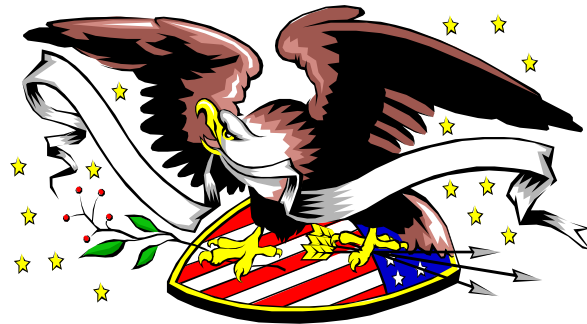


# **LLOYD B. McGUFFEY**

## **SIXTH GRADE CENTER**

342 Education Way  
Stanford, KY 40484  
Phone—(606) 365-8272



Name \_\_\_\_\_

Grade \_\_\_\_\_

Team \_\_\_\_\_

**Student Handbook**  
**2015-2016**

## OUR VISION

Students at the Lloyd B. McGuffey Sixth Grade Center will reach **academic proficiency** in all core subjects, Arts/Humanities, practical living/career studies; and will also demonstrate a **positive work ethic, effective communication skills**, and exhibit a **respectful attitude**.

## OUR MISSION

The Lloyd B. McGuffey Sixth Grade Center is a collaborative learning environment that believes in success for all students. The staff members are committed to making our vision a reality through a process of rigorous instruction, consistent monitoring and systematic intervention.

## ANNUAL NOTIFICATION OF PARENTS FAMILY EDUCATION RIGHTS & PRIVACY ACT

In accordance with the Family Education Rights and Privacy Act, parents shall have the right to inspect and review all education records relating to their child by making a request, in writing (more than thirty-six hours in advance of said inspection), to the principal of each school or other designated official. This right shall be passed on to the student at age 18.

***The Lincoln County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.***

## SCHOOL HOURS

McGuffey 6<sup>th</sup> Grade Center will begin the instructional day at 8:15 A.M. and end at 3:10 P.M. **Students should not arrive on the campus before 7:45 A.M.** Students arriving between 7:45 and 8:00 will report directly to the cafeteria and will not be allowed in hallway, at lockers or in classrooms prior to 8:00 A.M. Immediately after the last bell in the afternoon, all students are expected to exit the building.

## EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone.
6. Medical alert information.

If you move or change phone numbers or addresses during the school year please call the school so we can update emergency information in our computer system.

## VISITORS

For the safety of our students, all visitors to the building should report to the office upon entering the building. **All visitors must enter through the main entrance at the front of our building.** Visitors will be asked to sign in and state the reason for their visit. Visitors who will be out in our building will be asked to list their destination and wear a visitor's badge while they are in the building. Conferences or classroom visits should be scheduled ahead of time by contacting the classroom teacher to set up an appointment. Requests for information, early student dismissal, and/or conference requests should go through the office.

## ATTENDANCE AND TARDIES

Regular attendance is critical to a student's success at school. All students are expected to attend class regularly and be on time. **Student attendance is an important student and family responsibility.** In the event of an absence or tardy, a student should bring a doctor's excuse or note from home explaining the reason. **Any student with an UNEXCUSED ABSENCE or TARDY will not be allowed to attend Funky Friday that week. (attendance days to qualify for Funky Friday will run from Monday morning to Friday at 12:00 each week)** District attendance policy requires:

1. Any pupil who has attained the age of six (6), who has been absent from school without a valid excuse **for three (3) or more days** or who has been tardy without a valid excuse on **three (3) or more occasions**, is considered truant.
2. Any student who has been reported as a truant **two (2) or more times** is a habitual truant.
3. The Director of Pupil Personnel will handle violation of the compulsory attendance school laws.

Students are allowed up to six (6) parent excuse notes and (6) tardy excuse notes per year, per district policy. Once the six-note limit for absences & the six-note limit for tardies has been reached, students must have a doctor's note or other official note to be excused, unless the absence meets the excused absence criteria in board policy. **This year students will also have a limit of (10) doctor's excuse notes.** For questions about excused and unexcused absences, please contact our attendance clerk.

