

2019 - 2020 Parent/Student Handbook



“Roar Like a Lion... Soar Like an Eagle.”

Lincoln Park Middle School

90 Ryerson Road
Lincoln Park, NJ 07035

www.lincolnparkboe.org

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

This agenda book was paid for by the Lincoln Park Middle School PTO. Thank you for your support.

Lincoln Park Board of Education Office

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

Board of Education

Frank Avena, Board President
 Joshua Kaufman, Vice President
 Todd Henches
 Juliana Nagle
 Patrick Antonetti
 Frank Raffa
 Sandra Vucenovic

Lincoln Park Special Services Office

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

Special Services/Child Study Team

Wendy Billig, Director of Special Services
 Marla Bartels, Administrative Assistant
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 Nicole Lang, Psychologist
 Joddi Kaye, LDTC
 Jennifer Kennelly, LDTC
 Jill Faber Werner, Occupational Therapist
 Tracey D'Amelio, Speech
 Nanci Shorter, Speech
 Kara Kushnir, Social Worker

Lincoln Park Public Schools

Mr. Jim Grube, Superintendent
 Mrs. Nicole Schoening, Business Administrator/Board Secretary
 Mr. David Winston, Director of Curriculum and Instruction

Lincoln Park Middle School

90 Ryerson Road
 Lincoln Park, NJ 07035
 (973) 696-5520
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Lincoln Park Middle School Administration

Mr. Michael Meyer, Principal

Guidance

Mrs. Cristina Puri, School Counselor

Discipline

Mrs. Donna Nilsson, Discipline Advisor

Health

Mrs. Loni Lopuski, School Nurse

Lincoln Park Middle School Professionals

Mrs. Nicole Hughes, Administrative Assistant
 Mrs. Angela Tone, Office Assistant

LPMS PHONE NUMBERS

Main Office	(973) 696-5520
Main Office Fax	(973) 872-8930
Guidance	(973) 696-5520 x 243
Discipline	(973) 696-5520 x 242
Nurse	(973) 696-5520 x 245
Absentee	(973) 696-5520 Press 1

FOR ADDITIONAL RESOURCES

Please visit our school website:

www.LINCOLNPARKBOE.org



Lincoln Park Public Schools



@LincolnParkEDU

AFFIRMATIVE ACTION AND OTHER COMMUNITY BASED RESOURCES

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

- Lincoln Park Police Department (973) 694-5533
- Lincoln Park Health Officer (973) 694-6100 ex. 2039
- Newbridge Services (973) 316-9333
-
- Department of Children and Families:
 - To report child abuse/neglect, please call the hotline at 1-877-NJ ABUSE (652-2873)
 - For questions or concerns regarding the Division of Child Protection and Permanency, contact the Morris East office at (973) 829-3600
- Morris County Ombudsman's Office (Public Information) (973) 656-3969
- Jersey Battered Women's Services (973) 267-4763
- Al-Anon/Alateen services (973) 744-8686

Dear Students & Parents:

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

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

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

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

We all look forward to a pleasant year.

Sincerely,

Mr. Michael Meyer
Principal

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GRYPHON BELL SCHEDULES

Daily Schedule:

Homeroom	8:25 - 8:35
Block 1	8:35-9:33
Block 2	9:33-10:31
Grade 6 LUNCH	10:31-11:03
Block 3 (Gr 5,7,8)	10:31-11:29
Grade 8 LUNCH	11:29-12:01
Block 4 (Gr 6)	11:03-12:01
Block 4 (Gr 5,7)	11:29-12:27
Grade 7 LUNCH	12:27-12:59
Block 5 (Gr 6,8)	12:01-12:59
Block 5 (Gr 5 Pt I)	12:27-1:05
Grade 5 LUNCH	1:05-1:37
Block 5 (Gr 5 Pt II)	1:37-1:57
Block 6 (6,7,8)	12:59-1:57
Block 7	1:57-2:55

Extended Homeroom Schedule:

