

# Linkhorne Middle School

**Home of the Jaguars**

**LINKHORNE**  
MIDDLE SCHOOL



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**Link Together, Learn Forever**

Revised: July 14, 2023

**The administration at Linkhorne Middle School has the right to make adjustments to the 2023-2024 Student Handbook to ensure that our school is a safe learning environment for our students and staff. Should a change be made, the revisions will be communicated to parents and students and the new change will reflect in an updated version of our Student Handbook.**

Staff Directory	2-3	Hall Passes	15
Acceptable Use Policy	4	Homework	15
Arrival to School	4	Honor Code	15
Afternoon Supervision	4	Immunization Requirements	16
Athletics	4-6	Lockers	16
Attendance	6-7	Textbooks	16
Cafeteria	8	Media Center	16
Buses	8	National Junior Honor Society	16
Change of Address	8	Obligations	16
Checks	9	Personal Property	17
Chromebooks	9	-Personal Electronic Devices	
Clinic	9	Pledge of Allegiance/Moment of Silence	17
Clubs	9	Middle School Retention Policy	17-18
Communication with Parents	9-10	Standards of Learning	18
-Grading Scale		Student Records	18
Counseling	13	Title IX	18-19
Discipline	13-15	Visitors to the Building	19
		Weather	19

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8th Grade

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7<sup>th</sup> Grade

Assistant Principal

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6th Grade

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Counseling Director

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## Department Chairs

Math – Judy Burggaf  
English – Tahlia Brooks  
Social Studies – Kelly Ashley  
Science – Gigi Sweeney  
Health & P.E. – Stephanie Hubble  
Career Tech – Christina Franklin  
Special Education - Sophie Parker  
Fine Arts- Brooke Spencer  
World Languages - Gloria Colon  
Behavior Coach - Ayanna Allen

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## ACCEPTABLE USE POLICY FOR COMPUTERS

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all Lynchburg City Schools' students and staff members, as well as other individuals who utilize the school division's technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document. Students will not be allowed to use the computer until the AUP has been received.

**Teacher Responsibilities:** Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of technology. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age- and topic- appropriate materials and resources. All students and staff members will receive required instruction in Internet safety using the Lynchburg City Schools' approved curriculum. Teachers will model appropriate use of the Internet and will monitor and advise students in independent Internet use.

**Discipline:** Inappropriate use of the network, which includes the Internet is a violation of school division discipline policies. Inappropriate use may result in termination of access and may result in disciplinary action, which may include suspension from school or in case of employees, termination of contract. Depending on the severity of the violation, criminal or civil liability is also possible.

## ARRIVAL TO SCHOOL

Students may not enter the building prior to 7:35 AM. All students will use the main walkway when they arrive in the morning. All students who want breakfast, will report to the cafeteria. If the student does not want breakfast, they will put all their book bag items and electronic devices into their lockers and go to their homeroom.

## AFTERNOON SUPERVISION

For the safety of all students, parents must pick up any students who do not ride the bus by 2:50 PM. Students who stay after school for any reason must be with an adult by 2:55 PM.

## AREAS OFF LIMITS TO STUDENTS

Empty rooms  
Teachers' lounges  
Parking lot before/during/after school hours  
Faculty restrooms  
Front/back of building or in halls after school

## ATHLETICS

### Fall

Cheerleading  
Cross Country  
Football  
Volleyball  
Girls Tennis

### Winter

Basketball  
Wrestling  
Cheerleading

### Spring

Soccer  
Boys Tennis  
Track and Field

Eligible eighth grade students may try out for Junior Varsity sports teams at EC Glass High School.

## ATHLETIC REQUIREMENTS FOR MIDDLE SCHOOL ATHLETES

Lynchburg City Schools provides the opportunity for students to participate on a variety of interscholastic teams. The privilege of membership on these teams also brings corresponding responsibilities. As a team member, you represent your community, your school, your teammates, and yourself. All of your actions as a team member reflect upon each of these aspects of your life.

The purpose of middle school athletics is to develop life-long habits of fitness, self-discipline, perseverance, personal improvement, sportsmanship, teamwork and fun. The guidelines for Lynchburg City Schools' middle school athletic program promotes the success of the participants in meeting the challenges of life, making a positive adjustment and

making a positive contribution to society. It is Lynchburg City Schools' belief that this goal can be accomplished by participation in a successful, well-rounded athletic program during the middle school years.

### **Middle School Code of Conduct for Athletics**

All middle school students-athletes are subject to the following regulations:

- In order to be eligible to try out or to participate in any school-sponsored interscholastic athletic program, the student-athletes must submit to a physical examination conducted by a licensed medical professional and enter the information into RankOne, properly signed by the doctor, parent/guardian, and student-athlete. The physical examination must be conducted after May 1 for participation in athletics for the succeeding school year and must be completed before the student-athlete will be allowed to participate in interscholastic sports in any manner. This includes tryouts for cheerleading squads and all other teams.

- Students are expected to adhere to all school rules while in and out of competition. If a student is identified with unacceptable behavior in school, that student will receive disciplinary action and interventions both in school and within the framework of the sport in which they are participating. If the problem persists, there may be a meeting with any or all of the following: the coach, player, parent(s), AD, administration, counselor, teachers, etc. Persistent inappropriate behavior in school can result in the removal of the student from school activities. Student-athletes are expected to conduct themselves as ambassadors of LCS and LMS and to behave with this standard in mind.

