



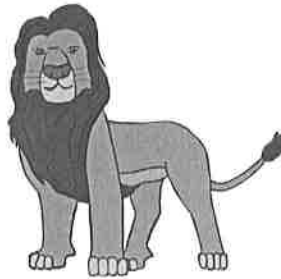
**Lincoln Middle School**  
**Home of the Lions**  
**2023-2024 Student Handbook**



Welcome to the Lincoln Middle School 2023-2024 school year! This student handbook contains information on academic policies, special services available to students, and school regulations. For a more detailed description of policies and student services please see our Annual Notice/Handbook by visiting our district website under Student Services Department at [www.smmusd.org/StudentServices](http://www.smmusd.org/StudentServices).

**Jose Cuevas**  
Principal

<b>Vy Andrew</b> Assistant Principal (Last Names A-L)	<b>Darci Keleher</b> Assistant Principal (Last Names M-Z)
---	---



**Enrollment:** 900

**Colors:** Red & White

**Mascot:** Lion

## LMS Chromebook Expectations

### **Keep your chromebook in a case**

Use the school provided one or one of your choice to prevent damage. If damage occurs (such as but not limited to cracked screen, missing hinge, bent corners) because the chromebook was not protected, a replacement fee not to exceed \$270 will be imposed. Parents will be notified of the cost to fix any avoidable damage due to misuse of the device.

### **Name Labels**

Students should have a name label on their chromebook at all times. If it falls off, students should go to the library to get a new one.

### **Notify library staff of lost chromebooks immediately**

Library staff may be able to help students locate lost chromebooks by locking the device.

### **Lost Chromebooks incur a replacement fee of \$270.**

Students are responsible for keeping track of their technology. Students will be charged for their device if left anywhere on campus and not able to be located. Please note, students are responsible for the chargers too. The replacement price for the charger is \$19.

### **Stolen chromebooks fees are waived** if a police report is submitted to the librarian in a timely manner. Please email the librarian if you have questions about submitting a police report.

### **Intentional damage** will incur a replacement fee not to exceed \$270.

If a chromebook intentional damage due to bad behavior choices (eg. hitting the screen, removing keys, throwing it, stepping on it, not having it protected in a case, etc). Then parents will be notified, and a fee will be imposed. Please note our IT staff keeps detailed records of chromebooks with damage, and to whom the device was issued.



# LINCOLN MIDDLE SCHOOL ELECTRONIC DEVICE POLICY

We are committed to providing a learning environment that is safe and free from distractions. Students are expected to come to school ready to learn. Lincoln Middle School has the expectation that all electronic devices are powered down and put away for the entire school day, this includes breaks. Phones may not be used to listen to music through earbuds/headphones during the school day.

Electronic devices include, but are not limited to: cell phones, cameras, iPods/MP3 players, personal laptops/tablets (District devices excluded), portable speakers, handheld electronic games, headphones/airpods, smart watches, etc.

In the event of an emergency, students should alert an adult on campus and will be allowed to use a school phone to contact their parents/guardians. Parents, please **DO NOT** contact your students during the school day via their cell phones. Students are able to access phones on-campus should they need to reach out to you during the school day.

Should a student be in violation of this policy, the following progressive steps will be taken:

First Offense	Second Offense	Third Offense and Subsequent Offenses
<p>Confiscation of item until the end of the school day. Returned to the student (phone will be taken with earbud/ headphone violation).</p> <p>Student conference</p>	<p>Confiscation of item until parent/guardian comes to retrieve it. Item <b>will not be returned</b> to student for <b>ANY</b> reason.</p> <p>Parent/Guardian Conference</p>	<p>Confiscation of item until parent/guardian comes to retrieve it. Item <b>will not be returned</b> to the student for <b>ANY</b> reason.</p> <p>Parent/Guardian Conference</p> <p>Additional consequences may be deemed necessary if the problem continues, including student turning in their phone at the start of the school day.</p>

Students and their parents/guardians take full responsibility for **any and all** electronic signaling devices (including cell phones), which the student may bring to school.

**In no event or circumstance** will the district or its staff be held responsible or liable for the loss, theft or damage to any such device. This includes the loss, theft, or damage of confiscated cell phones and similar devices (SMMUSD AR 5131.8).