Homeroom	8:25 - 9:07
Block 1	9:07-10:00
Block 2	10:00-10:53
Grade 6 LUNCH	10:53-11:23
Block 3 (Gr 5,7,8)	10:53-11:43
Grade 8 LUNCH	11:46-12:16
Block 4 (Gr 6)	11:23-12:16
Block 4 (Gr 5,7)	11:46-12:39
Grade 7 LUNCH	12:39-1:09
Block 5 (Gr 6,8)	12:16-1:09
Block 5 (Gr 5 Pt I)	12:39-1:12
Grade 5 LUNCH	1:12-1:42
Block 5 (Gr 5 Pt II)	1:42-2:02
Block 6 (6,7,8)	1:09-2:02
Block 7	2:02-2:55

Activity Day Schedule:

Homeroom	8:25-8:35
Activity	8:38-9:43
Block 1	9:43-10:30
Block 2	10:30-11:17
Gr. 6 LUNCH	11:17-11:47
Block 3-Gr. 5/7/8	11:17-12:04
Gr. 8 LUNCH	12:04-12:34
Block 4-Gr. 6	11:47-12:34
Block 4-Gr. 5/7	12:04-12:51
Gr. 7 LUNCH	12:51-1:21
Block 5-Gr. 6/8	12:34-1:21
Block 5-Gr. 5 pt. 1	12:51-1:11
Gr. 5 LUNCH	1:11-1:41
Block 5-Gr. 5 pt. 2	1:41-2:08
Block 6-Gr. 6/7/8	1:21-2:08
Block 7	2:08-2:55

GRYPHON CODE OF CONDUCT AND STUDENT HANDBOOK

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

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

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

Students have the responsibility to:

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

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ATTENDANCE AND TARDINESS

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

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

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

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

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

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

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

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

Tardy 3 Times per MP:

Given a verbal warning from the administration.

Tardy 4-5 Times per MP:

Given a lunch detention and one for each subsequent tardy.

Tardy 6+ Times per MP:

Given an after school detention. Excessive tardies within the school year may also count as additional absences

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

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

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

STUDENTS ENTERING AND EXITING THE BUILDING

Students should only use the front door of the building to enter school in the morning if reporting to the Main Office or carrying extra materials such as a project.

All students should wait to enter the building by the designated areas:

5th grade students will enter through the fifth grade door which is located off of the bus circle. Students will line up in the area between the parking lot and the bus circle until the morning duty teachers bring them into the building.

6th grade students will enter through the sixth grade door which is located just beyond the fifth grade door off of the bus circle.

Students will line up outside of the sixth grade door until the morning duty teachers bring them into the building to proceed to their lockers and then homeroom.

During inclement weather days, the fifth and sixth graders will be brought into the APR and will sit at tables.

7th and 8th graders will enter through the doors at the rear-side entrance of the building nearest the retention ditch. They will enter the building at the first bell and proceed to their lockers and then homeroom. During inclement weather days, the seventh and eighth graders will be brought inside the building until the first bell.

When entering and exiting the building after the second bell, students should use the Main Office doorway, sign-in to Lobby Guard, obtain a pass at the Main Office, go to their lockers (if applicable) and then report directly to homeroom.

LOBBY GUARD & BINS

Tardy Students:

If your son/daughter arrives late to school (after 8:25 am), please drop them off at the main entrance doors to enter the building. Your son/daughter should proceed to his/her locker before going to the scheduled class with his/her pass. Signing into Lobby Guard, for students, is only necessary if your son/daughter arrives **AFTER** 8:30 am.

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

Picking up Students:

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

Scheduled Meetings/Conferences:

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

Dropping off Items:

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

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

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TRANSPORTATION TO AND FROM SCHOOL

Bus Regulations:

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

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

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

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

Walking:

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

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

Bicycling:

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

- Students are expected to obey all traffic rules governing bicycle riding. This includes wearing a helmet for all riders 17 and under
- Bicycles will not be ridden in areas where pedestrians are present, they must be walked
- All bicycles must be parked and locked in the racks provided
- Riding double is prohibited;
- Bicyclists must cross streets where crossing guards are posted.

