



8744 Whittaker Road, Ypsilanti, MI 48197

Agenda Planner & Student Code of Conduct 2023 – 2024

Website: <http://www.lincolnk12.org/school-buildings/lincoln-middle-school/>

Main Office

(734) 484-7033

Counseling Office

(734) 484-7085

FAX

(734) 484-7088

Absences

(734) 484-7033 option 1 or
gamboet@lincolnk12.org

All other inquiries

hardys@lincolnk12.org

School Hours:

Office: 7:15 AM - 3:45 PM

Building Open: 7:35 AM – 3:45 PM

School: 7:45 AM – 2:57 PM

Half-day: 7:45 AM - 10:57 AM

Early Release: 7:45 AM - 12:43 PM

Middle School Administration / Office Staff

Timothy Green ~ Building Principal

Rebekah Ward ~ Counselor A - L

Lori Ferguson ~ Assistant Principal

Keitha Biggers ~ Counselor M – Z

Jennifer Pocock ~ Interim Dean of Students

Angela Lee ~ Counseling Secretary

Susan Hardy ~ Building Secretary

LaTiece Howard ~ Gen Ed. Social Worker

Tracy Gamboe ~ Assistant Secretary

This agenda belongs to

Name: _____

Core Teachers: _____

Counselor: _____

Locker Number: _____ **BUS:** _____

MISSION STATEMENTS



MISSION STATEMENT

The mission of the Lincoln Consolidated Schools is to assure that all students will demonstrate acquisition of academic and cultural knowledge and employability skills in a globally diverse community.



MISSION STATEMENT

The mission of Lincoln Middle School is to teach with respect and expertise in a safe, prejudice free environment enabling our students to be active learners and beneficial members of the community.

Administrators' Message to Students and Parents

Welcome to Lincoln Middle School! As you make your way through sixth, seventh, and eighth grade, we hope you will make lasting friendships, develop strong principles, and gain a meaningful education. Developing principles to live by and doing what is right to get the best education requires you to be responsible, respectful, and safe. We look forward to helping you do your best in becoming a well-rounded student.

Your agenda planner and student code of conduct provides information about our school and policies. It serves as your reference for school rules and procedures. You will review this information in your home base, and your teachers will answer any questions you may have regarding the agenda planner and student code of conduct. The calendar is for you to use to copy down assignments, organize notes, and keep track of your hall passes. Please use the daily calendar to help maintain your organization. There is a place in the agenda where your parents and teachers can leave notes for each other.

Parent involvement in a middle school student's life is essential. We encourage parents to check grades and attendance on PowerSchool and to communicate with teachers via email. Attending conferences and student events and being involved in the Lincoln Middle School parent group (PS3) are also meaningful ways to become involved in your child's experience at LMS. Working with your child on homework assignments and asking questions about their school day are important ways to stay connected in your child's school experience. Lastly, making sure that your child is attending school each day will support their academic success. For detailed information regarding district bylaws and policies, please go to this link for complete information <http://www.neola.com/lincolncon-mi/>.

Students, middle school is a time in your life that is exciting and full of change. We plan to take good care of you during your time at Lincoln Middle School. We intend to see you prepared for high school through an integration of teamwork, cooperation, a challenging curriculum, and social opportunities. It is important to remember that education can be rewarding and fun!

One of the most important things you can do during middle school is to learn to ask for assistance when you need it. Please do not hesitate to ask your teachers questions. You are always welcomed and encouraged to talk with your counselors, administrators, paraprofessionals, secretaries, cafeteria supervisors, and custodians.

We hope you have a wonderful school year!

Sincerely,

Timothy Green

Principal

Lori Ferguson

Assistant Principal

Jennifer Peock

Interim Dean of Students

Attendance Policy

A telephone call or written note from parent must verify all absences.

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. **To attend ANY after school event, you MUST be in school for a minimum of a half day of the day of the event. This also applies to Athletes.**

When questions arise about the attendance policy, parents are invited and encouraged to come in for a conference to resolve any potential problems before they become serious. Students should work closely with their team and individual teachers in keeping track of their absences and tardiness. **Tardy bell rings at 8:00, students must be in their classrooms, or they will be considered tardy.**

When student absences become excessive, a letter will be sent home to the parents and a conference with the parent and student may be required.

Students with an excused absence will be allowed to make up, without penalty, any work missed because of this absence, as arranged by their teacher(s). It is the student's responsibility to talk to their teacher(s) to obtain any missed work. See Homework Policy.

Parent and administration approved vacation trips will count as an absence. Pre-arranged absence forms must still be filled out, acknowledged by each teacher concerned, and returned to the office at least 72 hours prior to leaving. Students must be in good academic standing (above a 2.0) to be approved.

A note from the doctor will be necessary if the student has a chronic condition that may require frequent absences of a non-consecutive nature.

School-sponsored activities such as field trips, athletic events, student council meetings, etc., will count as an excused absence.

Students on suspension will be allowed to make up all work. (See homework make-up policy.)

Truancy

Truant students with chronic attendance problems will be subject to school discipline.

Students and parents will be subject to local ordinances and state law including Michigan Compulsory Educational Law and Michigan Juvenile Law.

Parents, if your student accumulates 10 or more unexcused/excused absences, administration has the discretion to report those absences for possible intervention, as well as recommend retention for the current grade level. In addition, truancy charges may be filed with the court. An automated call will be generated the day of an unexcused absence.

