



Lincoln Middle School



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STUDENT & FAMILY HANDBOOK 2020-2021-Hybrid Version

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Visit Lincoln's website to view the Student Handbook online:
<https://lincoln.portlandschools.org>

Our guiding principles for reopening in preparation for the 2020-21 school year are centered around the health, safety and well-being of our community. In preparation, please take time to carefully review the contents of this handbook along with the [District's Reopening Plan Guide](#). We have updated sections to make them relevant for these unprecedented times.

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

The school hours for middle school students this fall are 9:45am- 2:30pm.

- Students are considered late to school and will be marked tardy if they arrive in their Lions' Pride Advisory room after 9:45am on their "in-person" school days.
- Parents/guardians are expected to notify the school office before 9:30am if their child will be absent or tardy from in-person OR remote learning. Parents may call 874-8145 or email the attendance secretary, Sharon Pelletier, at pelles@portlandschools.org to report absences and tardies.
- Students are expected to attend their synchronous Lions' Pride Advisory morning meetings, from 9:45-10:15, on all three of the days they are remote.
- Lions' Pride Advisors will take attendance daily based on student participation in Lions' Pride AND students are expected to complete a daily question in their Lions' Pride Google classroom no later than 10:00am each day.

Absences

Regular and punctual school and class attendance are essential to a student's educational success. Students are expected to attend school every day (in-person or remote) 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.

Pre-arranged absences are for when a family/guardian plans to have their student out for more than 2 days at a time. If you or your family knows, in advance, that your student will need to miss school, your students should complete the [pre-arranged absence](#) form with his/her/their teachers so they know what work/learning will be missed. A parent/guardian should sign the form that they agree to help the student complete the work. This form should be returned completed, to student services for administrator approval prior to the planned absences.

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 Main Office with a signed note/or a phone call 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 at school after 9:45 are considered late and must sign in at the Main Office. We will allow no more than 2 kids into the office at a time. Others, please wait outside the office and adhere to social distancing guidelines.**

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. Due to the ongoing impact of COVID and health and safety guidelines, **parents should either email or call the school on the morning of the day when their child must leave early as they will not be permitted into the building.** 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 parent/guardian, the parent/guardian or authorized person has not emailed or called to allow for student dismissal, we will not allow the student to leave. 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 [NEPN/NSBA Code: IEA COMPULSORY SCHOOL ATTENDANCE](#) Section J, for more information.

ABOUT LINCOLN MIDDLE SCHOOL

Backpacks, bookbags, textbook carriers

Students will be permitted to carry a small bag to and from school with them this year. Students are expected to keep their personal belongings with them in their Learning Group classroom: pens, pencils, notebooks, water bottle, snack, an extra mask, etc. and any other items that may help them throughout the day. These bags will remain with your student at all times. No school supplies will be allowed to be left at school this year as we are not using lockers and the Learning Group classrooms will be used by another group of students on the days when your student is not at school.

Bathrooms Location and Expectations

House	Location(s)	Expectations
House 6-2	2nd floor bathrooms in house area	<ul style="list-style-type: none">● Paper pass (student touch)● 1 in the bathroom● 2 waiting on marked areas, maintaining social distancing● Leave no trace● Wear a mask at all times● Wash/sanitize before and after
House 6-3	3rd floor bathrooms in house area	
Baxter House	1st floor house area	
Camden Hills House	2nd floor house area *gender neutral must go to 6-2 area	
House 8-1	1st floor house area *gender neutral must go to Baxter House area	
House 8-G	Ground floor house area	

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.

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.

Masks

- Students are required to wear a mask/face covering that covers their mouth and nose.
- Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear mask/face coverings.
- Students should bring their own face coverings, but PPS will provide face coverings for students without them, as needed.

Cleaning & Cleaning Systems

As part of a mandate by Governor Mills, we are using powered disinfection to more effectively and efficiently disinfect common touch points more frequently. We will, also, be tracking and recording its use. Please note that Vital Oxide is a disinfectant cleaner, food safe sanitizer, mold killer and odor eliminator that is effective across a broad spectrum of viruses and bacteria; hence, its EPA recommendation. It is also odorless, nontoxic and has very little health risks with a HMIS rating of zero across the board.

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, 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.

Lockers & locks

We will not be utilizing student lockers this year. Please review the backpack section for more information about where your students can keep their belongings during the day.