**Unexcused tardies count towards truancy per district policy.** Our front doors open at 7:45 A.M. and classrooms open at 8:00 A.M. Our instructional time begins at 8:15. Car riders are expected to be in their classroom with all materials ready to start the day at this time.

## FOOD SERVICE

**Due to participation in a new state program again this year, every student at McGuffey will receive FREE breakfast & lunch.**

All snacks and beverages sold at the "Snack Shack" during the school day adhere to the state nutritional guidelines.

We encourage all students to eat a nutritious lunch in our school cafeteria. ***If a student chooses to bring lunch, then we kindly ask that beverages be of a healthy nature (water, milk, juice or Gatorade). ABSOLUTELY !! NO Energy Drinks or Sodas are permitted for breakfast or lunch. Also students are not permitted to bring these drinks for snack day or Funky Friday.***

Glass bottles are not allowed on school property. Also, due to state guidelines, no "take-out" or "fast food" is allowed. Thank you for helping us promote the healthy eating habits of our students!

## LIBRARY

Library materials are checked out to students for a two-week period at the McGuffey Sixth Grade Center. Items may be renewed as many times as needed as long as the material is presented at the time of renewal and it is not on reserve for someone else.

Students assume full responsibility for items checked out of the library under their name. Written notices of overdue materials will be sent out after a verbal notice has been given. Fines are not charged for overdue materials, but students may not be allowed to check out another item, unless it is for class assignment, if any materials checked out to them are overdue. Students must also have permission from their teacher. **Any lost or damaged book must be paid for.** The **current cost** of replacement from the library's book vendor will be the amount charged. We understand that circumstances arise that are out of the student's control and we will take those situations under consideration before denying checkout privileges or requesting payment for lost or damaged books. Books that are lost or damaged beyond repair can be paid for or payment can be waived by earning credit by working in the library during Funky Friday to waive the payment. See Mrs. Faulkner for more information.

If a student has not returned any library item (or paid for it) by the last week of school, any lost/unpaid for item will be carried over until the following school year at which time the item must be paid for or the student will continue to lose checkout privileges at the middle school.

## **MEDICATIONS**

Students are not allowed to carry any medication, prescription or non-prescription, on their person or store medication in their lockers or bags. (Asthma inhalers and other similar medications are the exception only with appropriate medical authorization). All medication must be checked in at the office. The parent/guardian should bring the medication to school -- students should not transport medication to and from school on the bus. Medication permission and information forms will be sent home at the beginning of the school year.

### **GUIDELINES FOR PRESCRIPTION MEDICATION AT SCHOOL:**

1. Medications must be clearly identified as to the name and type of medication.
2. Medication must be **in the original container**.
3. Medication must have a prescription label with the child's name, drug identification, dosage instructions, doctor's name, and date.
4. Prescriptions must be current.
5. A Permission Form for prescribed or over-the-counter medications must be completed & signed by the parent and accompany the medication. A copy of this form can be printed off the district website under the links/forms/plans tab then click on Health Service Form Packet.
6. No more than one week of medication may be sent at a time.
7. Refrigeration is available at the school.
8. Medication shall be given by **trained** school personnel.

### **GUIDELINES FOR NON-PRESCRIPTIONS (i.e. Advil, Tylenol, Midol, etc.):**

1. Must be in original container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A Permission Form for prescribed or over-the-counter medications must be completed & signed by the parent and accompany the medication. A copy of this form can be printed off the district website under the links/forms/plans tab then click on Health Service Form Packet.

### **REQUIREMENTS FOR 6<sup>TH</sup> GRADE ENROLLMENT**

All students entering 6<sup>th</sup> grade and who have reached the age of 11 years old must provide the school with an up-to-date vaccine record & Sixth Grade Physical Exam, no later than October 1<sup>st</sup>. These services can be provided at no charge by the school nurse upon "parent request." Parents of students missing these health records will be sent notices from the school nurse. Failure to provide the required health records can result in the student's inability to attend school until records are received. These absences will be considered **Unexcused** and subject to current attendance policies.

