Vision: Every Student, Every Classroom, Every Day, Preparing for College/Career and Citizenship Readiness

Mission: The mission of the Lincoln County Middle School is to assist each student in realizing his/her full potential academically, socially, and emotionally by providing rigorous educational experiences in a safe and supportive atmosphere that recognizes and addresses the unique needs of the young adolescent. We believe this can be addressed by cooperation of stakeholders: students, family, school, and community.

Name _______________________________________

Grade ______________________________________

Team _______________________________________

2018-19
MESSAGE FROM THE PRINCIPAL

Dear Parents,

The staff at Lincoln County Middle is very excited to welcome your child to the 2018-19 school year. We are ready for your student to have a wonderful middle school experience and we have spent several days preparing for the instructional activities that will engage your child in the learning process. I would like to give you a few hints and suggestions that will help you and your child have a successful school year.

First, make sure that your child attends school every day and is on time to school. Good attendance is vital for student success and is the single most important factor in student learning. Students are more likely to succeed academically and to become involved in extra-curricular activities when in attendance on a regular basis. Students also learn how to be contributing members of the community when in regular attendance to school.

Second, we want to encourage you to read the entire handbook that has been prepared for the students. This will answer questions that you might have about the upcoming school year and it will outline some things such as PBIS, student expectations, parent expectations, teacher expectations as well as some policies. The students will be required to have this book with them at all times while at school. It will be used to write assignments/homework, and it will also serve as the hall pass for your child if they need to be out of class for any reason.

Finally, I want to encourage you to be active in your child’s education. There are many ways in which you can do this and it will show your child that you truly care about their well-being and opportunity for education. I suggest that you ask your child about their day when they return home and require them to write assignments/homework in their handbook. I also suggest that you require your child to have a designated place in the home to sit down each evening to study or do homework assignments. I look forward to working with each of you in order to give your child and our students the best education possible. Go Eagles!

Sincerely,

Billy Harris

#TEAMLincoln
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, genetic information, disability, religion, marital status, or age in its programs and activities and provides equal access of its facilities to the Boy Scouts and other designated youth groups.

SCHOOL HOURS
Lincoln County Middle School instructional day is 8:15 A.M. - 3:10 P.M. Students should not arrive on the campus before 7:45 A.M. After morning dismissal from the gym or cafeteria, students are expected to go to their lockers and be in class by 8:15 for morning announcements. At the first bell in the afternoon, car riders are dismissed to the pick-up loop in front of the McGuffey Building and bus riders to the buses. Immediately after the last bell in the afternoon, students in after-school activities should report to the cafeteria. All others are expected to exit the building.

EMERGENCY INFORMATION
Each student is required to have on file at the school office the following information:
- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home, cell, and work phone numbers in addition to e-mail address(es) of the parent(s)
- Names and phone numbers of two (2) emergency contacts when parents cannot be reached
- Physician's name and phone
- Medical alert information

VISITORS
For the safety of our students, all visitors to the building should enter through the main entrance of our building and report to the office. Visitors need to sign in, state the reason for their visit, and obtain a visitor’s badge. Appointments for conferences with teachers or classroom visits should be scheduled ahead of time by contacting the classroom teacher. Requests for student information and/or early student dismissal should go through the front office. Visitors should not park in the bus loop after 2:30 P.M.

STUDENT EARLY SIGN OUT
Students signing out early must be picked up at the office. If a student is signed out early
- people designated for picking up students must present a picture identification, i.e. driver’s license or the Social Security number of the parent or designee if it is on file in the office each time they pick up a student.
- parents/guardians must designate people who have permission to pick up their child.
- those picking up students after 2:30 should park in the McGuffey car loop so as not to interfere with the buses in the bus loop.

TRANSPORTATION CHANGE REQUEST
ALL requests, e.g., student riding home with another student, riding a different bus, etc., must be in writing from a parent/guardian. If one student is riding home with another, parents of both students must provide notes of approval. Parents may fax requests if the request is signed by them. Requests WILL BE VERIFIED, or they cannot be approved. Requests must be...
- turned into the office on arrival to school. Late requests must be verified.
- include student’s first and last name, parent/guardian's name, daytime phone number, date, and parent/guardian signature.
CAR RIDERS AND PICK UP

Parent/guardians are given placards with their child's name to display in the front window of their vehicle. Additional placards may be requested. If **no placard is displayed in the vehicle**, photo IDs may be checked by school personnel to make sure student is leaving with a person on his/her pick up list. If picking up a student after 2:30, parents should park in the McGuffey Sixth Grade loop.

