

Lexington Middle School

2020-2021

Parent – Student Handbook

Purpose of Handbook

The purpose of this handbook is to help the students and parents understand the daily expectations, procedures, and policies at Lexington Middle School. You are strongly encouraged to read and learn the content of the handbook. The faculty and staff will review the content of the handbook with the students at the beginning of the school year. In addition to this handbook, students and parents are expected to review the Lexington City Schools Student Handbook

School Colors: Royal Blue and Orange

School Mascot: Jacket

Vision: Inspiring a limitless future for all students

Mission: Lexington Middle School is committed to providing a rigorous curriculum in a safe, orderly, and nurturing environment that will promote a passion for learning through collaboration, academic support, differentiated instruction, and community involvement.

School Hours: 8:20 a.m. – 3:30 p.m.

Office Hours: 7:30 a.m.-3:45 p.m.

School Phone Number: 336 – 242 – 1567

Communication: **LMS Principal:** Mr. Zaeem (azaeem@lexcs.org)

6th grade Assistant Principal: Mr. Hairston (shairston@lexcs.org)

7th grade Assistant Principal: Ms. Britt (kbritt@lexcs.org)

8th grade Assistant Principal: Ms. Shamberger (nshamberger@lexcs.org)

Visitors

To ensure safety on campus, all visitors must receive proper authorization from the front office. They will be required to sign in, obtain, and wear a visible visitor's pass during their visit and in most instances be escorted by Lexington Middle personnel to their destination. Any classroom visits for purposes of observation are welcomed. They must be approved prior to the visit by the administration.

Volunteers

Lexington Middle School welcomes parent volunteers to help all as we move towards excellence. All volunteers at LMS must meet the guidelines as outlined by LCS policies as well as Lexington Middle School volunteer protocol. We welcome all parents interested in volunteering at Lexington Middle School to contact our volunteer coordinator, Mr. Hairston at 336 – 242 - 1567.

Lexington Middle School Student Dress Code

We believe that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. We request that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. Violates a reasonable dress code adopted and publicized by the school;
2. Is substantially disruptive (for information on gang-related attire, see policy 5.3.4.10 LSHS Policy on Gangs and Gang Activity);
3. Is provocative or obscene; or
4. Endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Policy 5.3.4 Consequences for Violations of Student Behavior Policies. The superintendent or designee shall list within the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Lexington City Schools prohibits clothing which is sexually suggestive, provocative, or revealing or contains suggestive or provocative messages. Examples include but are not limited to:

- Bare midriff tops
- Halter tops, off-the-shoulder tops or spaghetti strap tops that show cleavage
- Short shorts or low-cut pants that are revealing or show undergarments
- Swim wear or tube tops
- Muscle shirts
- Pajamas and slippers with fuzz or lace
- Pants that expose undergarments, sagging or baggy
- Leggings without proper length covering garment

Lexington City Schools prohibits clothing that is unsafe, dangerous, or hazardous to health. This includes but is not limited to:

- Facial piercing that becomes a safety issue for other students or staff
- Socks or sock-like footwear without shoes or slippers
- Shoes that have open heels or without straps including slides and flip flops
- Sunglasses in the classroom
- Hats worn in the classroom

Lexington City Schools prohibits clothing and jewelry that advertise tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence.

Lexington City Schools prohibits any outward appearance of gang-related clothing that, upon specific guidance of law enforcement agencies, is considered gang-related. Due to changing trends in gang attire, clothing, jewelry, accessories, and grooming styles, restrictions may change as necessary. Examples include but are not limited to:

- Shorts when worn with socks touching the bottom hem of the shorts
- Spikes or chains on any article of clothing
- Head coverings such as hats, visors, bandanas, caps, hair nets, and scarves (except for medical or religious reasons)
- Monikers or other gang markings
- Jewelry/buckles with gang symbols or initials other than your own
- Visible tattoos (gang, prison, or obscene), piercings, eyebrow cutting
- Steel-toed shoes or boots
- Student backpacks, notebooks, folders, or other carrying bags that display graffiti, obscene symbols, signs, slogans, alcohol, drugs, tobacco, or degrading depictions.