Absentee Procedure Policy

A. Absence due to illness:

1. Parents are requested to call the school office and report their child's absence between 7:00 a.m. and 10:00 a.m. on the day of absence. **Please call: 734-484-7033.**

Please send a note when the student returns to school if you are unable to call.

2. In case of illness while in school, students report directly to the office. Office staff will attempt to contact a parent.

B. Absence due to causes other than illness:

1. Students must bring in a note from parents to the office to notify the school of the anticipated absence. The student should obtain a "Prearranged Absence" form from the office. The form should be returned to the office when completed.
2. In those few circumstances, which do not permit planning in advance, parents must call the school.
3. Medical and dental appointments should be reported to the office before 9:00 a.m. the day of the appointment.
4. Students leaving the building during the regular school day must be signed out by a parent or a parent approved individual (with a picture ID) in the school office.

Tardiness

Tardiness is not being at the assigned place at the assigned time. Those students who receive an unexcused tardy from class are subject to disciplinary action.

If you are tardy between classes, **Go Directly to your Next Class.** If a teacher detains you, he or she will issue you a pass excusing your tardiness. In all other cases, tardiness to class is unexcused.

On the third unexcused tardy, parent contact will be made by the teacher, after the fourth tardy, a meeting with the student's counselor will occur. The fifth tardy will result in an administrative consequence. Please be advised that the following reasons constitute an excused tardy from school: doctor or dental visit, court visit, or an act of Nature. Additionally, documentation must be provided.

If you arrive late for school any time during the day, report directly to the office.

Parents, there is a direct correlation between student achievement, punctuality, and daily attendance. It is essential for your student to be in school every day to achieve academic success as a middle school student. Preparation for future responsibilities depends upon the development of positive habits including good attendance and punctuality at an early age. Both students and parents are jointly responsible for regular attendance at school. The school shall make every effort possible to provide services that encourage regular attendance.

Homework

Students are assigned homework on a regular basis. Homework time should average an hour an evening for sixth graders. Seventh and eighth graders should average between seven and eight hours of homework per week, or approximately an hour-and-a-half five nights a week. **Rarely should a student say, "I don't have any homework," or, "I got it all done at school."**

Homework involves study. Study includes reviewing written answers to questions (not just finding the answer and putting it on paper), re-reading assignments, reviewing notes taken in class, and/or taking notes on reading assignments.

One of the best ways for both student and parent to check student progress is to review homework for a few minutes daily. A student should be able to tell or show a parent what is being studied in class. We believe the ability to do this is crucial to a student's success. The ability to share, explain, relate, or apply what is being studied is one of the goals of learning. By sharing what they are learning, students can gain valuable experience and build confidence.

Active parent involvement translates into student success. The agenda planner will also be helpful for homework accountability. All students are required to fill out their agenda planner daily and obtain parent signatures as requested by teachers. **Parents are encouraged to check PowerSchool on a regular basis. Contact any secretary if you need assistance with setting up a parent account.**

Homework Make-Up Policy

Students are entitled to make up missing class and homework assignments when they have excused absences.

Students are responsible for getting the assignments and for turning them into the teachers on time.

Students have one day to make up missing assignments for each day they are absent. Parents may call for homework after three consecutive absences. We must allow teachers 24-hour notice to get requested assignments to the main office homework basket.

Students who are disciplined or suspended are responsible for obtaining schoolwork from the classes they are missing. Students or parents may contact the counseling office to send out a homework notice to teachers.

Sports

Interscholastic sports are offered for students in grades 6th, 7th, and 8th. Board of Education policy and Michigan High School Athletic Association rules require athletes to have a physical examination prior to any competition or practice. Physical examinations that are dated after April 15 will be good for the next school year. In addition, there is an annual one-time "Sports Participation" fee of \$100 for all grade students for the entire academic school year.

Eligibility for athletics is reviewed weekly. **An athlete is ineligible when receiving below a 2.0 G.P.A.** ** An ineligible athlete may continue to practice with the team but will not be permitted to compete. An after-school detention takes priority over practices and games. Interscholastic teams compete against teams from Adrian, Bedford, Chelsea, Dexter, Saline, Monroe, Ypsilanti, and Tecumseh. Other schools in the area are also scheduled in some sports.

Directions to games/events are available from coaches. Some middle school events are played at high school facilities. Please check with your child or coach.

When athletes attend away events, they must ride the authorized school transportation. If a parent wishes to transport the student to or from the event, prior, written notification must be given to the coach

*Sixth graders may participate (but not officially compete) in cross-country, swimming, wrestling and track.

****Multiple ineligible situations during a season can result in removal from the team.**

Fund-Raising

Fund-raising for individual profit is strictly prohibited.

Curriculum

The middle school is made up of grades six, seven, and eight. The academic program is planned to offer a wide variety of work designed to stimulate the discovery of special abilities, talents, and interest on the part of each student. Besides the core subjects, which are required for all students, there are also other "exploratory or elective" subjects, which help students discover and develop special interests and abilities.

Guidance

The purpose of the guidance program is to help each individual student achieve his/her highest growth academically, emotionally, and socially. We do this in several ways:

1. Helping new students feel at home in our school with new teachers and friends in a different setting.
2. Holding individual conferences whenever a student, a teacher, parent, or counselor deems it necessary.
3. Offer a testing program designed to help the student learn as much as possible about his or her capabilities.
4. Our counselors welcome the opportunity to discuss issues of concern with any student, parent, or teacher.

