

LINCOLN MIDDLE SCHOOL STUDENT CONDUCT EXPECTATIONS

Student behavior should reflect the standards and attitudes of good citizenship and should help provide an environment which is conducive to learning. The Board of Education's policy regarding student discipline is included in its policy manual, which is available for public review by contacting your school principal or the Office of the Superintendent. All students, including those receiving special education, are subject to the disciplinary policies and procedures of the District.

While there are many specific expectations outlined in this document, the following expectations are the foundation of positive behaviors at Lincoln:

- We expect everyone to be respected and respectful.
- We expect everyone to act responsibly and safely.
- We expect everyone to contribute positively to the atmosphere and climate of our school community.

Disciplinary measures are also outlined in this document but are guided by the following principles:

- Learning from our mistakes is part of development and maturity.
- Consequences stem from behavioral choices.
- We are dependent upon one another for maintaining a safe, nurturing, and educationally conducive school environment.

Please be sure to discuss the importance of every member of our school community working together to reach our goal of making Lincoln the best school possible.

Student Absence

When a student is absent, a parent/guardian must telephone the attendance line at (847) 385-3890. A 24-hour voice mail system is available. When a student is absent and the school has not received parent notification of the absence, the school will make every attempt to contact the parent to confirm the absence. Failure to appear at school without notification to the main office is an unexcused absence. Chronic or habitual absenteeism may result in the student being referred to the appropriate agency for truancy.

Students may not receive credit for class work missed due to an unexcused absence. In addition, **students may not attend any extra-curricular or social events if they were absent for more than half of the day.**

Tardy to Class

Tardy to class is defined as a student who has not yet arrived to class when the bell rings at the beginning of a class period. If a student has a pass, the tardy will be excused. A student will be assigned a Teacher Assigned Consequence (see page 6) for every third unexcused tardy to class. Chronic or habitual tardiness to class will result in an Administrative Disciplinary Consequence (see pages 7-8).

Tardy to School

Students are expected to arrive to school on time. When a student arrives after 7:55 a.m., he/she will be considered tardy to school. A tardy to school will generally only be excused if the tardy was a result of an unforeseen emergency or some type of an appointment. A building administrator will assign the following consequences, **per semester (2 quarters)**, for unexcused tardies to school:

- 5th tardy – warning given verbally by an administrator or by a letter mailed home
- 10th tardy – extended after-school detention
- 15th tardy – Saturday detention
- Every fifth tardy after the 15th will result in a Saturday detention. In addition, the student may be referred to the appropriate agency for truancy.

Clothing/Grooming (Dress Code)

Any form of dress or grooming that is considered disruptive to the educational process is not permitted. We ask parents and students to become involved in supporting a “level of dress” that helps to promote a good atmosphere for learning. The following attire is considered inappropriate at Lincoln Middle School or any school-sponsored event:

- Shirts with shoulder straps less than two fingers wide
- Exposed backs, midriffs or navels
- Clothing with spikes or safety pin chains
- Necklines that are low or revealing
- Exposed underwear
- Any revealing skirts or shorts that are not of an appropriate length
- Clothing advertising or glorifying the use of drugs, tobacco, alcoholic beverages, sex or violence
- Pocket chains or heavy metal jewelry with spikes
- Gym shoes with roller skates attached
- Hats of any kind, including bandanas

Students who do not follow these guidelines will be asked to correct their appearance. In order to correct their appearance, students may be required to wear their gym uniforms. **This policy extends to all school-sponsored and related activities (dances, PTA functions, sporting events, concerts, etc.).** Repeated violations of the dress code will result in an Administrative Disciplinary Consequence (see pages 7-8).

Following Directions

Students shall follow the directions of all Lincoln staff. This applies in the classrooms, hallways, restrooms, LRC, in the lunchroom, recess areas, on school buses and at bus stops. Students represent our school and are expected to follow directions when on field trips and at athletic and social events.

Classwork

Students are expected to report to class with the required materials and do their own work.