## **6<sup>th</sup> GRADE ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

McGuffey 6<sup>th</sup> Grade Center encourages the participation of all students in a variety of activities. McGuffey is a school that supports students in their transition from elementary to middle school. For this reason, 6<sup>th</sup> grade students will not always be eligible to participate in all of the same sports and activities available to middle and high schoolers. However, McGuffey is committed to ensuring that students have as many extra-curricular activities available to them as possible. Students are encouraged to set goals and prioritize their responsibilities and activities. The first and foremost responsibility of each student is his/her education.

Our SBDM policy states: Students participating in Lloyd B. McGuffey 6<sup>th</sup> Grade Center Athletics are expected to pass all classes. Students failing one or more classes will be placed on probation and will not participate, manage, or cheer in athletic contests, but may practice. Each team will compile a list of ineligible students weekly and will submit that list to the middle school athletic director, who will notify athletic coaches. Students on probation will be monitored on a weekly basis. Students turning in required work and making satisfactory academic improvement in failing areas while maintaining all others will be allowed to rejoin the team or squad once grades are brought up to passing. Students who do not bring grades up to passing will remain on probation and ineligible to compete. Students who are placed on probation a third time will be ineligible for participation for the remainder of the sports season. The eligibility criteria covers participation in all extra-curricular competitive teams, not just athletics (i.e., Academic Team, Future Problem Solving, etc

## **ACADEMIC AND BEHAVIOR PHILOSOPHY**

McGuffey 6<sup>th</sup> Grade Center strives to assist students in developing academic proficiency, a positive work ethic, and a respectful attitude. This can be attained through a highly structured and smooth-flowing classroom setting. In order to achieve this at the McGuffey 6<sup>th</sup> Grade Center, we believe that, **“It is appropriate to expect students to pass all courses and maintain good behavior at all times.”**

Good behavior is necessary to maintain a proper climate for learning and is expected not only during class but at all school functions and in all parts of the school. Because of this, McGuffey 6<sup>th</sup> Grade Center regards behavior as an integral part of the school curriculum. Students should learn and practice self-discipline so that they can monitor and control their own behavior. However, sometimes behavior must be modified through other means. At McGuffey, every effort will be made to make behavior and its modifications positive, rather than negative and reactionary.

It is our belief that the most important prerequisite to learning is a controlled, orderly, secure, and humane atmosphere. It is with this belief in mind that we utilize the philosophy described herein. Our ultimate aim is to make McGuffey 6<sup>th</sup> Grade Center a more pleasant place, a place more conducive to learning.

## **ACADEMIC PROGRAM**

The Academic Curriculum at McGuffey 6<sup>th</sup> Grade Center is a rigorous program designed to educate and challenge students to reach their full academic potential.

### **GRADING**

McGuffey 6<sup>th</sup> Grade Center teachers use several different methods for grading students in different types of classes.

1. **Core Classes**—Language Arts, Mathematics, Social Studies. These are year-long courses.
2. **Science, Geometry & Statistics, Integrated Language Arts**- Are 18 week courses
3. **Encore Classes**—Art, Music, PE/Health, Life Skills. These are 18 week courses.

These classes will be given a letter grade based on the following percentages:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

3. **Intervention Classes**- Reading and Math are given **MB**(meets benchmark), **P**(making adequate progress), **N**(not making adequate progress)

## SCHEDULES & STUDENT ASSIGNMENT PLAN

All students are assigned to seven classes each day: Language Arts, Math, Science, Social Studies, at least one Encore class (PE & Health, Art, Music, Geometry/Statistics, Life Skills, and Integrated Language Arts. **Starting with 2015-2016 school year students will no longer be assigned to teams.** Students will be assigned to courses & specific course sections based on several different criteria.

## INDIVIDUAL LEARNING PLANS

All students in Kentucky are required to have an Individual Learning Plan (ILP) starting in sixth grade. The ILP is a web-based program focused on careers in which students explore their interests and match those interests to possible future career choices. The ILP will follow the student and will be expanded upon each year through middle school and high school. Students at the Sixth Grade Center will be completing their ILPs in their Integrated Science Class or with the guidance counselor.

