STUDENT & FAMILY HANDBOOK
2019-2020

Lincoln Middle School

Suellen Santiago - Principal
santis@portlandschools.org

Robyn Bailey - Assistant Principal
bailer@portlandschools.org

522 Stevens Avenue
Portland, Maine 04103
Telephone: 207-874-8145
Fax: 207-874-8288

Visit Lincoln’s website to view the Student Handbook online:
https://lincoln.portlandschools.org
Important Links

About this Handbook  ............................................................1
Attendance .................................................................2
About Lincoln Middle School ........................................3-5
Technology .................................................................5-6
Records .................................................................6
District Policy ...............................................................6-8
Structures at Lincoln ..................................................8
Co-Curricular Activities .................................................8-10
Conduct Code ............................................................10-12
Grading Guide ............................................................12-13
Student Services ........................................................13
LMS Traditions .............................................................14
Grading & HOWLS Rubrics .............................................15
Notice of Student Rights ..............................................16-17
A NOTE TO STUDENTS AND PARENTS/GUARDIANS
Students and parents/guardians are responsible for reading and following the rules and policies in this handbook. This handbook has been developed within the framework of the Portland School Board Policy Manual. In case of conflict between School Board policy and the rules in this handbook, the most recent version of School Board policy will prevail. The school administration reserves the unlimited right to make changes in the handbook without prior notice. The handbook is provided solely for the convenience of students, parents and staff, and the Portland Public Schools, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred. Questions and comments about the handbook may be addressed to the school counselors, assistant principal or principal.

Rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Student discipline for inappropriate behavior will be handled according to our school wide discipline plan. This plan includes consequences that are predictable, inevitable and escalating, and consequences may be more severe than listed based on the severity of the behavior. More information is available in the “CONDUCT CODE” section of this handbook. This plan, which currently includes consequences that are escalating in nature, will be under review and revision this year with the goal of creating more opportunities for collaborative problem solving and restorative practices at the classroom, house, and main office level. Consequences may be different than listed based on the severity of the behavior.

EQUAL EDUCATIONAL OPPORTUNITIES
The Portland Public Schools are committed to the concept and implementation of equal educational opportunities, as required by federal and state laws, for all students, regardless of race, sex, color, national origin, ancestry, religion, disability, or sexual orientation.

Students or parents/guardians should direct any questions or concerns regarding equal educational opportunities to the Director of Human Resources, Portland Public Schools, 353 Cumberland Avenue, Portland, ME 04101. Telephone: 874-8100.
ATTENDANCE

School hours for 2018-19 are 7:45am–2:15pm. Students are considered late to school after 7:45am. Parents/guardians are expected to notify the school office before 8:30am if their child will be absent or tardy. Parents may call 874-8145 or email the attendance secretary at pelles@portlandschools.org to report absences and tardies.

Absences
Regular and punctual school and class attendance are essential to a student’s educational success. Students are expected to attend school every day unless they have an excused absence. Excused absences are defined by Maine law and School Board policy as follows:

▪ Personal illness;
▪ An appointment with a health professional that must be made during the school day;
▪ Observance of a religious holiday when the observance is required during the regular school day;
▪ A family emergency; and
▪ A planned absence for a personal or educational purpose which has been approved in advance by the school.
▪ Educational disruption as defined in Maine law.

Absences for other reasons are considered unexcused and may result in disciplinary consequences. A sixth grade student is considered habitually truant if s/he has 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year. A seventh or eighth grade student is considered habitually truant if s/he has 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. Habitual truants will be reported to the Superintendent of Schools and Portland Police; parents may be fined if the problem is not corrected.

Late Arrival
It is also important for students to arrive at school and in classes on time. Students who arrive after school starts must report to the office with a signed note from a parent/guardian explaining why they are late. Tardiness is excused for the same reasons as absences – see above. Unexcused tardies may result in detention or other disciplinary consequences. Students who arrive to school after 7:45 are considered late and must sign in at the main office.

Student Dismissal
No student is permitted to leave school during the school day without permission of the principal or her designee and the student’s parent/guardian. Parents should send a written note to school on the morning of the day when their child must leave early. (Note: It is difficult to get students during lunch time and, therefore, recommended that students being dismissed at lunch time bring a note and get a dismissal slip from the Main Office in the morning.) To ensure the safety of students, we will release a student only to parents, legal guardians, and persons who are specifically authorized in writing by parents/legal guardians to pick up the student. If a student does not have a note from a parent/guardian, the parent/legal guardian or authorized person must come in and sign the student out in the Main Office. The principal has the authority to deny release of students to unknown or unauthorized persons.

