

Lincoln Middle School Parent/Student 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 to 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 assemble on their respective playground. Sixth and seventh graders will assemble on the North Playground and eighth graders will assemble on the South Playground. The first bell will ring at 7:50 a.m. followed by an 8:00 a.m. bell, at which time the students will enter the building through the appropriate grade level door. All grade level 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.

In inclement weather, students may enter the building at 7:50 a.m. through the cafeteria doors. No students should be at lockers before the 8:00 a.m. bell. At 8:00 a.m. students should proceed to their lockers and then move to their homerooms. Students need to be present in their homerooms by 8:10 a.m. or they will be considered late.

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 the school ground and report directly home. There is to be no play on the basketball courts or other school property until the student has reported to the home.

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 to home. Students are not permitted to attend school activities or functions on the 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. Excused absences arise when a student is absent for religious holidays, Take Your Child to Work Day, a suspension, or any other absence determined to be excused by the New Jersey Department of Education.

To keep up with school work, the child should check his/her teachers' websites 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. When calling in a child's second absence in a row, homework may be requested by 9:00 a.m. Homework requests will be ready for pick from 2:45 p.m. – 3:30 p.m.

Absence without a parent's/guardian's knowledge, or leaving the building without authorization from the office, will be considered truancy. Truants may be referred to

the Hawthorne Police for appropriate follow-up. This may include possible 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 orthodontist or doctor appointments, etc., 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.

Every three unexcused tardies will result in a detention. If tardiness is a persistent occurrence, a parent/guardian conference will be arranged and additional consequences shall be warranted.

Early Dismissal

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 him/her sent to the office for dismissal.

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.

Guidance/Counseling

There is an open-door policy for the guidance office and students may stop by anytime to set up an appointment. In an emergency or urgent situation students may request to see the guidance counselor immediately. 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 Ms. Basilone, who can be reached by calling 973-423-6465.

Hallway and Stairwell Courtesy

1. Keep hallways and stairwells open to traffic by walking to the right. Single file must be maintained in the stairwells.
2. If you are finished at your locker, report to your class so that you are not crowding the hallways.
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 \$5.00 from the main office. It is the student's responsibility to maintain the confidentiality of his/her combination. All student items not required for class should be kept in the locker. This includes backpacks and water bottles. Students are expected to keep their locker clean and undamaged. Any issues with a locker's functionality should be reported immediately to administration.

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 an emergency, students should check in with their classroom teacher before going to the bathroom, nurse or other location. 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. If a student is tardy three times to the same class, a detention will be administered by the teacher.

Lavatory Use

Lavatory facilities for students are located in each wing of the school building. The most appropriate times to use the lavatories are before and after school and during lunch. If students need to use the lavatory facilities at other times, they must sign out on the blue pass located in each classroom.

Gym and Locker Room Rules

1. No rough or boisterous play in the locker room.
2. Place all books and belongings on the shelves when entering the locker room.
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).

While every effort will be given 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 throughout the 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 will be issued by the teacher.

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, with seventh graders as the spectators. 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**

Philosophy

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process.

Purpose

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. Excessively ripped or see-through clothing is not permitted. Shoulder straps should be at least 2 inches in width. Shorts or skirts should be at least the length of the student's fingertips when the student's hands are at his/her side.
2. Student footwear should have a flat sole and be secured with a back, laces, and/or straps. Flip-flops and slides are not permitted.
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.

Consequences

Classroom teachers have the major responsibility for identifying and enforcing these standards. Students are expected to cooperate courteously when faculty and/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/alter clothing so that they are in compliance. This may include a parent/guardian being called to bring their son/daughter approved clothing.

Telephone Use

Students who have an emergency and need to call home during the school day should get a pass from their teacher and report to the Main Office. The office telephone may be used only by expressed permission from office personnel. Students are not permitted to use their cellular phones to contact parents.

Cell Phones

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 exiting the building at dismissal. 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 discipline code.

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.