Homework

Students should act responsibly by writing all assignments in their notebook, attempting all homework, checking teachers' web pages, and organizing materials. Students are expected to turn in all daily assigned homework on the date that it is due. Late assignments may be given no credit. Projects are also to be turned in on the date they are due. Late projects may be marked down as much as one letter grade per day.

Classroom and Hall Behavior

- Students shall be courteous to each other, to all school personnel, and to visitors.
- Students shall not use profanity.
- Students shall refrain from such actions as running, tripping, pushing, book dumping, yelling, shouting and whistling.
- In order to avoid disruption of the learning process, students shall refrain from such things as talking excessively, shouting, and participating in inappropriate behavior (rough housing/horseplay).
- Bookbags and backpacks may be brought to and from school, but should not be used during the school day. These should remain in student lockers.
- Students are expected to walk to the right in the halls and should follow the posted traffic patterns on stairways.
- Students shall refrain from congregating at lockers, in the halls, and in restrooms during passing time.
- Students are expected to be quiet in the halls while classes are in session.

Hall Passes

With the exception of passing times, students in the halls must have a pass issued by a staff member. Students without a hall pass will be asked to return immediately to class to obtain a pass. Students who are continually without a hall pass or abuse the use of passes may lose the privilege of passes and/or receive an administrative or teacher assigned consequence.

After-School Activities

Students who are not involved in an approved after-school activity or being directly supervised by a staff member must exit the building by 3:15 p.m. If a student remains after school and is not riding the activity bus home, he/she should have a ride home pre-arranged prior to staying after school. Students failing to comply with these guidelines will lose the privilege of staying after school for a designated period of time. Students may not leave the building after school and return to take the activity bus home.

Telephone Use

Students may use the office telephone when necessary and within reason.

Food/Drink/Gum

All food and drink must be consumed in the cafeteria. Students who work with teachers during their lunch must first consume their lunch in the cafeteria and then report the teacher. Lunches should be stored in the student's locker until the lunch period. Gum chewing is not permitted at any time. In addition, food and drinks are not allowed in either gym at any time.

Gross Disobedience and Misconduct

Any conduct which disrupts the educational process or interferes with the rights of others is considered an example of gross disobedience and misconduct. These behaviors will not be tolerated in school, on school grounds, at a bus stop, on a bus, or at a school-sponsored activity. Examples of gross disobedience and misconduct may include, but are not limited to, the following types of behaviors and/or activities:

- Repeated and willful behavior which constitutes a disregard for rules and regulations of the school;
- Insubordination to, gross disrespect toward, and/or assault on any school personnel, including administration, staff, or any supervising adults;
- Acts which jeopardize the health, safety, and welfare of others;
- Using vulgar language or gestures;

- The consumption, possession, sale, use, or distribution of any substances, objects, or weapons which are considered unlawful (including tobacco, alcohol, drugs, or look-alike drugs);
- Unexcused absenteeism or tardiness after repeated warnings;
- Intentional theft of, damage to, or defacing of property that belongs to District 57 or any of its members;
- Fighting or deliberately causing injury to another person;
- Dishonesty, both verbal and written, including forgery or the misuse of any document or note;
- Deliberate misuse of fire alarms or 911 phone calls;
- Harassment of any type, including sexual harassment, of any student or school personnel;
- Joining or soliciting another to join any prohibited organization, or participating in any gang-related activities; and
- Participation in games of chance.

Consequences for acts of gross disobedience and misconduct will be determined by the school administration and may include suspension or expulsion. The principal may suspend a student from school when, in the principal's judgment, other methods of disciplinary action have failed or are deemed inadequate. The principal shall immediately report the suspension to the parent or guardian of the student, the superintendent, and the president of the Board of Education.

The Board of Education is authorized to expel students for gross disobedience or misconduct as defined above. Furthermore, the Board may expel for up to two years a student who brings to school or has in his/her possession on school property a weapon or weapon-like item. In all cases involving expulsion, students have the right to procedural due process. The professional staff will consider appropriate alternative measures prior to recommending the expulsion of any student.

For some students receiving special education, additional behavioral interventions may be needed as stated in their IEP. More comprehensive information regarding discipline is available through the office of the assistant superintendent for special services.

