

East Lincoln Middle School Student Handbook

2023-2024



**4137 Highway 73
Iron Station, NC 28080
Phone: 704-732-0761
Fax: 704-732-4456
elms.lincoln.k12.nc.us**

Name: _____

Homebase Teacher: _____



East Lincoln Middle School

Safe. Orderly. Accountable. Respectful

4137 Highway 73, Iron Station, NC 28080

Phone: (704) 732-0761

Fax: (704) 732-4456

Dear Parents:

Welcome to East Lincoln Middle school! It is an exciting time because our students enter in 6th as children but leave 8th as young adults. As principal, I assure you that the ELMS staff is committed to helping make this transitional time for our students as positive and successful an experience as possible.

Of course, success needs a constructive partnership with families and students! Along the way, there may be times you don't recognize the strange child in front of you or you will question their choices (those pesky hormones!), but rest assured, while they are busy exploring new interests and building their identities, they will still need your help and guidance. Parents are encouraged to help their students with homework but to not do it for them. Push your child to think for themselves! Parents and guardians are also encouraged to help their students prioritize and manage their time and relationships but to also push their child to advocate for themselves! Please see our school website for more resources and tips on raising the mythical middle-school child (Parent Tab)! When students leave us in three years, like you, we want to make sure we have helped cultivate the necessary skills they will need to be successful young adults.

Students must also make good choices! As principal, I expect my students to embrace opportunities to learn with a positive attitude. I expect them to do their best and to be respectful and cooperative with adults and peers. In short, ELMS expects the best!

Finally, please take time to review our school handbook and the Lincoln County Schools Parent & Student Handbook with your child. Make sure that you read all items carefully. **Everyone at East Lincoln Middle School is responsible for knowing the contents of this handbook.**

We look forward to a fantastic 2023-2024 school year!

Sincerely,
Mrs. Katrina Robinson &
the ELMS Administrative Team

My child and I have read the East Lincoln Middle School handbook and the Lincoln County Schools Parent & Student Handbook together.

Parent Signature

Date

Student Name

Date

Important Things to Remember

[illegible]

ELMS Falcons S - O - A - R !

	Arrival / Dismissal	Homebase/ Classroom	Hallways	Technology	Cafeteria	Bathrooms	Bus
S AFE	Stay in your assigned area (must have a pass to leave) Stay on the sidewalks	Listen during announcements Follow directions	Keep hands & objects to yourself	Avoid & report inappropriate sites & unsafe use Keep logins & passwords private	Stay seated Use bathroom passes	Wash hands with soap & water	Stay seated while moving Use quiet voices
O RDERLY	Line up for breakfast before sitting Clean up your trash	Stay on task Use materials appropriately	Walk on the right side, QUIETLY	Use appropriate school icons & graphics Follow school guidelines for carrying, cleaning, and taking care of technology	Line up quickly & quietly	Discard trash in bins Keep walls & surfaces clean	Keeps hands and objects inside the bus
A CCOUNTABLE	Be on time Leave on the correct bell	Be prepared Be an active participant	Always have a hall pass	Bring technology to class charged Avoid eating & drinking around technology	Eat YOUR OWN food Clean up your area	Flush toilet Return to class promptly	Pay attention to your stop
R ESPECTFUL	Talk quietly	Be polite to others	Be mindful of other working classrooms	Always THINK before posting or emailing... T - Is it TRUE? H - Is it HELPFUL? I - Is it INSPIRING? N - Is it NECESSARY? K - Is it KIND?	Talk quietly Have polite conversation	Allow for privacy	Talk quietly Have polite conversation

Arrival & Dismissal Procedures



Arrival

Our school day begins at 7:45 am and ends at 2:45 pm. All students are to report to class no later than 7:50 am.

The school building will be unlocked at 7:15 am daily. STUDENTS ARE NOT TO EXIT VEHICLES BEFORE THIS TIME.

Students wanting breakfast should report immediately to the breakfast side of the cafeteria to be served. Students not wanting breakfast should report directly to their assigned morning areas. Students will not be allowed back to the breakfast side once they reach their assigned area.

Late Arrival to School

An adult must come to the office and sign in any student who arrives at school after 7:50am. The student will receive a hall pass and should then report to class immediately. Chronic tardiness will be addressed by administration.

Dismissal

The dismissal bell rings at 2:45 p.m. for first load bus riders and in season athletes. Car riders and 2nd load bus riders should wait until their bell at 2:48 p.m. before going to their assigned areas. Parents in the car rider line need to pull as far forward as possible before stopping to pick up their student. Your child will be directed to walk up to your car if you pass them!

