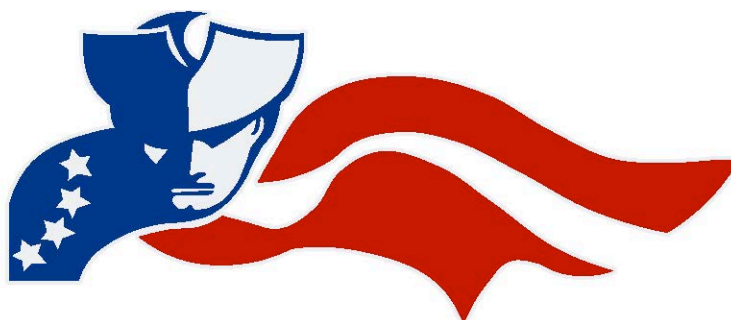


Lincoln Heights Middle School  
2017 – 2018



**PATRIOTS**

HOME OF THE PATRIOTS

219 Lincoln Avenue  
Morristown, TN 37813

Phone: 423-581-3200  
Fax: 423-585-3763

LHMS MOTTO  
"Good to Great"

MISSION STATEMENT

Lincoln Heights Middle School strives to provide educational challenges and opportunities to enable all students to learn, achieve, and succeed.

PRINCIPAL: Joseph Ely  
ASSISTANT PRINCIPAL: Mandy Lloyd

LINCOLN HEIGHTS MIDDLE SCHOOL  
GENERAL INFORMATION

School Colors: Red, White and Blue

Mascot: Patriot

A WARM WELCOME FROM LINCOLN HEIGHTS MIDDLE SCHOOL. OUR STUDENTS PROGRESS FROM  
"GOOD TO GREAT"!

HAMBLEN COUNTY SCHOOLS  
2017-2018 CALENDAR

Registration 11:15 Dismissal	August 3 <sup>rd</sup>
Teacher In-Service	August 4 <sup>th</sup>
First Day of School	August 7 <sup>th</sup>
Labor Day Holiday	September 4 <sup>th</sup>
Fall Break	October 16 <sup>th</sup> - 20 <sup>th</sup>
Thanksgiving	November 22 <sup>nd</sup> - 24 <sup>th</sup>
Early Dismissal 11:15	December 20 <sup>th</sup>
Winter Break	Dec. 21 <sup>st</sup> - Jan. 1 <sup>st</sup>
Semester Break	January 2 <sup>nd</sup>
Return to School	January 3 <sup>rd</sup>
Martin Luther King Holiday	January 15 <sup>th</sup>
Spring Break	March 26 <sup>th</sup> - March 30 <sup>th</sup>
County Primary Election	May 1 <sup>st</sup>
Last Full Day	May 16 <sup>th</sup>
Administrative Day	May 17 <sup>th</sup>
Grade Card Day	May 18 <sup>th</sup>

Lincoln Heights Middle School is a fantastic school because of the students, community, business partners, teachers, and staff. Many people have contributed to Lincoln Heights Middle School for the past 35 years. We are proud of our accomplishments and the excellence that we have established at our school. As students and contributors to our school, we expect that you will continue to make great things happen at Lincoln Heights Middle School.

### **STUDENT RESPONSIBILITY**

During this time of your life, EDUCATION is your career. Coming to this school is your job and your basic job expectations are as follows:

1. Bring PAPER AND PENCIL to each class daily.
2. Bring your STUDENT PLANNER to each class daily.
3. Bring appropriate TEXTBOOKS to each class daily.
4. Know which classes require SPECIAL MATERIALS.
5. Be prepared and complete all HOMEWORK.
6. Be responsible for LEARNING at school. Learning is your first responsibility. It is great to have friends, but you should not socialize during class time. Socializing interferes with both learning and general atmosphere of the classroom.
7. Put forth your BEST EFFORT at all times.

### **STEPS FOR STUDENT SUCCESS**

- ❖ Believe in yourself!
- ❖ Seek help from any staff member if you find yourself having problems; we can't help if we don't know.
- ❖ Be prepared with all necessary materials.
- ❖ Look for someone you can help in school. We are part of a team that is working for success.
- ❖ Get involved! At Lincoln Heights Middle School we have many recognition and reward programs that help make school a great experience.

### **STUDENT PLANNER TIPS**

This student planner can help you become more organized and succeed in school. If it is used effectively, you will always be aware of your class assignments and expectations from each teacher. Use the student planner everyday to keep track of homework assignments, test dates, athletic games and special events. **Lost planners may be replaced for a charge of \$5.00.**

\*\*\*PARENTS, please check your child's student planner daily. If used correctly, this is an excellent tool for teacher and parent communication and one of the best ways in which we can prepare your child for success in high school.

### **HOME/SCHOOL COMMUNICATION**

Clear and accurate communication is important for LHMS and your family. In addition to the student planner, a monthly newsletter will be sent home. Students are responsible for taking messages home to their family. Students are expected to accept this responsibility and make sure their parents receive the information from school. Parents can sign up for SCHOOL MESSENGER, which is a program that sends text messages and emails to registered parents regarding school cancellations and events.