- Behaviors that lead to referrals at school and result in AIA/OSS or unexcused absences from practice as deemed by the coach.

Students may not be present at practice or games on days that they serve AIA or OSS; students must leave after the school day concludes (AIA) or remain at home (OSS) on days that they are serving.

1st Offense: Miss practice/contest(s) that occur during the time they serve AIA/OSS (may not be present), player meeting with coach, make up conditioning equal to that which was missed.

2nd Offense: Miss practice/contest(s) that occur during the time they serve AIA/OSS (may not be present), unable to participate in the NEXT contest/game (able to be present, but not dressed), player meeting with coach, parent contact by the coach to explain the discipline and next steps, make up conditioning equal to that which was missed.

3rd Offense: Miss practice/contest(s) that occur during the time they serve AIA/OSS (may not be present), unable to participate in the NEXT 2 contests/games (NOT able to be present at those contests), meeting in person with player, coach (if possible), AD and/or administrator, and parent(s), make up conditioning equal to that which was missed, understanding that next referral (whether results in AIA or OSS) will result in dismissal from the team.

4th Offense: Dismissal from the team.

- Egregious suspendable offenses may accelerate the above protocol or result in immediate dismissal from the team. The school representatives reserve the right to supersede the above protocol to ensure proper representation of LMS by the athletes that represent our school community.
- A student may not quit or be dismissed from one team and join another during the same season. In addition, they may not attend out of season conditioning for another sport during the season in which they quit/were dismissed.
- Sportsmanship is a trademark of LMS athletics. Any athlete, coach, parent, or spectator in flagrant violation of basic sportsmanship understandings, including physical altercations or other violations that result in ejections, may result in dismissal from LMS athletic teams and events as deemed appropriate by the LMS athletic department and administration.
- Players/coaches/spectators will handle adversity properly while between the lines, as a united and confident front is expected in the face of our opposition. No negative interaction with officials/referees will be permitted (parents included). They will mess up, sometimes often and blatantly, but ultimately, no game is truly decided by a call as there are multiple opportunities to score and to stop others from scoring. Coaches are expected to

appropriately stand up for our players and question, when necessary, decisions within the confines of the rules. Players will recognize the immense time dedication and sacrifices experienced by each coach in this program, and they will be treated with respect.

- Spectators, including parents, are NOT allowed on the field of play or players boxes during or immediately after contests. Players are not permitted in the stands or away from their team/coaches during or immediately after contests.

### **Academic Achievement for Athletics:**

Academic excellence is an uncompromised expectation for LMS students. Thus, daily attendance, punctuality, and academic accomplishment will be the centerpiece of LMS athletes.

All coaches will have a study hall/remediation plan. It will be expected that all programs dedicate time to academic pursuits. This may include whole team study hall, weekly check sheets, teacher communication, grade checks by coach, limited or no participation until grades improve to acceptable standards, individual student athletes to meet with Ms. Allen and school presented tutoring, mentoring, etc.

Fall sports: All may participate; however, coaches will monitor (as explained above) and discipline accordingly based on weekly, biweekly, midterm, and/or 1st quarter grading.

Winter sports: In order to participate, you MUST pass at least 5 classes for quarter 1. After team selection, coaches will monitor (as explained above) and discipline accordingly based on weekly, biweekly, midterm, and/or 1st semester grading.

Spring sports: In order to participate, you MUST pass at least 5 classes for semester 1. After team selection, coaches will monitor (as explained above) and discipline accordingly based on weekly, biweekly, midterm, and/or 3rd quarter grading.

- Hazing will not be tolerated in any form. Such activities may include but are not limited to the following:  
Use of alcohol or other drugs, paddling of any form, creation of excessive fatigue, haircuts, morally Degrading or humiliating games and activities which are not consistent with school rules.
- No participant should be in the locker room unsupervised. Valuable items and money should not be kept in the locker room. It is the responsibility of the student to secure these items. The school will not be held liable for lost or stolen items. Rough-housing, throwing of objects, and hazing other students is not permitted. No cleats or glass objects are allowed in the building. Team issued equipment should remain at the school.

### **Code of Parent Conduct for Athletics**

While athletic participation allows for many positive attributes, it can increase anxiety and frustrations on students, parents and coaches. The relationships between those parties can become frayed and heated during tense situations. Parents have the right to understand the expectations of their student athletes and the expectations of the programs of which they belong. Clear communication between coaches and parents is an expectation at LMS.