Tardies to Class (Anytime during Day)

Students have five minutes between classes to go to their locker or use the restroom between classes. Students should not be tardy to their classes without a note. Classroom tardies will be addressed as follows:

- 1st offense – warning
- 2nd offense – classroom/team consequences
- 3rd offense – classroom/team consequences + parent contact
- 4th offense – 1 ALC + parent contact
- Additional offenses will be dealt with escalating consequences

General Information

Parent/Teacher Conferences

Conference times may be set by calling 704-732-0761 and scheduling an appointment with the classroom teacher. When possible, conferences will be scheduled during a teacher's planning period. Before and after school conference times are also available by request. Please feel free to call when any questions arise or when we can be of assistance.

Grading Scale

A	90+
B	80+
C	70+
D	60+
F	Below 60



Progress Report & Report Card Dates:

See school calendar & ELMS Facebook or Webpage for most current dates.

School Closings



School closings for inclement weather will be made as soon as possible and will be broadcast on the district website (www.lincoln.k12.nc.us), radio, TV, and through the district telephone system. In unusual circumstances it may be necessary to close school after the regular school day has begun. Please have an emergency plan for

your child in the event that school is dismissed early. Please discuss this plan with your child. Please do not call the school or central office for information on closings or early dismissals.

Lockers & Book Bags

A small backpack is allowed in the classroom, specifically to carry the school issued Chromebook. All excess bags should be stored in assigned lockers. Sixth grade lockers have locks, but seventh and eighth grade students need to provide their own locks. ELMS is not responsible for lost or stolen items, so we highly recommend adding a lock.

Cafeteria



All ELMS students receive a free breakfast in the morning between 7:15 and 7:45am. Breakfast will not be served after 7:45 am.

Families are advised to keep lunch accounts current as students may not charge more than 8 meals (approx. \$25). After that, they will receive a differentiated meal. Free and reduced lunch applications are confidential and can be picked up in the front office. Families should take advantage of the school's online lunch payment program to keep balances current and monitor what students are purchasing: <https://www.k12paymentcenter.com/>

Water Bottles/Food & Drink Outside the Cafeteria



In order to help maintain a clean facility and minimize classroom disruptions, students are not permitted to have food or drinks outside of the cafeteria or in the hallways after 7:40am dismissal. Classroom snacks are permitted with teacher permission and only if contained within that classroom.

Students should not bring outside drinks or food into the building in the morning. Breakfast should be consumed before arriving at school or in the cafeteria for universal free breakfast. Students will not be allowed to bring outside food and drink into the gym during morning arrival.

Students are allowed to have **water** in clear, plastic sealable water bottles during the day to help stay hydrated as necessary.

Emergencies (Illness/Injury Procedures)

DUE TO OUR COMMITMENT TO CONTACT PARENTS IN THE EVENT OF AN INJURY, IT IS VITAL THAT WE HAVE CURRENT AND VALID PHONE NUMBERS ON FILE FOR EACH CHILD. Please notify the main office of any changes in telephone numbers or addresses during the school year. If there is not a telephone in the home, please give us the number of a relative, close friend, or neighbor. All accidents during the school day involving injury will be documented and a parent will be notified for major issues.



Medication & Health Services

Counseling in health services is available weekly by the school nurse. In the event that a student needs to see her, please check with the office about her weekly schedule and make an appointment to meet with her.

Prescription and over the counter medicines cannot be administered without specific instructions and a written permission form from the prescribing doctor (including over the counter pain medications like Tylenol or aspirin). Medication forms are available in the office and must be signed by a parent/guardian **and** a physician and then returned to the office. Medication must be brought to school, by an adult, parent or guardian in the **original** container. The office keeps a log with administration dates and times. Students will be subject to discipline for having unauthorized medications at school or school sponsored field trips.

Use of Telephone and Student Messages

Telephone messages will not be given to a student during the day unless it is an emergency.

Ride arrangements and special instructions should be made **before** your child comes to school. If it is necessary for students to leave school early, students should present a note to their teacher and/or parents should call the front office for arrangements **before 2:15**. Requests to ride home with another student must be given in writing, signed by a parent, and contact information provided. Due to overcrowding on buses, students may not be allowed to ride any bus other than their assigned bus.

Students are provided access to a telephone in the office for emergency use. Students may use the telephone only if they have a hall pass from their current teacher. All student requests for using the telephone must be approved by their current teacher and the office staff. Students will be asked to log their telephone calls in the office. ***Students should not use personal cell phones during the normal school day. Please refer to the Board Policy for cell phones.***

Deliveries to Students

We do not accept student deliveries of flowers, balloons, etc. ***In addition, parents or others cannot bring in outside lunches for any other children than their own for safety reasons.***

Distraction Items

Please keep distraction items such as toys, electronic games, fidget spinners/cubes, or other such at home. If such an item becomes a disruption in the classroom, it may be confiscated and result in a discipline referral.