The website for Lincoln Middle: <http://lhms.hcboe.net>

Also, like our Facebook page for updated information.

### **PARENTPORTAL**

Parents can access information about their child's grades, discipline, lunch account balances and attendance through ParentPortal. ParentPortal is available at

<https://hcsms.hcboe.net/public/>

Username and passwords can be obtained through the school office.

## **SCHOOL PROFILE**

### **SCHOOL HISTORY**

Lincoln Heights Middle School was established in 1975 to replace, in part, Morristown Junior High School. It is located in the southwest part of Morristown and serves students in grades 6-8. Our feeder schools are Lincoln Heights Elementary, West Elementary, and Witt Elementary.

### **MISSION STATEMENT**

Lincoln Heights Middle School strives to provide educational challenges and opportunities to enable all students to learn, achieve, and succeed.

### **LHMS MOTTO**

"Good to Great"

### **OUR SCHOOL BELIEVES**

- ❖ In school, all students experience learning success.

- ❖ Effective instruction occurs in a variety of ways and is measured using a variety of assessments.
- ❖ Students learn best in a safe, supportive environment.
- ❖ Learning to respect others is an important part of learning to respect one's self.
- ❖ Students learn best when they are actively involved in the learning process and are motivated to succeed.
- ❖ Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- ❖ Because diversity is a reality of our community, diversity is embraced at our school.
- ❖ Decisions are made with input from all members and are based on how they will benefit our students' education and lives.
- ❖ A positive relationship between parents and the school is essential for student achievement.
- ❖ Technology is important to our school because it is crucial to our students' futures.
- ❖ All stakeholders will follow Hamblen County Board of Education policies.
- ❖ Accomplishing the mission of LHMS is the responsibility of the school, students, parents, and community.

**SCHOOL IMPROVEMENT PLAN GOALS**

Goal #1: LHMS will reduce the achievement gap between racial/ethnic subgroups v. all students in reading and math.

Goal #2: LHMS will reduce the achievement gap between economically disadvantaged v. non-economically disadvantaged.

Goal #3: LHMS will reduce the achievement gap between English learners v. non-English learners in reading and math.

Goal#4: LHMS will reduce the achievement gap between students with disabilities v. students without disabilities in reading and math.

**SCHOOL IMPROVEMENT PLANNING TEAM**

Lincoln Heights Middle School has an active School Improvement Team comprised of parents, teachers, administrators, and students. The SIP team identifies resources needed to achieve goals set by the school during the school development process and compiles staff development needs related to school goals.

**STUDENT POPULATION FOR 2015 – 2016**

African American	9%
Asian/Pacific Islander	0.9%
Hispanic	24%
Native American	7%
White	59.7%
Boys	49%
Girls	51%

Grade	No. of Students	No. of Teachers
6	180	7
7	170	8
8	182	7

Related Arts	6
Music/Band	2

Student Attendance Rate	96.2%
Free and Reduced Lunch	83%
Special Education Enrollment	17%
English Language Learners	9%

Promotion Rate 99%

**PARENT INVOLVEMENT**

The LHMS Parent/Teacher Organization is designed to facilitate communication between the school and community. The PTO consists of a Parent Advisory Committee comprised of parent representatives from each of the three grade levels. LHMS has parent volunteers who provide meals and refreshments for Open House, Parent-Teacher Conferences, Sixth Grade Orientation, and Teacher Appreciation Week; assist with Vision/Hearing Screenings; and assist the band and choral directors with fundraising. Parent involvement is encouraged at Lincoln Heights Middle School. LHMS recognizes that it takes a team effort between the parents and teachers to educate our children.

**EQUAL OPPORTUNITY**

Hamblen County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states: *No person in the United States shall, on the ground of race, color, religion, sex, age, handicapping condition, or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance.* Anyone who believes that the school system has discriminated against them or another individual may file a complaint.

**STUDENT POLICIES**

**ASSERTIVE DISCIPLINE PLAN**

Teachers and administrators at LHMS adhere to the philosophy that students have the right to learn within a structured and safe environment and teachers have the right to teach without behavioral interruptions. Tennessee law mandates that school administrators protect the safety and educational environment of their students. Therefore, the administration reserves the right and authority to declare Level I and Level II null and void should a severely disruptive behavioral problem occur that mandates immediate action. For severe clause referrals, school board policies will be followed in administering disciplinary action.

**SCHOOL AND CLASSROOM RULES**

1. Follow teacher directions the first time given.
2. Raise your hand and wait to be called upon by the teacher.
3. Be in your seat with materials, ready to work prior to the tardy bell.
4. Keep your hands, feet, and inappropriate comments to yourself.

STUDENTS WHO CHOOSE TO BREAK THE ABOVE RULES WILL FACE THE FOLLOWING CONSEQUENCES:

**TEACHER ADMINISTERED**

- 1<sup>st</sup> Consequence – Verbal Warning
  - 2<sup>nd</sup> Consequence – Student/Teacher Conference
  - 3<sup>rd</sup> Consequence – Parent contact via phone or note home/notification to the student's advisor
- Three notifications within a six-week period require an office referral from the student's advisor to the principal/assistant principal.
- 4<sup>th</sup> Consequence – Referral to principal/assistant principal

Severe Clause – Behavior that mandates immediate referral to the principal/assistant principal.