Communication parents should expect from the coach:

- Program philosophy and expectations of each member of the team
- Locations and times of all practices and games
- Team requirements
- Discipline in relation to being unable to attend practices/games
- Discipline in relation to being dismissed from the team

Communications expected from parents:

- Notification of any schedule conflicts in advance
- Specific concerns with regard to a coach's philosophy, actions, expectations



Issues as they apply to their child's participation on the team

Appropriate concerns parents should discuss with the coach:

- Mental or physical treatment of their child
- Ways to help their child improve
- Concerns about your child's behavior and/or academic progress

**Issues not appropriate for parents to discuss with the coach:**

- Playing time
- Team strategy
- Play calling
- Anything immediately before, after, and certainly not DURING a practice or contest
- Other student-athletes

If a meeting between parent(s) and coach(es) become necessary, the following procedure should be followed:

1. The parent should contact the coach, express their interest in a meeting, and pick a mutually agreeable time to discuss the issue with the understanding that coaching middle school sports is NOT the full time job of the coach.
2. There will be a 24 hour rule in place after a contest or an individual incident that is to be discussed. The goal is to allow emotions to cool and proper thought and reflection to guide the proceedings.
3. The student athlete is to be present in any meeting between coaches and parents and encouraged to carry the conversation.
4. If further communication is deemed necessary, the parent is to contact the Athletic Director. The AD may decide that an additional meeting with the parties, the AD, and, if necessary, a member of the administration is to be held.

Insurance: Parents are advised to thoroughly research and investigate their insurance plans and the related coverage for school athletics.

Admission: It is understood that all games/contests will require an admission fee for all school-aged attendees.

## **ATTENDANCE**

Regular school attendance is necessary for success in school. Students are expected to be in school on time unless they are ill or have a family emergency. Missing the school bus is not an excuse for absence. Procedures for reporting absences are as follows:

1. A written note must be sent with the child within 48 hours of his/her return to school stating the reason for the absence and the dates of the absence. Absences will be UNEXCUSED if notes are not received by the school within two days of the student's return to school even if the parent called. The school will keep written documentation of absences.
2. The parent/guardian must request approval in writing for pre-planned excused absences by filing a request in advance with the principal or designee. The absence may be approved at the discretion of the Principal. Students are expected to make up for missed work. Such requests will be signed and filed by the principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance. Pre-planned absences greater than 5 days must be in writing and will be submitted to the Superintendent's office for approval.
3. Daily contact will be made by the School Messenger notifying the parent/guardian of the student's absence. This system notifies parents of EVERY STUDENT not in school that day. The automated system ONLY knows that a student is absent; it does NOT know if the student is excused or unexcused.
4. If a student is absent five days (unexcused) during the semester, the parents will be sent a letter indicating an attendance problem and a conference with the parent/guardian will be required. The principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The principal/designee, the pupil, and the pupil's parent/guardian shall jointly develop a

plan to resolve the pupil's nonattendance. Such a plan shall include documentation of the reasons for the pupil's nonattendance.

5. If these attempts to improve attendance are not successful, and a student has missed seven days of unexcused absences, a referral will be made to the Office of Student Services' Truancy Department.
6. The Truancy Department will receive all seven day unexcused absence referrals, and then send a letter from the City Attorney's office along with an invitation for the family to attend an Interagency Truancy Review Team Meeting (ITRT). The Interagency Truancy Review Team will make reasonable efforts to meet with the parent and student to provide support and develop recommendations for the student to return to school on a regular basis. If nonattendance continues, a referral to Juvenile and Domestic Relations Court will be filed.
7. Appeals concerning the application of this policy will be directed to the school principal. Further appeals may be initiated through the Office of Student Services.

Students late to school will check in with the attendance coordinator in the main office to receive a pass to class. As with absence, the student needs a note from a parent stating a legitimate reason for the tardiness. A note stating that the student is late, overslept, or missed the bus is not sufficient and will be counted as an unexcused tardy. Please note that excessive tardiness to class or school may result in a discipline referral or a parent/student meeting with school personnel.

### **Middle School Tardy Procedure**

#### ***Tardies to School:***

Lynchburg City School policy JED and JED-RZ provides the framework for attendance. Beginning in the 2018-19 school year, attendance will be a major factor in our schools' accreditation. It is imperative that students are in class all day, every day. *All students between the ages of five and 18 are subject to compulsory school attendance.*

All students are expected to be on time to school every day. *If for some reason a student is late to school they are expected to report to the cafeteria/main office /attendance clerk to be marked tardy and receive a pass to class.*

**Excused tardies** *For tardiness to be considered excused, the student must turn in a note signed by a parent/guardian to the Attendance Clerk that details why the student was tardy. **Excused tardies include: personal illness, family emergency, doctor appointments, and court appointments.** All notes must be turned in within 48 hours of the student's return to school. After 10 excused tardies, the only notes that will be accepted are from a doctor or the court.*

**Unexcused tardies will** remain unexcused if a student fails to turn in a note from a parent (All notes must be received by the school within 48 hours of the student's return to school to be excused). If the reason on the note does not meet the criteria for an excused tardy it will remain unexcused. **Tardies will reset at the start of each quarter.**

#### ***Tardy procedures and subsequent discipline:***

***Date of each these procedures will be recorded in a Google Sheet by Teacher (Google Sheet will be provided)***

1st Tardy: Warning

2nd Tardy: Warning/Parent Contact/Grade Level Administrator will contact parent

3rd Tardy: Informal referral to Intervention Specialist/1 Day after school detention/Parent Contact.

4th Tardy: Informal referral to Intervention Specialist/2 days after school detention/Parent Contact.

5th Tardy: Informal referral to Intervention Specialist/3 days after school detention/Parent Contact.