Our school counselors are Mrs. Ward and Ms. Biggers

Textbooks

- All basic texts are loaned to students for their use during the school year.
- Textbooks are to be kept clean and handled carefully.
- Please be sure your name, grade, and school are written on the book label in case the book is misplaced.
- Please be sure to fill out the textbook agreement in this section.
- You will be required to pay for lost or damaged books.

Testing Program

All middle school students are required to take the State of Michigan Assessment. Results will be sent home when they become available. A copy is also placed in the student's file. Students are encouraged to do their best in any testing situation, including this one. Parents wishing to review results may contact the guidance office.

Student Identification Cards

Student ID cards must be carried at school. You will need your ID to check out books in the media center, to use the computers in the media center, and to access your lunch account.

Insurance

A student accident insurance plan selected by the school board is made available on an optional basis to all students. At the beginning of the school year the school will distribute printed information about the student accident insurance plan selected. The information will include an application form which, when completed, must be sent directly to the company, not the school.



National Junior Honor Society

The National Honor Society chapter of Lincoln Middle School is a duly chartered and affiliated with the prestigious national organization.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character.

Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs.

Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon

qualified students on behalf of the faculty of our school each May. At the beginning of the second semester students in the seventh grade are eligible for membership.

For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are asked for input regarding their professional reflections on a candidate's service, character, and leadership. Additionally, students are required to write an essay explaining what the five pillars (Character, Citizenship, Leadership, Scholarship, Service) of the NJHS mean to them. The essay and the Student Activity Information Form are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four areas that led to their selection. This obligation includes regular attendance at chapter meetings held the second Thursday of each month during the school year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Steven Mientkiewicz (mientkiewicz@lincoln12.org)

Dress Code

The expectation is that students will dress appropriately for the learning environment. There are different types of clothing for different activities. For example, clothing that could be worn to the beach would not be appropriate for school. **Areas of the body considered 'private' shall be always covered.**

The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Students must wear:

- A shirt (with fabric in the front, back which covers the midriff, fabric under the arms)
- bottoms/pants/skirt/shorts
- Appropriate shoes

Students may wear:

- Religious headwear
- Fitted pants, including opaque (not see through) leggings, yoga pants and "skinny jeans"
- Ripped jeans if underwear and buttocks are not exposed
- Athletic attire

Students may not wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Items that exhibit involvement in gangs or other organizations deemed to conflict with district policies and practices.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments - (bra straps, waistbands of underwear, sagging pants, etc.).
- No hoods or hats are permitted in the classroom except for Hat Days as a spirit event.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).
- Slippers or open toed shoes
- Pajama pants
- Extreme short shorts, dresses, or skirts that expose the backside.
- Heavy coats meant for winter wear. Sweaters and sweatshirts are appropriate for cooler classrooms.

Dress Code Enforcement:

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

The school reserves the right to revise at any time through the year.

Nondiscrimination Policy

The district will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination. Inquiries regarding complaints related to discrimination should be directed to the superintendent (734-484-7001).

Directory Information

Board policy stipulates the following information shall be classified as directory information: the student's name, picture; major field of study; participation in recognized activities and sports and related information, grade placement; and honors and awards received.

A parent may declare that no directory information shall be released by notifying the middle school office by October 15, 2023

Student Valuables

Students are encouraged not to bring items of value to school. Expensive clothing and electronics are tempting targets for theft. The school cannot be responsible for the safekeeping of student valuables and will not be liable for loss or damage to personal valuables.

Cafeteria Charges

Students will not be able to charge the cost of lunch from the food service program. Contact Food Service at 484-7072 to set up payments.

Free and reduced lunch forms are available in the Middle School office.

Closed Campus

The Board of Education policy indicates the district will maintain a closed campus. Students must stay at school from the time they arrive until dismissal at the end of the day. Students that are leaving school during school business hours must be dismissed through the office by an authorized adult (listed on the emergency card). A picture ID is required as a safety precaution. All visitors and volunteers are required to check in at the main office to receive a visitor's pass.

Students are expected to be in class every day and to arrive on time.

School starts at 7:45 AM School ends at 2:57 PM

Students need to have signed permission, validated by the office, if a parent requests a change in the normal transportation home.

There is no adult supervision after 3:15 unless students are participating in a school sponsored event.

Student spectators for any sporting event must go home and return for the event.

Lockers

Lockers and combinations are issued to students. Lockers should always be kept locked, and students must not share lockers or combinations. Each student is responsible for keeping his or her assigned locker clean both inside and out. Damages caused by misuse of tape or other materials will be charged to the student responsible. Report locker malfunctions to your Homebase teacher or the office. Students are cautioned to not keep money or other valuables in their lockers. Turn in such items to the office for safekeeping.

Locker Searches

Administrators may search any student locker at any time. Such a search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are responsible for the contents of their locker. Students are prohibited from sharing lockers and combinations.

Emergency Procedures

Procedures are in place at the middle school for other emergency situations. We know that students will respond immediately to the directions of their teachers.

Fire Drills

1. The fire alarm signal will sound without warning.
2. Students will leave the room quickly and quietly and exit the building at once according to posted instructions.
3. Students must move away from the exits to allow free passage and remain outside until the return bell rings.