#### PRINCIPAL/ASSISTANT PRINCIPAL (cumulative)

1<sup>st</sup> referral – One day ALP

2<sup>nd</sup> referral – One day ALP

3<sup>rd</sup> referral – One day ALP

4<sup>th</sup> referral – Two days ALP

5<sup>th</sup> referral – One-day out-of-school suspension

6<sup>th</sup> referral – three days OSS; mandatory orientation scheduled with parent and student at Miler-Boyd Alternative School

7<sup>th</sup> referral – Alternative School Placement

#### **HARASSMENT POLICY**

Students, staff, and teachers have the right to work and learn in a school environment free of harassment. It is important for everyone to understand what harassment is, what to do about it if you feel you are being harassed, and what the consequences are if you choose to harass another person. The following information will explain some of the types of harassment that are unacceptable to our school environment.

**Harassment** is any behavior or action exhibited toward a person that is unwanted and/or uncalled for and makes that person uncomfortable and uneasy. Unacceptable behavior may include physical contact, verbal abuse, graffiti, writing, rumors, etc.

**Sexual Harassment** is any behavior of suggestive or sexual nature, either verbal or overt, that makes the other person uncomfortable.

**Racial/Ethnic Harassment** is any inappropriate behavior that is based upon racial or ethnic differences. Racial slurs, jokes, or name calling are unacceptable.

**Disability/Handicap Harassment** is any inappropriate behavior that is directed toward a physical or mental disability.

**Religious Harassment** is any inappropriate behavior that is directed toward an affliction with a specific or general religious affiliation.

#### **RESULTS**

Any incident of possible harassment involving student versus student will be investigated and infractions may result in warnings, parent contact, ALP, out of school suspension and dismissal from school through the assertive discipline procedure.

Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools. Infractions may result in reprimand, suspension, and/or dismissal.

The Hamblen County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment, sexual harassment, or discrimination.

In accordance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County School to maintain learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy of any

student or employee of the system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

#### **HOSTIGAMIENTO**

La Mesa Directiva del Departamento de Educacion esta comprometida a salvaguardar los derechos de todos los estudiantes y empleados dentro del sistema escolar y aprender a trabajar en un ambiente que es libre de toda clase de hostigamiento, acoso sexual y discriminacion. De acuerdo al Titulo VI de los Derechos Civiles Acta de 1964, Titulo IX de las Enmiendas Educacionales de 1972, y Seccion 504 de la Rehabilitacion Acta de 1973, es la norma de Las Escuelas del Condado de Hamblen el mantener un ambiente de aprendizaje y trabajo libre de hostigamiento, acoso sexual y discriminacion de cualquier tipo. El sistema escolar prohíbe cualquier forma de hostigamiento, acoso sexual, o discriminacion basado sobre la edad, religion, inhabilidad, raza u origen nacional. Estas normas son violadas si cualquier estudiante o empleado del sistema escolar, hostiga, acosa sexualmente, o discrimina en contra de cualquier estudiante o empleado del sistema escolar, hostiga, acosa sexualmente, o discrimina en contra de cualquier estudiante o empleado del sistema escolar por medio de conducta o comunicacion en cualquier forma definida por estas normas.

#### **BULLYING POLICY**

Bullying can be defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, such as, but not limited to: 1) physical violence and attacks, 2) verbal taunts, name-calling, and put-downs, including ethically-based verbal abuse and gender-based put-downs, 3) threats and intimidations, 4) extortion or stealing money and possessions, and 5) exclusion from the peer group. Any student found guilty of bullying behavior will be placed on the appropriate level of the school's assertive discipline plan.

#### **SCHOOL COUNSELOR**

The LHMS counselor offers assistance to students and parents who have questions about academic and social-emotional development. As the student's advocate, the counselor works closely with teachers, administrators and special services to provide the student with information and support necessary for a positive middle school experience. The counselor may also act as an important link between the family and appropriate community agencies. Students and parents are encouraged to contact the counselor to discuss school progress, adjustment, career and academic goals, as well as ways to enhance self-awareness.

#### **VISITORS TO THE SCHOOL**

For added security, a buzzer system is installed at the red door on the front side of the building. Any person entering the building must press the buzzer and then tell the receptionist what their business is at the school. Upon approval, the door will be unlocked and you may enter. Parents are always welcome at Lincoln Heights Middle School. Please make an appointment to see a teacher or visit a classroom. The school policy is to accept only those visitors who have legitimate business at the school. All

visitors must report to the main office first to receive a visitor's pass. Issuance will be at the discretion of the administration. Visitor passes will not be issued during examinations or any other time, which an administrator deems inappropriate to issue a pass. Parents and visitors must conduct themselves in an orderly manner. Disorderly conduct, foul language, or behavior, which is disruptive in an educational setting, will not be tolerated. An administrator may refuse to issue a visitor's pass anytime he/she feels it is in the best interest of the school to do so. All visitors must enter and exit through the red office door at the front of the building. Parents wishing to have lunch with their child should call first so the school can make accommodations. Youth ministers are welcome during lunch but should have parent approval and call the school office before coming to the school.

