

# Lewis County Middle School Student Handbook 2024-2025

## **INTRODUCTION**

Welcome to Lewis County Middle School. We hope you have your best school year ever. This handbook contains a list of rights, responsibilities, and guidelines for students. It is the hope of the faculty, staff and administration of LCMS that the information in this student handbook will be beneficial and will enable you to have a successful year. As teachers, administrators, and school personnel, our responsibility is to offer you as many opportunities for learning as possible. It is our responsibility to make this learning process pleasant as well as challenging. Your responsibility as a student is to give your best effort to develop yourself academically and socially. Your cooperation is a must. We look forward to working with you this school year.

## **ABSENCE/TARDY EXCUSES**

Students need to bring in excuses for being absent/tardy to the administrator on duty on the bus lane or to the office, for students who are dropped off in the morning, before school begins. Please refer to the [Lewis County Code of Acceptable Behavior and Discipline \(pg. 20-22\)](#)

## **ATHLETICS**

Students at LCMS are provided the opportunity to participate in various athletic activities such as: football, basketball (girls and boys), cheerleading, track, baseball, softball, tennis, and golf. A student's participation on these teams is dependent on his/her performance in and out of the classroom. Students will be required to present progress reports and report cards to their coaches. Parents can check student's grades through Infinite Campus, Parent Portal. *Policy - LCMS 20*

## **AWARDS AND RECOGNITION**

Students who achieve and excel in academics, athletics, and in other areas are eligible for recognition and various awards.

## **BREAKFAST**

Breakfast is served at 7:30 AM each morning. Students are to report to breakfast upon entering the building from the bus or parent drop-off. Once students have finished breakfast, they need to clean their table and report to their homeroom until the bell rings for first period. Students should also use the restroom before reporting to homeroom. If a student is dropped off in the mornings they must arrive by 7:45 AM if they want to eat breakfast at school.

## **BUSES**

Riding on the bus is a privilege, not a right. Failure to behave appropriately on a school bus may result in the loss of riding privileges. Please refer to the [Lewis County Code of Acceptable Behavior and Discipline \(pg. 17\)](#)

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## **BUS NOTES**

Students need to give bus notes to the administrator on duty on the bus lane or to the secretary in the mornings before school begins. Bus drivers will not permit other students on their buses without a bus note from the office. *Policy - LCMS 30*

## **CELL PHONES and other electronics**

Students are discouraged from bringing cell phones to school; however, if a parent deems it necessary for a student to bring a cell phone to school, the phone must be kept in that student's pocket, purse, backpack, etc. Students are given the privilege to have their cell phone or electronic device out during breakfast time and after they eat lunch in the café. Once students have been dismissed from homeroom in the morning and after they eat lunch they are to turn the cell phone/electronic device off and put away. Under no circumstances is a student to have a cell phone/electronic device out and/or turned on during class. If a student is caught with the cell phone/electronic device out during instructional time the device can/will be taken and turned in to the office. The first offense will be a warning but any offense after will result in a disciplinary action. *Policy - LCMS 21*

## **CLOSINGS/DELAYS**

Lewis County Schools will continue to use an automated calling system for closings/delays or school announcements. Also, closing/Delays will continue to be announced on the radio and television stations listed below.

**AM Radio: WKKS WPAY WFTM WGOH WMKY**

**TV: WSAZ (3) WOWK (13) WTVQ (36) WKYT (27)**

**School web page: [www.lewis.kyschools.us/school/lcms/](http://www.lewis.kyschools.us/school/lcms/)**

**District web page: [www.lewis.kyschools.us](http://www.lewis.kyschools.us)**

## **CODE OF CONDUCT**

All student actions/behavior are under the jurisdiction and subject to the provisions of the [Lewis County Code of Acceptable Behavior and Discipline](#) as adopted by the Lewis County Board of Education.

## **DISCRIMINATION**

Discrimination for any reason will not be tolerated at LCMS. It is the policy of the Lewis County Schools not to discriminate on the basis of sex in its educational programs and/or activities, as required by Title 9 of the 1992 Educational Amendments. Inquiries regarding compliance with Title 9 may be directed to the Superintendent of Lewis County Schools. Please refer to the Lewis County [Lewis County Code of Acceptable Behavior and Discipline](#) for more information concerning discrimination.

## **DISRESPECT**

Disrespect to any adult or other students in LCMS will not be tolerated. Students may receive After School Detention or suspended for violating this rule.

