

# **Lincoln Middle School**

## **2017 - 2018**

**Suellyn Santiago, Principal**  
**Scott Keysor, Assistant Principal**

**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>***

### **STUDENT/PARENT HANDBOOK 2017-2018**

## **Welcome to Lincoln Middle School!**

**We have prepared this handbook to share with you important information about our school and the expectations we have for our students. This handbook is intended to be a guide to help you succeed at Lincoln Middle School. If you have any questions or need further information about anything included in our handbook, you are welcomed to contact us at any time. We wish you an enjoyable school year filled with challenging learning experiences, new friendships, and many celebrations of success. You play a huge part in making Lincoln a wonderful learning community. Good luck and have a great year!**

## **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 2017-18 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](mailto: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/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](http://www.portlandschools.org/board_of_education/board_policies/book_j_-_students) Section J, for more information.*

## **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. An exception to this rule will be made in order to allow students to carry a change of clothes or footwear necessary for participation in Physical Education class. Periodic and brief locker breaks will be provided throughout the day so that students may collect needed books, supplies, etc.

## **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 shoes or any similar item. The school is not responsible if a bicycle, skateboard, scooter, etc. is lost, stolen or damaged.

## **BREAKFAST AND LUNCH**

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. Cafeteria expectations include:

- Be Safe
  - Walk at all times
  - Up to 4 people per bench
  - Wait until table is dismissed by a staff member
  - Keep hand, feet, and objects (including food) to self
- Be Responsible
  - Leave no trace
  - Recycle all food and trash in appropriate places
  - Stay in chosen seat for entire lunch period
  - Complete your assigned job
- Be Respectful
  - Use manners and be polite towards cafeteria staff, teachers, and each other
  - Use appropriate language
  - Use voice level 1 or 2
  - Ask permission to leave the cafeteria

## **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 is 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/](http://www.portlandschools.org/board_of_education/board_policies/book_j_-_students/) Sections A and J, for more information.*

## 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.

**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.

*Please see School Board policy for Student Bus Conduct at [http://www.portlandschools.org/board\\_of\\_education/board\\_policies/](http://www.portlandschools.org/board_of_education/board_policies/) Section J, for more information.*

## CO-CURRICULAR ACTIVITIES

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 7<sup>th</sup> and 8<sup>th</sup> grade levels. **Sports in which sixth grade students can participate are marked with an asterisk (\*).** Sixth grade students may not participate in any other 7<sup>th</sup> or 8<sup>th</sup> 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.

<u>FALL SPORTS</u>	<u>WINTER SPORTS</u>	<u>SPRING SPORTS</u>
Soccer*	Basketball*	Baseball
Cross Country*	Indoor Track*	Softball
Field Hockey	Swimming*	Outdoor Track*
	Wrestling*	Tennis*

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>. 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 is absent, tardy, or dismissed on the day of the event.
- If the event/activity is scheduled on a day 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 precedent over the activity and must be served before the student can participate co-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.

*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.*

**COMPUTER/INTERNET USE**

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.

*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/](http://www.portlandschools.org/board_of_education/board_policies/) Sections I and J, for more information.*

**CONDUCT CODE**

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. The matrix for what these expectations look like across school settings can be found at the end of this handbook.

School-wide Positive Behavior Expectations

Be Safe

Be Responsible

Be Respectful

## Student Discipline

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/](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 &amp; 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 &amp; 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 &amp; 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 "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
- 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

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 7:40am, 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.**

## 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**

Students are expected to be appropriately dressed for a school setting at all times. All students are expected to be clean and dress and groom themselves neatly in clothes that are suitable for school activities. Dressing in a manner that poses health or safety risks, or causes substantial disruption of the educational process, including gang-related attire, is not allowed.

Although students want to be comfortable and express themselves through what they wear, they are subject to limits based on what is appropriate and supportive of a comfortable learning environment in a public school setting. Any type of attire that causes a disturbance in class and distracts from the instructional process is not acceptable. Students should keep in mind that safe participation in some courses, such as Physical Education and Engineering Technology, requires appropriate dress. Students wearing unacceptable clothing will be asked to change. When necessary, a parent will be called to provide alternative clothing for a child whose attire is deemed inappropriate.