### **CLOSE CAMPUS POLICY**

Lincoln Heights Middle School operates a closed campus. This means that students are required to stay on campus at all times during the school day. If a student leaves school without permission, they will be reported to the police, as a missing or runaway student and the parent/guardian will be notified. Visitors to the school and campus are expected to conduct themselves in an appropriate manner. Foul language and disorderly conduct will not be tolerated.

### **SCHOOL RESOURCE OFFICER (SRO)**

School Resource Officers patrol LHMS on a regular basis to help provide a safe and orderly educational environment.

### **TELEPHONE CALLS**

Students are not to receive calls while at school. Only in cases of emergency will messages be delivered. School phones are not for the students' personal use and are for emergency use only. Requests to use the school phone should be made only if an emergency exists and after receiving permission from the office. Forgotten permission slips, money, homework, and other items are not considered an emergency. Students misusing or abusing phone privileges will lose the opportunity to use the telephone. Transportation arrangements should be made before arriving at school, as it is often impossible to relay a message to a student at the end of the school day.

### **EMERGENCY INFORMATION**

Parents, please notify the office of any changes in address, home and cell phone numbers, and alternative phone numbers. In emergency situations, contacting parents or guardians is essential.

## **ATTENDANCE, TARDINESS AND EARLY DISMISSAL**

The first rule for success in school is regular attendance. It is the intent of Lincoln Heights Middle School to clearly establish teaching and learning tasks as a priority. In order for students to benefit from the strong emphasis on instruction, they must attend class regularly and be on time. Perfect attendance requires students to have no excused or unexcused absences. If a student accumulates four unexcused tardies or early dismissals he/she will not be considered for perfect attendance.

### **REPORTING ABSENCES**

Parents must call the school office and report absences at 581-3200 between 7:45 A.M. and 9:00 A.M. on the morning of the absence. Notes excusing a student's absence must be submitted to the office the day of the student's return to school. Notes should include the reason the student was absent and the date of the absence. Parents may not keep students home to babysit, run errands, or for any non-emergency family business. Such absences are unexcused. Doctor appointments should be made after school. Educational neglect takes place when parents willfully allow or keep their students out of school for inappropriate reasons.

### **EXCUSED ABSENCES**

Absences for grades 6-8 will be classified as either excused or unexcused as determined by the principal or designee in charge of attendance. When a student is absent, the school will be contacted by the parent/guardian. The principal or designee will determine whether the individual student absences are excused or unexcused. **Upon return to school, it is the responsibility of the student to present a note signed by the parent/guardian in order to receive an excused absence for the day(s) out of school.** An excused absence is one for one of the following reasons:

1. Personal illness (parent/guardian note will be accepted for five days each semester; after five days a physician's statement will be required to receive an excused absence).
2. Death in the **immediate** family (not to exceed 3 days)
3. Illness of parent/guardian, requiring student to be absent (parent/guardian note required and counted as parent of 5 excused days)
4. Recognized religious holidays
5. Court summons (actual time in court only)
6. Doctor/dentist appointment (medical proof required)
7. Out of town trip (counted as part of 5 excused days)
8. Church-related trip (counted as part of 5 excused days)
9. Hardship absence approved by principal (family vacations are discouraged during the regular school year.)

### **UNEXCUSED ABSENCES**

An unexcused absence, which may be from a single class or multiple classes, is one that is not approved. Suspension from school is an unexcused absence but does not count toward total absences.

### **DISMISSAL DURING SCHOOL DAY**

All students are expected to remain in school for the entire day. If a student must leave school for an appointment, he/she must be signed in and/or out by a parent/guardian or authorized person in the office. The student must have permission from his/her parent/guardian and from the school before leaving school grounds. No student will be released to a brother or sister who is a minor or any person other than the student's parent or legal guardian without a parent requests early dismissal by phone, the parent must speak with a school secretary or administrator directly.

### **SIGN-OUT PROCEDURES**

1. **Middle school students will not be allowed to sign out unless a parent or guardian comes personally to the school office to sign them out**

**and presents a photo ID or two other forms of identification.**

2. Parents should take note of the times during which students may be dismissed for non-emergencies. Those times are during the change of classes or at the student's lunch period.
3. Students are to leave with a signed note from the parent. The parent/guardian will be contacted to confirm their signature on the note.

### **TARDY TO SCHOOL**

Lincoln Heights Middle School considers absenteeism excessive when it significantly interferes with a student's academic performance. This includes excessive tardiness to school. Students are expected to arrive at school by 7:55 A.M.

Excused tardies include:

1. Late bus
2. Illness with doctor's note
3. Death in the family
4. Religious holiday
5. Medical/dental appointment
6. Court appointment
7. Principal approval

Unexcused tardies include, but are not limited to oversleeping, traffic issues such as being caught by a train, car trouble, or missing the bus or ride. Students who are tardy to school will receive two warnings before penalties including detention and placement in ALP are assessed.