Please see School Board policy for Student Absences & Excuses, Attendance, Truancy, & Student Dismissal Precautions at http://www.portlandschools.org/board_of_education/board_policies/book_j_-_students Section J, for more information.
ABOUT LINCOLN MIDDLE SCHOOL

Backpacks, bookbags, textbook carriers
For reasons of safety and security in our building, the use of backpacks, bookbags, textbook carriers, nylon drawstring sports packs, etc. is restricted during the school day. Before the school day starts, students will leave all carriers and school materials in their lockers except those required during the morning schedule; all necessary supplies for classes will be carried in hand.

Bicycles, skateboards, scooters, in-line skates, etc.
Students who ride bicycles to school must park them in the racks provided. Bicycles should be locked when not in use. Because of potential injuries and lack of adequate storage, students may not bring to school or use on school grounds skateboards, scooters, in-line skates, roller skates or any similar item. The school is not responsible if a bicycle, skateboard, scooter, etc. is lost, stolen or damaged.

Cafeteria and meal plans
Breakfast is available to all students, free of charge, at the start of the school day in classrooms. Lunch is available daily at a cost of $2.95 or free/reduced for eligible students. Milk is also available for $.50. Students may charge up to 3 meals. All students are expected to follow our school-wide behavior expectations in the cafeteria. Students who do not behave in a safe, responsible, and respectful manner may not be allowed to eat in the cafeteria.

Dances
Students who wish to attend a school dance must obey the following guidelines. Failure to comply will result in the student(s) being excluded from the dance and diminish the chances that another school dance will be held.

- All policies and school rules published in this handbook apply to school dances, including the dress code.
- Being allowed to attend a school dance is a privilege, not a right. Students who have been suspended out-of-school prior to the first dance (or between dances) will be allowed to attend school dances only if the student has not been referred to the office for any disciplinary action following the suspension and before the dance. A student who is suspended out-of-school during the week of a dance is not eligible to attend the dance. If there is a question about student eligibility to attend a dance, the principal and/or assistant principal will determine the student’s status.
- Lincoln Middle School dances are open to Lincoln Middle School students only.
- Students must be present in school on the day of the dance in order to attend the dance (excused tardiness or approved dismissal – not for illness – are the only exceptions).
- If a student has paid to go to the dance and has an excused absence the day of the dance, money will be refunded the following school day. Refunds not collected by students on that day will be deposited as a contribution to the school. No other monies will be refunded.
- Each student may purchase one ticket prior to the dance at the time of sign-up. No tickets will be sold at the door and students who have not signed-up and paid ahead of time will not be allowed to enter the dance.
- Students must use the designated doors in the rear of the building to enter and leave the dance.
- Once inside the dance, students must stay until the end of the dance. Students are not allowed to wander the building. Only designated restrooms in the immediate dance area will be used.
- Running in the dance area or other inappropriate behaviors are not allowed during the dance, including sexually explicit or suggestive behavior, including bumping or grinding. Students are expected to conduct themselves properly at all times throughout the evening.
- Arrangements for rides home must be made before the dance. There are no school phones available before, during or following the dance.
- If a student has to leave the dance early, a note from a parent/guardian granting permission must be presented to a school administrator. A parent/guardian must be at Lincoln Middle School to pick-up the student.
- Students will be required to leave the dance if their actions have violated any of our policies or rules and the principal or assistant principal will call parents immediately. Additional consequences may follow.
**Dress code**
The responsibility for the dress and appearance rests with the individual student and the parent(s)/guardian(s). This won’t be interfered with unless the choices being made pose health or safety risks or are disruptive to the learning process. For health and safety reasons, students are required to wear shoes or other footgear while at school or participating in school-sponsored co-curricular activities, with the exception of activities that require students to be barefooted (e.g. swimming).

The Following are some, but not all, examples of clothing that could disrupt learning:

- Clothing with statements/graphics that violate others’ civil rights.
- Clothing that references illegal behavior such as violence, drugs, sex, alcohol or tobacco.
- Clothing needs to cover the midriff and undergarments.

Specific dress/attire may be deemed appropriate for a school, co-curricular, or community events.

- Expectations will be shared and taught far in advance, so school personnel can support students to know and meet these expectations.
- Students will not be excluded from participation in school activities and events.
- Students should keep in mind that the safe participation in some classes, such as Physical Education, requires appropriate dress.