Tornado Procedure

1. Tornado drills are announced over the P.A. system. In general, students will do the following: Students will exit from rooms quietly and walk to an area assigned by their teacher.
2. Students will sit facing the wall in drill position with heads between their knees.
3. Students will remain quiet and listen for instruction over the P.A. system.

Students will remain in tornado drill position until authorized to return to their room. Absolute quiet must be maintained for safety.

Lockdown/Evacuation Drill

Students are expected to follow teacher and/or administrator directives during a lockdown drill.

Self-Administered Medications

It is the judgment of the board that students enrolled in the fourth grade, or higher grades, are capable of self-administering non-prescription medications for the treatment of a short-term illness with a parent note. In the case of a chronic condition that is treated through non-prescription medications that must be administered during school hours, the board strongly urges the parent(s) to request a letter from the child's attending physician outlining the condition and detailing the need for this medication. The purpose of this information is to assist emergency medical personnel if such treatment is necessary.

Health Medical Limitations

A letter from a doctor must be submitted to the main office requesting a change in a student's program at school if a student cannot participate in a physical activity because of health or physical limitations. Otherwise, students are expected to participate in physical education classes or other scheduled physical activities.

Administration of Medications

The administration of oral medications and student self-administered medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators.

Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel. In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use.

The medical person authorized to prescribe medication must send a written order to the building administrator who may supervise the administration of the medication or treatment. Parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

Healthy Schools Program

As part of a District-wide initiative, Lincoln Middle School is participating in the **Project Healthy Schools**. Our goal is to create a healthier school environment. Energy drinks, caffeinated beverages, and soda beverages are not allowed at school. Please provide healthy snacks for your child by packing more fruits and vegetables, instead of products high in fat or sugar content. Please refrain from bringing unhealthy snacks for your child's classroom events.



Philosophy of Discipline

Discipline policies should be viewed as positive attempts at helping young people learn that they are responsible for their thoughts and actions. However, when their actions interfere with the rights of others to attend school and participate in school activities in a safe and orderly environment conducive to learning, then it may be necessary to impose penalties and restrictions to safeguard these rights. Our goal is to help each student become a contributing member of the school community; to help each grow towards self-discipline; to help each student change unacceptable behavior to acceptable behavior; to learn to respect the rights of others and the worth and dignity of everyone.

The schools provide support personnel and have community resources to help students who may need assistance. It may be necessary to temporarily suspend students from school to ensure the rights of all students should a student not choose to follow school rules and policies.

The administration of the Lincoln Consolidated Schools dedicates itself to providing an atmosphere conducive to learning. We also dedicate ourselves to the principle of consistent enforcement of all school policies. In the event you feel we are not carrying out our pledge, you are invited and encouraged to communicate your concerns to the principal.

Weapon Free School Zone

The board shall permanently expel a pupil from attending school in the district if the pupil possesses a weapon and / or a dangerous weapon (as defined in the Revised Michigan School Code) in a weapon free school zone.

Weapons Minimum 5 days OSS
Maximum 10 days OSS possible expulsion
(See Discipline Procedures # 13)

Verbal/Physical Assault to Staff

Intentionally causing or attempting to cause physical harm through force or violence.

If a pupil commits a verbal or physical assault as defined by board policy that pupil will be subject to a board disciplinary expulsion hearing.

MCL 380.1311a(2) subject to 130d on Aug 1, 2017)

Cell Phones & Electronic Devices

While in the school building all student electronics must be off and in their lockers. The school is not responsible for broken, lost, or stolen items.

The consequence for violating this rule is confiscation of the device and parent requirement to pick up the electronic item from the main office. Students may possess cell phones and other electronic devices at some school activities and on school buses.

Smoke Free Zone

The board provides a healthy, comfortable, and productive environment for staff, students, and other members of the school community. It is to be the policy of the district that all school property and vehicles be tobacco free.

Drug and Alcohol Offenses

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufactured substances. No student shall distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, "look alike" drug, unauthorized prescription drug or any other controlled substance, on school property or at school activities; off school property at any school-sponsored or approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the district.

Bus Conduct Rules

Lincoln Middle School rules regarding appropriate conduct and behavior apply on the bus.

Riding a bus is a privilege not a right.

Bus drivers are carefully selected and attend bus drivers' training school before they are licensed to drive a school bus. The following rules are the basic rules of conduct while on a school bus:

1. Observe the same general conduct as in the classroom.
2. Students may talk in normal tones.
3. No eating or drinking on the bus.
4. Help keep the bus clean.
5. Cooperate with the driver.
6. Unauthorized passengers are not permitted on the bus at any time.
7. Students must always remain seated.
8. Profane language will not be tolerated at any time.
9. Bus driver may assign seats to control discipline.
10. Destructive behavior is prohibited.
11. Students shall not possess, consume, smoke, or use alcoholic beverages, any type of tobacco, vaping devices, any type of drugs, cigarette lighters, matches or other flammable items on the bus.
12. Weapons of any kind are not permitted on the bus.
13. Public displays of affection are not acceptable behavior and will not be tolerated.

Conduct in the Cafeteria

The cafeteria is a place where positive student relationships can and should be developed. Each student is expected to practice the rules of good manners.

