to the principal. Students who are suspected of being under the influence of alcohol and/or drugs will have their parents called and the students will be tested for substance abuse. The cost of the screening is the responsibility of the parent/guardian if the student tests positive at the initial screening. The costs for all re-tests required for re-admission will be the responsibility of the parent/guardian. The school administration will provide contact information for seeking substance abuse assistance. The school administration shall notify the Superintendent of Schools regarding the incident and the action taken. **Board Policies: #5530, #8461**	**2nd Offense:** ● 5-10 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation **3rd Offense:** ● 10 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation
Electronic Devices Use of cell phones and other electronic devices during the school day are not permitted. Students will be required to turn off and securely store personal internet-connected devices, including cell phones, smartwatches, Bluetooth-enabled devices, smart glasses, and similar devices. Devices must be turned off and stored in the student's assigned student locker for the entire school day from 8:00 AM to 2:31 PM (including lunch and passing periods). **Board Policy #2363, #5516** *If a student refuses to hand over their cell phone or electronic device to any staff member, it will result in an immediate suspension.	**ALL ELECTRONIC DEVICES MUST BE KEPT IN A LOCKER** **1st Offense:** ● One office detention; 1 discipline points ● Phone will be taken until end of day ● Parents/guardians will be notified **2nd Offense:** ● Two office detentions; 2 discipline points ● Phone will be taken until end of day ● Parents/guardians will be notified **3rd Offense:** ● Three office detentions; 3 discipline points ● Cell phone will be taken and the parent/guardian will need to come to the school and pick up the phone
Endangering the Safety of Self or Others Potentially dangerous behavior includes but is not limited to behaviors such as pushing, tripping, throwing dangerous objects; using or possessing such as toy guns, or other similarly dangerous objects; accessing prohibited areas.	**1st Offense:** ● 1-5 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification ● Superintendent notification ● Possible psychiatric evaluation **2nd Offense:** ● 5-10 days out-of-school suspension

Verbal or physical threats which include but are not limited to threatening or aggressive language (verbal, written/electronic; implicit or explicit) or physical gestures directed toward others. This includes threats that create a hostile educational environment. Use or possession of firecrackers or other explosive devices on school property or at school-sponsored events.	● Administrative conference with student and parents/guardians ● Police notification ● Superintendent notification ● Possible psychiatric evaluation **3rd Offense:** ● 10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification ● Superintendent notification ● Possible psychiatric evaluation
Failure to Attend After-School Detention Failing to attend after-school detention or failing to comply with detention rules.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Fighting Engaging in a physical confrontation with another person.	**1st Offense:** ● 1-5 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification **2nd Offense:** ● 5-10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification **3rd Offense:** ● 10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification
Hall Pass Violations Hall pass violations include spending an excessive amount of time in the hallways or bathrooms, as well as failing to travel directly to and from the assigned destination. This applies during all parts of the school day, including homeroom, lunch, and scheduled classes. Repeated violations may be considered avoidance of class or cutting and could result in additional disciplinary action.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:**

	● Three to five detentions or an out-of-school suspension ● Administrative conference with student and parents/guardians ● Hallway pass privileges may be revoked
Harassment, Intimidation or Bullying Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or elsewhere. **Board Policy: # 5512**	**1st Offense:** ● Depending on the nature and severity of the complaint, the principal or their designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification. See HIB policy for more information. **2nd Offense:** ● Depending on the nature and severity of the complaint, the principal or their designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification. See HIB policy for more information. **3rd Offense:** ● Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with HIB Specialist, notification of superintendent and may involve police notification. See HIB policy for more information.
Inappropriate Behavior Conduct that is unwarranted and is reasonably interpreted to be obscene, demeaning, offensive, or unsafe. Inappropriate behavior includes, but is not limited to horseplay, indirected profanity, gambling, forgery, throwing food, open defiance of school rules, major disruptions of the school, etc.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Inciting Interference and/or Participation in an Activity Causing Interference with the School Day Being involved in disruptive activities such as a bomb scare, a false fire alarm, indecent exposure, a walk-out, the release of animals on school property, a food fight. In addition, occupying any part of the building or school property	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification **2nd Offense:** ● 1 - 5 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification

after having been directed to leave by the principal or his/her designee is prohibited. This can include off-campus behavior that results in a disruption of the school environment.	**3rd Offense:** ● 5 - 10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification
Insubordination Failure to respond to any teacher or person having authority by not following classroom/school rules, regulations, or procedures. In addition, the refusal to follow a staff member's reasonable request or directive shall be considered an act of insubordination.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted **3rd Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Late to School Students must report to homeroom by 8:10a.m. A student who arrives at school after that must sign in immediately at the main office and receive a tardy pass.	**For students that are tardy to school, the following procedure will be followed.** ● After the fifth tardy in a marking period, the student will receive a warning and an email sent home. ● For every five tardies in the marking period after the warning, the student will receive a detention.
Leaving the School Building Without Permission Leaving the school building or arriving on campus without authorization from the principal or his/her designee.	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary **2nd Offense:** ● 1-5 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary **3rd Offense:** ● 5-10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary
Profanity Directed Toward Another Using obscene, lewd, or inappropriate language directed toward a student or adult on school property or at a school function.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted

	3rd Offense: ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians
Smoking Burning of a lighted cigar, cigarette, vape, e-cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also prohibited. Possession, sale, or distribution of any tobacco product is also prohibited. Smoking and/or chewing at school events is also prohibited. **Board Policy #5533**	**1st Offense:** ● 1-5 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation **2nd Offense:** ● 5-10 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation **3rd Offense:** ● 10 days out-of-school suspension ● Drug Screening ● Referral to Counselor ● Periodic random drug tests, as needed ● Administrative conference with student and parents/guardians ● Possible police notification ● Superintendent notification ● Possible psychiatric evaluation
Theft Unauthorized or attempted taking of personal or school property.	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary **2nd Offense:** ● 1-5 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary **3rd Offense:** ● 5-10 days out-of-school suspension ● Administrative conference with student and parents/guardians ● Police notification, if necessary

Truancy Absences from school without parental or school authorization.	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Parents/guardians are contacted **2nd Offense:** ● One to five days out-of-school suspension ● Administrative conference with student and parents/guardians **3rd Offense:** ● Five to ten days out-of-school suspension ● Administrative conference with student and parents/guardians
Vandalism Destroying, marring, defacing, damaging, or rendering permanently or temporarily unusable school or personal property.	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Parents/guardians are contacted ● Possible police notification ● Cost of repair or replacement **2nd Offense:** ● One to five days out-of-school suspension ● Administrative conference with student and parents/guardians ● Possible police notification ● Cost of repair or replacement **3rd Offense:** ● Five to ten days out-of-school suspension ● Administrative conference with student and parents/guardians ● Possible police notification ● Cost of repair or replacement
Videotaping, Recording or Taking Pictures Without Permission Students are not permitted to videotape, record, or take pictures at any time during the school day, including while arriving to or leaving from school, unless they have explicit permission from a teacher or a school administrator.	**1st Offense:** ● Three to five detentions, or an out-of-school suspension ● Parents/guardians are contacted **2nd Offense:** ● One to five days out-of-school suspension ● Administrative conference with student and parents/guardians **3rd Offense:** ● Five to ten days out-of-school suspension ● Administrative conference with student and parents/guardians
Violation of Acceptable Use Policy Violation of the terms and conditions of the Hawthorne Public Schools Internet Use Agreement. Such violation may constitute a criminal offense and/or school disciplinary infraction.	**1st Offense:** ● One to three office detentions ● Administrative conference with student ● Parents/guardians are contacted **2nd Offense:** ● Two to four office detentions ● Administrative conference with student ● Parents/guardians are contacted