Most of the work on the ILP will be done at school. However, the ILP can be accessed at home if you have a computer with internet. To access their ILP, students will need a user name and password. Below is the information needed to access the ILP online:

### Career Cruising

Access to your Individual Learning Plan (ILP)

[www.careercruising.com/ILP](http://www.careercruising.com/ILP)

Ten Digit User Name: \_ \_ \_ \_ \_

Six Digit Pass Word: \_ \_ \_ \_ \_

## RETENTION

A student will be considered for retention when he/she has failed two out of seven subjects for the year—the Core classes, or the average of the grades for Encore classes. Other factors considered in determining retention are student age, past retentions, and individual education plan/remedial plan/504 modifications.

## HOMEWORK EXPECTATIONS

Students at McGuffey 6th Grade Center should expect an average of 40 minutes of homework each evening. Research shows that there is a positive relationship between student success and the daily assignment of homework. **Therefore, students are expected to complete and turn in all homework assignments.**

Teams will send homework home weekly in a “Homework Folder” with each student containing information about academic progress and missing assignments, as well as announcements and updates. In addition, students will be expected to keep track of assignments in the student agenda book. Parents should check the agenda book and homework folder regularly for updates on grades and homework assignments. **Your student’s agenda book & homework folder should always stay in their 2 inch BINDER.**

Each teacher will provide make-up work to students following an absence. Students are responsible for making sure they have received all make-up work and for completing and turning in the work in a timely fashion. **Parents may call and request to pick up make-up work if the student will be out for more than one day. We kindly request 24-hour notice so our teachers will have time to gather the materials and provide appropriate directions and instructions. Parents will not be permitted to call the morning that a student is absent and request work for that**

## **CHEATING**

Cheating is a severe academic offense and will be dealt with accordingly. It demonstrates a lack of integrity and character. Cheating involves one or more of the following actions:

1. To use work of another person as your own.
2. To copy information from another student's test, assignment, or notebook.
3. To plagiarize—plagiarism means using another person's idea, expression, or words without giving the original author credit.
4. To prepare for cheating in advance. For example:
  - a. Having in your possession a copy of a test to be given or having been given by a teacher,
  - b. Using the test copy or notes during a test or examination,
5. To fail to follow test procedures or instructions announced by a teacher. For example:
  - a. Talking while taking quizzes, tests, or examinations.
  - b. Turning around in the seat
  - c. Not raising a hand to ask questions.
6. To give information to another during an exam or assignment is also considered cheating.

## ***BEHAVIOR PROGRAM***

Minor matters related to student behavior and classroom management will be handled by the teachers and/or the department. Each teacher will develop classroom rules by which the students will follow. In the event a student's behavior is serious or persistently disruptive, the student will be referred to the office to be handled by an administrator and/or counselor.

Continuous and willful refusal to accomplish school tasks; insubordination; disorderly, vicious, illegal or immoral conduct; and/or persistent violation of school or board regulations are cause for discipline. This includes violation of narcotic laws, possession or use of alcoholic beverages, possession or use of weapons or fireworks, or violation of any local, state or federal law.

## **BASIC RESPONSIBILITIES**

**STUDENTS:** The student is responsible for behaving and showing respect and consideration for any and all people in which she/he is in contact.

**TEACHERS:** Teachers are responsible for enforcing the student behavior expectations in a humane, compassionate, and consistent manner.

**PARENTS:** Parents/Guardians are expected to reinforce the behavior expectations of the school.

## SPECIFIC STUDENT EXPECTATIONS

**Behavior Habits:** Overall, the most important aspect of behavior expectations for students is that each shows respect and consideration for each and every individual in which she/he is in contact. This includes fellow students, teachers, substitutes, secretaries, cafeteria workers, custodians, bus drivers, parents, and any visitors to the building. Students are expected to not disrupt the learning environment. In an effort to promote an orderly learning environment with consistent expectations, we ask that all students adhere to the following "Common Area Expectations."