The “fingertip” rule will be applied in cases of length garments should be below the student’s finger tips when arms are positioned naturally along the side. This includes shorts, dresses, skirts, and garments worn as a top over leggings and other such apparel.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

School Supplies

- (2) - red 2-pocket folder with prongs (1 for each quarter of ELA)
- (1) - red composition notebook
- (2) - blue 2-pocket folder with prongs (1 for each quarter of Math)
- (1) - blue composition notebook
- (1) - yellow 2-pocket folder with prongs (1 for each quarter Social Studies)
- (1) - yellow composition notebook
- (1) - green 2-pocket folder with prongs (1 for each quarter Science)
- (1) - green composition notebook
- Loose leaf paper
- Pencils (Regular and Colored)
- Highlighters
- Markers
- Glue sticks
- Ink pens (blue and black)
- Graph paper
- Erasers

Student iPads

As part of the LCS personalized learning Apple Initiative, each student will receive an iPad for instructional use. Before each student receives a tablet, parents must sign the tablet usage form. In the event of technology or tablet misuse, the iPad will be taken away from the student. Students will leave their iPads in their 4th block classroom and will pick them up prior to going to their homeroom on the following day.

Middle School Attendance

Students are limited to eight absences per semester or sixteen absences per school year. Any absences beyond sixteen require make-up time. Students must check in by 11:55 a.m. and check out no earlier than 11:55 a.m. in order to be marked present for the day. Specific questions regarding attendance should be directed to the school social worker and/or data manager at 242-1567

Students under the age of 16 will receive notification under North Carolina Compulsory Attendance Law. The law states, "Unlawful absences will result in conferences with parents/guardians. Unlawful absences and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if a student is less than sixteen years of age. North Carolina General Statute (G.S. 115C-378) requires attendance until age sixteen."

Excused Absence – Excusable absences permitted by NC State Board of Education
Attendance Rules:

- Illness or injury
- Quarantine
- Death in family
- Medical/Dental appointments
- Court proceedings
- Religious observances
- Educational opportunity
- Suspension
- Expulsion

Unexcused Absences - Unlawful (unexcused) absences are defined as the student's willful absences from school without the knowledge of the parents/guardians, or the student's absences from school without justifiable causes with the knowledge of parents/guardians. Parents will be notified of unlawful absences at 3, 6, and 10 days. Please allow time for processing and mailing.

Attendance Notes - When a student is absent, he/she must bring a written note from a parent/guardian within three days of his/her return. If a note is not provided, the absence will be categorized as unlawful. The note should include:

- Date
- Reason for Absence
- Date of Absence
- Parent/Guardian Signature
- Parent/Guardian's Phone Number During School Hours

Absences and Activity Participation - If a student is absent during the day, he/she will not be able to participate in extra-curricular activities held that day.

Transportation

Bus Riders - Bus riders will begin to unload the bus in the front at 7:45 a.m. Students should exit the bus and report directly to the cafeteria for breakfast

Car Riders - Car riders can be dropped off at the back of the school near the cafeteria. Car riders should not exit their vehicles before 7:50 a.m. Students should exit the vehicle immediately and report to either the cafeteria or their homeroom classes.

Campus Movement - Upon entering the building in the morning, students will walk to their homeroom classes in a calm, orderly fashion using a level 2 (conversational) voice. **6th grade** – To/From Encore transition: Biggs and Sullivan come downstairs from the back step. Sarsour, Clark, Wolfe, and Stephenson come downstairs using the main steps. Core to Core transition: All upstairs classes must come down the back steps. All downstairs classes must go upstairs using the main steps in the hallway. **7th grade** – To/From Encore transition: Owens and Hopkins come downstairs from the back step. Hinson, O'Connell, Sanchez, and Dukes come downstairs using the main steps. Core to Core transition: All upstairs classes must come down the back steps. All downstairs classes must go upstairs using the main steps in the hallway. **8th grade** – To/From Encore transition: Thomas and Woodberry come downstairs from the back step. Nuce, Vacant (ELA), Kelly, and Cole come downstairs using the main steps. Core to Core transition: All upstairs classes must come down the back steps. All downstairs classes must go upstairs using the main steps in the hallway.

