

Lincoln Consolidated Middle School: Student Handbook

Lincoln Middle School
8744 Whittaker Road
Ypsilanti, MI 48197
Phone (734) 484-7033 – Fax (734) 484-7088
<http://www.lincolnk12.org>



District Vision Statement

Lincoln Consolidated Schools will be a premier learning community whose students are consistently high achieving, compassionate, and inspired to make a difference.

Lincoln Middle School's 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.

Schedule Information

School Hours:

Full Day: 8:00 am - 2:57 pm

Half Day: 8:00 am - 10:55 am

Contact Information

Lincoln Middle School Office (734) 484-7033

Middle School Administration / Office Staff

Sonya Williams ~ Building Principal

Lori Ferguson ~ Assistant Principal

Jennifer Pocock ~ Dean of Students

Rebekah Ward ~ Counselor A - L

Lottie Larkins Counselor M - Z change

Angela Lee ~ Counseling Secretary

Monieka Callarino ~ Building Secretary

Kyra Barnes ~ Assistant Secretary

Lincoln Middle School Attendance Line (734) 484-7033 Option 1

Please call by 9:30 am to report your child's absence. Leave your student's name, date(s) they will be absent and reason for the absence (if ill, please leave the nature of the illness).

Bishop Elementary (734) 484-7074	Brick Elementary	(734) 484-7031
Childs Elementary (734) 484-7035	High School	(734) 484-7004
Model Elementary (734) 484-7045	Transportation	(734) 484-7044
Food Service (734) 484-7072	Community Education	(734) 484-7007
Superintendent (734) 484-7001	Asst. Superintendent	(734) 484-7000 ext. 7658

Student Drop Arrival and Departure

Parents may drop their children off in the parent drop off loop located at the north end of the building in the parking lot by the tennis courts. Students may enter the building starting at 7:45 am. When in the parking lot, please pull forward and do not stop directly in front of the door, doing so stops traffic and creates a backup.

Students need to be picked up at the end of the day by 3:00 pm. The office closes at 3:30pm. After 3:30pm there is no adult to stay and monitor students. If a student is picked up late, they will be waiting outside the school building. After the 2nd offense, a warning will be given and after the 3rd offense families will be required to meet with administration.

School-Home Communications

Strong relationships between teachers and families are crucial for creating a productive school environment. However, classroom instruction will not be disrupted for phone calls; email communication is preferred. You can find email addresses on our building's webpage. Emergency calls will be directed to the principal, who will handle any necessary responses or interruptions. Additionally, regular newsletters from the administration will be sent via email.

PowerSchool

We encourage parents to check grades and attendance on PowerSchool and to communicate with teachers via email. Login information can be found printed on the bottom of student's schedules or by contacting the counseling office secretary, Ms. Lee.

School Visitations

All visitors and volunteers are required to check in at the main office to receive a visitor's pass. Visitors are welcome to the middle school, however, you must have a background check and the visit must be scheduled. All visitors and chaperones must complete the iChat background check, located on the district website.

Parent Teacher Organization (PS3)

They collaborate to organize various special events, educational activities, and fundraisers for all middle school students. Regular newsletters help keep the community informed about ongoing events.

Student Programs and Activities

The following is a sample of the many programs that you might find at the middle school:

WEB - Where Everybody Belongs
Washington DC trip for 8th graders
Yearbook Club
Student Council
Green Club
Soccer
Wrestling
Boys and Girls Basketball

Girls Volleyball
Baseball
Softball
Girls Group (w/the organization lead)
Youth Council
The Alliance
NAAPID
Michigan Green School--2024 Emerald designation
Spirit Days
PBIS
Men of Lincoln

Multi-Tiered System of Supports (MTSS)

The Multi-Tiered System of Supports (MTSS) is a framework used to provide targeted support for all students, including those who struggle academically or behaviorally. MTSS aims to create a supportive learning environment where all students have the opportunity to succeed by providing the right level of support tailored to their individual needs.

MTSS at the Lincoln Middle School: Academic and Behavior Interventions

- 1.) Tier 1: Universal Supports - This tier includes high-quality, research-based instruction and practices provided to all students in the general education classroom.
- 2.) Tier 2: Targeted Supports - This tier provides additional support, like additional small group instruction and targeted interventions, to students who are identified as at-risk or struggling despite Tier 1 interventions.
- 3.) Tier 3: Intensive Supports - This tier offers the most individualized and intensive support for students who have not responded adequately to Tier 1 and Tier 2 interventions.