### **TARDY TO CLASS**

Throughout the school day, it is the student's responsibility to be on time to each class period. Students are considered tardy if they arrive in the classroom after the bell rings. The student will receive a notification upon his/her third tardy to class. Students have three minutes to move from one class to the next. This provides ample time to change classes. Tardiness is simply not necessary.

## **COURSE OF STUDY**

Language arts, math, science, and social studies are required core subjects taught each day to students in all grades. Pre-Algebra and algebra are offered for recommended students. Additional related arts offerings for all students are: art, technology, keyboarding, teen living, music (choral/band), and physical education/physical wellness.

### **EXTRA-CURRICULAR ACTIVITIES**

Interscholastic competition is available in football, basketball, volleyball, wrestling, cross-country, track, and golf. LHMS also offers cheerleading, Beta Club, FCA, Yearbook Staff, Student Council, Keep America Beautiful (KAB), 4-H, Scholars Bowl, Drama, Green Team, and WyldLife.

### **HOMEWORK**

HOMEWORK WILL NOT BE PROVIDED IN ADVANCE. Because lesson plans can change, teachers prefer that make-up work be completed on the student's return. It should be recognized that teaching and learning is complex and that classroom activity cannot be totally replicated for the absent students. Homework will be assigned on an as-

needed basis to supplement class work. The amount of time required to complete homework assignments will vary from subject to subject and from grade to grade. It is expected that all students will have some homework on a daily basis. Students are responsible for making arrangements with their teachers to make up assignments missed on the day of their return to school.

### **MAKE-UP WORK**

Hamblen County middle school students must follow these guidelines for make up work:

1. All work made up for grades must fall within the excused/unexcused absences guidelines.
2. All excused absences with a parent note, up to five each semester, will be honored at full credit for all completed work turned in by the student.
3. Physician statement absences will be honored as excused absences, with make up work honored at full credit.
4. All make up work connected with an unexcused absence will be given to the student upon request from the student, but will be graded as late work and will not be graded with full credit.
5. Students will have one day for each day missed (up to three days) to pick up their missed work, complete it, and turn it in to the teacher for a grade.
6. Students who will be out of school for more than three days must make arrangements to have work picked up at school.
7. Students leaving school before the end of the school day will be required to bring any previously assigned work to the teacher before leaving or the work will be considered late work and graded according to late work guidelines.

Failure of a student to turn in assignments within these guidelines will result in zeros being recorded for the missed assignments. These zeros cannot be waived in figuring a student's final grade and will count as much as the assignments would have counted.

Students who participate in recognized school functions or events are not to be counted absent, but they are responsible for work missed under the above guidelines of the make up policy.

### **LATE ASSIGNMENTS/HOMEWORK**

Late assignments/homework is defined as work that the student was present for but did not turn in on time. The following policy will be enforced for late work:

- One day late = minus 15 points
- Two days late = minus 30 points
- Three days late = zero, not accepted

### **GRADING SCALE**

Letter grades are used to indicate a pupil's progress and achievement. The grading scale is as follows:

- 93 - 100 = A (Excellent)
- 85 - 92 = B (Good)
- 75 - 84 = C (Average)
- 70 - 74 = D (Poor but passing)
- Below 70 = F (Failure)
- I = Incomplete

Incomplete is used mainly in cases where a student has been absent. A student receiving a grade of incomplete has a period of five school days from the date of return to make up work. Anytime during a grading period, when the work of a student is falling below what might normally be expected, the teacher will take one or more of the following steps: (1) request a conference with the parents; (2) telephone the home; (3) send a note home; (4) send home unsatisfactory work for signature of parent or guardian.

### **REPORT CARDS/PARENT CONFERENCES**

Report cards are issued six times a year at the end of each six-week grading period. Mid-term progress reports are sent home at the midpoint of each grading period. Parent conferences are held on the first week of October and March. However, the school encourages parent-teacher conferences throughout the school year. Conferences can be arranged by contacting your child's teacher or the school office. Parents can keep up with their child's academic progress and school behavior by signing up for ParentPortal, an on-line program. To participate in ParentPortal, access the link from:

<https://hcsms.hcboe.net/public/>

### **PROMOTION AND RETENTION**

The professional staff will place students at the grade level best suited for them academically, socially, and emotionally. Before a student is retained, the parents shall be informed and shall be requested to participate in a conference with the student's advisor at least six weeks before the end of the school year. Parents will be notified of the decision to retain a student at least five days prior to grade card day. The student's TCAP scores count as 25% of his/her final grade and will be taken into consideration for promotion and retention.

### **SCHOOL DAY**

The school building will be opened at 7:15 A.M. for those students requiring early entry. Normally, students who do not ride the bus are expected to arrive at school at 7:50 A.M. Students arriving before 7:50 A.M. will report to the gym or cafeteria where they will remain until they are dismissed. Students should not be in the learning area before 7:50 A.M. Students who do not report to their homeroom areas by 8:00 A.M. are considered tardy. ANY STUDENT LEAVING SCHOOL DURING THE SCHOOL DAY MUST BE SIGNED OUT AT THE OFFICE BY THE PARENT/GUARDIAN OR THE INDIVIDUAL LISTED ON THE STUDENT'S EMERGENCY CARD.