### COMMON AREA EXPECTATIONS

#### Hallway Expectations

- Walk on the right side of the hallway
- Walk single file or by two's
- Respect the space of fellow students (hands and feet to self)
- Keep noise level to a minimum
- Go promptly to your assigned location
- Signed agendas are required for hallway privileges
- 

#### Restroom Expectations

- Use the restroom, flush, wash, leave (no hanging out)
- Keep noise level to a minimum
- Respect the privacy of others
- Keep the restroom clean

#### Cafeteria Expectations

- Wait patiently and quietly to be served
- Respect the space of fellow students (hands and feet to self)
- Keep noise level to a minimum
- Remain seated at all times
- Sit only at assigned table/seat
- Raise hand if you need assistance
- Empty your tray when asked
- Keep your area clean
- Use good manners

#### Classroom Expectations

- Be respectful
- Be responsible
- Be prepared
- Be willing to try
- Be willing to learn
- Be a team player
- Be aware of teacher expectations

#### Library Expectations

- Minimal talking
- Place items back where they belong
- Clean up your area when finished working
- Always walk (no running)
- Be considerate of others



## BASIC GUIDELINES

### GUM

***GUM IS NOT TO BE BROUGHT TO SCHOOL OR CHEWED IN THE BUILDING.***

### LOCKERS

Each student is assigned a locker. **Students MAY NOT share lockers and should never share their combination.** Students should use their locker to store books, school materials, coats, purses and book bags. Purses are not allowed in the classrooms and should be stored in the locker during class time. Throughout the day, students are allowed to access their purses and other personal belongings stored in the locker during designated break times or with a signed locker pass.

### BOOK BAGS

Book bags should not have wheels and should not be oversized. Students should store book bags and gym bags in their locker before reporting to their first class. They are not to be taken to classes.

### TELEPHONES

1. Telephones in the office are for school business and emergencies only.
2. Students must gain permission to use school and classroom phones by staff prior to making any calls.
3. Students may bring cellular phones to school, but they must be **turned off** and **stored in the locker** during the school day.
4. Cell phones not in the locker will be confiscated for the remainder of the day.  
**1<sup>st</sup> offense-** teacher will return phone to student at the end of the day.  
**2<sup>nd</sup> offense-** phone is brought to the office & picked up by student at the end of the day.  
**3<sup>rd</sup> offense-** phone is brought to the office, but must be picked up by a parent.
5. Repeat offenses or inappropriate use of the cell phone will result in disciplinary action & loss of phone for the remainder of the school year.

### ELECTRONICS/TOYS/COLLECTIBLES

1. Use of any type of electronic device for communication and/or entertainment, including but not limited to CD players, iPods, MP3 players, etc., by students is **allowed during after school hours or during Funky Friday.**
2. Electronic devices must be **turned off** and **stored in the locker** during the school day.
3. Toys, collectibles, and lasers are prohibited at school. This includes items such as playing cards, trading cards, baseball cards, finger skate boards, etc.
4. Students who choose to bring any of these items to school do so at their own risk. The school cannot be responsible for lost or stolen items.
5. Prohibited items and electronic devices not in the locker will be confiscated, and a parent/guardian must be present to retrieve them.

**EXCEPTION:** Students may bring & use in class Kindles, Nooks, I-Pads, I-Pods, I-Books, Laptops, etc., with Teacher permission.

### DRUGS AND ALCOHOL

McGuffey 6th Grade Center strictly adheres to a **“ZERO TOLERANCE”** drug policy. No pupil shall possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school sponsored activity.

1. Alcoholic beverages;

2. Controlled drug substances and drug paraphernalia;
3. Substances that “look like” a controlled substance. (In instances involving look-alike substances, there must be evidence of the student’s intent to pass off the item as a controlled substance.)

All violations of this policy shall be referred to the Board of Education for the administration of disciplinary action.

