



# **Lincoln Middle School**



## **2019-2020 Student Handbook**

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The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law.

Inquiries regarding the District's non-discrimination policies should be directed to:

Executive Director of Student Support Services, Civil Rights Compliance Officer  
Syracuse City School District  
725 Harrison Street • Syracuse, NY 13210  
(315) 435-4131  
Email: [CivilRightsCompliance@scsd.us](mailto:CivilRightsCompliance@scsd.us)

## **Syracuse City School District**

### Our Mission

To build, support, and sustain school communities that provide all students with a high-quality education that prepares them to graduate as responsible, active citizens ready for success in college and careers and prepared to compete in a global economy.

### Our Vision

To prepare and inspire all of our students to innovate locally and contribute globally.



**Lincoln Middle School**  
**Mission Statement:**

Lincoln Middle School is a community where students are engaged and encouraged to meet high expectations through strong positive connections that support student growth. We recognize each child as an individual with varying ability levels and learning styles. We consist of stakeholders who will lead and actively participate in creating an academically challenging and emotionally safe environment that promotes collaboration, honors diversity, celebrates progress, and prepares our scholars to be active life-long learners in their pursuit of higher education and career readiness.

**Vision:**

At Lincoln, all stakeholders are engaged in creating, implementing, and monitoring best practices to ensure a safe learning environment that develops our scholars and supports social and academic growth toward college and career readiness.

**Lincoln Administration**

**Ms. LaJuan White ~ Principal**

**Ms. Julie Sayles ~ 8<sup>th</sup> grade Administrator**

**Ms. Andrea Ellis-Smith ~ 6<sup>th</sup> grade Administrator**

**Mr. Michael Foley ~ 7<sup>th</sup> grade Administrator**

# Support Staff

Ms. Lavy ~ Lead Secretary  
Ms. D. Mahmoud ~ Secretary  
Mr. Gower ~ School Counselor  
Ms. K. White ~ School Counselor  
Ms. A. Mahmoud ~ Guidance Secretary  
Dr. Henry ~ School Psychologist  
Mr. Phelps ~ Social Worker  
Ms. Mathis ~ Social Worker Assistant  
Ms. Groff ~ Library Media Specialist  
Ms. Hunter ~ School Nurse  
Ms. Roczen ~ Health Aide  
Mr. Smith ~ Security Officer  
Mr. Figueroa ~ Security Officer  
Ms. Dorsey ~ School Monitor  
Mr. Shelmerdine ~ Head Custodian

## A Quick Guide to Services in the School

### IF YOU NEED/WANT:

TO SIGN IN LATE  
TO SIGN OUT ILL  
TO SIGN OUT EARLY DISMISSAL  
TO REPORT AN ACCIDENT  
HELP WITH A LOCKER  
FOR WORKING PAPERS  
BUS INFORMATION  
LOST AND FOUND  
PARENT CONFERENCE  
REPORT CARD  
FOR HOMEWORK  
HELP WITH A PROBLEM

### GO TO:

FRONT HALL DESK/MAIN OFFICE  
NURSE FOR APPROVAL  
MAIN OFFICE  
MAIN OFFICE/NURSE  
TEACHER/ADMINISTRATOR  
GUIDANCE OFFICE  
MAIN OFFICE  
MAIN OFFICE/ CAFE  
GUIDANCE OFFICE  
GUIDANCE OFFICE  
CHECK WEBSITE/ GUIDANCE OFFICE  
TEACHER, GUIDANCE, MAIN OFFICE/ ADM.