ATTENDANCE

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, a student should bring a doctor’s excuse or note from home explaining the reason for the absence. **Students with unexcused absences will be ineligible to attend or participate in various school rewards and sporting events.** District attendance policy requires that

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 days**, 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.
4. To further establish truancy status, the student’s attendance record shall be cumulative for an entire school year. Therefore, if a student transfers from one Kentucky public school to another during a school year, the school that the student is transferring to shall include the official attendance record from the Kentucky Department of Education (KDE) for the prior attendance that school year. This means that attendance records from the school they left during that school year will become a part of the student’s record at the new school in which he/she enrolls.

EXCUSES

Students must present an excuse when returning from an absence. Students are allowed up to six (6) parent excuse notes and (6) tardy excuse notes per year (one note per day or occasion), per district policy. Once the six-note limit for absences and/or 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 after which appropriate medical forms must be submitted and instructions followed or the absence or tardy will be considered unexcused. To provide excuses for absences, students must complete the following...

- deposit excuse(s) in attendance boxes OR
- report to the attendance clerk as soon as they arrive at school.
- have a note of explanation from parent or physician for **EACH DAY ABSENT/TARDY**.
  - one (1) day absent = one (1) parent excuse
  - four (4) consecutive OR non-consecutive days absent = FOUR (4) parent excuses.

REQUIREMENTS FOR 6TH GRADE ENROLLMENT

All students entering 6th grade and who have reached the age of 11 years old must provide the school with an up-to-date vaccine record and Sixth Grade physical exam, no later than October 1. These services can be provided at no charge by the school nurse if notification is provided by the parent to the school nurse. 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.
FOOD SERVICE

Due to participation in a state program, every student at LCMS will receive FREE breakfast & lunch. To keep our students eligible, parents are requested to complete the applications for free and reduced lunches mailed from the district’s Student Support Center. Applications are also available from the cafeteria manager at the school. No person will be discriminated against because of race, color, national origin, religion, sex, age, handicap, or marital status. If the number of students who qualify for free or reduced lunch falls below the threshold, students will once again have to pay for meals who do not qualify for free or reduced meals so qualifying families should complete and submit their documentation.

Nutritious breakfasts and lunches are served at the middle school. If students choose to bring their own breakfast and/or lunch from home, we encourage them to eat a healthy meal, and we kindly ask that beverages be of a healthy nature and in sealed containers, not “twist tops.” Students should not bring energy drinks, regular sodas, or have any open containers/bottles without a doctor’s note. Glass bottles are not allowed on school property. Also, due to state guidelines, no “take-out” or “fast food” is allowed in the cafeteria. Thank you for helping us promote the healthy eating habits of our students!

PEANUT-FREE SCHOOL

At Lincoln County Middle School, we have students with allergies to tree nuts, peanuts, and peanut products (ex: peanut oil, peanut flour, chocolates containing peanuts, etc.). For some of these students, the allergic reaction is mild in the form of hives after ingestion, but for others, the aroma of the peanut product may cause a severe, life-threatening allergic reaction. This reaction requires the use of an EpiPen® or other auto-injectors and immediate medical attention. For the protection of these children, we ask that parents and students please DO NOT pack, send, or bring any tree nuts, peanuts, or peanut products to school.

Please check the product labels of items that you do choose to send to school. If the package states “may contain or contains peanuts (nuts of any kind), peanut butter, peanut oil or peanut flour,” then DO NOT send and/or bring the item to school. For the health and safety of our students we ask that you please be aware of what you are purchasing and bringing into the school. At LCMS, we must take every precaution to protect our students; please help us in this matter. If you have any concerns or questions, please call (606) 365-8400.

MEDICATION GUIDELINES

Students are not allowed to carry any medication, prescription or non-prescription, on their person or store medication in their lockers or bags. (Epi-Pens®, asthma inhalers, and other similar medications are the exception only with appropriate medical authorization). Parents should bring all medications to the school to be checked in with the school nurse. Medication permission and information forms will be sent home at the beginning of the school year.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION AT SCHOOL must be sent in its original container in a plastic bag with a note signed and dated by the parent. The note should include...

- the child’s name,
- medication name,
- dosage instructions (including specific amounts and specific times),
- other necessary information, and
- notarization by authorized school personnel.

A sample note to include might resemble the following:

Please give John Doe two Tylenol gelcaps at 12 P.M. today if needed for pain. Please keep this bottle of medication at school for future use in case he needs it later for pain relief. Please give no more than two capsules during the school day.