Dangerous Weapons and Look-Alike Weapons

Possession or use of explosives, firearms, other dangerous weapons or items intended to cause harm shall be prohibited in school buildings, on school grounds, on school buses and at any school-sponsored event.

Electronic Devices

Cell phones, electronic games, iPod's, CD player and other electronic devices are not recommended to be brought to school. However, if students choose to bring these items to school, they must keep them in their locker in the "off" position and not use them from 7:55 a.m. to 3:00 p.m. Students will assume full responsibility for these items if they are lost or stolen.

Possession of Inappropriate Items

Students shall refrain from bringing to school such items as: matches, lighters, tobacco, fireworks, knives, weapons of any type, alcoholic beverages, illegal chemicals, drug paraphernalia, laser pointers, or any other inappropriate item of this type. Selling products that are not school-sponsored is prohibited.

Smoking

Possession of cigarettes is prohibited at Lincoln Middle School. Students are not permitted to smoke in the school building, on school grounds, on buses or at bus stops.

Property

Students may not sell, trade, buy or exchange personal property at school or during school-sponsored events. Students are to respect the property of others including that of students, staff, and school. In addition, the private property of those living near the school is to be respected. In cases of property damage, full restitution will be expected.

Fines

Fines may be assessed to students for damage to textbooks and all other equipment provided by the school.

Searches

Under certain circumstances, administration may search students' personal property and lockers.

Lockers

All students must purchase from the school a red combination lock for hallway lockers and a green combination lock for physical education lockers. These combination locks may be used for all three years at Lincoln. It is highly recommended that students not give out their locker combinations to others and to make sure their lockers are locked at all times. **The school is not responsible for items lost or stolen from any locker.** If locks are lost, students must purchase a replacement. Students may be assessed fines for locker damage.

Fighting

Fighting is prohibited on school property, as well as, the period of time during which students are going to and coming from school, on buses and at bus stops. **Any student involved in a fight may receive a consequence regardless of who started the fight.**

Gangs and Gang-Related Activities

The Board of Education has determined that the presence of gangs and gang-related activities can cause a substantial disruption of, or a material interference with, school and school-related activities.

A "gang" is defined as any group of two or more persons whose purposes include the commission of illegal acts or prohibited activity. By this policy, the Board of Education and administration act to prohibit the existence of gangs and gang-related activities in the following ways:

Prohibited Student Actions and Behaviors

No student, on or about school property, on school buses, or at any school district sponsored activity:

- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other items which are evidence of membership or affiliation in any gang.
- Shall commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
- Shall use any speech or commit any act in the furtherance of the interests of any gang or gang-related activity.

The consequences and penalties for violation of this policy shall include, but are not limited to, suspension and/or expulsion.

Harassment

The intent of the Board of Education is to maintain a learning and general school environment free of harassment. Harassment will not be tolerated and shall be considered grounds for disciplinary action. Harassment may include, but is not necessarily limited to:

- Unwanted verbal kidding or annoyance;
- Bullying or intimidation;
- Repeated remarks with demeaning implications; or
- Attempts to isolate students from their peers.

Furthermore, sexual harassment may include, but is not necessarily limited to:

- Sex-oriented verbal kidding, abuse, or harassment;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implications;
- Unwelcome touching, such as patting, pinching, or constant brushing against the body of another; or
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who alleges harassment by any adult or student in the school shall report the incident. An employee shall report to a supervisor or an administrator. A student shall report harassment to the classroom teacher, social worker, principal, or other administrator. Reporting harassment will not reflect adversely upon the complainant's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and the accused, shall be respected consistent with legal obligations of the District and with the necessity to investigate allegations of misconduct and to take correction when this conduct has occurred.

Persons having knowledge of harassment are expected to initiate whatever reports, interventions, or appropriate actions necessary to stop prohibited behavior promptly and permanently.

SCHOOL DISCIPLINE PROCEDURES

Teacher Assigned Consequence

Teachers may assign students consequences for infractions of classroom and/or team rules including, but not limited to: tardies, classroom/hallway disruptions, unprepared for class, and gum chewing. Consequences may include removal from lunch recess, additional time spent before or after school, an alternate assignment, community service, and exclusion from an activity.