Visitor Information



In order to provide our students with the safest atmosphere possible, we require all visitors (including parents) to report to the office upon their arrival and check-in with office personnel. All visitors are required to have a visitor's badge. Anyone not having proper authorization for being on campus will be asked to leave. ***Only those on the pick-up list may come eat lunch with their child and cannot invite any other students to join them.***

Emergency Safety Procedures

All emergency safety drills (fire, tornado, etc.) will be taken seriously with all movement done in a neat and orderly manner. In the event of a real emergency, ELMS will follow state and local emergency response plans to ensure student safety. If evacuation is necessary, you will be notified through emergency response communication channels when and where your child may be picked up. Please make sure that all contact information is current in the front office. Please note that you may not check your student out in the middle of an emergency response, including tornado warnings.

Attendance & Early Check Out

Attendance Expectations

Attendance in school and participation in class is essential to student success. Failure to comply with state attendance laws (General Statute 115C-378) could result in truancy mediation or Court action against the parent and/or child.

Attendance notes should be turned into the homebase teacher or emailed to the teacher and/or front office at elmsattendance@lincoln.k12.nc.us.

Student Attendance Information (Lincoln County School Board Policy 4400)

- Written excuse notes are due within THREE days of the absence or it will be coded unexcused.
- Only parent notes for up to TEN absences will be accepted during the school year. Written documentation from a doctor, dentist, or court official is required for any absence above the 10-day limit.
- By board policy, an absence may be excused for the following reasons with proper documentation:
 - Illness or injury



- Quarantine
- Death in the Immediate Family
- Medical and Dental Appointments
- Court and Administrative Proceeding
- Religious Observance
- Educational Opportunity
- Educational Opportunity requires **prior approval** from the principal. It will be determined to be an educational opportunity absence when it meets the following criteria:
 - Purpose of the absence is to visit a genuine educational institution or participate in a genuine educational program or event. The purpose cannot be for vacation.
 - The educational opportunity must be consistent with the child's current school curriculum.
 - The student will be required to complete a work product within five days of his/her return from the trip.

Early Check-out

- Students must be in school 3-1/2 hours to be counted present (11:30 is the cut-off).
- Students can only be checked out by parent(s), guardians or individuals listed on students' pick-up list or if a parent sends a note. Please make sure the pick-up list is always up to date.
- Early check-out is for emergencies only. Students should not be checked out after 2:30 pm unless they have proof of an appointment. Doctor appointments should be made after the school day has ended if at all possible.

Make-Up Work

- Students will be allowed to make-up work following an excused absence. Please refer to classroom and team policies for the number of days and procedures for make-up work.
- Students and families should communicate directly with the team teachers for extended absences resulting in significant make-up work across all subjects.

Dress Code

The Lincoln County School Board believes that the dress and personal appearance of students greatly affects their academic performance and their interaction with other students. The Code for Student Behavior bans various modes of dress that would fall under the "disruptive behavior" category.

East Lincoln Middle School follows LCS Board Policy 4316 which clearly defines dress code and the consequences. It also gives the principal and assistant principals the responsibility to define a dress code violation beyond what is specifically listed in the policy. See the Dress Code link on our ELMS webpage for the most up to date board policy (www.lincoln.k12.nc.us/elms). The decision of the School Administrator is final.

Dress Code Consequences: (Per School Board Policy 4316-R)

- Warning & may be required to change clothes and/or call home to fix dress code issue
- Repeated offenses can result in escalating consequences to include in-school detention (ALC), in-school suspension, and out-of-school suspension.

Students refusing to change/modify their clothes upon the principal's request will be considered as insubordinate. Further disciplinary action will result at the principal's discretion.

STUDENT DRESS CODE

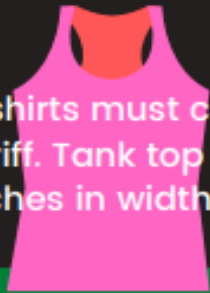
01

Clothing referencing alcohol, tobacco, controlled substances, sexual references, or racial comments are not appropriate.



02

Tops, tank tops, and shirts must cover chest, back, and midriff. Tank top strap must be at least 2 inches in width.



03

Bottoms are worn at the hips. Shorts/skirts are visible under shirt/sweatshirt and should be fingertip length with arms relaxed. NO rips or tears above fingertip length.



04

Gang attire as well as wallet chains, spiked collars, rings, or bracelets that could be used as a weapon are prohibited.

05

See-through, excessively short, tight, or overly baggy clothing should not be worn.



06

Hoods or head coverings should not be worn in the building unless approved by school administration for special occasions.



07

Sleepwear or sleep-related materials are not appropriate for school unless approved by school admins for special occasions.



08

Dark glasses are prohibited without prescription by physician.

09

Underwear may NOT be worn as outerwear. Exposed undergarments are prohibited.

10

Tights/leggings/yoga pants may NOT be worn as outerwear unless...shirt, skirt, or dress worn with them are fingertip in length.



Code of Conduct/Student Discipline

ELMS recognizes its responsibility to provide each student with an opportunity to receive an education and to provide an atmosphere which is safe and conducive to learning. In addition, appropriate decision making and responsibility from the student must be a vital part of the middle school agenda.