	3rd Offense: ● Three to five detentions, or an out-of-school suspension ● Administrative conference with student and parents/guardians See Policy 2361 - ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES
Weapons Using or possessing any type of weapon, dangerous instrument or chemical spray on school property, on school buses or at a school function. Under no circumstances are students allowed to have any weapons, dangerous instruments or chemical sprays in their possession on school property, on school buses or at a school function (on or off campus). For purpose of this policy a weapon is defined as "anything capable of lethal use or of inflicting serious bodily injury including firearms, firearm components which can be readily assembled for operation, knives, stun guns, and any weapon or device which projects, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air." **Board Policy #8467**	**The following procedures will be followed for students found with a weapon:** **1.** A student found or observed on school property or at a school function in possession of a weapon shall be reported to the principal or his/her designee. **2.** The principal or his/her designee will make a determination whether a particular object is a dangerous instrument. **3.** The principal will notify the chief school administrator and local law enforcement officials. **4.** A Violence and Vandalism Report will be filed. State law (N.J.S.A. 18A: 37-8) provides any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or who is found in possession of a firearm on any school property, or school bus, or at a school sponsored function shall be immediately removed from the regular education program and placed in an alternative program. State law (N.J.S.A. 18A: 37-2.2) provides any student who assaults a school employee, board member, or another student with a weapon shall be immediately removed from the regular education program and placed in an alternative program. **All Offenses:** ● Immediate suspension from school for a period of ten (10) days. ● The Hawthorne Police Department will be notified (If a school event is outside Hawthorne jurisdiction, the appropriate Municipal Police Dept will be notified.) ● Parental notification. ● Possible referral to the Board of Education with a recommendation for expulsion.

Detention

When detentions are assigned, students may be assigned a lunch detention or an after-school detention. This is determined by administration based on the infraction. For each infraction when detention is assigned, discipline points will be assigned and will accumulate. If a student cannot attend a detention for a valid reason, they must speak with an administrator beforehand to reschedule.

Lunch Detention

Lunch detention may be assigned to students for infractions of school rules. Lunch detention will be served during the student's lunch period. When assigned, students are expected to report promptly to the office or other designated location at the start of the lunch period. The student will be permitted to obtain lunch from the cafeteria if purchasing a lunch when told to go to the cafeteria. The student will sit in the office or other designated location during the entire lunch period.

After-School Detention

After-school detention may be assigned to students for infractions of school rules. When assigned, students are expected to report promptly at 2:35 p.m. to the designated classroom and remain until 3:10 p.m. Students and parents are given at least a day's notice for all assigned detentions.

Students who are absent for their assigned detention automatically serve it on the next day the student is in school. Detentions will be held Monday through Friday. There may not be assigned detentions prior to vacations and long weekends.

Students are expected to adhere to the following rules during detention:

1. Detention begins promptly at 2:35 PM.
2. The only acceptable activity is silent completion of school work.
3. Only emergency bathroom passes will be issued.
4. Teachers should not admit late students to detention.
5. No food or drink.

Suspension or Expulsion: Board Policies #5610, #5620

Removal from the school building is a last resort. New Jersey State Statute (NJSA:18A:37-2) outlines the reasons why students could be suspended from school. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For these reasons, principals must uphold their legal responsibilities to ensure students under their jurisdiction have every opportunity for success.

Students serving Out-of-School Suspensions (OSS) cannot come into the school building or be on Board of Education property for the duration of the suspension. Students serving OSS will not be allowed to participate in or attend any co-curricular or school-related activity including, but not limited to: pep rallies, assemblies, class meetings, athletic events, practice, awards, dances, prom and graduation ceremonies, etc. during the day(s) of suspension.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include but not be limited to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him/her.

3. Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils.
4. Physical assault upon another pupil.
5. Unauthorized or attempted taking of personal or school property.
6. Willfully causing, or attempting to cause, substantial damage to school property (students are also fully responsible for reimbursement to the school for such damages).
7. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sanctioned events.

Prior to suspension, the student will be informed by the Principal or his/her designee of the infraction. Parents will be notified by telephone and letter when a child receives an out-of-school suspension. Re-entry conferences with parents shall be required. For each infraction when suspension is assigned, discipline points will be assigned and will accumulate.

Discipline Records and Suspension of Privileges

Incidents requiring student discipline at the administrative level will be documented throughout the year. These records will help inform administrative decisions about student behavior and illustrate any patterns of behavior. When students repeatedly fail to follow the same rules or procedures, the administration will consider greater consequences for that behavior. A weighted point system will be used to quantify student behavior. Discipline points are assigned based on the number of days a student serves in detention or suspension.

- Teacher Detention = 0 points
- Administrative Detention = 1–5 points
- Out-of-school Suspension = 6–10 points

Students who accumulate discipline points during the school year may lose privileges, including but not limited to, participation in extracurricular activities, school events, class trips, and social trips. Students and parents will be informed in advance if a student is in danger of losing privileges. Discipline points cannot be taken away or removed once they have been assigned. Discipline points do not carry over to the following academic year.