The following items are some, but not all examples of inappropriate school wear:

- Clothing that exposes undergarments;
- Garments or jewelry with reference to inappropriate language or behavior or that promote use of alcohol; drugs or other illegal substances;
- Chains, wallet chains, or any other jewelry that may be used as a weapon;
- See-through, backless or bare-midriff tops.

### **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/](http://www.portlandschools.org/board_of_education/board_policies/)  
Section J, for more information.*

### **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 7:40am – 2:15pm 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. Also, 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. **The best practice is to leave these items at home!**

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

*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/](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. Because the elevator cannot be used in an emergency, students who have been issued an elevator key must meet with the school nurse in order to plan for safe evacuation in case the elevator is not available. It costs \$10.00 to replace an elevator key.

### **EMERGENCY INFORMATION FORMS**

It is very important that parents/guardians complete and students promptly return the Emergency Information Forms so that school staff are aware of each child's medical information and know how to reach parents/guardians during the school day. **Please notify us as soon as possible whenever you have a change in address, telephone number, place of employment, or emergency contact person. Parents/guardians may contact Lincoln Middle School by calling 874-8145.**

## **EMERGENCY MANAGEMENT PLAN**

The Portland schools take the issue of student and staff safety very seriously. Many preventive and crisis response measures are in place in our school system to provide for the safety of our students and staff. School Board policy requires each school to have an emergency management plan in place that is very specific and thorough. The plans follow guidelines established through a joint effort of the Portland School Department and the Portland Police and Fire Departments. Each school is also required to conduct practice drills to make sure that staff is familiar with the crisis plan. More information about the school's emergency management plan is available in the school office.

## **EXTRA HELP / MAKE-UP WORK**

Students may always seek extra help from teachers when they do not understand an assignment, if the work is difficult, or if they have missed assignments and/or class discussions. A teacher may request or require a meeting with a student as well. Extra help may be arranged before or after school or at a convenient time during the school day. Students who miss class for any reason will be expected to make-up missing work.

## **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.

## **HALL PASSES**

Students are not permitted in the halls during a class periods unless they are accompanied by a staff member or have an authorized pass. Additionally, students are required to sign out of their classrooms on the **Student Accountability Sheet** (first and last names) if they are given permission to leave the classroom during a class period and must sign back in when they return to the classroom.

## **HEALTH SCREENINGS**

Vision screening is conducted in grade 7. Spinal screening is conducted for girls in grades 6 and 8, and for boys in grade 8. Vision, hearing, or spinal screening may be conducted upon staff, student, or parent/guardian request.

## **HOMEWORK**

Students are encouraged to record all daily assignments in their assignment notebook. Meaningful homework helps students succeed in school and learn good study habits. Homework gives students a chance to practice what they have learned in school and to deepen their understanding of what is taught. Homework also provides an opportunity for students to share what they are learning with their parents/guardians.

## **HOUSE STRUCTURE**

Lincoln is organized into 2 smaller learning communities at each grade level called houses. Each house has 4 teachers: English/Language Arts, Math, Science, and Social Studies, and there are two related arts teachers per grade level. Students are assigned to a house in 6<sup>th</sup> grade and loop with the same students and teachers for 7<sup>th</sup> grade. In 8<sup>th</sup> grade, students are remixed and assigned to new houses, with new teachers. House names are chosen, by the students, at the beginning of 6<sup>th</sup> and 8<sup>th</sup> grade.

## **ILLNESSES AND INJURIES AT SCHOOL**

Students who become ill during the school day should report to the office with a signed pass from their teacher. If it becomes necessary for a student to go home, a parent/guardian will be notified and regular dismissal procedures will be followed. If a student leaves school without permission, the student will be given an unexcused absence for classes missed and there may be disciplinary consequences.

Accident reports are completed for injuries that occur on school grounds or at school events on non-school property. Parents/guardians will be notified by telephone or note describing the accident, the extent of the injury, and the treatment provided. Copies of the accident report are available upon request for insurance purposes.