## STAR TEST DATES 19-20

	Dates	Type of Test
STAR 1		
STAR 2		
STAR 3		

# LINCOLN MIDDLE SCHOOL 2019-2020 BELL SCHEDULE

## School Hours of Operation at Lincoln

Day	Time
<b>Monday - Friday</b>	<b>7:50 a.m. - 3:00 p.m.</b>
<b>Teachers' Day</b>	<b>7:35 a.m. - 3:15 p.m.</b>

6 <sup>th</sup> GRADE		7 <sup>th</sup> GRADE		8 <sup>th</sup> GRADE	
Period	Time	Period	Time	Period	Time
Breakfast	7:35-7:50	Breakfast	7:35-7:50	Breakfast	7:35-7:50
Homeroom Circles	7:50-8:15	Homeroom Circles	7:50-8:15	Homeroom Circles	7:50-8:15
1 <sup>st</sup> period	8:15-9:09	1 <sup>st</sup> period	8:15-9:09	1 <sup>st</sup> period	8:15-9:09
2 <sup>nd</sup> period	9:14-10:08	2 <sup>nd</sup> period	9:14-10:08	2 <sup>nd</sup> period	9:14-10:08
3 <sup>rd</sup> period	10:13-11:07	3 <sup>rd</sup> period	10:13-11:07	3 <sup>rd</sup> period	10:13-11:07
<b>Announcements</b>	<b>11:07-11:17</b>	<b>Announcements</b>	<b>11:07-11:17</b>	<b>Announcements</b>	<b>11:07-11:17</b>
<b>Lunch Grade 6</b>	11:22-11:52	4 <sup>th</sup> period	11:22-12:16	4 <sup>th</sup> period	11:22-12:16
4 <sup>th</sup> period	11:57-12:51	<b>Lunch Grade 7</b>	12:21-12:51	5 <sup>th</sup> period	12:21-1:15
5 <sup>th</sup> period	12:56-1:50	5 <sup>th</sup> period	12:56-1:50	<b>Lunch Grade 8</b>	1:20-1:50
6 <sup>th</sup> period	1:55-2:49	6 <sup>th</sup> period	1:55-2:49	6 <sup>th</sup> period	1:55-2:49
Dismissal		Dismissal		Dismissal	



## **What does Bullying Mean?**

Bullying is deliberate and hurtful behavior meant to belittle, frighten, hurt or exclude someone. Bullying usually does not happen just once. It continues to happen over and over.

## **Common Forms of Bullying**

Physical bullying - Verbal bullying - Social bullying - Cyber bullying

## **Why does someone Bully?**

Most bullies have a hard time understanding or being sensitive to another person's feelings.

### **The bully may:**

- Feel powerful by bullying others;
- Feel bad about themselves and bullying makes them feel smarter, stronger or more popular;
- May have been bullied themselves;
- Blame the victim by saying the person is annoying, different, or deserving of being bullied.

## **Who gets bullied?**

Usually the nice, ordinary people young and old become victims of a bully. Both boys and girls can be bullies and both boys and girls can be a target. Anything that makes a person different is a target: too short-too thin-too big-too smart, etc. Bullies pick on people who lack confidence. Victims are often to afraid or embarrassed and think telling an adult is tattling or is a bad thing to do. Everyone has the right to feel safe in and out of school. Often times, once a trusted adult becomes aware and involved, the bully will stop or back off.

### **How can you help a victim?**

1. Don't join in or encourage the bully
2. Do you best to calm the situation
3. Offer your support to the bullied person
4. When your support doesn't help, tell a teacher/admin. what is happening
5. Be a friend to the victim
6. Stand up to the bully

***Bullying isn't OK here!***



This section of your Student Handbook is designed to answer some questions you may have. We hope you will find it useful throughout the school year.

#### Guidelines for School Success

1. Attend school on time every day.
2. Come to school ready to learn.
3. Respect all adults in authority.
4. Follow all safety regulations.
5. Wear suitable school clothing.
6. Treat the property of others with respect.
7. Get involved in school activities.
8. Follow all school expectations.

#### Attendance (Ms. Mahmoud in Main Office)

Scholars are expected to attend school every day. Excessive absence often results in poor schoolwork. Parents should make every effort to make appointments after school. However, if a scholar must be excused, **parents should send a note in the morning.** The note should be brought to the Main Office immediately to be verified.