Steps in the MTSS Process:

- 1.) Screening: Regular assessments and screenings are conducted to identify students who may need additional support.
- 2.) Data Collection: Ongoing data is collected to monitor student progress and the effectiveness of interventions at each tier.
- 3.) Problem-Solving: Teams of educators use data to identify students' needs, develop strategies, and determine which tier of support is appropriate.
- 4.) Intervention: Implement the chosen interventions and supports. Ensure that they are research-based and match the identified needs of the student.
- 5.) Progress Monitoring: Regularly assess the effectiveness of the interventions and make adjustments as necessary.
- 6.) Review and Adjust: Based on progress monitoring data, adjust interventions or move students between tiers as needed.
- 7.) Communication: Keep open lines of communication with students, parents, and other stakeholders to ensure everyone is informed about the student's progress and needs.

Student Attendance

Consistent attendance is one of the most important factors that contributes to greater levels of student achievement. All children are expected to attend school on a regular basis. Late arrival or early departure results in loss of learning and instructional time and are detrimental to your child's educational success.

Regular attendance is mandatory and required by law. Take note of the **Middle School Attendance Policy on Attendance**

Purpose: To address and manage instances of student attendance to ensure all students start their school day on time, fostering a positive learning environment.

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

Absence due to causes other than illness: 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. In those few circumstances, which do not permit planning in advance, parents must call the school. Medical and dental appointments should be reported to the office before 9:00 a.m. the day of the appointment. 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.

Contact Information: For questions or additional support, please contact the school administration at 734-484-7033.

LMS Tardy Policy and Procedures

1st tardy:	Give grace, reminder
2nd tardy:	Warning, reminder
3rd tardy: previous tardies	Contact home by teacher, mention of previous tardies
4th tardy:	ISS for class period, reflection form, student contact home (while in ISS, script on back of reflection form)
5th tardy:	administration / referral

Consequences: students will serve two lunch detentions per tardy (in the SRC room, not on cafeteria stage).

Additionally, hall sweeps will happen periodically. If a student is in the hallway during a hall sweep, they will spend the remainder of the class period in SRC and will make contact home (reading script).

Absences

Makeup work for all absences will be the responsibility of the student. Teachers will provide opportunities for the work in Google Classroom and paper copies if needed. The student has the length of their absence plus one day to turn in missing work. (example: Absent 3 days, has 3 + 1 days to turn in work)

Absences: Suspension

Students on suspension will be allowed to make-up upon their return. This work must be made up within five days.

Absences: Vacation

If the absence is due to vacation, make-up work may not be provided in advance. Student journals or logs describing the vacation are suggested. When the student returns to school the missed assignments will be given to the students.

Middle School Cell Phone Expectation

Purpose: To create a focused and distraction-free learning environment, while ensuring student safety and well-being.

Expectation Overview: Students are expected to keep their cell phones powered off and stored in their lockers while on school grounds.*

Details:

1. Cell Phone Use:

- **Power Off:** All cell phones must be powered off upon entering school grounds and remain off until dismissal.
- **Storage:** Cell phones must be stored in the student's locker and kept there throughout the school day. They should not be visible or used during class time or school activities.

2. Emergency Contact:

- In case of an emergency, parents/guardians should contact the school office, where staff will assist in reaching the student promptly.

3. Consequences for Non-Compliance:

- **First Offense:** The cell phone will be confiscated and returned to the student at the end of the day. A reminder will be given about the expectation. Parents will be notified.
- **Second Offense:** The cell phone will be confiscated and returned only to a parent or guardian. The parents will be notified.
- **Third Offense:** The cell phone will be confiscated and will result in a 1 day out of school suspension. Parent will have to pick up.

Any time after the 3rd offense, a parent or guardian will have to pick up the phone. (No additional suspensions)

4. School Responsibilities:

- The school is not responsible for lost, stolen, or damaged cell phones. Students are encouraged to keep their belongings secure and in their assigned area.

5. Communication with Parents/Guardians:

- Regular reminders about this expectation will be communicated through school newsletters, meetings, and other parent communication channels.