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### **DRESS CODE**

Students at LCMS are expected to be neat and clean. Clothing items that illustrate or advertise alcohol, drugs, tobacco, or contain profanity or objectionable language, violence, gangs or anything offensive in nature is not allowed. Clothing that contains inappropriate double meanings is prohibited. Any clothing considered inappropriate, disruptive, provocative, revealing, vulgar, offensive, and obscene or distracting will not be allowed. Skirts, skorts, shorts and tops should be of an appropriate length. Sleeveless, split sleeves, tank tops or bottoms with inappropriate length will not be permitted. Clothing that shows undergarments or inappropriate body parts (i.e. the midriff - stomach/belly, breasts, cleavage, backside, etc.) is prohibited. Head coverings (hats, toboggans, scarves, bandanas, hoods) are prohibited. Pajamas, lounge pants and house shoes are not allowed. Shirts must be of appropriate length when wearing leggings. Lewis County Schools will follow CDC and Health Dept. guidelines regarding mask wearing when appropriate social distancing cannot be achieved. All masks must follow dress code rules. I.e. no inappropriate pictures or sayings will be permitted. We will follow CDC and Health Dept. guidelines regarding mask wearing when appropriate social distancing cannot be achieved. All masks must follow dress code rules. I.e. no inappropriate pictures or sayings will be permitted. Masks must cover the nose and mouth *Policy - LCMS 28*

### **DRILLS**

For the safety of our students, crisis, earthquake, fire and storm drills will be scheduled regularly. Student cooperation is expected during these drills; failure to do so may result in a disciplinary action.

### **DROP OFF**

Students should not be dropped off until 7:15 AM. Please drop them off at the doors facing the AA highway.

### **DRUGS**

The use of any illegal drug or alcohol at LCMS will not be tolerated. Violators of this policy will be dealt with following Board Policy and School Law. Consequences include suspension/expulsion and notification of law enforcement. Misusing a prescription or non-prescription medication is also strictly prohibited.

### **EIGHTH GRADE SEND OFF**

8<sup>th</sup> Grade Send Off is held during the school day. This will make it possible for all students to participate in the event. Many times students cannot attend in the evenings, due to spring sports/activities and transportation issues. 8th grade students are rewarded with a nice sit down lunch, in school dance and recognition of class favorites. All charges and payment for lost textbooks or destroyed must be paid. Failure to pay for lost materials or charges may result in loss of privileges that may include but not limited to the eighth grade send off.

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### **EXTRA-CURRICULAR ACTIVITIES**

Over the course of the school year we will occasionally have parties, dances, etc. for entertainment. We do not allow students from other schools to attend without permission from the principal's office. We expect proper behavior from all of our students' at all extracurricular events. Not adhering to these standards may cause a student to forfeit their right to attend and/or disciplinary action. *Policy - LCMS 20*

### **FIGHTING**

All disagreements between students should be settled in a civilized manner. Issues that create a hostile environment can lead to a disagreement/fight. Serious disagreements should be taken to the teacher and/or the office. Fighting will not be tolerated. Violation of this rule may result in suspension for the student and can be referred to law enforcement, CDW, and counseling agencies.

### **GUIDANCE AND COUNSELING**

All students will have access to the Guidance Counselor when appropriate. Students should ask permission and set up an appointment. The counselor will be making regular classroom visits as well as encouraging students whenever possible. The counselor will help students that have problems by working with the student or finding an appropriate referral agency if necessary.

### **HONOR ROLL**

After each grading period, a list of students making the honor roll for that grading period will be published in the local newspaper. The "A" honor roll requires A's in all subjects. The "A-B" honor roll requires A's and B's in all subjects, with no grade lower.

### **ILLNESS**

If you are not feeling well, you are encouraged to inform your teacher. If you are ill, ask for permission to see the school nurse. The school nurse will notify your parents if necessary. The nurse will not be able to assist any student that did not bring back a permission form allowing her to do so. Students must go through the teachers to make an appointment with the nurse.

### **LIBRARY/MEDIA CENTER**

Students are required to have a pass to enter the Library/Media Center during school hours, unless brought by the teacher. This pass is to be obtained from the teacher that has assigned the project, before whatever time the student plans to visit the library. Students will be charged for lost materials. Failure to pay for lost materials may result in loss of privileges that may include but not limited to: dances, rewards/activities, school rewards/activities, and eighth grade send off.

### **LOCKERS(When and if we use them)**

Each student will be assigned a lock and a locker. Students must use the lock provided by the school (free of charge) and only have to pay for it if it is lost (\$3.00). Failure to

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pay for lost locks may result in loss of privileges that may include but not limited to: dances, team rewards/activities, school rewards/activities, and eighth grade send off. You must keep your lock that is locked on your locker at all times, keep your lock combination to yourself, and keep your locker clean. You are responsible for your own materials—the school is not responsible for lost or stolen items. There will be periodic locker checks by school officials. Do not tape or stick anything to the outside or the inside of your locker. Students must get office approval before changing lockers.

### **LUNCH/BREAKFAST**

Students are expected to behave in an appropriate manner in the cafeteria. Inappropriate behavior may result in the loss of cafeteria privileges. No off campus dining is permitted. Students are not to bring food from outside establishments (ex. McDonald's, Subway) All students in Lewis County Schools currently receive breakfast and lunch at no charge. Students may purchase extra items. Students may bring cash/check to put money in the student's account. Students are not permitted to charge extra items.