### **PARKING AND DISMISSAL**

Parents and visitors to the school should park in the parking lot in front of the school. Fire lanes and bus lanes must be kept clear at all times. Students are dismissed on the following schedule:

#### **2:55 – First Bell**

Early bus riders are released to board the following buses: Bus #44, #23, #61(Girls Inc.), #28 (Boys and Girls Club), #11, #10, #26 (first load) and #14 (first load) all dismiss from the cafeteria to the back parking lot.

#### **3:00 – Second Bell**

Walkers and car riders are dismissed and should be picked up in front of the school. A parent or guardian should pick up students before 3:30 P.M.

### **3:05 – Third Bell**

Students who ride buses #16 and 2<sup>nd</sup> loads of buses #50, #26 and #14 are dismissed to come to the cafeteria.

### **BIKES, BOARDS & BLADES**

1. Students who ride bicycles to school must park and lock them in a designated area.
2. The school is not responsible for any damage incurred to bicycles on school property.
3. Bicycles are to be parked immediately upon entering the school grounds and not be moved until school is out.
4. Bicycles are not to be ridden on school sidewalks or at bus loading zones.
5. Bicycles, rollerblades, skateboards, and other similar devices are not permitted to be used on school property, whether school is in or out of session. Lincoln Heights Middle School does not accept any liability for any person operating or using these devices.

### **TRANSPORTATION/BUS INFORMATION**

The Hamblen County Department of Education will provide free bus transportation for students who are zoned for Lincoln Heights Middle School. If you have questions concerning transportation, routes or other issues call 586-2103. LHMS students are expected to demonstrate appropriate bus riding behavior at all times while riding to and from school or while riding on school activities/field trips. Students are expected to abide by the following rules:

1. Students shall obey the bus driver's instructions.
2. Students must be seated while on the bus, facing the front with their feet on the floor.
3. Students shall not extend their head or arms out of the window at any time.
4. No throwing objects. No littering.
5. No exiting and reentering the bus.
6. There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly or improper conduct of any kind on the bus.
7. Food or drink is not permitted on the bus.

#### **The following disciplinary action will be taken for students that receive bus referrals:**

1st Offense = 5 day suspension of bus privileges  
2nd Offense = 30 day suspension of bus privileges  
3rd Offense = 1 calendar year suspension of bus privileges  
The first offense for fighting on a bus will result in the student's suspension of bus privileges for 30 days. The second offense for fighting on a bus will result in expulsion of the student from riding the bus for one calendar year.

#### **Riding the bus to school is a privilege, not a right, and may be revoked if safety rules are not observed.**

Bus drivers are authorized to assign seats, if they feel it is necessary. Students coming by bus are assigned to regular buses at the beginning of the school year and are expected to take the same bus every day. If a student is to be transported by any other means, a note must be brought from home to the office, signed by an administrator and given to the bus driver.

### **SCHOOL CLOSING**

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed.

The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio stations. Radio stations WCRK (1150AM), WMTN (1300AM), and WJDT (106.5FM) will carry the announcement of "no school" or delayed openings. You may also check WBIR.com. If no report is heard, it can be assumed that school will be in session on a regular schedule.

Please do not call the school; telephone lines must be kept open for emergencies and regular school business.

## **BUILDING, GROUNDS, AND PROPERTY**

At LHMS, we feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of the school and grounds expresses a positive message to everyone. Trash belongs in trashcans. Food, gum and graffiti have no place on the floors or walls. Furniture and equipment in the school are for your use and not abuse. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, or do other damage to school or personal property or equipment will be required to pay for the damage or replace the item, as well as be charged with a severe offense under the Assertive Discipline Plan.

### **SAFETY PROCEDURES**

Lincoln Heights Middle School has a Crisis Management Plan in place to be activated in the event of an emergency or crisis. An Emergency Notification System is in effect to alert staff and students of situations requiring evacuation (fire, disaster, explosion, bomb threat or safety drill), as well as situations requiring a "lockdown" or the need to "shelter in place." Students and staff conduct drills periodically throughout the school year. Drills are a necessary safety precaution for the welfare of everyone at Lincoln Heights Middle School. During fire drills, everyone is to leave the building and assist in an efficient execution of the drill. Bomb threats are considered to be a felony and will result in referral to the local authorities. This can result in five (5) to ten (10) years in prison.

### **CAFETERIA**

Breakfast is FREE at LHMS. Lunch is offered at LHMS. Students may pre-pay for their meals by the week or by the month. Checks should be made out to Lincoln Heights Cafeteria and given to the cafeteria manager or cashier any day before 8:00 a.m. Applications for free/reduced lunch are available in the school or district offices and need to be resubmitted every year. Federal funds subsidize the school lunch program. Misuse or providing inaccurate information is considered theft and/or fraud. All food and drinks must be consumed in the cafeteria. Students are not permitted to purchase drinks from vending machines for lunch. Students will demonstrate acceptable social manners while using the lunchroom facilities. Inappropriate behavior will not be tolerated.