Jane Doe 8-10-17
• In addition, prescription drugs must have a prescription label including
  ○ the child’s name,
  ○ drug identification,
  ○ dosage instructions,
  ○ doctor’s name, and
  ○ date.
• Prescriptions must be current and sent with no more than ONE WEEK of medication at a time.
• Refrigeration for medication is available at the school.
• Medication can be given by school personnel.
• Students who fail to follow the medication-handling procedures could face penalties under the “Zero Tolerance” drug policy.

LIBRARY MEDIA CENTER

At both the McGuffey Library and the Eagle’s Nest Library, materials are checked out to students for a two-week period. 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. Students with overdue materials will face consequences for failure to return materials. 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 sometimes 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. If the replacement cost for the books is a challenge for the student, payment can be waived by earning credit by working in the library at the librarian’s request. If a student has not returned or paid for checked out items by the last week of school, consequences will carry over to the next school year.

YOUTH SERVICE CENTER

The Families First Youth Service Center provides a variety of programming for youth and their families ranging from self-improvement seminars to family recreation. The FFYSC is a vital part of the support network that can be found at LCMS. The Youth Service Center is located in room 175 at the McGuffey Building and is open daily from 8:00 A.M. until 4:00 P.M.

MIDDLE SCHOOL ATHLETICS & EXTRACURRICULAR ACTIVITIES

Lincoln County Middle School supports the participation of all students in a variety of activities. The first and foremost responsibility of each student is his/her education. Students participating in athletics and extracurricular activities (for example, academic team, BETA club, etc.) are monitored on a weekly basis and are expected to...
• set goals and prioritize their responsibilities and activities,
• pass all classes,
• turn in required work,
• maintain satisfactory conduct and behavior in all classes and activities, and
• if on probation, WILL NOT PARTICIPATE IN ATHLETIC ACTIVITIES FOR ONE (1) WEEK.

Students who do not meet all of the above requirements will remain ineligible to participate. Students who are placed on probation a third time will be ineligible for participation for the remainder of the sports season. For a more detailed list of guidelines for athletes, please see the Athletic Handbook.
ACADEMIC AND BEHAVIOR PROGRAM

Lincoln County Middle School strives to assist students in developing high self-efficacy, personal responsibility and positive work ethic, academic proficiency, and respectful attitude. This can be attained through a highly structured and smooth-flowing classroom setting. In order to achieve this, at Lincoln County Middle School, we believe that, “It is appropriate to expect students to pass all courses and maintain appropriate behavior at all times and in all subjects.”

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, Lincoln County Middle School regards behavior as an integral part of the school curriculum. Therefore, 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. The Academic and Behavior Program attempts to make behavior and its modification 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 that we utilize the program described herein. Our ultimate aim is to make Lincoln County Middle School a more pleasant place, a place more conducive to learning.

ACADEMIC PROGRAM

The Academic Curriculum at Lincoln County Middle School is a rigorous program designed to educate and challenge students to reach their full academic potential.

TEAMING & ADVISING

Teaming and advising concepts are effective educational structures at a middle school designed to focus on the social, emotional, physical, intellectual, psychological, and ethical development of students in the middle grades. The teaming concept allows students to be grouped together with the same teachers for most of their courses. That team of teachers collaborate to build relationships and address the needs of the students on their team to help foster independence and personal growth. Teaming provides students with a group of teachers who can get to know them and support them. Through their advisory classes students will also receive targeted time for advising throughout the year. From Positive Behavior Interventions and Supports (PBIS) to Courage to Care, students are provided with structured time where special activities are designed and implemented to help adolescents find ways to fulfill their identified needs. Teaming and advising help provide consistent, caring, and continuous adult guidance at school through the organization of a supportive and stable peer group that meets regularly under the guidance of a teacher. The advisory program can share in helping our young adolescents reach their full potential to be themselves and become happy, fully-functional citizens who make beneficial contributions to their school, community, and society. These classes will be graded according to the involvement and participation of the student. Students may earn a grade of S—Satisfactory, N—Needs Improvement, or U—Unsatisfactory.

GRADING

Lincoln County Middle School teachers are continuing a hybrid standards-based grading system in which teachers base grades on how well students know and can do the skills in their academic standards. Students will receive letter grades in the different types of courses based on weights listed below.