6th Tardy: Referral to Administration/ISS/Parent Contact -

Administration will utilize a 1, and 3 days in ISS for tardies with an office referral.

1st office Referral to Administration: 1 day of ISS

2nd office referral to Administration: 3 days of ISS

3rd office referral to Administration: 1 day to the Restorative Center suspension center

(Progressive model 1, 2, 3 etc. days).

*\*It is extremely important that teachers maintain their Google Tardy Spreadsheet as a form of documentation for themselves, administration and involved staff.*

*\*\*Teachers will fill out an informal referral form and sent to the Behavior Interventionist to process for 3rd, 4th, and 5th tardies*

*\*\*\*In addition to Grade level Administrator and student, conferences could consist of but not limited to: parent/guardian, principal, assistant principal(s), attendance coordinator, behavior coach, RBT & school counselor.*

## BUSES

Passengers on Lynchburg City School buses are under the authority of the bus driver. Students are expected to ride the bus in a responsible and orderly way. Misconduct on buses is viewed as if it had occurred at school. Failure to follow this procedure may result in a student not being allowed to ride the bus. Damages will be the responsibility of the student. Students who are not on the regular passenger lists are not permitted to ride the bus unless written permission is granted from the main office. Students are expected to follow these rules:

1. Be courteous to the bus driver, to fellow students, and to passers-by.
2. Be on time at the designated bus stop.
3. Do not smoke or drink sodas or alcoholic beverages while on the school bus.
4. Remain seated while the bus is in motion.
5. Follow the directions of the driver as to seating on the bus.
6. Cross the street according to proper safety procedures.
7. Do not extend hands, arms, head, or any part of the body through bus windows.
8. Do not open or close windows without permission of the driver.
9. Do not attempt to exit the bus other than at regular bus stops.
10. Talk in normal tones and refrain from using loud or vulgar language.
11. Help keep the bus clean.
12. Do not open the emergency door except in the case of an emergency.
13. Refrain from damaging the bus and other property. Any damages incurred will be the responsibility of the student.
14. Behave appropriately at your bus stop.
15. Students remain under the supervision of the school until arriving home.

## CAFETERIA

Students are to use the restroom facilities in the cafeteria area. Students must obey the following rules regarding proper lunchroom behavior:

1. Breakfast is available starting at 7:40 AM.
2. All food and beverages must be eaten in the cafeteria. Eating in corridors, restrooms, and other places is not allowed.
3. Students must remain **seated** during lunch.
4. Students must clean their tables before leaving.
5. All students must report to the cafeteria during their assigned lunch and remain there during the entire lunch period. Going to classroom areas or the corridors by the art, music, or gym areas is not allowed without permission.
6. Loud talking, running, breaking in line, throwing food, leaving trays on the tables and trash on the floor are serious infractions of proper cafeteria behavior. Students being disruptive and/or not conducting themselves properly while eating lunch will be disciplined.
7. No outside food will be allowed to be brought into the school for students.
8. Parents/guardians eating with their student(s)- Any parent/guardian eating with their student(s) **MUST** sit in a designated area to eat lunch.

## Cell Phones

To ensure effective use of instructional time, students may **not** use cell phones during the school day. This means, all phones should be turned off when entering the building in the morning and students should have their phones off and in their locker for the entire school day. If students do not follow this expectation, the teachers will submit a disciplinary referral to the appropriate grade-level administrator. For the first offense of this procedure, a student will receive a warning from administration and a phone call home. The tiered discipline system for cell phone usage is as follows:

Offense	Consequence
1st Offense	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts

	parent/guardian. 2. The student may get the phone at the end of the day at the release of car riders and buses.
<b>2nd Offense</b>	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts parents/guardians. 2. The phone may only be released to a parent/guardian. 3. Student will receive 1 day of In-School Detention.
<b>3rd Offense</b>	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts parents/guardians. 2. The phone may only be released to a parent/guardian. 3. Student will receive 2 days of In-School Detention.
<b>4th Offense</b>	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts parents/guardians. 2. The phone may only be released to a parent/guardian. 3. Student will receive 3 days of In-School Detention.
<b>5th Offense</b>	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts parents/guardians. 2. The phone may only be released to a parent/guardian. 3. Student will receive 1 day at the Restorative Center for the suspension.
<b>Future Offenses</b>	1. Faculty/staff takes the phone and it is given to the main office to secure. The faculty/staff contacts parents/guardians. 2. The phone may only be released to a parent/guardian. 3. Progressive placements at the Restorative Center for suspensions. 4. Parents/guardians and student will have a conference with administration.

Additionally, please be aware that placement at the Restorative Center may occur if students record an altercation or use a cell phone in a negative way (i.e. causing a substantial disruption, promoting a negative image or culture of Linkhorne Middle School, recording other students in an unwarranted or damaging way).

### **CHANGE OF ADDRESS**

If a student has a change of address or telephone number during the year, he/she must inform the guidance office immediately, and provide proof of residency.