Dismissal of Students - Dismissal time is 3:30 p.m. Walkers will be dismissed first. Bus riders will start dismissal 5 minutes after the walkers are dismissed. Bus riders must immediately report to the bus lot and load the bus.

Car riders must immediately report to the cafeteria. Parents are expected to secure a ride for car riders and make sure they are picked up no later than 3:50 p.m. Students are not allowed in the building or on the campus unsupervised after school (beginning at 4:00 p.m.).

Any changes in after school transportation (students not riding the bus, riding the bus instead of car, etc. needs to be arranged with the front office prior to 3:00 pm by the parent via note or phone call).

Any changes in bus **transportation** (students riding home with friends) must have prior approval by the grade level administrator. **Permission will not be granted after school as students are being dismissed.**

No student will be allowed to ride the after school tutorial bus unless he/she has participated in an after school tutorial or approved by an administrator. He/she must have a pass from the supervising teacher to board the bus.

Excessive Tardiness/Early Sign – Outs – Students are expected to arrive on time and remain in school the full day. Tardiness and early dismissals cause students to miss important information and are strongly discouraged. **Five unexcused tardies, or five unexcused early dismissals, or any combination of five unexcused tardies or unexcused early dismissals will be equated to one day of absence for the purpose of this policy.** Parents must realize that class time missed due to tardiness and early sign – outs shall be considered as a factor in decisions regarding promotion and retention.

Early Dismissal of Students - **Any early dismissal for students must occur BEFORE 3:00 p.m.** Students will not be called to the office for dismissal between 3:00 and 3:30. Parents or authorized persons who need to pick up students before the end of the school day must report to the main office with identification to request that the student be released from class. If someone other than the parent/guardian is being authorized to pick up the student, he or she must have a written note from the parent/guardian with a contact number.

Illness or Accidents at School

Parents will be notified if students become ill or injured during the day. **In the event of an accident, the supervising teacher will complete a Student Accident Report and submit it to the front office;** therefore, it is very necessary that parents provide the school with current address, telephone, and emergency contact information.

Medicine

Students are not permitted to take medication without supervision. This includes over-the-counter medication (OTC). Teachers are not allowed to administer medication.

When medication is prescribed by a physician to be administered to a student at school, the parent must:

- Complete the “Authorization of Medication for a Student at School” form.
- Provide to the school the medication in an appropriately labeled container which includes the student’s name, the name of the medication, the unit dosage to be given, and the time and method of administration.
- Provide new containers with appropriate labeling when medication changes are made, and remove medications from school premises when they are discontinued by the health care clinician.
- Inform the school in writing if he/she wishes to withdraw authorization for medication to be given at school. The withdrawal of authorization is documented on the “Authorization of Medication for a Student at School” form.
- Remove medication from school premises at the end of the school year.

NOTE: Medication not removed from the school at the end of the school year may be appropriately disposed of by the school without notice.

Emergency Drills

Students will participate in all fire, crisis, and tornado drills. Fire drills are held monthly. Crisis and tornado drills are held annually. During the drills, all students are expected to behave in a quiet and orderly manner and follow the directives of the supervising teacher/staff. **All staff and students are expected to treat drills as if they are actual emergencies.**

Student Hall Passes

Students will be required to have a hall pass that will serve as their permission slip to travel to the restroom or other locations outside of their regularly scheduled class or assigned area.

School Telephone

School telephones are for emergency use only and may be used in the case of illness or injury. Students must have a signed hall pass from their teacher to use the front office phone.

Cell Phones

Students are permitted to possess cell phones and other similar wireless communication devices on school property as long as such devices are not “in use” (turned on, beeping, sounding, etc.) displayed, or visible during the instructional day (from the time students enter the building in the morning until the time they leave school). The school is not responsible for the loss or theft of any such items and advises that these items should be secured by students during the school day.

Classroom use of these devices is strictly prohibited. Parents should not call or text students during the day. Parents should call the front office to leave messages in the event of an emergency. The penalty for the violation of this policy is as follows:

First offense – the student will be warned and the device is to be turned off and put away immediately.

Second offense – the item will be confiscated and a parent can pick up the device at the end of the school day.

Third offense – the item will be confiscated and a parent can pick up the device at the end of the semester.