1. **Core Courses (year-long)**—Language Arts, Math/Algebra I, Science, Social Studies, and On-Demand Writing
2. **Encore Courses (change each grading period/term)**—for example, Arts & Humanities, Chorus/Musical, Drama, General Music, Digital Technology, FACS Essentials, PE/Health, Visual Art, and Band (year-long)
3. **Enrichment**—ELA, Math, Science, Social Studies, and Gifted and Talented (GT)

**Grading Weights**

- 50% - Common/Unit Assessments
- 30% - Learning Checks
- 20% - Classwork

All of these courses use the LCMS grading scale and follow the district policy.
GRADING SCALE

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

GRADING PERIODS

16 August – 5 October
15 October – 19 December
3 January – 8 March
11 March – 23 May

MASTER CALENDAR

16 August—First day for students
3 September—NO SCHOOL (Labor Day)
28 September—NO SCHOOL for students (SWD)
8 October—NO SCHOOL for students (PD)
9-12 October—NO SCHOOL (Fall Break)
5-6 November—NO SCHOOL for students (SWD/Election Day)
21-23 November—NO SCHOOL (PD/Thanksgiving Break)
20 December–2 January—NO SCHOOL (Christmas Break/SWD)
21 January—NO SCHOOL (Dr. MLK, Jr. holiday)
18 February—NO SCHOOL for students (PD)
15 March—NO SCHOOL for students (SWD)
1-5 April—NO SCHOOL (Spring Break)
21 May—Last day for students

SWD—Staff Work Day, PD—Professional Development Day
The Grading Periods and Master Calendar will be amended as needed.

RTI GRADES

Grades in RTI, or response to intervention courses, use the same letter scale as other courses at school; however, the grades students receive are not based only on meeting grade-level academic content standards. Because intervention courses are designed to help students improve in order to reach grade level, their content may build on skills from previous grade levels. Their grades use the following rubric:

A—Meets Expectations (Is ready to move out of RTI—back to Tier I, regular instruction)
B—Acceptable Progress (Is doing well but hasn’t met proficiency goals—staying in RTI)
C—Making Progress, Minimal Growth (Is staying in RTI)
D—No Effort, No Improvement

RETENTION

A student will be considered for retention when he/she has failed two of his/her subjects for the year—any combination of core courses, the average of the enrichment courses, and/or the average of the grades for encore courses. Other factors considered in determining retention are student age, past retentions, and individual education plan/remedial plan/504 modifications.

HOMEWORK POLICY

Research shows that there is a positive relationship between student success and completion of practice activities for homework. Therefore, students are expected to complete and turn in all homework assignments in a timely manner. Students at Lincoln County Middle School can expect an average of one hour of homework each evening; however, not all teachers assign homework. Students should write down assignments in their agenda books where parents can check—or look online in Infinite Campus Portal. (To sign up for an account, please contact the school’s Parent Portal Contact.) When students are absent, they should follow the classroom procedures for make-up work.

HOMEWORK REQUESTS

When students are absent, homework may be requested in advance for certain circumstances. If the absence is unexpected, parents may call and request to pick up make-up work if the student will be out for more than one day—otherwise the student may make up the assignment upon his/her return following the teachers’ make-up procedures. Parents should give a 24-hour notice so that teachers will have time to gather the materials and provide appropriate directions and instructions.

For excused student absences parents should:

- call the school office by 8:30 A.M. to request homework,
- pick up work between 3:15 and 4:00, and
- have student’s locker number and combination to get books and required materials.
CHEATING
Cheating is a severe academic offense. It demonstrates a lack of integrity and character and may be handled through the behavior program. 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 an assessment to be given or having been given by a teacher,
   b. Using a copy of an assessment 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 during an exam or assignment is also considered cheating.

BEHAVIOR PROGRAM
Starting in the 2017-18 school year, LCMS is implementing a structured Positive Behavior Interventions and Supports (PBIS) system. In this system, students receive direct instruction in appropriate behavior and expectations for students at Lincoln County Middle. This system is designed to intervene when behaviors veer off track, but to also reward the positive behaviors of students. By providing a more defined structure to the actions and consequences of students, we hope to truly establish a school-wide approach to handling behavior issues.

Under our PBIS system, minor infractions are handled by the teachers of the team with clear and consistent consequences implemented school-wide. In the event a student's behavior is serious or persistently disruptive, the student will be referred to the office to be handled by the school administrators. Continuous and willful refusal to follow expectations and/or persistent violation of school or board regulations are cause for discipline.

BASIC RESPONSIBILITIES

STUDENTS: The student is responsible for behaving and showing respect and consideration for any and all people in which s/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
Overall, the most important aspect of behavior expectations for students is that each shows respect and consideration for each and every individual in which s/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 also expected to maintain an orderly learning environment by not causing disturbances or disruptions for other students.

See the flow chart and matrix for specific details for how infractions will be addressed as well as what the expectations are for specific parts of the building.
Problem Behavior Observed

How is the behavior managed?