Some simple rules of courteous behavior that make the lunch period pleasant and relaxed are:

2. Walk. Do not run.
3. Line up in single file lines to purchase food.
4. Maintain your place in line and do not give cuts.
5. Both the person who gives cuts and the person who takes cuts will be sent to the end of the line.
6. Sit in the assigned seat if issued. If you wish to change seat assignments during the year, get permission from the cafeteria supervisor.
7. **Students are responsible for keeping the area and the floor around their table clean.**
8. **Food or drinks will not be taken from the cafeteria (except for breakfast in the morning).**
9. Wait at your table until a supervisor checks it, then you will be dismissed.
10. No more than ten students at each table.
11. Appropriate and orderly behavior always, for example, no loud voices.
12. No throwing of any object for any reason.
13. You must have a pass in your planner to return to class from the cafeteria.

Important

Students who accumulate an unreasonable amount of school rule violations may be subject to expulsion. Students who are subject to long term suspensions or expulsions may be subject to random searches.

Office Discipline Referrals (ODR) are issued to the student. Additionally, counselor referrals, student conferences, parent conferences, and law enforcement contact may be required.

All student referrals will be reviewed on an individual basis by administration. Discretion is used when extenuating circumstances exist.

Students who are suspended out of school are not allowed on any Lincoln school property and are prohibited from attending any school sponsored events or activities.

Discipline Procedures

Students are expected to abide by the rules of Lincoln Middle School as indicated in this agenda planner.

All students are required to carry and use the Lincoln Middle School Agenda Planner
Replacement planners are available in the main office for \$10.

Disciplinary actions include (verbal or written) warning, lunch detention, in school suspension (ISS), out of school suspension (OSS), and / or a board hearing for expulsion.

Please note that any disciplinary referral may eliminate your child from participation in any school activities such as: Washington D.C. (8th Grade), Cedar Point trip, the 8th grade dance or boat trip, team reward trips, etc. In addition, students must maintain a minimum of a 2.0 G.P.A. for participation in reward activities. Attendance and tardiness are also considered.

Teachers monitor behavior, correct students, and contact parents when there are infractions in the classroom. If continued infractions occur, administrative contact is made and the following consequences for these infractions (as stated in the disciplinary procedures) will be imposed.

The severity of the offense, prior student record, and administrative discretion will determine the consequence imposed. In general, this code will be followed in a progressive manner.

A second offense will usually receive a greater consequence than a first offense, in line with progressive discipline. Please note that any infraction may warrant imposing the maximum consequence as stipulated by the Board of Education Policy and / or state law.

Note: If administration determines that a student has accumulated an unreasonable number of disciplinary referrals during a school year, a letter will be mailed home acknowledging the concern and outlining a plan for future referrals and disciplinary action.

About PBIS

PBIS stands for Positive Behavior Support. It is a program designed to teach respect, responsibility, and safety at school. We at LMS hope to encourage students to continuously make good behavior choices by implementing this program.

PBIS provides teachers and other school staff with information to prevent behavior problems and support ongoing efforts to maintain a safe learning environment.

Research shows that the use of PBIS in schools has resulted in increased time for instruction. In addition, it increases positive behaviors school-wide, therefore decreasing disruptive behaviors.

How the Program Works

- All students and staff are taught the school-wide expectations and they receive regular and frequent opportunities to practice them and be acknowledged when they use them.
- Contact that students have with adults in the building focuses on positive reinforcement as opposed to negative reinforcement. It is our goal to provide students with positive interactions using a reward system.
- Staff uses data to make decisions regarding school behavior expectations.
- A PBIS school provides consistent rewards and interventions for all students.



What Can Parents Do?

- Parents can help by reading and discussing the Behavior Expectations Matrix found in this brochure on a regular basis.
- If your child experiences behavior problems in school, review with them the Behavior Expectations Matrix.
- Work on a plan to assist your child with strategies for appropriate behaviors.
- Support teacher and administrative behavior decisions. Discuss problems privately with staff.
- Volunteer to be a parent member of the LMS PBIS team.
- Chaperone PBIS sponsored events.

Program Highlights

- Posters are placed throughout all areas of the school to remind everyone of our behavior expectations.
- Behavior expectations are broadcast through our daily announcements.
- Teachers provide all students with instruction and practice opportunities for expected behaviors.
- Staff provide rewards for students demonstrating respectful, responsible, and safe behaviors.
- Rewards are given for positive behavior on an individual, team, grade level and school-wide basis.