*Students struggling to meet these expectations will be addressed individually and tactfully by an adult in the building. When necessary, a parent will be called to provide alternative clothing for a child whose attire is deemed inappropriate.*

**Physical Education Dress Code**
For safety and hygiene reasons, students should dress in appropriate clothes for physical exercise. The appropriate dress code for all students in personal fitness will be as follows:

- Jogging suit, yoga pants, sweat pants, or appropriate shorts, T-shirt or sweatshirt
- Sneakers (open toed shoes, such as sandals or flip-flops, and boots are not allowed).

Compliance with other Dress Code standards described in the Student Handbook (see above) is also expected.

Please see School Board policy for Student Dress Code at [http://www.portlandschools.org/board_of_education/board_policies/Section_J](http://www.portlandschools.org/board_of_education/board_policies/Section_J) for more information.

**Elevator use**
Elevator keys will be issued to students with a documented medical condition limiting their ability to use the stairs. Keys are available in the Main Office, which is located on the first floor. Keys can be checked-out in the morning and must be returned to the Main Office at the end of each school day. A student who is unable to carry his/her books and other school supplies will be allowed to have one student ride on the elevator to help. Students riding the elevator without permission will be subject to school discipline. It costs $10.00 to replace an elevator key.

**Late bus**
Service is provided Monday, Tuesday, Thursday, and Friday for students who stay after school for extra help, detention, make-up work, practices and other school-related reasons. The late bus leaves at approximately 3:40 p.m. Students need a signed pass from the staff member they were with after school to ride the late bus. Inappropriate behavior may result in the loss of the late bus service.
Lockers & locks
All students are assigned a locker near their house area, whenever possible. **Lockers should always remain closed and locked.** If a lock is lost or stolen, students are responsible for the cost of the replacement lock. Any non-school issued locks will be removed from lockers immediately. Students are reminded not to give out their locker combination to anyone and not to leave valuables in their locker at any time. Any locker is subject to a search by administrators at any time; there is no expectation of privacy when using a school locker. If a student's locker is broken, students are asked to report that to a teacher and/or the Main Office immediately.

Selling items by students
Students may not sell products of any kind on school grounds or school transportation. The only exceptions include products that are part of a school-sponsored and school-sanctioned fundraising project, but such activities must be limited to times that do not interfere with the instructional program.

TECHNOLOGY
Every Lincoln student is assigned a device that is designated exclusively for that one student's use for the whole year. These devices are used in every step of learning and are essential tools that allow Lincoln students to be leaders of their own learning. Use of the Portland Public Schools computer network and the Internet is a privilege, not a right. Misuse of computers and/or internet privileges, resulting in a violation of School Board policy and/or school rules, will result in loss of computer/internet privileges and disciplinary action as determined by district policy, school rules and building administration. Students are required to follow district policy and rules at all times and have no expectation of privacy in their use of school devices and/or wireless network. Students and/or parents/guardians may be required to pay for damages caused by misuse, abuse or neglect.

The one-to-one computing at Lincoln comes with a high expectation of students to show respect and responsibility in their use of technology. These are some highlights of important information about use of school devices by Lincoln students:
- The devices remain, at all times, property of Portland Public School District, and must be used only by the designated student.
- Devices are academic tools for learning. They are not to be used for entertainment purposes. Students are encouraged to look for new educational apps. Inappropriate use of technology can result in the student losing technology privileges.
- Students are required to sign a Digital Citizenship Agreement and Acceptable Use Policy. Parents are expected to supervise the use of devices at home, including but not limited to: iCloud storage, applications, safety of the device, and checking internet browsing history. Students may not delete their history.
- Even with a Protection Plan, students may be responsible for part of the cost to repair/replace damaged devices. STUDENTS MUST TREAT LAPTOPS WITH EXTREME CARE!

Take home privileges
- Students will take home laptops only when they have an assignment that requires the laptop.
- Students must write the assignment in their planner and get the assigning teacher's signature (or stamp, e.g.) to verify the need for the computer.
- Homeroom teachers will refer to the planner to verify that a student is licensed to take home their computer. (HR teachers/houses make up an accountability system that works for them.)
- Unless the homework assignment specifically requires the laptop, laptops stay at school.
- Unless the assignment is in the planner with teacher verification, the laptop stays at school.
- A student who loses their planner must replace it. No planner, no laptop at home.

Reminders:
- Students can stay after or come early to school to do this work, or use available SLT.
Teachers are encouraged to have students stay after or come early, and use SLT time as appropriate, for work requiring the laptop.

Teachers should communicate with each other when questions or concerns arise, to support students in following this protocol.

As in the past, laptops ALWAYS stay at school over vacations and prior to standardized testing.