Classroom Managed
(Teacher Action)

MINOR INFRACTIONS
Teacher action MUST be taken prior to “Minor Infraction”

LCMS Discipline Procedures:
- 3 Minor Infraction =
  - Missed Privileges
- 4 Minor Infractions =
  - Phone call home and/or note signed & returned
  - Possible Team Meeting with parent
- 5 Minor Infractions =
  - Major Infraction = Official Discipline Referral

Office Managed
(Administrator Action)

MAJOR INFRACTIONS
Administrator action will be taken for ALL “Major Infractions”

Student Action: MINOR INFRACTIONS
- Defiance
- Disrespect
- Dress code violation
- Forgery/Theft
- Horseplay
- Inappropriate language
- Minor Disruption
- Minor Lying/Cheating
- Noncompliance
- Physical contact (Hands-Off)
- Property misuse
- Technology violation
- Tardy
- Unprepared
- Vandalism
- Other Minor Infraction

Student Action: MAJOR INFRACTIONS
- Abusive/Profanity
- Arson/Bomb
- Threat/False Alarm
- Bullying
- Disrespect
- Dress Code
- Fighting
- Forgery/Theft
- Harassment
- Inappropriate PDA
- Major Defiance
- Major Disruptions
- Major Lying/Cheating
- Major Physical Aggression
- Out of Bounds
- Possession/Use of tobacco, alcohol, drugs, weapons, combustibles
- Property Damage and Vandalism
- Skipping Class
- Tardy
- Technology Violations
- Other Major Infractions

Teacher Action: MINOR INFRACTIONS
- Behavior contract
- Change of seating
- FRC referral
- Ignore behavior
- Loss of privilege
- Guidance referral
- Nonverbal cues
- Parent contact
- Positive feedback (4:1)
- Redirection
- Restitution
- Reteach or practice desired behaviors
- Student conference
- Time out (short/long)
- Use of proximity
- Verbal warning

Administrator Action:
MAJOR INFRACTIONS

Administrator discusses the situation with the student, about whether it is a minor or major infraction, and what their alternative choices could have been, followed by appropriate consequences for their actions.

Administrator determines student consequence (warning, ISS, out of school suspension, etc.) and then notifies parents of disciplinary action.
<table>
<thead>
<tr>
<th>School-Wide Expectations</th>
<th>Learning Environments</th>
<th>Hallways</th>
<th>All Outside Areas</th>
<th>Cafeteria</th>
<th>Restrooms</th>
<th>Bus</th>
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<td>RESPECT</td>
<td>“I CAN” ATTITUDE</td>
<td>STRIVE FOR SUCCESS</td>
<td>ENCOURAGE EACH OTHER</td>
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<td>RESPONSIBILITY</td>
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<td>READY TO LEARN</td>
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<td>Calmly enter the</td>
<td>Walk on the right side</td>
<td>Use equipment properly, return to storage</td>
<td>Line up orderly</td>
<td>Allow privacy of each person</td>
<td>Listen to bus driver</td>
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<td></td>
<td>classroom</td>
<td>Hands and feet to yourself</td>
<td>Hands and feet to yourself</td>
<td>Be quiet</td>
<td>Use quiet voice</td>
<td>Keep hands and feet to yourself</td>
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<td></td>
<td>Keep hands and feet to yourself</td>
<td>Appropriate Language</td>
<td>Say “Please” and “Thank You”</td>
<td>Sit in your assigned area</td>
<td>Use closest restroom facility</td>
<td>Use good manners</td>
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<td></td>
<td>Use appropriate</td>
<td>Be aware of other classrooms</td>
<td>Eat appropriately</td>
<td>Eat appropriately</td>
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<td>Do not put anything outside the windows</td>
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<td>language</td>
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<td>Be on time for pick up/dismissal</td>
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<td>Use good manners</td>
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<td>Be prepared</td>
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<td>Be on time</td>
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<td>Do your best work</td>
<td>Set a good example for others</td>
<td>Stay seated</td>
<td>Have permission</td>
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<td></td>
<td>Attempt to answer</td>
<td>Respect yourself and others</td>
<td>Raise your hand</td>
<td>Clean up after your own self</td>
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<td></td>
<td>Keep trying</td>
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<td>Line up against wall quietly</td>
<td>Go straight to bathroom, then straight back to class</td>
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<td>Believe in yourself</td>
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<td>Clean up after myself/throw trash in trash cans</td>
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<td>Be prepared</td>
<td>Use your time effectively</td>
<td>Try to participate</td>
<td>Do not talk across tables</td>
<td>Do not make a mess</td>
<td>Wait patiently for the bus</td>
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<td></td>
<td>Follow directions</td>
<td>Must have hall pass to be in hallway</td>
<td>Have a positive attitude</td>
<td>Use inside voices</td>
<td>Do not write on walls</td>
<td>Keep up with personal items</td>
</tr>
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<td></td>
<td>Be Organized</td>
<td>Watch where you are going</td>
<td>Apologize if you make a mistake</td>
<td>Use good manners</td>
<td>Flush toilet</td>
<td></td>
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<tr>
<td></td>
<td>Do your own work</td>
<td></td>
<td></td>
<td>Sit with anyone</td>
<td>Wash hands with soap!</td>
<td></td>
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<tr>
<td></td>
<td>More than “good enough”</td>
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<td></td>
<td>Be positive</td>
<td>Be patient and friendly</td>
<td>Encourage others</td>
<td>Be a good role model</td>
<td>Be a good role model</td>
<td>Be a good role model</td>
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<tr>
<td></td>
<td>Care about others’ feelings and ideas</td>
<td>Help each other</td>
<td>Be a good sport</td>
<td>Do not spread rumors</td>
<td>Keep the floors and walls dry and clean</td>
<td>Do not spread rumors</td>
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<tr>
<td></td>
<td>Be proud to be an LCMS EAGLE</td>
<td></td>
<td></td>
<td>Do not cause drama</td>
<td>Flush toilets</td>
<td>Do not cause drama</td>
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<td></td>
<td>Include others in conversations</td>
<td>Throw trash in trash cans</td>
<td>Include others in conversations</td>
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</table>
BASIC BEHAVIOR GUIDELINES