After-School Detention (Detention)

Teachers or teams may assign students detentions for infractions of school/team/classroom rules. Examples of detentions include, but are not limited to: chronic noncompliance with classroom rules, classroom/hallway disruptions, disrespect towards others, unsafe behavior, bullying or intimidation, and other acts that impact the safety of self and/or others.

Detentions are held in room 403 on Tuesdays and Thursdays. They begin at 3:05 p.m. and end at 3:55 p.m. Students should bring a pen or pencil to detention. Students are not allowed to work on homework during this time. Any student arriving late will not be allowed to serve their detention and will be marked absent.

Parents must make arrangements for their child's transportation to and from school for detentions. An activity bus that leaves at 4:00 p.m. each day is available (free of charge) for any student who has a detention.

It is the responsibility of the student to deliver to the parent the detention form for a parent signature. In addition, the parents may be notified of the consequence by mail, e-mail, or a phone call. If a student forgets or loses the signed detention form, a hand-written parent note, parent e-mail or a parent phone call is an acceptable replacement.

If a **signed** detention form is not turned into the detention room supervisor on the day the detention is to be served, the student **will not** be permitted to serve the detention on that day. The detention will then be reassigned to another day and an **additional** consequence will be assigned. After 2:30 p.m., students **will not** be allowed to use a school phone to call a parent to obtain permission to stay for a detention.

If a student is absent on the day he/she was suppose to serve a detention, then the student should report to the assistant principal's office to reschedule the detention for the next available date. If a student misses a scheduled detention for a reason other than being absent, then the student should report to the assistant's principal's office to explain the reason and to reschedule the detention. A missed detention will generally result in an additional consequence.

Severe Clause

In cases of severe, one-time acts of gross misconduct, gross insubordination or substance abuse, teacher/team interventions will be by-passed, and the student will be referred directly to the administration.

Administrative Disciplinary Consequences

Students may be referred to an administrator when previous discipline interventions have not been successful or when the problem is considered serious.

Administration may assign a student:

- Community service
- After-school detention (detention)
- Morning detention – begins at 7:00 a.m. and ends at 7:50 a.m.
- Extended detention – begins at 3:05 p.m. and ends at 4:45 p.m.
- Saturday detention – administrator will determine the start and length of detention
- Lunch detention
- Exclusion from any extra-curricular school or social event(s)
- In-school suspension
- Out-of-school suspension

Any of these consequences may be assigned to a student for, but not limited to, failure to successfully serve a scheduled detention, chronic acts of misconduct, single acts of gross misconduct, gross insubordination, truancy, a dangerous action to self and/or others.

Suspension will generally be imposed in cases of grave and/or frequent misconduct of the same nature.

A student with an in-school suspension will be required to attend school, but not allowed to attend any of his/her classes. Instead, the student will be supervised by an administrator or their designee. During the in-school suspension, the student will complete the work, for full credit, that he/she would have done as if the student had been in class. **A student with an in-school suspension is not allowed to ride the bus and is required to bring a lunch from home.**

A student with an out-of-school suspension is not allowed to attend school. During the out-of-school suspension, any daily work missed may be averaged into grades as a zero. Tests and long-term projects can be made up and full credit received.

Students may not participate in or attend extra-curricular activities or social events while under any type of suspension.

An administrator will always contact parents whenever disciplinary consequences of a serious nature are assigned to a student. A parent conference may be required for readmission to school.

Extra-Curricular Eligibility Requirements

Students must maintain appropriate academic and behavioral performance in order to fully participate in the extra-curricular activities of the school. Teachers will monitor this performance weekly and report poor student performance and behavior to the administration. If a student becomes ineligible, the student will be excluded from the activity for a specific amount of time as deemed appropriate by administration.

A student is subject to ineligibility when either of the two conditions exist:

- If the student receives two formal (written) disciplinary actions.
- If the student has an F in any class or two D's in a combination of classes.

If a student must forfeit participation in any extra-curricular activity for any portion of the school year, the student fee associated with the activity will not be refunded.