Forgotten Items

When students call home for items that they may have forgotten, it is their responsibility to check in the office to see if the parent has brought in that item.

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 Lab 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

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

1. The student is responsible to ascertain that his/her bicycle is in proper and safe working condition.
2. Students must ride their bicycles on the right hand side of the street and in compliance with all traffic laws.
3. Only one student may ride a bicycle at a time.
4. Students are to follow the directions of crossing guards.
5. Students are expected to display courtesy and consideration towards others.
6. Upon arriving on school property, bicycles are to be dismounted and walked. Students may not ride bicycles on school property.
7. All bicycles should be secured with locks at the bicycle racks.
8. Bicycle helmets are required in keeping with New Jersey law.

**** Students may not ride skateboards, scooters, hoverboards or rollerblades 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.

Lunch

Lunch is 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.

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 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.
3. Students bringing lunches from home may purchase drinks or snacks of their choice when their lunch table has been called.
4. Staff assigned to lunch duty are to be respected and obeyed by students at all times.
5. Students are to remain seated during the time in the cafeteria and to conduct themselves in an appropriate manner.
6. Talking should be conducted at a normal conversational level. Loud talking, yelling, or shouting is not permitted.
7. Throwing of food, containers or objects of any kind will be considered a serious disciplinary matter.
8. Students may not leave the cafeteria until dismissed by a staff member. Students needing to use the lavatory or see the nurse must sign out.
9. All garbage, recycling and liquids are to be deposited in the respective receptacles located between the tables when students are finished eating.

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.

Homework

Homework will be assigned on a regular basis. These assignments serve to strengthen your knowledge and understanding of a subject. An assignment book should be utilized for recording assignments. 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 his/her 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.

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 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.

Grades

There are four marking periods during the year. Course grades are recorded numerically from 50 – 100. A grade of 65 or above is necessary to pass a course. Students must be passing their core classes in order to be eligible for extracurricular activities. Students must achieve an average of 65 or higher for the year in math, science, language arts and social studies to be promoted to the next grade level. Students who fail a core course for the year will be required to attend summer school. Students who fail one or more core subjects for the year may be retained.

Students with an 80 or higher in all of their courses, as well as at least a satisfactory effort grade, qualify for the honor roll. Students with a 90 or higher in all of their courses qualify for the high honor roll.

Parent Portal

The Parent Portal provides a wealth of information throughout the year, including student schedule, attendance records, lunch account status, homework assignments, class gradebooks, progress reports, and report cards. Parents are encouraged to check the portal frequently and use it as a tool to stay informed about their child's progress. It is the parent's responsibility 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**

Textbooks

The majority of textbooks are available online. Online access to each textbook is posted on the LMS website. In addition, teachers may issue textbooks to you for use during the school year. Each student should place his/her name in issued books as directed by the teachers. It is school policy to have all textbooks covered immediately and to keep them covered throughout the school year. 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.

Students with outstanding books and/or fines will not receive report cards or diplomas. Promotion to the next grade and/or final withdrawal from the district is contingent upon meeting all financial obligations.

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, Ms. Jennifer Basalone, 973-423-6465 **Board Policies: #5512, #5512.2 #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. **Board Policies: #5500, #5600**

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.**

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 a student's participation in extracurricular activities and/or athletics. Examples include, but are not limited to: athletic events, practices, meetings, theater productions, concerts, field trips and assemblies. Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning. **Board Policy: #5600**

1. Assault:

Harming, injuring, recklessly striking, or committing an unprovoked physical attack with intent to cause harm to any person.

2. Cutting:

Absenting oneself without permission (after arriving to school) from scheduled periods, including classes, lunch, or activities such as assemblies. Being tardy twenty (20) minutes or more to a scheduled period is also considered a cut.

3. Digital Citizenship:

Students are expected to practice good digital citizenship. Inappropriate behavior includes but is not limited to sharing inappropriate pictures or information about members of the school community online, via social media, or shared cell phone content. Board Policy #5516

4. Disrespect:

Rude, insulting, mocking behavior toward another.