#### BEFORE LEAVING SCHOOL,

#### **A PARENT/GUARDIAN MUST SIGN THE SCHOLAR OUT IN THE MAIN OFFICE.**

Parents should communicate in advance regarding an excuse for any student requiring early sign-out. The time, date and the name of the family member picking up the child should be provided to ensure the student is called down in a timely manner. As a proactive step, parents can also provide students with signed notes for the main office on the day of early checkout. Students will be required to stay in class until someone in the main office calls for them to be dismissed. **Children will be released only to their parents or to individuals named on the Emergency Card.**

**Students may not be signed out after 2:30 as this poses a concern and disruption of the instructional process.**

#### Tardiness

**School begins promptly at 7:50 a.m.** Students are considered tardy when they are not in their classrooms ready to receive instruction at that time. Any student arriving at school after 7:50 a.m. must report to the main office to receive a tardy slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement for all students in the classroom. Scholars who are late to school without a legal absence are subject to disciplinary action.

#### Visitors

Visitors must sign in with the School Monitor and report immediately to the **Main Office** upon entering the building. It is unlawful to loiter in or around a school building and on the grounds during school hours. Permission to visit the school will be granted by the Principal or Vice-Principal.

**Teachers will not be available for conferences during the school day unless prior arrangements have been made.**

#### Lost and Found (Ms. Lavy in Main Office)

The Lost and Found is located in the cafeteria and main office. Large items are in the cafeteria and small items are kept in the main office. Scholars who find articles are asked to take them to the main office. Items will be discarded after a designated amount of time.

#### Telephones (Main Office)

Scholars may use the phone in the Main Office for **emergency purposes only.** Parents are not to call during the school day to request to speak with their child unless there is a true emergency. **Scholars must have a pass to enter the main office.** Please wait your turn and be respectful to office staff.

#### Hall Passes

Scholars **must have a pass** if they are in the hallways or other parts of the building during scheduled periods.

### Health Office (Nurse Hunter)

The Health Office is located across from the Guidance Office. The nurse is available during the school day. If the nurse is not available, please report to the main office for assistance. You must have a pass to enter the Health Office.

**\*Important\*** “All children entering kindergarten and grades 2, 4, 7 and 10 must have a physical exam. Scholars wishing to play sports and/or obtain working papers must also have a physical. The Office of Health Services will not be performing school physicals for scholars this year. All physicals must be done by the child’s doctor. Please contact the Health Services Office at 435-4145 with any questions or to receive a listing of physicians who will provide physicals.”

### Fire Drills/Emergency Evacuations

The fire alarm is a series of loud repeated rings. Follow the directions on the Fire Exit sign posted in classrooms and your teacher. Walk quickly and quietly out of the building. Fire Drills are a serious matter. **ALWAYS assume that any fire drill alarm could be the real thing.** Please stay with your teacher when you exit the building. When returning to the building, scholars must remain quiet for further instructions.

### Student Support Services

The Student Support Services Department includes Counselors, Social Workers, and School Psychologists. These offices are located in the Guidance Suite (6<sup>th</sup> grade wing).

Mr. Phelps- Social Worker  
Ms. Mathis- Social Worker Assistant  
Dr. Henry- Psychologist  
Ms. Behr- Part Time Psychologist  
Mr. Gower- School Counselor  
Ms. K. White- School Counselor

Guidance services are provided for each grade level. These services include working with individuals and groups of scholars. Counselors discuss educational and occupational information with scholars. Counselors also assist scholars in dealing with problems and concerns. Scholars may see their counselor during the school day by obtaining a pass from his/her teacher. The school’s Psychologist and Social Worker are available at Lincoln on a full-time basis. Scholars and parents may seek these services through referral and/or appointment.

### Homework/Policy (All teachers)

Homework is an integral part of education. Homework is assigned on a regular basis and scholars are expected to complete all assignments on time. Any scholar who expects to be out of school for more than (2) days should request classwork.

Contact the Guidance Office at 435-4451 and assigned work can be picked up in the Guidance Office.