ELMS Discipline Policy

- Students are expected to follow school rules and instructions given to them by any teacher or staff member as well as follow expectations stated in the Lincoln County Parent and Student handbook.
- Students who do not follow school policy will be dealt with fairly but firmly to protect the rights of all students and staff. All discipline decisions are made at the discretion of the Principal.
- All students are expected to conduct themselves in an orderly fashion in any part of the building or school grounds. Rules apply to all school sponsored activities whether on or off campus.
- It is necessary for administration to speak with all students involved or those who are a witness to any discipline issue. Administration will contact the parents/guardians if there is a significant need to inform the parent of direct involvement in a discipline situation.
- Students assigned OSS will not be allowed to attend any school function, athletic event or be on the campus of any Lincoln County School. Students will have access to assignments and school textbooks during the suspension.

Alternative Learning Center (ALC)

Students may be assigned to an Alternative Learning Center for disciplinary infractions as they occur throughout the school day. ALC provides students the opportunity to remain in an educational environment to complete their assignments as prescribed by their classroom teacher. The ALC coordinator will monitor student progress and behavior during their time in the room. Students may be assigned to ALC for a varying length of time as determined by the level of their behavioral infraction. The length of time served will be assigned by a teacher or administrator in a fair and equitable manner. Students needing additional counseling, guidance, and assistance with various needs will be provided these resources as available by school staff.



In School Suspension (ISS)

Students may be assigned In School Suspension for more serious disciplinary infractions in lieu of Out of School Suspension. ISS provides students the same educational working environment as ALC. However, students are typically assigned ISS for an entire day or multiple days.

Academic Honor Code

The Lincoln County Schools Academic Honor Code is to ensure that an environment of academic honesty and integrity exists throughout the system, that a high degree of moral standard and character is preserved, and that any instances of academic dishonesty are handled fairly, consistently, and expediently.



In order to make these expectations clear, the following list provides some examples of unacceptable honor code violations.

- Looking at another student's paper during a test, quiz, or examination.
- Revealing test items to another student who has not yet taken the test.
- Copying other students' assignments that have been designated for independent work. These include homework, worksheets, essays, research papers, test answers, and lab reports.
- Using notes or unauthorized materials during a test or exam.
- Positioning your paper so that another student can see your paper or inappropriately sharing assignments with another student
- Using unauthorized technical devices or apps to complete answers to an assigned task.
- Using technological devices or apps to improperly obtain another's work and turning it in as your own.

- Obtaining an unauthorized copy of a quiz or test.
- Plagiarizing a paper or using a paper written by another person.
- Allowing someone else to complete an assignment for you, and turning that assignment in as your own.

Consequences for honor code violations are defined by LCS Board policy as the following:

1st Offense: A zero on the assignment, Parent notification, Office referral (ALC)

2nd Offense: A zero on the assignment, Parent notification, Office referral (ISS or OSS)

*Students may also jeopardize their standing in extracurricular activities and other organizations.

Bullying, Harassment, and Threats



At East Lincoln Middle School harassment and bullying is considered a serious offense. Lincoln County Schools defines bullying as repeated, aggressive behavior that involves an imbalance of power, used to intentionally cause physical or emotional harm.

Lincoln County Schools Anti-Bullying Mission Statement:

Lincoln County Schools will promote an inclusive, safe environment in which all students and staff are empowered to treat each other with dignity and respect.

When assigning discipline, administrators will consider the nature and severity of the offense, and offenses may result in the following consequences:

- 1st Offense: Up to five days suspension and parent conference.
- 2nd Offense: Up to ten days suspension and conference with parent.
- 3rd Offense: Ten days suspension and recommendations for long term suspension.

Please make sure you discuss with your child your expectations for appropriate online behavior and convey to them that those choices could result in legal action from the parties on the receiving end as well as school discipline if outside issues create a severe disruption to the school day.

Vaping

Vaping, e-cigarettes, Juuls, and related devices are specifically becoming an increasing problem even at the middle school level. These devices are illegal for students to possess or use, are harmful to their health, and are a distraction to the learning environment. Consequences for use or possession of these devices are below (per LCS Board Policy):

<i>Consequence One/ 1st Offense</i>	The student will receive one-three (1-3) days OSS.
<i>Consequence Two/ 2nd Offense</i>	The student will receive three-five (3-5) days OSS.
<i>Consequence Three/ 3rd Offense</i>	The student will receive six-ten (6-10) days OSS.