Examples of inappropriate behavior for the lunchroom are the following:

- Loud or inappropriate language
- Throwing of food or beverage
- Smashing food or beverage containers
- Harassing or taking food from other students

- Leaving tables or the floor cluttered with food, litter, or in an unclean manner
- Disrespectful behavior towards lunchroom personnel or supervisors
- Theft: using another person's lunch number

### **LOCKERS**

Lockers are made available for student use and will be assigned by the student's advisor. Students are responsible for the care of their locker and are liable for any damage. Students may go to their lockers before school, between classes, and after school. All students are to secure their lockers with their own combination lock. Writing on the outside or inside of lockers is prohibited. Students are discouraged from storing valuable personal property in lockers. Lincoln Heights Middle School assumes no responsibility for loss or damage to personal property brought on campus. Lockers are the property of HCBOE and subject to search at any time. Do not give your locker combination to other students. Do not share your locker with any other student unless authorized by your advisor.

### **STUDENT PROPERTY**

The following items are disruptive and interfere with the learning climate at our school. Please do not bring such items to school.

1. Cell phones, pagers, and electronic games
2. MP3 players, iPods, CD players, and/or other musical devices
3. Dangerous objects such as knives, sharp objects, lighters, matches, or any device that can hurt people
4. Items of distraction such as toys, water guns, whistles, laser pointers, balloons, rubber bands, nail polish, offensive spray etc.
5. Gum, candy, or any snacks, which detract from learning and teaching

These items do not make any contribution to academic achievement and therefore are prohibited in the building. All items listed above are an invitation to theft and have no place at school. Items taken from a student who violates this policy will either be returned to a parent per board policy or returned to the student at the end of the school year.

### **STUDENT RIGHTS**

EVERY PERSON has the right to be treated as an exceptional human being. By being a student at LHMS you can expect these things:

- A. The right to an education in a safe environment.
- B. The right to have personal and school property respected.
- C. The right to freedom from physical abuse and/or mental abuse such as 'name calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language will not be tolerated.
- D. The right to freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.
- E. The right to be respected and the right to privacy and freedom
- F. The right to develop one's own personality, (as long as it does not interfere with the rights of others).

## **BOARD POLICIES**

Board policies concerning drugs/alcohol/tobacco, bus



conduct, student conduct, weapons, tardiness, attendance and dress code will be given to students in this handbook at registration. Changes in board policy that occur during the school year will be published in the school newsletter.

### **ELECTRONIC COMMUNICATIONS DEVICE/CELL PHONE POLICY**

Students in Grades 6-12 may possess personal communication devices, such as cell phones, while on school property; however, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal or his designee may grant a student permission to use a personal communication device at the principal/designee's discretion. A device used outside these parameters will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action as outline below.

Personal electronic devices such as CD players, iPods, or MP3 players may be stored in backpacks, purses, or personal carry-all; however, the use of the devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student's parent/guardian. A student in violation of this policy is subject to disciplinary action as outlined below.

First Offense: One day ALP placement. After 7 days, device released to parent/legal guardian only; may be released prior to 7 days for a fee of \$50.

Second Offense: Three day ALP placement and alternative school orientation. After 14 days, device released to parent/legal guardian only; may be released prior to 14 days for a fee of \$100.

Third Offense: Placement in alternative school for 45 days.

### **INTERNET USAGE**

Students will participate in projects using the Internet to support curriculum and activities. All students are required to have signed parental consent on file in order to have Internet access. LHMS reserves the right to monitor and track the use of Network Services, suspend or revoke privileges and take appropriate disciplinary action for unacceptable use. Students are not permitted to access their personal web pages and/or e-mail accounts from school computers.

### **FIELD TRIPS**

Payment for school field trips must be made in cash. Checks will not be accepted unless the cost of the trip exceeds \$25.00. Money and permission slips must be turned in by the deadline on the permission slip. Money for field trips cannot be accepted after the deadline since the school will have already written the final check for tickets or payment. Students, who are unable to go on a field trip due to illness or emergency, but have already paid, will be given a reimbursement unless the permission slip indicated money is non-refundable. A reimbursement will be issued after the school has been reimbursed.

### **STUDENT MEDICATION**

No school official or teacher will routinely dispense medication to students except in unique situations on which a child's health is dependent upon emergency medical aid. If under exceptional circumstances a child is required to take oral medicine during school hours and the parent cannot be at school to administer the medication, only the principal or the principal's designee will administer medication in compliance with the regulations that follow:

Nonprescription Drugs (School Board Policy): Written instructions signed by the parent will be required and will include:

- child's name
- name and signature of parent/guardian
- name of medication and dosage
- route of administration
- frequency and time of administration
- discontinuation date
- reason medication is needed
- parent/guardian phone number in case of emergency
- medication in the original container/package

Prescription Drugs ("School Board Policy): All medication in this section will be stored in a designated area. A Permission to Give Medication Form (JGCD Exhibit 3) must be on file at the school before medication can be dispensed. Written instructions signed by parent will be required and will include:

- child's name
- prescription number
- medication name and dosage
- administration route or other directions
- licensed prescriber's name
- pharmacy name, address, and phone number
- actual prescription container (the pharmacy will give additional bottles upon request)

It is the responsibility of the student to report to the office at the correct time medication is to be given.