**MEDICAL & STUDENT SERVICE RECORDS**

**Immunizations**

Maine law requires all students to receive the following immunizations: three polio (one after the first birthday); three DPT (diphtheria/pertussis/tetanus); rubella (German measles); mumps and measles. **Additionally, the state now requires all 7th graders to provide documentation of 1 DPT or TD after age seven and one dose of Meningococcal meningitis vaccine.** If your student has had the chickenpox or the varicella vaccination, please send proof of the immunity to the school nurse. Non-immunized students are not permitted to attend school unless the parent/guardian provides a written statement from a physician that immunization against one or more diseases may be inadvisable or the parent/guardian provides a written statement that immunization is contrary to their religious, moral or philosophical beliefs. The Superintendent and/or public health officials may exclude non-immunized students from school if there is a health threat to the student or others. Questions concerning these requirements may be addressed to the school principal or nurse.

**Other electronic devices**

**Students are strongly discouraged from bringing electronic devices, such as cell phones, iPods, handheld devices, etc., to school.** All personal electronic devices must be turned off and put away so they are not visible. **Students are NOT allowed to use these devices from 7:45 am – 2:15 pm without the permission of a staff member.** Electronic devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. Students who do not cooperate when asked to turn off and put away electronic devices risk disciplinary consequences, including confiscation of their electronic items.

- Students are not allowed to bring their own laptops, iPads, tablets, etc. to school for personal use unless they have permission from the principal or assistant principal.
- Students are not allowed to possess laser pointers at school and they will be confiscated.
- Lincoln and the School Department are not responsible or liable for any item that is lost, stolen or damaged.

**Please do not text message or call your student on their electronic devices during school hours.** If you need to reach your child, please call the main office.


**Student records**

The Portland Public Schools comply with all federal and state laws concerning confidentiality of student records. A notice is sent home with students at the beginning of the school year about parent and student rights concerning student records. If you need more information, please contact the principal or your child’s school counselor.
DISTRICT POLICY

Special Education Records
The Portland School Board has adopted a complete set of policies related to special education services. If you need more information, please contact the principal, your child’s teacher, or your child’s school counselor.

Bus transportation
Bus transportation is provided for middle school students who live greater than two miles from school. Special education students or students with medical needs who do not meet the distance requirement may be allowed to ride the bus under some circumstances. **Riding the bus is a privilege and not a right. Students who do not follow the Student Bus Conduct Code will be disciplined and risk losing their privilege to ride the bus.** If this happens, parents/guardians will be responsible for transporting the student to and from school.

Please see School Board policy for Student Bus Conduct at
http://www.portlandschools.org/board_of_education/board_policies/
Section J, for more information

Fire & emergency drills
Fire drills are required by law. Upon the first alarm, all students and staff must vacate the building immediately in a quiet and orderly manner. All alarms should be assumed to signal an actual fire or emergency. No one should re-enter the building until an administrator directs him or her to do so. Directions for evacuation are posted in each room and office. Setting off false fire alarms is illegal and endangers the safety of everyone in the building. Portland Police and Fire Departments will investigate false fire alarms and any student involved in setting off a false fire alarm will also be subject to school discipline.

Tobacco, vaping, alcohol & other drug use
Students are prohibited from selling, possessing, giving, attempting to sell, or receiving any illegal substance, look-alike drug, or drug paraphernalia. Students violating this will be subject to immediate suspension from school and school activities after due process. It may also result in a referral for expulsion. This will also result in referral to a law enforcement officer.

- Any substance containing alcohol or that poses a health risk to students is prohibited from school grounds, at school events, or in school vehicles.
- Any prescription drug, medicine, or other chemical including but not limited to pain relievers, diet pills, no-doze pills, depressants, and sleeping pills not taken in accordance with authorized use are not to be in school.
- Authorized use of prescription drugs will consist of the school nurse (or a designee) administering the medicine or drug to the student in accord with a parent’s/ guardian’s written request and physician’s authorization.

Students exhibiting behaviors that may indicate drug or alcohol possession or use, will be reported to the principal and excluded from class, instructional areas, or programs in progress. The student’s parent/guardian will be notified immediately. Should the student need medical attention, MEDCU will be notified. If the student appears to be dangerous to others, police department assistance may be requested.
Should the student not need medical attention and not present an imminent danger to him/herself or others, the student will be released from school in the custody of his/her parent/guardian.

*Please see [http://www.portlandschools.org/board_of_education/board_policies](http://www.portlandschools.org/board_of_education/board_policies) for more information.*

**STRUCTURES at LINCOLN**

**Houses & Lions Pride Advisory**
The entire student body of Lincoln Middle School is divided into two houses, or academic teams, named per grade level. When students enroll at Lincoln, they are placed into one of these houses and remain in that house for their 2 years through 6th and 7th grade. In 8th grade, teams are reshuffled and will place on one of two 8th grade houses.