GUM

Gum is allowed at school, but only in designated areas. Gum is NOT ALLOWED in the cafeteria, library media center, or computer labs, and teachers reserve the right to not allow gum during their class time.

AUTOMOBILES

Students at LCMS are not permitted to drive to school or have an automobile on campus.

LOCKERS

Each student is assigned an individual locker and provided a school lock. Students should never share lockers or combinations with other students. If students do not use school locks, the school is not responsible for retrieving lost/stolen items. Students should use lockers to store the following:

- books and materials
- coats,
- purses,
- book bags, and
- cell phones and other electronic devices when not being used for a course (although phones may be stored in other locations for safekeeping with teacher permission).

BOOK BAGS, ATHLETIC BAGS, & BAND EQUIPMENT

If a student chooses to carry a book bag, it must

- be placed in the student's locker or gym locker by 8:15 A.M.
- if oversized, must be stored in their gym locker or in the designated area identified by the office.
- MUST NOT to be taken to classes.

Band instruments, equipment, and any other large bags are to be taken to the back hall storage area.

CELL PHONES AND TELEPHONES

Telephones in the office are for school business and emergencies only. Students are allowed the privilege of cellular phones if they follow these rules:

- Upon start of the school day, cell phones should be turned off and put away if not used for a course utilizing cell phone technology.
- When using cell phones for a course, phones should be in the off position and placed on the desk or other teacher-designated location until instructed to be used by the teacher.
- Students must gain permission to use phones by staff PRIOR TO MAKING ANY CALLS.

If a student is found violating the rules, the phone may be confiscated. All confiscated phones must be picked up by a parent/guardian from the front office. If a cell phone is confiscated more than three (3) times during the school year, the student loses the privilege of having a cell phone at school. Students who lose cell phone privileges must drop them off in the front office at the start of each day and pick them up upon leaving in the afternoon.

ELECTRONICS / TOYS / COLLECTIBLES / LASERS

- Possession or use of any type of electronic device for entertainment, including but not limited to CD players, iPods/iPads, tablets, MP3 players, video games, etc., by students is allowed during non-school hours only or only during reward events. Once a student arrives at school, the devices should be turned off and put away until after the second bell at the end of the day unless the student has teacher or administrator permission.
- Toys, games, and collectibles (e.g., playing cards, baseball cards, Pokémon etc.) are prohibited during regular hours and should only be used during reward events.
- Students who choose to bring any of these items to school do so at their own risk. The school is not responsible for lost or stolen items
- Lasers are not permitted.
- Prohibited items and items being used without permission may be confiscated, and a parent/guardian must be present to retrieve them.
SCHOOL DANCES
Tickets will be sold a few days before each dance during lunch. LCMS dances are
- for LCMS students only.
- for students that are academically and behaviorally eligible.
- usually held from 6:00 – 8:00 P.M.
- sponsored by school organizations.

DRUGS AND ALCOHOL
LCMS 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. Prescription or over-the-counter medication
2. Alcoholic beverages;
3. Controlled drug substances and drug paraphernalia, including vapor/e-cigarettes, lighters, etc.;
4. Substances that “look like” a controlled substance, or where students intend to pass off an item
   as a controlled substance.
Violations of this policy shall be referred to the Board of Education for disciplinary action.