P B I S
POSITIVE BEHAVIOR
 INTERVENTION AND SUPPORT

	Safety	Responsibility	Respect
Classroom	<ul style="list-style-type: none"> • Raise your hand for permission to leave seat • Keep four on the floor • Keep hands, feet, and objects to yourself • Use materials as directed and intended 	<ul style="list-style-type: none"> • Be prepared with all materials/homework and agenda • Be on time • Listen and follow directions the first time given 	<ul style="list-style-type: none"> • Use appropriate and positive language • Listen when others are speaking and speak when it is your turn • Respect yourself, your peers, and all staff • Respect personal and building property
Bathrooms	<ul style="list-style-type: none"> • Keep hands to yourself • Wash hands with soap 	<ul style="list-style-type: none"> • Flush the toilet • Report all graffiti, damage, or disturbances to staff • Clean up after yourself • Quiet voices 	<ul style="list-style-type: none"> • Respect the privacy of others • Get in and out as quickly as possible • Keep bathrooms clean • Respect personal and building property
Office	<ul style="list-style-type: none"> • Open and close doors with caution • Wait patiently while sitting or standing in one place 	<ul style="list-style-type: none"> • Carry ID and agenda • Be polite • Cooperate • Tell the truth 	<ul style="list-style-type: none"> • Report to counter and address others politely • Wait quietly • Use please, thank you, excuse me
Cafeteria	<ul style="list-style-type: none"> • Travel with ID/Agenda • Refrain from sharing food • Get permission to leave your table • Keep hands, feet, and objects to yourself • Walk at a safe pace • Line up in an orderly fashion 	<ul style="list-style-type: none"> • Keep all food in the cafeteria • Keep open beverages in the cafeteria • Clean up after yourself • Agenda/ID 	<ul style="list-style-type: none"> • Use appropriate and positive language • Use good manners • Follow staff directions the first time given • Use inside voices
Arrival/Departure	<ul style="list-style-type: none"> • Cross only at crosswalks • Stay on the sidewalk • Keep hands, feet, and objects to yourself • Go directly to bus 	<ul style="list-style-type: none"> • Put electronics away before entering the building • Late arrival or early departure, report to the office • Wait at your assigned hallway until 1st bell • Wait in your assigned hall until last bell 	<ul style="list-style-type: none"> • Use appropriate and positive language • Remove hats, hoods upon arrival • Follow staff directions the first time given • Remove all electronic devices (iPod, cell phone)
Hallway	<ul style="list-style-type: none"> • Stay on right side of hall • Close lockers appropriately • Walk at a safe pace in a line • Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> • Report all problems to a staff member • Move quickly to destination • Carry agenda/ID • Keep hallways litter free 	<ul style="list-style-type: none"> • Walk quietly • Respect all hallway displays • Follow staff directions • Speak in quiet voices if necessary
Outside	<ul style="list-style-type: none"> • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Report disturbances, accidents, and injuries to staff members 	<ul style="list-style-type: none"> • Follow all staff directions the first time given • Use appropriate and positive language • Refrain from public displays of affection
Bus	<ul style="list-style-type: none"> • Keep hands, feet, and other objects to yourself • Always remain seated • Quiet voices • Keep hands, feet, and other objects inside bus always • Report any inappropriate behavior or materials to bus driver 	<ul style="list-style-type: none"> • Follow bus rules • Walk directly to bus • Be ready to enter/exit bus 	<ul style="list-style-type: none"> • Use appropriate and positive language • Follow all directions • Keep bus clean

Expectations for Behavior and Learning are High

Lincoln Middle School has a long history of providing a safe and orderly environment. Our students, with the full support of their parents and teachers, are expected to maintain the highest standards of behavior. In the few instances where that does not happen, the administration reserves the right to assign short term suspensions for up to ten school days and to recommend long term suspensions or permanent removal from school through the expulsion hearing process.

Please be advised that students will be given every opportunity to engage appropriately in school. They must, however, be aware that setting down significant disciplinary consequences is sometimes necessary to protect the learning environment that we all value. Students are subject to the full range of consequences prescribed in the Michigan Revised School Code, Lincoln Consolidated Schools Board Policy, and the Lincoln Middle School Student Code of Conduct. Students who do not meet our high expectations will be subject to the following clauses regarding persistent disobedience and progressive discipline

Gross Misbehavior

The administration reserves the right to adjust the disciplinary action taken for any offense if warranted by the seriousness of the behavior. It is not possible, nor is it intended, to identify in these pages all the infractions that may occur under the Student Code of Conduct.

Persistent Disobedience

Students who are not able to conform to the behavioral expectations of the school may be put

on a behavior contract. **Students who are persistently disobedient or who are persistently in violation of the code of conduct are subject to suspension for up to ten days out of school and / or an expulsion recommendation.**

Progressive Discipline

The discipline policy at Lincoln Middle School is a progressive discipline policy. This means that consequences will escalate if a student continues to violate the code of conduct. Students and parents are hereby notified that the consequence

set down for an individual event may seem out of proportion to the behavior in question for that single event. The intent of the Progressive Discipline Policy is to clarify for all that the school will implement disciplinary measures as necessary and appropriate to maintain a safe and orderly environment. Students will be subject to suspension for up to ten school days by the authority of the principal.

Behavior Incident, Definition and Consequence Chart

If the District determines that it will utilize **restorative practices** in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Handbook consequences (below) may be altered because of restorative practices.

Incident	Definition	Consequence Continuum Consequence Maximum
Arson (MDE #55)	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in sections 750.71 to 750.80 of the Michigan Compiled Laws.	5-10 days OSS, contact police authorities, possible disciplinary hearing
Assault	Intentionally causing or attempting to cause physical harm to another through force or violence. With Injury: Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds that require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Bomb or similar threat/False Alarm (MDE #44)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff False Alarm: Unless an emergency exits, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that an emergency will/ or is occurring building or on school property, or at a school related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school system in a school building.	5-10 days OSS, contact police authorities; possible expulsion mandated by state law Tampering: Administrative Discretion 10 day OSS; Contact police authorities, Expulsion mandated by state law
Bullying	Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. *See Board Policy 5517.01	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Cheating/Lying	Cheating is (but not limited to): possession of another student's work; the use of any unauthorized assistance in taking quizzes, tests, and/or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments. Lying is when a student delivers a message that is untrue, and/or deliberately violates rules.	Administrative warning, 0-10 ISS/OSS, possible counselor referral, possible loss of credit for assignment, possible loss of credit for the course, possible disciplinary hearing
Criminal Act	Any criminal behavior not otherwise outlined in the Student Code of Conduct.	1-10 days ISS/OSS, contact police authorities, possible disciplinary hearing