### **TOBACCO POLICY**

Federal law prohibits the use of tobacco products inside a building where students are housed. (PL103.227 part C) The possession of tobacco or tobacco paraphernalia on school property, including the school bus, is strictly prohibited. All students violating this policy will be subject to disciplinary action. Students in violation of the tobacco policy will also be referred to the counselor for tobacco education intervention program. Any student in the judgment of the administration who is attempting to circumvent the policy should be subject to disciplinary action. (702 KAR 5:080), (KRS 160, 290), and (KRS 438.050)

- |              |   |
|--------------|---|
| 1st Offense: | One (1) day Out-of-School Suspension    |
| 2nd Offense: | Two (2) days Out-of-School Suspension   |
| 3rd Offense: | Three (3) days Out-of-School Suspension |
| 4th Offense: | Five (5) days Out-of-School Suspension  |

Continued violations of the tobacco policy will be considered on a case-by-case basis.

### **DRESS/APPEARANCE**

Student dress and appearance should be clean, neat, and not interfere with or detract from the educational process. Because the way a person dresses is a reflection of character, McGuffey 6th Grade Center has adopted the following dress code:

1. No hairstyles that create problems of health or sanitation or call undue attention or cause disruption **(this may include any hair color that is not of a natural color)**
2. No head covering of any type, e.g. hats, bandanas, sunglasses, sweatbands, do-rags, etc.
3. No shorts, skirts, or dresses that are shorter than **three (3) to four (4) inches above the knee**
4. No tears or holes in clothing above the knee; that shows skin or undergarments.
5. **No Leggings or Tights worn as the outside layer of clothing. Leggings/Tights/Yoga Pants may be worn under a skirt, shirt, or shorts that are “Mid Thigh” in length.**
6. No “backless” tops including tube tops, tank tops, halter-tops, spaghetti-strap tops, camisoles, basketball jerseys, tank undershirts, etc.
7. No excessively low-cut tops
8. No shorts, pants, skirts, crop tops or shirts that expose the stomach or show midriff
9. No pajamas or pajama-type flannel pants
10. No house shoes, slippers, or shoeless feet
11. No “Heelies” (shoes with built-in roller wheels)
12. No baggy pants, fish net, or see-through tops that expose undergarments by being excessively loose or sagging or sheer
13. No bicycle or Spandex shorts or underwear worn as the outside layer of clothing
14. No beach attire
15. No clothing with inappropriate, indecent or suggestive language or pictures (including those that refer to sex, alcohol, drugs, or tobacco)
16. No emblem or apparel that is offensive or disruptive to the educational process
17. No clothing with messages that mock, ridicule, demean, or provoke others because of race, religion, sex, or national origin
18. No wallet chains or other large chains that could be used as a weapon, even if worn as jewelry
19. No outside jackets or coats in the classroom. They must remain in student’s locker.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

McGuffey 6th Grade Center adheres to a strict "hands off" policy. Public display of affection is prohibited for all students while on school grounds or during school activities.

## **ANTI-BULLYING POLICY**

The Lloyd McGuffey Sixth Grade Center is committed to a safe and civil educational environment for all students, free from harassment, intimidation or bullying as guaranteed in Kentucky Revised Statutes Chapter 158. Bullying is characterized by the following:

1. Unwanted written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation;
2. Carried out repeatedly over time; and,
3. An imbalance of power.

Any incident that is witnessed by a student and/or staff member should be reported immediately to the school administrators. The administrators will investigate the report; if the incident is determined to be bullying, the administrators will implement procedures that ensure both the appropriate consequences and remedial responses to a student who commits act(s) of bullying.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is generally defined under state and federal law as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of a threat to one's person.

Sexual harassment violates both federal and state laws and is insulting and demeaning to the victim. Students and staff of McGuffey 6th Grade Center shall be free from verbal, physical, visual, and psychological sexual harassment from other students and/or adults. Engaging in the following behaviors may result in disciplinary proceedings consistent with Lincoln County Board of Education policy:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, insults, innuendoes, or jokes
3. Unwelcome sexual verbal abuse, derogatory comments, or sexually degrading descriptions
4. Sexually suggestive and/or offensive sounds, whistles, or gestures
5. Graphic verbal comments about an individual's body
6. Graphic, overly personal conversation
7. Spreading sexual rumors
8. Teasing or sexual remarks about students or staff
9. Unwanted physical contact such as touching, fondling, hugging, kissing, brushing, pinching, or assaulting an individual's body or clothes in any sexual way
10. Cornering or blocking movements
11. Displaying sexually suggestive materials or objects
12. Drawing pictures or writing notes which are sexually offensive
13. Having coerced sexual intercourse.