# Lincoln Middle School Consequence Flow Chart

## 6th-8th Grade Semester 1 & 6th-7th Grade Semester 2

# of Detentions	Consequence
3	Parent contact
5	Student and Parent Conference
6	Ineligible for special school-wide/grade-level activities
7	Daily behavior contract
8	Parent shadow
9	Class or unstructured time suspension
10	Other intervention as deemed appropriate by administration

## 8th Grade Semester 2

# of Detentions	Consequence
3	Parent contact
5	Student and Parent Conference
6	Ineligible for special school-wide/grade-level activities
7	Ineligible to attend Beach Day
8	Ineligible to attend 8th Grade Dance
9	Ineligible to attend Yearbook signing
10	Other intervention as deemed appropriate by administration

**Students will begin each semester with a clean slate.\***

**\*Administration reserves the right to determine student ineligibility for events at any time. Alternative consequences may be assigned at the discretion of the administration.**

General Rules	Consequences
Cell phones/ear buds	1st: taken-pick-up end of day; 2nd: parent pick up; 3rd: parent plus additional consequences
Eating outside of the patios/cafeteria	5 days cafeteria for supervised nutrition/lunch
Leaving trash behind	Trash pick-up
Horseplay/excessive physical engagement	5 days cafeteria for supervised nutrition/lunch
Riding anything on-campus	Warning; detention; parent pick-up
Being in the hallway during lunch	15 minute school detention
Selling items on-campus	items/\$ confiscated and not returned
Hallway without pass	15 minute detention
Inappropriate computer use/excessive damage	Loss of computer use on-campus (paper/pencil tasks assigned)
Chewing Gum	15 minute school detention
Computer use outside during nutrition/lunch	15 minute school detention
No food delivery on-campus	Cell phone violation; food held for parent pick up
Going into cafeteria lunch line with backpacks/leaving on floor	15 minute school detention

**ADMINISTRATION HAS THE ABILITY TO ASSIGN ADDITIONAL/ALTERNATIVE CONSEQUENCES FOR ANY BEHAVIOR AS DEEMED APPROPRIATE.**

# Lincoln Middle School Student Code of Conduct

It is a privilege and honor to be a student at Lincoln Middle School. Lincoln Students follow the six pillars of character to help instill a positive school climate and a culture of kindness, make our school a safe environment for students to learn. Students will be honored for good behavior by receiving Lincoln Lottery Tickets and Student of the Pillar of Character recognition.

## A Lincoln Middle School Student...

T R U S T W O R T H I N E S S	<ul style="list-style-type: none"> <li>• Is honest.</li> <li>• Always gives best efforts.</li> <li>• Has the courage to do the right thing.</li> <li>• Keeps cell phone off and away in a secure location during school hours*.</li> </ul>	H O N O R	<ul style="list-style-type: none"> <li>• Shares only positive comments with others. (Bullying &amp; harassment will NOT be tolerated.)</li> <li>• Uses appropriate language.</li> <li>• Says "Please" and "Thank you".</li> <li>• Follows directions the first time they are given.</li> <li>• Keeps hands, feet, and objects to yourself.</li> </ul>
R E S P O N S I B I L I T Y	<ul style="list-style-type: none"> <li>• Is on time and ready to learn.</li> <li>• Comes to class prepared with all materials and homework complete.</li> <li>• Pays attention and stays on task.</li> <li>• Leaves electronics, slime/toys, permanent markers, gum and other prohibited/distracting items at home.</li> </ul>	R E S P E C T	<ul style="list-style-type: none"> <li>• Plays by the rules.</li> <li>• Takes turns and shares.</li> <li>• Is open-minded and listens to others.</li> <li>• Doesn't blame others carelessly.</li> </ul>
C A R E F O R	<ul style="list-style-type: none"> <li>• Will not bully others.</li> <li>• Will try to help students who are bullied.</li> <li>• Will try to include students who are left out.</li> <li>• If we know that somebody is being bullied, we will tell an adult at school and an adult at home.</li> </ul>	C I T I Z E N S H I P	<ul style="list-style-type: none"> <li>• Helps others; immediately notifies an adult if aware of students who may hurt themselves or others.</li> <li>• Complies with school and classroom rules.</li> <li>• Does not ride wheeled devices on campus and locks them in the appropriate areas.</li> <li>• Keeps our campus clean; throws away trash.</li> </ul>

## **Lincoln Middle School Attire Guidelines**

**Lincoln Middle School supports a dress policy that allows students to express their individuality, culture and whole self without creating a hostile environment for their peers. In this spirit, a Lincoln Middle School scholar who follows our Attire Policy:**