### Clubs and Activities (Mr. Cook)

Scholars are encouraged to participate in extracurricular activities. Some activities at Lincoln include:

BASKETBALL	SOFTBALL
BASEBALL	FOOTBALL
BAND	ORCHESTRA
CROSS COUNTRY	SOCCER
LACROSSE	TRACK
VOLLEYBALL	SWIMMING
WRESTLING	VEX ROBOTICS
BUILDING MEN	YEARBOOK

COMMUNITY WIDE DIALOGUE  
LIBRARY BOOK CLUB  
W.E.B. (Where Everyone Belongs)

### School and Behavior (Administrator)

In order for teaching and learning to take place in a classroom, good order must be maintained. Scholars are reminded that they must adhere to a code of good behavior not only for their benefit, but also for the benefit of others. City school district rules and regulations are described thoroughly in the Handbook of Students Rights and Responsibilities. However, some important things to remember are:

- 1. Weapons or other items**, which may be hazardous to the safety of anyone in the building or school bus may interfere in some way with school operations, will be impounded.
- 2. Unlawful acts** taking place on school grounds or buses not only make the scholar subject to penalties, which the courts may prescribe, but can result in suspension from school.
- 3. Possession of drugs and/or alcohol and their use** on school property or at school-sponsored events are prohibited. Anyone found possessing, selling, purchasing, or using drugs on school property or at a school-sponsored event would be referred to the police and the Superintendent of Schools for a disciplinary hearing.
- 4. Scholars are expected to behave appropriately while being transported to and from school** via yellow school bus. Scholars not behaving appropriately are subject to disciplinary action.

### Intimidation, Bullying and Sexual Harassment (Mr. Phelps & Ms. Sayles)

Demeaning, bullying, or any other form of intimidation will be addressed, and possible punishment will be imposed. Any forms of unwelcome sexual advances, verbal or nonverbal, is unacceptable and will not be tolerated.

### Fighting (Mr. Dubey)

Arguing, fighting, play fighting, or threatening to fight are not permitted. Scholars should seek the assistance of an adult, if necessary, to resolve a problem with another student.

### Safety Regulations

Running, pushing, play-fighting, wrestling and excessive noise are not permitted in school. Shoes and shirts must be worn at all times.



## **RESPECT**

All scholars are to respect all staff members (this includes not only teachers but teaching assistants, guidance staff, office staff, administrators and other support staff) and their possessions. **Please not use abusive and vulgar language. Treat others the way you would like to be treated.**

## **Entering/Leaving the Building**

All scholars will enter and leave the building through the main and side entrance near the cafeteria. Morning arrival, all scholars going to breakfast will enter the building through the side entrance. All bus scholars will enter and exit building through the side entrance near the cafeteria.

## **Loitering**

Scholars may not loiter in the building or on school grounds after dismissal. Scholars must have a valid reason for staying after school. Valid reasons include school activities, sports and extra academic help.

## **Dress**

Scholars can dress to express one's personality as long as it does not distract/disrupt the learning environment.

All scholars should wear pants or shorts that are knee length and below. Tank tops should have a strap that is at least two fingers in width. Girls can wear skirts that are knee length or below; no halter-tops are allowed.

Scholars can wear hats, scarves, bandanas, sunglasses, and backpacks **to school**, but these items are **required** to be placed in a locker at arrival to school. **No scholar will be able to wear any of these items IN school.**

## **Scholar Property** (Mr. Dubey)

DO NOT bring valuables, large sums of money, or any unnecessary items to school. The school will not take responsibility for these items.

## **Electronic Device Policy:** (Mr. Dubey)

Cell phones and any electronic devices brought to school are at the risk of the scholar. The school is not responsible for any missing or lost electronic devices. Scholars bringing these types of devices to school shall immediately turn them off before entering the building. No electronic devices, to include charging cords, should be out during the day. If a scholar is in possession of an electronic device and it is visible during the school day, it will be taken and returned to a parent/guardian. **No Exceptions!**

To avoid any issues, scholars are encouraged to keep electronic devices at home, as there are phones available for scholar use, in the Main Office, with teacher approval.