**ANY STUDENT WHO FEELS S/HE HAS BEEN SEXUALLY HARASSED SHOULD REPORT THE INCIDENT TO A STAFF MEMBER OR SCHOOL ADMINISTRATOR IMMEDIATELY.**

## BUS CONDUCT

Riding a school bus is a **privilege** for Lincoln County students. All pupils being transported are under the authority of the bus driver and must obey his/her requests. Any violation of the bus rules and regulations may result in the suspension of the bus riding privileges, suspension from school, both, or a recommendation from the principal to the superintendent for expulsion from school.

### Students should...

1. have written permission from the principal's office to ride a bus other than their own or to leave the bus in some place other than home or school. If a student is to ride the bus (or car) home with another student, ***BOTH students must bring a note from their parent/guardian and turn in to the office that morning.***
2. be on time, wait patiently for the bus, and stand a safe distance from the curb or highway.
3. use steps and handrails when entering or exiting the bus, sit in seats assigned by the driver without crowding or pushing, and remain seated until they have reached their destination.

### Students should not...

1. vandalize.
2. harass, strike, shove, kick, or annoy others.
3. possess glass containers, eat, drink, or use of tobacco products in any form.
4. fight or use profanity or obscenities.
5. create fire hazards (striking matches, smoke bombs, fireworks, etc).
6. throw objects at, on, or off the bus.
7. hang out of the windows.
8. display open and persistent defiance of driver's request.
9. possess animals or insects on the bus.

The following procedures will be used when discipline problems on the bus are serious enough to cause the driver to report a pupil to an administrator:

1. ***First Offense:*** The administrator will talk with the student and the driver to reach an agreement about future conduct. A letter will be sent to the parent(s) or guardian. The administrator may administer some kind of punishment, depending upon the offense.
2. ***Second Offense:*** The student may be suspended from riding the bus for up to 3 days. The parent(s) or guardian will be notified in writing as to the offense and the action taken.
3. ***Third Offense:*** Same procedure as for the second offense, except the suspension may be increased to 5 days.
4. ***Fourth Offense:*** Same procedure as for the second offense, except the suspension may be increased to 10 days.
5. ***Fifth Offense:*** The parent(s) or guardian and the Superintendent shall be notified in writing of the latest discipline problem. The Superintendent may recommend an extended suspension or recommend to the Board that the student not be permitted to ride the bus for the remainder of the school year. Pupil conduct which may be serious enough to endanger the lives or safety of other pupils or the driver may be subject to more severe punishment at any time during this process.

In the event that one or more students are behaving in a threatening or violent manner or in such a way as to endanger the safety of other students on the bus, the driver is authorized to remove the student(s) immediately. (Policy 06.34)

## **DISCIPLINE PROGRESSION**

In the event that a student chooses to violate the behavior code, a teacher or other staff member may employ the following actions. The discipline progression may be adjusted due to frequency or severity of incidents at administrative discretion.

1. MINOR IN-CLASS MISBEHAVIOR—Teacher and/or department action
2. SEVERE MISBEHAVIOR—Office referral

## **STRIKES**

1. Strikes can be assigned by any adult in the building.
2. Strikes are assigned for the following misbehaviors: not completing/turning in work, name calling/teasing, disrespect, not keeping hands to self, disrupting class, gum/candy, disturbing others, talking/not paying attention, cheating/copying, horseplay, not prepared for class, misbehavior in hallway/restroom, tardy to class, defiance, and other as identified by teacher or administrator.
3. Each week, there is a “strike limit.” Students must not exceed the strike limit for the week in order to attend school incentives and rewards.
4. Strikes are like a “warning.” There are no consequences attached to the strikes, other than a verbal reprimand, unless the student exceeds the strike limit.
5. Excessive strikes, or repeated strikes for the same offense could result in more severe consequences.