Personal Property

The school discourages students from bringing valuable items to school (e.g. large sums of money, expensive pieces of jewelry, electronics, etc.). Items causing distraction to instruction will be confiscated and placed in the front office by the supervising faculty/staff until picked up by parents. The school will not be held liable for items that are in the possession of the student that are lost or stolen. **Special gifts such as flowers, candy, dolls, balloons, etc. may not be delivered to students during the school day.**

Locks and Lockers

Students will be issued a locker with a combination lock. Students should not share their combinations with anyone. Only school assigned locks may be placed on school lockers. If other locks are found, they will be removed. Periodic locker checks will be held during the school year. In the event that a student loses a lock, a new lock will be issued to the student after payment of \$5 for the lost lock has been received. Students are expected to:

Use their lockers at the scheduled time

Keep their lockers organized and clean

Keep their locker combinations confidential

Use their lockers only

Book Bags

Traditional size book bags WILL NOT BE ALLOWED in the classroom at Lexington Middle School. Upon arrival at school, students must place the book bag in their lockers and carry the items that they need for classes until their mid-day locker break.

Payment of Fees

Students are responsible for all school property and facilities including, textbooks, library books, lockers, locks, musical equipment, computers, tablets, ceiling tiles, fixtures, etc. When school property is misplaced or damaged by a student, the student and his/her parent will be responsible for replacing or repairing the item. Misuse or damage to school property may result in disciplinary action. The only accepted forms of payment are cash or money order.

Lunch and Cafeteria

Students at Lexington Middle School have universal breakfast and lunch which means that there is no charge to parents for breakfast or lunch. Individual snack items brought from home should be part of a well-balanced lunch. Snack items available through the lunch line may be used to supplement lunch. Students should not bring glass bottled drinks to school. Students will not be permitted to bring food from the cafeteria into the hallways and classrooms. All food purchased must be consumed during the students' lunch period. Students are expected to behave in a manner that makes lunch enjoyable for all.

Gum, Food, and Candy

Chewing gum is not permitted at any time, even during lunch periods and on the bus. All food and drinks must be consumed in the cafeteria. Students will not be permitted to bring food into the hallways or classrooms.

Maintenance of Building and Grounds

It is the responsibility of every student and staff member to see that our school is neat and clean. Trash and debris should be placed in trash cans. Everyone is expected to support our custodial staff by picking up trash in the buildings and on school grounds. A clean campus represents JACKET PRIDE!

Bus Conduct

The bus ride to and from school is a privilege and should be treated as such. For the safety of all students, students are expected to comply with the directives of the driver at all times. The GCS Code of Conduct applies to the bus. Any student who violates bus rules may face consequences including up to suspension from the bus or from school.

Media Center

The media center is open from 8:30 a.m.-3:00 p.m. daily. A student with a hall pass from a classroom teacher will be admitted during the above time period. Students may use the media center after school only when accompanied by a teacher. Classroom teachers will schedule classes in the media center for book checkout and research.

Student Progress

A report card will be sent to the parents of each student at the end of each grading period (4). In addition to the regular report cards, interim progress reports will be issued to all students twice quarterly (3 weeks and 6 weeks) to inform parents/guardians of student's progress. Parents should sign and return report cards and interim reports.

Grading Weights - All LMS teachers must utilize the following grade weights in PowerSchool

Homework – 10%

Classwork – 25%

Quiz – 25%

Test – 35%

Grading Scale - All LMS teachers will utilize the following grading scale:

A – 90 to 100

B – 80 to 89

C – 70 to 79

D – 60 to 69

F – 59 and Below

Progress Reports/Report Cards - Lexington Middle School will provide interim reports to all students twice every quarter (3 and 6 weeks point). Teachers are required to update grades in PowerSchool weekly (by EOD each Friday), so that parents will have access to their student's progress. These reports must reflect the most up to date grades that students have earned in their classes. If a student hasn't made up an assignment within a week, please place a 0 as the grade until the student makes up the assignment (if permitted). Please follow the schedule below for interim reports as well as report cards. Any changes to the schedule must be approved by the administration.