Dress Code Violation	Per Board Policy (5511-see appendix): Students' dress/ grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly function of the school.	Administrative warning, remove/correct attire, possible parent conference, possible counselor referral, 0-3 days ISS/OSS *Repeated violations may be deemed as insubordination
Explosives Use/Possession	Substance or prepared chemicals that can explode or cause an explosion and is capable of inflicting bodily injury or damage to school facilities/property.	3-10 days ISS/OSS; contact police authorities, possible disciplinary hearing
Failure to Serve ISS/Detention	Not reporting to ISS or detention at the request of a staff member.	3-10 days ISS/OSS *Repeated violations may be deemed as insubordination
Fighting	The act of involving hostile, bodily contact in or on school property, or going to or from school, including an activity under school sponsorship (i.e., dances, athletic events, or other extra-curricular activities).	3-10 days OSS, possible contact to police authorities/ counselor referral, possible parent conference, possible disciplinary hearing
False Alarm	Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that an emergency will/ or is occurring building or on school property, or at a school related event, these acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school system in a school building.	5-10 days OSS, contact police authorities: possible disciplinary hearing Tampering: Administrative discretion
Forgery	The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or records.	Administrative warning, 0-10 days ISS/OSS, restitution, possible contact to authorities, possible disciplinary hearing
Gambling	The act of engaging in any game of chance for money or valuables.	0-10 days ISS/OSS, contact police authorities, possible disciplinary hearing
Harassment Sexual Harassment	Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.). Sexual harassment (per Board Policy 5517) is an unwelcomed advance, request of sexual favor, or other physical or verbal conduct or communication (verbal or electronic) of an intimidating, hostile, or offensive nature.	Administrative warning, 0-10 days ISS/OSS, possible counselor referral, contact police authorities, possible disciplinary hearing
Inappropriate Affection	Non-violent, inappropriate physical interaction such as kissing, inappropriate touching, any contact of a sexual nature.	Administrative warning, 0-10 days ISS/OSS, possible counselor referral
Inciting	Behavior that is disruptive or has the potential to create violence. This includes filming , taunting, encouraging, or otherwise calling attention to the inappropriate behavior of others.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible disciplinary hearing
Insubordination	Having or demonstrating a lack of respect for staff, students, or PBIS expectations. Disregard or failure to comply with any reasonable or corrective effort of a staff member.	Administrative warning, 0-10 days ISS/OSS, possible disciplinary hearing
Intimidation/Threat	Any method (verbal, written, or electronic) used in word and/or deed to frighten or threaten someone.	1-10 days ISS/OSS, contact police authorities, contact police authorities,
Leaving Class Without Permission	Leaving class without a pass and/or teacher permission during scheduled class meeting times.	Administrative warning, 0-10 days ISS/OSS, counselor referral *Possibility of being defined as truant
Misconduct	The act of being involved in behavior that disrupts, interferes with the educational process, or jeopardizes the safety of others.	Administrative warning, 0-10 days ISS/OSS
Off Limits/Out of Bounds	Entering the school building or grounds when forbidden to do so by rule or administration. Any presence on school grounds without permission.	Administrative warning, 0-10 days ISS/OSS, contact police authorities, possible disciplinary hearing *Could be considered trespassing
Property Damage/ Vandalism	The willful or malicious destruction or defacing of school property or the property of others	Administrative warning, restitution, 0- 10 days ISS/ OSS, contact authorities, possible disciplinary hearing

Skipping Class LMS is a closed campus	Any student that is not in their scheduled class without a written pass by a staff member and/or off campus during the school day without parental consent and/or attending an off-campus class.	Administrative warning, 0-10 days ISS/OSS, counselor referral *Possibility of being defined as truant
Substance Possession/ Use/ Under the Influence/Sell	Substance related incidents are incidents where students: Possess, distribute, use any form of drugs/alcohol on school grounds and/or are under the influence of drugs/alcohol on school grounds. *See Board Policy 5530	5–10 days OSS, parent conference, counseling referral for substance abuse, contact police authorities, possible disciplinary hearing
Tardy	When a student arrives at class after the bell (or signal that class has started). Morning Tardy Bell rings at 8:00 – students must be in the classroom at that time.	Parent contact Administrative warning, 0-3 days ISS/OSS, counselor referral *See truancy definition
Technology/Social Media Violation <i>Board Policy 7540.03 - Student Education Technology Acceptable Use and Safety</i>	Per Board Policy (5136), students found to be using any wireless communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted. Any use of technology – on or off campus - that causes a disruption to students, or the school functioning process is subject to discipline. *Any violation of the Acceptable Use Policy - Student accounts are subject to monitoring.	Confiscation of device, possible parent/guardian pick-up and/or administrative warning, 1-10 days of ISS/OSS, possible counselor referral, contact authorities, possible disciplinary hearing LINCOLN CONSOLIDATED SCHOOLS ARE NOT RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN BEFORE OR AFTER CONFISCATION
Theft	The act of taking, possessing, or acquiring the property of others without their consent.	Administrative warning, 1-10 days ISS/OSS, parent conference, restitution, contact police authorities, possible disciplinary hearing
Tobacco & Paraphernalia Possession/Use/Under the Influence	The act of violating the Michigan Anti-Cigarette law as much as amended by the age of majority ruling "...no minor (under age 18) may purchase, possess, or use cigarettes..." (Public Act 1948, 772, Sec. 2) and is a health risk. MDE #62, see Board Policy 5512 Use or possession of any tobacco product (cigars, cigarettes, e-cigarettes, any vaping accessories, any lighted smoking device, chewing tobacco, carrying a lighter, etc.) on school property or at any activity under school sponsorship.	Administrative warning, 1-10 days ISS/OSS, contact police authorities (may be ticketed and fined)
Truancy	The act of unauthorized absence or being late to school or classes for a period. See Student Handbook: Attendance Policy, Attendance Responsibilities	0-10 days OSS, parent conference, may assign alternative program, may contact authorities, notification to legal authorities
Weapons Possession	Weapon-Free Schools: To provide a safe learning environment for all children, our school must be weapon free. Please see: MDE # 20-23 and section 380.1313 of the MCL	Administrative warning, 1- 10 days ISS/OSS, contact police authorities, disciplinary hearing