5. Disrupting Class:

Student behavior which interferes with teacher instruction and/or student learning.

6. 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.

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 also be the responsibility of the parent/guardian.

The Lincoln Middle School administration will provide contact information for seeking substance abuse assistance. The Lincoln Middle School administration shall notify the Superintendent of Schools regarding the nature of the incident and the action taken. **Board Policies: #5530, #8461**

7. Electronic Devices:

Use of cell phones and other electronic devices during the school day are not permitted. It is expected that this equipment, including ear buds, remain out of sight and hearing during the school day unless the teacher has given students permission to use their devices for educational purposes. Board Policy #2363

8. Endangering the Safety of Self or Others:

Potentially dangerous behavior such as pushing; throwing snowballs, water balloons, or other similarly dangerous objects; using or possessing water pistols, toy guns, or other similarly dangerous objects; climbing on the roof or other prohibited areas; flicking lights.

9. Failure to Attend After-School Detention:

Failing to attend after-school detention or failing to comply with detention rules.

10. Fighting:

Engaging in a physical confrontation with another person.

11. Fireworks and Explosive Devices:

Use or possession of firecrackers or any other explosive device at any time on school property or at school-sponsored activities.

12. Forgery:

Altering notes or passes in any way; possessing school forms such as hall passes; signing someone else's name or giving a wrong name; or having a third party write or sign a document.

13. Gambling:

Any activity or “game” in which the object is the winning of money, favors or other valuables.

14. 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

15. Horseplay:

Rowdy, boisterous, noisy behavior.

16. 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 after having been directed to leave by the principal or his/her designee is prohibited.

17. 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.

18. Late to School:

Students must report to homeroom by 8:10. A student who arrives to school after that must sign in immediately at the main office.

19. Leaving the School Building Without Permission:

Leaving the school building without authorization from the principal or his/her designee.

20. Loitering, Wandering, Misuse of Pass:

Being in the hall without a pass or not going directly to and from specified destination.

21. Off Campus:

Arriving on campus and leaving school property without authorization from the principal or his/her designee.

22. Open Defiance of Authority:

Refusal to follow staff members request.

23. Profanity Directed Toward A Student/Adult:

Using obscene, lewd, or inappropriate language directed toward a student or adult on school property or at a school function.

24. Profanity Non-Directed Toward an Individual:

Using obscene, lewd, or inappropriate language on school property or at a school function.

25. Smoking:

Burning of a lighted cigar, cigarette, 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**

26. Theft:

Unauthorized or attempted taking of personal or school property.

27. Throwing Food:

Throwing food or other non-food objects (coins, spitballs, trash, etc.) in the cafeteria.

28. Truancy:

Absences from school without parental or school authorization.

29. Vandalism:

Destroying, marring, defacing, damaging, or rendering permanently or temporarily unusable school or personal property.

30. Videotaping, Recording or Taking Pictures Without Permission:

Students may not videotape, record or take pictures during the school day unless they have permission from the teacher and administration.

31. Violation of Acceptable Use Policy for District Computers and BYOD Policies:

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.

32. 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.”

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.

Disciplinary Action:

1. Immediate suspension from school for a period of ten (10) days.
2. The Hawthorne Police Department will be notified (If a school event is outside Hawthorne jurisdiction, the appropriate Municipal Police Dept. will be notified.)
3. Parental notification.
4. Possible referral to the Board of Education with a recommendation for expulsion.

Board Policy #8467

Detentions, Suspensions, and Expulsions

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 are given a minimum of twenty-four (24) hours notice for all assigned detentions and have the option of serving the detention on the day assigned.

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 Friday 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 lavatory passes will be issued.
4. Hats may not be worn in detention.
5. Teachers should not admit late students to detention.
6. No food or drink.

Suspension or Expulsion

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.**

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:

Administrative detention = One point
Out-of-School Suspension = Five points

Students who accumulate ten or more discipline points during the 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 reaching the ten point threshold for a loss of privileges. Discipline points do not carry over to the following academic year.