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

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Drop-off by Car:

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

VISITORS

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

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

AFTER SCHOOL

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

CAFETERIA

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

There shall be no roughness, throwing of food or paper, pushing or disorderly conduct in the cafeteria. These behaviors could result in disciplinary action. Food or beverages are to be eaten only in the cafeteria unless given express permission from a teacher or administrator. Students may not continue eating food as they leave the cafeteria at the end of lunch. Any left-overs must be closed and stored in bag or discarded. Glass bottles or open containers should not be brought to school. Bottled water is the only beverage that is allowed to be carried through the hallways. Students who arrive with coffee, tea, juice or other morning drinks, will be directed to dispose of them upon entering the building.

Parents may pre-pay for student lunches by sending a check to school or by credit card by logging on to www.payforit.net. This website will also allow parents to monitor their child’s purchases. Students whose parents have chosen these options will be able to pay by entering their PIN at the cafeteria check-out; otherwise, cash is still accepted.

Parents should NOT order food from outside restaurants, delis, etc. to be delivered to the school at lunch time.

LIBRARY/MEDIA CENTER

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

DISCIPLINE

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

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

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

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

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

SUSPENSIONS

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

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

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

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

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

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

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ELECTRONIC EQUIPMENT

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

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

Cell Phones/Watches:

The use of cell phones or smart watches for calls or texting is prohibited during school hours. Emergency messages may be left with the office secretary (973-696-5520). We will make sure that your message is delivered to your child. We ask parents to refrain from calling or texting your child on his/her cellular phone or iPad during school hours. It is a distraction to the educational process.

Students who use their cell phone during school hours will be subject to disciplinary action. Habitual offenders may lose their phone privileges.

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

First Offense

Confiscated by Discipline Advisor and student will serve one day central detention.

Second Offense

Confiscated, retrieved by a parent and 3 days central detention.

Third Offense

Same as second offense and student is no longer permitted to bring a cell phone to school for the remainder of the year.

DISTRICT-OWNED iPADS/CHROMEBOOKS

Students who meet all necessary requirements (forms, insurance, and case) may be issued a district owned iPad or Chromebook for use in school and at home for the duration of the school year. Recipients of the iPads or Chromebooks must abide by all district regulations and policies pertaining to their assigned device. No student may use or handle an iPad or Chromebook that has not been assigned to him/her. If an iPad or Chromebook is found by a student, it should be immediately turned in to a school staff member.

EARLY DISMISSAL

Students will not be excused from class early unless they have submitted a written request or phone call/message to the main office from a parent. Whenever possible, appointments with doctors or dentists should be made after school hours or on days when school is not in session. If a dismissal during school hours is necessary, the student will be dismissed only to a parent or designated individual and only if the office has a signed and dated note. For security reasons, parents will not be admitted into the building without prior notification. The student must report to the main office to ensure that the parent/guardian/designated individual has signed the child out with Lobby Guard.

EMERGENCY SCHOOL DELAYS AND CLOSINGS

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

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

Delayed Opening Schedule:

Homeroom	10:25-10:31
Block 1	10:31-11:10
Block 2-Gr. 5/7/8	11:10-11:49
Gr. 6 LUNCH	11:10-11:40
Block 2-Gr. 6	11:40-12:19
Gr. 8 LUNCH	11:49-12:19
Block 3-Gr. 5/7	11:49-12:28
Block 3-Gr. 8 Blk 4-Gr. 6	12:19-12:58
Block 4-Gr. 5	12:28-1:07
Gr. 7 LUNCH	12:28-12:58
Block 4-Gr. 7	12:58-1:37
Block 5-Gr. 6/8	12:58-1:37
Gr. 5 LUNCH	1:07-1:37
Blk 6-Gr.6/7/8 Blk 5-Gr. 5	1:37-2:16
Block 7	2:16-2:55

Early Dismissal Schedule:

Homeroom	8:25 - 8:32
Block 1	8:32 - 9:15
Block 2	9:15 - 9:58
Block 3-Gr. 5/7/8	9:58 - 10:41
Block 4-Gr. 6	9:58 - 10:41
Block 4-Gr. 5/7	10:41 - 11:24
Block 5-Gr. 6/8	10:41-11:24
Block 5 Gr. 5	11:24 - 12:07
Block 6 Gr. 6/7/8	11:24 - 12:07
Block 7	12:07 - 12:50

* NO LUNCHESES ON EARLY DISMISSALS *

EMERGENCY DRILLS

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

CURRICULUM

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

PERFORMANCE ASSESSMENT

Failure:

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

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

Gold Tassel Requirements:

A student who achieves a cumulative grade point average of 3.5 or better in 5th, 6th, 7th and 8th grade would earn a gold tassel:
A = 4 points B = 3 points C = 2 points D = 1 point

Honor Roll:

The Honor Roll at Lincoln Park Middle School is an honor achieved by a student for his/her exemplary performance.