ELMS Behavior Matrix 2023-2024

Minor Incidents All teachers are expected to use classroom consequences and interventions. Incident should be recorded in Educator's Handbook and a parent contact should be made.	Major Incidents All teachers should immediately make the referral in Educator's Handbook. If needed, the teacher can send the student to ALC until an administrator can get to the student. If you can not immediately document in EH, please call ALC to notify the student is coming.	Major/Critical Incidents Follow the same protocol of Major Incident. If needed, call the office for an administrator. If there is an emergency, call the office for an administrator & SRO.
Possible Behaviors		
<ul style="list-style-type: none"> • Bullying/Intimidation • Being Out of Assigned Area • Indirect Profanity • Inappropriate Gestures/Remarks • Tardy to Class • Disruptive Behavior in Class • Horseplay • Public Display of Affection • Throwing Food in Cafeteria • Mild Defiance/Disrespect • Failure to Obey a Reasonable Request • Cheating (1st offense) • Electronic Devices • Inappropriate Use of Technology/Internet (games, etc) • Dress Code 	<ul style="list-style-type: none"> • Repeat of Minor Offenses • Bullying/Intimidation • Skipping Class • Profanity Directed to Student • Disruption of School • Theft or Possession of Stolen Property • Dangerous Horseplay (injury) • Aggressive Behavior • Possession or Use of Vapes/Tobacco • Extreme Defiance/Disrespect • Insubordination • Cheating (2nd offense) • Inappropriate Use of Technology/Internet (sexual content, etc.) • Damage to Property • Excessive Public Display of Affection • Possession or Distribution of Obscene Material • Instigating or Supporting Aggression • Recording/Dissemination Video of School or Bus Misconduct • Fighting • Threat 	<ul style="list-style-type: none"> • Repeat of Major Offenses • Arson • Assault on School Employee/Student • Profanity Directed to Staff • Use of Racist or Vulgar Gestures or Comments • Possession of Weapon or Dangerous Object • Bomb Threat • Verbal/Written Threat • Threat to School • Extreme Disorderly Conduct • Possession of Explosives/Fireworks • Unlawful Possession of Medication • Possession of Alcohol • Selling, Possession or Use of a Controlled Substance • False Fire Alarm • Bullying/Intimidation • Hazing • Sexual Assault • Sexual Harassment • Sexual Misconduct • Fighting • Vandalism/Property Damage • Creating a Major Disruption of School
Consequences		
Discipline as assigned by administrator: <ul style="list-style-type: none"> • Classroom Consequences and/or Classroom Interventions documented in Minor Incidents • ALC 1 class period • ALC 1 class period and Lunch Detention • ALC 2 class periods and Lunch Detention • Move to Level 2 <i>In the event of multiple offenses on a single day a student may receive OSS.</i>	Discipline as assigned by administrator: <ul style="list-style-type: none"> • ALC 2 class periods and Lunch Detentions • ISS ½ day • ISS • OSS 	Discipline as assigned by administrator: <ul style="list-style-type: none"> • Up to 5 days of suspension • 5 days suspension • Up to 10 days of suspension • Up to 10 days of suspension and possible long-term suspension <p><u>Please refer to the Lincoln County School Parent and Student Handbook for specific consequences regarding major offenses</u></p>
Interventions		
Parent Contact Teacher/Team Conference	Reflection Assignment Check-In/Check Out	No Contact Contract Threat Assessment Mental Health Referral Teen Court

Positive Behavior Intervention & Support (PBIS)

In addition to addressing inappropriate behavior choices, ELMS recognizes students who make positive choices both on a consistent basis or as personal growth. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. ELMS uses both classroom and school-wide systems to motivate positive choices.

School-wide behavior expectations follow the S-O-A-R Matrix (Safe – Orderly – Accountable – Respectful) found on page 6 of the agenda and are posted around the building. In addition, SOAR expectations are taught by all staff members the first couple weeks of school and reinforced throughout the year.

6 th Grade	7 th Grade	8 th Grade
<ul style="list-style-type: none"> Students start each month with a set # of points on a missile/stinger sheet. They can lose “missiles/stingers” by not being prepared for class, missing homework, behaviors, etc. It is the student’s responsibility to keep track of their “missile/stinger” sheet. Students earn “tickets” for expected behaviors and can spend these each month in the PBIS School Store. Students are eligible for their grade level celebration based on the number of “missiles/stingers” they have left at the end of the month. 	<ul style="list-style-type: none"> Students have “wing” sheets which they start with each month. They lose “wings” if they are not prepared for class, missing homework, behaviors, etc. <i>(Students can also earn “wings” back for positive behaviors.)</i> It is the student’s responsibility to keep track of their “wing” sheet. WINGS sheet points are tallied monthly, and students are able to purchase items from the school store. Students are eligible for their grade level celebration based on the number of wings they have left at the end of the month. 	<ul style="list-style-type: none"> Students receive a stamp card and earn stamps for positive behaviors. At the end of the reward period, students must have at least 10 stamps in order to participate in the 8th grade celebration outside. Students are responsible for keeping up with their own cards.

Any grade level or school-wide revisions or additions to PBIS Incentive plans will be communicated to students.



“First Class Falcons Celebrations”

These school-wide celebrations are separate from grade-level celebrations. The following criteria is used when determining eligibility for the celebrations. Celebrations will occur during school hours on a predetermined day at the end of the quarter. Changes may occur to criteria or events and will be communicated in advance.