## **Bicycles, Skateboards, Roller Skates & Hover boards**

Skateboards, hover boards, etc. may not be brought to school. They can cause injury to the rider or others. Bicycles can be brought to school and locked on the bike rack at a student's risk. The school is not responsible for stolen bicycles.

## **School Property** (Mr. Shelmerdine, Mr. Stackhouse, Mr. O'Connell)

Scholars may not deface or otherwise damage school property, including books, furniture, walls, desks, etc. Any scholar doing such damage will be required to repair, replace or pay cash for damaged items and be subject to disciplinary actions

## **Lockers** (Homeroom teacher/Team Admin.)

Each scholar will be assigned a locker. Scholars should keep their combinations private. Lockers should be free of magic marker and other permanent marks. Posters and pictures inside the locker are acceptable decorations. Lockers belong to the school district may be opened at any time by school district officials.

## **You must return a completed emergency card to obtain your locker!**

## **Smoking**

Scholars may not smoke or "vape" in school, on school buses, on school grounds or at school events.

## **Gambling**

Card playing, throwing dice, pitching coins, etc. are not allowed on school grounds or at school sponsored events. **NO BETTING!**

## **Food Service** (Mr. Ward)

Lunch menus are on the District's home page. Breakfast and lunch are served on the first day, and breakfast and lunch are served **free of charge to all students**. Applications are still required free or reduced lunch. Please be sure to return the applications as soon as possible.

## **Did you know that Lincoln Middle School was built in 1974?**

**We are celebrating our 45<sup>th</sup> anniversary  
this year!**



# Lincoln Middle School H.A.L.L.S. Procedure



- H- Hands by our side**
- A- All eyes forward**
- L- Lips zipped**
- L- Legs walking safely**
- S- Stick together**

# Lincoln Middle School

## C.L.A.S.S. Procedure



- C-** Come to class on time
- L-** Listen to all instructions & directions
- A-** Actively participate
- S-** Stay in your seat
- S-** Speak appropriately



## LINCOLN MIDDLE SCHOOL VOICE LEVELS

<b>LEVEL 0</b>	<b>SILENT!</b>
<b>LEVEL 1</b>	<b>“SPY TALK” (WHISPER)</b>
<b>LEVEL 2</b>	<b>PARTNERSHIP &amp; SMALL GROUP</b>
<b>LEVEL 3</b>	<b>NORMAL VOICE</b>
<b>LEVEL 4</b>	<b>PRESENTER</b>
<b>LEVEL 5</b>	<b>OUTSIDE</b>

## **ARRIVAL PROCEDURES**

- Enter the building using the side door
- Use a level 2 voice
- Walk at all times
- Staff will greet each child at arrival.
- Students go to the following areas:
  - 6<sup>th</sup> grade = café
  - 7<sup>th</sup> grade = gym
  - 8<sup>th</sup> grade = auditorium
- Stay seated in either location until your team is called to go to homeroom.

## **DISMISSAL PROCEDURES**

- ∄ Remain in your classroom until your teacher dismisses your class
- ∄ Teachers will dismiss classes once Teams have been called for dismissal
- ∄ Use a level 2 voice.
- ∄ Walk at all times.
- ∄ Staff will be in halls to assist students with lockers.
- ∄ Teachers should walk students to the assigned exit door at dismissal.



## CAFETERIA PROCEDURES

- ⊘ **Come in with your class using H.A.L.L.S.**
- ⊘ **Sit in your assigned seat**
- ⊘ **Wait for your table to be called up to the cafe line.**
- ⊘ **Voice level 2**
- ⊘ **Clean up your area and throw all garbage away.**
- ⊘ **Walk at all times**
- ⊘ **Be respectful of others' space.**
- ⊘ **Stay seated.**
- ⊘ **Wait to be called to line up with your class for dismissal.**
- ⊘ **Transition with your class using H.A.L.L.S.**



**One of this year's Smart Goals for Lincoln is to achieve 90% schoolwide attendance for the 2019-2020 school year monitored and supported weekly by an attendance committee.**

**Be here every day! Every day counts!**