	3 weeks (Progress Report)	6 weeks (Progress Report)	Report Card
Quarter 1	September 8	September 29	October 27
Quarter 2	November 10	December 1	January 12
Quarter 3	January 26	February 16	March 24
Quarter 4	April 13	May 4	Mailed

Success Assemblies - Each grade level shall conduct a Success Assembly each quarter to recognize students' academic achievement, academic improvement, character, attendance and athletic achievement. Below are the tentative dates for the success assemblies:

Quarter 1 – October 27

Quarter 2 – January 12

Quarter 3 – March 24

Quarter 4 – May 27

After School Activities

During after school activities, all school rules are in effect. Violations of these rules can result in disciplinary action including possible suspension from after school activities. Students who remain for the activities are responsible for arranging transportation home prior to the activity and must vacate the campus within 15 minutes after the close of the activity.

Dances

School-sponsored and/or FTO sponsored dances will be held periodically throughout the school year. Only Lexington Middle School students are allowed to attend the dances. All school rules are in place during the dance. Generally, school dances will be held on Fridays from 4:00 p.m.-5:30 p.m. A small fee will be charged for the dance to help cover the cost of the D.J. Refreshments will be sold. Failure to pick up students in a timely manner (not to exceed 15 minutes) following school dances and athletic events will result in privileges being revoked for the next event.

Students who receive ISS or OSS during the week of the dance will not be allowed to attend. If the student is notified on the day of the dance of a suspension that will begin the following day, he/she will not be allowed to attend the dance. (Example: The dance is Friday. The student violates school policy on Friday and receives notification of ISS/OSS to begin the following Monday, he/she will not be allowed to attend Friday's dance.) Refunds will not be given to students who are ineligible for the dance.

Athletics

Athletes are representatives of Lexington Middle School and must always exhibit their Jacket PRIDE on and off the field/court. Remember that participation in athletics is a privilege, not a right. Any athlete who receives In School Suspension (ISS) or Out of School Suspension (OSS) will not be allowed to attend or participate in practice or the game during the time of suspension. An athlete who is absent from school will not be allowed to practice or attend any game of the team on the day of the absence.

Behavior/Discipline of Student Athletes

Student athletes are expected to show respect, good sportsmanship, appropriate language and behavior towards players, officials, and coaches at all times. They are expected to follow the directives of coaches and officials at all times. Failure to meet these expectations is considered disrespectful and noncompliant behavior and will result in consequences up to and including dismissal from the team.

Student athletes who are Out-of-School suspended (OSS) will be automatically ineligible for that day's or the next contest. Depending on the severity of the infraction, the student may be removed from the team. Student athletes who are Out-of-School (OSS) suspended three times will be removed from the team.

Student athletes who are administratively assigned to ISS, Cross-Team, Cross-Grade, In-Team, etc. (including discipline for bus infractions) will automatically be ineligible for that day's or the next contest.

Excessive assignments to ISS, Cross-Team, Cross-Grade, In-Team, etc. (including discipline for bus infractions) may result in removal from the team.

Student athletes responsible for disrupting classroom instruction or the overall school environment may face consequences from their coach, if contacted by the teacher or administrator, to include: limited playing time, suspension from practice, suspension from game, and dismissal from the team (if disruptive behaviors become excessive).

Parent Expectations

Wait 24 hours after a contest to address concerns with our coaches.

Refrain from coaching from the stands.

Contact Ms. Dalton at 336-242-1567 if you wish to volunteer with athletics.

National Junior Honor Society (NJHS)

Students in grades 6 – 9 who meet the requirements for membership outlined by the school's chapter are eligible to be invited for membership.

Students must be in their second semester of sixth grade for consideration. Membership is based on the five pillars of NJHS:

- **Scholarship** – Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence.
- **Service** – This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership** – Students leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working or for others.
- **Character** – The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern and respect for others; and generally maintains a clean disciplinary record
- **Citizenship** – The student who demonstrates citizenship understand the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

Student Expectations

Arrival to School/Class

Students can enter the building starting at 7:45. Students are considered tardy if they arrive after 8:10. Prior to 7:45, there is no supervision in the building so please do not enter the building unless you are a bus rider. If you are a car rider, please stay with your parents until 7:45.