1st 9 weeks: No ALCs, OSS, ISS or bus suspensions

2nd 9 weeks: No ALCs, OSS, ISS or bus suspensions; No Zeros or missing work

3rd 9 weeks: No ALCs, OSS, ISS, or bus suspensions; No zeros or missing work; No class average below a 60%

4th 9 weeks: No ALCs, OSS, ISS or bus suspensions; No zeros or missing work; No class average below a 60%; No

School Bus Discipline & Safety

All Lincoln County students must obey and follow all rules as written in the Bus Conduct and Safety Guidelines. Students who fail to follow these guidelines will be dealt with appropriately. The decision of the School Administrator is final. **Remember that riding a school bus is a privilege, not a right.**



A. Failure to follow instructions of the bus driver to remain seated, keep hands, feet, and objects to self, or other instructions for safe and efficient operation of the bus will result in:

- 1st Offense: Warning to student and parents notified by phone and/or in writing, preferably both.
- 2nd Offense: Denial of bus privilege for up to 5 days. Second warning to a parent by phone and/or written communications, preferably both.
- 3rd Offense: Denial of bus privileges for up to 20 days. Notification to parent by phone and/or written communications, preferably both. Parent conference must be held prior to the student being reinstated on the bus before the end of the 20 days. A contract documenting the parent's understanding of the fourth offense consequences will be signed as a prerequisite for returning to the bus.
- 4th Offense: Permanent removal of the student from the bus for the remainder of the school year.

B. Throwing or launching objects on the bus or destruction of property. This activity creates an immediate hazard for students and the bus driver. Injury to eyes, face, and other body parts can result from even the smallest projectiles making contact with a student or the driver. Contact with the driver can result in an accident that could injure or kill other students on the bus.

- 1st Offense: Parent notified by phone and/or written communication. Bus privileges are denied for up to 10 days and the student must pay any damages when applicable.
- 2nd Offense: Parent notified by phone and/or written communication. The student is denied bus privileges from 20 days up to the remainder of the year and must pay any damages when applicable. A parent conference is required prior to the student being reinstated on the bus and a contract specifying an understanding of appropriate bus behavior will be signed.
- 3rd Offense: Denial of bus transportation for the remainder of the school year and pay for any damages when applicable. A parent will be notified by phone and written communication.

C. Fighting, assaults, weapons, drugs, etc.

Students involved will be removed from the bus for a period of time up to the end of the school year. Other school rules/consequences affecting fighting assaults, weapons, drugs, etc. will apply.

Other General Bus Guidelines

Upon appeal, principals may use discretion and grant that a child's bus privileges be restored if all parties involved (principal, bus driver, student, and parent) agree to a written contract and specific steps and consequences for future inappropriate behavior. The principal may skip initial steps of discipline and move to more serious steps if severity of the offense justifies more severe punishment.

Cell Phones & Other Electronic Devices

Lincoln County Schools' Board Policy 4300-R: Student Safety states:

Lincoln County Schools understands that parents today may desire for their child(ren) to have cell phones, smart watches, and other personal electronic devices for safety reasons during and after school. However, these devices can be disruptive to the education environment.



Secondary Schools:

The middle and high schools in Lincoln County Schools have the autonomy to decide how cell phones, smart watches, and other personal electronic devices ("electronic devices") are to be regulated, based upon guidelines suggested by their school improvement team.

At a minimum, the following regulations shall apply to electronic devices in the secondary schools:

- 1) Students may not use electronic devices in classrooms or during instructional time.
- 2) During instructional time, students must turn off all electronic devices and store them out of sight. This also applies to ear buds or other listening devices used in conjunction with personal electronic devices.
- 3) The school is not responsible for lost or stolen electronic devices.

Specifically, East Lincoln Middle School holds the following additional expectations regarding cell phone use during school hours:

- 1) Personal electronic devices may only be used before the school day begins and after dismissal. Once the instructional day begins, devices should be put away in a book bag or pocket & not the corner of desks or ears.
- 2) Personal electronic devices are not needed in the bathrooms.
- 3) In the event that a student needs to contact a parent/guardian, the student should use the classroom phone (with teacher permission) or the phone in the front office. Parents who need to contact students should call the office and a message will be delivered to the student. **Unauthorized cell phone use with a parent or guardian will not be exempt from the cell phone policy.**

If a student chooses not to meet these expectations, the following consequences will be put in place. These are in line with the consequences established in board policy.

<i>1st Offense</i>	Warning - teacher collects the device and returns at the end of the class period. Documented in the discipline management system.
<i>2nd offense</i>	Second Warning - device sent to the office for the student to pick up at the end of the day. Documented & parent notified via letter or phone call from ALC staff.
<i>3rd Offense</i>	Device sent to the office for the parent to pick up at the end of the day plus ALC lunch detention Documented & parent notified by teacher. Phone banned from campus.
<i>4th Offense</i>	Device sent to the office for the parent to pick up at the end of the day plus 2 periods ALC.