Our honors system is divided into two areas: High Honor Roll (All A's) Honor Roll (No grade lower than a B)

Parent Portal – Genesis:

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

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

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

Report Cards and Grading:

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

FIELD TRIPS

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

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

- Students who have received four (4) office detentions
- Students who have been suspended
- Students who are not meeting academic standards (turning in HW consistently, maintaining passing grades, etc.)

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

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

STUDENT OF THE MONTH

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

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EXTRA-CURRICULAR ACTIVITIES

Various extra-curricular activities are available to the students of LPMS, including Student Council, Yearbook Club, Drama Club, Broadcasting Club and MakerSpace Club. Students should watch the Gryphon News morning announcements about becoming involved in these extra-curricular activities.

HOMEWORK CLUB

Homework Club (aka AAP) is offered for all Gryphons on Tuesdays, Wednesdays, and Thursdays (unless otherwise noted). During this time students can work, independently or with their peers, on homework, class assignments, projects, or study for quizzes/tests with the assistance of certified LPMS teachers. The Homework Club runs from dismissal (2:55 pm) until 3:45 pm. There is a late bus available for those students who hold a bus pass.

ATHLETICS

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

Fall Sports Offerings:

Field Hockey
Soccer (Girls/Boys)
Cross Country (Co-ed)

Winter Sports Offerings:

Basketball (Girls/Boys)
Cheering

Spring Sports Offerings:

Baseball
Softball

PARENT-TEACHER CONFERENCES

Parent/teacher conferences take place in November. Information will be sent home prior to this event. The entire staff truly hopes all parents will make it a regular practice to attend these conferences. Parents may also call the school to request a conference with teachers, counselors, or the administration at any time throughout the year. School staff and administration can only meet when an appointment has been scheduled. Even if there is an emergency, please call the school prior to arriving.

GUIDANCE DEPARTMENT

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

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

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

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

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

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

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

Lincoln Park Middle School strives to provide an environment where students feel free of any type of bullying, intimidation or harassment. Verbal, physical, or sexual harassment of staff or students will not be tolerated and will result in disciplinary action. The Anti-Bullying Coordinator for the district is the Director of Special Services and Director of Curriculum and can be reached at (973) 696-9150.

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

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

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

HEALTH SERVICES

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

Illnesses in School:

A student who is not feeling well must see the school nurse. Students who contact a parent via cell phone, without the knowledge of the nurse, will be subject to disciplinary action.

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

Injury in School:

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

Medication in School:

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

Exclusion from a School Activity:

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

HOME INSTRUCTION

If a child will be out of school more than two continuous weeks because of illness or injury, the student may be eligible for home instruction. The parent/guardian must obtain a letter from a doctor diagnosing the student's illness and indicating the anticipated length of absence and ability to undertake home instruction. The letter must be submitted to the Director of Special Services for approval by the superintendent. A student is entitled to five hours of instruction per week. A note from the doctor must be given to authorize return to school.

HEALTH SCREENINGS

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

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

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

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

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

CHEATING/PLAGIARISM

See Honor Code at the end of this handbook.

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

PHOTOGRAPHING OF STUDENTS

School issued iPads have the ability to take photographs and the camera app has many educationally sound applications. Students must obtain permission from other students or adults prior to taking a photograph or video of them. This applies to individuals or

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small groups of people, not to large gatherings or crowds. Any student who has photographs or videos of another student or adult on an iPad or other electronic device without the photographed/video recorded person's permission, may be subject to disciplinary action.