### **CHECKS**

All checks made out to LMS must include:

- Full Name
- Street Address
- Phone Number

### **CHROMEBOOKS**

Chromebooks are distributed to 7th, and 8th grade students. We encourage all parents to purchase insurance for Chromebooks (Additional Device Protection [ADP]). Chromebook protection (cost: \$25.00) must be purchased yearly and is non-refundable. All student-assigned Chromebooks must be turned in at the end of each year. 6th grade

students will get a Chromebook in their homerooms and will return them at the end of the day in their homeroom classes.

## **CLINIC**

The clinic is located in room 311 (behind the Library). Clinic services are available to students throughout the day. If a student becomes ill at school, he/she should report this to his/her teacher who will send him/her to the clinic with a written pass. Should a student need to be sent home, the nurse will contact the student's parents or emergency contact. All students leaving school because of illness **MUST** be signed out of the clinic.

Students who need to take medication during the school day must have a parent, guardian or designated adult deliver the medication in its original container which gives the dosage and instructions for administration. A written order from a physician and a parent signature must also be submitted to the school nurse before medication will be administered. A form for this is available from the school clinic. An order is required for ALL types of medication including INHALERS and NON-PRESCRIPTION MEDICATIONS. Cough drops are allowed with a note from a parent that has been signed by the school nurse.

## **CLUBS/CLUB DAY**

There are extracurricular clubs students may join. Clubs can be initiated by sufficient student interest. Clubs will meet at a designated time during the school year.

## **COMMUNICATION WITH PARENTS**

Parents will be contacted to be notified of academic, behavioral, and other school related incidents concerning their student(s). If a parent cannot be reached, then notes, letters, referral copies, interim reports, notices of meetings, 24-hour notices, etc., will be given to the student(s) to deliver to their parents. Information is also provided to parents through the LMS website, Infinite Campus, and through automated messages. Parents are encouraged to communicate with teachers either through e-mail or by phone (434-515-5330). If a parent wishes to speak with an administrator, please call Mrs. Kim Steger at (434) 515-5330 and make an appointment.

## **GRADING SCALE AND REPORTING DATES**

### **Grading Scale**

90 - 100	A	Excellent
80 - 89	B	Above average
70 - 79	C	Average
60 - 69	D	Below average
Below 60	F	Failing/unsatisfactory
	I	Incomplete

Report cards are given to students approximately one week after the marking period ends. Students are responsible for taking report cards home to their parent(s)/guardian(s).

## **COUNSELING CENTER**

School counselors work to follow the American School Counselor Association (ASCA) framework model that emphasizes a balanced focus on the academic, career, and social emotional growth of all students. Purposeful programming is established to address these areas throughout a students' middle school years. Counselors are also available to support students as needed for a wide variety of situations and to help navigate the challenging middle school years with confidence. Additionally, counselors work collaboratively with teachers, principals, and students to foster positive and effective relationships within the school.

Students are assigned to counselors by last name and may request to meet with their counselor through the main office, counseling secretary, teacher or e-hall pass. Parents may call the counselors during the school day to make appointments or to discuss student or parental concerns. We encourage you to get to know your student's school

counselor and to encourage your child to reach out to them when they have any questions or concerns at all. Your school counselor is a great resource for so many things!

Mrs. Rene James, Director of Counseling  
Students with last name A - J

Mr. Michael Carr, School Counselor  
Students with last name K - Z

Mrs. Stephanie Long  
School Counseling Secretary

## **DISCIPLINE**

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation at the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### **Assault and Battery**

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

### **Attendance; Truancy**

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy P 7-15 Student Attendance)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### **Bomb Threats**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

### **Bullying**

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. The principal shall notify the parent of any student involved in an alleged incident of bullying, as defined herein, of the status of any investigation within five school days of the allegation of bullying.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

### **Bus-Related Offenses**

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus. (See policy JFCC—Student Conduct on School Buses)

### **Cheating**

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited: cheating on a test or assigned work by giving, receiving, offering and/or soliciting information plagiarizing by copying the language, structure, idea and/or thoughts of another

falsifying statements on any assigned schoolwork, tests or other school documents

**Personal Electronic Communication Devices\***

Students enrolled in elementary and middle schools may have a personal electronic communication device (e.g. cell phone) in their possession. However, the devices must be turned off and placed into a locker. If the student does not have an assigned locker, the cell phones must be turned off and out of sight during the school day. (See Policy JFCJ Personal Electronic Communication Devices).

**\*See MIDDLE SCHOOL CELL PHONE POLICY & PROCEDURE (pg. 17) for further clarification.\***

**Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

**Disruptive Conduct**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

**Electronic Cigarettes**

Students shall not possess electronic cigarettes or vaporizers on school premises, on school buses or at school sponsored activities. (See policy KGC Use of Tobacco and Electronic Cigarettes on School Premises)

**Extortion**

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

**Felony Charges**

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

**Fighting**

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

**Gambling**

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

**Gang Activity**

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association).

**Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See policy JFHA/GBA Prohibition Against Harassment and Retaliation)

**Hazing**

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth Attorney.

**Internet Use**

Students shall abide by the Lynchburg City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

**Laser Pointers**

Students shall not have in their possession laser pointers.