	Documented & parent notified by teacher. Phone banned from campus.
<i>5th Offense</i>	Device sent to the office for the parent to pick up at the end of the day plus 2 periods ALC. Documented & parent notified by administrator with additional interventions possible. Phone banned from campus.
<i>6th Offense</i>	Device sent to the office for the parent to pick up at the end of the day plus ½ day ISS. Documented & parent notified by administrator with additional interventions possible. Phone banned from campus.

Subsequent infractions will be handled using the progressive model of discipline. Repeated failures to follow cell phone directives may result in additional consequences under other behavior policies for defiance.

Additionally, Lincoln County Schools' Board Policy 4300-R: Student Safety states:

Students who disseminate photos, videos, or other electronic communications that threaten the safety of student, school employees or school visitors may result in long term suspension or expulsion. Any dissemination of photos, videos or other electronic communications that could be in violation of state and federal law will be turned over to law enforcement.

Students who disseminate photos, videos, or other electronic communications that cause a significant disruption, as deemed by the school administration, to the school environment, will be subject to the following consequence(s):



<i>1st offense</i>	Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 3 days of in-school suspension.
<i>2nd offense</i>	Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 3 days of out of school suspension.
<i>3rd Offense</i>	Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 5 days of out of school suspension. The student will no longer be allowed to bring their personal electronic device to school.
<i>4th Offense</i>	Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 10 days of out of school suspension.

The School administrator has the authority to vary for the above-mentioned consequences if the severity of the offense warrants such judgment.

All Technology In School

Technology Acceptable Use Agreement

Technological resources, including computers, and other devices, programs, networks and Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Board. Students are subject to usage requirements as outlined in LCS Board Policy 3225/7320. Failure to comply with the Acceptable Use Policy will result in loss in-school privileges as well as disciplinary action and responsibility for replacement costs of damaged technology.

Financial Responsibility for Damage to School Owned Devices

School owned devices are an educational tool and should be used in that capacity. **If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement in addition to applicable school discipline.** Please discuss the importance of taking good care of school technology in order to ensure its longevity for all students.

Lincoln County Schools Device Policies 3220, 3220-R, 3220-R2:

- Every student K-12 will receive a school-issued device
- The use of personal technology to access educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.
- Damage or Loss to District-issued device:
 - 1st consequence: \$20
 - 2nd consequence: \$40
 - 3rd consequence: \$60
 - Lost/stolen/unusable/not-returned : \$100 flat fine
- Fines are cumulative and carry over from year to year, school to school.
- If a student damages a District-issued device to where it is unusable, the student will be given a replacement device. The replacement device must remain at school until fees are paid on the previously damaged device. Distribution of a replacement device will be at the principal's discretion.

Accessing Digital Learning Resources

Student Email Addresses

- Every student has a free gmail account through the school system that should be used for all academic work and communication with students and staff. Email can be checked/logged into using the instructions for logging into ClassLink/Rapid Identity or clicking the email button the LCS or ELMS website.

Student email address: firstname.lastname@students.lincoln.k12.nc.us

Password: Set by student (see a teacher if you need a reset!)

Email button →



Logging into Rapid Identity & ClassLink:

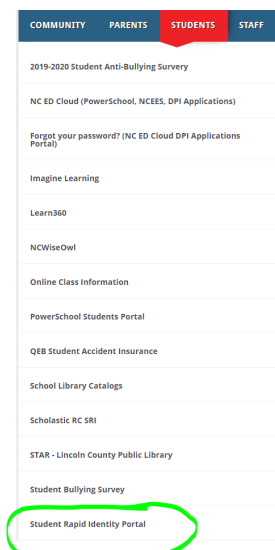
Almost all student digital learning resources and platforms can be reached directly from the Rapid Identity & ClassLink student portals. All students should start with Rapid Identity.

- Start on the Lincoln County Schools website - www.LCSNC.org - or the ELMS website <https://www.LCSNC.org/elms>
- Navigate to the Student Rapid Identity Portal. This can be accessed in two places.