- Wears clothing that does not depict any form of profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, sexual acts, affiliation to an exclusionary group and is not offensive to any gender, race, culture, or other protected class.
- Keeps their faces visible so we can verify they belong on our campus. Does not use hats, hoods, or any other items to conceal their face. Please note that hats/hoods will be confiscated or removed if used in a distracting way. Cultural head and/or face coverings are always permitted.
- Wears clothing that ensures coverage of the entire buttocks and upper thighs at all times and does not show underwear.
- Wears tops that do not expose excess belly, chest or back. Tops are not strapless or backless. Shirts that are cut low on the sides or in the back should be worn with a tank top underneath.
- Wears shoes with closed toes and heels/backstraps. **No slides.** Crocs are **not permitted on the courts or while playing on the field.** Heels are not permitted on-campus.

**Student Attire Violation Consequences:** Students not following school attire guidelines will be required to change into PE clothes or other alternate clothing. First offense is a warning. Repeated offenses will result in detention.

**\*\*Appropriate consequences for Code of Conduct infractions will be assigned by staff and administration.**

## Student Safety

Your safety on campus is a top priority. We need students to report inappropriate activities and threats to help us keep you safe. Our goal is for you to have at least one adult that you feel comfortable going to if you ever need support. Your guidance counselor, assistant principal and principal are available to help you, so please don't hesitate to come talk to us. We know that sometimes students feel pressured not to report inappropriate things that are happening. In most cases, you can make anonymous reports to us but we have a few other methods you can use too.

To report bullying, harassment, vandalism, substance abuse or other illegal activities, use **We Tip** by calling **(800) 78-CRIME** or **(800) 782-7463**.

If you or someone you know is depressed or talking about suicide, don't hesitate to report. You can save a life!

- Come see a counselor, teacher or administrator.
- Contact **Teen Line 310-855-4673** or **TEXT "TEEN" to 839863**
- Contact **Suicide Crisis Line 1-800-273-TALK** or **1-800-303-7432** (Español)
- Text **HOME to 741741**. ([www.crisistextline.org](http://www.crisistextline.org))

## Anti-Harassment Policy

Lincoln is a safe learning environment free from verbal, physical, and visual forms of harassment. All harassment is prohibited whether due to race, skin color, national origin, ancestry, sexual orientation, religion, age, disability or perceived disability, political ideology, or any other reason. Violators will receive consequences including suspension (Ed Code 48900) and up to expulsion.

**With respect to sexual harassment, examples of the conduct we prohibit include:**

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender. This conduct must be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. The violator may be suspended or recommended for expulsion. (Ed Code 48900.2)

*Every Lincoln student should have  
at least one trusted adult on campus  
to go to in a time of need.  
Who is/will be your trusted adult?*

## Strategies to Avoid Conflict

1. Keep cool; take some deep breaths.
2. Wait before acting.
3. Think of the other person's perspective.
4. Express yourself in a positive way (don't insult).
5. Show willingness to solve the problem.
6. **Seek help from an adult if necessary.**

## Lincoln Lottery

Lincoln proudly implements the Character Counts! Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship to promote good citizenship. Students are given a lottery ticket when they are caught emulating one of the six pillars. This ticket entitles students to enter into a weekly drawing for prizes.

## Lockers (Hall and PE)

1. Do not give out your locker combination to any other student. Lockers may not be shared.
2. Lockers are a privilege that may be taken away in the event of misuse or as a consequence.
3. The school district or school is not responsible for items damaged, lost or stolen from lockers.
4. No special locks are permitted.
5. Do not store food or valuables overnight.

Each and every locker in the school building shall be subject to random inspection by any person, including a police officer, authorized by the administration, with or without the presence of the student and without advance notice. The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner or custodian thereof; in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings against such other student.

## Clean Campus and Vandalism

It is the responsibility of each student and adult to keep our campus clean and safe. Students who damage property will be required to pay for repairs and may receive consequences up to and including suspension. Police will be notified. Students who litter or eat in non-designated eating areas will be assigned campus beautification.

## Selling Items on Campus

While we love students' entrepreneurial spirit, only school-sponsored items may be sold on campus. (No selling of candy/snacks, Girl Scout cookies, supplies, toys, slime, etc.) Items will be confiscated and consequences assigned.