Selling/trading items by students

Students may not sell or trade 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!**
- Every student will be assigned an electronic device that they may take home for educational purposes. You and your family/guardian are responsible for following all technology guidelines and insurance requests.
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Universal Virtual Classroom Norm and Expectations

These norms are applicable to any virtual learning environment that includes the use of live video or audio with students. The norms clearly define student expectations when logging in, video, audio, chat and school-wide HOWLs. Staff are requesting students think responsibly and act respectfully while participating with their peers in the Virtual Classroom. Our School-wide PBIS rules remain in effect while at home. Students who fail to follow the rules as outlined below can possibly be removed from the virtual classroom.

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 9:45 am – 2:30 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 at 874-8145.

Please see School Board policy for Student Use of Cellular Telephones and Other Electronic Devices at http://www.portlandschools.org/board_of_education/board_policies/ Section J, for more information.

Please see School Board policy for Student Internet Acceptable Use and Internet Safety, Student Computer & Internet Rules and Care of School Property by Students at http://www.portlandschools.org/board_of_education/board_policies/ Sections I and J, for more information.

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.

Please see School Board policy for Annual Notice of Student Education Records and Information Rights at http://www.portlandschools.org/board_of_education/board_policies/ Section J, for more information.

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/

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, following all socially distant guidelines. 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 for more information.

STRUCTURES at LINCOLN

Hybrid Structure

Students have been assigned to an "A" or "B" cohort based on the first letter of their last name. Last names A-K will be in Cohort A and last names L-Z in Cohort B. **Cohort A will attend school in person on Mondays and Thursdays. Cohort B will attend school in person on Tuesdays and Fridays.** These groupings will be consistent across the district so that students from the same families/households will attend school on the same days. We will likely be unable to accommodate family requests to switch cohorts due to the need to manage cohort size, balancing and facilities per state health and safety requirements.

Students will be assigned to a small learning group for Lions' Pride Advisory and classes with other students in that cohort who are in the same house. Those learning groups will spend their time in one house classroom and will remain with that group while in school with teachers traveling to them.

Wednesdays will be the day across the district that ALL students can receive extra help, connect with their teachers, revise work based on feedback from teachers, work on extensions, etc.

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 students will be placed in one of two 8th grade houses.

Houses are further subdivided into **Lions Prides**. A pride is a base group of approximately 10-14 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 three times a day for attendance purposes, 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 9:45 AM and ends at 2:30 PM. Outdoor supervision for students awaiting the start of the day begins at 9:15 AM. See sample schedule for below.

LMS Hybrid schedule Fall 2020

6th grade	A or B- Day #1 (Monday or Tuesday)			A or B- Day #2 (Thursday or Friday)		
	Group 1	Group 2	Group 3	Group 1	Group 2	Group 3
9:45-10:15	Lion's Pride Advisory & Breakfast			Lion's Pride Advisory & Breakfast		
10:15-11:00	Math	Sci	SS	Math	Sci	SS
11:00-11:45	RA #1	SS	ELA	RA #2	SS	ELA
11:45-12:05	Lions' Pride Advisory/SNACK			Lions' Pride Advisory/SNACK		
12:05-12:50	Science	RA #1	Math	Science	RA #2	Math
12:50-1:35	SS	ELA	RA #1	SS	ELA	RA #2
1:35-2:20	ELA	Math	Science	ELA	Math	Science
2:20-2:30	Lion's Pride Advisory			Lion's Pride Advisory		

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*

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

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.
- Skipping class
- Spitting, including spit wads or using any device to project saliva
- Spraying substances such as perfume, cologne, or deodorant
- Squirting containers, such as squirt guns, spray bottles, 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

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.

Please see School Board policy for Bullying, Harassment/Sexual Harassment and the System-Wide Code of Conduct at http://www.portlandschools.org/board_of_education/board_policies/book_j_-_students/ Sections A and J, for more information.

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. HOWLs feedback will be given weekly.

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 **progress reports** and **trimester 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 & Registrar-pelles@portlandschools.org

Judy Yeo-Administrative Assistant-leojud@portlandschools.org

Kathy Randall- Social Worker: randak@portlandschools.org

Margaret Bessey-School Counselor: bessem@portlandschools.org

Deb Mazjanis-School Counselor: mazjad@portlandschools.org



RUBRICS

LMS PBIS Rubric	
STANDARDS	INDICATORS
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 HOWLs Rubric	
STANDARDS	INDICATORS
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.

Understanding Scores on the Progress Report

Description	Numeric Score	Your student...
Exceeding	4	is exceeding the standard.
	3+	is making progress towards going beyond the standard.
Meeting	3	is meeting the standard.
Approaching	2+	is close to meeting the standard.
	2	is making growth towards the standard.
Beginning	1	is in the beginning stages of this standard or there is not enough evidence yet.

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

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

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