Houses are further subdivided into **Lions Prides**. A pride is a base group of approximately 20 students. The Pride structure provides each student with a one-to-one relationship with a Lion’s Pride teacher - an adult advisor - at the school, as well as a consistent and ongoing small-scale peer community. Prides meet twice a week to build community, share in common experiences and deliver school-wide announcements. Parents are encouraged to be in contact with their student’s Lions Pride teacher with any general concerns.

**School Schedule**
The school day begins at 7:45 AM and ends at 2:15 PM. Outdoor supervision for students awaiting the start of the day begins at 7:15 AM. Students may also participate in before-and after-school activities and extended learning time. The only bells at Lincoln happen in the beginning and the end of the day. Lincoln uses a 5-day cascading schedule rotation.

Lincoln students participate in many different classes and activities during school hours, including:

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>Math</th>
<th>Technology</th>
<th>Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Studies</td>
<td>Music</td>
<td>STEM</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Science</td>
<td>Art</td>
<td>World Language</td>
<td>Literacy</td>
</tr>
</tbody>
</table>

All students in all grades who are interested in BAND, CHORUS or ORCHESTRA have the option to enroll in and attend those classes during the school day. Orchestra and Band students may also be scheduled with additional pullout lessons and rehearsals during the school day.

**CO-CURRICULAR**

**Activities, clubs and sports**
Lincoln offers many co-curricular activities and all students are encouraged to participate in one or more activity. Examples of clubs and activities include, but are not limited to: Civil Rights Team, Drama Club, Math Team, School Newspaper, Student Council, Yearbook, and sports teams. **We challenge every Lincoln student to become involved in at least one co-curricular activity or club each year. Be part of LMS by getting involved!**

Students must have a physical examination every two years in order to participate in school-sponsored athletic programs. The two-year period MUST include the ENTIRE SEASON of the sport(s) the student is playing. Evidence of a physical exam must be signed by a health care provider and given to school staff before a student will be allowed to participate.
Below are interscholastic sports offered at the 7th and 8th grade levels. **Sports in which sixth grade students can participate are marked with an asterisk (*)**. Sixth grade students may not participate in any other 7th or 8th grade sport. These are guidelines set forth in the middle school constitution of the Southern Maine Middle School League and as a member of this league Lincoln Middle School must adhere to these guidelines.

<table>
<thead>
<tr>
<th>FALL SPORTS</th>
<th>WINTER SPORTS</th>
<th>SPRING SPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer*</td>
<td>Basketball*</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country*</td>
<td>Indoor Track*</td>
<td>Softball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Swimming*</td>
<td>Outdoor Track*</td>
</tr>
<tr>
<td>Tennis*</td>
<td>Wrestling*</td>
<td></td>
</tr>
</tbody>
</table>

All students participating in athletics at Lincoln Middle School must ride on the team bus to and from athletic contests/events (site to site). However, students may be transported from a game by parents/guardians. Should a responsible adult other than a parent/guardian provide transportation from a game, a **note from the parent/guardian must be presented to the coach at least two days in advance of the actual date of the transport**. Or, in case of an emergency a parent may sign a release, which coaches have available at each event.

Sign-ups for activities are published in our Daily Bulletin and can be accessed from our web site at [http://lincoln.portlandschools.org](http://lincoln.portlandschools.org). Students who participate in co-curricular activities must abide by the Co-Curricular Activities Code of Conduct.

**A reminder about expectations for everyone’s safety when attending events in our gym:**

- No food or drink is to be brought into the gym;
- The area under the bleachers is off limits;
- The basketball court and stage are off limits at all times; and
- Conduct yourself in a manner that is respectful to the players, coaches and spectators and that respects property, space and rights of others at all times.

Failure by any student to abide by these expectations will result in that student being told to leave the gym and school property.

**Students will not be allowed to attend or participate in any co-curricular activities under the following circumstances:**

- If a student misses any portion of a school day with an unexcused absence.
- If a student is suspended from school (both in-school and out of school suspension).
- If the event/activity is directly after school and a student has been assigned a detention by the office or a teacher, the detention takes precedence over the activity and must be served before the student can participate in-curricular activities. Students who fail to fulfill assigned consequences will face further consequences that may include loss of the privilege of participating in co-curricular activities.
- If a student does not take and pass a full middle school schedule of classes each marking period.
- If a student earns a HOWL score of 1 for Respect, Responsibility, or Perseverance in any class.