TOBACCO POLICY
Lincoln County Schools are tobacco-free campuses. Use of tobacco products is prohibited on all
campuses, during all school-sponsored events by students, staff, and visitors. Any student in the
judgment of the administration who is attempting to circumvent the policy may be subject to disciplinary
action. (702 KAR 5:080), (KRS 160, 290), and (KRS 438.050).
1st Offense: One (1) – Two (2) days In-School Suspension
2nd Offense: Two (2) – Three (3) days In-School Suspension
3rd Offense: Three (3) – Five (5) days In-School Suspension
4th Offense: One (1) – Three (3) days Out-of-School Suspension
Continued violations of the tobacco policy will be considered on a case by case basis.

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 Lincoln County Middle School 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, propositions, sexual slurs, epithets, threats, insults,
innuendoes, jokes, sexual verbal abuse, derogatory comments, or sexually degrading descriptions
2. Sexually suggestive and/or offensive sounds, whistles, or gestures
3. Graphic verbal comments about an individual's body or other graphic, overly personal conversation
4. Spreading sexual rumors
5. Teasing or sexual remarks about students or staff
6. Unwanted physical contact such as touching, fondling, hugging, kissing, brushing, pinching, or
   assaulting an individual's body or clothes in any sexual way
7. Cornering or blocking movements
8. Displaying sexually suggestive materials or objects
9. Drawing pictures or writing notes which are sexually offensive
ANY STUDENT WHO FEELS S/HE HAS BEEN SEXUALLY HARASSED SHOULD REPORT THE
    INCIDENT TO A STAFF MEMBER OR SCHOOL ADMINISTRATOR IMMEDIATELY.

PUBLIC DISPLAYS OF AFFECTION (PDA)
Lincoln County Middle School adheres to a strict "hands off" policy. Public display of affection is
prohibited for all students while on school grounds or during school activities.
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, Lincoln County Middle School has adopted the following dress code:

1. No hairstyles that create problems of health or sanitation, obstruct vision, or cause disruption
2. No head covering of any type, e.g. hats, bandanas, sunglasses, sweatbands, do-rags, etc.
3. No sleeveless or "backless" tops including tube tops, halter-tops, tank tops, spaghetti-strap/camisole tops, basketball jerseys, etc.
4. No clothes that expose any cleavage (lines, humps, or bumps), expose shoulders ("cold shoulder" tops), or expose the stomach or show midriff
5. No shorts (including Nike-type athletic shorts), skirts, or dresses that are shorter than three (3) inches above the knee front or back
6. No jeans or pants with holes, rips, or abrasions above the knee
7. No pajamas or flannel pajama-like pants
8. No baggy pants or tops that expose undergarments by being excessively loose or sagging, sheer, small, or with holes
9. No stretch pants, leggings, or tights worn as the outside layer of clothing (for example, bicycle shorts, Spandex, jeggings, yoga pants, etc.) that are not covered by a dress, skirt, or shirt long enough to reach the mid-thigh (half-way between hip and knee) in the front and rear.
10. No underwear or beach attire worn as the outside layer of clothing
11. No outside jackets or coats worn in the classroom
12. No house shoes, slippers, or shoeless feet
13. No clothing with indecent or suggestive language or pictures (including those that refer to sex, alcohol, drugs, or tobacco, including but not limited to "Hooters" attire.)
14. No emblem or apparel that is offensive or disruptive to the educational process with messages that mock, ridicule, demean, or provoke others because of race, religion, sex, or national origin, including but not limited to "Confederate Rebel" attire.
15. No wallet chains or other large chains that could be used as a weapon, even if worn as jewelry

Students who violate the dress code may first be asked to correct the violation by calling home or visiting the FFYSC for a change of clothing. Repeated dress code violations may result in disciplinary action.
BULLYING

Students who engage in bullying (in any form including cyberbullying at school) may face disciplinary action. The Lincoln County Middle School bullying policy is presented below.

DISTRICT: Lincoln County  
SCHOOL: Lincoln County Middle

COUNCIL POLICY TYPE  
- By-Laws (Council Operational Policies)  
- Function (School Operational Policies)

POLICY NUMBER  
25.01

POLICY TOPIC DESCRIPTION

Anti-Bullying Policy

POLICY STATEMENT

Lincoln County Middle School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons—free from intimidation or bullying. We define intimidation or bullying to be interchangeable terms and believe that this act occurs when individuals intentionally and persistently engage in the following behaviors:

- Physically harms a student or damages the student’s property,
- Substantially interferes with a student’s education,
- Creates an intimidating or threatening educational environment, and/or
- Disrupts the orderly operation of the school.