## **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. If your student has had the chicken pox 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.

## **LIBRARY/LEARNING COMMONS**

Our library has an excellent collection of reading material for research and pleasure reading. Students are encouraged to use the library throughout the day with a signed pass from a teacher. Students may go to the library to borrow books or to work independently. Books and other library materials are checked out for three weeks. Students need to return or renew all overdue items before additional materials can be checked out. Students are expected to pay for any lost books.

## **LOCKERS and LOCKS**

All students are assigned a locker near their house area, whenever possible. Lockers should always remain closed and locked. **Students may only use a school-issued lock and combinations will be kept on file in the main office.** The initial cost of a lock is \$5.00 at the beginning of 6<sup>th</sup> grade or upon enrollment at Lincoln. The \$5.00 will be refunded when the student leaves Lincoln (either at the end of 8<sup>th</sup> grade or upon a move to a new school/district) and returns the lock that was assigned to them. 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.

## **LOST & FOUND**

Our *Lost & Found* is located on the ground floor. Students are encouraged to leave valuable items or excess cash (\$5 or more) at home and should never leave valuables in a locker, backpack, etc. Articles not claimed are donated weekly to families in need.

## **MEDICATIONS**

The School Committee has a policy about students receiving medications at school.

*Please see School Committee policy for Administration of Medication to Students at [http://www.portlandschools.org/board\\_of\\_education/board\\_policies/](http://www.portlandschools.org/board_of_education/board_policies/) Section J, for more information.*

## **MESSAGES FOR STUDENTS**

In order to keep classroom disruptions to a minimum, when a parent/guardian calls with a message for a student, the message will be given to the student during **non-class** times. If the message is of an urgent nature, the student will be called out of class. **Please do NOT call, text, or message your student directly during the school day.**

## **OPEN HOUSE**

An open house for parents/guardians will be held early in the Fall. Specific information will be sent home with students and will be available on our web site <http://lincoln.portlandschools.org>.

## **PARENT CONFERENCES**

Student-involved parent conferences are formally scheduled during the school year in November and April. Specific information about these conferences will be sent home with students. Dates of conferences will be available on our web site at <http://lincoln.portlandschools.org>. Parents are welcome to meet with teachers at any time outside of these conference dates. We also encourage parents to be in regular communication with teachers throughout the school year and monitor student progress online regularly.

## **PERSONAL PROPERTY**

The Portland Public Schools are not responsible for safeguarding students' personal property, such as money, musical instruments, electronic equipment, clothing, jewelry, skateboards, collectibles, etc. Students are discouraged from bringing items of significant value to school that are not needed during the school day. Additionally, we do not have the resources to find, repair or replace any item that is lost, stolen or damaged. **Please write your name on all personal belongings and never leave personal articles unattended.** If you misplace something, please check with your classroom teachers, the lost and found, and the Main Office.



## **SCHOOL CANCELLATION OR DELAY**

In the event of an emergency or weather-related school delay, cancellation or early closing, announcements are made on local radio and television stations, including Channel 3, the district channel; and the Portland Public Schools web site at <http://www.portlandschools.org/>. School delays or cancellations are announced beginning at approximately 6:00 a.m. Early school closings may require announcements during the school day.

**Please do not call the school office for this information, as telephone lines are very busy during these times.**

## **SEARCHES**

Lockers, desks and other school storage facilities are school property, and remain under the control, custody and supervision of the school even when they are assigned to individual students. Students have no expectation of privacy in school storage facilities or for any items placed in such facilities. School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Only locks provided by the school may be used on lockers and all other locks will be removed.

School officials may also search students' wallets, purses, backpacks, pockets, and other property when they have a reasonable suspicion that the search will reveal evidence that the student has violated or is violating the law, School Board policies, and/or school rules.

Illegal and/or prohibited items such as firearms, weapons, drugs, alcohol, tobacco, stolen property, or other items determined to be a threat to the safety or security of the school will be seized and the student's parent/guardian notified. Evidence may be forwarded to law enforcement as deemed appropriate by school officials, even if the search was initiated for school purposes.