The Principal or his/her designee is responsible for certifying the eligibility of all students participating in athletic and co-curricular activities. (See Flow chart below)

*Please see School Board policy for Co-Curricular Activities & Extracurricular Activities at [http://www.portlandschools.org/board_of_education/board_policies/](http://www.portlandschools.org/board_of_education/board_policies/)
Section J, for more information.*
CONDUCT CODE

Student Discipline
The Lincoln Middle School Community is dedicated to developing and sustaining a positive learning culture that is respectful, responsible, and safe. We are committed to the academic, social, and emotional well-being and success of our entire learning community. To help achieve this, we focus on teaching and acknowledging positive behaviors across our school.

School-wide Positive Behavior Expectations

Be Safe
Be Responsible
Be Respectful

The Portland schools take the issue of student and staff safety very seriously. In order to maintain a safe, respectful, and orderly school environment, it is very important for students and parents/guardians to understand and follow all policies and rules governing student conduct.

These policies and rules apply to any student who is on school property, at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare
of the school. Students can be disciplined for off-campus misconduct if their actions have a negative, direct impact on our school, programs, students, or staff.

Students who engage in any of the prohibited behaviors addressed below are subject to discipline, including but not limited to, consequences determined by teachers, quiet lunch, detention, school service, loss of privileges, loss of inappropriate item(s), restitution for damaged property (including parental liability for damages), removal from school or school sponsored events, suspension, referral to Portland Police for criminal prosecution and/or expulsion.

The School Board has adopted several policies on student conduct, which limit or prohibit specific behaviors and require specific consequences in some cases. In case of conflict between School Board policy and rules in this handbook, the most recent version of School Board policy will prevail.

Please see the following School Board policies regarding student conduct at:
http://www.portlandschools.org/board_of_education/board_policies/
Sections A, E, and J for more information

- Academic Honesty (J)
- Administration of Medication to Students (J)
- Attendance Policy K-12 (J)
- Bomb Threats (E)
- Bullying (J)
- Co-Curricular Activities Code of Conduct (J)
- Copyright Compliance (E)
- Drug and Alcohol Use by Students (J)
- Expulsion of Students (J)
- Harassment (A)
- Hazing (A)
- Student Absences and Excuses (J)
- Student Internet Acceptable Use & Internet Safety Policy (I)
- Student Bus Conduct Code (J)
- Student Computer & Internet Use Rules (I)
- Student Discipline (J)
- Student Dress Code
- Student Searches (J)
- System-Wide Student Code of Conduct (J)
- Student Suspension (J)
- Student Tobacco Policy (A)
- Student Use of Cellular Telephones & Other Electronic Devices (J)
- Truancy (J)
- Weapons, Violence and School Safety (J)

In addition to the behavior limited or prohibited by School Board policies, the following student conduct is prohibited by school rules and subject to disciplinary action:

- Aggressive behavior such as name-calling, threatening, pushing, hitting, etc. See “BULLYING”.
- Any behavior that is determined by the school administration to be dangerous or disruptive
- Breaking classroom rules
- Cheating, plagiarism, or assisting another student to cheat or plagiarize
- Computer/internet misuse
- Defying the authority of any staff member, including teachers, administrators, educational technicians, bus drivers or coaches
- Depositing on school property any stink bomb or other device or substance, which releases or is designed to release noxious, offensive odors (Criminal use of noxious substances is a Class E Crime.)
- Disorderly behavior such as shouting, running in hallways, pushing, throwing objects, littering, etc.
- Disrupting the school, classes, or the educational process
- Dressing in a manner that poses health or safety risks, or causes substantial disruption of the educational process, including gang related attire. See “DRESS CODE”.
- Electronics use, including cell phones, iPods, CD players, etc., without teacher permission and/or for something other than educational use. See “OTHER ELECTRONIC DEVICES”.
- Failing to return school property, such as technology, textbooks, uniforms, or library books
- Failing to satisfy assigned consequences, such as detention, quiet lunch, school service, etc.
- Fighting
- Forgery or altering school documents, records, parental notes, or passes
- Gum chewing per discretion of the teacher
- Leaving school grounds without permission
- Lying and/or providing false information to school staff
- Possession of drug/alcohol paraphernalia, such as matches or lighters
- Refusing to work
- Riding the elevator without permission. See “ELEVATOR USE”.
- Selling items without permission, such as food, candy, cards, etc.
- Setting off false fire alarms. See “FIRE DRILLS”.
- Skateboarding, scooters, in-line skates, roller shoes, etc.
- Stealing school property or the property of others
- Swearing, foul or abusive language
- Throwing snowballs or other objects on or near school property
- Unexcused absences/tardiness to school or classes
- Vandalizing, damaging, or tampering with school property or the property of others
- Violating any law