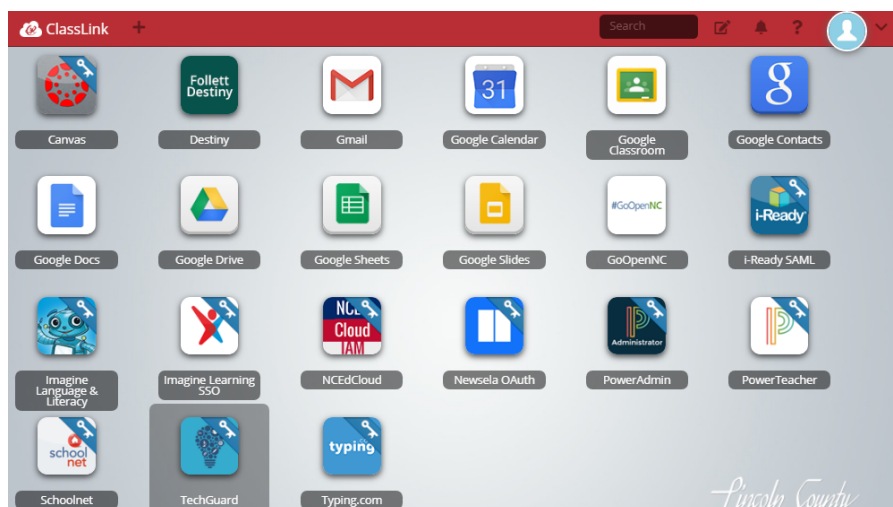
here →



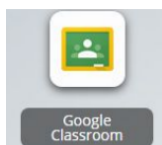
or here →



- Log in to LCS Rapid Identity using your PowerSchool number (username) and your password. These log-in are unique to each student and should not be shared with other students.
- If you are prompted to log into ClassLink at any point, use your same PowerSchool number (username) and your password. ClassLink is the main dashboard for most student applications (icons may vary). It can also be reached directly by going to: <https://launchpad.classlink.com/LCSNC>



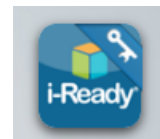
Logging into Google Classroom:



- Click on Google Classroom. → → → →
- If prompted for your email address, type in your email address (firstname.lastname@students.lincoln.k12.nc.us). You may have to click “verify” for your email address as well.
- You will now be in Google Classroom. You will see a menu of the different “classrooms” you have joined.
- If you need to join a new class, click on the + in the upper right-hand corner. Type in the class code provided by your teacher.

Logging into IReady:

- Find the iReady icon on your ClassLink page and click to open the app. → → → → →
- iReady will open in a new window with the student's name and choices for both math and reading.



Keys to Literacy Question Prompts



Level	Prompts
Remembering	Where is... What did... Who was... When did... How many... Locate it in the story... Point to the...
Understanding	Tell me in your own words... What does it mean... Give me an example of... Describe what... What is the main idea of...
Applying	What would happen to you if... How would you solve the problem... If you were there, would you... Find information about...
Analyzing	What other ways could... What things are similar/different? What kind of person is... What things could not have happened in real life? What caused ____ to act the way she/he did?
Evaluating	Rank the events in order of importance. Which character would you most like to meet? Why? Select the best ... why is it the best? Was _____ good or bad? Why? Would you recommend this book? Why or why not?
Creating	What if... What would it be like if... What would have happened if... Tell/write a different ending... Use your imagination to draw a picture of... Pretend you are a... Design a...

adapted from *Checking for Understanding*, Fisher, D.B., and Frey, N. © 2007, ASCD, Alexandria, VA.

What Am I Missing in PowerSchool This Week?		Week of:	
Math	1.	2.	3.
ELA	1.	2.	3.
Science	1.	2.	3.
Social Studies	1.	2.	3.
Elective 1	1.	2.	3.
Elective 2	1.	2.	3.

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Social Studies	1.	2.	3.
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Elective 2	1.	2.	3.



East Lincoln Middle School

Safe. Orderly. Accountable. Respectful

4137 Highway 73, Iron Station, NC 28080

Phone: (704) 732-0761

Fax: (704) 732-4456

Dear Parents:

Welcome to East Lincoln Middle school! It is an exciting time because our students enter in 6th as children but leave 8th as young adults. As principal, I assure you that the ELMS staff is committed to helping make this transitional time for our students as positive and successful an experience as possible.

Of course, success needs a constructive partnership with families and students! Along the way, there may be times you don't recognize the strange child in front of you or you will question their choices (those pesky hormones!), but rest assured, while they are busy exploring new interests and building their identities, they will still need your help and guidance. Parents are encouraged to help their students with homework but to not do it for them. Push your child to think for themselves! Parents and guardians are also encouraged to help their students prioritize and manage their time and relationships but to also push their child to advocate for themselves! Please see our school website for more resources and tips on raising the mythical middle-school child (Parent Tab)! When students leave us in three years, like you, we want to make sure we have helped cultivate the necessary skills they will need to be successful young adults.

Students must also make good choices! As principal, I expect my students to embrace opportunities to learn with a positive attitude. I expect them to do their best and to be respectful and cooperative with adults and peers. In short, ELMS expects the best!

Finally, please take time to review our school handbook and the Lincoln County Schools Parent & Student Handbook with your child. Make sure that you read all items carefully. Everyone at East Lincoln Middle School is responsible for knowing the contents of this handbook.

Please use the QR Code to access the handbook!



We look forward to a fantastic 2023-2024 school year!

Sincerely,
Mrs. Katrina Robinson &
the ELMS Administrative Team

My child and I have read the East Lincoln Middle School handbook and the Lincoln County Schools Parent & Student Handbook together.

Parent Signature

Date

Student Name

Date