Middle School Dress Code Expectations

Dress Code Guidelines

To ensure a safe and respectful learning environment, students are expected to follow the dress code outlined below. The dress code aims to promote a positive school climate while respecting students' personal expression.

Students May Not Wear:

1. **Clothing with Violent Language or Images:** Items featuring threatening or aggressive language, symbols, or imagery.
2. **Clothing Depicting Drugs, Alcohol, Vaping, or Illegal Paraphernalia:** Clothing with references to drugs, alcohol, vaping products, or any illegal substances or activities.
3. **Bulletproof Vests, Body Armor, or Tactical Gear:** Including any items that resemble or serve similar protective purposes.
4. **Hate Speech, Profanity, or Pornography:** Any clothing with inappropriate or offensive language or images.
5. **Hostile or Intimidating Images or Language:** Clothing that targets or marginalized individuals based on race, ethnicity, gender, sexual orientation, disability, religion, or other protected classes.
6. **Visible Undergarments:** Clothing must cover undergarments. Visible waistbands and straps are allowed.
7. **Swimwear or Swimwear-like Clothing:** Except when required for class activities or athletic practices.
8. **No Hoodies or hats:** Hoodies may be worn, but the hoodie can not be worn on the head.
9. **No pajamas**

Dress Code Enforcement

To ensure fairness and consistency, the following procedures will be followed:

1. **Consistent Enforcement:** School staff will enforce the dress code consistently and impartially, without discretion that could lead to discriminatory practices.
2. **Addressing Violations:** Students found in violation of the dress code will not be removed from instructional spaces, hallways, or classrooms unless necessary. Students will be given the following options to comply with the dress code:
 - **Change into Alternative Clothing:** Students may use their own alternative clothing available at school to meet dress code requirements for the remainder of the day.
 - **School-Provided Clothing:** Students may use clothing provided by the school to comply with the dress code.
 - **Family Assistance:** If necessary, school staff may contact a student's

family to provide alternative clothing for the student.

3. **Non-Discriminatory Practices:** Enforcement of the dress code will not be influenced by a student's race, gender identity, sexual orientation, ethnicity, religious beliefs, household income, body size/type, or body maturity.

4. **Equal Treatment:** Transfer and gender nonconforming students will be held to the same dress code standards as all other students.

5. **Applicability:** The dress code applies to regular school days, summer school, and all school-related events, including promotion ceremonies and dances.

Students who believe they have been subject to discriminatory enforcement of the dress code should contact the School Administration for review and resolution.

Contact Information: For questions or concerns about the dress code expectations, please reach out to the School Administration Office.

Lockers

Lockers are the property of the Lincoln Consolidated School District and are subject to be searched at any time without prior consent.

Backpacks

For safety reasons, backpacks are not permitted in classrooms. Students must store their backpacks in their lockers during the school day and may only carry necessary materials (such as a binder, notebook, or Chromebook) to class.

Medication See high school

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 dated after April 15 will be good for the next school year. In addition, there is an annual one-time "Sports Participation" fee 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. 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.



Positive Behavioral Interventions and Supports (PBIS)

Be Respectful, Be Responsible, Be Safe and Be Kind

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote prosocial behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

School-wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide and individualized interventions.

Consequence Continuum for Minor Behaviors:

- Count 1 - Active Teaching/Prompting to Expectation
- Count 2 - Problem Solving/Classroom Management
- Count 3 - Problem Solving with Student/Staff & Parent Contact (phone call, email etc.)
- Count 4 - Office Referral

Lincoln Middle School PBIS Behavior Matrix¹

Community Agreements	RESPECTFUL	RESPONSIBLE	SAFE	KIND
	<i>(We show respectful behavior when we care how our actions and words impact others and consistently choose to do the right thing)</i>	<i>(We show responsible behavior when we are dependable, honor our commitments, and accept consequences for what we say and do)</i>	<i>(We show safe behavior when we identify with and understand each other's feelings and take care of our own and other's well-being both physically and emotionally so our community)</i>	<i>(We show kind behavior when we intentionally show a genuine, deep, and selfless concern for others without expecting anything in return)</i>