**Other Conduct**

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

**Possession or Use of Weapons or Other Dangerous Articles**

Students shall not have in their possession any firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

**Profane, Obscene or Abusive Language or Conduct**

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

**Reports of Conviction or Adjudication of Delinquency**

Any student for whom the Superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

**Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

**Student Dress**

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and be appropriate for the learning environment. Clothing that does not meet these standards includes the following:

Loose fitting clothing that could cause safety hazards

Flip-flops and other footwear that are tripping hazards or injury risks

Clothing that exposes or highlights private areas or shows an excessive amount of bare skin, mid-drift shirts are prohibited.

Any clothing that exposes undergarments are prohibited.

Hats and other head coverings, unless for religious or health purposes

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parent(s)/guardian(s) of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the non complying clothing, change clothes, or go home.

**Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

**Threats or Intimidation**



Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

### **Trespassing**

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

### **Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require a student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division Superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### **Vandalism**

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. When a student injures, destroys, or defaces school property, including school buses, the student and his/her parent or guardian shall be required to pay for the damage.

### **Corrective Actions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

Counseling

Admonition

Reprimand

Loss of privileges, including access to the School Division's computer system

Parental conferences

Modification of student classroom assignment or schedule

Student behavior contract

Referral to student support services

Removal from class

Referral to in-school intervention, mediation, or community service programs

Tasks or restrictions assigned by the principal or his designee

Detention after school or before school

Suspension from school-sponsored activities or events prior to, during, or after the regular school day  
Alternative Instructional Arrangement (AIA)  
Out-of-school suspension  
Referral to an alternative education program  
Notification of legal authority where appropriate  
Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity  
Participation in a drug, alcohol or violence intervention, prevention or treatment program.

### **School-Student Property**

No student should bring anything to school, which is prohibited by statute, policy, or school rule. The administration has the authority to search school property, student property, and student's person when there is reason to believe (reasonable suspicion) a student has violated a statute, policy, or rule.

### **Smoke-Free Building: Adults and Students**

The use or possession of tobacco products, in any form, within school buildings or on school grounds is prohibited at all times. In addition, students are not allowed to use tobacco products while riding in school vehicles and attending school events. Violating the above policy will result in disciplinary actions.

## **ALTERNATIVE INSTRUCTIONAL ASSIGNMENT (In School Suspension)**

Our alternative instructional assignment (AIA or ISS) program is designed to provide an alternative setting for students who have disrupted the school environment. Students must remain on task and adhere to the AIA/ISS coordinator's rules and procedures. Any student who receives a disciplinary referral while in AIA/ISS will receive further disciplinary action up to and including out of school suspension.

## **SUSPENSION**

A student may be suspended from school for up to ten (10) days by the principal or his/her designee. Depending on the severity of the offense, a student may be suspended for the remainder of the year or 364 school days by the School Board.

- Any student who is serving an out of school suspension is not allowed on any LCS school property for any reason (including school activities, athletic events, etc.).
- Overnight Suspension – If a student receives an overnight suspension he/she MAY NOT return to school until a parent/guardian conference is held with administration.

### **Suspension Appeals:**

A parent may appeal a suspension to the principal and may appeal the ruling of the principal to the Director of Student Services. A student who questions the direction of a staff member should first comply with a reasonable request and then follow with an appeal to an administrator. Any student who is suspended may be required to return with a parent for a readmittance conference.

## **HALL PASSES**

Students may not leave classrooms for any reason without an assigned pass. Exceptions may be made in cases of an emergency.

## **HOMEWORK**

Homework plays an important part in the learning process. It extends classroom learning and serves to strengthen a student's responsibility. The amount of homework assigned and deadlines are at the discretion of the teacher. All

homework will be promptly evaluated by teachers and feedback given to the students. Students will be held accountable for completing assignments, and homework grades will be a part of a student's nine-week grade average.

### **HOMEWORK MAKE-UP POLICY**

When students are absent for several days and make-up work is assigned, a reasonable length of time will be given in which the student can complete the assignments.

### **HONOR CODE**

During the formative years, it is important for young people to develop a strong sense of personal honor and integrity. To help create and maintain an atmosphere of honesty and integrity among students and faculty members alike, it is important to have a formal Code of Honor at Linkhorne Middle School.

***The following is a list of Honor Code violations and consequences:***

#### **Cheating**

- Copying someone else's homework
- Allowing someone to copy one's homework
- Using notes, aids, or written information of any form during a quiz or test
- Copying from someone else's paper during a test or quiz
- Allowing someone to copy one's test or quiz
- Giving or receiving information by signs or gestures during a test or quiz

#### **Plagiarism**

- Taking of another's ideas or writings and presenting them as one's own work without proper acknowledgement

#### **Consequences of Honor Code Violation:**

##### **-First Offense**

- The student will receive a failing grade of zero for plagiarism or work cheated upon.
- The student will be referred to the guidance department.
- Parent Guardians(s) will receive notification by the teacher.

##### **-Second Offense**

- The student will receive a failing grade of zero for plagiarism or work cheated upon.
- A referral will be written.

### **IMMUNIZATION REQUIREMENTS**

All students attending Lynchburg City Schools are required to meet Virginia Code requirements for immunizations and physicals. Questions regarding immunizations or the taking of medication at school should be directed to the school nurse.