If you are planning to eat breakfast, please go directly to the cafeteria, retrieve your breakfast and go to your home base class

Students will have three minutes to transition from one class to the next class. Please ensure that you report to your class on time.

Hallway Transition/Tardies

Students will have 3 - 4 minutes to transition between classes.

When walking in the hallways, please move quietly, directly towards your destination and do not stand around in the hallway.

Walk to the right side of the hallway to ensure a smooth flow of traffic.

Classroom Expectations

Students must come to class prepared with all necessary materials needed for class (pencils, paper, notebook, homework, etc.)

Students must remain seated in the classroom unless instructed by the teacher to move about in the classroom.

Students must follow all classroom rules established by the teacher.

If any issues arise in the classroom, whether with the assignment or another student, please raise your hand and inform the teacher and not take matters in your own hand and disrupt class.

Stay on task and LEARN so that you can EARN a good grade in the classroom.

DO NOT WALK OUT OF CLASS WITHOUT TEACHERS' PERMISSION.

Cafeteria Expectations

Students must exit the classroom and proceed to the cafeteria in a quiet and orderly manner

Once in the cafeteria, please proceed through the lunch line in a quiet manner informing the cafeteria staff your choice of food for lunch. Please do not talk in the lunch line as it slows down the flow of serving lunch.

Gather all condiments (ketchup, mayonnaise, syrup, etc.) prior to sitting down.

Once seated, please DO NOT get up and walk around.

Bathroom and Locker Expectations

Students will have an opportunity to go to the bathrooms prior to going to their home base classes as well as after lunch.

Students will have an opportunity to go to their lockers at the beginning of the day as well as during the day as designated by their grade level team of teachers.

All book bags must be placed in lockers.

All lockers must have a lock (provided by the school) placed on them for the security of your belongings.

In School Suspension (HIVE) Procedure and Guidelines

ISS is a behavioral consequence for students based on the LCS code of conduct. Students should expect to receive classroom instruction from provided teacher assignments but, not expect to follow the normal student schedule.

Below is the sequence of actions that should take place prior to a student being assigned to ISS.
(Depending on the severity of student behavior)

1st offense: Teacher conference with the student/ Student Warning

2nd offense: Parent Phone Call

3rd offense: Parent-Teacher-Student-Administrator conference

4th offense: Written referral to the administrator (ISS for that block)

5th offense: Written referral to the administrator (ISS for the whole day)

Habitual offenses will result in student being assigned OSS (Out of School Suspension)

When a student is assigned to ISS, whether for the whole day or just one block, the ISS teacher, as well as classroom teachers must be notified so that assignments can be left for students. TEACHERS CAN NOT SEND STUDENTS DIRECTLY TO ISS. ADMINISTRATOR MUST DECIDE AND ACCOMPANY THE STUDENT TO ISS.

Students who are assigned to ISS must abide by the following rules and Policies:

1. Check In/ check out:
 1. Administrators must accompany the student to ISS if it is assigned during the day. If ISS was assigned prior to the day the student/teachers have been notified, the student must report to ISS by the start time of the block.
 2. Students must be signed in and out of ISS by the ISS Instructor.
2. School day start and dismissal:
 1. ISS will begin at 8:15 and end at 4:00
 2. Students who are assigned ISS all day will report to homeroom for attendance and breakfast. Behavior support teacher will retrieve ISS students who have been assigned. For students assigned to ISS for a specific period of time other than the whole day, administrators must accompany the student to ISS and communicate via referral how long the student will be in ISS for.
 3. Bathroom breaks are built into the ISS schedule. Students are only to use the bathroom during those times unless it's an emergency.
3. Supplies:
 1. All supplies required for ISS will be provided by the teachers including textbooks, calculators, writing materials, etc.
 2. Students will not be allowed to wear coats or have access to their coats while in the ISS. Students should plan on dressing in accordance to the weather.
4. Computers are available in ISS but will not be allowed for non-Scholastic work.
5. Meals:
 1. Lunch will be served in the ISS room.
 2. Students must use their lunch number or bring from home. Students who eat at the school may use the same food program (including free and reduced) they use during regular lunch period.
6. Daily program:
 1. Our goal is to never see the student again in this setting. Therefore the day is designed to have students improve behavior and get them back on track with regular classes. Class work will be given as well as assignments to improve judgment and build character.
 2. The ISS instructor will gather assignments for you to work on and return your work to the teacher unless assigned for homework.
 3. Students will be assigned a seat and expected to remain in the seat with chair and desk legs remaining on the floor. Breaks to stand up may be given at the discretion of the ISS teacher.
 4. Students who do not enjoy the daily program are encouraged to avoid returning through the choices they make.