¹ Updated: 6.5.2024

			<i>is free from danger or harm)</i>	
All Settings	❖ Use school appropriate language, tone, and volume ❖ Respect others and their property ❖ Treat Guest Teachers with respect	❖ Listen and follow directions the first time they are given ❖ Go straight to where you are supposed to be ❖ Maintain integrity (take ownership for your behaviors)	❖ Keep hands, feet, and objects to yourself ❖ Notify staff of unsafe conditions or unknown persons ❖ Push in your chair prior to leaving	❖ Be kind and respectful to everyone ❖ Make others feel welcome to our Splitter community ❖ Show empathy toward others in actions and words
Classrooms	❖ Respect and follow classroom rules set by teacher	❖ Be prepared with materials for class ❖ Value your education	❖ Keep chairs flat, four on the floor ❖ Walk safely from one space to another	❖ Use kind words and mannerisms when addressing staff and students
Community Spaces (gym, media center, PAC, LAB)	❖ Wait patiently for your turn ❖ Respect individual's personal space and belongings	❖ Obtain permission prior to using community spaces ❖ Consume food and drink in designated areas ❖ Take care of your belongings	❖ Be aware of exits in case of an emergency ❖ Use community spaces as intended	❖ Use polite language to navigate a crowd ❖ Be positive toward all participants, visitors, and spectators ❖ Be nice to staff
Arrival and Dismissal	❖ Promptly move to your designated area ❖ Use respectful greetings and farewells	❖ Be on time ❖ Check in and out at the main office when arriving late or leaving early ❖ Turn off all electronics and store them in your locker (Michigan Law 750.539d)	❖ Stay on designated and appropriate paths ❖ Walk safely to the door/entrance or bus/vehicle	❖ Hold the door for others coming behind you
Hallway	❖ Use an appropriate tone and volume ❖ Respect other classes while traveling in the halls ❖ Respect hallway displays and lockers	❖ Promptly move to and remain in your designated area ❖ Pick up after yourself	❖ Stay on the right side and allow others to pass ❖ Walking feet only	❖ Lead with integrity
Restroom	❖ Respect the privacy of others ❖ Prioritize restroom use during approved passing time	❖ Report problems immediately ❖ Have a pass and return to class promptly ❖ Clean up after yourself and flush toilet appropriately	❖ Use restroom for intended purposes ❖ Only one person to a stall at a time ❖ Keep clean and safe	❖ Maintain sanitation and personal hygiene
Cafeteria	❖ Wait your turn in line ❖ Stay in your spot in line	❖ Maintain a clean environment, food and drink are meant to be consumed ❖ Take only the food you plan to eat or put it on the Share Cart ❖ Have a pass to leave	❖ Stay seated at your table ❖ 5 people to a side and face in toward the table ❖ Be aware of food allergies when sharing food with others	❖ Use good manners ❖ Pick up after yourself
Office	❖ Wait quietly and patiently ❖ Report to counter and address others politely and appropriately	❖ Report to counter with a pass and a purpose ❖ Cooperate with office staff	❖ Open and close doors carefully ❖ Leave with permission	❖ Greet and acknowledge office staff with good manners

	❖ Respect the privacy of others			
Outdoor Spaces	❖ Practice good sportsmanship	❖ Remain in the eyesight of staff/adults ❖ Bring in any items that you took outside ❖ Throw trash away in the appropriate place	❖ Use only provided equipment safely and appropriately	❖ Share equipment with peers ❖ Use positive and kind language ❖ Be mindful of others
Technology	❖ Respect all technology equipment. ❖ Use only school approved sites	❖ Follow LCS acceptable use policy/contract ❖ Use only your assigned device and log in for educational purposes ❖ Power off and store personal electronics in lockers	❖ Use safe internet practices with devices ❖ Transport devices safely from place to place	❖ Wear headphones when needed ❖ THINK before posting and communicating
Transportation	❖ Respect property of others at bus stop and on the bus ❖ Report damage to the driver as soon as it's discovered. ❖ Cooperate with the driver and follow directions	❖ Ride only your designated bus ❖ Help keep the bus clean, sanitary and orderly	❖ Remain seated at all times ❖ Wait until bus has come to a complete stop before attempting to get on or off the bus ❖ Keep hands and head inside the bus at all times	❖ Share seats ❖ Keep food in lunchbox or backpack