### **LOCKERS**

Lockers will be assigned to students by their homeroom teacher. Each student is responsible for his/her locker and for safeguarding the combination. Students will also be assigned a gym locker and are required to purchase a combination lock to safeguard their belongings. Students are strongly encouraged to not share lockers. Lockers are the property of the school system, and school administration has the legal right to search student lockers.

### **LOST /DAMAGED TEXTBOOKS**

When a book is lost or damaged, the student must pay for replacement of the book.

### **MEDIA CENTER**

During the school day students must have a pass or be with a teacher to enter the media center. No food, beverages, or book bags are to be brought into the media center.

## NATIONAL JUNIOR HONOR SOCIETY

Linkhorne Middle School's NJHS selection process for 8<sup>th</sup> graders will begin in September of the current school year. The selection criteria for the NJHS are based on five equally weighted areas: scholarship, leadership, character, citizenship, and service. These characteristics will be evaluated and the selection for NJHS membership will be based on the following process as set forth by the Linkhorne Middle School NJHS Faculty Council:

### **NJHS Selection Process**

Grade Point Average will be computed using final course grades from 6<sup>th</sup> grade and 7<sup>th</sup> grade. Every student having a cumulative GPA of 3.0 or higher will meet the scholarship criteria and a Preliminary List will be compiled for faculty review.

1. Every student on the Preliminary List will receive a letter of consideration, a Student Activity Information Form and 2 Letters of Recommendation Forms (1 faculty/1 community recommendation) to be completed and returned to the faculty advisors by a strictly enforced deadline date and time.
2. All faculty members are given the Preliminary List of students and asked to review each student on the basis of character, citizenship, scholarship, service and leadership as defined by the NJHS Handbook. Faculty members are asked to grade each student (on a 1 to 5 scale) whom they have had contact with through class, sports, clubs, outside activities, etc. This information is tallied and given to the Faculty Council.
3. The five member Faculty Council will meet to review all applications on the basis of scholarship, service, character, citizenship, and leadership. Each application must consist of a completed Student Activity Information Form and 2 letters of recommendation.
4. Each student will receive a letter and a phone call from the NJHS sponsor indicating he/she has been selected/not selected to join the NJHS.
5. If a student is not accepted into the NJHS and wants to be, the student and parent must write an appeal letter to the building level within 3 business days of receiving the rejection letter and phone call. These two letters should include the student's name, address, and a detailed explanation of why the student should be considered for entry. The building level principal will then set up a face to face interview with the student and parent. After this interview, the building principal will submit a letter and a phone call of his/her decision regarding entry into the NJHS.

*(\*To be considered each applicant must demonstrate at least 10 hours of community service; any student not exhibiting at least 10 hours of community service will be removed from the process.*

*\*The Faculty Council will review remaining applications on the basis of character, citizenship, service, scholarship and leadership as noted on the Faculty Evaluations and Letters of Recommendation.*

*\*Council will vote on each application and membership shall be determined by a majority vote.)*

## OBLIGATIONS

Any student who has an outstanding financial obligation to the school may be prohibited from attending or participating in non-academic activities (i.e. field trips, participation on athletic teams, chorus/band/orchestra events, school/PTO dances, athletic events, etc.). All obligations must be cleared each year. A payment plan may be set up in order to clear obligations. Payment plans must be paid in full at the end of each academic year.

## PERSONAL PROPERTY AT SCHOOL

Large sums of money, valuables, or expensive jewelry should not be brought to school. Skateboards are not allowed on school premises. The school does not accept responsibility for these items.

## MIDDLE SCHOOL CELL PHONE POLICY & PROCEDURE

Students enrolled in middle schools may have a personal electronic communication device (e.g. cell phone, airpods, bluetooth devices) when they enter the school building. **However, the devices must be turned off and remain in the student's locker throughout the regular school day (7:50 - 2:50).**

Any inappropriate use of personal electronic communication devices or violation of usage rules, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping, will result in confiscation of the device. Further consequences may include AIA, out of school suspension, or possible referral to appropriate authorities.

The principal may authorize restrictions on a student's use of the device that exceed those in this policy, based on a student's behaviors and communicated in writing to the student and parent(s)/guardian(s). The principal may confiscate the device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device. Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in Lynchburg City Schools.

## **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

### **(SB 1331, amendment to 22.1-202 of the code of Virginia):**

State regulations require that students stand and recite the Pledge of Allegiance while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. However, no student can be compelled to recite the Pledge if he, his parents or legal guardian objects on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge must remain quietly standing or sitting at their desk while others recite the Pledge and must not make any display that disrupts or distracts others who are reciting the Pledge. School board codes of conduct shall apply disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of similar behavior.

Teachers and students will be observing a daily minute of silence in accordance with Virginia State law. During that one-minute period of silence, students are to remain seated and silent without making any distracting display to the end that each student may, in the exercise of his/her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other students in the like exercise of individual choice (Virginia Code 22.1-203). Disciplinary action will result if students fail to adhere to the policy.

## **MIDDLE SCHOOL RETENTION GUIDELINES**

### **1. Process for Determining Retention or Summer School and/or Summer Remediation**

Students in middle school are expected to pass all courses and especially each of the four core courses: English, history, math, and science. If a student has a failing grade at the end of any quarter during the year, the school should communicate with the parent and establish strategies for the student to make progress and minimize the possibility of a failing grade for the course. The strategies may include support during and/or after the school day. The school may also require the student to attend tutoring and support in order to participate in afterschool sports or activities.