In addition to the policies and rules outlined above, Lincoln Middle School students are expected to follow these procedures:

- If a student needs to see a teacher before 7:40 am, the student must check in at the Main Office first;
- Students who arrive at school prior to 7:40 should wait outside the building or in the cafeteria until the first bell rings in the morning at 7:40am. Unless students have arranged to meet with a teacher or have a scheduled club or activity to attend, they should not arrive on campus earlier than 7:30am;
- Once students arrive on school grounds, whether via bus, drop off, or walking, they are NOT permitted to leave school grounds for any reason.
- Stay to the right in hallways and on stairs;
- Eat food in the cafeteria or in classrooms under the supervision of a staff member;
- Leave school property immediately after dismissal at 2:15pm unless staying with a teacher or for a school sponsored club or activity.

**Bullying**

No student should be afraid to come to school because of bullying, and no parent should be worried that their child may be bullied. Bullying in any hurtful or aggressive act toward a person or group of people. Bullying behaviors include insults, threats, name-calling, put-downs, spreading rumors, making fun of people, hitting, and kicking, to name a few. Some acts of bullying break laws when they involve extortion, battery, sexual harassment or hate behaviors. **Bullying is cruel, disrespectful and not allowed at Lincoln Middle School.** Any member of the school community should feel free to report bullying without fear of retaliation for reporting. Students who bully others can expect inevitable and escalating consequences.


**GRADING GUIDE OVERVIEW**

**Principles, targets & reporting**

At Lincoln Middle School, we use a practice called **proficiency-based grading.** Standards-based grading is a system of reporting student mastery of specific knowledge or skills. The information that students are expected to know is made very clear in the form of standards and learning targets.
A **learning target** is a statement that translates a standard into specific goals that the students can understand. Each standard may be broken down into multiple learning targets, and learning targets are posted in classrooms daily so that students can take ownership of their achievement and understand what they are learning and why.

Student achievement of learning targets is graded using a scale from 1 - 4, rather than a percentage system. This way students can focus on developing their knowledge and skills rather than achieving a certain number of points. We use two types of assessments at Lincoln:

- **Formative assessments** are assessments for learning that occur at the outset of and during learning to provide students with a clear vision of learning targets and to give opportunities for feedback and improvement.
- **Summative assessments** are assessments of learning that reflect student progress at a particular point in time, and are used to determine a student’s mastery of a long-term learning target.

A very important part of standards-based grading is that academic achievement is assessed separately from character traits. There are certain **Habits of Work and Learning (HOWLs)** which exemplify the character traits of respect, responsibility, and perseverance, which are essential to student success. We assess a student’s HOWLs separately from his or her academic achievement in order to help strengthen those character traits.

Together, students and teachers build a comprehensive body of evidence that includes multiple quality assessments that offer students different methods of demonstrating proficiency. Students’ achievements are reported in the form of **quarterly progress reports** and **semester report cards**. Students also have opportunities to discuss their achievement during conferences.

**STUDENT SERVICES DEPARTMENT**
The Student Services Department at Lincoln is here to provide support to all Lincoln students. The staff of Student Services works collaboratively with students, families, and staff to:

- support social and emotional wellbeing for every student
- assist during transitions to create a strong foundation for social and academic success
- connect families to community resources
- provide social and emotional support for students
- act as liaisons between families and teachers
- help with transitions for new and transferring students, and in 8th graders’ transition to HS
- connect families with referrals to outside agencies and resources

**Sharon Pelletier**  
Administrative Assistant and Registrar  
pelles@portlandschools.org

**Kathy Randall**  
Social Worker  
randak@portlandschools.org

**Margaret Bessey**  
School Counselor  
bessem@portlandschools.org

**Deb Mazjanis**  
School Counselor  
mazjad@portlandschools.org
TRADITIONS & EXPERIENCES

**Rippleffect:** Each October for two nights and three days, seventh graders and their teacher teams attend Cow Island with Rippleffect. There, students explore and experience relationships between learning and risk taking, feeling supported and offering support to others, working independently and bringing one’s best intentions and energy to the community. The program is a natural fit with our Habits of Work and Learning (HOWLs) and Lion’s Pride curriculum. Students are challenged physically, intellectually and emotionally. The experience is a life changing event for many of our students, and translates into all aspects of learning at Lincoln.