*Please see School Board policy for Questioning and Searches of Students at [http://www.portlandschools.org/board\\_of\\_education/board\\_policies](http://www.portlandschools.org/board_of_education/board_policies) Section J, for more information.*

### **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.

### **SPECIAL EDUCATION POLICIES**

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.

### **STANDARDIZED TESTING**

Students will participate in the Maine Educational Assessment (MEA) in the spring and NWEA's Measures of Academic Progress (MAP) in the fall and spring. MEA is the state assessment that measures our school's progress toward meeting the Maine Learning Results and MAP is a tool for measuring student growth in reading and math and predicting proficiency over time. For more information about the MEA, please visit the Department of Education website at <http://www.maine.gov/doe/assessment/index.html>. For more information about NWEA, please visit <http://www.nwea.org>.

Standardized test scores are part of the information we use to identify students' strengths and areas for growth. With this information, we are better able to individualize student programming and maximize students' academic success. Test scores are indicators of performance, but they are only one method we use to assess students. Your child's teachers can provide you with complete information about your child's performance.

### **STUDENT/FAMILY SERVICES**

School counselor/social worker services are available for every student in our school. These services include assistance with educational planning, interpretation of test scores, career information, help with home, school and/or social concerns, or any questions a student feels s/he would like to discuss with the school counselor or social worker. Please contact the Student Services Office to schedule an appointment, 874-8145.

### **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](http://www.portlandschools.org/board_of_education/board_policies) Section J, for more information.*

## **STUDENT SCHEDULES**

Student schedules are designed to meet the individual needs of students based on their strengths, areas of growth, and interests. Student progress is monitored on a regular basis, and changes in a student's schedule may be made to best meet their needs. Please contact your child's school counselor if you have any questions about your child's schedule.

## **STUDENT USE OF BULLETIN BOARDS**

Students must obtain approval from the principal's office before posting items on school bulletin boards or any other place on school property. The principal will make the final decision about what items may be posted. Items should be removed after the event or activity, or within a reasonable amount of time. Students may not attach posters or other materials to other surfaces in the school.

## **TELEPHONE USE**

A telephone is available in the Main Office for student use before and after school. Students are allowed to use an office or classroom telephone during the school day with permission from a staff member.

## **THREAT-RELATED POLICIES**

A clear, consistent, rational and well-structured system for dealing with threats is vitally important in a school. The parents of students who make a threat of any kind will be contacted and will be expected to provide information to help evaluate the threat. Students or parents who know about a threat are expected to inform school authorities.

*Please see School Board policy for Bomb Threats, System-Wide Student Code of Conduct, and Weapons, Violence and School Safety at, [http://www.portlandschools.org/board\\_of\\_education/board\\_policies](http://www.portlandschools.org/board_of_education/board_policies) Sections E and J, for more information.*

## **TRANSFERRING TO ANOTHER SCHOOL**

Parents/guardians who move out of Portland or to another Portland school are required to sign a Student Transfer Form at the new school. The Portland school office will then send the student's educational records to the new school. All library books, textbooks, and other school property assigned to the student must be returned before the student transfers or the parents/guardians will be billed for them. In order to make the transition as smooth as possible, we request that parents/guardians notify the school office of a transfer at least one week in advance.

## **VISITS**

### **All Visitors**

In order to ensure the safety of our students and staff, all visitors to the school must report directly to the Main Office upon arrival at the school. Visitors will be asked to sign-in, list their destination, and will be issued a visitor's badge. Visitors who are not wearing a badge can expect to be approached by staff members and escorted to the office. When leaving, visitors must return to the Main Office to sign out.

### **Student Visitors**

Student visitors are not allowed, except as part of an educational experience designed by a staff member.

### **High School Visits**

All eighth grade students will have the opportunity to visit Portland's three high schools – Casco Bay, Deering, and Portland, prior to making their enrollment decision for high school. These visits are arranged by our school counselors and the high schools.