## **LOSS OF PRIVILEGES**

In some instances, the administrators may deem it necessary to deny privileges to students. These privileges include: hallway passing time, lunch time, independent bathroom time, incentives and rewards, Funky Friday.

## **LUNCH DETENTION**

1. Lunch detention can be assigned by a teacher, (teacher will supervise the student), or an administrator.
2. The student may go to the lunchroom to purchase lunch, then will report to the lunch detention room immediately thereafter. The team or administrator may choose to provide a teacher escort to and from the lunchroom.
3. The student will remain in the detention room in silence for the duration of the lunch period.
4. The infraction does not become a part of the student’s permanent school record.
5. Failure to serve lunch detentions or inappropriate conduct during a detention could result in more severe consequences.

## **IN-SCHOOL SUSPENSION (ISS)**

1. In-school suspension can only be assigned by an administrator.
2. The student is kept in the detention room during the school day and teachers will send lessons and work for the student to complete under the supervision of an administrator.
3. ISS may be short term (1/2 – 1 day) or long term (up to 5 days).
4. The student is not considered absent and all work will be counted. However, the student should understand that they are missing instructional time and may miss out on instruction in important academic concepts.
5. The infraction **WILL** become a part of the student’s permanent school record.

## **CORPORAL PUNISHMENT**

1. Corporal punishment is also a disciplinary measure when misbehavior becomes repetitive.
2. Corporal punishment will only be used when written permission is given from parent or guardian.
3. Corporal punishment will only be used when other methods of correction have proven to be ineffective.
4. If permission is not given, the alternative may be suspension from school for 1 to 5 days.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

1. Out-of-school-suspension can only be assigned by an administrator.
2. The student is kept out of school for a short term (1-3 days) or a long term (3-5 days).
3. The days that the student misses school are considered **UNEXCUSED** absences and can affect attendance and truancy.
4. The infraction **WILL** become a part of the student's permanent school record.

## **ACADEMIC AND BEHAVIOR REWARDS**

We believe that it is important to congratulate and recognize students for exhibiting academic proficiency, a positive work ethic, and a respectful attitude. Below are descriptions of the reward programs we have in place to celebrate the achievements of our students. This list is not all-inclusive and other rewards are often planned throughout the year.

### **HONOR ROLL AND PRINCIPAL'S LIST**

Each nine weeks, students who have all A's on their report card will be named to the "Principal's List." These students will have their names displayed in the hallway outside the library & submitted to the local paper. Students who have all A's and B's will be named to the "A/B Honor Roll." Students receiving this honor will have their names submitted to the local paper for publication.

### **STAR STUDENTS**

Every month, teachers name a star student. These students are honored on the morning announcements and receive a certificate. The students' pictures are displayed in the front entrance of the school during their month.

### **RA-RA AND POWER CARDS**

Students demonstrating a respectful attitude can earn RA-RA cards, which are filled out by a teacher and mailed home. Students demonstrating a positive work ethic earn POWER cards. Students earning these cards have their name entered into a weekly drawing for a "Snack Shack Coupon".

### **FUNKY FRIDAYS**

Fridays are designated as "Funky Fridays." On these days, students who have **NO UNEXCUSED ABSENCES, NO UNEXCUSED TARDIES**, no missing assignments, have not exceeded the set number of strikes, and no behavior violations (no ISS, OSS, Administrative lunch detention, bus suspension, or corporal punishment) for the specified time period will be allowed to attend a 25-minute social at the end of the day.

**The time period to qualify for Funky Friday runs from Monday morning until Friday afternoon.**

### **NINE WEEKS REWARDS**

At the end of every nine weeks, students who have all A's, B's, C's on their report card and no behavior violations for that grading period (No ISS, OSS, 3 or more "Administrative" lunch detentions, or bus suspensions) will be invited to attend a special reward activity.

### **BEECHBEND REWARD TRIP**

Students who earn a 3.5 Grade Point Average for the entire school year will qualify for the Beechbend Amusement Park Trip that will take place during the month of May.

Please sign and return this page to your 1<sup>st</sup> period teacher.

I have read and understand the 2015-2016 McGuffey 6th Grade Center Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date