### **MAKE-UP WORK**

Students have the responsibility to request make-up work from their teachers within a reasonable period of time, (not to exceed the first class meeting upon the return to school). Normally, work should be completed within three days. Students will receive an incomplete for work not done. This will eventually convert to a letter grade equal to the amount of work completed after a reasonable time period.

### **MEDICATION**

If it is necessary for a student to take any medication, whether prescription or over the counter, the parent must bring medication, in its original container, to the nurse upon entering the school building, and go to the nurse to take the medicine. Students MUST have a form filed in the nurse's office. Possession of unapproved prescription drugs is considered possession of drugs and is a disciplinary referral. Please refer to the [Lewis County Code of Acceptable Behavior and Discipline \(pg. 12\)](#)

### **PASSES**

No student should be in the hallway during class time without a hall pass from his or her teacher.

### **PERSONAL PROPERTY**

Athletic/gym bags will be stored in room 103 during the school day. Students may retrieve them after the 2:50 bell.

### **PUBLIC DISPLAY OF AFFECTION**

Students are not to display affection with each other. This includes holding hands, kissing, hugging or any other means. This is a disciplinary matter.

### **REFRESHMENTS**

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State law requires that no soft drinks be sold during the school day. Students can access the drink machines 30 minutes after the last class period. No food will be sold during the school day other than in the cafeteria. ***Energy drinks are not permitted.***

### **REPORT CARDS/PROGRESS REPORTS**

A report card will be given to each student at the end of each nine weeks. Progress reports will be issued mid-way in each grading period. Please contact LCMS if you do not have a password for Infinite Campus. Having a password will give parents access to view attendance and grades throughout the school year.

### **SIGN IN—SIGN OUT**

Students are expected to be in the building by 7:45 am if the student is eating breakfast. Students arriving after 7:55 am must sign in at the office and will be counted as tardy. If a student must leave school early, the adult that is picking the student up must sign the student out. If a student is late or needs to leave early, students are only excused if written parent or doctor notification is turned in. **For the safety of our students, no student may be picked up by any person other than his or her parent or guardian without written permission from the parent or guardian for the school to keep on file.**

### **STUDENT INSURANCE**

For the 2024-2025 school year the Board of Education has provided student accident insurance. If your child is injured in a school related activity the parent/guardian will need to fill out a form to see if it is a qualifying event. There are limitations to coverage.

### **STUDENT SALES**

Students are not allowed to sell any material at school without office permission. Violations of this rule will result in your merchandise being confiscated.

### **STUDENT VACATIONS**

Students are discouraged from taking vacations while school is in session. If a student must be absent for an extended period of time, the parent must contact administration two weeks prior to leaving to make arrangements for the absence.

### **SUBSTITUTE TEACHERS**

Substitute teachers have the same authority as the regular classroom teacher and should be given the same courtesy and respect in the performance of their assigned duties.

### **TARDY TO CLASS POLICY**

All classes have 4-minute bells between them. Be on time and in your seat when the tardy bell rings. Repeated violations may result in loss of privileges or detention. The office will deal with repeated violations.

### **TELEPHONE USAGE**

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The office phones are to be used by students only in case of an emergency. Forgetting an assignment is not an emergency. In most cases, the office will place the call for the student. Students receiving phone calls will not be called from class unless it is an emergency situation. In other cases a message will be taken and delivered. Students are not permitted to make calls during the school day from their cell phones.

### **TEXTBOOKS / CHROMEBOOKS / LIBRARY BOOKS**

All textbooks/chromebooks are provided to the student at no charge. It is the student's responsibility to take care of all books. Students will be responsible to pay for lost or damaged textbooks/Chromebooks/library books. Failure to pay for lost or damaged books may result in loss of privileges that may include but not limited to: dances, team rewards/activities, school rewards/activities, and eighth grade send off.

### **TOBACCO PRODUCTS**

Students are not allowed to have tobacco products in their possession or to use them at any time at LCMS. Parent/guardian contact will be made and an evidence based nicotine cessation program (In-Depth) will be required for students to complete after school. Repeated offenses may result in after-school detention, suspension and/or court referral.

### **VANDALISM**

Any student marking or damaging school equipment or property in any way will be required to clean the article or to pay for the damage done. Damages should be promptly reported to the office.

### **VISITORS**

All visitors must make reservations and be approved by administration before or when they arrive on the premises. Students are not allowed to bring visitors to school due to class size. All visitors must enter through the front door (facing the AA Highway), and report to the office to sign in and get a visitor's badge.

### **WEAPONS**

Students bringing any type of deadly weapon to school should know that they are committing a felony under Kentucky state law punishable by jail time and a substantial fine. The school board also has the right to expel students found guilty of bringing deadly weapons to school. This may also include chains, fireworks or anything that may be used as a weapon. Also refer to the [Lewis County Code of Acceptable Behavior and Discipline](#)(pg. 9-10)