## **District Communications**

- **Annual Notice of Student Education Records and Information Rights (FERPA)**
- **Legal Notices from PPS to Parents**



## **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 15<sup>th</sup> 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 15<sup>th</sup> 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

# Legal Notices from Portland Public Schools to Parents

## **Harassment, Sexual Harassment, and Hazing**

Students are prohibited from engaging in physical or verbal harassment of and/or threats to other students or staff members. Prohibited harassment includes, but is not limited to, intimidation or disparagement on the basis of race, color, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, religion, age, or disability. Prohibited harassment includes the sort of verbal abuse (e.g., name calling, use of profanity, ethnic or racial slurs, derogatory statements addressed publicly to others) that interferes with an individual student's education or the educational purposes of the school. **Refer to School Board Policies ACAA, ACAA-R, and ACAD.**

Sexual insults, name-calling, off-color jokes, intimidation by words or actions, offensive touching, pressure for sexual activity, unwelcome sexual advances, requests for sexual favors, and gestures and comments of a sexual nature are prohibited and will be construed as sexual harassment. Non-consensual touching, including physical fighting, will be construed as assault and battery. Disciplinary action for acts of harassment, hazing, assault and battery may include suspension or expulsion. Any student who is harassed, hazed, assaulted, or battered should report such occurrence immediately to an administrator. Another available resource is the School District's Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, [stoddb@portlandschools.org](mailto:stoddb@portlandschools.org).

**LINK: [www.portlandschools.org/board of education/board policies/Book A - Foundations and Basic Commitments](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20A%20-%20Foundations%20and%20Basic%20Commitments)**

## **Bullying and Cyberbullying**

Bullying includes, but is not limited to, a written, oral, or electronic expression, physical act or gesture, or any combination of these, directed at one or more students, that:

- A. Causes physical or emotional harm to the victim or damage to the victim's property;
- B. Places the victim in reasonable fear of harm or of damage to the victim's property;
- C. Creates an intimidating or hostile educational environment for the victim; or
- D. Interferes with the victim's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of conduct that may constitute bullying include, but are not limited to:

- 1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
- 2. Behavior that is intended to harm someone by damaging or manipulating his or her relationships with others, including, but not limited to, gossip, spreading rumors, and social exclusion;
- 3. Non-verbal threats and/or intimidations, such as the use of aggressive, menacing, or disrespectful gestures;

4. Threats of harm to a student, to his/her possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, involuntary loans or donations;
6. Blocking access to school property or facilities that the student otherwise would have access to;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or his/her property.

Cyberbullying means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

The district's policy applies to bullying that takes place at school or on school grounds, at any school-sponsored activity or event, or while students are being transported to or from school or school-sponsored activities or events. It also applies to bullying that occurs at any other time or place that substantially disrupts the instructional program, operations of the school, or welfare of students. **Refer to School Board Policy JICK.** Any student who has been bullied should report such occurrence immediately to an administrator. Another available resource is the School District's Title IX Officer, Barbara Stoddard, Dir. Human Resources, 842-5331, [stoddb@portlandschools.org](mailto:stoddb@portlandschools.org).

**LINK: [www.portlandschools.org/board of education/board policies/Book J - Students](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20J%20-%20Students)**

### **Use of Physical Restraint and Seclusion**

The School District has adopted a policy and procedure to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined in the policy, may only be used as an emergency intervention when a student's behavior presents an imminent risk of injury or harm to the student or others.

Physical restraint is defined as an intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily. Seclusion is defined as the involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student. The policy sets forth specific examples of what does not constitute physical restraint and what does not constitute seclusion. The accompanying procedure defines important terms such as emergency, imminent risk of injury or harm, dangerous behavior, and serious bodily injury. The procedure describes permitted and prohibited uses of physical restraint and seclusion, monitoring obligations, and sets forth notice and reporting requirements. **Refer to School Board Policies JKAA and JKAA-R. Also refer to Maine Department of Education Rule Ch. 33.**

**LINK: [www.portlandschools.org/board of education/board policies/Book J - Students](http://www.portlandschools.org/board%20of%20education/board%20policies/Book%20J%20-%20Students)**