### **ILLNESS**

If you feel ill at school, ask your teacher if you may go to the office. You must report immediately to the secretary in the office. An administrator, secretary, or school nurse will make an assessment. If necessary, you will be allowed to go home if the school is able to make parent contact. If your parents cannot be reached and you're not in an emergency situation, you will return to class. If you are too ill or you are in an emergency situation, the school nurse will be contacted.

### **EXTENDED ILLNESS**

If a student is physically unable to attend school for more than two weeks, Lincoln Heights Middle School can facilitate homebound instruction on the recommendation of the physician. Parents are asked to provide the school with a doctor's statement requesting/recommending a home educational program and stating the reason and length of time the need for homebound services is anticipated. Attendance is very important. Unexcused absence is a violation of state law. Students who are chronically absent from school will, with their parents, be referred to the Juvenile Court system and/or the Department of Human Services for educational neglect, if necessary.

### **DRESS CODE (Grades 6-12)**

For All Apparel

\*Clothing must be neat.

\*No large or revealing holes, rips, or tears will be allowed in any wearing of apparel.

\*Clothing will fit properly and will not be unreasonably tight or unreasonably baggy.

\*Students will wear appropriate undergarments.

\*Women will wear a bra.

\*Undergarments will not be visible.

#### Slacks. Blue Jeans. Pants

\*Leggings and stirrup pants will be permitted provided the top garment meets the guidelines outlined for skirts, dresses, or shorts.

\*Pants will be neat and worn at the waistline.

\*Pants will be hemmed.

#### Skirts. Dresses

\*Skirts and dresses will be minimum length of mid-thigh and may include pleated, A-line, or straight styles.

\*Skirts and dresses with a pleat or vent will be permitted if the top of the split or vent is no higher than mid-thigh.

\*No wrap-around skirts will be permitted.

\*Skirts will be hemmed.

#### Shorts

\*Walking shorts or Bermuda shorts will be permitted and will be a minimum length of mid-thigh.

\*Shorts will be hemmed.

#### Shirts. Blouses

\*Tank tops or halter-tops will not be permitted.

\*Shirts and blouses will not have written slogans or messages, which contain advertisement of drugs or alcohol.

\*Shirts and blouses will not contain vulgar or sexually explicit messages (direct or implied).

\*Shirts and blouses will not contain any messages, slogans, or symbols that promote racial discord or are related to gang activity.

\*Sleeveless shirts will cover the area from the base of the neck to the edge of the shoulder and will fit appropriately around the underarm.

\*Shirts and blouses will be an appropriate length, coming to the top of pants, shorts, or skirts at all times.

#### Jackets

\*Biker jackets, trench coats, and large bulky jackets will not be permitted.

#### Wind Suits and Warm-Up Suits

\*Wind suits of the nylon variety will be permitted.

\*Cotton sweat pants and jammer-style slacks will not be permitted.

#### Shoes

\*All students will wear shoes.

\*Flip-flops will not be permitted.

#### Hats

\*No headwear of any type will be worn inside the buildings.

\*Hair bows and barrettes will be permitted, provided they are reasonable size and subtle color.

#### Hair

\*Hair will be worn in a manner that does not disrupt the educational process and does not call attention to the individual.

\*If hair is dyed, it must be a natural hair color.

#### Jewelry

\*Facial jewelry will be limited to the ear.

\*Three earrings per ear will be permitted.

\*Tongue bars and tongue rings are not permitted.

#### Tattoos

\*Tattoos will not contain written slogans or messages, which

exhibit references to drugs or alcohol.

\*Tattoos will not contain vulgar or sexually explicit messages (direct or implied).

\*Tattoos will not contain any symbol that promotes racial discord or is related to gang activity.

#### Symbolism

\*The board prohibits the display of a symbol on school property or on any object (such as a book bag, school locker, etc.) that promotes racial discord or is related to gang activity.

### **PATRIOT ATHLETIC CODE OF CONDUCT**

It is our desire at LHMS to instill a sense of fair play and good sportsmanship while providing athletic opportunities for our students. Parents and family members of all athletes and cheerleaders will be expected to abide by the following code of conduct during Lincoln Heights Middle School athletic events.

#### **GUIDELINES FOR SPECTATOR SPORTSMANSHIP**

1. Maintain individual self-control at all times.
2. Show respect and be courteous to opponents.
3. Show respect and be courteous to officials and coaches.
4. Understand the rules of the game(s).
5. Recognize and appreciate skill in performance regardless of team affiliation.
6. Show a positive attitude in cheering. Booing officials, coaches or opponents is never appropriate and sets a bad example for our students.
7. Refrain from use of obscene or abusive language.
8. Refrain from using noisemakers (e.g., cowbells, whistles, air horns).
9. Refrain from throwing objects.
10. Alcohol or other drugs are not permitted at athletic contests.
11. Show consideration and be respectful to other spectators and fans.
12. Younger children must remain seated with and in the supervision and control of their parents at all times.