HOMEWORK

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

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

Grade 5

30 – 45 minutes daily

Grade 6

up to 1 hour daily

Grades 7 & 8

up to 2 hours daily

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

HOMEWORK WHILE ABSENT

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

LATENESS TO CLASS

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

HALL PASSES

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

DRESS CODE

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

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

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

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

- Clothing that is too revealing. All shirts must have straps over the shoulders. Arm holes that reveal any part of the torso or undergarments are not permitted. When standing in a straight posture, shirts must be at least long enough to meet the top of the pants, shorts, etc.
- Clothing that may damage school property including, but not limited to, cleats, shoes or boots that leave black marks, and sneaker skates are unacceptable.
- Footwear that is unsafe, such as high heels, should not be worn.
- Clothing that has designs, wording, or patches that are offensive, including, but not limited to, alcohol/drug advertising and obscenities or sayings that are offensive to certain groups is not acceptable.
- For health and safety reasons, students are to refrain from marking on themselves with pens, pencils, markers, etc.
- Hats and non-prescription sunglasses are not to be worn in the building unless prior approval is granted by the administration.
- Jewelry that poses a potential safety hazard must be removed prior to entering the gymnasium for physical education class. This includes, but is not limited to earrings that dangle, hoop earrings that are large enough for a child's finger to fit through, watches, necklaces, rings, and bracelets.
- For safety reasons, pockets, zippers, snaps and/or buttons are not acceptable on shorts, t-shirts, or sweatshirts used during physical education classes.
- Children should wear clothing appropriate for the weather. Even during the winter months, students may be waiting outside until the first bell rings in the morning.
- Bandanas are not permitted in school.
- Clothing and accessories that may be unsafe should not be worn in school; this includes, but is not limited to clothing that is excessively long, unfastened straps, metal studs and/or safety pins.

GUM AND CANDY

Candy/Soda:

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

Chewing of Gum:

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

LOCKERS

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

Students are responsible for the care of their lockers and should maintain a clean and neat interior and exterior. Food should not be left in lockers overnight under any circumstances. Students should not, under any circumstances, give their combination to another student. Lockers must be kept locked at all times. Students are reminded that articles of significant value or sums of money should not be brought to school, even if kept in a locker. It should be noted that backpacks are not allowed to be carried from class to class. They may be used to carry books or clothing to and from school, but must be kept in the locker or homeroom. Drawstring bags may be used to carry gym clothes or sneakers, to and from PE class. They may not be used throughout the day.

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

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

LOST AND FOUND

Students will turn in all found articles to the main office. A Lost & Found box is located in the All-Purpose Room and in the gymnasium. At the end of each marking period, any unclaimed items will be discarded or donated, as long as they have spent at least one week in the lost and found bins.

PROPERTY DAMAGE

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

GRYPHON PLEDGE

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

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

GRYPHON HONOR CODE

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

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

As Gryphons, you are expected to demonstrate:

- | | |
|------------------|---|
| Courtesy: | Excellence in manners or social conduct; treating others with polite behavior. |
| Honesty: | The act of bringing honor to oneself by acting and speaking truthfully and sincerely. Every LPMS student is on his/her honor not to engage in lying, cheating, plagiarizing, and/or stealing. |
| Trust: | Faith that all will act in a truthful and dignified manner. |
| Kindness: | Being helpful, caring and compassionate to others. |

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Respect: A commitment to behaving thoughtfully and with an understanding of others.

Responsibility: A commitment and obligation to the ownership of one's work, words, and actions; taking action against wrongdoing, despite peer pressure.

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

VIOLATIONS OF THE HONOR CODE

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

Cheating:

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

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

Plagiarism:

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

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

CONSEQUENCES

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

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

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

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

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Acknowledgement of Code of Conduct/Student Handbook

In order to have a successful school year, it is imperative that all students and their parents/guardians be familiar with the rules set forth in the student handbook. By signing this, you are stating that you have read the student handbook and understand the rules and potential consequences for infractions. Please pay special attention to the sections on lockers, electronic equipment, telephones, attendance, and dress code.

I have read and understand all of the rules set forth in the 2019 - 2020 Lincoln Park Middle School Student Handbook.

Student Name (print) _____ Grade _____

Student Signature _____ Date ____/____/____

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ Date ____/____/____