Discipline Appeal Process

Disciplinary Action may be appealed for an Out of School Suspension (OSS) that exceeds five days.

- The Appeal must be submitted in written format and submitted to the Building Principal within 2 school days of the initial suspension.
- Appeal should include summary of offense, rationale for consideration, request for alternative disciplinary action, and any supporting documentation.
- Based on review of the appeal, the building principal will adjust, revoke, or sustain the action within 3 school days.

In cases where dissatisfaction exists with the results of the review hearing, an appeal may be made within three days in writing to the Superintendent or designee. The student or parents/guardians will be notified of the results of the appeal within 24 hours. The ruling of the second hearing officer is final. Short term suspensions may not be appealed to the Board of Education.

Disciplinary action will be upheld during the appeal process, per Board Policy 8350.



Acceptable Use Contract

- I will not use school network/technology or the internet without the approval of a teacher and parent.
- I will use technology only for: instruction, school activities, and general information that is appropriate, and which relates to Lincoln Middle School curriculum.
- I will only access websites/programs approved by my teacher. I will not access games using weapons or violence.
- I will not give out any personal information online without a trusted adult's permission.
 - This includes my name, phone number, address, email, location of my school; my parents' work address/telephone numbers/credit card numbers, and my picture.
 - This goes for anywhere on the Internet, including email, Facebook, Twitter, instant messages websites that promise me free stuff or prizes, and in material I post.
- **I will be responsible for keeping my passwords in a safe place and not sharing my password with anyone except my parents (not even my best friend)**
- I will not respond to any message/correspondence/ email that makes me feel uncomfortable. I will show an adult right away.
- I will never meet in person with someone I have connected with online.
- **I will not send insulting or rude messages or inappropriate correspondence to anyone via email, chat, or other method.**
- I will log out of all email, PowerSchool, or any websites (that were approved by my teacher) before leaving my computer.
- I will not disable any filtering or monitoring software on the computer because it is there to keep me safe.
- I will not open emails, files, links, pictures, or games from people that I do not know or trust. I will always ask an adult first.

- **I will not take words, pictures, or sounds from someone else's website without their permission or copy commercial software.**
- I will not believe everything I read on the Internet. I will always check the source of the information and confirm it with my teacher, parent, or responsible adult.
- I will not make attempts to damage or alter the computer system including programs and equipment
- I will not violate the rights of privacy of others and agree not to interfere with other people's work or snoop around in other people's files.

User ID's & Passwords

Do NOT SHARE YOUR PASSWORDS

Computer Log In:

Other ID's & Passwords

Signature Section

I have read and understand this Acceptable Use Contract and will abide by the stated terms and conditions set forth by the Children's Internet Protection Act (CIPA), Michigan Safety Initiative (CSI), and Lincoln Consolidated Schools. I understand that disciplinary action including removal of access to technology may result from non-compliance. I also understand that school provided accounts are subject to monitoring.

Student Name (Please Print) _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Signed contract must remain in agenda planner to receive access to school technology.

TEXTBOOK ASSIGNMENT AGREEMENT

Date _____

Student: _____

<u>TITLE</u>	<u>BOOK #</u>	<u>TEACHER</u>	<u>CONDITION</u>

I acknowledge that my child was issued the books in the condition noted above. I understand that it is their responsibility to maintain and return these textbooks at the end of the school year in the same condition. (Handbook, Page 3)

Parent Signature _____ Date _____

AGENDA PLANNER AGREEMENT

I have read and understand the information, procedures, and policies of the Lincoln Middle School Agenda Planner.

This agenda planner **should always be with the student** and will be used for the following:

- Recording daily assignments
- Keeping a record of passes
- Maintaining communication between school and home

We strongly recommend that parents and their middle school students discuss this information. I also understand that if my student loses their agenda, it is their responsibility to replace it for the cost of \$10.00.

Parent Signature _____ Date _____

_____ Student Signature

Planner Checks: _____ Q1 _____ Q2 _____ Q3 _____ Q4