**Sustainability Science/Dome:**
In 2007, eighth graders at Lincoln Middle School built a geodesic dome where the modulars had previously been located. This dome is used as a "self sustaining living classroom", meaning that it provides itself with all of its energy needs. It includes solar panels, raised outdoor planting beds and a second floor greenhouse.

**Faculty and Parents Basketball Game:** Every spring, our staff and parents take part in a highly competitive basketball game. This friendly fundraiser is lead by student coaches and refereed by one of our very neutral teachers! Students enjoy being on the sidelines watching the adults go head-to-head in support of our PTO who support teachers with grant-funded projects all year long.

**School’s Out 5K!** This is a family-friendly, fun 5k to celebrate Lincoln Middle School, the end of the school year, and the Lincoln community! There are awards for: overall male/female; LMS male/female staff; 6/7/8 grade overall male/female; rising 6h grade male female; and K-4 grade overall male/female.
### Understanding Scores on the Progress Report

<table>
<thead>
<tr>
<th>Description</th>
<th>Numeric Score</th>
<th>Your student...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeding</td>
<td>4</td>
<td>is exceeding the standard.</td>
</tr>
<tr>
<td>Meeting</td>
<td>3</td>
<td>is meeting the standard.</td>
</tr>
<tr>
<td>Approaching</td>
<td>2</td>
<td>is close to meeting the standard.</td>
</tr>
<tr>
<td>Beginning</td>
<td>1</td>
<td>is in the beginning stages of this standard or there is not enough evidence yet.</td>
</tr>
</tbody>
</table>

### LEVELS

1. Even with reminders, not yet
2. With reminders
3. Independently
4. Consistently demonstrates leadership in this area

### LMS PBIS Rubric

<table>
<thead>
<tr>
<th>STANDARDS</th>
<th>INDICATORS</th>
</tr>
</thead>
</table>
| **BE SAFE** | I use my body safely and calmly.  
I am where I am supposed to be at all times.  
I use a hall pass when I need to go somewhere.  
I use a quiet voice (level 0-1) |
| **BE RESPONSIBLE** | I communicate politely and kindly.  
I use appropriate school language and tone.  
I respect other people’s need for personal space. |
| **BE RESPECTFUL** | I am honest about my actions and own them.  
I try to understand how my actions impact others.  
I work to repair damage done.  
I know and follow school-wide expectations. |

### LMS HOW/Ls Rubric

<table>
<thead>
<tr>
<th>STANDARDS</th>
<th>INDICATORS</th>
</tr>
</thead>
</table>
| **RESPECT** | I demonstrate positive and kind behavior.  
I cooperate with others.  
I actively listen (eyes, ears, mouth).  
I treat all property with care. |
| **RESPONSIBILITY** | I follow directions (stop when asked to stop).  
I am prepared for learning.  
I know the learning targets and can strive to meet them.  
I participate in my classroom and community.  
I take initiative for my learning.  
I complete all my homework and classwork. |
| **PERSEVERANCE** | I focus on learning.  
I self-assess to improve.  
I ask questions to deepen my understanding.  
I keep working until the task is complete.  
I reflect on my work accurately.  
I revise my work to make it better.  
I see failure as a chance to learn and improve.  
I miss class time only when necessary. |
ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS
The Family Education Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records
Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected in the presence of school staff. Parents/eligible students may obtain copies of education records at a cost of $0.10 per page.

B. Amendment of Records
Parents/eligible students may ask the School Department to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing and information about the hearing process.

C. Disclosure of Records
The School Department must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances permitted by law or regulations as summarized below.

1. Directory Information
   The School Department designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet). Parents/eligible students who do not want the School Department to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later. This opt-out request will remain in effect unless and until it is rescinded.

2. Military Recruiters/Institutions of Higher Education
   Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the School Department must comply with any such request, provided that parents have been notified of their right to request that this information not be released without the prior written consent. Parents/eligible students who do not want the School Department to disclose this information without their prior consent must complete the Military Recruiter/Post-Secondary Institution Access to Student Information Form provided by their child’s high school by September 15th or within two weeks of enrollment, whichever is later. Parents/eligible students may submit the form at any time during the year, but it cannot be retroactive.

3. School Officials with Legitimate Educational Interests
Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and volunteers who are under the direct control of the School Department with regard to education records.

4. Health or Safety Emergencies
   In accordance with federal regulations, the School Department may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

5. Other School Units
   As required by Maine law, the School Department sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained.

6. Other Entities/Individuals
   Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

D. Complaints Regarding School Department Compliance with FERPA
   Parents/eligible students who believe that the School Department has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education 400
   Maryland Avenue, SW Washington, DC
   20202

   Complete update: May 14, 2013
   Revised: November 18, 2014