7. Student Activity restrictions

1. Students should not expect the same behaviors they may be allowed in classes. It is not a regular class and should not be treated that way. It is a punishment for students. They should expect consequences.
 2. Students may not talk without permission.
 3. Students may not talk to other students.
 4. Students may not get up from their seats without permission.
 5. Students may not leave the classroom without permission unless with a staff member.
 6. Students may not sleep or rest their head on the desk.
 7. Profanity or disrespect is not tolerated.
 8. STUDENT RESTRICTIONS ARE NOT LIMITED TO THIS BRIEF SUMMARY.
STUDENTS MUST FOLLOW THE DIRECTIONS OF THE ISS TEACHER.
8. ISS records: Each student assigned to ISS will be given a folder into which a written record is placed. A written record of each day in ISS will be kept by the ISS instructor. Parents may view this record upon request.

FAILURE TO FOLLOW ISS RULES AND THE DIRECTION OF THE ISS INSTRUCTOR WILL RESULT IN ADDITIONAL DAYS ADDED TO ISS.

Virtual Learning Expectations

LMS Remote Instruction Schedule

Grade 6 (Monday - Thursday)	
7:45 - 9:00**	Communicate to Parents
9:00 - 9:45	Encore 1(Planning)
9:55 - 10:40	Encore 2(Planning)
10:50 - 11:35	Core 1
11:35 - 1:00 (11:35 - 12:05) 12:05 - 1:00	Student Lunch (Teacher Lunch) Grading, feedback, lesson planning
1:00 - 1:45	Core 2
1:55 - 2:40	Core 3

2:50 - 3:30	Core 4
Grade 7 (Monday - Thursday)	
7:45 - 9:00**	Communicate to Parents
9:00 - 9:45	Core 1
9:55 - 10:40	Core 2
10:50 - 11:35	encore 1(Planning)
11:35 - 1:00 (11:35 - 12:05) 12:05 - 1:00	Student Lunch (Teacher Lunch) Grading, feedback, lesson planning
1:00 - 1:45	Encore 2(Planning_
1:55 - 2:40	Core 3
2:50 - 3:30	Core 4

Grade 8 (Monday - Thursday)	
7:45 - 9:00**	Communicate to Parents
9:00 - 9:45	Core 1
9:55 - 10:40	Core 2
10:50 - 11:35	Core 3
11:35 - 1:00 (11:35 - 12:05) 12:05 - 1:00	Student Lunch (Teacher Lunch) Grading, feedback, lesson planning
1:00 - 1:45	Core 4
1:55 - 2:40	Encore 1 (Planning)
2:50 - 3:30	Encore 2 (Planning)

Encore (Monday - Thursday)	
7:45 - 9:00**	Planning Period
9:00 - 9:45	Encore 1(6)
9:55 - 10:40	Encore 2(6)
10:50 - 11:35	Encore 3(7)
11:35 - 1:00 (11:35 - 12:05) (12:05 - 12:20) 12:20 - 1:00	Student Lunch (Teacher Lunch) Planning Grading, feedback, lesson planning
1:00 - 1:45	Encore 4(7)
1:55 - 2:40	Encore 5(8)

2:50 - 3:30

Encore 6(8)

Student Expectations for Remote Learning

- **Daily** - Read 30 minutes
- **Daily** - Work on teacher assigned IXL modules
- **Daily** - Listen to sessions that teachers have recorded in Canvas.
- **Daily** - Be visible during class sessions (face visible, not avatar/picture)
- **Daily** - Log in to class session on time
- **Daily** - Stay logged in online unless otherwise instructed by the teacher
- **Daily** - Complete and submit all daily assignments as instructed by the teacher
- **Fridays** - Students will be expected to work independently on assignments that are assigned to them or they haven't finished during the week.