Intimidation or bullying can take many forms including pranks, gestures, physical attacks, written or verbal threats, and/or physical actions. “Intentional” acts refer to the individual’s conscious or deliberate choice to inflict harm or suffering upon another individual.

When violation of this policy is deemed to have occurred, counseling and corrective disciplinary measures will be used to change the behavior of the perpetrator and remediate the impact upon the victim. Additionally, false reports and/or retaliation for harassment, intimidation, or bullying constitute violations of this policy.

Safe Schools identifies three elements of bullying:
- harm (physical, emotional, social)
- unfair match (physically or by status)
- repetition (done multiple times)

Safe Schools also identifies the following types of bullying that will not be tolerated:
- emotional—often verbal comments meant to wear down a student emotionally (taunting, mimicking, teasing, etc.)
- social—ostracizing certain students, intentionally leaving them out by targeted behaviors (cliques, systems of insiders and outsiders, rumors, etc.)
- racial—teasing and putdowns based on race or racial stereotypes
- physical—physical attacks and intimidation (hitting, pushing, pinching, encroachment, thrown/pushed objects, etc.)
- sexual—often identified as sexual harassment (verbal comments, body language, etc.)
- verbal—teasing others with verbal comments that often ridicule the target

Students who are the targets of bullies should report the behavior to adults, and students who witness bullying should report it as well, rather than just remaining a bystander.
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 front office to ride a bus other than their own or to leave the bus in some place other than home or school.
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, e-cigarettes, or tobacco products in any form, or eat or drink.
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 the Principal:

1. **First Offense:** The Principal will talk with the student and the driver to reach an agreement about future conduct. The Principal 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 as to the offense and the action taken.
3. **Third Offense:** See procedures for second offense, but suspension may be increased to 5 days.
4. **Fourth Offense:** See procedures for second offense, but 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)
ACADEMIC AND BEHAVIOR LEVELS

The Academic and Behavior Program previously described is the code that teachers and staff at Lincoln County Middle School will enforce. We at Lincoln County Middle School expect students to pass all courses and maintain behavior in all subjects. In order to promote this belief, students can achieve different levels for academics and behavior.

Each of these levels is accompanied by incentives and privileges, or else, disciplinary action. The higher the level, the more reward eligibility. To determine levels, team teachers meet and discuss placement based on academic performance and behavior. If a student drops to a lower level, s/he can discuss with her/his teachers how they might bring the level up. In this system, students are encouraged to choose the level of privileges they would like to attain and work hard for them, allowing the teachers to help them achieve their goal.

DESCRIPTION OF LEVELS

LEVEL 7  **Academic:** Students who have achieved straight A's AND **Behavior:** Maintain level 5 behavior status.

LEVEL 6  **Academic:** For students who have achieved all A's and B's AND **Behavior:** Maintain level 5 behavior status.

LEVEL 5  **Academic:** For students who have achieved no grades below a C AND **Behavior:** Students who exhibit satisfactory conduct in every class in the last grading period. For students whose behavior requires little or no intervention on the part of the teacher, who respects the rights of others in the school, and who set a good example both on campus and on the school bus.

LEVEL 4  **Academic:** For students who earn at least one D AND **Behavior:** Students who exhibit satisfactory conduct in every class in the last grading period. For students whose behavior requires little or no intervention on the part of the teacher, who respects the rights of others in the school, and who set a good example both on campus and on the school bus.

LEVEL 3A  **Academic** For students receiving at least one F AND **Behavior:** Students who exhibit satisfactory conduct in every class in the last grading period. For students whose behavior requires little or no intervention on the part of the teacher, who respects the rights of others in the school, and who set a good example both on campus and on the school bus.

LEVEL 3B  **Academic:** Any grades (from all A’s to F’s) AND **Behavior:** For students whose behavior has become inconsistent, who require repeated teacher intervention and correction, and for whom discipline including parent contact, parent conferencing, and/or detention, has become necessary.

LEVEL 2B  **Academic:** Any grades (from all A’s to F’s) AND **Behavior:** For students who continue to misbehave while assigned to Level 3B, who show no improvement, who behave even worse, and for whom parent contact and team and school-level detentions results in no change in behavior. Students may also drop from any level directly to Level 2 as a result of a fight, blatant disrespect to an adult, destruction of property, or any such action that warrants referral to the District Disciplinary Committee. Students on Level 2 are eligible for discipline measures such as in-school suspension and out of school suspension.