If a student is not passing one or more core courses at the end of the school year, the student should be considered for summer school and/or summer remediation. In any case in which a student fails a course but passes the corresponding SOL test, the student should not be considered to have failed the course with respect to summer school and/or summer remediation requirements.

### **2. Guidelines for Summer School and/or Summer Remediation Requirements and Retention**

The following guidelines should be used for considering whether attendance in summer school and/or summer remediation is required or recommended and if the student should be promoted. If summer school and/or summer remediation is required and the student does not attend at least 80% of the program, the student will not be promoted to the next grade level, unless an exception is made by the principal.

If a student fails one core course, the principal will decide whether summer school and/or summer remediation is required or recommended.

If a student fails two core courses, summer school and/or summer remediation is required.

If a student fails three core courses, the principal will decide whether summer school and/or summer remediation is required or if the student shall be retained (if the student is retained, summer school and/or summer remediation is also recommended).

If a student fails four core courses, the student shall be retained or considered for an alternative school placement (summer school and/or summer remediation is also recommended)

### **3. Exceptions**

Any exceptions to the guidelines for a particular student circumstance shall have the approval of both the principal and the Superintendent's designee.

## STANDARDS OF LEARNING

All Standards of Learning (SOL) Assessments will be administered to Linkhorne Middle School students each spring.

## STUDENT RECORDS

Linkhorne Middle maintains a scholastic record for each student. This record is stored in a secure central location under the supervision of the principal. The scholastic record is limited to data needed by the school to assist the student in his/her personal, social, educational, and career development. Parents have the right to review and challenge the contents of the scholastic record in accordance with the Management of a Student's Scholastic Record in the Public Schools of Virginia.

## TITLE IX POLICY STATEMENT

Equity and excellence in school remain among the highest priorities in American education. A major theme through the history of schooling in the United States is the gradual extension of educational services to men and women of diverse, racial, ethnic, and religious heritages. Lynchburg City Schools do not discriminate on the basis of sex in the educational programs or activities which it operates. Lynchburg City Schools are required by Title IX of the Education Amendments (PL 92-318) of 1972 and the Department of Health, Education, and Welfare regulations to implement Title IX, Prohibition of Sex Discrimination in Education Programs and Activities Receiving Federal Financial Assistance, and not to discriminate in such a manner. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the superintendent, Administration Building, Tenth and Court Streets, Lynchburg, Virginia 24504. The telephone number is (434) 515-5000.

## STUDENT COMPLAINTS UNDER TITLE IX

Complaints concerning discrimination on the basis of sex may be made by the citizens of the City of Lynchburg acting on behalf of students as well as by students and parents. The procedures outlined below for complaints by students pertaining to alleged sex discrimination shall be followed in all instances for which an appeals process is required:

**Step 1** - The principal or his/her designee shall meet with a student and/or parent or complainant within three school days of receipt of the complaint. The principal shall and the complainant may notify the Title IX coordinator of those complaints concerning alleged sex discrimination.

**Step 2** – A parent, student, or complainant who desires a meeting with the Title IX coordinator to appeal a complaint not resolved at Step 1 must do so in writing within five school days following the conference at Step 1. The Title IX coordinator shall hold a meeting within ten school days of receipt of the written complaint. Any participant in this meeting may bring one additional person of his/her choosing. The Title IX coordinator will provide all complainants and the principal a copy of the letter summarizing the meeting and any decision or recommendation made.

**Step 3** – A parent who wishes to appeal to the Division Superintendent a decision made at Step 2 must do so in writing within five school days following receipt of the summarizing letter of Step 2. The principal may, at the discretion of the Division Superintendent and Title IX coordinator, in all instances of alleged sex discrimination, attend meetings scheduled at Step 3. The principal and all participants shall receive a copy of the decision made at Step 3 in writing from the Division Superintendent within ten school days following the meeting.

**Step 4** – If the action of Step 3 fails to resolve the complaint to the satisfaction of the affected party, the complainant may, within five school days, submit in writing such complaint to the School Board for resolution.

The Board shall review the complaint and hold a hearing, if necessary, no later than the next regular meeting date. The Board will reply to the complainant in writing within fifteen school days thereafter and the decision of the Board will be final.

## VISITORS TO THE BUILDING

ALL visitors must report to the main office to secure an appropriate visitor's pass and show a valid state-issued ID. A visitor's badge/pass must be worn at all times while visiting. No outside visitors are permitted during regular school hours without administrative permission.

## **WEATHER**

School remains in session unless the Superintendent announces an early dismissal. Weather closings and delays will be announced through local radio, television stations, and online at [www.lcsedu.net](http://www.lcsedu.net). When schools are closed due to inclement weather, all evening activities scheduled for that evening are subject to cancellation/postponement.

*Updated 7/20/19*

## **LMS 2023-2024 Student Handbook Parent/Guardian & Student Acknowledgement of Responsibility**

I have read and reviewed the Linkhorne Middle School Student Handbook. By signing below, I acknowledge, and agree to adhere to, all of the listed rules, regulations, and procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_